



## **CHARTER TOWNSHIP OF HIGHLAND**

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

### **REGULAR BOARD OF TRUSTEES MEETING**

#### **BUDGET WORKSHOP AGENDA**

**September 25, 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) September 11, 2023 Board of Trustees Minutes
  - b) List of Bills dated September 21, 2023
  - c) Highland Township Purchasing Policies
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. New Business:
  - a) Agreement for Election Services Between Oakland County and Charter Township of Highland and Charter Township of White Lake
  - b) Discussion of 2024 Budget
9. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/81471108143>.

Meeting ID: 814 7110 8143

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: BW September 25, 2023**

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

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

#### **4. Approval of Agenda**

## **5. Consent Agenda Approval**

- a) September 11, 2023 Board of Trustees Minutes
- b) List of Bills dated September 21, 2023
- c) Highland Township Purchasing Policies

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
September 11, 2023 - 6:30 p.m.

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

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

Also Present: Fire Chief Nick George  
Anne McLaughlin, Township Attorney

Visitors: 20

**Approval of Agenda:**

Mr. Hamill added Pending Business Item b) Adoption of Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance. Mrs. Cooper moved to approve the agenda as amended. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Consent Agenda Approval:**

**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
- j) Snow Plow Contract

**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

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

**Announcements and Information Inquiry:**

- a) 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.

Mr. Howe announced the passing of Mike Stevenson a long-time teacher at Milford High School and coach in the district for a number of years.

**Public Comment:**

Jay Pistana, representing his wife Denise, who is President of the Huron Valley Community Coalition, thanked the township board for partnering with Huron Valley Schools to keep our students safe and substance free by committing funding from the opioid settlement. Deann Crow provided photos and information regarding an ordinance violation that she would like the township to act on. Mr. Howe acknowledged attendance of students at the Board meeting.

**Public Hearing:**

- a) Special Assessment District for Peninsula Lake Weed Control

The Public Hearing was opened at 6:44 p.m. and closed at 6:56 p.m. There were two public comments.

**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

Mrs. Cooper moved to approve Resolution #23-23 to Proceed with the Peninsula Lake Special Assessment District for the Control of Weeds in Peninsula Lake and Related Services as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- b) Adoption of Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by revising Article 4, District Regulations to Amend the Schedule of Regulations for Agricultural and Rural Residential Zoning District and Temporary Uses in any Zoning District to Amend the Maximum Duration of Permits and to Provide for Renewal of Permits, Further to Amend Article 8, General Provisions Sections 8.03 to Modify the Setback Requirements of Swimming Pools and Section 8.06 to Modify Regulations Pertaining to Home Occupations.

Ms. Frederick moved to Adopt Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance Chapter 25 as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.



**New Business:**

a) Award Bid for Cemetery Fencing

Mr. Hamill moved to award the bid to Milford Fence to complete the work at the Highland Cemetery in the amount of \$35,175.00. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

b) Budget Amendment Cemetery Improvement

Mrs. Cooper moved to approve the Budget Amendment Cemetery Improvement 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.

c) Election Inspector Pay

Mr. Hamill moved to approve increasing the amount we pay for election day inspectors to match what Oakland County will be paying the early voting workers proportionately. 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.

Mr. Hamill moved to approve the Clerk to select Inspectors to be placed on payroll for election work going forward and giving authority to the Clerk to remove inactive workers from the system as needed. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

d) Document Management System

Mr. Hamill moved to approve the contract with Applied Innovation beginning with the 4-user level and purchase of scanner option number one not to exceed \$20,000.00. Contract to be approved by the township attorney. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

e) Hire Karen Genson as a Part Time Seasonal Employee

Ms. Frederick moved to hire Karen Genson as a Part Time Seasonal Employee at \$23.00 per hour not to exceed 29 hours per week as of September 12, 2023. 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.

f) Fire Department Purchase of Fire Hose

Mr. Hamill moved to waive the Purchasing Policy and approve the purchase of fire hose from Macqueen Equipment not to exceed \$15,000.00. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

g) Fire Department Purchase of SCBA Air Compressor

Mr. Hamill moved to waive the purchasing policy and approve the purchase of a SCBA Air Compressor from Breathing Air Systems in the amount of \$32,943.04. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

h) Addition of Three Fire Department Positions

Mr. Hamill moved to approve the Fire Chief to hire three new full-time fire fighters. The start date to be as early as October 1st. 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.

i) Fire Department Budget Amendment

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

Fire Chief Nick George thanked Hungry Howie's and Norm's Ice Cream for providing enough food for 50 people for a special event for a family involved in a traumatic event.

j) Highland Township Purchasing Policies

Mrs. Cooper moved to approve the Purchasing Policies as amended per the changes discussed. The Purchasing Policies will be presented for approval in the Consent Agenda. 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.

k) Resolution 23-24 Amended Fee Schedule dated September 11, 2023

Ms. Frederick moved to approve Resolution 23-24 Amended Fee Schedule dated September 11, 2023 as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

l) Purchase of Security Cameras for Township Hall

Ms. Frederick moved to waive the Purchasing Policy and to approve the purchase of 20 security cameras for Township Hall along with Video Recording and Installation services in the amount of \$8,670.99 to SSD Cabling. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 8:37 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-RIDGEWOOD-OAK CTY	AUG 2023	09/13/2023	208.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	AUG 23	09/13/2023	338.50
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	AUG2023	09/13/2023	140.50
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-RIDGEWOOD-HVS	AUG 2023	09/13/2023	834.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	AUG 23	09/13/2023	1,354.00
1159	TREASURER	101-HIGHLAND HILLS HVS	AUG2023	09/13/2023	562.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
8291	ALL AMERICAN REMOD LLC	101-ESCROW/BUILDING	B23-00253	09/07/2023	250.00
4726	BAKER, STEPHEN	101-ESCROW/BUILDING	B23-00217	09/12/2023	250.00
6091	C & L WARD BROS. CO.	101-ESCROW/BUILDING	B23-00065	09/08/2023	500.00
4721	COOPER, BRUCE	101-ESCROW/BUILDING	B23-00314	09/07/2023	125.00
6152	EPLEY CUSTOM DESIGN	101-ESCROW/BUILDING	B22-00476	09/07/2023	1,250.00
6152	EPLEY CUSTOM DESIGN	101-REINSPECTION FEE	B22-00476	09/07/2023	60.00-
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-01057	08/31/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-01057	08/31/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-01057	08/31/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-01057	08/31/2023	45.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00476	09/07/2023	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-01057	08/31/2023	69.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B23-00224	09/07/2023	125.00
4642	KINGS WAY CONSTRUCTION	101-ESCROW/BUILDING	B23-00171	09/12/2023	125.00
4725	KRECEK SD IRA LLC	101-ESCROW/BUILDING	B23-00057	09/11/2023	1,400.00
7924	MCCARTER CONSTRUCTION LLC, JOHN	101-ESCROW/BUILDING	B23-00186	09/07/2023	500.00
3240	MGE CARPENTRY	101-ESCROW/BUILDING	B23-00216	09/07/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00702	09/12/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00012	09/12/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00041	09/12/2023	250.00
4727	NORTHGATE CONSTRUCTION	101-ESCROW/BUILDING	B22-00293	09/12/2023	250.00
4728	PAS TRUSTEE, JOSEPH	101-ESCROW/BUILDING	B23-00318	09/12/2023	125.00
6123	QUALITY HOME REMODELING	101-ESCROW/BUILDING	B23-00292	09/08/2023	250.00
4729	SHANHOLTZER, DAREN	101-ESCROW/BUILDING	B23-00215	09/12/2023	125.00
7865	SHERIDAN, TIMOTHY	101-ESCROW/BUILDING	B23-00183	09/07/2023	250.00
4722	STEVE RUMBLE CONSTRUCTION	101-ESCROW/BUILDING	B23-00263	09/08/2023	250.00
6077	TROMBLEY, CAROL LYNNE	101-ESCROW/BUILDING	B23-00207	09/12/2023	250.00
6077	TROMBLEY, CAROL LYNNE	101-ESCROW/BUILDING	B23-00249	09/12/2023	250.00
5658	WHITE, SCOTT	101-ESCROW/BUILDING	B21-01057	08/31/2023	870.00
5658	WHITE, SCOTT	101-REINSPECTION FEE	B21-01057	08/31/2023	60.00-

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
5658	WHITE, SCOTT	101-REINSPECTION FEE	B21-01057	08/31/2023	45.00-
5658	WHITE, SCOTT	101-REINSPECTION FEE	B21-01057	08/31/2023	60.00-
5658	WHITE, SCOTT	101-REINSPECTION FEE	B21-01057	08/31/2023	60.00-
5658	WHITE, SCOTT	101-REFUSE FEE	B21-01057	08/31/2023	69.00-
4890	YATOOMA, JACOB	101-ESCROW/BUILDING	B23-00300	09/07/2023	125.00
<b>101-000-202.005</b>	<b>PLANNING ESCROW PAYABLES</b>				
9240	SIMPLIFILE	101-FILING FEE	690119731020SFL	09/16/2023	33.25
<b>101-000-222.000</b>	<b>OAKLAND CO. ANIMAL CONTROL</b>				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	09072023	09/07/2023	45.50
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	09072023	09/07/2023	331.00
<b>101-000-491.000</b>	<b>BUILDING PERMITS</b>				
4725	KRECEK SD IRA LLC	101-REFUND OF PERMIT FEES	PB23-0049	09/11/2023	1,201.60
<b>101-000-491.002</b>	<b>PLUMBING PERMITS</b>				
4730	BENJAMIN FRANKLIN PLUMBING	101-REFUND PERMIT FEES	PP23-0076	09/13/2023	60.00
<b>101-000-491.003</b>	<b>ELECTRICAL PERMITS</b>				
6245	IMAGE 360	101-REFUND OF PERMIT FEES	PE23-0381	09/07/2023	70.00
<b>101-000-667.001</b>	<b>PARK: RENTALS</b>				
4724	LEMOND, ALEX	101-PARK RENTAL REFUND	09082023	09/08/2023	50.00
Total :					13,498.85
<b>CLERK</b>					
<b>101-215-820.000</b>	<b>CLERK: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAMC CONF-FLOWERS/MECKLENBORG	8/09/23-9/08/23	09/09/2023	38.28
1521	CHASE CARDMEMBER SERVICE	101-ELECTION CENTER/MTA WEBINAR-FLOWERS	8/09/23-9/08/23	09/09/2023	444.00
Total CLERK:					482.28
<b>TREASURER</b>					
<b>101-253-820.000</b>	<b>TREAS: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-MTA WEBINAR-FREDERICK	8/09/23-9/08/23	09/09/2023	199.00
Total TREASURER:					199.00
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000</b>	<b>GEN GOV: OFFICE SUPPLIES</b>				
8253	AMAZON CAPITAL SERVICES	101-BOWLS	1W4R-CGM7-7V4N	09/01/2023	18.89
8253	AMAZON CAPITAL SERVICES	101-RUBBER STAMPS	1W4R-CGM7-7V4N	09/01/2023	19.58
1828	FIDLAR TECHNOLOGIES INC.	101-MINUTES BOOK PAGES	R224172-IN	08/31/2023	215.38
6331	PITNEY BOWES INC	101- INK CARTRIDGE	1023785192	08/31/2023	265.58
2541	STAPLES	101-CUSHION MAT	3545996207	08/18/2023	131.95

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-735.000</b>	<b>GEN GOV: POSTAGE</b>				
1035	PITNEY BOWES GLOBAL FINANCIAL	101-MAILING SYS. QTRLY FEE ACCT#0011920249	3317952981	08/30/2023	402.09
<b>101-261-804.000</b>	<b>GEN GOV: LEGAL SERVICES</b>				
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53271	08/31/2023	3,047.50
8409	HALLAHAN & ASSOCIATES PC	101-LEGAL-ASSESSING PRESTWICK VILLAGE GOLF	10525	09/05/2023	942.92
<b>101-261-821.000</b>	<b>GEN GOV: MEMBER FEES</b>				
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	8/09/23-9/08/23	09/09/2023	26.00
<b>101-261-830.000</b>	<b>GEN GOV: GEN INSURANCE</b>				
1508	MICHIGAN MUNICIPAL LEAGUE	101-ANNUAL FEE	2459-923	09/01/2023	200.00
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X091	09/06/2023	23.65
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X091	09/06/2023	47.04
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-SYNOPSIS-TWP BOARD	0005866790	08/31/2023	58.56
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-165	09/01/2023	400.00
<b>101-261-900.002</b>	<b>GEN GOV: PRINTING</b>				
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-BUSINESS CARDS ORDINANCE-BELL	75255	08/31/2023	45.00
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	09142023 66330	09/15/2023	14.90
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	09142023 66959	09/15/2023	15.03
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	09142023 67072	09/15/2023	397.66
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	09142023 67460	09/15/2023	15.14
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	09142023 80059	09/15/2023	645.90
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	09142023 80661	09/15/2023	15.40
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	09142023 80786	09/15/2023	79.88
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	09142023 80885	09/15/2023	48.87
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
2262	BRIEN'S SERVICES INC.	101-MOW M59 MEDIAN	46390	09/05/2023	210.00
1521	CHASE CARDMEMBER SERVICE	101-OUTLETS/EXT CORDS-205 W LIVINGSTON	8/09/23-9/08/23	09/09/2023	487.42
2596	FIVE STAR ACE	101-GLOVES/KNEEPADS	30277	09/08/2023	46.13
2596	FIVE STAR ACE	101-YARD BAGS	30279	09/08/2023	5.98
1541	HOME DEPOT CREDIT SERVICES	101-NEW HOT WATER HEATER-250 W LIVINGSTON	8620772	08/02/2023	519.00
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING JULY	11026	09/01/2023	3,182.50
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING-AUGUST	11033	09/01/2023	2,546.00
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	1736	09/06/2023	125.00
4685	WOLVERINE POWER SYSTEMS	101-GENERATOR REPAIR	0256806-IN	09/05/2023	902.00
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2048	08/31/2023	24.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	8/09/23-9/08/23	09/09/2023	110.03
1521	CHASE CARDMEMBER SERVICE	101-AMAZON PRIME	8/09/23-9/08/23	09/09/2023	59.67

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-955.000</b>	<b>GEN GOV: MISCELLANEOUS</b>				
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-TWP	88980667	09/01/2023	44.75
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP	8/09/23-9/08/23	09/09/2023	65.00
Total GENERAL GOVERNMENT:					15,404.40
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-711.000</b>	<b>GGP: DEFINED CONTRIBUTION PLAN</b>				
1350	EQUITABLE RETIREMENT	101-DEF CONTR 3RD QTR-ACT CTR PLAN ID 652977	6588349	09/06/2023	1,874.69
1350	EQUITABLE RETIREMENT	101-DEF CONTR 3RD QTR-IN-HOUSE PLAN ID 652977	6588349	09/06/2023	7,306.99
1350	EQUITABLE RETIREMENT	101-DEF CONTR 3RD QTR-TWP PLAN ID 652977	6588349	09/06/2023	4,200.04
<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	232510013475	09/08/2023	1,240.00
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	232510013475	09/08/2023	6,496.71
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	232510013475	09/08/2023	335.59
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	232510013475	09/08/2023	1,442.35
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001586076738	09/14/2023	46.20
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001586076738	09/14/2023	154.47
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001586076738	09/14/2023	155.08
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001586076738	09/14/2023	798.55
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001586076738	09/14/2023	35.96
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	10/01/23-10/31/23	09/14/2023	1,527.36
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	10/01/23-10/31/23	09/14/2023	445.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	10/01/23-10/31/23	09/14/2023	24.02
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	10/01/23-10/31/23	09/14/2023	318.64
Total GENERAL GOVERNMENT PERSONNEL B:					26,401.69
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	08/30/23-09/12/23	09/12/2023	491.18
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	08/30/23-09/12/23	09/12/2023	1,379.12
Total BUILDING:					1,870.30
<b>SENIOR CENTER</b>					
<b>101-672-728.000</b>	<b>ACTIVITY CTR: OFFICE SUPPLIES</b>				
1521	CHASE CARDMEMBER SERVICE	101-AMAZON PRIME	8/09/23-9/08/23	09/09/2023	59.67
<b>101-672-729.000</b>	<b>ACTIVITY CTR: OPER. SUPPLIES</b>				
9208	HIGHLAND SUPPLY INC.	101-LINERS-ACT CTR	CM1619	08/29/2023	62.60-

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9208	HIGHLAND SUPPLY INC.	101-LINERS-ACT CTR	INV44971	08/29/2023	28.74
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL-ACT CTR	INV46156	09/13/2023	29.15
<b>101-672-850.002</b>	<b>STEEPLE HALL: INTERNET SERVICE</b>				
2216	COMCAST	101-ANNEX 8529 10 157 0100876	10082023 0100876	08/26/2023	276.61
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	09082023 66702	09/11/2023	472.79
<b>101-672-920.002</b>	<b>STEEPLE HALL: UTILITIES</b>				
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-ANNEX 910008280133	09142023 80133	09/15/2023	347.10
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	30251918	08/31/2023	12.00
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	30255130	08/31/2023	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	88948422	08/07/2023	88.35
1521	CHASE CARDMEMBER SERVICE	101-CARTER LUMBER	8/09/23-9/08/23	09/09/2023	401.31
1021	GILL-ROY'S HARDWARE	101-CLEANING SUPPLIES-ACT CTR	2309-663111	09/13/2023	34.32
1457	STEVE'S LOCKSMITH	101-EMERGENCY LOCKOUT	230509-1	09/05/2023	100.00
<b>101-672-936.002</b>	<b>STEEPLE HALL: BUILDING MAINT</b>				
1521	CHASE CARDMEMBER SERVICE	101-DEHUMIDIFER	8/09/23-9/08/23	09/09/2023	1,147.11
Total SENIOR CENTER:					2,946.55
<b>ZONING BOARD OF APPEALS (ZBA)</b>					
<b>101-702-900.000</b>	<b>ZBA: ADVERTISING</b>				
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-LEGAL ADVERTISEMENT-ZBA	0005866790	08/31/2023	131.76
Total ZONING BOARD OF APPEALS (ZBA):					131.76
<b>PARKS</b>					
<b>101-751-729.002</b>	<b>PARKS: HICKORY RIDGE</b>				
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	1736	09/06/2023	250.00
<b>101-751-729.003</b>	<b>PARKS: DUCK LAKE PINES</b>				
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	09142023 67940	09/15/2023	132.25
2382	J.W. FIELD SEPTIC SERVICES	101-PUMP SEPTIC-DK.LK. PARK	26283	08/31/2023	566.72
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK	1736	09/06/2023	125.00
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	1736	09/06/2023	175.00
<b>101-751-920.000</b>	<b>PARKS: UTILITIES</b>				
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	09142023 67551	09/15/2023	69.09
<b>101-751-935.000</b>	<b>PARKS: MAINTENANCE</b>				
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING PARKS-JULY	11026	09/01/2023	1,567.50
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING PARKS-AUGUST	11033	09/01/2023	1,254.00
1070	OAKLAND COUNTY	101-BAC-T TEST	CI024990	08/31/2023	12.00



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total PARKS:					4,151.56
Total GENERAL FUND:					65,086.39
<b>ROAD FUND</b>					
<b>ROAD</b>					
<b>203-596-967.000 DUST CONTROL</b>					
2636	NEWBERRY ROAD ASSOCIATION	203-DUST CONTROL-NEWBERRY RD.	09062023	09/06/2023	550.00
2640	OPENSHAW, RENEE	203-DUST CONTROL	09082023	09/08/2023	330.00
<b>203-596-967.001 TRI PARTY PROGRAM</b>					
2158	ROAD COMMISSION FOR O.C.	203-TRI-PARTY GRAVEL ROAD PROGRAM CUST#0223	103504	09/08/2023	27,460.70
Total ROAD:					28,340.70
Total ROAD FUND:					28,340.70
<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	232510013475	09/08/2023	4,606.09
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001586076738	09/14/2023	161.70
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001586076738	09/14/2023	575.50
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001586076738	09/14/2023	85.93
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001586076738	09/14/2023	35.96
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	10/01/23-10/31/23	09/14/2023	174.44
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	10/01/23-10/31/23	09/14/2023	24.02
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	10/01/23-10/31/23	09/14/2023	685.24
<b>206-336-727.000 FIRE: SUPPLIES</b>					
9400	ARAMARK REFRESHMENT SVCS INC LLC	206-STATION SUPPLIES	36417716	08/21/2023	297.12
1521	CHASE CARDMEMBER SERVICE	206-AMAZON PRIME	8/09/23-9/08/23	09/09/2023	59.66
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K90705	08/15/2023	40.97
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85061250	08/18/2023	3.36
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85071262	08/29/2023	178.86
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85074359	08/31/2023	204.00
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85084546	09/11/2023	897.04
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85084547	09/11/2023	355.90
7576	STATE OF MICHIGAN	206-QUALITY ASSURANCE AMBULANCE-QAAP TAX	491-429594	09/05/2023	529.54
8000	TELEFLEX LLC	206-EMS SUPPLIES	9507387457	08/28/2023	665.00
8000	TELEFLEX LLC	206-EMS SUPPLIES FREIGHT	9507387457	08/28/2023	12.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-732.000</b>	<b>FIRE: UNIFORMS</b>				
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - GREEN	256879	06/27/2023	63.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM GEORGE	257019	06/28/2023	57.98
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - IGNAGNI	261027	08/11/2023	270.96
9276	HURON VALLEY GUNS LLC	206-UNIFORM PEARCE	263543	09/08/2023	199.97
<b>206-336-806.001</b>	<b>FIRE: COMPUTERS/SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	8/09/23-9/08/23	09/09/2023	415.80
1521	CHASE CARDMEMBER SERVICE	206-WIRELESS KEYBOARD-BELL	8/09/23-9/08/23	09/09/2023	72.82
<b>206-336-809.000</b>	<b>FIRE: SOFTWARE MAINTENANCE</b>				
6212	DISCOUNT BATTERY	206-BATTERIES SURGE PROTECTOR	68747	08/24/2023	35.00
7934	KNO2	206-EMS FAXING SERVICE	INV5242	01/01/2023	480.00
<b>206-336-820.000</b>	<b>FIRE: DUES &amp; EDUCATION</b>				
1642	PETER'S TRUE VALUE HARDWARE	206-TRAINING SUPPLIES	K69018	08/25/2023	19.36
<b>206-336-920.000</b>	<b>FIRE: PUBLIC UTILITIES</b>				
4709	ADVANCED BACKFLOW TESTING	206-STN2 BACKFLOW TESTING	14933	08/11/2023	600.00
8385	AMERI-ALARM	206-ALARM MONTORING-FS1	076617	09/01/2023	75.00
8385	AMERI-ALARM	206-ALARM MONITORING FS2	076625	09/01/2023	75.00
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X091	09/06/2023	137.10
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X091	09/06/2023	23.66
9027	AT&T MOBILITY	206-IPADS	287287294406X091	09/06/2023	317.92
2216	COMCAST	206-510 CLYDE 0115262	10022023 0115262	08/20/2023	56.13
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	10022023 0170820	09/01/2023	194.85
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	10152023 0160011	09/12/2023	164.90
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	09052023 06488	09/06/2023	747.32
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	09132023 66207	09/14/2023	161.41
9090	NET EXPRESS VOIP	206-VOIP MONTHLY	1605230823	08/23/2023	110.46
<b>206-336-930.000</b>	<b>FIRE: VEHICLE REPAIR</b>				
1521	CHASE CARDMEMBER SERVICE	206-REPAIRS-FORD	8/09/23-9/08/23	09/09/2023	5,957.57
9410	MOTOR CITY TRUCK AND TRAILER LLC	206-2014 FORD (RESCUE 211)	1538	09/14/2023	2,839.28
9228	NAPA AUTO PARTS	206-2018 PIERCE (E11)	132480	08/15/2023	30.99
9228	NAPA AUTO PARTS	206-2018 PIERCE (E11)	132828	08/25/2023	30.99
9228	NAPA AUTO PARTS	206-2014 FORD (U1)	133261	09/07/2023	65.57
<b>206-336-936.000</b>	<b>FIRE: BLDG MAINT/REPAIR</b>				
4709	ADVANCED BACKFLOW TESTING	206-STN1 BACKFLOW TESTING	0000014892	07/31/2023	400.00
2285	CUMMINS SALES AND SERVICE	206-FS2 GENERATOR PM	S6-12050	08/16/2023	261.21
2285	CUMMINS SALES AND SERVICE	206-FS1 GENERATOR MAINTENANCE	S6-12392	08/21/2023	585.24
1541	HOME DEPOT CREDIT SERVICES	206-FENCE SUPPLIES-FS2	6010135	08/14/2023	177.87
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K69101	08/31/2023	60.00
4435	RAPID FIRE PROTECTION	206-FS1 KITCHEN HOOD INSPECTION	12467626	07/20/2023	165.00
<b>206-336-937.000</b>	<b>FIRE: EQUIP MAINT</b>				
1521	CHASE CARDMEMBER SERVICE	206-MUSTANG SUIT	8/09/23-9/08/23	09/09/2023	144.63

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6212	DISCOUNT BATTERY	206-SCBA BATTERIES	68807	08/31/2023	8.00
7577	FIRE EQUIPMENT COMPANY INC.	206-EXTINGUISHER RECHARGE	128398	08/11/2023	129.00
1642	PETER'S TRUE VALUE HARDWARE	206-EQUIPMENT MAINT	K68325	07/08/2023	9.49
1642	PETER'S TRUE VALUE HARDWARE	206-EQUIPMENT MAINT	K68944	08/20/2023	104.73
1642	PETER'S TRUE VALUE HARDWARE	206-CHAINSAW MAINT.	K69017	08/25/2023	62.99
1642	PETER'S TRUE VALUE HARDWARE	206-MISC REPAIRS	K69275	09/14/2023	29.74
2078	PREMIER SAFETY	206-SCBA REPAIR	04235334	08/21/2023	833.20
2078	PREMIER SAFETY	206-SCBA REPAIR	04236063	09/07/2023	1,153.72
<b>206-336-955.000 FIRE: MISC EXPENSE</b>					
1521	CHASE CARDMEMBER SERVICE	206-FOOD	8/09/23-9/08/23	09/09/2023	56.46
1642	PETER'S TRUE VALUE HARDWARE	206-BLDG SECURE	K68956	08/21/2023	6.99
Total FIRE:					26,985.13
Total FIRE FUND:					26,985.13
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-920.000 POLICE: UTILITIES</b>					
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	09142023 66454	09/15/2023	449.31
Total POLICE:					449.31
Total POLICE FUND:					449.31
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001 TOWNSHIP IMPROVEMENTS</b>					
2419	ROCK BOTTOM STONE SUPPLY	401-TOWNSHIP HALL LANDSCAPING	6802	09/13/2023	2,117.00
8492	SSD CABLING & CAMERAS LLC	401-SECURITY CAMERAS	1231	09/12/2023	6,170.99
Total GENERAL GOVERNMENT:					8,287.99
<b>CEMETERY</b>					
<b>401-567-971.000 CEMETERY IMPROVEMENTS</b>					
1523	MILFORD FENCE LLC	401-HIGHLAND CEMETERY VINYL FENCE DEPOSIT	912231	09/12/2023	18,000.00
Total CEMETERY:					18,000.00
<b>PARKS</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>401-751-971.001</b>	<b>DUCK LAKE PARK IMPROVEMENT</b>				
1541	HOME DEPOT CREDIT SERVICES	401-PICKLEBALL COURTS	6014645	08/04/2023	226.58
1541	HOME DEPOT CREDIT SERVICES	401-FENCE REPAIR-DUCK LK	7522731	08/03/2023	34.24
Total PARKS:					260.82
Total CAPITAL IMPROVEMENT FUND:					26,548.81
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-GOOGLE STORAGE	8/09/23-9/08/23	09/09/2023	19.99
<b>494-729-729.000 DDA:MEETING PUBLIC ED SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-FOOD	8/09/23-9/08/23	09/09/2023	58.77
<b>494-729-801.000 DDA: PROF SERVICES</b>					
6278	TECHNOLOGY GALLERY LLC	494-TECH SUPPORT/REMOVE/REPLACE CASTERS	INV-166	09/08/2023	122.50
<b>494-729-808.000 DDA: MARKETING CONSULTANT</b>					
4690	PATTERSON, HARMONY	494-SUMMER NEWSLETTER	07032023	07/03/2023	160.00
4690	PATTERSON, HARMONY	494-SIDWALK SALE MARKETING	07172023	07/17/2023	160.00
4690	PATTERSON, HARMONY	494-DESIGN LOGO/CONSULTANT MEETING	07242023	07/24/2023	180.00
4690	PATTERSON, HARMONY	494-BROCHURE DESIGN	07312023	07/31/2023	200.00
4690	PATTERSON, HARMONY	494-DOWNTOWN DAYS	08072023	08/07/2023	260.00
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	08142023	08/14/2023	320.00
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	08212023	08/21/2023	360.00
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	494-FOOD/SKELETON PROPS	8/09/23-9/08/23	09/09/2023	2,522.54
1521	CHASE CARDMEMBER SERVICE	494-ASCAP LICENSE FEE	8/09/23-9/08/23	09/09/2023	435.00
1521	CHASE CARDMEMBER SERVICE	494-GARDEN LIGHTS	8/09/23-9/08/23	09/09/2023	1,144.53
<b>494-729-880.002 DDA: ECONOMIC RESTRUCTURING</b>					
1521	CHASE CARDMEMBER SERVICE	494-QUICKBOOKS TRAINING	8/09/23-9/08/23	09/09/2023	1,500.00
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK ADS/CONSTANT CONTACT	8/09/23-9/08/23	09/09/2023	106.43
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	8/09/23-9/08/23	09/09/2023	199.00
<b>494-729-967.000 DDA: FARMERS' MARKET</b>					
1309	BRENDEL'S SEPTIC TANK SER LLC	494-FARMERS MARKET	231982	09/09/2023	225.00
1521	CHASE CARDMEMBER SERVICE	494-TRAIN WHISTLES	8/09/23-9/08/23	09/09/2023	41.31
4646	GLOBERSON, JAMIE	494-FARMERS MARKET	009	09/05/2023	900.00
4414	JONES, JAMISON	494-ENTERTAINMENT	2023-33	09/09/2023	100.00
6807	MILFORD MUSIC	494-ENTERTAINMENT-FARMERS MARKET	2023-32	09/09/2023	125.00
4496	VIGNA, DAVID	494-ENTERTAINMENT AND SOUND	2023-31	09/05/2023	175.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DOWNTOWN DEVELOPMENT AUTHORITY:					9,315.07
Total DOWNTOWN DEVELOPMENT FUND:					9,315.07
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
8253	AMAZON CAPITAL SERVICES	702-CRAFT SUPPLIES	1W4R-CGM7-7V4N	09/01/2023	9.99
8253	AMAZON CAPITAL SERVICES	702-CRAFT SUPPLIES	1W4R-CGM7-7V4N	09/01/2023	23.99
8253	AMAZON CAPITAL SERVICES	702-CRAFT SUPPLIES	1W4R-CGM7-7V4N	09/01/2023	13.99
8253	AMAZON CAPITAL SERVICES	702-CRAFT SUPPLIES	1W4R-CGM7-7V4N	09/01/2023	19.49
1521	CHASE CARDMEMBER SERVICE	702-FOOD	8/09/23-9/08/23	09/09/2023	12.42
9208	HIGHLAND SUPPLY INC.	702-CONTAINERS-ACT CTR	INV45186	08/31/2023	60.99
4723	PB03INC	702-CATERING	09062023	09/06/2023	721.83
Total GENERAL GOVERNMENT:					862.70
Total HIGHLAND ADVISORY COUNCIL:					862.70
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
4353	LERETA LLC	703-TAX REFUND	11-10-377-004	09/08/2023	2,604.06
Total :					2,604.06
Total CURRENT TAX COLLECT:					2,604.06
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	09142023 91144	09/15/2023	453.89
9191	RESTORATIVE LAKE SCIENCES	764-LAKE CONSULTING WATER QUALITY-DUCK LAKE	8003	09/05/2023	4,750.00
Total TRUST & AGENCY ADMIN:					5,203.89
Total DUCK LAKE ASSOC:					5,203.89
<b>HIGHLAND LAKE ASSOC</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	09132023 67338	09/14/2023	22.97
Total TRUST & AGENCY ADMIN:					22.97
Total HIGHLAND LAKE ASSOC:					22.97
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	09132023 80281	09/14/2023	150.88
Total TRUST & AGENCY ADMIN:					150.88
Total TAGGETT LAKE ASSOC:					150.88
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	09132023 80281	09/14/2023	88.62
9023	PLM LAKE & LAND MANAGEMENT CORP	767-WEED & ALGAE TREATMENT-KELLOGG LAKE	4004698	08/21/2023	1,286.00
Total TRUST & AGENCY ADMIN:					1,374.62
Total KELLOGG LAKE ASSOC:					1,374.62
<b>CHARLICK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	09132023 80414	09/14/2023	14.87
Total TRUST & AGENCY ADMIN:					14.87
Total CHARLICK LAKE ASSOC:					14.87
<b>WOODRUFF LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>769-255-956.000 WOODRUFF LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	09132023 67676	09/14/2023	14.87
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	09132023 80547	09/14/2023	14.87

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					29.74
Total WOODRUFF LAKE ASSOC:					29.74
<b>PENNINSULA LAKE</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>774-255-956.000 PENINSULA LAKE: DEDUCTIONS</b>					
2375	OBSERVER & ECCENTRIC NEWSPAPER	774-PENINSULA LAKE SAD	0005866790	08/31/2023	292.80
Total TRUST & AGENCY ADMIN:					292.80
Total PENNINSULA LAKE:					292.80
Grand Totals:					167,281.94

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	OCT 2023	09/12/2023	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	1418655	09/01/2023	823.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2301109	09/11/2023	112.32
Total GENERAL GOVERNMENT:					935.32
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-711.000</b>	<b>GGP: DEFINED CONTRIBUTION PLAN</b>				
1502	MISSIONSQUARE RET CLIENTS-109785	101-DEF CONTR 3RD QTR-ACT CTR PLAN # 109785	6649632	09/06/2023	194.96
1502	MISSIONSQUARE RET CLIENTS-109785	101-DEF CONTR 3RD QTR-TWP PLAN # 109785	6649632	09/06/2023	12,315.09
Total GENERAL GOVERNMENT PERSONNEL B:					12,510.05
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	08/30/23-09/12/23	09/12/2023	2,545.73
Total BUILDING:					2,545.73
<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	2170866	09/14/2023	290.00
Total PLANNING COMMISSION:					290.00
Total GENERAL FUND:					26,798.51
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-711.001</b>	<b>FIRE:DEFINED CONTRIBUTION F-T</b>				
1502	MISSIONSQUARE RET CLIENTS-109785	206-DEF CONTR 3RD QTR- PLAN # 109785	6649632	09/06/2023	7,403.77



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
2059	APPLIED INNOVATION	206-COPIER CONTRACT	2286245	08/25/2023	92.40
2059	APPLIED INNOVATION	206-ADDITIONAL PAGES	2286245	08/25/2023	24.65
2059	APPLIED INNOVATION	206-FREIGHT	2286245	08/25/2023	4.69
Total FIRE:					<u>7,525.51</u>
Total FIRE FUND:					<u>7,525.51</u>
<b>FIRE CAPITAL FUND</b>					
<b>FIRE</b>					
<b>402-336-993.001 FIRE CAP: DEBT SVC INTEREST</b>					
1855	U.S. BANK NATIONAL ASSOCIATION	402-DEBT SVC PMT-INTEREST ACCT# 0096817NS	2388345	09/11/2023	119,500.00
Total FIRE:					<u>119,500.00</u>
Total FIRE CAPITAL FUND:					<u>119,500.00</u>
Grand Totals:					<u><u>153,824.02</u></u>

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Total GENERAL FUND:	91,884.90
Total ROAD FUND:	28,340.70
Total FIRE FUND:	34,510.64
Total POLICE FUND:	449.31
Total CAPITAL IMPROVEMENT FUND:	26,548.81
Total FIRE CAPITAL FUND:	119,500.00
Total DOWNTOWN DEVELOPMENT FUND:	9,315.07
Total HIGHLAND ADVISORY COUNCIL:	862.70
Total CURRENT TAX COLLECT:	2,604.06
Total DUCK LAKE ASSOC:	5,203.89
Total HIGHLAND LAKE ASSOC:	22.97
Total TAGGETT LAKE ASSOC:	150.88
Total KELLOGG LAKE ASSOC:	1,374.62
Total CHARLICK LAKE ASSOC:	14.87
Total WOODRUFF LAKE ASSOC:	29.74
Total PENNINSULA LAKE:	292.80
	<hr/>
Grand Totals:	321,105.96
	<hr/> <hr/>

**Payroll and Hand Check September 21, 2023 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	25,336.00
General/Fire Payroll 9/15/2023	\$	75,835.24
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	1,586.46
Flexible Savings Account	\$	732.13
Garnishments		
Highland Firefighters Assn	\$	850.00
Highland Firefighters Union Dues-Full-Time		
Highland Firefighters Union Dues-Part-Time		
09/30/2023 DDA LOAN-Monthly	\$	3,771.83

**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) quotes for purchases between \$5,000 and \$15,000 per item, or when a single order totals over \$5,000. 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.

-For purchases of budgeted goods and services more than \$5000 and up to \$15,000 the Township Supervisor, Township Clerk and Township Treasurer may review options and jointly determine the preferred product or service and vendor. Once a recommendation has been made, the Township Clerk shall notify the remaining Trustees of the pending purchase, allowing 24 hours to receive comments or objections. If there are no objections, the Purchasing Agent may complete the purchase if funds are available. If any Member of the Board objects to the proposed purchase, the proposed transaction may not proceed until the Board of Trustees meets to discuss and approve the purchase.

Board approval is required for purchases totaling over \$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 \$25,000 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 \$25,000.

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.

## 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.
16. Technology purchases are covered by a separate purchasing policy.

**HIGHLAND TOWNSHIP PURCHASING POLICY  
TECNOLOGY AND INTERNET CONNECTED DEVICES  
Draft Amendments 09/25/23**

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

Once a recommendation for a project (purchase of IT goods or services) has been formulated, the information will be forwarded to the Township Clerk, who shall submit the information to the Board of Trustees to allow for a 24 hour comment period. If no objections are registered with the Clerk, the Purchasing Agent may complete the purchase. If there are objections, the project will be presented to the Board of Trustees at a public meeting for discussion and approval.

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.



## **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



Hearing Test

MICHIGAN GROWN PRODUCE & PLANTS,  
CRAFTS AND ARTISANS

 Highland  Farmers'  
**market**

*Pain or Shine*

**SATURDAYS**

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

**10AM-2PM**

MILFORD RD. &  
M59/HIGHLAND RD.

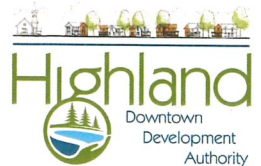
**HIGHLANDFARMMARKET.COM**

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**

AGREEMENT FOR ELECTION SERVICES  
 BETWEEN OAKLAND COUNTY AND CHARTER TOWNSHIP OF HIGHLAND And CHARTER TOWNSHIP OF  
 WHITE LAKE

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This County Early Voting Site Agreement (the “Agreement”) is made between Oakland County, 1200 N. Telegraph Road, Pontiac, Michigan 48341 (the “County”) and Charter Township of Highland, 205 N. John Street, Highland, Michigan 48357, and the Charter Township of White Lake, 7525 Highland Road, White Lake, Michigan 48383 (“Municipality”) (the County and each municipality are sometimes referred to as the “Parties”). In this Agreement, the County and each municipality are represented by their respective clerks in their official capacities.

**PURPOSE OF THE AGREEMENT.** The County and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating an early voting site.

Name of county
Oakland County

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charter Township of Highland	8	16,890
Charter Township of White Lake	13	26,931

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
  - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an Early Voting Plan are described in MCL 168.720h(3).
  - 1.4 **Election Services** encompasses the following individual Election Services provided by the County Clerk’s Elections Division: Conduct and Administration of Early Voting.
  - 1.5 **Legislative Body of the Municipality** means the city or township governing board elected or appointed and serving in the municipality.
  - 1.6 **Municipality** means any participating municipality, which are entities created by the State or local authority or which are primarily funded by or through State or local authority, including, but not limited to, their council, Board, departments, divisions,

elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.

**1.7** **QVF** means the Qualified Voter File as described in MCL 168.509m.

**1.8** **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

**1.9** **Site Supervisor** means the participating municipal clerk or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting. A site supervisor may delegate the supervisor's duties to a member of the supervisor's staff.

**2. SCOPE OF THE AGREEMENT.**

**2.1** The Parties agree that early voting will be provided for all statewide and federal elections, and all other non-statewide elections conducted in the county.

**3. COORDINATOR.**

**3.1** The Oakland County Director of Elections will serve as the Coordinator of each early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

**3.1.1** In the event that the Coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the Coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

**3.2** If the Coordinator becomes unavailable for any reason, the Coordinator role will be filled as follows:

**3.2.1** The County Clerk will appoint a new Coordinator.

**3.2.2** The new Coordinator will assume the responsibilities of the Coordinator on either a temporary or permanent basis.

**4. QVF CONTROLLER.**

**4.1** The Oakland County Director of Elections will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The QVF Controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the site(s) designated in the Agreement. The QVF Controller may designate these duties to a member of his/her staff.

**5. APPROVAL OF EARLY VOTING SITES.**

**5.1** Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal clerks, will submit each early voting site location to the Board of County Election Commissioners for approval.

**5.2** A regional early voting site will serve all electors covered by this Agreement. The electors covered by this Agreement will also be served by the County's central early voting site.

**6. APPOINTMENT OF ELECTION INSPECTORS.**

- 6.1 The Board of County Election Commissioners is responsible for the appointment of Election Inspectors.
- 6.2 At least 21 days before each election, the Board of County Election Commissioners will appoint for each early voting site at least 3 Election Inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 6.3 The Board of County Election Commissioners will further designate one appointed Election Inspector from each early voting site as chairperson.
- 6.4 The selection of Election Inspectors will be governed by MCL 168.674.

**7. APPROVAL OF EARLY VOTING HOURS.**

- 7.1 The Parties agree to all of the following:
  - 7.1.1 Early voting will be conducted for the nine days guaranteed by the Constitution. The hours will be from 8:30am-4:30pm each day, except that Thursday the hours will be from 12pm-8pm.
  - 7.1.2 The days and hours specified in this Agreement apply to early voting at all elections conducted in the County.

**8. NOTICE OF EARLY VOTING HOURS.**

- 8.1 Not less than 45 days before Election Day, the County Clerk and the clerk of each participating municipality agree to give public notice of the dates and hours for early voting at the regional early voting site and central early voting site by posting information on the County's and each municipality's website. If the municipality does not maintain a website, it shall post the notice in the same manner as it posts other notices.
- 8.2 After an Early Voting Site is approved by the Board of County Election Commissioners, the County Clerk will send a notice to each registered elector entitled to vote at that Early Voting Site with the information required under Michigan Election Law. The notice will be subject to review and approval by the parties. After that initial notice by the County Clerk, the Municipal Clerk will be responsible for sending the appropriate notice to each new registrant. The cost of printing and mailing the required notices will be the responsibility of each municipality.

**9. BUDGET AND COST SHARING.**

- 9.1 The Parties agree to the following cost sharing and chargeback procedures as follows:
  - 9.1.1 The County agrees to request funding and/or reimbursement from the State, local school district or other entity responsible for costs related to early voting.
  - 9.1.2 The County agrees to assume all costs related to the acquisition of equipment, software and supplies.
  - 9.1.3 The costs related to staffing the regional early voting site with Election Inspectors, publications and facility rental/cleaning charges that are not reimbursed by the State or other entity shall be equally divided amongst the participating municipalities. Payment will be remitted to the County within 30 days of receipt of the invoice.

**10. STAFFING, SUPERVISION AND TRAINING.**

- 10.1 The Coordinator is responsible for ensuring adequate staffing and supervision at the regional early voting site, and central early voting site, including selection of the site supervisor who oversees the site(s).
- 10.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 10.3 The site supervisors for early voting sites shall be designated for each election on the attached Exhibit B.
- 10.4 The Coordinator is responsible for providing training to the Site Supervisors and Election Inspectors appointed to serve at the Early Voting Site for each election.

**11. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**

- 11.1 The Parties agree to all of the following:
  - 11.1.1 The Coordinator, in consultation with the participating municipal clerks, will determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at the regional early voting site.
  - 11.1.2 The County will provide the tabulators, early voting poll book laptops, other necessary voting equipment and supplies.
- 11.2 The Board of County Election Commissioners will be responsible for conducting testing of the electronic voting equipment.
- 11.3 The Coordinator, or designated site supervisor, will be responsible for taking necessary steps to set up the early voting poll book laptops.

**12. CANVASS OF EARLY VOTING RETURNS AND REPORTING OF EARLY VOTING RESULTS.**

- 12.1 The Board of County Election Commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.

**13. EARLY VOTING PLAN.**

- 13.1 No later than 120 days before the first statewide or federal election in each even numbered year, the Coordinator will be responsible for ensuring an Early Voting Plan, attached as Exhibit A, is filed with the County Clerk of the county in which the municipalities are located.

**14. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

- 14.1 Not less than 45 days before the first early voting day allowed by statute, the Coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, days, and hours of operation for each early voting site operated by the County.



**15. DURATION OF AGREEMENT.**

- 15.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the County Clerk and each participating municipal clerk, unless the Agreement has an effective date specifically entered on the signature page.
- 15.2** This Agreement has no fixed termination date and may be terminated pursuant to its terms.

**16. CANCELLATION, MODIFICATION, AND TERMINATION OF AGREEMENT.**

- 16.1** The County Clerk may withdraw from this Agreement for any reason by providing at least 30 days written notice to the other parties to the Agreement. The notice shall be sent to the municipalities at the address provided in this Agreement to the attention of the Municipal Clerk. If the County Clerk withdraws during the statutory timeframe from the Agreement for any reason, the Agreement will cease to exist, and the clerk of each participating municipality must submit a revised Early Voting Plan to the State Bureau of Elections outlining the manner in which early voting will be provided.
- 16.2** The municipality may withdraw from this Agreement for any reason by providing at least 30 days written notice to the other parties to the Agreement. The notice shall be sent to the county at the address provided in this Agreement to the attention of the County Clerk. If a municipality withdraws from the Agreement for any reason during the statutory timeframe, the clerk of the municipality withdrawing from the Agreement must submit a revised Early Voting Plan to the State Bureau of Elections outlining the manner in which early voting will be provided.

**17. GENERAL PROVISIONS.**

- 17.1** County shall not be liable for any consequential, incidental, indirect, remote, speculative, punitive, exemplary, liquidated, treble, or special damages, including, but not limited to, loss of profit, opportunity, use, revenue, data, or goodwill, whether based in whole or in part in contract, tort, equity, strict liability, under statute, or any other theory of liability, regardless of whether such damages were foreseeable or contemplated and even if County was advised or aware of the possibility of such damages.
- 17.2** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan, excluding Michigan's conflict of law principles. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any claim arising under or related to this Agreement shall be brought in the Sixth Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above. The choice of forum set forth above shall not be deemed to preclude the enforcement of any judgment obtained in such forum or taking action under this Contract to enforce such judgment in any appropriate jurisdiction.
- 17.3** This Agreement represents the entire agreement and understanding between the Parties. This Agreement supersedes all other prior oral or written understandings, communications, agreements, or contracts between the Parties, except the

accompanying license agreement which is incorporated by reference. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any Party.

- 17.4** “Confidential Information” means all information and data that the County is required or permitted by law to keep confidential, which includes computer software, cybersecurity assessments and plans and measures to protect the County’s copyrighted training materials.
- 17.5** Municipality shall use appropriate safeguards to protect the confidentiality and integrity of Confidential Information. Municipality shall not reproduce, provide, disclose, or give access of Confidential Information to any Municipality Employee or third-party not having a legitimate need to know. Municipality and Municipality Employees shall only use the Confidential Information for performance of this Agreement. Notwithstanding the foregoing, Municipality may disclose the Confidential Information, if required by law, statute, or other legal process; provided that Municipality: (a) gives the County prompt written notice of the impending disclosure; (b) provides reasonable assistance to the County in opposing or limiting the disclosure; and (c) makes only such disclosure as is compelled or required. This Agreement imposes no obligation upon Municipality with respect to any Confidential Information which Municipality can establish by legally sufficient evidence: (a) was in possession of or was known by Municipality, prior to its receipt from the County, without any obligation to maintain its confidentiality; or (b) is obtained by Municipality from a third-party having the right to disclose it, without an obligation to keep such information confidential.

AGREEMENT FOR ELECTION SERVICES  
BETWEEN OAKLAND COUNTY AND CHARTER TOWNSHIP OF HIGHLAND And CHARTER TOWNSHIP OF  
WHITE LAKE

---

\_\_\_\_\_  
Lisa Brown  
Oakland County Clerk

\_\_\_\_\_  
Signature of County Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tami Flowers  
Charter Township of  
Highland Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony L. Noble  
Charter Township of  
White Lake Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

Effective Date: December 1, 2023

## EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the Coordinator will file an Early Voting Plan, covering the Parties to the County Agreement, with the County Clerk of the County.

Not less than 45 days before the first early voting day allowed by statute, the Coordinator will provide the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating County and municipalities to ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State’s website.

**Plan Coverage:** County Agreement

### Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Joseph J. Rozell	Director of Elections	rozellj@oakgov.com	(248) 858-0564

### County:

Name of county	Clerk of County
Oakland County	Lisa Brown

### Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charter Township of Highland	Tami Flowers	8	16,890

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charter Township of White Lake	Anthony L. Noble	13	26,931

### Early Voting Location Information:

	Early voting site #1	Early voting site #2
Location of site	Highland Township Hall, 205 N. John St., Highland, Michigan 48357	Waterford Oaks Activity Center, 2800 Watkins Lake Rd., Waterford, Michigan 48328
Municipalities served at site	2	45
Number of Election Workers at site	7	7
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes	Yes
Hours for 9 days of Constitutionally-required early voting	8:30 - 4:30 p.m. Thursday 12 - 8 p.m.	8:30 - 4:30 p.m. Thursday 12 - 8 p.m.
How many (if any) additional days of early voting will be provided at this site?	None	None
Hours for any additional days of early voting	N/A	N/A
Is this site ADA compliant?	Yes	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes	Yes

### Communication Strategy:

The parties will use the following communication strategy for informing electors of their opportunity for early voting:

Social media, websites, community newsletters, and other mediums deemed appropriate by clerks.

**EXHIBIT B: SITE SUPERVISORS**

**Regional Early Voting Site Number:** \_\_\_\_\_

**Election Date:** \_\_\_\_\_

**Early Voting Site Supervisors:**

	<b>Primary Site Supervisor</b>	<b>Backup Site Supervisor</b>
<b>Early Voting Day 1</b>		
<b>Early Voting Day 2</b>		
<b>Early Voting Day 3</b>		
<b>Early Voting Day 4</b>		
<b>Early Voting Day 5</b>		
<b>Early Voting Day 6</b>		
<b>Early Voting Day 7</b>		
<b>Early Voting Day 8</b>		
<b>Early Voting Day 9</b>		

## 9. Adjourn

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