



CHARTER TOWNSHIP OF HIGHLAND

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

REGULAR BOARD OF TRUSTEES MEETING AGENDA

December 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) November 6, 2023 Board of Trustees Meeting Minutes
 - b) List of Bills dated December 14, 2023 plus additions
 - c) 2024 Meeting/Holiday Calendar
 - d) Re-Appointment of Michael Borg and John Jickling to Zoning Board of Appeals
 - e) Budget Amendment Fire Capital 2024
 - f) Budget Amendment for 2023 Planning Dues, Education, and Travel and 2024
 - g) Budget Amendment Assessing Contractual Services 2023 and 2024
 - h) Budget Amendment Elections 2023 Expenses
 - i) Michigan Municipal Risk Management Authority Insurance Renewal

Receive and File:

 - Activity Center Stats – September and October 2023
 - Activity Council Minutes and Treasurer’s Report – September and October 2023
 - Building Department Report – October 2023
 - Fire Department Report – November 2023
 - Library Board Meeting Minutes - October 2023
 - Library Director’s Report - October 2023
 - Sheriff’s Department Report – November 2023
 - Activity Center Temporary Position – Mary Jeffrey
6. Announcements and Information Inquiry:
 - a) Highland Township Offices will be closed on Monday, December 25th, and Tuesday, December 26th, for the Christmas Holiday. The office will also be closed Monday, January 1, 2024, for the New Year’s Holiday.
 - b) Festival of Trees – December 1-31, 2023
7. Public Comment:
8. Presentation:
 - a) Highland Downtown Development Authority PA57 Informational Meeting

9. New Business:
- a) Introduce Zoning Ordinance Amendment Z-030, Short Term Rentals/ Farm Markets and other Minor Corrections
 - b) Communications and Community Engagement Specialist Position
 - c) Budget Amendment Communications New Hire
 - d) Hire Sandra Blagg for Floating/Security Position
 - e) Budget Amendments for Floating/Security Position 2023 and 2024
 - f) Highland Activity Rental Contract
 - g) LPI Newsletter Agreement
 - h) Hazardous Waste - ERG Environmental Contract
 - i) Agreement between Charter Township of Highland and Highland Township Professional Fire Fighters Union, International Association of Fire Fighters Local 5267
 - j) Agreement between Township of Highland and Highland Township Fire Fighters Association/Michigan Association of Fire Fighters
 - k) Process for transition in Bookkeeping Department
10. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/88358183908>.
Meeting ID: 883 5818 3908

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: December 11, 2023

Present

Absent

Board Member

Rick A. Hamill

Tami Flowers

Jenny Frederick

Judy Cooper

Brian Howe

Beth Lewis

Joseph Salvia

Start Time: _____ End Time: _____

4. Approval of Agenda

5a. Consent Agenda Approval

- a) November 6, 2023 Board of Trustees Meeting Minutes
- b) List of Bills dated December 14, 2023 plus additions
- c) 2024 Meeting/Holiday Calendar
- d) Re-Appointment of Michael Borg and John Jickling to Zoning Board of Appeals
- e) Budget Amendment Fire Capital 2024
- f) Budget Amendment Planning Dues, Education, and Travel 2023 and 2024
- g) Budget Amendment Assessing Contractual Services 2023 and 2024
- h) Budget Amendment Elections 2023 Expenses
- i) Michigan Municipal Risk Management Authority Insurance Renewal

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

The meeting was called to order at 6:32 p.m. with the Pledge of Allegiance.

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

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

Visitors: 13

Approval of Agenda:

Mr. Hamill added item 10L Hire Highland Substation Office Manager and removed item 10g) Resolution 23-36 for Oakland County Road Commission to Proceed with SAD. 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:

- a) October 16, 2023 Board of Trustees Budget Workshop Minutes
- b) List of Bills dated November 2, 2023 plus additions
- c) Resolution 23-28 Performance Bond for Michigan Department of Transportation
- d) Resolution 23-29 IT Services with Oakland County
- e) Resolution 23-30 MDNR Canada Goose Nest Destruction Program – White Lake
- f) Resolution 23-31 Authorize Road Closure for Tree Lighting
- g) Resolution 23-32 Bank Depositories 2024

Receive and File:

Building Department Report – September 2023
Financial Report – September 2023
Fire Department Report – September and October 2023
Library Board Minutes – September 2023
Library Director Report – September 2023
Sheriff's Department Report – September and October 2023
Treasurer's Report – September 2023

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

Announcements and Information Inquiry:

- a) Highland Township Offices will be closed on Friday, November 10th, in observance of Veterans' Day and November 23 and 24, 2023 in observance of the Thanksgiving Holiday
- b) Ladies Night Out – November 14, 2023
- c) Small Business Saturday – November 25, 2023
- d) Festival of Trees – December 1-31, 2023
- e) Kris Kringle Market and Tree Lighting – December 4, 2023

Presentation:

- a) Swearing in of Firefighter/EMT Michael David, Firefighter/EMT Michael Moore, and Firefighter/EMT Robert Young

Firefighter/EMT new hires were sworn in. All three employees were previously paid-on-call employees prior to becoming full time Firefighters.

Public Comment:

Comments from residents included - he is happy that Highland Township government works. Complaint regarding fence ordinance violation and requested enforcement of ordinance. Complaint about problem with commercial lighting shining into his home. Compliments on Wayfinding signs. Question regarding budget amount allotted for Hickory Ridge Road Park and mentioned a parking issue at the Hickory Ridge Soccer Fields. Encouraged enforcement of ordinances and stated it is time for new leadership in Highland. Several Board Members were impressed with the Empty Bowl Event and Highland Township was very well represented. Trustee requested an explanation regarding the fence ordinance violation that was presented earlier in Public Comment.

Public Hearing:

- a) 2024 Budget

The Public Hearing opened at 6:58 p.m. and closed at 7:00 p.m. There was one comment.

- b) CDBG Application

The Public Hearing opened at 7:01 p.m. and closed at 7:05 p.m. There was one comment.

New Business:

- a) 2024 Highland Township Budget

Ms. Frederick moved to approve the 2024 Highland Township Budget 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) Resolution 23-33 General Appropriations Act

Mrs. Cooper moved to approve Resolution 23-33 General Appropriations Act 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.

c) Resolution 23-34 to Opt Out of the Provisions of PA 152 of 2011

Mrs. Cooper moved to approve Resolution 23-34 to Opt Out of the Provisions of PA 152 of 2011 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.

d) Blue Care Network Insurance Renewal

Mrs. Cooper moved to waive the Purchasing Policy for 2024 Health Care. 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.

Ms. Frederick moved to approve the Blue Care Network Insurance Renewal as presented. Ms. 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.

e) Resolution 23-35 Approving 2024 Community Development Block Grant Application

Ms. Frederick moved to approve Resolution 23-35 Approving 2024 Community Development Block Grant Application 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.

f) License Agreement for Use of Highland Township Property – Early Voting

Ms. Frederick moved to approve the License Agreement for Use of Highland Township Property – Early Voting 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.

g) Resolution 23-36 for Oakland County Road Commission to Proceed with SAD

Removed from Agenda

h) Fire Department Sale of Stryker MX-PRO Baristas Transport Stretcher

Mrs. Flowers moved to declare the Stryker MX-PRO Baristas Transport Stretcher surplus property and to waive the Equipment Disposal Policy and approve the sale of the stretcher with the Supervisor signing a Liability Waiver along with the Purchase Agreement. 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) Activity Center Request to Hire an Interim Activity Assistant

Mrs. Hamill moved to Hire an Interim Activity Assistant not to exceed 29 hours per week at a starting salary of \$17.00/hour. The Supervisor is authorized to sign a contract limiting the term of that position. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

j) Obligating ARPA Funds to Reimburse General Payroll

Mrs. Cooper moved to Obligate ARPA Funds to Reimburse General Payroll. 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.

k) 250 W. Livingston Road- Roof Replacement

Ms. Frederick moved to waive the Purchasing Policy for Roof Replacement at 250 W. Livingston Road as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

Ms. Frederick moved to accept the bid from Rycam Roofing LLC to replace the roof at 250 W. Livingston Road in the amount not to exceed \$150,000.00. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Cooper – no, Howe – yes, Lewis – yes, Salvia – yes.

l) Hire Highland Substation Office Manager

Mr. Hamill moved to approve the hiring of Rachel Holcomb for the position of Office Manager at the Highland Substation. Her start date will be November 27, 2023 at \$22.00 per hour during the training period. After training, the pay will be \$24.27 per hour not to exceed 29 hours per week. 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.

Adjourn:

Supervisor Hamill adjourned the meeting at 7:51 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-072.000 COUNTY OF OAKLAND					
1159	TREASURER	101-RIDGEWOOD-OAK CTY	OCT 2023	11/13/2023	209.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	OCT 23	11/13/2023	338.00
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	OCT2023	11/13/2023	141.50
101-000-075.000 HURON VALLEY SCHOOLS					
1159	TREASURER	101-RIDGEWOOD-HVS	OCT 2023	11/13/2023	838.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	OCT 23	11/13/2023	1,352.00
1159	TREASURER	101-HIGHLAND HILLS HVS	OCT2023	11/13/2023	566.00
101-000-202.001 BUILDING BONDS PAYABLES					
4766	ALL CONSTRUCTION PROPERTY SERVICE LLC	101-ESCROW/BUILDING	B23-00400	11/14/2023	250.00
8482	ALLEN, TIM	101-ESCROW/BUILDING	B23-00372	11/08/2023	125.00
8095	AMAZING POOLZ	101-ESCROW/BUILDING	B23-00296	11/01/2023	500.00
4768	BAIRD, JENNA MAUREEN	101-ESCROW/BUILDING	B23-00385	11/14/2023	125.00
7399	CYMEX LLC	101-ESCROW/BUILDING	B23-00365	11/01/2023	125.00
4765	DECKS UNLIMITED	101-ESCROW/BUILDING	B23-00298	11/14/2023	500.00
7810	EASY EXIT EGRESS WINDOWS	101-ESCROW/BUILDING	B22-00273	11/14/2023	125.00
4767	ELLEMBEE INC	101-ESROW/BUILDING	B23-00280	11/14/2023	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00135	11/08/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00135	11/08/2023	60.00
4757	KAHAYLAN, NOLAN	101-ESCROW/BUILDING	B23-00325	11/01/2023	125.00
4761	MIDWEST PAVING CONTRACTING	101-ESCROW/BUILDING	B23-00384	11/08/2023	500.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00307	11/08/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00309	11/08/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00355	11/01/2023	250.00
4760	MOTOR CITY BUILDERS	101-ESCROW/BUILDING	B23-00135	11/08/2023	1,494.00
4760	MOTOR CITY BUILDERS	101-REINSPECTION FEE	B23-00135	11/08/2023	60.00-
4760	MOTOR CITY BUILDERS	101-REINSPECTION FEE	B23-00135	11/08/2023	60.00-
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00302	11/01/2023	500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00313	11/08/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00335	11/01/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00342	11/14/2023	125.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B23-00393	11/08/2023	250.00
4758	SUPERIOR SERVICES RSH INC	101-ESCROW/BUILDING	B23-00273	11/01/2023	500.00
6083	WEATHERGARD WINDOW CO. INC.	101-ESCROW/BUILDING	B23-00112	11/08/2023	500.00
4769	WILLIAMS, MARSHA	101-ESCROW/BUILDING	B23-00415	11/14/2023	250.00
Total :					10,814.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
CLERK					
101-215-820.000 CLERK: DUES/ED/TRAVEL					
1370	OAKLAND COUNTY CLERK ASSOC	101-HOLIDAY NETWORKING-FLOWERS,MECKLENBORG,	11062023	11/06/2023	125.00
101-215-935.000 CLERK: VOTING EQUIP MAINT					
7418	HART INTERCIVIC	101-ANNUAL MAINTENANCE FOR ELECTION EQUIPMENT	094286	10/26/2023	5,760.00
Total CLERK:					5,885.00
TREASURER					
101-253-820.000 TREAS: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-CONFERENCE-FREDERICK	10/09/23-11/08/23	11/09/2023	237.39
9152	MAERTENS, WENDY	101-REIMBURSEMENT FOR TRAINING	10312023	10/31/2023	86.34
9152	MAERTENS, WENDY	101-MILEAGE REIMBURSEMENT-OAK CTY	11162023	11/16/2023	20.57
1264	OAKLAND COUNTY TREASURER'S ASSOCIATION	101-2024 MEMBERSHIP DUES-GREEN	11132023	11/13/2023	20.00
1264	OAKLAND COUNTY TREASURER'S ASSOCIATION	101-2024 MEMBERSHIP DUES-FREDERICK	11142023	11/14/2023	20.00
1264	OAKLAND COUNTY TREASURER'S ASSOCIATION	101-HOLIDAY LUNCHEON-FREDERICK/GREEN	11152023	11/15/2023	96.00
Total TREASURER:					480.30
ASSESSOR					
101-257-720.000 ASSESSING: CONTRACTUAL SVCS					
8410	KCI	101-2024 PERSONAL PROPERTY PRINTING	11062023	11/06/2023	66.79
101-257-820.000 ASSESSING: DUES/ED/TRAVEL					
4759	KRIMMEL, ELAINE	101-REIMBUREMENT FOR ASSESSING CLASS	11022023	11/02/2023	70.34
Total ASSESSOR:					137.13
GENERAL GOVERNMENT					
101-261-728.000 GEN GOV: OFFICE SUPPLIES					
8253	AMAZON CAPITAL SERVICES	101-PRYING TOOL	13DT-6GJX-C7Q1	11/01/2023	4.79
8253	AMAZON CAPITAL SERVICES	101-LAPTOP CHARGER	13DT-6GJX-C7Q1	11/01/2023	16.76
8253	AMAZON CAPITAL SERVICES	101-LAPTOP MEMORY	13DT-6GJX-C7Q1	11/01/2023	29.99
8253	AMAZON CAPITAL SERVICES	101-MEDIA CART	13DT-6GJX-C7Q1	11/01/2023	116.60
8253	AMAZON CAPITAL SERVICES	101-DUAL MONITOR STAND	13DT-6GJX-C7Q1	11/01/2023	55.51
8253	AMAZON CAPITAL SERVICES	101-HDMI CONVERTOR	13DT-6GJX-C7Q1	11/01/2023	23.99
8253	AMAZON CAPITAL SERVICES	101-USB SPLITTER	13DT-6GJX-C7Q1	11/01/2023	7.99
8253	AMAZON CAPITAL SERVICES	101-SELF INKING PAD	13DT-6GJX-C7Q1	11/01/2023	10.45
2541	STAPLES	101-CREDIT	3550035442	10/09/2023	13.89-
2541	STAPLES	101-CALENDERS	3551147185	10/25/2023	239.56
101-261-804.000 GEN GOV: LEGAL SERVICES					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53283	10/31/2023	3,363.75

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SALE OF PROPERTY	1080434	11/08/2023	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1080434	11/08/2023	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-3M/DUPONT	1080434	11/08/2023	77.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-OPIOID LIGATION	1080434	11/08/2023	77.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1080434	11/08/2023	232.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP	1080436	11/08/2023	34.00
101-261-821.000	GEN GOV: MEMBER FEES				
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	10/09/23-11/08/23	11/09/2023	26.00
101-261-850.001	GEN GOV: PHONE SERVICE				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X111	11/06/2023	23.69
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X111	11/06/2023	47.07
2652	T-MOBILE	101-CELL PHONE-TOWNSHIP	10302023 28344	10/31/2023	10.89
2652	T-MOBILE	101-CELL PHONE-TOWNSHIP	10302023 28344	10/31/2023	16.98
101-261-900.000	GEN GOV: TAX BILL PRINTING				
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-WINTER NEWSLETTER	75744	11/20/2023	1,482.65
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-VOTER TRIFOLD	75744	11/20/2023	1,159.20
1172	PRINTING SYSTEMS INC.	101-WINTER TAX STATEMENTS	229588	10/24/2023	818.95
101-261-900.001	GEN GOV: ADVERTISING				
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-SYNOPSIS-TWP BOARD	0006014035	11/01/2023	58.56
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-SYNOPSIS-TWP BOARD	0006014035	11/01/2023	73.20
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-170	10/31/2023	400.00
101-261-920.000	GEN GOV: UTILITIES				
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	11132023 66330	11/14/2023	14.87
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	11132023 66959	11/14/2023	14.94
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	11132023 67072	11/14/2023	385.51
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	11132023 67460	11/14/2023	14.87
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	11132023 80059	11/14/2023	766.49
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	11132023 80661	11/14/2023	14.96
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	11132023 80786	11/14/2023	91.65
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	11132023 80885	11/14/2023	64.49
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	11142023 67205	11/15/2023	24.96
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200434476126	11/01/2023	5,043.33
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE				
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE WORK M59 MEDIAN	46935	11/02/2023	368.00
2596	FIVE STAR ACE	101-PLUMBING	30531	11/02/2023	21.58
2596	FIVE STAR ACE	101-TENT STAKES/ROPE/BUNGEE	30569	11/10/2023	26.41
9208	HIGHLAND SUPPLY INC.	101-GARBAGE BAGS/TOILET PAPER/MULTIFOLD	INV51172	11/15/2023	186.74
1541	HOME DEPOT CREDIT SERVICES	101-DRILL BITS	6012630	10/03/2023	80.28
3152	KOPACKI, KRIS	101-WATER TWP	2003	10/30/2023	195.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2356418	11/13/2023	97.00
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	1885	10/30/2023	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9005	STATE OF MICHIGAN	101-WATER TESTING-TOWNSHIP	761-11159876	10/30/2023	171.92
1157	TOP NOTCH CLEANING SERVICES	101-WINDOW CLEANING	1489	10/24/2023	600.00
101-261-937.000	GEN GOV: VEHICLE OP MAINT				
2692	WEX BANK	101-GAS FOR TWP VEHICLE	92964729	10/31/2023	315.84
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
8385	AMERI-ALARM	101-FIRE ALARM MONITORING	077044	11/01/2023	75.00
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	10/09/23-11/08/23	11/09/2023	110.03
2021	GRACON SERVICES INC.	101-HPE ARUBA CENTRAL AP	15445	11/01/2023	721.77
101-261-955.000	GEN GOV: MISCELLANEOUS				
1521	CHASE CARDMEMBER SERVICE	101-REIMBURSEMENT/LITTLEBEAR	10/09/23-11/08/23	11/09/2023	18.57
101-261-959.000	GEN GOV: METRO AUTHORITY EXP				
6300	S&D SEASONAL SERVICES	101-TWP MOWING-M59 MEDIAN	32922	11/01/2023	484.00
101-261-971.001	GEN GOV: COMP CAP OUTLAY				
8253	AMAZON CAPITAL SERVICES	101-DESKTOP COMPUTERS	13DT-6GJX-C7Q1	11/01/2023	359.19
8253	AMAZON CAPITAL SERVICES	101-HP LAPTOP	13DT-6GJX-C7Q1	11/01/2023	225.00
101-261-971.003	GEN GOV: COMPUTER SOFTWARE				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP	10/09/23-11/08/23	11/09/2023	65.00
Total GENERAL GOVERNMENT:					19,263.59
GENERAL GOVERNMENT PERSONNEL B					
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	233110018409	11/07/2023	1,240.00
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	233110018409	11/07/2023	6,496.71
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	233110018409	11/07/2023	335.59
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	233110018409	11/07/2023	1,442.35
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001610503257	11/09/2023	46.20
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001610503257	11/09/2023	119.76
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001610503257	11/09/2023	155.08
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001610503257	11/09/2023	798.55
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001610503257	11/09/2023	35.96
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	12/01/23-12/31/23	11/13/2023	1,527.36
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	12/01/23-12/31/23	11/13/2023	445.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	12/01/23-12/31/23	11/13/2023	24.02
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	12/01/23-12/31/23	11/13/2023	270.60
Total GENERAL GOVERNMENT PERSONNEL B:					12,937.22
BUILDING					
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	10/25/23-11/14/23	11/14/2023	1,033.43

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	10/25/23-11/14/23	11/14/2023	65.00
8149	WATKINS III, MITCHELL	101-INSPECTIONS	10/25/23-11/14/23	11/14/2023	3,410.48
Total BUILDING:					4,508.91
ACTIVITY CENTER					
101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	101-COFFEE POT	10/09/23-11/08/23	11/09/2023	381.59
2596	FIVE STAR ACE	101-ACTIVITY CENTER-CARPET TAPE/COMMAND CLIPS	30502	10/26/2023	25.98
101-672-729.000 ACTIVITY CTR: OPER. SUPPLIES					
9208	HIGHLAND SUPPLY INC.	101-LINERS/PAPER TOWEL/PLATES/CUPS-ACT CTR	INV50564	11/07/2023	351.45
101-672-850.000 ACTIVITY CTR: PHONE SERVICE					
2652	T-MOBILE	101-CELL PHONE-ACTIVITY CENTER	10302023 28344	10/31/2023	10.89
101-672-850.001 ACTIVITY CTR: INTERNET SERVICE					
1521	CHASE CARDMEMBER SERVICE	101-DIRECTV	10/09/23-11/08/23	11/09/2023	107.98
101-672-850.002 STEEPLE HALL: INTERNET SERVICE					
2216	COMCAST	101-STEEPLE HALL 8529 10 157 0100876	12082023 0100876	10/26/2023	276.62
101-672-920.000 ACTIVITY CTR: UTILITIES					
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	11072023 66702	11/08/2023	377.26
101-672-920.002 STEEPLE HALL: UTILITIES					
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-ANNEX 910008280133	11132023 80133	11/14/2023	353.39
101-672-936.000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	30369913	10/31/2023	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	89017099	10/02/2023	46.65
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	89051013	10/30/2023	123.10
1521	CHASE CARDMEMBER SERVICE	101-CARTER LUMBER-REFUND TAXES	10/09/23-11/08/23	11/09/2023	36.12-
1021	GILL-ROY'S HARDWARE	101-CLEANING SUPPLIES-ACT CTR	2311-611534	11/15/2023	50.73
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2356423	11/13/2023	34.00
9005	STATE OF MICHIGAN	101-WATER TESTING ACTIVITY CTR	761-11156914	10/30/2023	171.92
101-672-936.002 STEEPLE HALL: BUILDING MAINT					
1839	ABSOPURE WATER CO.	101-COOLER-STEEPLE	30366963	10/31/2023	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-STEEPLE	89016414	10/02/2023	67.50
2173	DIEDRICH PAINTING	101-PAINT STEEPLE HALL ENTRY DOORS	923	10/30/2023	2,416.00
9005	STATE OF MICHIGAN	101-WATER TESTING-STEEPLE HALL	761-11155994	10/30/2023	171.92
Total ACTIVITY CENTER:					4,954.86
PLANNING & ORDINANCE					
101-701-820.000 PLNG: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-CONFERENCE-LITTLEBEAR	10/09/23-11/08/23	11/09/2023	716.34

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total PLANNING & ORDINANCE:					716.34
ZONING BOARD OF APPEALS (ZBA)					
101-702-900.000 ZBA: ADVERTISING					
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-LEGAL ADVERTISEMENT-ZBA	0006014035	11/01/2023	161.04
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-LEGAL ADVERTISEMENT-ZBA	0006014035	11/01/2023	146.40
Total ZONING BOARD OF APPEALS (ZBA):					307.44
PARKS					
101-751-729.002 PARKS: HICKORY RIDGE					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	1885	10/30/2023	125.00
101-751-729.003 PARKS: DUCK LAKE PINES					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	11132023 67940	11/14/2023	17.14
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	1885	10/30/2023	175.00
101-751-920.000 PARKS: UTILITIES					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	11132023 67551	11/14/2023	59.74
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	11142023 66587	11/15/2023	23.22
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	11142023 66835	11/15/2023	14.87
1140	O.C.W.R.C.	101-WATER-HIGHLAND STATION 333 MILFORD RD ACCT#	11082023 43476-00	11/08/2023	183.45
101-751-935.000 PARKS: MAINTENANCE					
9005	STATE OF MICHIGAN	101-WATER TESTING DUCK LAKE PARKS	761-11156173	10/30/2023	171.92
9005	STATE OF MICHIGAN	101-WATER TESTING HICKORY RIDGE	761-11157175	10/30/2023	171.92
9005	STATE OF MICHIGAN - MDEQ	101-WATER TESTING-DUCK LAKE	761-11165887	10/31/2023	100.00
Total PARKS:					1,042.26
Total GENERAL FUND:					61,047.05
FIRE FUND					
FIRE					
206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	233110018409	11/07/2023	6,876.01
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001610503257	11/09/2023	204.78
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001610503257	11/09/2023	819.82
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001610503257	11/09/2023	85.93
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001610503257	11/09/2023	35.96
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	12/01/23-12/31/23	11/13/2023	174.44
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	12/01/23-12/31/23	11/13/2023	24.02
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	12/01/23-12/31/23	11/13/2023	1,003.88

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
206-336-727.000 FIRE: SUPPLIES					
8253	AMAZON CAPITAL SERVICES	206-SUPPLIES-LAMINATOR SHEETS	114-5873346-54618	11/06/2023	19.67
9400	ARAMARK REFRESHMENT SVCS INC LLC	206-STATION SUPPLIES	36425128	10/16/2023	246.34
206-336-732.000 FIRE: UNIFORMS					
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - MOORE	268601	10/25/2023	224.48
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - GREEN	268602	10/25/2023	107.49
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - YOUNG	268603	10/25/2023	77.49
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - LEECE	268620	10/25/2023	85.99
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET EAGLE	INV347939	10/31/2023	192.98
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET SHIELD	INV348111	10/31/2023	54.99
206-336-750.000 FIRE: VEHICLE GAS/OIL					
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	92964729	10/31/2023	167.24
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	92964729	10/31/2023	3,266.43
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	92964729	10/31/2023	67.48-
206-336-806.001 FIRE: COMPUTERS/SOFTWARE					
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	10/09/23-11/08/23	11/09/2023	415.80
206-336-809.000 FIRE: SOFTWARE MAINTENANCE					
2021	GRACON SERVICES INC.	206-SOPHOS NETWORK PROTECTION 1 YR FS1/FS2	15462	11/06/2023	560.54
206-336-820.000 FIRE: DUES & EDUCATION					
1521	CHASE CARDMEMBER SERVICE	206-REFUND ASIST TRAINING	10/09/23-11/08/23	11/09/2023	45.00-
1521	CHASE CARDMEMBER SERVICE	206-SAM REGISTRATION RENEWAL	10/09/23-11/08/23	11/09/2023	1,199.00
1521	CHASE CARDMEMBER SERVICE	206-CONFERENCE/MEMBERSHIP-GEORGE	10/09/23-11/08/23	11/09/2023	425.00
2389	OAKLAND CO. MUTUAL AID ASSOC.	206-MABAS 3201 DUES 2024	436	11/11/2023	3,300.00
206-336-890.000 FIRE: PUBLIC EDUCATION					
1521	CHASE CARDMEMBER SERVICE	206-HATS/STICKERS/TATTOOS	10/09/23-11/08/23	11/09/2023	642.47
4770	ROBOTRONICS INC.	206-SPARKY	56552	11/08/2023	2,649.00
206-336-920.000 FIRE: PUBLIC UTILITIES					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X111	11/06/2023	137.33
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X111	11/06/2023	23.69
9027	AT&T MOBILITY	206-IPADS	287287294406X111	11/06/2023	317.92
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	12022023 0170820	11/01/2023	194.85
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	12152023 0160011	11/12/2023	164.90
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	11012023 06488	11/03/2023	759.02
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	11102023 66207	11/13/2023	109.69
9090	NET EXPRESS VOIP	206-VOIP MONTHLY	1605231023	10/23/2023	110.68
206-336-930.000 FIRE: VEHICLE REPAIR					
4584	BRIAN'S YELLOW ENGINE SHOP INC	206-2014 FORD (R213) - BRAKES	11237	10/25/2023	1,781.48
1521	CHASE CARDMEMBER SERVICE	206-CORE RETURN	10/09/23-11/08/23	11/09/2023	500.00-
9182	GOODYEAR AUTO SERVICE CENTER	206-2014 F450 (211) FRONT TIRES	0000025460	11/07/2023	616.80
9182	GOODYEAR AUTO SERVICE CENTER	206-2014 FORD (213) FRONT TIRES	0000025460	11/07/2023	616.80
1102	HALT FIRE INC.	206-2014 FORD (R211) DOOR GRABBERS	447896	10/17/2023	154.90

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9255	MOORE, MIKE	206-MOORE REIMBURSE TRANS FLUID 213	5610-408785	11/04/2023	12.39
9228	NAPA AUTO PARTS	206-2018 PIERCE (E11)	135380	11/08/2023	30.99
206-336-936.000 FIRE: BLDG MAINT/REPAIR					
1541	HOME DEPOT CREDIT SERVICES	206-20 AMP GFCI MANUAL RESET	3973691	10/26/2023	51.70
9264	MCCABE OUTDOOR SERVICES INC.	206-FS1 LAWN SPRINKLER WINTERIZATION	231424	10/31/2023	45.00
9264	MCCABE OUTDOOR SERVICES INC.	206-FS2 LAWN SPRINKLER WINTERIZATION	231425	10/31/2023	45.00
2534	OVERHEAD DOOR WEST COMMERCIAL	206-FS2 BAY 3 LABOR	115168	10/16/2023	230.00
2534	OVERHEAD DOOR WEST COMMERCIAL	206-FS2 BAY 3 ROLLER	115168	10/16/2023	24.75
1642	PETER'S TRUE VALUE HARDWARE	206-BLDG REPAIR SHOWER HEAD	K69854	10/29/2023	22.99
206-336-937.000 FIRE: EQUIP MAINT					
8253	AMAZON CAPITAL SERVICES	206-AA SCBA BATTERIES	114-2201851-05802	11/09/2023	77.99
6212	DISCOUNT BATTERY	206-SCBA BATTERIES	69166	10/27/2023	50.00
9255	MOORE, MIKE	206-MOORE REIMBURSE VACUUM REPAIR	11102023	11/10/2023	20.00
9255	MOORE, MIKE	206-MOORE REIMBURSE VACUUM REPAIR	11102023	11/10/2023	130.00
9146	WATERWAY TWIN TIER LLC	206-HARD SUCTION TESTING	494	09/12/2023	350.00
9146	WATERWAY TWIN TIER LLC	206-ANNUAL LADDER TESTING PER NFPA	494	09/12/2023	420.00
9146	WATERWAY TWIN TIER LLC	206-HEAT SENSORS	494	09/12/2023	18.00
9146	WATERWAY TWIN TIER LLC	206-FIRE HOSE TESTING (13182)	494	09/12/2023	5,140.98
206-336-955.000 FIRE: MISC EXPENSE					
1521	CHASE CARDMEMBER SERVICE	206-FOOD	10/09/23-11/08/23	11/09/2023	269.45
206-336-967.000 FIRE: NEW PROJECTS					
1541	HOME DEPOT CREDIT SERVICES	206-VINYL TUBE	3973691	10/26/2023	17.52
1541	HOME DEPOT CREDIT SERVICES	206-TRANSER PUMP	3973691	10/26/2023	229.00
Total FIRE:					34,421.09
Total FIRE FUND:					34,421.09
POLICE FUND					
POLICE					
207-301-920.000 POLICE: UTILITIES					
2216	COMCAST	207-165 N. JOHN 0179656	11242023 0179656	10/21/2023	119.95
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	11132023 66454	11/14/2023	347.56
207-301-935.000 POLICE: SHERIFF'S MAINT					
1839	ABSOPURE WATER CO.	207-COOLER	30368990	10/31/2023	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	89016413	10/02/2023	2.70
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	89051012	10/30/2023	19.40
Total POLICE:					493.61

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total POLICE FUND:					493.61
CAPITAL IMPROVEMENT FUND					
GENERAL GOVERNMENT					
401-261-971.001 TOWNSHIP IMPROVEMENTS					
2419	ROCK BOTTOM STONE SUPPLY	401-TOWNSHIP HALL LANDSCAPE	7179	10/19/2023	780.00
Total GENERAL GOVERNMENT:					780.00
Total CAPITAL IMPROVEMENT FUND:					780.00
FIRE CAPITAL FUND					
FIRE					
402-336-971.002 CAPITAL EQUIPMENT					
6345	WITMER PUBLIC SAFETY GROUP INC	402-PPE BOOTS	INV340940	10/19/2023	1,037.82
Total FIRE:					1,037.82
Total FIRE CAPITAL FUND:					1,037.82
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-728.000 DDA: OFFICE SUPPLIES					
9249	BLASCYK, CASSIE R.	494-REIMBURSE FOR LIGHTS	11062023	11/06/2023	79.39
1021	GILL-ROY'S HARDWARE	494-GARBAGE BAGS	2311-946747	11/03/2023	21.99
494-729-801.000 DDA: PROF SERVICES					
6278	TECHNOLOGY GALLERY LLC	494-SET UP PRINTER/TEST NETWORK	INV-172	11/09/2023	225.00
494-729-820.000 DDA: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	494-SEMINAR	10/09/23-11/08/23	11/09/2023	25.00
494-729-850.000 DDA: WEBSITE					
2369	ACCUNET WEB SERVICES	494-DOMAIN NAME ANNUAL SERVICE	22777	11/01/2023	475.00
494-729-880.001 DDA: PROMOTIONS					
4554	BLACKSTONE STABLES LLC	494-TREE LIGHTING WAGON RIDES	10302023	10/30/2023	900.00
2413	GUERRA, MARIO	494-TREE LIGHTING	2023-41	11/14/2023	425.00
4764	HOJO ADVENTURES	494-TREE LIGHTING CONCESSIONS	000004	11/14/2023	750.00
494-729-880.002 DDA: ECONOMIC RESTRUCTURING					
1521	CHASE CARDMEMBER SERVICE	494-BAGS/TISSUE PAPER	10/09/23-11/08/23	11/09/2023	52.31
494-729-880.003 DDA: DESIGN					
2262	BRIEN'S SERVICES INC.	494-MAINTENANCE OF BEDS	46934	11/02/2023	1,081.00
2596	FIVE STAR ACE	494-TUNNEL OF LIGHTS	30573	11/11/2023	17.91
3152	KOPACKI, KRIS	494-REINSTALL STALKS/SKELTONS	2000	10/30/2023	105.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3152	KOPACKI, KRIS	494-WATER MUMS	2002	10/30/2023	285.00
494-729-900.000	DDA: ADVERTISING/PRINTING				
4675	ADAMS OUTDOOR ADVERTISING	494-ADVERTISING	0251356	08/28/2023	1,600.00
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK ADS/CONSTANT CONTACT	10/09/23-11/08/23	11/09/2023	86.19
494-729-900.001	DDA: FUNDRAISER EXPENSE				
2596	FIVE STAR ACE	494-LIGHTS FOR FESTIVAL OF TREES	2627	10/13/2023	719.28
494-729-920.000	DDA: RENT/ UTILITIES				
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	10/09/23-11/08/23	11/09/2023	214.92
494-729-967.000	DDA: FARMERS' MARKET				
1309	BRENDEL'S SEPTIC TANK SER LLC	494-FARMERS MARKET	229436	07/15/2023	225.00
4646	GLOBERSON, JAMIE	494-FARMERS MARKET	010	11/10/2023	300.00
3152	KOPACKI, KRIS	494-STORE ITEMS FOR FARMERS MARKET	2001	10/30/2023	105.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					7,692.99
Total DOWNTOWN DEVELOPMENT FUND:					7,692.99
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000	HAAC: DEDUCTIONS				
8253	AMAZON CAPITAL SERVICES	702-FAIRY LIGHTS	13DT-6GJX-C7Q1	11/01/2023	23.98
8253	AMAZON CAPITAL SERVICES	702-FAIRY LIGHTS	13DT-6GJX-C7Q1	11/01/2023	23.98
1521	CHASE CARDMEMBER SERVICE	702-FOOD	10/09/23-11/08/23	11/09/2023	15.67
1521	CHASE CARDMEMBER SERVICE	702-FOOD/GAS TRIPS	10/09/23-11/08/23	11/09/2023	108.19
1521	CHASE CARDMEMBER SERVICE	702-RIVER RAISIN TRIP	10/09/23-11/08/23	11/09/2023	37.50
1521	CHASE CARDMEMBER SERVICE	702-LANSING TRIP	10/09/23-11/08/23	11/09/2023	262.07
1410	GORDON FOOD SERVICE INC.	702-FOOD/PARTY SUPPLIES	833197039	10/26/2023	101.56
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	833197040	10/26/2023	7.58
4626	SPOTLIGHT ON STORIES	702-PRESENTATION	11132023	11/13/2023	250.00
2692	WEX BANK	702-GAS FOR HAAC TRIPS	92964729	10/31/2023	116.70
Total GENERAL GOVERNMENT:					947.23
Total HIGHLAND ADVISORY COUNCIL:					947.23
CURRENT TAX COLLECT					
703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE				
4763	CAREY, MARJORIE M	703-TAX REFUND	11-30-477-009	11/08/2023	1,335.42
4762	COMIS JR, HARRY A	703-TAX REFUND	11-10-200-039	11/06/2023	128.07
1106	STATE OF MICHIGAN	703-2023 IFT STATE EDUCATION TAX FORM 3865	2023	11/09/2023	7,226.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					8,689.99
Total CURRENT TAX COLLECT:					8,689.99
DUCK LAKE ASSOC					
TRUST & AGENCY ADMIN					
764-255-956.000 DUCK LAKE: DEDUCTIONS					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	11132023 91144	11/14/2023	455.92
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	11142023 07439	11/15/2023	410.69
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	11142023 13643	11/15/2023	789.65
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	11142023 13650	11/15/2023	853.50
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	11142023 13668	11/15/2023	1,135.69
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	11142023 43164	11/15/2023	948.87
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	11142023 75436	11/15/2023	67.62
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	3123	10/08/2021	200.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	3308	11/19/2021	200.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	3590	06/14/2022	220.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	3707	07/01/2022	220.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	4083	09/20/2022	396.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	4131	09/29/2022	176.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	4301	10/30/2022	176.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	5140	11/08/2023	176.00
Total TRUST & AGENCY ADMIN:					6,425.94
Total DUCK LAKE ASSOC:					6,425.94
HIGHLAND LAKE ASSOC					
TRUST & AGENCY ADMIN					
765-255-956.000 HIGHLAND LAKE: DEDUCTIONS					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	11102023 67338	11/13/2023	23.26
Total TRUST & AGENCY ADMIN:					23.26
Total HIGHLAND LAKE ASSOC:					23.26
TAGGETT LAKE ASSOC					
TRUST & AGENCY ADMIN					
766-255-956.000 TAGGETT LAKE: DEDUCTIONS					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	11102023 80281	11/13/2023	9.37

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					9.37
Total TAGGETT LAKE ASSOC:					9.37
KELLOGG LAKE ASSOC					
TRUST & AGENCY ADMIN					
767-255-956.000 KELLOGG LAKE: DEDUCTIONS					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	11102023 80281	11/13/2023	5.50
Total TRUST & AGENCY ADMIN:					5.50
Total KELLOGG LAKE ASSOC:					5.50
CHARLICK LAKE ASSOC					
TRUST & AGENCY ADMIN					
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	11102023 80414	11/13/2023	14.87
Total TRUST & AGENCY ADMIN:					14.87
Total CHARLICK LAKE ASSOC:					14.87
WOODRUFF LAKE ASSOC					
TRUST & AGENCY ADMIN					
769-255-956.000 WOODRUFF LAKE: DEDUCTIONS					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	11102023 67676	11/13/2023	14.87
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	11102023 80547	11/13/2023	14.87
Total TRUST & AGENCY ADMIN:					29.74
Total WOODRUFF LAKE ASSOC:					29.74
WHITE LAKE IMPROVEMENT					
TRUST & AGENCY ADMIN					
770-255-956.000 WHITE LAKE: DEDUCTIONS					
9077	21ST CENTURY MEDIA-MICHIGAN	770-ADVERTISEMENT	08312023	08/31/2023	2,218.77
Total TRUST & AGENCY ADMIN:					2,218.77

<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
Total WHITE LAKE IMPROVEMENT:					<u>2,218.77</u>
Grand Totals:					<u><u>123,837.23</u></u>

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
ASSESSOR					
101-257-720.000	ASSESSING: CONTRACTUAL SVCS				
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	DEC 2023	11/15/2023	10,517.41
Total ASSESSOR:					10,517.41
GENERAL GOVERNMENT					
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNICA				
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1458765	11/01/2023	823.00
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2360986	11/17/2023	112.32
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP	2361430	11/17/2023	52.00
Total GENERAL GOVERNMENT:					987.32
BUILDING					
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG				
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	10/25/23-11/14/2023	11/14/2023	1,960.36
Total BUILDING:					1,960.36
PLANNING COMMISSION					
101-703-801.000	PLNG COMM: MASTER PLAN PROF.				
2240	CARLISLE WORTMAN ASSOC. INC.	101-MASTER PLAN	2171384	11/03/2023	480.00
Total PLANNING COMMISSION:					480.00
Total GENERAL FUND:					13,945.09
FIRE FUND					
FIRE					
206-336-937.000	FIRE: EQUIP MAINT				
2059	APPLIED INNOVATION	206-COPIER MAINTENANCE	2340350	10/27/2023	137.19
Total FIRE:					137.19
Total FIRE FUND:					137.19
Grand Totals:					14,082.28

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
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Total GENERAL FUND:	74,992.14
Total FIRE FUND:	34,558.28
Total POLICE FUND:	493.61
Total CAPITAL IMPROVEMENT FUND:	780.00
Total FIRE CAPITAL FUND:	1,037.82
Total DOWNTOWN DEVELOPMENT FUND:	7,692.99
Total HIGHLAND ADVISORY COUNCIL:	947.23
Total CURRENT TAX COLLECT:	8,689.99
Total DUCK LAKE ASSOC:	6,425.94
Total HIGHLAND LAKE ASSOC:	23.26
Total TAGGETT LAKE ASSOC:	9.37
Total KELLOGG LAKE ASSOC:	5.50
Total CHARLICK LAKE ASSOC:	14.87
Total WOODRUFF LAKE ASSOC:	29.74
Total WHITE LAKE IMPROVEMENT:	2,218.77
	<hr/>
Grand Totals:	137,919.51
	<hr/> <hr/>

Payroll and Hand Check November 27, 2023 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT)	\$	28,532.76
General/Fire Payroll 10/25/2023 & 11/9/2023	\$	86,888.12
Hand Check 11/08/2023	\$	2,130.00
Hand Check 11/14/2023 (planning escrow)	\$	255,514.67
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	1,809.09
Flexible Savings Account	\$	732.13
Garnishments		
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	1,050.00
Highland Firefighters Union Dues-Part-Time	\$	528.00
11/30/2023 DDA LOAN-Monthly	\$	3,771.83

Township Offices will be Closed

New Year's	Mon.	01-01-2024
Martin Luther King, Jr. Day	Mon.	01-15-2024
President's Day	Mon.	02-19-2024
Good Friday	Fri.	03-29-2024
Memorial Day	Mon.	05-27-2024
Independence Day	Thur.	07-04-2024
	Fri.	07-05-2024
Labor Day	Mon.	09-02-2024
Veterans Day	Mon.	11-11-2024
Thanksgiving Holidays	Thurs.	11-28-2024
	Fri.	11-29-2024
Christmas Eve	Tues.	12-24-2024
Christmas Day	Wed.	12-25-2024
New Year's Eve	Tues.	12-31-2024



Charter Township of Highland

General Information 2024

205 N. John Street

Highland Michigan 48357

248-887-3791

www.highlandtwp.net

MEETING DATES

Township Board: 6:30 p.m.

Township Auditorium

(Usually held the 1st Monday of the month)

January 8 & 24, 2024*	August 12, 2024
February 5, 2024	September 9, 2024
March 4, 2024	September 23, 2024 (BW)
April 1, 2024	October 7, 2024
May 13, 2024	November 18, 2024
June 3, 2024	December 9, 2024
July 1, 2024	

(BW) Budget Workshop

Planning Commission: 7:30 p.m.

Township Auditorium

(Usually held the 1st and 3rd Thursday of the month)

January 4, 18 & 24, 2024*	July 18, 2024
February 1 & 15, 2024	August 1 & 15, 2024
March 7 & 21, 2024	September 5 & 19, 2024
April 4 & 18, 2024	October 3 & 17, 2024
May 2 & 16, 2024	November 7 & 21, 2024
June 6 & 20, 2024	December 5 & 19, 2024

Zoning Board of Appeals: 7:30 p.m.

Township Auditorium

(Usually held the 1st and 3rd Wednesday of the month)

January 3, 17 & 24, 2024*	July 17 2024
February 7 & 21, 2024	August 7 & 21, 2024
March 6 & 20, 2024	September 4 & 18, 2024
April 3 & 17, 2024	October 2 & 16, 2024
May 1 & 15, 2024	November 6 & 20, 2024
June 5 & 19, 2024	December 4 & 18, 2024

*** January 24, 2024 Joint Meeting with Township Board, Planning Commission, Zoning Board of Appeals and the Downtown Development Authority**

GFL – USA ENVIRONMENTAL

Pick up is on Friday. If the following holidays fall on a weekday pick up will be on Saturday:

Holidays Observed

January 1 st	Memorial Day
July 4 th	Labor Day
Thanksgiving Day	December 25 th

Yard waste begins first week of April and usually ends the last week of November.

HDDA Meeting Dates for 2024

January 17 & 24, 2024*	July 17, 2024
February 21, 2024	August 21, 2024
March 20, 2024	September 18, 2024
April 17, 2024	October 16, 2024
May 15, 2024	November 20, 2024
June 19, 2024	December 18, 2024

All meetings are held at 6:15 p.m.

Location: Highland Station House

205 W. Livingston Rd., Highland, MI 48357

(Usually held the 3rd Wednesday of the month)



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill, Supervisor
Date: December 11, 2023
Re: Zoning Board of Appeals Re-Appointments

I recommend that we re-appoint Michael Borg and John Jickling to the ZBA for another three year term that will expire January 1, 2027.



BUDGET AMENDMENT WORKSHEET
 2024 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 11, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>FIRE CAPITAL FUND</u>				
Expenditures:				
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	\$275,000.00	\$275,000.00 +	\$30,000.00 = \$305,000.00
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	\$270,000.00	\$270,000.00 -	\$40,000.00 = \$230,000.00

Purpose of Amendment:

To amend funds in Fire Capital Principal and Interest Expenses for 2024.

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

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Revenues:				
101-000-692.000 APPROPRIATION FUND BAL.	\$0.00	\$1,576,280.00	+	\$500.00 = \$1,576,780.00
Expenditures:				
101-701-820.000 PLNG: DUES/ED/TRAVEL	\$4,000.00	\$4,000.00	+	\$500.00 = \$4,500.00

Purpose of Amendment:

To appropriate 2023 funds for Planning Dues, Eductaion, and Travel.

BUDGET AMENDMENT WORKSHEET
2024 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 11, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET	
<u>GENERAL FUND</u>					
Expenditures:					
101-701-820.000	PLNG: DUES/ED/TRAVEL	\$4,400.00	\$4,400.00 +	\$600.00 =	\$5,000.00

Purpose of Amendment:

To amend funds for Planning Dues, Education, and Travel for 2024. 2024 budgeted revenues exceed expenses, therefore appropriating funds is not necessary.

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

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Revenues:				
101-000-692.000 APPROPRIATION FUND BAL.	\$0.00	\$1,576,280.00	+	\$2,000.00 = \$1,578,280.00
Expenditures:				
101-257-720.000 ASSESSING: CONTRACTUAL SVCS	\$130,000.00	\$130,000.00	+	\$2,000.00 = \$132,000.00

Purpose of Amendment:
 To appropriate 2023 funds for Assessing Contractual Services for 2023 expenses.

BUDGET AMENDMENT WORKSHEET
2024 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 11, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Expenditures:				
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	\$132,000.00	+ \$6,000.00 =	\$138,000.00

Purpose of Amendment:

To amend funds for Assessing Contractual Services for 2024. 2024 budgeted revenues exceed expenses, therefore appropriating funds is not necessary.

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

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
GENERAL FUND					
Revenues:					
101-000-692.000	APPROPRIATION FUND BAL.	\$0.00	\$1,576,280.00	+ \$5,000.00 =	\$1,581,280.00
Expenditures:					
101-215-730.000	CLERK: ELECTION EXPENSES SUPPL	\$0.00	\$0.00	+ \$5,000.00 =	\$5,000.00

Purpose of Amendment:

To appropriate funds for election expenses occurring this year for next year's election.

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	Charter Township of Highland	Proposal No: Q000014372
Date of Original Membership:	May 1, 1985	
Proposal Effective Dates:	January 01, 2024 To January 01, 2025	
Member Representative:	Amy LaVoie	Telephone #: (248) 887-3791
Regional Risk Manager:	Ibex Insurance Services	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **Charter Township of Highland** (hereinafter "Member") is eligible to be a Member of MMRMA. **Charter Township of Highland** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

Charter Township of Highland is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

Charter Township of Highland is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **Charter Township of Highland's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	State Pool Member
Vehicle Physical Damage	\$250 Per Vehicle	State Pool Member
Fire/EMS Replacement Cost	\$1,000 Per Occurrence	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	N/A

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

The **Charter Township of Highland** is afforded all coverages provided by MMRMA, except as listed below:

1. Sewage System Overflow
2. Specialized Emergency Response Expense Recovery Coverage
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

Charter Township of Highland agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	5,000,000	N/A	N/A	N/A
2 Judicial Tenure	N/A	N/A	N/A	N/A
3 Sewage System Overflows	0	N/A	0	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8 Michigan No-Fault	Per Statute	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	23,649,558	350,000,000	N/A	N/A
2 Personal Property in Transit	2,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5 Fine Arts	2,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	2,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	2,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	15,000,000	N/A	N/A	N/A
12 Dam/Dam Structures/Lake Level Controls	0	N/A	N/A	N/A
13 Transformers	0	N/A	N/A	N/A
14 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
15 Marine Property	1,000,000	N/A	N/A	N/A
16 Other Covered Property	10,000	N/A	N/A	N/A
17 Income and Extra Expense	5,000,000	N/A	N/A	N/A
18 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
19 Faithful Performance	Per Statute	N/A	N/A	N/A
20 Earthquake	5,000,000	N/A	5,000,000	100,000,000
21 Flood	5,000,000	N/A	5,000,000	100,000,000
22 Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement, Extortion.				
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim		Retroactive Date
	\$2,000,000			
Coverage A Network and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000	Each Claim	7/1/2013
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000	Each Claim	7/1/2013
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000	Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000	Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000	Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000	Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above		Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above		Not Applicable	Occurrence
Coverage I Extortion Coverage	Each Claim Included in limit above	\$25,000	Each Extortion Loss	Occurrence

Annual Aggregate Limit of Liability

Each Member Aggregate	All Members Aggregate
\$2,000,000	\$17,500,000

The Each Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$2,000,000 per Member for all Subjects of Coverage in any Coverage Period, regardless of the number of coverage events.

The All Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$17,500,000 for All Members for all Subjects of Coverage in any Coverage Period, regardless of the number of Members or the number of coverage events.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

Table IV

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table V

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence
	Member
	N/A

D. Contribution for MMRMA Participation

Charter Township of Highland

Period: January 01, 2024 To January 01, 2025

Coverages per Member Coverage Overview: \$130,486

TOTAL ANNUAL CONTRIBUTIONS: \$130,486

E. List of Addenda

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:
Charter Township of Highland

Proposal No:
Q000014372

MMRMA



Member Representative

MMRMA Representative

Date

11-13-2023

Date

5b. Receive and File:

Activity Center Stats – September and October 2023

Activity Council Minutes and Treasurer's Report – September and October 2023

Building Department Report – October 2023

Fire Department Report – November 2023

Library Board Meeting Minutes - October 2023

Library Director's Report - October 2023

Sheriff's Department Report – November 2023

Activity Center Temporary Position – Mary Jeffrey

Highland Activity Center Advisory Council Meeting Minutes
Tuesday September 12th, 2023

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Carolyn Kress at 9:05 am on Tuesday September 12th, 2023

PRESENT:

Heidi Bey, Carolyn Kress, Patti Janette, Steve Jagusch, Sue Anderson, Peter Werthmann, Jennifer Frederick & Chuck Sharpe

ABSENT:

Lisa Jagusch, Dick Russell & Ray Polidori

SECRETARY'S MINUTES:

Motion to approve the Secretary's Minutes was made by Peter Werthmann, seconded by Steve Jagusch, unanimously approved by all.

TREASURERS'S REPORT:

Motion to approve the Treasurer's Report was made by Chuck Sharpe seconded by Sue Anderson, unanimously approved by all.

DIRECTOR'S ACTIVITY REPORT:

Business is booming!! Congratulations Heidi & your team. Your continued efforts are paying off
The Easy Bake Oven Contest was a huge success, 25 people attended.

UPCOMING EVENTS:

Sherry Tuffin Presentation on Military Hero's. TBD before the end of the year.

Gene Beach Presentation History of Highlands 1st Highway ~ Jan 22, 2024. He is donating his fee of \$250.00 to the Historical Society.

Mike Sonnenberg "Lost in Michigan" is pending for the fall of 2023. TBD

Russell Dore' presentation on The Wright brothers/Katherine & Orville Wright & their personal lives, he will also present a lecture on Thomas Edison. TBD

Dennis Fines to present The Mayas. TBD

Most presentations will be posted on the website, Facebook & the PNW newspaper.

FUNDRAISING EFFORTS:

Ongoing Fundraising efforts: Goal is \$15,000. Discuss t-shirts with the HAC Logo. Discuss 10% of sales from Sparkies or Come Back Inn or Bakers?

January 22nd, 2024 History of Highlands 1st Highway. This will be a great fundraiser.

??Will we serve Meatloaf & mashed pots or Chili & cornbread?? Limit to 50 people.

Currently Patti is sponsoring the dessert, Sue & Bill Anderson will sponsor, Steve & Lisa Jagusch is sponsoring the main meal. We do need a salad sponsor.

\$15.00 per person. Carryout leftovers are \$5.00. Motion to approve made by Steve Jagusch, seconded by Patti Janette & unanimously approved by all.

NEW BUSINESS:

MOTION TO ADJOURN:

Motion to adjourn the meeting was made at 10:08am by Peter Werthmann, seconded by Chuck Sharpe, unanimously approved by all.

Respectfully submitted,

Patti

Patti Janette Secretary,
Highland Advisory Council

Highland Activity Center Advisory Council Meeting Minutes

Tuesday October 10th, 2023

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was cancelled due to lack of council members in attendance. No quorum

PRESENT:

Heidi Bey, Carolyn Kress & Patti Janette

ABSENT:

Lisa Jagusch, Dick Russell, Steve Jagusch, Sue Anderson, Peter Werthmann, Jennifer Frederick, Chuck Sharpe & Ray Polidori

SECRETARY'S MINUTES:

Motion to approve the Secretary's

TREASURERS'S REPORT:

Motion to approve the Treasurer's Report

DIRECTOR'S ACTIVITY REPORT:

Business is booming!! Congratulations Heidi & your team. Your continued efforts are paying off
The Easy Bake Oven Contest was a huge success, 25 people attended.

UPCOMING EVENTS:

Sherry Tuffin Presentation on Military Hero's. TBD before the end of the year.

Gene Beach Presentation History of Highlands 1st Highway ~ Jan 22, 2024. He is donating his fee of \$250.00 to the Historical Society.

Mike Sonnenberg "Lost in Michigan" is pending for the fall of 2023. TBD

Russell Dore' presentation on The Wright brothers/Katherine & Orville Wright & their personal lives, he will also present a lecture on Thomas Edison. TBD

Dennis Fines to present The Mayas. TBD

Most presentations will be posted on the website, Facebook & the PNW newspaper.

FUNDRAISING EFFORTS:

Ongoing Fundraising efforts: Goal is \$15,000. Discuss t-shirts with the HAC Logo. Discuss 10% of sales from Sparkies or Come Back Inn or Bakers?

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Patti

Patti Janette Secretary,
Highland Advisory Council

**Highland Activity Center
Advisory Board - Fund 702
Financial Report
September 30, 2023**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
Starting Balance September 1, 2023			4,476.27
Revenues			
	<i>Donations/Memorials</i>		
	<i>M. Col</i>	50.00	
	<i>J. Perna</i>	40.00	
	<i>Unilock</i>	500.00	
	<i>Classes</i>	1,705.00	
	<i>Tickets</i>	550.00	
	<i>Trips</i>	440.00	
Total Revenues		3,285.00	<u>7,761.27</u>
Expenditures			
	<i>Highland Supply</i>	60.99	
	<i>Credit Card/Amazon</i>	801.71	
	<i>Traveling Trainers</i>	0.00	
	<i>Gordons</i>	1,122.90	
	<i>Easy Bake Off</i>	180.00	
	<i>Gas</i>	147.11	
Total Expenditures		2,312.71	<u>5,448.56</u>
	Ending bank balance September 30, 2023		<u><u>5,448.56</u></u>

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

December 8, 2023

**Highland Activity Center
Advisory Board - Fund 702
Financial Report
October 31, 2023**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
Starting Balance October 31, 2023			5,493.56
Revenues			
	<i>Donations/Memorials</i>		
	<i>M. Col</i>		
	<i>J. Perna</i>		
	<i>Unilock</i>		
	<i>Classes</i>		
	<i>Tickets</i>		
	<i>Trips</i>	2,153.00	
Total Revenues		2,153.00	<u>7,646.56</u>
Expenditures			
	<i>Amazon</i>	101.92	
	<i>Highland Supply</i>	45.81	
	<i>Credit Card</i>	571.85	
	<i>Traveling Trainers</i>	1,780.00	
	<i>Sherrri Tuffin</i>	250.00	
	<i>Gas</i>	173.72	
Total Expenditures		2,923.30	<u>4,723.26</u>
	Ending bank balance October 31, 2023		<u><u>4,723.26</u></u>

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

December 8, 2023

*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
October 2023*

HIGHLAND TOWNSHIP BUILDING DEPARTMENT/PERMIT ACTIVITY REPORT

October 2023

TOTAL (forward)..... \$30.67

Additional fees:

Building.....
Electric..... \$86
Plumbing..... \$42
Heating..... \$45
Licenses & Misc Fees.....
sub total: \$173

MONTH-END GRAND TOTAL REVENUE..... \$30,846

Total number of all Permits to date	This Year:	1559
	Last Year:	2490
Total number of all Electric, Plumbing, & Heating	This Year:	988
	Last Year:	1652
Total number of Building permits to date:	This Year:	521
	Last Year:	920
Total number of New Single-Family Units:	This Year:	14
	Last Year:	25
Total number of Land Use Permits	This Year:	30
	Last Year:	19

Respectfully Submitted: STEVE ITINO
Building Official
Ordinance Dept Supervisor

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2023 12:00:00 AM AND
10/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Carport					
PB23-0423	2797 Onyx Dr	Armour Construction LLC	\$16000	\$154	
			\$16000	\$154	1
Commercial, Renovations					
PB23-0373	724 W HIGHLAND RD	Acme Enterprises INC	\$375246	\$2171	
			\$375246	\$2171	1
Commercial, Utility Building					
PB23-0378	784 N MILFORD RD	JCC TIPSICO LLC	\$66000	\$528	
			\$66000	\$528	1
Deck					
PB23-0377	4071 TAGGETT LAKE DR	C & L Ward Bros. Co.	\$80674	\$493	
PB23-0383	1306 GLEN CT	KYA Properties LLC	\$35000	\$264	
			\$115674	\$757	2
Electrical					
PE23-0411	2399 E HIGHLAND RD	Dagher Signs and Graphics	\$0	\$70	
PE23-0441	243 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0442	1722 IMPERIAL DR	TUNISON, CLAUDE R	\$0	\$84	
PE23-0443	3645 KINGSWAY DR	Steele Electric	\$0	\$99	
PE23-0444	2492 FOXGROVE DR	Quality Heating & Cooling Inc	\$0	\$64	
PE23-0445	2486 OVERBROOK	Thornton & Grooms, Inc	\$0	\$80	
PE23-0446	1555 TURTLE CRK	Grizzly Electric LLC	\$0	\$92	
PE23-0447	4676 DESERT BRIDGE CT	Robin Aire Htg &Clg	\$0	\$64	
PE23-0448	5700 BUCKHORN LAKE RD	Westborn Electric LLC	\$0	\$92	
PE23-0449	784 N MILFORD RD	JCC TIPSICO LLC	\$0	\$74	
PE23-0450	4173 MALLARDS LNDG	Budget Electric & Generators	\$0	\$92	
PE23-0451	1062 DUNLEAVY DR	RANSDELL, ANGELA J	\$0	\$220	
PE23-0452	5847 ZANDER LN	Don's Electrical Service Inc	\$0	\$139	
PE23-0453	167 PRESTWICK TRL	Robin Aire Htg &Clg	\$0	\$54	
PE23-0454	1627 APOLLO	Don's Electrical Service Inc	\$0	\$147	
PE23-0455	246 W Mac Gregor Ct	Lite Electric	\$0	\$87	
PE23-0456	210 N JOHN ST	Mister Sparky	\$0	\$84	
PE23-0457	1562 PETTIBONE LAKE RD	Oak Electric Service Inc	\$0	\$112	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE23-0458	688 Perthshire Ct	AP Electric LLC	\$0	\$458	
PE23-0459	3470 LAKEVIEW DR	Westborn Electric LLC	\$0	\$92	
PE23-0460	868 EDGEWOOD DR	Bridgewood Electrical LLC	\$0	\$54	
PE23-0461	70 Ash	Lite Electric	\$0	\$87	
PE23-0462	246 W Mac Gregor Ct	Capitol Supply & Service	\$0	\$81	
PE23-0463	2823 E Highland Rd. Ste 109	Signarama	\$0	\$70	
PE23-0464	1670 N DUCK LAKE RD	Mister Sparky	\$0	\$84	
PE23-0465	3292 HIGHLAND BLVD	Robin Aire Htg & Clg	\$0	\$64	
PE23-0466	2338 NORTH ST	HVAC Pro LLC	\$0	\$54	
PE23-0467	3835 HIGHLAND CT	Pirtle Electric LLC	\$0	\$345	
PE23-0468	3759 RAMADA DR	Family Heating Co Inc	\$0	\$64	
PE23-0469	249 PENINSULA LAKE DR	Family Heating Co Inc	\$0	\$54	
PE23-0470	712 INVERNESS	State Electic Company	\$0	\$52	
PE23-0471	233 INVERNESS	DHW Electric LLC	\$0	\$132	
PE23-0472	3339 LAKEVIEW BLVD	Bridgewood Electrical LLC	\$0	\$55	
PE23-0473	36 Pine	Capitol Supply & Service	\$0	\$81	
PE23-0474	70 Ash	Capitol Supply & Service	\$0	\$81	
PE23-0475	33 Pine	Capitol Supply & Service	\$0	\$81	
PE23-0476	2088 WHITE LAKE RD	Oak Electric Service Inc	\$0	\$123	
PE23-0477	3900 N DUCK LAKE RD	Triple H Electric	\$0	\$131	
PE23-0478	1228 BLUE HERON DR	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE23-0479	2780 E HIGHLAND RD	Phillips Sign and Lighting Inc.	\$0	\$85	
PE23-0480	2780 E HIGHLAND RD	Phillips Sign and Lighting Inc.	\$0	\$70	
PE23-0481	2294 TANBARK	Westborn Electric LLC	\$0	\$64	
PE23-0482	961 WOODRUFF LAKE DR	Westborn Electric LLC	\$0	\$84	
PE23-0483	724 W HIGHLAND RD	Sweetwater Electric LLC	\$0	\$694	
PE23-0484	2744 KATIE LN	Macson Electric LLC	\$0	\$84	
PE23-0485	2377 N. Milford Road	Ideal Electric Inc	\$0	\$261	
PE23-0486	565 FISHER RD	Family Heating Co Inc	\$0	\$54	
Electrical			\$0	\$5438	47
Fence					
PB23-0397	2707 MOREL DR	BAIRD, JENNA MAUREEN	\$1000	\$88	
PB23-0398	2500 W Fifty Nine Ct	LAND DEVELOPMENT & HO	\$27000	\$88	
PB23-0413	615 DUNLEAVY DR	SILJANDER, PHIL	\$800	\$88	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2023 12:00:00 AM AND
10/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Fence			\$28800	\$264	3
Fire/Water Damage Repair -- Resid					
PB23-0408	4330 N TIPSICO LAKE RD	Pro Built Custom Building Inc.	\$39320	\$286	
Fire/Water Damage Repair -- Resid			\$39320	\$286	1
Garage, attached					
PB23-0379	5171 Millstone Ln	TROMBLEY, CAROL LYNNE	\$60000	\$405	
Garage, attached			\$60000	\$405	1
Mechanical					
PM23-0355	243 W Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0356	1356 PLOVER DR	Matheson Heating & AC	\$0	\$112	
PM23-0357	2675 S MILFORD RD	Kern Mechanical LLC	\$0	\$357	
PM23-0358	1722 IMPERIAL DR	TUNISON, CLAUDE R	\$0	\$123	
PM23-0359	1555 TURTLE CRK	Hamilton Propane Inc	\$0	\$138	
PM23-0360	2492 FOXGROVE DR	Quality Heating & Cooling Inc	\$0	\$169	
PM23-0361	2486 OVERBROOK	Thornton & Grooms, Inc	\$0	\$139	
PM23-0362	1765 WILDFLOWER LN	Fireclass LLC	\$0	\$231	
PM23-0363	688 Perthshire Ct	Deville Incorporated	\$0	\$84	
PM23-0364	4676 DESERT BRIDGE CT	Robin Aire Htg & Clg	\$0	\$169	
PM23-0365	5700 BUCKHORN LAKE RD	Osburn Services Inc	\$0	\$84	
PM23-0366	4173 MALLARDS LNDG	Budget Electric & Generators	\$0	\$129	
PM23-0367	5847 ZANDER LN	Don's Electrical Service Inc	\$0	\$129	
PM23-0368	1062 DUNLEAVY DR	RANSELL, ANGELA J	\$0	\$211	
PM23-0369	167 PRESTWICK TRL	Robin Aire Htg & Clg	\$0	\$102	
PM23-0370	1627 APOLLO	Don's Electrical Service Inc	\$0	\$129	
PM23-0371	1295 Wind Valley Ln	Premier Plumbing, Inc	\$0	\$84	
PM23-0372	3470 LAKEVIEW DR	Osburn Services Inc	\$0	\$84	
PM23-0373	868 EDGEWOOD DR	Andy's Statewide Htg & Clg	\$0	\$102	
PM23-0374	4565 CHEVRON DR	Leslie Begin	\$0	\$147	
PM23-0375	183 Briarwood Dr	Fireclass LLC	\$0	\$231	
PM23-0376	2836 Pine Bluffs Ct	Fireclass LLC	\$0	\$231	
PM23-0377	246 W Mac Gregor Ct	Capitol Supply & Service	\$0	\$102	
PM23-0378	585 GLENEAGLES	Thornton & Grooms, Inc	\$0	\$92	
PM23-0379	179 GAILES CT	Fresh Air One Hour Heating and	\$0	\$102	

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM23-0380	3645 KINGSWAY DR	SMC Heating & Cooling	\$0	\$84	
PM23-0381	3292 HIGHLAND BLVD	Robin Aire Htg & Clg	\$0	\$159	
PM23-0382	2338 NORTH ST	HVAC Pro LLC	\$0	\$117	
PM23-0383	1677 CLYDE RD	Alliance Heating and Cooling L	\$0	\$99	
PM23-0384	3759 RAMADA DR	Family Heating Co Inc	\$0	\$179	
PM23-0385	249 PENINSULA LAKE DR	Family Heating Co Inc	\$0	\$102	
PM23-0386	1871 PETTIBONE LAKE RD	LONG JR, JAMES	\$0	\$277	
PM23-0387	3339 LAKEVIEW BLVD	Andy's Statewide Htg & Clg	\$0	\$102	
PM23-0388	36 Pine	Capitol Supply & Service	\$0	\$102	
PM23-0389	70 Ash	Capitol Supply & Service	\$0	\$102	
PM23-0390	33 Pine	Capitol Supply & Service	\$0	\$102	
PM23-0391	2088 WHITE LAKE RD	Oak Electric Service Inc	\$0	\$162	
PM23-0392	2542 DAVISTA DR	BULMER, JEFFREY A	\$0	\$352	
PM23-0393	1228 BLUE HERON DR	Randazzo Mechanical Htg & Cl	\$0	\$169	
PM23-0394	724 W HIGHLAND RD	BJ's Heating & Cooling Inc	\$0	\$428	
PM23-0395	961 WOODRUFF LAKE DR	Osburn Services Inc	\$0	\$84	
PM23-0396	2371 W WARDLOW RD	Hi-Tech Heating and Cooling	\$0	\$84	
PM23-0397	3201 KELSEY CT	Aqua Flame LLC	\$0	\$152	
PM23-0398	2744 KATIE LN	Macson Electric LLC	\$0	\$123	
PM23-0399	565 FISHER RD	Family Heating Co Inc	\$0	\$102	
PM23-0400	688 Perthshire Ct	Andy's Statewide Htg & Clg	\$0	\$233	
Mechanical			\$0	\$6897	46
Miscellaneous					
PB23-0387	1603 BLUE HERON DR	Home Inspection Plus	\$10130	\$139	
PB23-0389	1562 PETTIBONE LAKE RD	Oak Electric Service Inc	\$62000	\$400	
PB23-0392	525 TOMAHAWK	Home Inspection Plus	\$10000	\$124	
PB23-0396	2377 N. Milford Road	Midwest Paving Contracting	\$35000	\$372	
PB23-0399	1915 OAKLAND DR	Foundation Systems of Michiga	\$12475	\$136	
PB23-0401	3880 CENTENNIAL DR	Home Inspection Plus	\$11862	\$133	
PB23-0409	2411 Mead	Ultimate Care & Maintenance	\$2800	\$88	
PB23-0410	2499 W Lindsay Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB23-0412	2616 Loch Lomond	Ultimate Care & Maintenance	\$2800	\$88	
PB23-0414	2828 Mead	Ultimate Care & Maintenance	\$2800	\$88	
PB23-0415	2901 W Loch Lomond	Ultimate Care & Maintenance	\$2800	\$88	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB23-0416	2487 Mead	Ultimate Care & Maintenance	\$2800	\$88	
PB23-0417	18 N Shetland	Ultimate Care & Maintenance	\$2800	\$88	
PB23-0418	2 Highland Dr.	Ultimate Care & Maintenance	\$2800	\$88	
Miscellaneous			\$163867	\$2008	14
Permit Renewal					
PB23-0411	615 DUNLEAVY DR	SILJANDER, PHIL	\$0	\$79	
PB23-0422	5339 N MILFORD RD	Crown Castle USA Inc	\$0	\$79	
Permit Renewal			\$0	\$158	2
Plumbing					
PP23-0100	2481 BAY VISTA DR	Foundation Systems of Michiga	\$0	\$57	
PP23-0101	3835 HIGHLAND CT	BRANNOCK, LORI	\$0	\$236	
PP23-0102	4805 MALLARDS LNDG	Roberts Plumbing Inc.	\$0	\$167	
PP23-0103	688 Perthshire Ct	All Water Inc	\$0	\$389	
PP23-0104	2396 JACKSON BLVD	Cregger Mechanical Systems	\$0	\$244	
PP23-0105	1062 DUNLEAVY DR	RANSELL, ANGELA J	\$0	\$202	
PP23-0106	617 PERTHSHIRE CT	Tisdale Plumbing Co	\$0	\$92	
PP23-0107	3880 CENTENNIAL DR	Moore and Sons Plumbing	\$0	\$57	
PP23-0108	2343 HUFF PL	WOLOHON, MAUREEN	\$0	\$126	
Plumbing			\$0	\$1570	9
Pole Barn					
PB23-0395	3063 BROWNS LN	HARP, KENNETH	\$29000	\$219	
PB23-0420	5630 N TIPSICO LAKE RD	Motor City Builders	\$75000	\$450	
Pole Barn			\$104000	\$669	2
Res. Additions					
PB23-0385	3378 KINGSWAY DR	R 2 Renovations LLC	\$29000	\$234	
Res. Additions			\$29000	\$234	1
Res. Renovations					
PB23-0374	1572 S HICKORY RIDGE RD	IDC Home Service	\$20000	\$189	
PB23-0375	1400 WATERBURY RD	Cymex LLC	\$9630	\$141	
PB23-0380	2141 JACKSON BLVD	THOMSON, DAVID M	\$100000	\$610	
PB23-0381	665 S TIPSICO LAKE RD	A Better Exterior LLC	\$12330	\$141	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB23-0384	1025 WOODRUFF LAKE DR	JAL Properties	\$45000	\$349	
PB23-0386	2542 DAVISTA DR	BULMER, JEFFREY A	\$30000	\$224	
PB23-0391	1543 WHITE LAKE RD	Renewal By Anderson LLC	\$5631	\$106	
PB23-0393	4282 STONE BARN	John McCarter Construction LL	\$24140	\$203	
PB23-0400	2486 OVERBROOK	Finished Basements Plus LLC	\$119931	\$690	
PB23-0402	3315 WHITE LAKE	RJ Hoffman Management Inc	\$10000	\$126	
PB23-0403	149 SHERMAN ST	WEILER, DANIEL	\$4500	\$100	
PB23-0404	590 TOMAHAWK TRL	Renewal Group LLC	\$100000	\$1138	
PB23-0405	1833 ADDALEEN RD	Roof Rite Inc.	\$19260	\$177	
PB23-0407	2956 WHITE OAK BEACH DR	WEILER, MARC	\$290000	\$1529	
PB23-0419	3369 KINGSWAY DR	Pella Windows & Doors, Inc.	\$15014	\$157	
PB23-0421	3805 HILLCREST DR	All Construction Property Servic	\$11500	\$151	
Res. Renovations			\$816936	\$6031	16
Res. Single Family					
PB23-0376	1062 DUNLEAVY DR	RANSELL, ANGELA J	\$120000	\$675	
PB23-0406	3045 W Wardlow Rd	LAW, JOHN J	\$375000	\$1991	
Res. Single Family			\$495000	\$2666	2
Shed					
PB23-0382	6743 N HICKORY RIDGE RD	Allen, Tim	\$700	\$88	
PB23-0390	2436 AMELIA DR	BENKE III, CHARLES	\$5000	\$88	
PB23-0394	3014 CLOVERDALE	D'ALLEN GROUP 3 LLC	\$2200	\$88	
Shed			\$7900	\$264	3
Signs					
PS/F23-0006	192 W HIGHLAND RD	Allied Signs Inc	\$0	\$202	
PSG23-0021	2399 E HIGHLAND RD	Dagher Signs and Graphics	\$0	\$142	
PSG23-0022	2399 E HIGHLAND RD	Dagher Signs and Graphics	\$0	\$127	
PSG23-0028	2399 E HIGHLAND RD	Dagher Signs and Graphics	\$0	\$127	
PSG23-0029	2399 E HIGHLAND RD	Dagher Signs and Graphics	\$0	\$127	
PSG23-0030	2823 E Highland Rd. Ste 109	Signarama	\$0	\$127	
PSG23-0031	2780 E HIGHLAND RD	Phillips Sign and Lighting Inc.	\$0	\$142	
PSG23-0032	2780 E HIGHLAND RD	Phillips Sign and Lighting Inc.	\$0	\$127	
PSG23-0033	2800 N MILFORD RD	FASTSIGNS Ann Arbor	\$0	\$142	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Signs			\$0	\$1263	9
Zoning Land Use					
PLU23-0026	2675 S MILFORD RD	VANDREY PROPERTIES LLC	\$0	\$0	
PLU23-0027	522 W HIGHLAND RD	Donna Charlick	\$0	\$0	
PLU23-0035	1215 WHITE LAKE RD	BONADEO, RONALD	\$0	\$0	
Zoning Land Use			\$0	\$0	3
Totals			\$2317743	\$31763	164

CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

MONTHLY REPORT

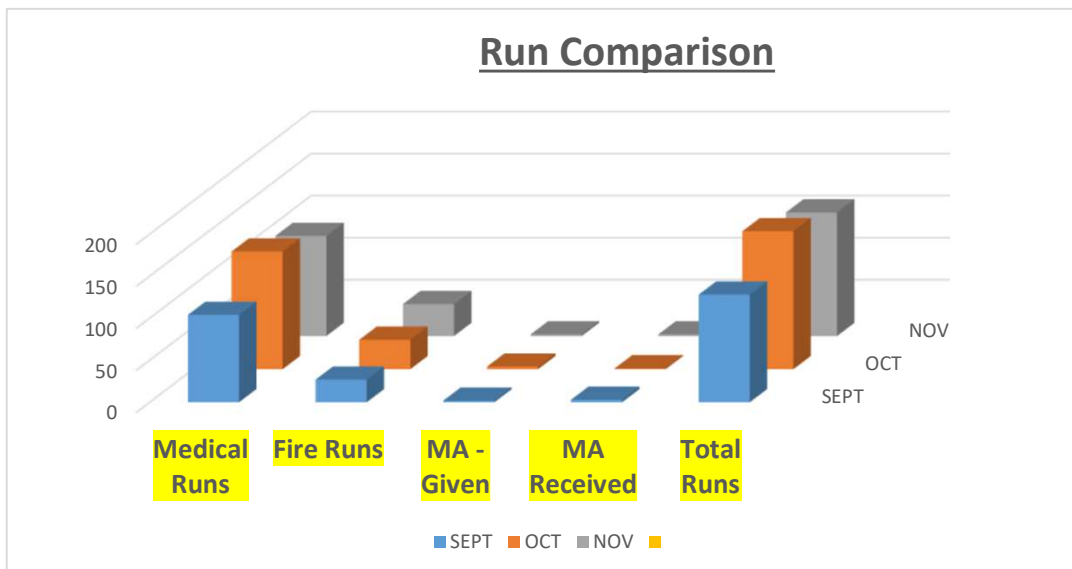


November-23

	<u>Last Year (2022)</u>	<u>This Year (2023)</u>
Cost of Firefighter's by Station		
Station One	\$7,063.42	\$9,253.90
Station Two	\$18,258.05	\$8,530.66
Station Three	\$11,984.49	\$7,272.41
<u>Total</u>	\$37,305.96	\$25,056.97
Cost of Firefighter's Last Month	\$ 76,537.54	\$80,524.97
Alarms through Current Month	1587	1590
Total Alarms last Year	1798	Runs Ahead of Last Year 3

STATISTICS

	<u>LAST MONTH</u>	<u>This Month</u>
Amount Endangered by Fire	\$754,000.00	\$305,400.00
Amount Lost by Fire	\$7,000.00	\$75,000.00
Fire Loss	1%	25%
Medical Related Runs	135	119
Fire Related Runs	35	38
Mutual Aid - Given	3	2
Mutual Aid - Received	1	2
EMS Transports	101	85
Total Runs	164	147
Fire Staff Hours	3298.75	4094.75
Administration Staff Hours	407	



Submitted by... Chief Nick George

**Highland Township Public Library
Board Meeting Minutes
Tuesday, October 3, 2023**

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

Members Absent: K. Polidori

Guest: None

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

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

Motion: J. Matthews moved and J. Gaglio seconded to approve the amended Board Meeting minutes of September 5, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for September, 2023 are \$47,317.25. Total bills for October, 2023 are \$28,714.87, with the addition of Allegra Print & Imaging, Applied Innovation, Baker & Taylor Books, Consumers Energy, Digital Document Store, Jarrod Naessens, Landscape Escape LLC, Milford Public Library, T-Mobile, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: J. Fenton received positive feedback from H. Dombrowski regarding a computer help session. A thank you note was received from Cards for Hospitalized Kids. C. Hamill shared the Library Bill of Rights with the Board.

UNFINISHED BUSINESS

The Library Network: TLN tech group performed maintenance on the staff and public computers. Recommendations were made on which computers to replace.

Motion: J. Matthews moved and J. Gaglio seconded to purchase 3 new computers for Library use, at a cost not to exceed \$2,500. Roll call - unanimous vote; motion carried.

Building Maintenance: The staff entrance is now keyless. The North emergency exit, youth fireplace and upper level men's restroom have been plagued with bees and wasps. Thanks to R. Griffon and Guardian Pest Control, the situation is under control. Windows have been cleaned. The RFP was posted for the HVAC and Generator project.

Strategic Planning :

Website Redesign: C. Beuhner and K. Mintus have researched options for new calendar software. Staff felt LibraryMarket was the best option, because it is user friendly to both staff and patrons.

Motion: J. Matthews moved and J. Gaglio seconded to accept LibraryMarket for making room reservations and marketing/reserving a space in library programs. Roll call - unanimous vote; motion carried.

Partnerships: Volunteer tutoring, consisting of retired Huron Valley Schools teachers, has begun.

NEW BUSINESS

2024 Calendar: The schedule of holidays for the year 2024 was shared.

Motion: J. Matthews moved and J. Gaglio seconded to accept the 2024 Calendar as presented. Unanimous vote; motion carried.

Fraud: Positive Pay detected another “washed check”. Vendors paid on a regular monthly basis are being considered for online payments. Discussed having an ACH policy.

Motion: C. Hamill moved and J. Matthews seconded to accept the ACH policy as presented, to include a list of vendors that are paid regularly each month, being paid electronically. Roll call - unanimous vote; motion carried.

Policy: Huron Valley Bank highly recommends having less signers on the checking account.

Personnel: M. Durbin has been hired as a substitute librarian. R. Griffon will be on medical leave for 4 weeks.

Next Meeting: The November 7, 2023 Library Board Meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Gaglio moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:14 pm.

Respectfully Submitted,

Cindy Dombrowski

Programs & Reference

Sept	Programs	#
Adult	8	62
Teen	5	92
Youth	17	208
Total	30	362
August	16	335
Passive Yth	4	215
Adult	1	35

Reference

Adult & Teen	824
Youth	295
Total	1,119
Last Month	1,139

People Count

September	4,169
Last year	4,025
Last Month	4,432

Public Computer Usage

Computers

Adult	308
Teen	2
Youth	8

AWE 549

Wireless: 352

MAP Passes

MAP Passes: Families 12
Air Zoo
Leelanau State Park
Cranbrook Art Museum
Metroparks

Circulation of Physical Items

July 8,064	August 6,861	Sept. 5,749
Books: Adult 2,047	Teen 61	Youth 2,448
DVD 524	Realia 53	Board Games 22
Interlibrary Loan:		
Other TLN Library material to Highland: 1,128		
Highland Materials to other TLN Libraries: 1,575		
MeLCat Interloan Service: 80		
Unique Card Use:	Aug 956	Sept. 880

Digital Usage

Overdrive	Aug	Sept
Overall	2,308	2,179
e-books	1,082	983
e-audiobooks	1,110	1,080
e-magazines	116	116
New Users	23	22
Unique User	495	492
Hoopla Borrows	711	684
Kanopy Plays	16	16
Consumer Reports Page View	573	459
Mango Languages	12	353
LOTE4Kids	3	1
Brainfuse	5	10
World Book	1	1
Ancestry	576	

Library Happenings

- The library currently has an RFP for an HVAC upgrade and the installation of a new generator. Proposals are due by Nov. 17th.
- In September we saw over a 200% increase in the number of people asking for free Covid kits.
- Patrons are using more Michigan Activity Passes now that the website has been redesigned.
- We are taking part in the Haunted Highland Selfie activity. We also have our spooky storywalk up for the month of October.
- Retired teachers from HVS are tutoring children in partnership with our youth department to help improve reading skills.

Memo: Temporary Position

Highland Activity Center

To: Rick Hamill
From: Heidi Bey, Director, Highland Activity Center
CC: Highland Township Board of Trustees
Date: 11/29/2023
Re: Hiring Mary Jeffrey for Temporary Position

Comments: For the Board's approval, I am submitting Mary Jeffrey to fill the temporary position available at the Highland Activity Center that has been created by the absence of Linda Marsh due to health reasons. Mary has submitted her resume, passed her background check and interviewed with Jennifer Fredrick on November 29, 2023.

Her starting salary will be \$17.60, and she will be considered a part-time employee, not to exceed 29 hours per week. Per previous Board approval, Mary will begin working on Monday, December 4, 2023.

Thank you for your consideration in this matter.

6. Announcements and Information Inquiry

- a) Highland Township Offices will be closed on Monday, December 25th, and Tuesday, December 26th, for the Christmas Holiday. The office will also be closed Monday, January 1, 2024, for the New Year's Holiday.
- b) Festival of Trees – December 1-31, 2023

7. Public Comment

8. Presentation:

- a) Highland Downtown Development Authority PA57 Informational Meeting



Memorandum

To: Board of Trustees
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: December 8, 2023
Re: Zoning Text Amendments-Short Term Rental and Farm Markets/corrections

The Planning Commission held a public hearing on proposed text amendments that would

- a) Establish short term rental as a permissible land use in the non-residential zoning districts subject to entry in the Township's rental inspection program (e.g. AirBnB or VRBO)
- b) Amend the definitions of farm markets so that a small retail operation with proper site plan approval could offer demonstrations or small classes (as is consistent with Generally Accepted Agricultural Management Practices as published by the State of Michigan)
- c) Correct some text errors in the zoning ordinance pertaining to C-3 Low Impact Commercial Zoning.

The only public comment came from Mr. Tim Faull, 330o Duck Lake Road, who is in favor of the regulatory approach, but suggested the Township consider placing limitations in the HS, Highland Station Zoning District to prevent over saturation.

The Planning Commission has debated and considered the ordinance over the course of several months. I have attached only the packet from the December 8 meeting. If you would like to look at previous discussions, you may reference their minutes of October 19, September 7, August 3 and May 4.

The Planning Commission voted to recommend approval of the Ordinance as presented and move the Ordinance to the Board for further action. This will be an introduction at the December 11 meeting with a second reading and consideration at your January meeting.





Memorandum

To: Planning Commission Members
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: December 1, 2023
Re: Zoning Text Amendments-Short Term Rental and Farm Markets/corrections

We have received additional information during the public comment period relevant to your proposed approach of allowing short term rentals only in commercial zoning districts.

Mr. Tim Faull has provided emails indicating that he has been approached by a corporation for the purchase of the home at 3300 N. Duck Lake Road, which would be eligible for registration as a short term rental if ordinance Z-0030 is adopted.

In addition, recent court cases have upheld short-term rental of residential units as a commercial land use. <https://micondolaw.com/2023/08/01/michigan-court-of-appeals-holds-that-short-term-rentals-violate-residential-use-restrictions/>

I'm also attaching the letter you received at your last meeting from the Realtor's Association to ensure it becomes part of the packet that is forwarded to the Board.

Remember, the Planning Commission RECOMMENDS action on ordinances. Your motion is to RECOMMEND approval or you can choose to table or dismiss the ordinance amendment upon completion of the public hearing.





**PUBLIC HEARING
CHARTER TOWNSHIP OF HIGHLAND
PLANNING COMMISSION
December 7, 2023
7:30 P.M.**

NOTICE IS HEREBY GIVEN that a public hearing will be held at the Highland Township Hall Auditorium, 205 N. John St. on Thursday, December 7, 2023, at 7:30 p.m.

Notice is further given that all interested parties are invited to review the request and offer comment through the internet or mail. The application may be viewed at <http://highlandtwp.net> under the Planning Commission e-packet tab. Comment may be submitted to planning@highlandtwp.org, mailed to the Township offices or dropped in our secure drop box at the Township Offices, 205 N. John St. If you have any questions, please call 248-887-3791, ext. 2.

TO CONSIDER:

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 2, RULES OF CONSTRUCTION AND DEFINITIONS TO DEFINE SHORT TERM RENTAL AND MODIFY TERMS RELATED TO FARM MARKETS; ARTICLE 4, DISTRICT REGULATIONS TO ALLOW FOR SHORT TERM RENTALS AND CORRECT MINOR ERRORS RELATED TO USE TABLES; ARTICLE 5, SITE PLAN REVIEW: PROCEDURES AND STANDARDS TO DEFINE APPROVAL PROCESS FOR SHORT TERM RENTALS AND ARTICLE 10, SUPPLEMENTAL USE REGULATIONS TO PROVIDE REGULATION RELATIVE TO SHORT TERM RENTAL.

Grant Charlick, Chairman
Highland Township Planning Commission

(Publish: November 16 , 2023)

**CHARTER TOWNSHIP OF HIGHLAND
ORDINANCE NO. Z-030**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 2, RULES OF CONSTRUCTION AND DEFINITIONS TO DEFINE SHORT TERM RENTAL AND MODIFY TERMS RELATED TO FARM MARKETS; ARTICLE 4, DISTRICT REGULATIONS TO ALLOW FOR SHORT TERM RENTALS AND CORRECT MINORS ERRORS RELATED TO USE TABLES; ARTICLE 5, SITE PLAN REVIEW: PROCEDURES AND STANDARDS TO DEFINE APPROVAL PROCESS FOR SHORT TERM RENTALS AND ARTICLE 10, SUPPLEMENTAL USE REGULATIONS TO PROVIDE REGULATION RELATIVE TO SHORT TERM RENTAL.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

Section 1.

Amend Article 2, RULES OF CONSTRUCTION AND DEFINITIONS, Section 2.07, Definitions beginning with the letter “F” to read as follows:

Farm market. A place or an area where farm products are sold directly to the customer. A farm market may include, but need not include, a temporary or permanent structure. Farm markets shall be further classified as follows:

Class A farm market. A farm market that satisfies the following conditions:

- (1) Display and sales area no larger than 1000 square feet; and
- (2) Does not involve any permanent structures; and
- (3) Does not operate more than 180 days per calendar year.

Class B farm market. A farm market with one or more of the following characteristics:

- (1) Display and sales area in excess of 1000 square feet; or
- (2) Which involves a permanent structure; or
- (3) Which operates more than 180 days per calendar year.
- (4) May include small classes or demonstrations limited to 12 participants at a time

Class C farm market event venue. A farm market of any size which conducts activities designed to attract and entertain customers, such as, but not limited to cooking demonstrations, corn mazes, farm education programs, farm tours, fishing ponds, hay rides, horseback riding, petting farms, picnic areas, festivals, etc.

Also amend Section 2.09, Definitions beginning with the letter “H” to read as follows:

Hotel. A building with a common entrance or entrances in which the rental units are used primarily for transient occupancy, and/or in which one or more of the following services are offered: maid service, furnishing of linen, telephone, secretarial or desk service and bellhop service. A hotel may include a restaurant or cocktail lounge, public banquet halls or meeting rooms. This term does not include short term rentals as defined in section 2.19.

Also amend Section 2.14 Definitions beginning with the letter “M” to read as follows:

Motel. A series of attached, semidetached or detached rental units containing bedroom, bathroom and closet space. Such units shall provide for overnight lodging, are offered to the public for compensation and shall cater primarily to the public traveling by motor vehicle. This term does not include short term rentals as defined in section 2.19.

Also amend Section 2.19 Definitions beginning with the letter “S” to add the following:

Short-term rental. Rental of a single-family residence, a dwelling unit in a one-to-four-family house, or any unit or group of units in a condominium, for terms of not more than 30 consecutive days.

Section 2.

Amend Article 4. DISTRICT REGULATIONS, Section 4.01 Establishment of Districts to add the following record to the table:

C-3	Low Intensity Commercial
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Also amend Section 4.06 Residential Districts (R-3, R1.5, LV) to add to subsection B., Permitted Uses:

12. Class A Farm Markets

Also amend Section 4.10 Local Commercial District (C-1) by adding the following to subsection B. Permitted Uses and renumbering subsequent items in list:

10. Short Term Rental subject to Section 10-35

Also amend **Section 4.12 Highland Station Business District** by adding the following to **subsection B. Permitted Uses** and renumbering subsequent items in list:

7. Short Term Rental subject to Section 10-35

Section 3.

Amend **Article 5: SITE PLAN REVIEW: PROCEDURES AND STANDARDS** to add the following record to table 5.1 under **subheading D. Other Types of Projects**:

D	Other Types of Projects	Full Site Plan	Sketch Plan	Admin Review
	Short Term Rental			ZA

Section 4.

Add to **Article 10: SUPPLEMENTAL USE REGULATIONS** new **subsection 10.35 Short Term Rental**

10.35 Short Term Rental.

The following regulations shall apply:

- A. Short term rental of dwelling units in non-residential zoning districts shall be limited to units existing prior to January 1, 2024.
- B. Units utilized for short term rental are subject to the Rental Certification Ordinance which is regulated under Chapter 7, Article V of the General Code of Ordinances.
- C. To be eligible for certification, the property must include provision for one off-street parking space per bedroom.

Section 6. Savings Clause

That nothing in this ordinance hereby adopted be construed to affect any just or legal right or remedy of any character nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 7. Severability

The various parts, sections and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 8. Adoption

This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter Township of Highland Township Board at a meeting thereof duly called and held on the ____ day of _____, 2024.

Section 9. Effective Date

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

CERTIFICATION OF CLERK

I hereby certify that the foregoing is a true and complete copy of a Zoning Ordinance amendment adopted by the Township Board of the Charter Township of Highland on _____, 2024 which was a regular meeting. I further certify that at said meeting there were present the following Board members:

I further certify that the adoption of said Zoning Ordinance amendment was moved by Board member _____ and supported by Board member _____.

I further certify that the following Board members:

_____ voted for the adoption of said Zoning Ordinance amendment and that the following Board members _____ voted against the adoption of said Zoning Ordinance amendment.

I further certify that the following Board members: _____ abstained from voting.

I hereby certify that said Zoning Ordinance amendment has been recorded in the Ordinance Book in said Charter Township and that such recording has been authorized by the signature of the Township Supervisor and Township Clerk.

Rick A. Hamill, Township Supervisor

Tami Flowers, Township Clerk

Planning Commission Recommendation:
Introduction:
Adoption:
Published:
Effective Date:

Beth Corwin

From: Timothy Faull <tim.faul@gmail.com>
Sent: Thursday, November 16, 2023 10:15 AM
To: Planning Shared Mailbox
Subject: Blackrock purchase offer.
Attachments: letter-of-intent-3300-n-duck-lake-rd-highland-mi-48356 (1).pdf

Hi all-

I'm sharing this concern as I won't have time this evening to discuss. I received the below letter of intent to purchase my property via land contract. It's extremely lucrative for me, as in too good to be true. Upon further research, I found that Home Partners is owned by Blackstone, which is a subsidiary of Blackrock. If you are unaware, Blackrock is on a mission to own 60% of the US housing market within the next 5yrs. They are a major player in the WEF, whose objective is that common people will own nothing- thus renters for life. This isn't good for our community and I wanted this commission and office to be aware of their scheme. I'm not sure what can be done on a community level. However in my experience over the past 15 months, I know there is a level of concern for our community from those on this distribution.

Tim Faull
3300 N. Duck Lake Rd.

Hello Timothy Faull and Kelly Knight,

Here are a few options we have for you, each with its own benefits. We are somewhat flexible on some of the terms so please call or email me if you have questions **(619) 595-3144**.

LETTER OF INTENT – HOME PARTNERS

Date: November 14, 2023

Property Address: 3300 N Duck Lake Rd, Highland, MI 48356

Our Tenant/Buyers can buy your home any of the following ways and close through a real estate attorney or title company. You pay no commissions in any of these transactions. Our fee is paid by our Tenant/Buyer. We do not charge you anything!

OPTION 1 - Sandwich Lease Purchase Option “Home Assist Program”

Our Tenant/Buyers pay via direct deposit into your account (no checks, no excuses). We stay in the middle for the entire term, take care of evictions (if necessary), post notices, handle maintenance request and the Tenant/Buyer covers repairs up to \$500 per month. If our pre-qualified tenant moves out or breaks the lease you sit back while we bring you new buyer for the duration of the contract.

- Option Price: \$435,000.00
- Option Consideration: \$7,000.00 (paid to homeowner) earnest money
- Monthly Rent: \$2,600.00 and a security deposit (held in escrow)
- Term: 24 months (The sale will take place before the end of the lease)

OPTION 2 - Lease Purchase Option Assignment

If Option 1 doesn't work for you, we will assign our Lease Option to one of our pre-qualified tenant-buyers that meets your approval. You get a qualified Tenant/Buyer and a sale without paying any commissions. The only difference is Home Partners will not be involved with evictions or maintenance requests. All our fees are paid by the tenant/buyer you pay nothing!

- Option Price: \$440,000.00
- Option Consideration: \$8,000.00 (paid to homeowner) earnest money
- Monthly Rent: \$2,800.00 and a security deposit (paid to homeowner)
- Term: 24 months (The sale will take place before the end of the lease)

Option That Most Interest You: _____

Why is a LEASE PURCHASE Becoming a top choice for Sellers?

Our fast, easy approach to home selling has helped thousands of people, how can it help you? Our objective is to make this as SIMPLE AS POSSIBLE for you so that you can move on with your life.

We strive to achieve a win-win situation in all our lease purchase contracts. You, as the seller of the house, win by receiving the assurance of knowing that while the house is being sold, all of the expenses are taken care of, the house is maintained, and you are receiving all of the tax benefits associated with being a

landlord, with none of the responsibilities of property management.

Our tenant/buyer wins by getting to own a home in a shorter amount of time than it would take them if they were buying conventionally, as well as being able to immediately occupy their new home while qualifying for a loan. We have created a system that creates the paperwork that mortgage lenders look for when qualifying people for loans to assist our tenant/buyers. In addition, we give our tenant/buyers credit tips to assist with the loan qualification process.

We win by profiting from the sale of the home, as well as gaining two more satisfied customers. The reason we are in business, of course, is to make a profit. But also, as to use our expertise in real estate transactions and assist homebuyers with sellers in making the sale or purchase of their home an easy, stress-free one.

Summary of Benefits for You:

- No more vacancies
- We take the house in an as-is condition
- Debt relief
- We make your payments guaranteed
- No more missed or late mortgage payments
- Longer than normal lease period
- Principal reduction on your mortgage
- No management headaches
- No more minor repairs
- Increase your total income
- You retain all property tax benefits (depreciation, improvements, repairs)
- Possibly decrease tax liability by turning short term capital gain into long term capital gain (lower tax rate)

Frequently Asked Questions...

What is a Lease Option?

A lease purchase is essentially a purchase contract combined with a rental agreement. The buyer leases the property for 24 months and must purchase the home before the end of the lease agreement. Sales price, length of rental, closing cost and maintenance are all agreed upon before move in. A lease purchase, if properly utilized is both a seller and buyers dream come true because it can eliminate many of the negatives normally attributed to the selling and buying of a home.

How does it work?

We present a monthly lease amount as well as a pre-determined sales price that is agreed to by all parties. The buyer must close on the home before the end of the lease period. There are no realtors and no commissions paid by you. You net the full sales price at time of closing.

The basics are simple:

- You give Home Partners a set price we can buy your home for and a monthly rental rate you'll accept in the interim or "Option Price"
- We offer this to one of our pre-qualified tenant/buyers
- Your payments are paid to you directly every month until the sale
- The sale takes place at the end or during the lease with a title company or title attorney
- You walk away with all your sale money you pay no fees or commission

How much is this going to cost me?

The answer is simple. It doesn't cost you anything. We make our money from our tenant/buyers, not you. If you decide to do a lease purchase with us, you do not have to pay us a commission.

What are the advantages of selling my home by lease option over listing it with a Realtor?

Cash flow the home instead of leaving it vacant while you wait for the sale to be completed. They cover repairs up to \$500 per month that makes your annual cap rate much higher!

Because our tenant/buyers have been through a rental and mortgage screening you can assure the home will be well taken care of before they close.

Why don't I just find my own tenant/buyer?

If you have the expertise to screen potential tenant/buyers, check references, know what sort of credit scores will allow someone to be financed, deal with maintaining your home while someone else lives in it, work with mortgage brokers to get them financed, and finally, process all the paperwork and set up a closing, then finding a tenant/buyer on your own would be a viable option for you. If you lack or simply don't want the headache, we are here to help.

What if your tenant/buyer doesn't buy the house?

Our tenant/buyers are carefully pre-screened to ensure that they want to buy the house and are able to do so at some point in the future. However, circumstances can change in someone's life, such as an unexpected job transfer, that can make it necessary to move. In situations like that, we contribute to pay all the expenses for the house while we find another qualified buyer to put into the home.

How can you say I won't have any vacancies?

You won't because your tenant will be guaranteed by HOME PARTNERS. We will agree on a lease term (2-5 years) that suits you. And that's the end of your vacancy problem. If our tenant/buyer moves out, then that's our problem, not yours. We'll find someone fast and put them in so you don't skip a beat.

How do I get my payment each month?

We can set it up however you like. Some of our homeowners like for us to electronically send the payment each month straight to their bank account. Others like to set up an escrow account where we mail the rent to the escrow account and the account pays your mortgage (you can call the escrow company anytime and request a statement of activity so you can see when the rent was paid and when the mortgage was paid).

The escrow company pays your mortgage and sends you the difference. You don't have to worry about a thing.

What if the tenant tears up my house?

There's no way to guarantee that a tenant won't damage your house since you won't be living with them. But under the agreement that we have with you, the seller, we will monitor the home multiple times per year. My objective is to find a buyer who will eventually own your house. We investigate them thoroughly before entering into an agreement with them. Damages are rarely a problem. In fact, we have found that our buyers, many times, have improved the house with new carpet or upgrades, such as fencing. Again, if it does happen, we will have a handyman out ASAP to make repairs.

Who handles my paperwork? Do I have to pay for that?

Our attorney handles all the necessary documents to make the transaction happen. And the best part is that you don't need your PhD to be able to read them. Of course, you are always welcome to have them reviewed by your real estate agent or lawyer anytime during the transaction process. We want you to be 100% comfortable with everything moving forward.

How do you guys make money?

Here's an EXAMPLE of how one of our deals might look (this is NOT the offer on your home it is just an EXAMPLE):

You agree to sell your home for \$300,000 and rent it before sale at the market rent of \$2,000 a month. Our contract stipulates that the home must be sold in 24 months or less at the full \$300,000.00 sales price. The rent is not reduced from the sales price this is JUST rent. You would receive a \$2,000 earnest money deposit or option consideration to hold the sales price in place at \$300,000, this is a nonrefundable fee paid to you but is reduced from the purchase price at time of sale (if the home does not sell you keep it).

HOW DO WE MAKE MONEY?

SAMPLE:

We offer our tenant/buyer the home for \$305,000.00 and a monthly rent rate of \$2,100.00 (giving us a \$100 margin on the rent and a \$5,000 margin on the sale). When the house sells you get your asking price of \$300,000.000 and we keep the \$5,000.00 we marked it up. There it is all laid out for you! No 6% agent commissions, no ridiculous property management fees. This is the win-win; you keep all your money from the sale of your home and the tenant/buyer has a home they can one day own!

Any Other Questions?

If you have other questions or concerns, please feel free to call us **(619) 595-3144**.

www.nationalhomepartnership.com

Friday, December 1, 2023

To: The Highland Township Planning Commission

The Greater Metropolitan Association of Realtors® (GMAR) represents over 10,000 members in the Metropolitan Detroit area. Our organization believes that REALTORS® must play an active role in building and enhancing the communities that we live, work, and play in.

We are subject matter experts when it comes to all things concerning housing and community growth. As one of the largest trade associations in the United States, and the only one advocating for homeowners, the REALTORS® believe that protecting individual private property rights is paramount to our profession.

I am reaching out today on behalf of GMAR members to provide comments on the proposed Highland Township zoning ordinance that would confine any rentals shorter than 30 days to commercial and business districts.

We have serious concerns about how this ordinance will interact with the real estate transaction process, specifically post-closing occupancy. Post-closing occupancy is a common tool used in real estate transactions, where the seller occupies a property after closing. Since the property officially transfers on the date of closing, the seller will commonly compensate the buyer on a daily or weekly rate depending on the length of occupancy.

Many of these agreements last for less than a month and could fall under the current definition of short-term rental. At minimum, we would ask that the language be changed to clarify that this ordinance would not interfere with post-closing occupancy.

I would pose the question of what problem the commission is fixing with this legislation. A cursory search on the internet finds fewer than 5 “rentals” within the township, with several sites returning no rentals. With the multitude of ways that local governments can regulate rentals, it would be more prudent to investigate ways that protect the fabric of neighborhoods without unintended consequences.

Additionally, we find the language used in the ordinance to be problematic. The definition of a short-term rental is provided as:

Rental of a single-family residence, a dwelling unit in a one-to-four-family house, or any unit or group of units in a condominium, for terms of not more than 30 consecutive days.





With its restriction of short-term rentals to business or commercial zones, and a definition that includes residence types that would only be found in residentially zoned areas, private citizens would be prohibited from using their private property as a short-term rental.

Banning short-term rentals through zoning creates a cascade of effects that may impact the real estate market in Highland Charter Township for years to come. For those reasons, we oppose this ordinance in its current form.

On behalf of GMAR's membership, I am asking that you take further time to consider the impact of this ordinance. Additionally, we would be happy to assist you in finding a solution that works for all residents of Highland Charter Township.

Sincerely,

Grant Meade

Director of REALTOR® and Community Affairs
Greater Metropolitan Association of REALTORS®





MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: December 11, 2023

Re: Communications and Community Engagement Specialist Position

The Supervisor's Office has created a new position within the Supervisors Department, Communications and Community Engagement Specialist. This professional is responsible for assisting with the development, coordination, and implementation of a variety of communication and marketing activities.

The position was advertised on our web site, the digital sign and all local social media platforms. We received 5 applications for the position. After a thorough review of each application there was one applicant that stood out well above the rest in qualifications to fill this position. After review with the hiring committee and in-house officials it was unanimous that this applicant would be the perfect fit for the position. I recommend that we hire Christina Swanson to fill the position of Communications and Community Engagement Specialist. Starting pay will be \$21.05 per hour not to exceed 29 hours per week. Effective start date will be December 12, 2023.



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

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Revenues:				
101-000-692.000 APPROPRIATION FUND BAL.	\$0.00	\$1,576,280.00	+	\$600.00 = \$1,576,880.00
Expenditures:				
101-171-704.007 SUP: COMMUNICATIONS WAGE P-T	\$0.00	\$0.00	+	\$600.00 = \$600.00

Purpose of Amendment:
 To appropriate 2023 funds for new hire.

Memo: Floating/Security

Highland Activity Center

To: Rick Hamill
From: Heidi Bey, Director, Highland Activity Center
CC: Highland Township Board of Trustees
Date: 11/28/2023
Re: Hiring Sandra Blagg for Floating/Security position

Comments: For the Board's approval, I am submitting Sandra Blagg to fill the position available at the Highland Activity Center for a floating staff member that is also capable of working security. This position will cover not only cleaning duties, but also be able to cover staff absences due to illness, vacation or other emergencies. Sandra has submitted her resume, passed her background check and will be interviewing with a Board member on December 4, 2023.

Her starting salary will be \$17.60, and she will be considered a part-time employee, not to exceed 29 hours per week.

Thank you for your consideration in this matter.

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

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Revenues:				
101-000-692.000 APPROPRIATION FUND BAL.	\$0.00	\$1,576,280.00	+	\$600.00 = \$1,576,880.00
Expenditures:				
101-672-704.008 ACT CTR: FLOATER WAGE P-T	\$0.00	\$0.00	+	\$600.00 = \$600.00

Purpose of Amendment:
 To appropriate 2023 funds for new hire.

BUDGET AMENDMENT WORKSHEET
2024 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 11, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Expenditures:				
101-672-704.008	ACT CTR: FLOATER WAGE P-T	\$0.00	\$0.00 +	\$26,540.00 =
				\$26,540.00

Purpose of Amendment:
 To amend funds for Activity Center Floater Wage for 2024. 2024 budgeted revenues exceed expenses, therefore appropriating funds is not necessary.



209 North John Street, Highland, MI 48357 (248) 887-1707
facebook.com/HighlandAdultActivityCenter highlandtwp.net

RENTAL CONTRACT

Date of Event: _____ Responsible Party: _____

Event: _____ Number in Attendance: _____

Telephone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Scheduled Hours: _____ Additional Hours Needed: _____

CHARGES: All fees collected will be deposited to the Highland Township

Please Note: Reimbursements will be drafted by Township and may take 4-6 weeks to process.

Fees: Must be paid in cash or check two weeks prior to the event.

Due to transaction fees, we are unable to process credit card payments.

EXCEPTION, charges will be applied to credit card provided for cleaning or damages.

Saturday and Sunday

Residents: \$250.00 (6 hour block which includes set up and clean up time) \$25 for each additional hour used

Non-Residents: \$300 (6 hour block which includes set up and clean up time) \$50 for each additional hour used.

Non-Profit Organizations: Fee to be determined.

Monday through Friday (4pm or later)

Residents: \$200.00 (6 hour block includes set up and clean up time) \$25 for each additional hour used.

Non-Residents: \$250 (6-hour block includes set up and clean up time) \$50 for each additional hour used.

Non-Profit Organizations: Fee to be determined.

Meeting Rate: \$50 (2 hour block) Additional hours will be charged at \$25 per hour.

Security/Cleaning Deposit:

A deposit (credit card information) is required. Credit card information will be held on file until [after the Activity Center is inspected upon completion of](#) the event. All [credit card](#) documents are shredded following your event. Rental fee must be paid in full 14 days prior to rental. Depending on the condition of the center after the event, charges may be applied to the credit card for cleaning and/or damages.

Rental includes the following:

Building use, large round tables, each seat 6-8/table. Small square tables each seat 4/table, 6 foot large banquet tables each seat 8/ table. Chairs, coffee maker (filters only provided), bathroom supplies (toilet paper, paper towels). Kitchen use is limited to the storing of food in refrigerator and heating of food. No food may be prepared or cooked on site as stipulated by Health Department regulations. The renter is responsible for supplying towels for dish washing.

The renter is responsible for setup, break down and clean-up (Trash, Kitchen, Bathrooms, Floors, Tables....) Trash is to be disposed of in the Township dumpster located behind the Township Complex. All trash containers must be left without debris and have clean bags prior to leaving (we supply bags). All rugs are to be vacuumed and floors swept and mopped. Kitchen includes sinks, counters, stovetops, oven cleaned of spills, and disposal of all food is the responsibility of the renter. The renter is responsible for supplying basic cleaning supplies, towels, table service, serving pieces, etc. Trash is to be disposed of in the dumpster located in the Township lot southwest of the center. **Failure to clean or if damage occurs, will result in a charge to credit card.**

The building monitor will inspect the Center with responsible person(s) prior to the event and after clean-up. A check off list will be completed and signed at each inspection.

Additional Information:

All rentals are on a first-come, first-serve basis. Credit card information provided for deposit is required to hold the rental for the date booked. Following the event, barring any problems, credit card information will be destroyed. Maximum capacity, per fire code, is 100 people. If this amount is exceeded the responsible party is subject to a fine. All events, including clean-up, must conclude no later than 1:00.am. Hours beyond stated availability are subject to change. All center activities take priority over rental availability. Decorations are limited to tables and door jams. Nails and tacks are strictly prohibited. (Violations are subject to loss of partial or full charge to be applied to credit card provided.) The renter is responsible for moving tables and chairs to suit their event and is responsible for placing all tables and chairs the way they were found. The building monitor is NOT responsible for moving furniture. Heat and Air Conditioning temperatures are pre-set. If a change is required, please see the building monitor. Rental includes, if needed, big screen television, DVD, VHS, Projection screen, steam table (you fill/empty & clean), and Wii (games and controllers are NOT provided). The renter is responsible for supervising children at all times, renter is to make sure children are not damaging center, the property or using restricted items.

This is a NON-Smoking building; smoking is NOT allowed inside the building. There are smoking receptacles located outside near all doors.

Alcoholic beverages may be served but NOT sold. Alcoholic beverages are not to be consumed by those who are under the age of twenty-one (21). This is the law and is to be enforced by the responsible party. **The responsible party signing the contract accepts all responsibility for those who consume alcohol and releases any responsibility from Highland Township, Highland Activity Center and their employees, volunteers, committees and affiliates.**

It is understood the balance is payable fourteen (14) days prior to scheduled rental. If cancellation occurs thirty (30) days prior to the scheduled event, a full refund will be provided. If cancellation occurs less than thirty (30) days prior to the event the full deposit will be forfeited.

Person(s) renting the Center are responsible for the conduct of those in attendance. We ask that care and respect is given to both the Highland Activity Center and building monitor.

POINTS OF CONTACT

Center: 248-887-1707

Director, Heidi Bey: 248-240-6097

Billing section to be filled out by administration.

Base Charge: \$ _____

Additional hour charge: \$ _____

Total Due: \$ _____

Balance Due (14 days prior to rental): \$ _____ Date paid: _____ Received by: _____ Check #: _____

Deposit= Credit card information provided is required.

Credit Card info:

Credit Card #: _____

Exp. Date: _____

Sec. Code: _____

Zip Code: _____

I HAVE READ THE ABOVE CONTRACT AND FULLY UNDERSTAND AND ACCEPT ALL RESPONSIBILITY AS STATED IN THIS CONTRACT.

Responsible Party _____ Date _____

Highland Activity Center _____ Date _____

LETTER OF INDEMNIFICATION

The event applicant must sign the following. After it has been fully executed and returned to Township Hall along with all parts of this application, it serves as a Letter of Indemnification.

We, the event applicant(s) do hereby indemnify and save harmless all persons of claims of every kind arising out of operations from the activities to be held by _____ (name) scheduled for _____ (date).

In addition, I/we do hereby release and discharge the Township of Highland, its elected and appointed officials, all employees and volunteers, all boards and commissions, from all claims of damages, demands, actions, and causes of action whatsoever, in any manner arising or growing out of their participation in said event.

Applicant(s) _____ Date: _____

Supervisor _____ Date: _____
Or Designee



MEMORANDUM

To: Highland Township Board of Trustees
From: Rick Hamill
Date: December 11, 2023
Re: LPi Communities - Publications Contract

After a thorough investigation, I recommend that the Township utilize the services of LPi Communities as their new publications and printing company. LPi Communities will be responsible for a twice a year publication of a new Highland Township Magazine-Naturally Connected.





SERVICE AGREEMENT

This Agreement is made this 05 day of December, 2023 by and between Liturgical Publications Inc, a Connecticut corporation (Provider) and Highland Township, Highland Township, MI a Michigan municipal corporation (Customer). The parties agree that the Customer will use Provider's services to produce its newsletters and shall provide content on a timely basis. In consideration for Provider providing a complete and continuous service, the Customer agrees to distribute the service to its residents and businesses, ("Constituents"). Customer is a governmental entity and may continue to provide information as needed to its Constituents on its website and through all other means of communication. These additional means of communication shall not be considered to be newsletters. As payment for its services, Provider shall receive any advertising revenue from the newsletter service. Every attempt will be made to deliver the services in a timely manner, however, the Customer acknowledges that the Provider cannot be held responsible for delivery exceptions due to weather emergencies, strikes, natural disasters, or acts of God.

- I. **TERM:** This agreement shall commence immediately and shall continue in effect for 5 consecutive Service Years (each service year consisting of 02 services), with the first initial service year to begin on the 01 day of March, 2024. The term of this Agreement shall include the initial Service Year(s) and any subsequent renewal(s) (collectively the "Agreement Term"). Either Party may terminate this Agreement upon providing 60 days written notice to the other Party without incurring any penalty or termination fee.
- II. **SERVICES:** Provider shall provide to Customer all benefits outlined in the Agreement, provided 35 spaces of advertising sponsorship is maintained at all times during the term of this Agreement; otherwise, Provider reserves the right to use alternate printing procedures or production methods; modify certain terms and conditions, or terminate this Agreement.

Absent the existence of factors beyond the control of either party (including without limitation due to acts of God, natural disasters, war or the failure of Internet service providers, other vendors, or shipping carriers and without such party's fault or negligence), Provider shall deliver the service to Customer within 7 business days. services received after 2pm EST may take an additional business day.

A. Provider shall provide the following service(s)/services:

2 issues of a(n) 32 page (8.5x11) Newsletter consisting of 25 page(s) of content and 7 pages of sponsorship (starting on back page), collate and staple. Quantity published will be 8500 copies per publication. Newsletter will consist of the following: Cover Sheet: Digital Gloss 11x17 4/4. Sheet 2: Digital Gloss 11x17 4/4. Sheet 3: Digital Gloss 11x17 4/4. Sheet 4: Digital Gloss 11x17 4/4. Sheet 5: Digital Gloss 11x17 4/4. Sheet 6: Digital Gloss 11x17 4/4. Sheet 7: Digital Gloss 11x17 4/4. Sheet 8: Digital Gloss 11x17 4/4.

- III. **VALUE ADDED SERVICES:** The following services are provided to Customer at no additional cost.
- A. Customer will have unlimited access to Provider's web-based service for content submission processes
 - B. Unlimited access to WeCreate*, a Content and artwork resource to help produce vibrant communications (a \$499/yr. value) – our source for content and artwork to help you produce a better service.
 - C. Provider reserves the right to reproduce, publish, and/or distribute materials designed by Provider and distributed to Customer for the purpose of marketing and promotion.
 - D. MyCommunityOnline (<https://mycommunityonline.com>) - Customer's publication's presence on the Internet that includes the last twelve issues of Customer's publication online. Customer agrees to install the MyCommunityOnline Widget on their website. Customer agrees to submit to Provider a digital distribution list of deliverable email addresses. Provider shall only use these email addresses to send newsletters after they have been approved by Customer. Provider shall not communicate with these email addresses for any other purpose and shall not provide these email addresses to a third party.

IV. **AGREEMENT:** The contents of this document, including attached exhibits and/or subsequent renewal Agreements, extensions, or revisions constitutes the entire Agreement regarding the subject matter contained herein between Provider and the Customer. The parties understand and agree to be bound by its terms and conditions. This Agreement shall bind the parties, their successors and assigns. This Agreement is not intended to supersede or modify other agreements.

Customer agrees to provide Provider a copy of their Constituent list for purposes of distribution of content and solicitation of advertising for the service. Provider agrees to maintain confidentiality of these lists and only use them for contracted services between Provider and the Customer and shall treat all such information under Provider's data privacy statement found at 4lpi.com/privacy-policy. Customer also agrees to make available a telephone, Internet connection (if available), and workspace for the Provider's representative to compile content for the newsletter. The Customer further agrees to insert a timely pre-sell message into their service.

V. **RENEWAL:** Provider and Customer agree that at any date prior to the expiration of this Agreement, this Agreement may be renewed or revised on terms then mutually agreeable to both parties.

VI, LAW, JURISDICTION AND VENUE: This Agreement shall be governed and interpreted under Michigan law. Jurisdiction and venue shall be in the appropriate state or federal courts in Oakland County and the state of Michigan as dictated by applicable court rule.

VII. *e-Pub Design, WeCreate, WeConnect and other brand items are brand identities and/or trademarks of the Provider. Provider reserves the right to upgrade, modify, suspend, or replace with like quality any aforementioned brand identity products during the Term of this Agreement.

Highland Township
205 N John Street
Highland Township, MI 48357
248-887-3791

Liturgical Publications Inc
5 Progress Drive
Cromwell, CT 06416
(317) 442-2424

By: _____ DATE: _____ SIGN HERE

Stacey Ellsworth
Communication Consultant



ADVERTISING AGREEMENT

Thank you in advance for your participation and cooperation in the preparation of the sales effort. Our goal is to do the best job possible in obtaining ads for your publication. We appreciate your cooperation in helping us meet and exceed the advertising sales goal. We look forward to working with you in the years ahead.

The following information is needed in order to ensure a successful advertising campaign:

- Telephone / Workplace
- Internet Access
- Member list by occupation, including business and home phone if possible
- Vendor list/Accounts Payable list
- Other ad-supported publications you have used, i.e. directories, event promotions, sports, etc.
- Promotions, Auctions, etc.
-

Your Advertising Sales Executive will use this information to begin preparation. If you have any other thoughts or leads on possible advertising prospects, or if any of the information is not available, please let your Communications Consultant know as soon as possible.

Highland Township
205 N John Street
Highland Township, MI 48357
248-887-3791

Liturgical Publications Inc
5 Progress Drive
Cromwell, CT 06416
(317) 442-2424

By:

Stacey Ellsworth
Communication Consultant



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: December 11, 2023

Re: ERG Environmental Contract

After a thorough investigation, I recommend that the Township continue to utilize ERG Environmental Services to provide a Household Hazardous Waste Day for our community in 2024.





13040 Merriman Road, Suite 200 • Livonia, Michigan 48150-1816
734.437.9650 • FAX 734.437.9651 • www.ERGenvironmental.com

December 6, 2023

Ms. Cassie Blascyk
Highland Township
205 N. John Street
Highland Township, MI 48357
BlascykC@HighlandTwp.org

**RE: 2024 HOUSEHOLD HAZARDOUS WASTE SERVICES
PROPOSAL # QT 48958/1 REVISED, DEC. 06, 2023**

Dear Ms. Blascyk,

ERG Environmental Services (ERG) would like to thank you for the opportunity to provide Household Hazardous Waste (HHW) services to your community in 2024. Per your request, presented herein is pricing for HHW services for CY 2023, to include ERG hosting one (1) collection of household hazardous wastes to occur on June 15, 2024.

As we hope you have heard, ERG provides one of the best organized, staffed, and equipped HHW collection programs in the industry. Over the past several years ERG has performed an average of 150+ collection events per year. We will be happy to supply a list of reference contacts upon request.

We appreciate the opportunity to provide this information to you. If you have any questions, please do not hesitate to contact me at 734.437.9658, or via email at edawkins@ERGenvironmental.com.

Thank you for this opportunity.

Sincerely,

ERG ENVIRONMENTAL SERVICES

Edward Dawkins
Vice President



ERG ENVIRONMENTAL SERVICES
13040 Merriman Road, Suite 200, Livonia, MI 48150
734.437.9650 (p) • 734.437.9651 (f)

HIGHLAND TOWNSHIP
December 6, 2023
HHW – Cost Proposal



ITEM DESCRIPTION	WASTE MGT. METHOD*	PRICE PER POUND
HHW Baseline Site Fee (HHW Chemicals Only)		\$ 13,500.00 LS
Fee to Add Electronics Collection to Base Fee		\$ 7,500.00 LS
Aerosols Disposal	FI	\$ 1.25
Automotive Fluids Recycling	RC	\$ 1.25
Solvents / Flammable / Oil-based Paint Disposal	FI	\$ 1.25
Pesticides	ST / DI	\$ 1.25
Reactive / Oxidizers Lithium Battery Disposal	ST / DI	\$ 5.50
Corrosives Disposal	ST	\$ 1.25
Latex/Water Based Paint	ST	\$ 1.25
Miscellaneous Toxics Disposal	ST	\$ 1.25
Mercury (liquid and devices) Recycling	RC	\$35.00
Batteries (mixed household) Recycling	RC	\$ 1.25
Electronics	RC	\$ 0.40
Fluorescent Lamps Recycling	RC	\$ 1.25
PCB Ballast Recycling	RC	\$ 1.25
Fire Extinguishers / Propane Recycling	RC	\$ 1.25
Smoke Detectors Disposal	RC / LF	\$ 1.25
Medical Waste Sharps	ST / DI	\$ 5.50
Non-DEA Pharmaceuticals / OTC Medications	ST / DI	\$ 1.00

NOTES	ERG can provide temporary on-site hygiene facilities for an additional fee of \$977.00.
	Event is presently scheduled for June 15, 2024.
ASSUMPTIONS	This base proposal includes ERG personnel to collect, label, package, load and ship the waste received from residents of Highland Township along with associated transportation for a five (5) hour collection event, serving an estimated 120 vehicles per hour.
WASTE MANAGEMENT	RC – Recycle • FI – Fuel Blending / Incineration ST – Stabilization • DI – Destructive / Incineration • LF – Landfill
TYPICAL UNACCEPTABLE MATERIALS	Weapons, explosives, construction materials/debris, appliances, radioactive materials (other than smoke detectors), shock-sensitive materials, standard household trash, tires, yard waste compressed gas cylinders (including foam insulation cylinders).



CERTIFICATION & ACCEPTANCE

By signing below I accept this Cost Proposal and certify that I am authorized to do so on behalf of the company named herein, that I have read and understand the Scope of Work, Pricing, Conditions, Proposal and Billing Notes, and the General Terms and Conditions contained below and that I have had the opportunity to seek legal and technical advice in this regard.

Name: _____

Title: _____

Signature: _____

Date: _____



Highland Fire Department

Township



AGREEMENT

between

CHARTER TOWNSHIP OF HIGHLAND

-and-

**HIGHLAND TOWNSHIP PROFESSIONAL FIRE FIGHTERS UNION,
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
LOCAL 5267**

January 1, 2024 – December 31, 2027

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DRAFT

AGREEMENT

This Agreement, made and entered into this 12th day of December 2023, is effective as of the 1st day of January 2024, by and between the Charter Township of Highland, Michigan, hereinafter referred to as the “Township” and the Highland Township Professional Fire Fighters Union, International Association of Fire Fighters, Local 5267, hereinafter referred to as the “Union.”

ARTICLE 1 - PURPOSE AND INTENT

It is the desire of both parties to this Agreement to continue to work harmoniously and to promote and maintain high standards between the Township and employees which will best serve the citizens of the Township of Highland.

ARTICLE 2 - RECOGNITION

(a) The Township recognizes the Union as the sole and exclusive representative of the employees of the Township’s Fire Department for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment, in the following bargaining unit and in which the Union is recognized as collective bargaining representative, subject to and in accordance with the provisions of the Michigan Public Employment Relations Act, Act 336 of the Public Acts of 1947, as amended.

All full-time fire fighter positions in the Township of Highland but excluding the Fire Chief, part-time and paid on call fire fighters, and clerical employees.

ARTICLE 3 - MANAGEMENT RIGHTS

(a) The Township, on its behalf and on behalf of its electors, hereby retains and reserves unto itself without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Township Charter, laws and the Constitutions of the State

of Michigan and of the United States. Further, the rights to perform any lawful function whatsoever except such as are specifically stated in this Agreement are reserved to and vested in the Township, including but without limiting the generality of the foregoing and following rights:

1. To manage its affairs efficiently and economically, carry out cost and general improvement programs, determine quantity and quality of services to be rendered, control materials, tools and equipment to be used, introduce new equipment, machinery or processes, change or eliminate existing equipment, institute technological changes, and decide on materials, supplies, equipment and tools to be purchased; provided the Township shall not endanger the health, safety or welfare of the members of the bargaining unit in the performance of their duties.
2. To construct new facilities, improve existing facilities and determine the number, location and type of facilities and installation.
3. To hire employees.
4. To determine the size and assignments of the work force and increase or decrease its size.
5. To permit employees not included in the bargaining unit to perform bargaining unit work in an emergency or operational difficulty.
6. To direct the work force, assign work and determine the number of employees assigned to any particular job, assignment or operation.
7. To determine work schedules, lunch periods, rest periods and clean-up times.

8. To discipline, discharge, suspend or demote non-probationary employees for just cause and probationary employees at-will.
9. To establish, revise and enforce operating policies on permissive subjects only, procedures and rules.
10. To transfer or promote from one classification or shift to another; or from fire prevention to fire suppression or vice-versa. Temporary transfers shall be limited to a period of ninety (90) days.
11. To select employees for promotion or transfer to supervisory or other positions and to determine the qualifications and competency of employees to perform available work.
12. To establish training requirements for purposes of maintaining or improving professional skills of employees and for purposes of advancement.

(b) It is agreed that these enumerations of management prerogatives shall not be deemed to exclude other prerogatives not enumerated and, except as specifically abridged, delegated, modified or granted by this Collective Bargaining Agreement, all of the rights, powers and authority the Employer had prior to the signing of this Agreement are retained by the Employer and remain exclusively and without limitation within the rights of the Employer.

ARTICLE 4 - DUES DEDUCTIONS

(a) The Township agrees to deduct Union dues or fees from the wages of such an employee if he or she voluntarily provides a written authorization in accordance with the standard form used by the Township, provided that said form shall be voluntarily executed by the employee. The written authorization for the deduction of Union dues and/or fees may be revoked at any time.

Such revocation shall be effective the payroll period following the payroll period in which the form is submitted.

(b) The Township agrees to make monthly collection of Union dues (not including fines or assessments) or the service fee for any employee submitting a signed payroll deduction authorization to the Township, and to pay over to the Union the total amount thus deducted for all such employees. The Union shall furnish authorization slips.

(c) When Deductions Begin: Check-Off deductions under all properly executed authorization forms shall become effective at the time the application is tendered to the Township and shall be deducted from the first pay of each month thereafter. Deductions for any calendar month shall be remitted to the designated financial officer of the Union as soon as possible after the deduction, with a list of employees from whom dues have been deducted.

(d) Limit of Township's Liability: The Township shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.

(e) The Union will protect and save harmless from the Township from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Township for the purpose of complying with this Article.

(f) The Township's obligation to deduct any dues or service fees shall be as conditioned by applicable law.

ARTICLE 5 - EMPLOYEE CONTACT INFORMATION

All employees in the bargaining unit must provide a telephone number and/or e-mail address which will enable the Department to contact the employee. The telephone number or e-

mail address shall remain in service at all times. Failure by an employee to comply may result in disciplinary action.

ARTICLE 6 - UNION MEETINGS

IAFF Local 5267 shall have the right to meet once per month in the training room of the fire station for the purpose of Union meetings. The Union will provide the dates and times of the meetings to Fire Department administration with as much advance notice as possible. If the space is being utilized the Union shall have the right to reschedule its meeting to a different time or date. To avoid conflicts in scheduling, the Union meetings shall be added to the master schedule by the Fire Department administration as soon as dates and times are provided.

Special meetings may be scheduled with a minimum of twenty-four (24) hours' notice and based on availability.

All meetings will be open to on and off duty members but shall not interfere with emergency service calls for service in any way.

ARTICLE 7 - LOCAL 5267 REPRESENTATION

- (a) Representation/Executive Board shall be determined by the members of 5267.
- (b) The Union will immediately notify the Township in writing of the names of the Local 5267 Executive Board when changes take place in these positions. It will annually notify the Township in writing of the Local 5267 Executive Board.
- (c) After obtaining approval of his/her supervisor and recording his/her time, the President (and in his/her absence, the Vice-President) will be permitted during regularly scheduled working hours, without loss of pay, to investigate and present grievances, and prepare for and attend arbitrations, to the Township in accordance with the terms of the grievance procedure. The privilege of the President (or his designee) to investigate and present grievances during working

hours, without loss of pay, is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused, and that he/she will continue to work at his/her assigned job at all times including being subject to emergency response. In no event will the President (or designee) be paid overtime for the purpose of handling grievances. The President (or designee) will report his/her time to his/her supervisor upon returning from the grievance discussion.

ARTICLE 8 - LEAVES FOR UNION BUSINESS

Members of the Union may attend conventions of the MPFFU or the IAFF and official functions of the International or State Union at their own cost and expense, without loss of pay or time provided:

- The maximum number of working hours allowed for such purposes for all members of the Union collectively shall not exceed eighty (80) hours in any one-year period;
- Adequate shift coverage is maintained; and
- No overtime shall be created as a result of this Article.

Proof of attendance shall be given to the Fire Department administration.

ARTICLE 9 - BULLETIN BOARD AND UNION RECORDS

Local 5267 shall be provided space for a bulletin board and a file cabinet within a Township Fire Station for Union activities, and a desk for storing Union records to the extent a desk is available and there is space available for the desk. The bulletin board shall be for posting of official Union notices of a non-political, non-controversial nature, and shall not include commercial advertising or defamatory material. The Fire Chief has the right to request removal of any posting with just cause. The bulletin board shall be enclosed with glass and may include a locking mechanism, with the Union maintaining keys.

If a desk or filing cabinet is provided for Union activities and storing Union records, it shall remain locked with only the Union having access to the key.

ARTICLE 10 - SAFETY COMMITTEE

The Union and the Township/Fire Chief shall meet on an as needed basis, but no less than once a year, when either side has concerns pertaining to fire fighter safety.

Meetings of the safety committee shall occur during work time for members as not to generate overtime for off-duty fire fighters.

ARTICLE 11 - NO STRIKE AGREEMENT

(a) For the duration of this Agreement, there shall be no strikes, sit-downs, slowdowns, stoppage of work or any other acts of any nature that tend to interfere with the operations of the Township or its Fire Department, nor picketing of any nature. The Union agrees that during the life of this Agreement neither it nor its officers, representatives, stewards or members will for any reason, directly or indirectly, call, sanction, encourage, support or engage in any strike, work stoppage or any of the other foregoing activities.

(b) In the event of a strike, work stoppage or any other of the foregoing activities, the Union shall instruct the involved employees in writing that their conduct is in violation of this Agreement and that they may be disciplined up to and including discharge at the discretion of the Township, and the Union shall instruct all such persons to immediately cease such conduct.

ARTICLE 12 - DISCIPLINE AND DISCHARGE

(a) Employees are expected to comply with Township and Department policies and work conduct expectations, and bargaining unit Employees shall not be disciplined or discharged without just cause. Changes to Township or department policies and work rules, unless deemed an emergency for the operations of the department, shall be provided in writing to the Union seven (7) calendar days before becoming effective.

(b) The parties agree the purpose of progressive discipline is to take corrective action that provides a reasonable opportunity to correct behavior or performance deficiencies. In some instances, the Employer may determine immediate formal discipline may not be appropriate and may utilize documented coaching or verbal warnings to correct the behavior or performance deficit. When an Employee fails to effectively respond to these methods, or for more serious violations, other corrective action and discipline may include written warning or reprimand, suspension (with or without pay), pay reduction, demotion, or discharge. Unless the conduct or violation is determined to require a more severe discipline, infraction shall generally result in the following progressive steps:

1. Written warning
2. Suspension (1 24-hour shift unpaid for 53-hour Employees and 1 day for 40-hour Employees)
3. Suspension (3 24-hour shifts unpaid for 53-hour Employees and 3 days for 40-hour Employees)
4. Discharge/Termination

(c) At the sole discretion of the Chief, suspensions may result in deduction of bank hours from Personal Time Off, as applicable.

(d) Discipline can only be administered by the Chief or his/her designee. Any disciplinary actions will be issued within 30 days of the incident giving rise to discipline unless a longer time is agreed upon by the parties. While progressive discipline steps shall be used in general, the Employer shall determine the level of discipline on a case-by-case basis and reserves the right to skip any or all progressive steps, when reasonable. In determining discipline on a current infraction, the Employer will exclude violations occurring more than one (1) year prior to the current discipline.

(e) After an appropriate investigation, the Employer shall provide the Employee and the Union with written charges and specifications, prior to the time of discipline, when possible to do so, based on the egregious nature of the alleged offense. In the event the Employer determines a suspension or termination should be issued, a hearing shall be held to establish whether the charges can be sustained. Notice of the hearing date, time, and location shall be provided to the Employee and the Union at least seven (7) days prior to the hearing date.

(f) Upon request, the Employer will discuss the discipline with the Employee and chief steward or designee. Non-probationary Employees have the right to request Union representation at any level of disciplinary action. Employees must cooperate in an investigation to address disciplinary matters. The Employee shall acknowledge receipt of a copy of any disciplinary action and documented conference with their signature. This is not to be construed as an admission of guilt, but only as an acknowledgment that action was taken, and notice of such action was provided.

(g) If the Union determines the discipline or discharge issued was improper, the grievance procedure provided in this Agreement shall be used as the sole recourse to dispute the

matter. The discipline or discharge of a probationary Employee is not subject to the grievance procedure.

(h) Failure to conform with the requirements of this clause shall render the discipline or discharge null and void.

ARTICLE 13 - GRIEVANCE PROCEDURE

(a) Definition of a Grievance: A grievance is a complaint submitted by the Union or any employee who is a member of the bargaining unit covered by this contract that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement or a claim of a serious health and/or safety concern. Grievances shall be presented and adjusted in accordance, with the following procedures, provided that nothing herein shall be construed as preventing an individual employee from attempting to adjust a grievance with the Employer, provided that the Union shall have the right to be present at any meeting at which said adjustment is discussed.

No grievance shall be accepted and processed which is not filed within twenty-one (21) calendar days after the employee or the Union knew or had reasonable notice of the facts giving rise to the grievance. Failure to file a grievance within these time limits will operate to waive any claim of contract violation, and to bar the grievance from arbitration.

For the purpose of the grievance procedure, the time limits mentioned herein shall commence on the day after a grievance is presented or a response is given.

(b) Steps of Grievance Procedure:

Step 1

The first step shall be a conversation (verbal in person or phone) between the Fire Chief and the Union representative and, if available, the affected employee to try to resolve the issue. If the Employee, the Union representative and the Fire Chief cannot arrive at a mutually satisfactory settlement, the employee may request the steward to file a written grievance. The Fire Chief shall give an answer in writing within seven (7) calendar days of the receipt of the written grievance.

Step 2

If no settlement is reached in Step 1, the matter may be appealed in writing within seven (7) calendar days from the receipt of the Step 1 written answer from the Fire Chief. Upon receipt of the appeal, the Township Supervisor or designee shall schedule a meeting which shall generally include no more than three (3) representatives of the Union and no more than three (3) representatives of the Employer. The Employer shall inform the Union (within seven (7) calendar days) of the date of the Step 2 meeting. This meeting shall take place within fourteen (14) calendar days from the date of the appeal to Step 2. A written response from the Employer must be submitted within seven (7) calendar days after the Step 2 meeting.

Step 3: Mediation

A. If the Union does not accept the answer of the Employer at Step 2, the Union may, within fourteen (14) calendar days of receipt of the Step 2 response from the Employer, furnish the Township Supervisor or designee with a written

notice that the Union desires to proceed to mediation. Notice to Michigan Employment Relations Commission to assign a mediator, copied to the Employer, shall be deemed as notice to mediate the issue.

B. If after mediation or within thirty (30) calendar days of the receipt of the Step 2 written response if mediation is not sought, the parties are still unable to resolve the matter, the matter may be referred to arbitration by either party, with written notice to the other and notice to the Michigan Employment Relations Commission for a panel of seven (7) potential arbitrators, unless the parties agree in advance and in writing to a particular arbitrator they mutually agree upon

Step 4: Arbitration

A. All proceedings relating to any arbitration shall be pursuant to the Michigan Employment Relations Commission's Arbitration Rules.

B. Arbitrators shall have no authority to add to, subtract from, change or modify any of the terms of this Agreement. However, nothing contained herein shall be construed to limit the authority of the arbitrator, in his judgment, to fashion any remedy necessary to make the grievant whole. The arbitrator shall only make an award in favor of any grievance upon an express finding of a violation of this Agreement.

C. The decision of the arbitrator shall be final and binding on the Union, the grievant and the Employer and may be enforced in any court of competent jurisdiction.

D. All costs of any arbitrator shall be borne equally by the two (2) parties. Each party shall be responsible for their own expenses including the costs for its witnesses and its advocates.

E. If the Employer does not answer a grievance within the time limits prescribed in this Article, the grievance will be denied and considered to be automatically referred to the next Step of the grievance procedure. Any grievance for which a time limit is exceeded by the Union or the grievant shall be deemed denied in its entirety and settled on that basis. The parties may, however, mutually agree in writing to extend any time limits set forth in the grievance procedure.

ARTICLE 14 - OFF-DUTY SPECIAL MEETINGS

Special meetings for important matters will be arranged between the Union and the Township upon the written mutual consent of the parties. Such meeting shall be between at least two (2) representatives of the Township and at least two (2) representatives of the Union, and either party may designate one (1) or more outside representatives to act on its behalf. Arrangements for special meetings shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. The matters taken up in special meetings shall be confined to those included in the agenda except upon mutual agreement by both parties.

ARTICLE 15 - PROBATIONARY EMPLOYEES

A new or rehired employee shall be considered a probationary employee for the first twelve (12) consecutive calendar months of the employee's full-time employment by the Fire Department. If a probationary employee is granted an excused leave of absence of four (4) or more shifts, the probationary period will be frozen at that point and will be resumed when the employee returns to

work, provided he/she returns immediately to his/her job at the conclusion of the excused absence. The time the employee is absent from work because of the excused absence does not count toward completion of the twelve (12) consecutive calendar month probationary period.

When an employee satisfactorily completes the probationary period, including a satisfactory performance appraisal, his/her name shall be entered upon the seniority list. There shall be no seniority among probationary employees. Performance appraisals will be performed by the employee's immediate supervisor and the Fire Chief. The employee will have the option to provide a written response to the appraisal.

Employees hired on the same date shall have seniority determined by the employee's test score used for hiring, if available or, if not available, by the last digit of the employees' Social Security numbers. The employee with the highest test score or highest last digit is most-senior. Should the test score be the same, then the last digit of the Social Security number will be used. Should the last digit of the Social Security number be the same, use the second, third, etc., last digit in the same manner.

Until given seniority ranking upon completion of the probationary period, an employee shall be subject to layoff, transfer, discipline or discharge at the sole discretion of the Township and without recourse to the Grievance Procedure. The Township shall have no responsibility to re-employ any probationary employee who is laid off.

ARTICLE 16 - SENIORITY

(a) Seniority is herein defined as the length of an employee's service as a full-time employee in the Fire Department from his/her last day of hire by the Fire Department.

(b) The seniority list on the date of this Agreement will show the name and seniority date of all employees of the unit entitled to seniority. The Township will keep the seniority list up to date at all times and will provide the Union Representative with up-to-date copies as requested.

(c) Loss of Seniority: An employee shall lose seniority and his/her name shall be immediately removed from the seniority list in any of the following events:

- (1) If he/she quits or retires.
- (2) If he/she is discharged, unless reversed through the grievance procedure.
- (3) If he/she is absent without notice or excuse acceptable to the Township for three (3) or more working days.
- (4) If he/she fails to return from layoff within the notice period described in Article 17, Layoffs and Recall.
- (5) If he/she fails to return to work upon termination of a leave of absence unless such time is extended by the Township.
- (6) If he/she is laid off for a period of two (2) years or the length of departmental seniority, whichever is less.
- (7) Separation upon permanent partial or total disability.
- (8) If the employee is convicted of a felony, theft or high misdemeanor.
- (9) If the employee fraudulently enters pertinent information on the application for employment or any official report.

ARTICLE 17 - LAYOFFS AND RECALL

(a) **Layoff Procedure:**

“Layoff” means a reduction in the working force due to a decrease of work or other legitimate reasons, including for economic reasons. In all cases of layoff, the principle of seniority within classification affected shall be observed.

An employee laid off from his or her classification may bump an employee in a lower classification with less seniority, provided he or she is immediately qualified to perform the work of the lower classification.

Except in the case of emergency, the Township will give at least ten (10) calendar days’ notice prior to layoff to the employees affected together with a list of the names of such employees to the Union.

(b) **Recall Notice:**

An employee on layoff shall remain eligible for recall for a period of two years or the length of the employee’s seniority, whichever is less. An employee being recalled shall be given fourteen (14) calendar days’ notice of recall to work. Notice shall be by telephone call to the number provided to the Employer by the employee and shall be confirmed, in writing, and mailed first class to the address last provided to the Employer by the employee. The Employer shall have no responsibility for the failure to notify an employee of recall when such failure is due to the employee’s telephone number or address being inaccurate.

ARTICLE 18 - TRANSFERS

(a) If an employee having seniority is transferred to a position under the Township not included in the bargaining unit and is thereafter transferred again to a position within the bargaining unit, he/she shall accumulate seniority only for a period of up to ninety (90) calendar

days while working in the position outside the bargaining unit, and upon his/her return to the bargaining unit he/she shall retain such rights accrued for the purposes of any benefits provided for in this Agreement.

(b) An employee who remains in a non-bargaining unit position for a period in excess of ninety (90) calendar days, and who is thereafter returned by the Township to the bargaining unit, shall retain only that seniority accrued prior to leaving the bargaining unit for the purposes of any seniority-based benefits provided for in this Agreement.

ARTICLE 19 - ANNUAL PHYSICALS

(a) All members of the bargaining unit shall attend a Department physical examination on an annual basis. The annual physical shall be job-related and consistent with business necessity.

(b) If the member does not schedule his appointment during the annual physical schedule provided by the department, the member shall provide medical clearance to perform Firefighting activities from their personal physician, at their expense.

(c) Except in the case of a dispute as provided below, the only information to be provided to the Township from the annual physical exams is whether the employee passed or failed, and if failed, then the reason(s) and basis for concluding why the member failed. If an employee fails to pass the Department physical, the employee shall be afforded ninety (90) days to prepare for and to retake the exam. If the employee fails the second exam, the employee shall receive an unpaid leave of absence for up to twelve (12) months and may return to work when cleared by the Township's Occupational Medical Provider.

(d) If the member disagrees with the findings of the annual physical, the member's physician shall be provided with all the information and test results upon which the Department doctor relied in finding the member unfit for duty pursuant to the above-referenced NFPA

provisions. If the member's physician disagrees with the findings of the Township's doctor, the matter, including all the information and tests results upon which the Township's doctor and the employee's doctor relied, shall be submitted to a third doctor mutually selected by the Union and the Township, who shall make a final binding decision as to whether the employee has passed or failed the physical examination.

ARTICLE 20 - PHYSICAL FITNESS

The Township and the Union agree that it is in the best interest of both parties that employees be able to maintain and/or increase their level of physical fitness for duty. Therefore, employees who wish to exercise while on duty, including normal business hours of 8:00 a.m. – 5:00 p.m., may do so if it does not interfere with emergency response, training, or other scheduled events. No disciplinary action will be taken against employees who decline opportunity for exercise. However, if an employee's lack of fitness prevents him/her from performing the essential functions of the job, discipline may occur.

ARTICLE 21 - WAGES

The salary schedule in Appendix A shall reflect the wage increases for the duration of the contract.

ARTICLE 22 - HOURS OF WORK

(a) Application of the Article. This Article is intended to define the normal hours of work and provide the basis for the calculation and payment of overtime and shall not be construed as a guarantee to any individual of hours of work per day, per work cycle or per week, or guarantee of days of work per week or per work cycle. It is the Township's intent that such changes will be implemented based upon the valid and legitimate operational needs of the Department.

(b) FLSA Work Cycle. The FLSA work cycle for shift personnel shall be twenty-eight (28) days.

(c) Fire Suppression Division.

1. A fifty-three (53) hour work week (24-hour workday) shall be implemented for employees of the Fire Suppression Division. The work week shall be averaged over the prescribed 28-day period (212 hours), as set forth by the Acts above.

2. Fire suppression personnel shall work a three (3) platoon, twenty-four (24) hour shift. The twenty-four (24) hour shift shall be scheduled to commence at 0700 hours and continues through to 0700 hours the following day, subject to change by the Department for good reason. No employee will work over seventy-two (72) hours straight unless approved by the Fire Chief.

3. The work schedule will consist of three platoons rotating the following cycle:

Legend: WD = Workday 24 Hours On
OD = Off Day 24 Hours Off

WD, OD, WD, OD, WD, OD, OD, OD, OD

(d) 24-Hour Shift Assignments. Fire fighters shall have their choice of platoon selection based on seniority as a full-time employee of the Township Fire Department. Seniority means from the highest to lowest on the seniority list.

The Fire Chief shall maintain the right to assign personnel to platoons under valid circumstances (e.g., conflicts between personnel or the need for more experienced personnel on a platoon); such changes shall occur no more frequently than once every year for each affected

employee. The affected fire fighters shall be provided a fourteen (14) day notice prior to the change.

Employees' choice of shift/platoon will be made on an annual basis in October.

(e) Overtime Pay for 24-Hour Shift Employees. Employees covered by this Agreement shall be paid one and one-half times their regular straight-time hourly rate of pay for all hours worked in excess of two hundred twelve (212) in his/her twenty-eight (28) day FLSA work cycle and for all hours worked outside the employees scheduled hours.

(f) Overtime for Non-24-Hour Shift Employees. Employees covered by this Agreement who are assigned to work forty (40) hours per week are entitled to overtime at the rate of one and one-half (1-1/2) times their regular straight-time hourly rate of pay for all hours actually worked over forty (40) in a given work week and for all hours outside the employee's regular scheduled hours.

(g) Cancellation of Overtime. The Township shall provide at least twenty-four (24) hours' notice, if possible, for the cancellation of any scheduled overtime once the Township learns of the need for such cancellation. Failure to provide such reasonable notice shall result in the employee having first opportunity for the next applicable overtime assignment.

(h) Non-24-Hour Shift Assignments. Along with the standard twenty-four (24) hour shift, the Township may assign employees to work eight (8), ten (10) or twelve (12) hour shifts or work a 40-hour workweek schedule consistent with the current practice.

(i) Shift Trading. Employees shall have the right to voluntarily exchange work hours when the exchange does not interfere with the efficient operation of the Fire Department. Shift trades are subject to the following conditions:

1. An employee must remain on duty until relieved.

2. Trades for any given shift shall be limited to only two (2) employees.
3. Trade of shifts shall be confined to members that are qualified and have the required license/certification to perform the scheduled duties. Employees with a higher level of licensure/certification may trade for a lower licensed/certified employee's shift. However, when approval for the repayment of trade is requested, consideration will be made to ensure that the employees working any given shift have the required licenses/certifications to ensure the effective and efficient operation of the Department in the determination of the Fire Chief or designee.
4. The Township shall not assume any responsibility for any time lost to any member.
5. No employee is permitted to schedule a shift or trade that results in that employee working greater than seventy-two (72) consecutive hours without at least a break of eight (8) hours off duty. Additional time worked may be approved at the Fire Chief's or his/her designee's discretion. If overtime is available to the employees and an employee is scheduled to work a seventy-two (72) hour shift that employee would be ineligible to work a shift the day prior to and/or the day after that rotation and those hours will not count against that employee for purposes of the overtime list.
6. Probationary fire fighters are unable to participate in trades until after completion of probation.

(j) No Pyramiding. Compensation shall not be paid or compensatory time taken more than once for the same hours under any provisions of this Article or Agreement.

(k) Changes in Normal Workday or Normal Work Cycle. Should it be necessary in the Township's judgment to establish schedules (including the starting and ending times for the normal work day) departing from the normal workday, the normal work week, or the normal work cycle, or to change the shift schedule of an employee or employees for reasons of training, special duty assignments or other legitimate reasons, the Township will give, absent emergency circumstances, at least two (2) weeks advance notice of such change to all employees affected by such change. Within said two (2) weeks the Township will meet with the Union, if requested, to discuss any such change. Further, employees may be temporarily reassigned without such notice or prior discussion to a different shift under emergency conditions as determined by the Fire Chief or designee. These special assignments will be temporary in nature. No employee shall lose previously scheduled vacation during a time the employee is assigned to a different shift.

ARTICLE 23 - SUBCONTRACTING

The Township will not subcontract EMS, Fire Suppression, or Fire Inspection services to a private, or non-governmental entity, if such subcontracting could result in the layoff of any member of the bargaining group.

ARTICLE 24 - HOLIDAYS

(a) Effective January 1, 2024, each full-time member of the department assigned to shift, shall be entitled to eight (8) hours pay for the thirteen (13) holidays, listed below computed by dividing the employees regular annual salary by 260 and multiplying by thirteen (13).

(b) Holiday pay shall be included on the first pay of November every year on a separate paycheck from payroll but subject to normal withholding.

(c) All new hires shall have a pro-rated holiday check based upon the amount of covered holidays remaining in the year based upon their hire date.

(d) Should an employee retire/resign or be terminated prior to the holiday check. They shall be provided with a holiday check as stipulated in this contract, but it shall be prorated based upon the number of covered holidays until the time of resignation/ retirement or termination.

(e) Should an employee retire/resign or be terminated after issuance of the holiday check. The employee agrees to reimburse the township within 90 days for any holidays that have not occurred as of the check issuance.

(f) In the case of death, the family of the deceased firefighter shall receive a holiday check based upon the number of covered holidays prior to their passing. Should the passing of a firefighter occur after issuance of the holiday check. No reimbursement will be requested for said deceased firefighters family.

(g) The thirteen (13) Holidays mentioned above are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

(h) Fire personnel who are regularly scheduled and work on the above listed Holidays shall be paid their regular pay.

(i) Fire personnel who are called in and work on their regular day off on one of the days listed above shall be paid a regular overtime rate of two times their hourly rate for the actual hours worked. 40-hour employees will be off work on all the holidays above and any additional observed by the township, but will be paid their regular pay

ARTICLE 25 - CLOTHING ALLOWANCE

(a) Effective January 1, 2024 all current full-time employees or employees promoted from part time rank shall have an adequate number of standard work uniforms as required in

the department uniform policy 1030. All newly hired employees will be provided with 2 sets of standard work uniforms, exception being only 1 pair of work boot and 1 belt.

(b) The Township shall furnish all turnout gear and safety equipment required by the department for employees in the performance of their duties and ensure that said articles are satisfactorily maintained or replaced.

(c) It is the responsibility of the employee to maintain all Uniforms and Equipment. Standard Work Uniforms will be exchanged as needed to keep a professional appearance. When a member is in need of a new uniform, or part of a uniform, they will show it to the Fire Chief or his/her designee for the approval to purchase a new one. At no time will an employee be allowed to exchange any part of their Standard Work Uniform without the approval of the Fire Chief or their designee. The department reserves the right to refuse to provide a replacement if it determines that the employee has not properly maintained the uniforms provided.

(d) Once off probation and meeting all hiring requirements of the department each member will be provided 1 Dress Uniform in accordance with uniform policy 1030. The township will be responsible for alterations to the Dress Uniform no more than once a year, i.e.. Rank changes, Maltese crosses for years of service, size alterations, etc..

ARTICLE 26 - FOOD PAYMENT

(a) Effective January 1, 2024, the Township shall provide an annual prorated food payment of \$750.00 for employees to purchase food required to be consumed on the fire station premises during mealtimes on working days of each employee, to be paid on the first pay in January of each year.

(b) Employees who work less than 1 year shall be entitled to a pro-rated share of the food payment. For purposes of proration, a month of employment shall be defined as any month in the fiscal year in which an employee works at least one day in the month.

(c) In the event of termination of employment, the employee shall reimburse the Township a prorated share of Food Payment not earned.

ARTICLE 27 - TRAINING AND EDUCATIONAL

(a) Required Training. All required training, with prior approval by the Fire Chief, outside the employee's normal duty schedule, will be compensated at a rate of one- and one-half times the employee's hourly rate. The following is a sampling of compensated events:

- Training identified in MiOSHA Part 74
- Representation of our department at MABAS 3201 or similar specialty teams and/or committees (Haz-Mat, Tech Rescue, IMT, OCMCA, etc.)
- Instructing department trainings and/or public education (CPR, Fire Education, etc.)

ADDITIONAL EDUCATIONAL

(b) Every effort will be made to allow employees to further their education and improve their skills. If a full-time employee chooses to attend an additional education course:

1. The department will sponsor the employee for the course.
2. Courses taken outside the employee's normal duty schedule will be compensated at a rate of one- and one-half times the employee's hourly rate.
3. The department will pay for the course.

Payment for such courses is subject to fund availability and the approval by the Fire Chief. The options may be awarded separately or partially based an agreement made between the Fire Chief and the Employee.

Once committed, if the employee does not meet the attendance requirements for the course, the employee will reimburse the Township for the course.

Unfunded courses could consist of:

- EMU - Fire Service Staff and Command
- NFPA – CFI
- National Fire Academy courses

ARTICLE 28 - PAID TIME OFF

(a) Employees are eligible to accrue Paid Time Off (PTO) immediately upon hire but are unable to use time off until completion of first six months of employment as follows:

From date of hire through fourth year: PTO will accrue at the rate of 0.0925 hours of PTO for each paid regular rate hours up to a maximum of 300 hours.

From the first day of the fifth year through the ninth year: PTO will accrue at the rate of 0.1125 hours of PTO for each regular rate paid hour up to a maximum of 352 hours.

From the first day of the tenth year and each year thereafter, PTO will accrue at the rate of 0.1325 hours of PTO for each regular rate paid hour up to a maximum of 404 hours.

Upon reaching 90% (ninety) of maximum PTO hours the employee may request a payout of up to 24 hours of PTO time at the employee's current rate.

(b) The anniversary date will be the basis of eligibility.

(c) Accrual of PTO will cease once the maximum hours stated below have been reached and will resume once the accrued PTO drops below the maximum.

(d) Employees are allowed to borrow against their PTO up to a maximum of one week's approved hours with approval of the Fire Chief.

(e) PTO can be used for any excused time off. Requests should be submitted in advance, and in writing, to the employee's supervisor for approval. In situations where advance notice is not possible, the employee must notify his or her supervisor before the start of the work

day or as soon as possible. Where advance notice and approval has not been provided or obtained, the employee may be asked for documentation supporting the need for the time off.

(f) If an employee resigns, is discharged (for any reason other than embezzlement), becomes disabled, or dies, the employee or the employee's estate will receive the earned and unused PTO pay.

ARTICLE 29 - LIMITED DUTY

An employee who through injury, illness or pregnancy is unable to perform regular duties, may, for a temporary period, be assigned to duties consistent with medical restrictions at the discretion of the Township under the following terms:

(a) Should an employee request to work in a limited duty position, it shall be at the complete and sole discretion of the Fire Chief to approve or deny such request, but any denial should be based on legitimate reasons, which shall include that there is no limited duty work available.

(b) Such limited duty may be authorized by the Chief on an eight (8) hour day schedule with no premium pay.

(c) The employee, while on limited duty, shall receive his/her current rate of pay with no deductions from sick time, compensatory time or other benefits.

(d) In utilizing bargaining unit members in a limited duty position, it is recognized that preference is given to those members who were injured on duty.

(e) All limited duty assignments will be re-evaluated as deemed necessary by the Fire Chief.

ARTICLE 30 – ACTING CAPTAINS PAY

In the absence of a shift Captain, the highest seniority full-time Lieutenant on shift will assume the responsibilities of the shift Captain. In the absence of both a shift Captain and a full-time Lieutenant, the highest seniority, full-time Firefighter will assume the responsibilities of the Shift Captain. Upon completion of 3 consecutive 24-hour shifts (0700-0700) the Firefighter will be paid a stipend of \$75.00 for each 24-hour shift (0700-0700) worked in that position, retro to

the first shift and continuing on each consecutive shift after. At no time will a full-time probationary firefighter be eligible for acting pay.

ARTICLE 31 - INSURANCE

Health, Vision and Dental Insurance

(a) Employees will be eligible for health, vision and dental insurance upon hire in the plans attached hereto as Appendix B. Enrollment shall be within thirty (30) days of date of hire.

(b) Employees shall contribute 20% of the costs of Township-provided health insurance by way of payroll deduction spread evenly over each payroll period.

(c) The Township reserves the right to select or change insurance carriers, to be a self-insurer, either wholly or partially, and to choose the administrator of its insurance programs, as long as comparable benefits are provided.

(d) Unit members who wish to waive medical benefits must complete a Waiver of Medical Benefits form and submit it to Human Resources. Waiver of medical benefits shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or as otherwise provided in this Agreement. As a condition of waiver of medical benefits, the employee must submit a letter to Human Resources certifying that the employee and the employee's dependents will be covered under a health insurance plan. Said certification must be provided to Human Resources each year in order to maintain waiver of benefits.

(1) In the event a unit member's outside insurance coverage is terminated for any reason, he/she shall promptly notify the Township, which will endeavor to enroll the employee and the employee's eligible dependents in a Township-sponsored medical benefits plan at the earliest possible date allowed by the chosen insurance carrier. In the

meantime, the unit member shall exercise the COBRA and/or conversion policy rights under his/her spouse's plan until the unit member enrolls in a Township-sponsored plan.

(2) Union members who waive medical benefits will be entitled to an annual taxable cash benefit of 50% of the cost of the health insurance plan.

(e) The union and employer agree that PTSD is an issue we can work on together. Any member who suffering from PTSD shall notify his immediate supervisor. It is also imperative that ongoing education of signs, and symptoms be distributed to the employees. If a supervisor recognizes a potentially traumatic experience for any fire department personnel, they shall contact the Fire Chief at the earliest convenience. It is incumbent of all employees to notify their supervisor if they witness a potentially traumatic experience. In the event of a documented traumatic incident the effected personnel can be released from duty for counseling. The employer agrees that PTSD shall be treated as an on the job injury with proper documentation by a professional that has the ability to issue diagnosis of PTSD.

Health Retirement Account

The Township will contribute \$2,000 annually by February 28th for the previous years' time worked, if the employee did not work an entire year the employee will be paid a monthly amount of \$2,000/12 for every full month worked to a Health Retirement Account for each employee which will be available upon separation of employment with the Township for all qualifying expenses. Any administrative fee will be covered by the Township. The Health Retirement Account will be administered by CLS.

Life Insurance

A group life insurance policy in the amount of \$50,000 is effective for all employees after thirty (30) days of continuous service. Coverage includes \$10,000 for spouses and \$5,000 for children until the last day of their 18th year.

Disability Insurance

The Township will provide short-term and long-term disability insurance to all employees as provided in Appendix C. The Township reserves the right to select or change insurance carriers, to be a self-insurer, either wholly or partially, and to choose the administrator of its insurance programs, as long as comparable benefits are provided.

ARTICLE 32 - BEREAVEMENT LEAVE

Employees who have completed their probationary period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, brothers-in-law, sisters-in-law, parents-in-law and parents of domestic partners. Employees who have completed their probationary period are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews. Requests for bereavement leave should be made to the employee's supervisor as soon as possible. The Township reserves the right to request written verification of an employee's familial relationship to the deceased as a condition of the bereavement pay.

ARTICLE 33 - RETIREMENT

(a) Defined Contribution: Upon the completion of six (6) months of employment, full-time employees shall be eligible to enroll in the Township's defined contribution plan. For employees hired prior to June 20, 2016, the Township will contribute 15% of the employee's base wages into the employee's defined contribution account. For employees hired on or after

June 20, 2016, the Township will contribute 5% of the employee's base wages into the employee's defined contribution account.

(b) Deferred Compensation: Employees are eligible to participate in the Township's Deferred Compensation 457 Plan. Participation in the Plan is optional. The Plan shall be administered in accordance with the relevant plan documents. The Plan and plan documents may be amended, modified or terminated by the Township.

ARTICLE 34 - TOWNSHIP AND DEPARTMENT RULES

(a) The Township shall continue to have the right to establish, adopt, change, amend and enforce Township rules and/or Departmental rules and regulations concerning permissive subjects of bargaining not in conflict with the terms of this Agreement, governing discipline, health and safety, duties, rules or conduct and work rules.

(b) Except in an emergency, new or amended work rules and/or regulations will be announced ten (10) days prior to their effective date.

ARTICLE 35 - OUTSIDE ACTIVITY

(a) No employee may directly or indirectly maintain or engage in any outside business, financial interest, or employment activity which conflicts with the interests of the Township or which interferes with his ability to discharge his Township duties fully. Such conflict of interest shall be grounds for discipline, up to and including discharge. Any action under this clause is subject to the Grievance Procedure.

ARTICLE 36 - LEAVES OF ABSENCE

(a) Medical Leaves of Absence:

- i. Employees unable to perform their regular duties because of a non-duty related disability and who have exhausted all leave time, shall be placed on an unpaid leave

of absence not to exceed six (6) months from the date of the injury or the commencement of the illness. Such time can be extended if warranted at the discretion of the Township. Employees will not be entitled to accrue benefits while on a non-duty related leave of absence except that the City will continue to provide health insurance for a period of three (3) months provided the employee makes required employee contributions.

- ii. Employees unable to perform their regular duties because of a duty-related disability shall be placed on a leave of absence for the period they are receiving workers' compensation benefits for a maximum of eighteen (18) months from the date of the injury or the commencement of the illness. Such time can be extended if warranted at the discretion of the Township. Employees will be entitled to accrue benefits for the first six (6) months of a duty-related leave of absence and the City will continue to provide health insurance for the duration of the leave provided the employee makes required employee contributions.
- (b) Family and Medical Leave: The Family and Medical Leave Act ("FMLA") as applicable. Eligible employees will be granted family and medical leave up to a total of 12 weeks absence during any rolling 12-month period for the reasons identified in the FMLA pursuant to Township policy.
- (c) Military Leave: An employee on military service in the Armed Forces of the United States shall be reinstated upon completion of such service in accordance with the requirements of the applicable laws of the United States.
- (d) Any time on leave status shall not count toward the twelve (12) month probationary period.
- (e) All leaves shall be requested and approved pursuant to the Department's electronic

notification practice. Employees on leave must report for reassignment to work not later than the first working day following expiration of their leave.

ARTICLE 37 - PROMOTIONS

(a) Should a promotional opportunity become available, all qualified staff will be notified via email, and a written document of the position shall be posted. Any interested candidate will submit a written letter of intent/interest. Eligible candidates shall have a maximum of (14) fourteen days to apply and/or decline for the posted position. If within the (14) fourteen days, **ALL** eligible candidates have responded, the posting may be closed. The scoring system detailed below will be applied to the candidates. The candidate that meets the qualifications identified in the "Job Description," with the highest cumulative score will be offered the promotion.

(b) Scoring System. There will be various categories to establish a scoring process:

- A. Scenario Assessments (up to 100 points based on an average score by the evaluators)
- B. Years of Service (up to 10 points)
- C. Fire Officer certifications (up to 10 points)
- D. Years in Rank (up to 10 points)

(c) Scenario Assessments. There shall be a panel for each assessment that will have one (1) Fire Chief, one (1) Fire Marshal, and one (1) outside Department IAFF representative. Every effort will be made to keep consistency in the panels.

The panels will score the candidates based on their answers during the scenario, and the candidates ability to perform or fulfill the role as an Officer.

1. Policy Implementation - the candidate should be able to present an unpopular policy to subordinates, addressing issues as a member of the Command Staff.
2. Conflict Resolution - the candidate will show the leadership qualities needed to resolve conflict within the ranks.
3. Emergency Scene Operations - the candidate will react/resolve the emergency based on current best practices.

(d) Years of Service Credit:

1. 2 to 5 years of service - 3 points
2. 6 to 10 years of service - 5 points
3. 11 to 15 years of service - 7 points
4. >16 years of service - 10 points

For “Years of Service”, if the candidate has previous experience, they will be allowed a “Service Credit”. The candidate will be allowed 1 year for every 2 years of outside experience as “Service Credit”. This credit will ONLY be allowed after the candidate meets the “Job Description” prerequisites.

(e) Fire Officer Certification Credit:

1. Fire Officer I - 3 points
2. Fire Officer II (or Company Officer I&II) - 7 points
3. Fire Officer III - 10 points

(f) Years in Rank Credit:

1. <5 years as an Officer - 5 points
2. >5 years as an Officer - 10 points

(g) Eligibility. At the time of appointment:

- A. If the candidate is on a LOA (Leave Of Absence), the candidate must be able to fulfill the role within 90 days from the appointment. Probationary period begins on date of return.
- B. Have completed the “Annual Physical Agility” assessment, or complete within 30 days of returning to full duty status. Failure to do so will result in return to previous rank.

ARTICLE 38 - DRUG TESTING

(a) The Township may require an employee to submit to a drug or alcohol test at a Township authorized testing facility if it has reasonable suspicion the employee has used illegal drugs or has engaged in the inappropriate use of alcohol while on duty. An Employee Assistance Program shall be offered to an employee who tests positive for marijuana, prescription pain killers, alcohol or requests a leave of absence prior to testing.

ARTICLE 39 - OFFSET TO FINAL PAY

(a) The Township has the right to deduct any amounts owed by an employee to the Township arising out of this Collective Bargaining Agreement from the employee’s final pay, including but not limited to, amounts owed pursuant to Article 24, Holidays, Article 25, Clothing Allowance and Article 26, Food Payment.

ARTICLE 40 – DAILY SHIFT OPERATION

Daily shift operations will fall under the responsibility of the full-time Captain or full-time personnel in that role for that shift. It is the full-time Captain’s responsibility to delegate work assignments to ensure the daily objectives are completed. For purposes of incident command structure, the full-time Captain will assign personnel to apparatus for response. Incident command will fall under department policy/SOG and adhere to NFPA standards.

Otherwise, full-time captain or acting captain will be in charge of the day-to-day operations over all other personnel regardless of rank.

ARTICLE 41 - DURATION

(a) This Agreement shall remain in full force and effect from January 1, 2024, until December 31, 2027, and thereafter for successive periods of one year unless either party shall, on or before the 60th day prior to expiration, serve written notice on the other party of a desire to terminate, modify, alter, renegotiate, change or amend this Agreement. A notice of desire to modify, alter, amend, renegotiate, or change, or any combination thereof, shall have the effect of terminating the entire Agreement (on the expiration date) in the same manner as a notice of desire to terminate unless before that date all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

For the Union

**HIGHLAND TOWNSHIP
PROFESSIONAL FIRE FIGHTERS,
INTERNATIONAL ASSOCIATION
OF FIRE FIGHTERS, LOCAL 5267**

Local President

Local Vice-President

For the Township

**CHARTER TOWNSHIP OF
HIGHLAND**

Township Supervisor

Township Representative

APPENDIX A - WAGE CHART

<u>2024</u>	<u>Starting Salary</u>	<u>6-Month Step</u>	<u>January 1, 2024</u>	<u>Holiday</u>
<u>FT-Position</u>	<u>90%</u>	<u>95%</u>	<u>100%</u>	<u>13 - 8 hr</u>
24 hr Captain/Medic	\$ 65,684.98	\$ 69,334.15	\$ 72,983.31	\$3,649.17
24 hr Captain/EMT-B	\$ 64,042.86	\$ 67,600.80	\$ 71,158.74	\$3,557.94
24 hr LT/Medic	\$ 59,798.51	\$ 63,120.65	\$ 66,442.79	\$3,322.14
24 hr FF Medic	\$ 55,886.46	\$ 58,991.26	\$ 62,096.06	\$3,104.80
24 hr FF Basic	\$ 52,076.02	\$ 54,969.13	\$ 57,862.24	\$2,893.11
40 hr Officer	\$ 55,702.67	\$ 58,797.26	\$ 61,891.86	NA
Fire Marshal (50/50)	\$ 62,027.47	\$ 65,473.44	\$ 68,919.41	NA

<u>2025</u>	<u>Starting Salary</u>	<u>6-Month Step</u>	<u>January 1, 2025</u>	<u>Holiday</u>
<u>FT-Position</u>	<u>90%</u>	<u>95%</u>	<u>100%</u>	<u>13 - 8 hr</u>
24 hr Captain/Medic	\$69,626.08	\$73,494.20	\$77,362.31	\$3,868.12
24 hr Captain/EMT-B	\$67,885.43	\$71,656.85	\$75,428.26	\$3,771.41
24 hr LT/Medic	\$ 64,133.90	\$ 67,696.89	\$ 71,259.89	\$3,562.99
24 hr FF Medic	\$59,938.22	\$63,268.13	\$66,598.03	\$3,329.90
24 hr FF Basic	\$53,377.92	\$56,343.36	\$59,308.80	\$2,965.44
40 hr Officer	\$59,044.83	\$62,325.10	\$65,605.37	NA
Fire Marshal (50/50)	\$74,432.96	\$78,568.13	\$82,703.29	NA

<u>2026</u>	<u>Starting Salary</u>	<u>6-Month Step</u>	<u>January 1, 2026</u>	<u>Holiday</u>
<u>FT-Position</u>	<u>90%</u>	<u>95%</u>	<u>100%</u>	<u>13 - 8 hr</u>
24 hr Captain/Medic	\$73,803.65	\$77,903.85	\$82,004.05	\$4,100.20
24 hr Captain/EMT-B	\$71,958.56	\$75,956.26	\$79,953.96	\$3,997.70
24 hr LT/Medic	\$ 68,783.61	\$ 72,604.92	\$ 76,426.23	\$3,821.31
24 hr FF Medic	\$64,283.75	\$67,855.07	\$71,426.38	\$3,571.32
24 hr FF Basic	\$54,712.36	\$57,751.94	\$60,791.52	\$3,039.58
40 hr Officer	\$62,587.52	\$66,064.60	\$69,541.69	NA
Fire Marshal (50/50)	\$78,154.61	\$82,496.53	\$86,838.46	NA

<u>2027</u>	<u>Starting Salary</u>	<u>6-Month Step</u>	<u>January 1, 2027</u>	<u>Holiday</u>
<u>FT-Position</u>	<u>90%</u>	<u>95%</u>	<u>100%</u>	<u>13 - 8 hr</u>
24 hr Captain/Medic	\$78,231.87	\$82,578.08	\$86,924.30	\$4,346.21
24 hr Captain/EMT-B	\$76,276.07	\$80,513.63	\$84,751.19	\$4,237.56
24 hr LT/Medic	\$ 73,770.42	\$ 77,868.78	\$ 81,967.13	\$4,098.36
24 hr FF Medic	\$68,944.32	\$72,774.56	\$76,604.80	\$3,830.24
24 hr FF Basic	\$56,080.17	\$59,195.74	\$62,311.30	\$3,115.57
40 hr Officer	\$66,342.77	\$70,028.48	\$73,714.19	NA
Fire Marshal (50/50)	\$82,062.34	\$86,621.36	\$91,180.38	NA

APPENDIX B – HEALTH, DENTAL, VISION INSURANCE

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BCN HRASM HMO Platinum \$5000

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Care Network certificate and riders. Payment amounts are based on the Blue Care Network approved amount, less any applicable deductible, coinsurance and/or copay amounts required by the plan. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan documents, the plan document will control. This coverage is provided pursuant to a contract entered into in the State of Michigan and shall be construed under the jurisdiction and according to the laws of the State of Michigan. Services must be provided or arranged by member's primary care physician or health plan.

Preauthorization for Select Services – Services listed in this summary are covered when provided in accordance with Certificate requirements and, when required, are preauthorized or approved by BCN except in an emergency.

Note: A list of services that require approval before they are provided is available online at bcsm.com/importantinfo. Select **Approving covered services**.

Member's Responsibility: Deductible, Copays, Coinsurance and Dollar Maximums

Note: The Deductible will apply to certain services as defined below.

Deductible Note: Coinsurance and select fixed dollar copays apply once the deductible has been met.	\$5,000 per individual/\$10,000 per family per benefit year
Fixed dollar copays Note: If you have a deductible, the deductible must be met first for certain services as listed below.	\$20 for office visits, \$40 for specialist visits, \$50 for urgent care visits, \$150 for emergency room visits, \$150 for high tech imaging and \$5 for allergy injections
Coinsurance	20% and 50% for select services as noted below
Annual Coinsurance Maximum	None
Annual out-of-pocket maximums – applies to deductibles, copays and coinsurance amounts for all covered services – including prescription drug cost-sharing amounts	\$6,350 per member/\$12,700 per family per benefit year

Preventive Services – as defined by the Affordable Care Act and included in your Certificate of Coverage

Health Maintenance Exam	Covered – 100%
Annual Gynecological Exam	Covered – 100%
Pap Smear Screening – laboratory services only	Covered – 100%
Well-Baby and Child Care	Covered – 100%
Immunizations – pediatric and adult	Covered – 100%
Prostate Specific Antigen (PSA) Screening – laboratory services only	Covered – 100%
Routine Colonoscopy	Covered – 100%
Mammography Screening	Covered – 100%
Voluntary Female Sterilization	Covered – 100%
Breast Pumps	Covered – 100%
Routine Maternity Prenatal and Postnatal Care	Covered – 100%

Physician Office Services

PCP Office Visits Note: Applicable cost sharing applies when other services are received in the office	Covered – \$20 copay
Medical Online Visits - when performed by a BCN participating provider or BCN designated online vendor	Covered – 100%
Consulting Specialist Care – when referred for other than preventive services Note: Applicable cost sharing applies when other services are received in the office	Covered – \$40 copay



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Emergency Medical Care

Hospital Emergency Room - copay waived if admitted	Covered - \$150 copay after deductible
Urgent Care Center	Covered - \$50 copay
Retail Health Clinic	Covered - \$50 copay
Ambulance Services - medically necessary	Covered - 80% after deductible

Diagnostic Services

Laboratory and Pathology Tests	Covered - 100%
Diagnostic Tests and X-rays	Covered - 80% after deductible
High Technology Imaging (MRI, CAT, PET)	Covered - \$150 copay after deductible
Radiation Therapy	Covered - 80% after deductible

Maternity Services Provided by a Physician

Routine Prenatal and Postnatal Care visits	Covered - 100%
Delivery and Nursery Care	Covered - 100% after deductible for professional services; see Hospital Care for facility charges

Hospital Care

General Nursing Care, Hospital Services and Supplies	Covered - 80% after deductible; unlimited days
Outpatient Surgery - See member certificate for select surgical coinsurance	Covered - 80% after deductible

Alternatives to Hospital Care

Skilled Nursing Care	Covered - 80% after deductible up to 45 days per benefit year
Hospice Care	Covered - 100% after deductible when authorized
Home Health Care	Covered - \$40 copay after deductible

Surgical Services

Surgery - includes all related surgical services and anesthesia.	Covered - 80% after deductible
Voluntary Male Sterilization - See Preventive Services section for voluntary female sterilization	Covered - 50% after deductible
Elective Abortion (One procedure per two-year period of membership)	Covered - 50% after deductible
Human Organ Transplants (subject to medical criteria)	Covered - 80% after deductible
Reduction mammoplasty (subject to medical criteria)	Covered - 50% after deductible
Male Mastectomy (subject to medical criteria)	Covered - 50% after deductible
Temporomandibular Joint Syndrome (subject to medical criteria)	Covered - 50% after deductible
Orthognathic Surgery (subject to medical criteria)	Covered - 50% after deductible
Weight Reduction Procedures (subject to medical criteria) - Limited to one procedure per lifetime	Covered - 50% after deductible

Behavioral Health Services (Mental Health and Substance Use Disorder Treatment)

Inpatient Mental Health Care and Residential Substance Use Disorder	Covered - 80% after deductible
Outpatient Mental Health Care includes online and telemedicine visits Note: For diagnostic and therapeutic services, see the	Covered - \$20 copay



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Diagnostic Services section above for applicable cost sharing,	
Outpatient Substance Use Disorder	Covered – \$20 copay

Autism Spectrum Disorders, Diagnoses and Treatment

Applied behavioral analyses (ABA) treatment Note: Diagnosis of an autism spectrum disorder and a treatment recommendation for ABA services must be obtained by a BCN approved autism evaluation center (AAEC) prior to seeking ABA treatment.	Covered – \$20 copay
Outpatient physical therapy, speech therapy and occupational therapy for autism spectrum disorder Unlimited visits for physical, speech and occupational therapy with autism spectrum disorder diagnosis	Covered – \$40 copay after deductible
Other covered services, including mental health services, for Autism Spectrum Disorder	See your outpatient mental health, medical office visits and preventive benefit.

Other Services

Allergy Testing and serum	Covered – 50% after deductible
Allergy office visits	Covered – 50%
Allergy Injections	Covered – \$5 copay
Chiropractic Spinal Manipulation – when referred	Covered – \$40 copay; up to 30 visits per benefit year
Rehabilitative Services – subject to meaningful improvement within 90 days <ul style="list-style-type: none"> Outpatient Physical and Occupational Therapy – limited to a combined benefit maximum of 30 visits per calendar year Outpatient Speech Therapy – limited to 30 visits per calendar year 	Covered – \$40 copay after deductible
Habilitative Services <ul style="list-style-type: none"> Outpatient Physical and Occupational Therapy – limited to a combined benefit maximum of 30 visits per calendar year Outpatient Speech Therapy – limited to 30 visits per calendar year 	Covered – \$40 copay after deductible
Outpatient Cardiac and Pulmonary Rehabilitation	Covered – \$40 copay after deductible; limited to a benefit maximum of 30 visits per benefit year
Infertility Counseling and Treatment (excluding in-vitro fertilization)	Covered – 50% after deductible on all associated costs
Durable Medical Equipment	Covered – 50%
Prosthetic and Orthotic Appliances	Covered – 50%
Diabetic Supplies Note: Certain diabetic supplies are covered through the pharmacy benefit. Applicable pharmacy cost-sharing will apply.	Covered – 80%
Pediatric Vision <ul style="list-style-type: none"> Eye Exam – Limited to once per calendar year through the last day of the year in which an individual turns age 19 Prescription Glasses – Frames (chosen from a select collection) and lenses are covered once in a calendar year through the last day of the year in which an individual turns age 19 	Covered – 100%



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Prescription Drugs

Preferred Generic Tier	Covered – \$6 copay
Non-Preferred Generic Tier	Covered – \$25 copay
Preferred Brand Tier	Covered – \$50 copay
Non-Preferred Brand Tier	Covered – \$80 copay
Preferred Specialty Tier	Covered – 20% Coinsurance of the BCN Approved Amount (Maximum Copayment \$200) – Specialty drugs are covered only when obtained from the BCN Exclusive Specialty Pharmacy Network.
Non-Preferred Specialty Tier	Covered – 20% Coinsurance of the BCN Approved Amount (Maximum Copayment \$300) – Specialty drugs are covered only when obtained from the BCN Exclusive Specialty Pharmacy Network.
Drugs for sexual dysfunction, weight loss, cough & cold	Not Covered
Diabetic Supplies	Select diabetic supplies and equipment are covered – applicable cost sharing will apply. Cost-sharing may not apply to certain preferred glucometers as defined on the drug list.
Contraceptives	Covered – Preferred Generic Tier – 100% , Non-Preferred Generic Tier – \$25 copay, Preferred Brand Tier - \$50 copay, Non-Preferred Brand Tier - \$80 copay
Preventive Drugs	Covered – 100%
90 Day Retail: 84-90 day supply	Covered – Three times applicable copay minus \$10 Note: If you have a Coinsurance, your Coinsurance will be based on the BCN Approved Amount for the quantity dispensed. If your Coinsurance includes a minimum and maximum Copayment, the minimum and maximum Copayment amounts are three times the 30-day supply minus \$10.
Out-of-Pocket Maximum	Applies to deductibles, copays and coinsurance amounts for all covered medical and prescription drug services. See medical section above for out-of-pocket maximum limits. Note: Your benefit requires you to take advantage of BCN-approved coupon program for select medications. When a manufacturer coupon is used through the BCN high-cost drug discount program, the amount paid after the discount applies toward the out-of-pocket maximum.

CLSSSM, D5000, WDRPOV, CI20%, 6350PM, CO20, 40RP, ER150, UR50, IMG150, DSR20%, BENYR, ONVCW, VACR50, PVSN, P625CS, 90D3X, RXVAR





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Blue VisionSM SG, VSP Choice Network 12/12/12 \$5/\$10 Copay Vision Coverage Benefits-at-a-glance Effective for groups on their plan year

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Blue Vision benefits are provided by Vision Service Plan (VSP), the largest provider of vision care in the nation. VSP is an independent company providing vision benefit services for Blues members. To find a VSP doctor, call 1-800-877-7195 or log on to the VSP Web site at vsp.com.

Note: Vision benefits are only available to covered members (subscribers, spouses and dependent children) age 19 and older. Members may choose between prescription glasses (lenses and frame) or contact lenses, but not both.

Member's responsibility (copays)

Benefits	In-network	Out-of-network
Eye exam	\$5 copay	\$5 copay applies to charge
Prescription glasses (lenses and/or frames)	Combined \$10 copay	Member responsible for difference between approved amount and provider's charge, after \$10 copay
Medically necessary contact lenses	\$10 copay	Member responsible for difference between approved amount and provider's charge, after \$10 copay

Eye exam

Benefits	In-network	Out-of-network
Complete eye exam by an ophthalmologist or optometrist. The exam includes refraction, glaucoma testing and other tests necessary to determine the overall visual health of the patient.	\$5 copay	Reimbursement up to \$34 less \$5 copay (member responsible for any difference)
		One eye exam every calendar year

Lenses and Frames

Benefits	In-network	Out-of-network
Standard lenses (must not exceed 60 mm in diameter) prescribed and dispensed by an ophthalmologist or optometrist. Lenses may be molded or ground, glass or plastic. Also covers prism, slab-off prism and special base curve lenses when medically necessary. Note: Discounts on additional prescription glasses and savings on lens extras when obtained from a VSP doctor.	\$10 copay (one copay applies to both lenses and frames)	Reimbursement up to approved amount based on lens type less \$10 copay (member responsible for any difference)
		One pair of lenses, with or without frames, once every calendar year

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.
Blue VisionSM SG, VSP Choice Network 12/12/12 \$5/\$10 Copay, Rev Date 18 Q1 V2

Benefits	In-network	Out-of-network
Standard frames	\$130 allowance that is applied toward frames (member responsible for any cost exceeding the allowance) less \$10 copay (one copay applies to both lenses and frames)	Reimbursement up to \$38,25 less \$10 copay (member responsible for any difference)
<p>Note: All VSP network doctor locations are required to stock at least 100 different frames within the frame allowance.</p> <p>One frame every calendar year</p>		

Contact Lenses		
Benefits	In-network	Out-of-network
Medically necessary contact lenses (requires prior authorization approval from VSP and must meet criteria of medically necessary)	\$10 copay	Reimbursement up to \$210 less \$10 copay (member responsible for any difference)
<p>One pair of contact lenses once every calendar year</p>		
Elective contact lenses that improve vision (prescribed, but do not meet criteria of medically necessary)	\$130 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)	\$100 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)
<p>Contact lenses are covered up to allowance once every calendar year</p>		

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CHARTER TOWNSHIP OF HIGHLAND
Dental Highlight Sheet



Plan 1: Dental Plan Summary

Plan Benefit	
Type 1	100%
Type 2	75%
Type 3	50%
Deductible	\$0/Calendar Year Type 2,3 Waived Type 1 No Family Maximum
Maximum (per person) Allowance	\$1,000 per calendar year 90th U&C
Waiting Period	None
Annual Eye Exam	None
Pediatric Dental	Included
LASIK Assist SM	None
Annual Open Enrollment	None

Orthodontia Summary - Child Only Coverage

Allowance	U&C
Plan Benefit	50%
Lifetime Maximum (per person)	\$1,000
Waiting Period	None

Sample Procedure Listing (Current Dental Terminology © American Dental Association.)

Type 1	Type 2	Type 3
• Routine Exam (2 in 12 months)	• Restorative Amalgams	• Implants
• Bitewing X-rays (1 in 12 months)	• Restorative Composites	• Prosthodontics (fixed bridge; removable complete/partial dentures)
• Full Mouth/Panoramic X-rays (1 in 3 years)	• Onlays	(1 in 10 years)
• Periapical X-rays	• Crowns (1 in 10 years per tooth)	
• Cleaning	• Crown Repair	
• Fluoride for Children 13 and under (1 in 12 months)	• Endodontics (nonsurgical)	
• Sealants (age 13 and under)	• Endodontics (surgical)	
• Space Maintainers	• Periodontics (nonsurgical)	
	• Periodontics (surgical)	
	• Denture Repair	
	• Simple Extractions	
	• Complex Extractions	
	• Anesthesia	





Passive 70: Pediatric Dental Benefits Summary

Plan Benefit	
Type 1	100%
Type 2	55%
Type 3	35%
Deductible	\$75/Calendar Year Type 1,2,3 No Family Maximum
Out of Pocket Maximum - per child	\$350 - In Network Only
Multi-Child Out of Pocket Maximum	\$700 - In Network Only
Annual Maximum	NA
Allowance	75th U&C
Waiting Period	None

Participation Requirements

- Pediatric dental benefits shown here are priced as part of Plan 1. Pediatric coverage is limited to persons under age 19.

Sample Procedure Listing (Current Dental Terminology © American Dental Association.)

Type 1	Type 2	Type 3
• Routine Exam (3 per benefit period)	• Restorative Amalgams	• Endodontics (nonsurgical)
• Bitewing X-rays (1 per benefit period)	• Restorative Composites	• Endodontics (surgical)
• Full Mouth/Panoramic X-rays (1 in 3 years)	• Periodontics (nonsurgical)	• Periodontics (surgical)
• Periapical X-rays	• Denture Repair	• Crowns (1 in 5 years per tooth)
• Cleaning (3 per benefit period)	• Simple Extractions	• Crown Repair
• Fluoride for Children 18 and under (2 per benefit period)	• Complex Extractions	• Prosthodontics (fixed bridge; removable complete/partial dentures) (1 in 5 years)
• Sealants (age 16 and under)	• Anesthesia	
• Space Maintainers	• Onlays	

This plan has been certified by the federal government and meets requirements for pediatric dental EHB under the Affordable Care Act.

APPENDIX C – SHORT TERM + LONG TERM DISABILITY

SHORT-TERM DISABILITY INSURANCE BENEFITS SUMMARY



For Employees of Charter Township of Highland

ALL ELIGIBLE EMPLOYEES EXCLUDING VOLUNTEER FIREFIGHTERS, Clerk, Treasurer & Supervisor	
Eligibility Requirement	You must be actively at work (able to perform all normal duties of your job) to be eligible for coverage.
Minimum Work Hours	You must be working a minimum of 37.5 hours per week to be eligible for coverage.
Coverage Payment	Your employer pays 100% of the premium for this coverage.
BENEFITS	
Benefits Begin (Elimination Period)	If you become disabled, there is an elimination period before benefits are payable. Your benefits begin: <ul style="list-style-type: none"> ▪ On the 1st day of your disabling injury. ▪ On the 8th day of your disabling illness.
Weekly Benefit	Your benefit is equivalent to 60% of your before-tax weekly earnings, not to exceed the plan's maximum weekly benefit amount.
Maximum Benefit Period	Short-term disability benefits are available for up to 13 weeks .
Maximum Weekly Benefit	\$750
Minimum Weekly Benefit	None
DEFINITIONS	
Definition of Disability	Disability and disabled mean that because of an injury or illness, a significant change in your mental or functional abilities has occurred, for which you are prevented from performing at least one of the material duties of your regular job and are unable to generate current earnings which exceed 99% of your weekly earnings from your regular job. You can be totally or partially disabled during the elimination period.
Definition of Weekly Earnings	Weekly earnings for salaried employees is based on your gross annual salary in effect prior to the onset of disability. Weekly earnings for hourly employees is based on your average hourly rate of pay in effect prior to the onset of disability. These earnings are used to determine your benefit in the event of claim. Earnings may include commissions, bonuses, overtime or differentials.
FEATURES	
Partial Disability Benefits	If you become disabled and can work part-time (but not full-time), you may be eligible for partial disability benefits, which will help supplement your income until you are able to return to work full-time.
Vocational Rehabilitation Benefit	If you become disabled and participate in the vocational rehabilitation program, which offers services that help you return to work and ability, you will be eligible for a weekly benefit increase of 5%.
<i>Note: Additional information about the benefits and features of this plan will be included in the summary of coverage, which you will receive after enrolling, and in the certificate booklet, available from your employer. Please contact your employer if you have questions prior to enrolling.</i>	
EXCLUSIONS & LIMITATIONS	
Information about the exclusions for this plan will be included in the certificate booklet, available from your employer. Please contact your employer if you have questions prior to enrolling.	

This information describes some of the features of the benefits plan. Benefits may not be available in all states. Please refer to the certificate booklet for a full explanation of the plan's benefits, exclusions, limitations and reductions. Should there be any discrepancy between the certificate booklet and this outline, the certificate booklet will prevail. Short-term disability insurance is underwritten by Mutual of Omaha Insurance Company or United of Omaha Life Insurance Company. Mutual of Omaha Insurance Company is licensed in all 50 states. United of Omaha Life Insurance Company is licensed in all states but New York. In New York, Mutual of Omaha Insurance Company underwrites the plan. Policy Form Number 7000GM-MU-EZ 2001.

LONG-TERM DISABILITY INSURANCE BENEFITS SUMMARY



For Employees of Charter Township of Highland

ELIGIBILITY - ALL ELIGIBLE EMPLOYEES EXCLUDING VOLUNTEER FIREFIGHTERS	
Eligibility Requirement	You must be actively at work (able to perform all normal duties of your job) to be eligible for coverage.
Minimum Work Hours	You must be working a minimum of 37.5 hours per week to be eligible for coverage.
Coverage Payment	Your employer pays 100% of the premium for this coverage.
BENEFITS	
Benefits Begin (Elimination Period)	If you become disabled, there is an elimination period before benefits are payable. Your benefits begin 90 days after the onset of your disabling injury or illness.
Monthly Benefit	Your benefit is equivalent to 60% of your before-tax monthly earnings, not to exceed the plan's maximum monthly benefit amount less other income sources.
Maximum Benefit Period	If you become disabled prior to age 62, benefits are payable to age 65 or your Social Security Normal Retirement Age. At age 62 (and older), the benefit period will be based on a reduced duration schedule.
Maximum Monthly Benefit	\$5,000
Minimum Monthly Benefit	\$100
DEFINITIONS	
Definition of Disability	<p>Disability and disabled mean that because of an injury or illness, a significant change in your mental or functional abilities has occurred, for which you are:</p> <ul style="list-style-type: none"> ▪ Prevented from performing at least one of the material duties of your regular occupation during the first 24 months of disability and after 24 months are unable to perform all of the material duties of any gainful occupation; and ▪ During the first 24 months of disability are unable to generate current earnings which exceed 99% of your monthly earnings from your regular occupation, and after 24 months if partially disabled, are unable to generate current earnings which exceed 85% of your monthly earnings from any gainful occupation. <p>You can be totally or partially disabled during the elimination period.</p>
Definition of Monthly Earnings	Monthly earnings for salaried employees is based on your gross annual salary in effect prior to the onset of disability. Monthly earnings for hourly employees is based on your average hourly rate of pay in effect prior to the onset of disability. These earnings are used to determine your benefit in the event of claim. Earnings may include commissions, bonuses, overtime or differentials.
FEATURES	
Partial Disability Benefits	If you become disabled and can work part-time (but not full-time), you may be eligible for partial disability benefits, which will help supplement your income until you are able to return to work full-time.
Vocational Rehabilitation Benefit	If you become disabled and participate in the vocational rehabilitation program, which offers services that help you return to work and ability, you will be eligible for a monthly benefit increase of 5%.
Survivor Benefit	If you pass away while receiving long-term disability benefits, your benefits will be provided to your beneficiaries for a period of time after your death.
Waiver of Premium	The premium for your long-term disability coverage is waived while you are receiving benefits.
Alcohol & Drug Abuse	For disabilities related to drug and alcohol abuse, benefits are available for up to 24 months.
Mental Disorders	For disabilities related to mental disorders, benefits are available for up to 24 months.

FEATURES (CONTINUED)

Note: Additional information about the benefits and features of this plan will be included in the summary of coverage, which you will receive after enrolling, and in the certificate booklet, available from your employer. Please contact your employer if you have questions prior to enrolling.

EXCLUSIONS & LIMITATIONS

Pre-existing Conditions Exclusion	Disabilities that occur during the first 12 months of coverage due to a pre-existing condition during the 3 months prior to coverage are excluded.
Other Exclusions	Information about other exclusions for this plan will be included in the certificate booklet, available from your employer. Please contact your employer if you have questions prior to enrolling.

This information describes some of the features of the benefits plan. Benefits may not be available in all states. Please refer to the certificate booklet for a full explanation of the plan's benefits, exclusions, limitations and reductions. Should there be any discrepancy between the certificate booklet and this outline, the certificate booklet will prevail. Long-term disability insurance is underwritten by Mutual of Omaha Insurance Company or United of Omaha Life Insurance Company. Mutual of Omaha Insurance Company is licensed in all 50 states. United of Omaha Life Insurance Company is licensed in all states but New York. In New York, Mutual of Omaha Insurance Company underwrites the plan. Policy Form Number 7000GM-MU-EZ 2001.

DRAFT

**Negotiations Between
Charter Township of Highland
and
Michigan Association of Fire Fighters**

DRAFT FOR EXECUTION

Agreement

This Agreement is entered into by and between Highland Township (hereinafter referred to as “the Employer”) and the Michigan Association of Fire Fighters (hereinafter referred to as “the Union”) on behalf of the Highland Township Fire Fighters (hereinafter referred to as “the Association”).

Article 1

Purpose and Definitions

1.1 Purpose: The general purposes of this Agreement are to set forth the terms and conditions of employment, and to promote orderly relations for the mutual interest of the Employer, employees and the Union. The parties recognize that the interest of the community depends upon the Employers’ and employees’ success in establishing a proper service to the community. To these ends the Employer, the employees and the Union encourage to the fullest degree friendly and cooperative relationships between the respective representatives at all levels and among all employees.

Furthermore, this Agreement recognizes a continued commitment by the Charter Township of Highland to utilizing a combination of career, part-time, Paid-On-Call and reserve personnel in an efficient and effective manner; to preserving the resources of the community through fire prevention and suppression; to reducing adverse effects of injury or sudden illness through quality emergency medical service as first responders; to providing the necessary services during natural or man-made disasters; and to responding to the community as requested in the best spirit of the fire service.

Nothing in this Agreement shall be deemed to constitute a waiver of or limitation upon the parties’ obligation to bargain under the Public Employment Relations Act (PERA), MCL 423.201, *et seq.*

1.2 Definitions:

- A. “Employer” shall mean the Charter Township of Highland.
- B. “Union” shall mean the Michigan Association of Fire Fighters representing the Highland Township Paid-on-call Firefighters.

- C. "Employees" shall mean all Paid-On-Call Firefighters at with the rank of Battalion Chief and below.
- D. "Paid-On-Call Firefighters" shall mean an Employee who is employed by the Employer on a Paid-On-Call basis or a part-time basis, including required station/shift manning and shift work which includes fire-fighting and emergency medical responsibilities.
- E. Whenever the singular is used, it shall include the plural.
- F. Whenever the pronoun "he" is used, the pronoun "she" will be inferred.

Article 2
Recognition

2.1 Pursuant to and in accordance with all applicable provisions of Public Act 379 of the Public Acts of 1965, as amended, the Employer shall recognize the Michigan Association of Fire Fighters as the sole and exclusive collective bargaining representative of the employees of the Highland Township Fire Department as defined by Article 1, Section 1.2 (C) and (D) for the purpose of collective bargaining with regards to wages, hours and other terms and conditions of employment, and the handling of disputes of the employees covered by this Agreement.

2.2 Representatives: The Union shall supply the Employer with a duly authorized and up-to-date list of representatives, and any changes made therein from time to time, identifying person(s) who will represent the Union/Association for all matters pertaining to the Agreement.

2.3 Bulletin Boards: The Union shall be provided suitable bulletin boards, including at least one at each fire station for posting of Union notices and other materials, and the Union may designate persons responsible therefore. In no case shall commercial advertising, political or defamatory material be placed on any bulletin board.

2.4 Meetings: The Union may schedule meetings on Fire Department property insofar as such meetings are not disruptive of the duties of duties of the employees or the efficient operations of the Department, subject to the approval of the Fire Chief, which approval shall not be arbitrarily or unreasonably withheld.

Article 3
Management Rights

3.1 The Township, on its behalf and on behalf of its electors, hereby retains and reserves unto itself without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Township Charter, laws and the Constitutions of the State of Michigan and of the United States. Further, the rights to perform any lawful function whatsoever except such as are specifically stated in this Agreement are reserved to and vested in the Township, including but without limiting the generality of the foregoing and following rights:

1. To manage its affairs efficiently and economically, carry out cost and general improvement programs, determine quantity and quality of services to be rendered, control materials, tools and equipment to be used, introduce new equipment, machinery or processes, change or eliminate existing equipment, institute technological changes, and decide on materials, supplies, equipment and tools to be purchased; provided the Township shall not endanger the health, safety or welfare of the members of the bargaining unit in the performance of their duties.
2. To construct new facilities, improve existing facilities and determine the number, location and type of facilities and installation.
3. To hire employees.
4. To determine the size and assignments of the work force and increase or decrease its size.
5. To permit employees not included in the bargaining unit to perform bargaining unit work in an emergency or operational difficulty.
6. To direct the work force, assign work and determine the number of employees assigned to any particular job, assignment or operation.
7. To establish, change, combine or discontinue the job classifications and wage rates within the bargaining unit.
8. To determine work schedules, lunch periods, rest periods and clean-up times.
9. To discipline, discharge, suspend or demote non-probationary employees for just cause and probationary employees at-will.
10. To establish, revise and enforce operating policies, procedures and rules.

11. To transfer or promote employees from one classification or shift to another; or from fire prevention to fire suppression or vice-versa.
12. To select employees for promotion or transfer to supervisory or other positions and to determine the qualifications and competency of employees to perform available work.
13. To establish training requirements for purposes of maintaining or improving professional skills of employees and for purposes of advancement.

Article 4
No Strike and No Lockout

4.1 **Prohibition:** The parties to this Agreement mutually recognize that the services performed by the employees covered by this Agreement are services essential to public health, safety and welfare. The Union therefore agrees that there shall be no interruption of services, for any cause whatsoever, by the employees it represents, nor shall there be any concerted failure by them to report for duty, nor shall they absence from their work, stop work, or abstain in whole or in part from full, faithful and proper performance of the duties of their employment, or picket the Employer's premises. The Union further agrees that there shall be no strikes, sit-downs, slowdowns, stay-ins, stoppages of work or any acts that interfere to any degree with the services of or to the Employer.

The Employer will not lock out employees during the life of this Agreement or during negotiations, mediation or PA312 arbitration for a successor Agreement with the employees.

4.2 **Penalty:** In the event of any work interference as described in Section 4.1 (above), and upon notification from the Employer, the Union shall instruct the employee(s) involved that their activities are in violation of the Agreement, and that they may be disciplined up to and including discharge. Any appeal or review of any discipline imposed for a violation of Section 4.1 shall be limited to the question of whether the employee or employees did in fact engage in any activity prohibited by Section 4.1.

Article 5
Dues Check-Off

5.1 **Non Discrimination:** The Employer and the Union agree they will not discriminate against any employee based on the employee's choice of union membership or to otherwise pay fees to the Union for bargaining and defending the Collective Bargaining Agreement; nor will the Employer or the Union discriminate against any Employee who chooses not to be a member of, or elects not to pay dues/fee to the Union.

5.2 Option to Join: Upon being hired, a new member of the bargaining unit will be offered the choice to join or not join, the Union. If an Employee voluntarily submits a dues/fees deduction form, the Employer agrees to deduct Union dues/fees in accordance with this Article, following the Employee's completion and submission of the dues authorization form. If an employee chooses to opt-out of the Union, he/she shall submit to the Union a signed opt-out form with the original to MAFF and a copy to the Employer.

5.3 Authorization: All dues authorization forms shall comply with respective State and Federal Laws and shall be filed with the Employer, who may return an incomplete or incorrectly completed form to the Employee for correction prior to any deductions until such deficiency is corrected.

5.4 Dues Withdrawal: If the Employee chooses to withdraw his/her dues authorization, the Employee shall notify the Employer and the Michigan Association of Fire Fighters in writing on the form provided by the MAFF. No deduction shall be made commencing with the first full pay-period after the authorization was withdrawn by the Employee.

5.5 Return to Membership: Should an Employee opt-out of Union membership, his/her return to Union membership shall be at the sole discretion of the Michigan Association of Fire Fighters to the extent allowed by law.

5.6 Payroll Deduction: The Employer agrees to deduct the Union membership initiation fees and dues, once each month, from the first pay of the month from those Employees who individually authorize in writing that such deduction shall be made. All authorizations delivered to the Employer prior to the first of the month shall become effective during the succeeding month. Check-off shall be remitted together with an itemized statement to MAFF, within fourteen (14) days after deductions have been made. Deductions for Union dues shall be made at the total amount of dues owed. Should the amount of dues to be deducted exceed the amount of funds available for deduction, no dues will be deducted and the Union will be responsible to collect the total amount of dues owed.

5.7 Employer Hold Harmless: The Employer shall not be liable to the Union by reason of requirements of the Article for remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees. The Union will protect and save harmless the Employer from any and all claims, demand, suits and other forms of liability by reason of action taken or not taken by the Employer for the purpose for complying with this Article. All claims made against the Township for errors committed by the Township must be submitted to the Township Clerk/Township Supervisor within fifteen (15) working days or the error will stand.

Article 6
Union Representation

6.1 The Union may elect an Executive Board and Stewards for the purposes of representation and filing of grievances. Executive Board members and Stewards shall be selected by the membership. The Union shall inform the Township in writing of the names of the Executive Board members as well as the names of the Stewards. However, exceptions shall be made in cases where a Steward or Executive Board member is no longer employed by the Township, or is removed from office by the Union. The Township shall be promptly notified.

6.2 Authorized representatives of the Union (Michigan Association of Fire Fighters) shall, with prior notice to the Fire Chief be permitted to visit the premises of the Township and confer with members of the bargaining unit concerning matters covered by this Agreement, providing such discussion does not interfere with the proper performance of the members' duties or with the operation of the Fire Department.

6.3 The bargaining committee of the Union will include not more than three (3) employees of the Township and not more than two (2) Michigan Association of Fire Fighters representatives. Attendance at such meetings for employees who are not on duty shall be unpaid unless prior authorization is obtained from the Fire Chief. Employees on duty shall be paid their normal hourly rate for all time at the meeting.

6.4 If a member is called in for an investigation that could result in disciplinary action, upon the members request, a local steward will be requested. Any employee called in by the Employer for any meeting to answer to any complaints or alleged violations, shall be paid a minimum of one (1) hour at their normal rate of pay and then in fifteen (15) minute increments for any time over the first hour. If the employee requests a Union Steward and one is available, the Employer shall allow the Steward to attend. If no Steward is available, the employee shall have a reasonable time to locate and have a Steward respond. The Employer shall not be responsible for pay of a Steward if the Steward is at the request of an employee. Every effort shall be made to ensure that an employee is not call in during times that conflict with their regular full-time job.

There will be no discrimination against any employee because of his/her Union affiliation or his/her duties as a member of the bargaining team or Union Steward.

Article 7
Special Conferences

7.1 Special conferences will be held whenever mutually agreed between the Union and the Employer or its designated representatives to discuss specific topics of common concern. The topics to be discussed at a special conference will be disclosed at the time the conference is requested, and the conferences will be limited to those topics. Union representatives will receive normal rates of pay for the conference if off duty and if a conference is held during their

scheduled work hours, provided that attendance does not interfere with the performance of their duties.

Article 8
Discipline and Discharge

8.1 The parties agree that discipline shall be for just cause and any employee being disciplined shall have a right, upon request, to have a Union representative present at a disciplinary conference.

The parties subscribe to the concept of progressive discipline whenever possible.

Verbal Warning

Written Warning

Suspension

Termination

Verbal and Written warnings shall be removed from the employee's file and returned to the employee upon completion of twelve (12) months without further discipline. Any discipline resulting in unpaid time off shall be removed and returned to the employee upon completion of twenty-four (24) months without further discipline.

8.2 The parties agree that the purpose of progressive discipline is to provide an employee a reasonable opportunity to correct his/her employment behavior short of discharge. The Township reserves the right to discipline at any level for a first offense where appropriate, including suspension or discharge. Discipline will be based on the severity of the violation. The Union will be provided a full non-redacted copy of the investigation at the time the discipline is rendered including all written statements, video recordings, audio recordings and the policies alleged to have been violated.

8.3 Employees have the right to have Union representation at any level of disciplinary action taken against them and at a documented conference with the employee provided that it shall be the obligation of the Union to provide a representative in a timely manner. The employee must sign to acknowledge receipt of a copy of any disciplinary action and documented conference. This is not to be construed as an admission of guilt, but only as an acknowledgment that such action exists.

8.4 An employee shall, upon request, have access to his/her personnel file retained by the Employer as defined by state law. It is considered his/her official file in grievance hearings.

8.5 Reprimands shall not be used in imposing discipline if one (1) year has passed without discipline, unless the prior reprimand was similar in nature to the current disciplinary matter. Suspensions shall not be used in imposing discipline if three (3) years have passed without discipline, unless the prior discipline was similar in nature to the current discipline.

8.6 Upon completing an investigation and issuing discipline to a member of this unit, the Employer shall comply with any request from the Union for information relating to the investigation as required by the Michigan Public Employment Relations Act.

8.7 Discipline can only be administered by the Fire Chief or his/her designee. Any disciplinary actions will be issued within 20 days from the time the Township knew or had reasonable notice of the facts giving rise to the discipline, unless the Township advises the Union that additional time is needed to complete the investigation.

8.8 Counseling memos may be issued in order to counsel employees concerning issues involving Township or Department rules or policies and shall not be considered discipline or used as a step in progressive discipline. Counseling memos may also be used to point out actions of the employee that are considered exemplary.

Article 9 **Grievance Procedure**

9.1 Definition of a Grievance: A grievance is a complaint submitted by any employee who is a member of the bargaining unit covered by this contract that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement. Grievances shall be presented and adjusted in accordance with the following procedures, provided that nothing herein shall be construed as preventing an individual employee from attempting to adjust a grievance with the Employer, provided that the Union shall have the right to be present at any meeting at which said adjustment is discussed.

No grievance shall be accepted and processed which is not filed within twenty-one (21) calendar days after the employee knew or had reasonable notice of the facts giving rise to the grievance. Failure to file a grievance within these time limits will operate to waive any claim of contract violation, and to bar the grievance from arbitration.

For the purpose of the grievance procedure, the time limits mentioned herein shall commence on the day after a grievance is presented or a response is given.

9.2 Steps of Grievance Procedure:

Step 1

The first step shall be a conversation (verbal in person or phone) between the Fire Chief and the local steward and, if available, the affected employee to try to resolve the issue. If the Employee,

the steward and the Fire Chief cannot arrive at a mutually satisfactory settlement, the employee may request the steward to file a written grievance. The Fire Chief shall give an answer in writing within seven (7) calendar days of the receipt of the written grievance.

Step 2

If no settlement is reached in Step 1, the matter may be appealed in writing within seven (7) calendar days from the receipt of the Step 1 written answer from the Fire Chief. Upon receipt of the appeal, the Township Supervisor or designee shall schedule a meeting which shall generally include no more than three (3) representatives of the Union and no more than three (3) representatives of the Employer. The Employer shall inform the steward (within seven (7) calendar days) of the date of the Step 2 meeting. This meeting shall take place within twenty-one (21) calendar days from the date of the appeal to Step 2. A written response from the Employer must be submitted within seven (7) calendar days after the Step 2 meeting.

Step 3: Mediation

- A. If the Union does not accept the answer of the Employer at Step 2, the Union may, within fourteen (14) calendar days of receipt of the Step 2 response from the Employer, furnish the Township Supervisor or designee with a written notice that the Union desires to proceed to mediation. Notice to Michigan Employment Relations Commission to assign a mediator, copied to the Employer, shall be deemed as notice to mediate the issue.
- B. If after mediation or within thirty (30) calendar days of the receipt of the Step 2 written response if mediation is not sought, the parties are still unable to resolve the matter, the matter may be referred to arbitration by either party, with written notice to the other and notice to the Michigan Employment Relations Commission ("MERC") for a panel of seven (7) potential arbitrators, unless the parties agree in advance and in writing to a particular arbitrator they mutually agree upon.

Step 4: Arbitration

- A. All proceedings relating to any arbitration shall be pursuant to the Voluntary Rules of Labor Arbitration published by the American Arbitration Association. The parties may, in any case, agree in writing to abide by the expedited rules published by said Association.
- B. Arbitrators shall have no authority to add to, subtract from, change or modify any of the terms of this Agreement. However, nothing contained herein shall be construed to limit the authority of the arbitrator, in his judgment, to fashion any remedy necessary to make the grievant whole.

- C. The decision of the arbitrator shall be final and binding on the Union, the Grievant and the Employer and may be enforced in any court of competent jurisdiction.
- D. All costs of any arbitrator shall be borne equally by the two (2) parties. Each party shall be responsible for their own expenses including the costs for its witnesses and its advocates.
- E. If the Employer does not answer a grievance within the time limits prescribed in this Article, the grievance will be denied and considered to be automatically referred to the next Step of the grievance procedure. Any grievance for which a time limit is exceeded by the Union or the grievant shall be deemed denied in its entirety and settled on that basis. The parties may, however, mutually agree in writing to extend any time limits set forth in the grievance procedure.

Article 10
Seniority And Probation

10.1 **Definition:** All bargaining unit members employed by the Township at the time of ratification of this Agreement shall remain on the seniority list for Paid-on-Call employees with their seniority based on their date of hire with the Township Fire Department:

10.2 **Probationary Period:** New employees shall acquire seniority upon successful completion of their probationary period, which shall date from the original date of hire with the Highland Township Fire Department. All new employees shall serve a probationary period of up to twenty four (24) months, as determined by Department Policy, during which time they shall work at the will of the Employer and may be terminated with or without cause. Probationary employees will be represented by the Union for collective bargaining purposes only, not for any discipline or discharge proceeding or in any other matter, except as required by law. Probation may be extended for employees who fail to meet certification requirements or due to leaves of absence in excess of thirty (30) days. The Employer shall have no responsibility for the reemployment of a discharged probationary employee.

10.3 **Maintenance of Lists:** The Employer shall maintain up-to-date seniority lists for all employees in the bargaining unit. The Employer will notify the Union quarterly; in writing, of any changes in, or additions to such seniority lists, and the Union will have fifteen (15) calendar days to challenge said change or addition.

10.4 **Breaking Ties in Seniority:** In the case of two (2) or more employees achieving seniority on the same day, the employee with the lower badge number shall have higher seniority.

Article 11
Loss of Seniority

11.1 Loss of Seniority: An employee shall lose seniority and his/her name shall be immediately removed from the seniority list in any of the following events:

- A. The employee quits;
- B. The employee is discharged for just cause and the discharge is not reversed;
- C. The employee obtains a Leave of Absence under false pretenses or fails to contact the Fire Department within three (3) working days after expiration of an approved Leave of Absence, unless a satisfactory reason for such failure is given;
- D. The employee retires;
- E. The employee is laid off for a period of two (2) years or the length of departmental seniority, whichever is less;
- F. The employee separates from employment upon settlement covering a total disability;
- G. The employee is absent without leave, for more than thirty (30) consecutive calendar days;
- H. The employee fails to return from layoff within the notice period described in Article 12, Layoff and Recall;
- I. Employee fails to return from a leave of absence on the date the approved leave expires.

If information provided by the employee on his/her application for employment is later found to be false, then such discovery may result in immediate discharge from service and a loss of seniority.

11.2 Accrual of Seniority: An employee on leave for job related illness or injury shall continue to accrue seniority during their leave up to one (1) year. As long as the employee is on a Department leave, he/she shall continue to accrue seniority.

Article 12 **Layoff and Recall**

12.1 Definition: The word "layoff" means a reduction in force in the bargaining unit. When layoffs occur, the following procedures will be applicable:

- A. Probationary employees in the bargaining unit shall be laid off first.

- B. Employees shall then be laid off in accordance with their seniority, beginning with the least senior employee.
- C. When increases in employment occur, seniority employees in the bargaining unit, in a reduced (lay-off) status, shall be recalled first in order of their seniority, highest seniority first.

12.2 Layoff and Recall Notice: In the event of a layoff, employees shall be given written notice at least fourteen (14) calendar days in advance of layoff. An employee on layoff shall be given fourteen (14) calendar days' notice of recall to work. Notice shall be by telephone call to the number provided to the Employer by the employee and shall be confirmed, in writing, and mailed first class to the address last provided to the Employer by the employee. The Employer shall have no responsibility for the failure to notify an employee of recall when such failure is due to the employee's telephone number or address being inaccurate.

Article 13
Work Schedules

13.1 Shift Hours: Shifts will generally be 12-hour increments from either 0700 to 1900 or from 1900 to 0700 seven (7) days per week. Available shifts will be posted for selection the 15th of each month for the following month.

13.2 Shift Selection: Per HTFD SOG 201 – “Monthly Shift Bid”

13.3 Hold Over: In the event of an early run (before an employee's scheduled start time) and/or hold over due to an emergency, employees working in excess of their twelve (12) hour schedule shall receive their normal rate of pay for all hours over the scheduled shift in one quarter (1/4) hour increments.

13.4 Work Hours: In the event of an employee exceeding FLSA standards for a “firefighter” workweek, employees will receive pay at 1.5 times their hourly rate if they exceed 56 hours worked in a single week (Monday through Sunday).

Article 14
Paydays

14.1 Employees will be paid biweekly on Friday for the period that ends the previous two weeks. Pay will be received through direct deposit into the employee's bank account. When a payday falls on a holiday, employees will be paid on the last business day before the holiday.

Article 15
Holiday Pay

15.1 Holidays: The parties shall recognize the following twelve (12) holidays:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Easter Sunday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

15.2 Pay Rate: If an employee covered by the Agreement is required to respond to a scene or is scheduled to work a shift at any station on a designated holiday, the employee shall receive double (2x) their normal hourly rate for all hours worked.

Article 16 **Jury Duty**

16.1 Employees summoned for jury duty on a scheduled duty day will be paid for their normal hours for the time spent serving during the hours the employee was scheduled to work upon returning for duty that day, and providing the Employer with a copy of the Court payment record and surrendering their compensation from the court to the Employer. Employees should inform the Department as soon as they have received their summons.

Article 17 **Court Appearances**

17.1 Employees required to appear in court on a matter relating to the Employer or Township business, shall receive a minimum of two (2) hours pay at their normal hourly rate to include driving time to and from the court of jurisdiction. All additional time shall be paid in fifteen (15) minute increments.

Article 18 **Personal Leave**

18.1 Employees covered by this Agreement may be granted unpaid personal leaves of absence subject to the approval of the Fire Chief. Requests for unpaid leaves shall be in writing to the Fire Chief or his/her designee, stating the date the leave is to begin and the date the employee is to return to work. Written requests shall be submitted at least ten (10) days prior to the requested start date of the leave. An employee granted personal leave shall be restored to active duty upon return from said leave. Personal leaves for up to one hundred eighty (180) days will not be unreasonably denied. Extensions over one hundred eighty (180) days may be granted at the discretion of the Fire Chief. Upon return from leaves that exceed ninety (90) days, an employee will be required to complete Physical Agility Testing, per HTFD Policy 1046.

Article 19
Vacant Full-Time Positions

19.1 The Employer shall post vacancies for full-time positions for fourteen (14) days internally for interested employees to apply.

19.2 Employees covered by this Agreement shall be given first consideration as an internal candidate for a vacant full-time Fire Fighter/Paramedic or full-time Fire Fighter/EMT position and the following requirements are met:

- At time of application, the employee must meet all requirements for the position of Fire Fighter/Paramedic or Fire Fighter/EMT.
- Successfully complete all components of hiring process and is listed on current eligibility list.

Every effort will be made to hire a candidate from within, but it will be at the Fire Chief's (or his designee's) discretion to choose an internal or external candidate.

Article 20
Life Insurance

20.1 The Employer shall provide life insurance and accidental death and dismemberment insurance for each employee of this bargaining unit in the amount of fifty thousand (\$50,000) dollars. Coverage shall include ten thousand (\$10,000) dollars for spouses and five thousand (\$5,000) dollars for children. Each employee shall receive a copy of the plan coverage for their records. New hires shall be covered after thirty (30) days of employment.

Article 21
Defined Contribution Plan

21.1 All employees covered by this Agreement shall have the option to contribute to a 401A retirement savings plan provided through the Township. For the calendar year of 2021 the Employer agrees to deposit 3% of each participating employee's pre-tax gross wages into the employee's defined contribution account. Effective January 1, 2022, the Employer agrees to deposit 5% of their pre-tax gross wages into the employee's defined contribution account.

21.2 A copy of the plan shall be provided to each employee electing to make contributions and all contributions shall be noted on the employee pay records. The deposit will be made based off the final YTD pre-tax gross wages at the end of each calendar year.

21.3 All employees who were eligible for the “Retirement Policy for the Highland Township Fire Department” dated September 11, 2013, will have the benefits paid out as of the signing of the Collective Bargaining Agreement. The payment will be made and deposited directly to the 401AA retirement account, provided by the Township. (Appendix B).

Article 22 **Health Insurance**

22.1 Any employee who averages 30 hours per week or more during a calendar year will be eligible for an individual health insurance coverage in the following calendar year. Employees will be reviewed for eligibility each calendar year.

22.2 Employees will be eligible for health insurance upon meeting the requirements identified above. Enrollment shall be January 1st of the following calendar year and be available for the 12-month period.

22.3 Eligible employees shall contribute 20% of the costs of Township-provided health insurance (BCN subgroup 3) by way of payroll deduction spread over the first two payrolls of each month.

22.4 The Township reserves the right to select or change insurance carriers, to be a self-insurer, either wholly or partially, and to choose the administrator of its insurance programs.

22.5 Eligible union members who wish to waive medical benefits must complete a Waiver of Medical Benefits form and submit it to Human Resources. Waiver of medical benefits shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or as otherwise provided in this Agreement.

22.6 Eligible union members who waive medical benefits will be entitled to a taxable cash benefit of 25% of the cost of the single coverage premium, paid out the second payroll of each month.

Article 23 **Personal Property Replacement**

23.1 The Employer will replace or repair reasonable personal property, which would normally be in a person's possession while on duty, if it is damaged while in the performance of his/her duties through no neglect of the employee. Negligence by the employee may negate the Employer's responsibility to pay for damaged, lost or stolen property. Replacement or repair may take place provided:

- The employee shall notify his/her immediate supervisor of the loss or damage.

- The employee shall prepare a written report of the loss if requested by the Fire Chief or his/her designee.
- The Employer agrees to replace personal clothing and items with a limit of \$200.00 per occurrence except for prescription glasses will have a limit of \$400.00. Compensation for the loss will be paid upon approval and recommendation of the Fire Chief.

Article 24
Special Events Pay

24.1 The Employer will post special events as far in advance as possible along with the number of employees required by the department. Employees covered by this Agreement will sign up declaring their availability. Special Event assignments to the event shall be rotated by seniority to equalize opportunity for all members of the bargaining unit. Employees working the event shall be receive a one (1) hour minimum and one quarter (1/4) hour increments thereafter.

Article 25
Wages

25.1 Effective January 1, 2024, the following hourly wage rates shall be in effect:

<u>CLASSIFICATION</u>	1/1/24 +5%	1/1/25 +5%	1/1/26 +5%	1/1/27 +5%
Battalion Chief	25.31	26.57	27.90	29.29
Captain	24.03	25.23	26.50	27.82
Lieutenant	22.77	23.91	25.10	26.36
Fire Fighter/Paramedic or FTO	21.51	22.58	23.71	24.90
Fire Fighter/EMT	20.24	21.25	22.31	23.42
Probationary FF/2 Certifications	13.94	14.63	15.37	16.13
Probationary FF/1 Certification	13.28	13.94	14.64	15.37
Probationary FF/no Certifications	12.64	13.27	13.94	14.63

25.2 In the event a medic in this bargaining unit fills a scheduled shift (12 or 24 hours) in order to keep the ALS response available, the medic filling that shift shall receive an additional \$2.00 per hour for all hours worked on that shift.

Article 26
Training

26.1 Required Training. All required training, with prior approval by the Fire Chief, outside the employee's normal duty schedule, will be compensated at the employee's hourly rate. All trainings shall be posted and made available by January 1 of each calendar year. The following is a sampling of compensated events:

- Training identified in MIOSHA Part 74
- Representation of our department at MABAS 3201 or similar specialty teams and/or committees (Haz-Mat, Tech Rescue, IMT, OCMCA, etc.)
- Instructing department trainings and/or public education (CPR, Fire Education, etc.)
- Scheduled department (in house) training.
- Monthly Department Training

26.2 Members of this bargaining unit called on to instruct training shall receive a minimum of three hours. Time worked beyond three hours will be paid in one quarter hour (1/4) increments for preparation and presentation of the training class.

26.3 Unfunded Course: Every effort will be made to allow employees to further their education and improve their skills. If an employee chooses to attend an unfunded course, the department will sponsor the employee for the course, pending available funds in the training budget. The employee will voluntarily attend the course. Once committed, if the employee does not meet the attendance requirements for the course, the employee will reimburse the Township for the course. Unfunded courses could consist of:

- EMU - Fire Service Staff and Command
- NFPA – CFI
- National Fire Academy courses

Article 27
Uniforms and Equipment

27.1 The Employer shall supply all necessary Personal Protective Equipment for performing fire fighting duties including helmets, turnout gear, boots and safety gear to ensure the safety of all members department.

Further, the Employer shall issue each new hire (Probationary Employees) the following uniform (uniforms are available from Department authorized vendors):

- (1) pair of duty pants (Elbeco or 5-11)
- (1) Elbeco UFX duty shirt

- (2) HTFD approved t-shirt
- (1) leather duty belt
- (1) pair duty boots

27.2 Non-Probationary Employees: The first business day in January of each year, the department shall provide each NON Probationary employee an annual clothing allowance of \$250, subject to the following:

- A. Annual clothing allowance shall be pro rated based on the month following an employee being sworn in.
- B. If an employee chooses to purchase from an outside vendor, they may submit a "PAID IN FULL" detailed receipt. The employee will be reimbursed the amount minus taxes paid.
- C. If purchasing an item outside of the standard duty uniform, the purchase must be approved by the Fire Chief or designee prior to purchase.
- D. Any unused portion of an employees clothing allowance, shall be carried over (cumulative) in the following year.

27.3 For all purchases utilizing the uniform allowance, the employee must be in "ACTIVE" status. Employees will not be allowed to make purchases while under work restrictions. Employees will not be penalized, or prorated during their leave of absence. Uniform regulations may be found in the HTFD Policy 1029.

Article 28

Rules and Regulations

28.1 The Employer agrees to discuss the establishment and revisions of reasonable rules and regulations concerning employees of the bargaining unit with the Union. Such rules and/or regulations and/or changes shall be submitted to the Union in writing fourteen (14) days prior to the implementation of same, except in the case of an Emergency. Webster's Dictionary shall define "Emergency." The Township shall have the right to implement the proposed rule or regulation following the fourteen (14) day notice period. The Union shall have the right to bargain over the effects of changes relating to wages, hours and other terms and conditions of employment.

Article 29

Veterans and Military Leaves of Absence

29.1 An employee who enters the military service of the United States by draft or enlistment shall be granted a leave of absence for that purpose and at the conclusion of such leave of absence shall be reinstated in accordance with all applicable provisions of the Uniformed Services

Employment and Reemployment Rights Act of 1994 and/or any other applicable laws then in effective.

29.2 Leaves of absence shall be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves. Applications for leaves of absence for such purpose must be made as soon as possible after the employee's receipt of his orders or schedules.

Article 30

Anti-Discrimination/Conformity to Law

30.1 The Township and the Union agree that they will not discriminate against any employee covered by this Agreement because of a characteristic covered by state or federal law, including religion, race, color, national origin, age, sex, height, weight, marital status, or handicap.

30.2 If any provision of the Agreement or any application of the Agreement to any Employee or group of Employees shall be found contrary to law, then such provision or application shall be deemed invalid except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect. If any provision is found contrary to law, negotiations shall immediately take place to bring the provision into compliance with the applicable law.

Article 31

Annual Physicals

31.1 All members of the bargaining unit shall attend a Department physical examination on an annual basis. The annual physical shall be job-related and consistent with business necessity. The scope and process of, and standards applied, shall be in accordance with NFPA 1582 Standard, sections 7.5, 7.6 and 7.7 of Chapter 7 on Comprehensive Occupational Medical Program for Fire Departments.

31.2 If the member does not schedule his appointment during the annual physical schedule provided by the department, the member shall provide medical clearance to perform Firefighting activities from their personal physician, at their expense. The physical should meet the minimum criteria identified in NFPA 1582 (pulmonary function, 12 lead EKG, etc.).

31.3 Except in the case of a dispute as provided below, the only information to be provided to the Township from the annual physical exams is whether the employee passed or failed, and if failed, then the reason(s) and basis for concluding why the member failed. The Township shall make reasonable accommodations as required by law, but shall not be required to provide for alternative, restricted or light duty assignments. If an employee fails to pass the Department physical, the employee shall receive an unpaid leave of absence for up to twelve (12) months and may return to work when cleared by the Township's Occupational Medical Provider.

31.4 If the member disagrees with the findings of the annual physical, the member's physician shall be provided with all the information and test results upon which the Department doctor

relied in finding the member unfit for duty pursuant to the above-referenced NFPA provisions. If the member's physician disagrees with the findings of the Township's doctor, the matter, including all the information and tests results upon which the Township's doctor and the employee's doctor relied, shall be submitted to a third doctor mutually selected by the Union and the Township. If mutual agreement on a third physician cannot be reached, then the matter will be submitted to arbitration under Step 4 of Article 9 in this Agreement and the Arbitrator's decision shall be final and binding on all parties.

Article 32
Annual Physical Assessments

32.1 As part of the monthly fire training schedule, members of this bargaining unit will be required ANNUALLY to complete the Highland Township Fire Department's Physical Agility. The agility test is a multi-evolution agility assessment required for new employees. If a member is unable to complete and/or refuses to attempt, the employee will not be eligible for scheduled work (duty shifts).

Agility test will follow policy #1023 Physical Assessment. Each member is required to complete all steps of the test as required in the policy. Members who have reached the age of 55 years old will be allotted 5 seconds for every year after onto the time of the test. Fore example: a 59 year old member will be allotted an additional 20 seconds onto the time of the Physical Assessment. If a member cannot complete the test in the allotted time frame, they will have 90 days to train for a retake. They will still be able to work regular shift work. If the member does not complete on the second attempt, they will have an additional 90 days to train for the test. During this third attempt they will not be allowed to work shifts or respond to fire/EMS calls. If after 3 attempts a member cannot complete the agility test, they will be recommended for termination and or resignation. This decision will be at the discretion of the Fire Chief. These changes will take place January 1 of 2025. Allowing a one year window for all members to comply with the heath and fitness standards.

Article 33
Drug Testing

33.1 The Township may require an employee to submit to a drug or alcohol test at a Township authorized testing facility if it has reasonable suspicion the employee has used illegal drugs or has engaged in the inappropriate use of alcohol while on duty. The Employer shall document and provide to the employee the reasonable suspicion at the time of the test. An Employee Assistance Program shall be offered to an employee who tests positive for marijuana, prescription pain killers, alcohol or requests a leave of absence prior to testing. Drug testing shall be in accordance with the attached drug testing policy in Appendix C.

Article 34
Subcontracting

34.1 The Township will not subcontract EMS, Fire Suppression, or Fire Inspection services to a private or non-governmental entity, is such subcontracting results in a layoff of any members of this bargaining unit.

Article 35
Physical Fitness

35.1 The Township and the Union agree that it is in the best interest of both parties that the employees be able to maintain and/or increase their level of physical fitness for duty. Therefore, employees who wish to exercise while on duty, including normal business hours of 8:00 am – 5:00 pm, may do so if it doesn't interfere with emergency response, training, or other scheduled events. No disciplinary action will be taken against employees who decline opportunity for exercise. However, if an employee's lack of fitness prevents him/her from performing the essential functions of the job, discipline may occur.

Article 36
Safety Committee

36.1 The Union and the Township/Fire Chief shall meet on an as needed basis, but no less than once a year, when either side has concerns pertaining to fire fighter safety. Meetings of the safety committee shall occur on work time for members as not to generate overtime or interfere with off-duty obligations.

Article 37
Duration

35.1 This Agreement shall remain in full force and effect from January 1, 2024 until December 31, 2027, and thereafter for successive periods of one year unless either party shall, on or before the 60th day prior to expiration, serve written notice on the other party of a desire to terminate, modify, alter, renegotiate, change or amend this Agreement. A notice of desire to modify, alter, amend, renegotiate, or change, or any combination thereof, shall have the effect of terminating the entire Agreement (on the expiration date) in the same manner as a notice of desire to terminate unless before that date all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

For the Union

**HIGHLAND TOWNSHIP
MICHINGAN ASSOCIATION
OF FIRE FIGHTERS**

For the Township

**CHARTER TOWNSHIP OF
HIGHLAND**

Michigan Association of Fire Fighters

Township Supervisor

Local Vice-President

Fire Chief

FINAL DRAFT

APPENDIX C

DRUG TESTING POLICY

Section 1. Drug Free Workplace Policy.

Illegal drugs in the workplace present a danger to all concerned. Drugs impair safety and health, promote crime, lower productivity and work quality and undermine public confidence. In our commitment to protect the public and to safeguard the health of our employees while at the same time priding a safe working environment, the Employer hereby establishes and adopts this Drug and Alcohol policy.

All employees are covered by this policy and are required to abide by the terms of this policy. This policy also implements the statutory requirement for drug and alcohol testing for CDL holders and provided for mandatory drug and alcohol testing for employees under prescribed circumstances.

Accordingly, effective immediately, all Employer property and premises, including work sites and all Employer vehicles, are declared to be drug free work places. All employees are hereby requested to cooperate and give this policy their full support.

Treatment Provisions: The Employer encourages employees to seek treatment voluntarily for alcohol and drug abuse. Any employee who comes forth voluntarily and notified their immediate supervisor or the Township Supervisor of alcohol or drug abuse problems prior to any incident of misconduct or violation of the Drug and Alcohol Policy Rules and Regulations, will be given assistance extended to employees with other illnesses. However, voluntarily seeking assistance shall not excuse the failure to comply with the Drug and Alcohol Policy rules and Regulations nor mitigate a positive test result or a refusal to test.

Section 2. Drug & Alcohol Policy Rules and Regulations

Prohibited Conduct: All employees are expected to be in suitable mental and physical condition to perform their assigned duties safely and satisfactorily at all times. The following rules and regulations set forth specific prohibitions regarding the use of drugs and alcohol on the job.

The unauthorized use, possession, manufacture, distribution, sale or storage of any controlled substance, illegal drugs or drug paraphernalia on Employer property including buildings, ng lots, driveways, work sites and facilities or while on Employer business in Employer vehicles or during working hours. Said prohibited drugs include the following:

- Amphetamines
- Cannabinoids
- Cocaine
- Phencyclidine

Methacholine
Opiates
Barbiturates
Benzodiazepine
Methadone
Propoxyphene

Failure to notify the employee's immediate supervisor before beginning work, that the employee is taking medication or drugs which may interfere with the safe and effective performance of duties.

Failure to provide, by the next workday following a request, a valid prescription for any drug or medication identified when the results of a drug test are positive. If the employee is taking prescription drugs, the prescription must be in the employee's name.

Violating any criminal drug or alcohol statute while working. Conviction under any criminal drug statute.

Failure to notify the Employer of any conviction under any criminal drug or alcohol statute within five (5) calendar days following the conviction.

Reporting to work, or working while under the influence of illegal drugs or alcohol whether on Employer premises, on any Employer business, or in Employer supplied vehicles. "Under the influence" is defined as being unable to perform work in a safe productive manner, being in physical or mental condition, which creates a risk to the safety and well being of the public, the individual, other employees, or Employer property.

Any employee engaging in prohibited conduct as specified above, or a confirmed alcohol level of 0.02 or higher (CDL Holders) or 0.04 or higher (Non-CDL Holders) shall be subject to discipline up to and including discharge from employment.

Investigation: To ensure that illegal drugs and alcohol do not enter or affect the work place, the Employer reserves the right to undertake reasonable searches of all Employer property and premises in furtherance of this policy. Searches for the purpose described herein will be conducted only where the Employer has reasonable suspicion that an employee has violated the Employer's Drug and Alcohol Policy, and that evidence of such misconduct may be found during the search.

Reasonable Suspicion Testing: Employees shall be subject to testing when the Employer has reasonable suspicion based upon specific objective evidence that the employee is in violation of the Employer's Drug and Alcohol Policy. Such objective evidence may include, but is not limited to, direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of drugs or alcohol; abnormal conduct or erratic behavior while at work; significant deterioration in work performance; or evidence that an employee has sold,

possessed, manufactured, solicited, or distributed drugs while working or while on any Employer property, work site, or facility.

A written record shall be made of the observation leading to a reasonable suspicion test and signed by the supervisor who made the observation within twenty-four (24) hours of the observed behavior or before the results of the test are released, whichever is earlier.

Refusal to Test: Any employee refusing to submit to an alcohol or drug test administered in accordance with this policy will be subject to discipline up to and including discharge from employment. Refusal to submit to an alcohol or drug test will be considered the same as a positive result. "Refusal to submit" to an alcohol or controlled substance test means that an employee:

- Fails to provide adequate breath testing without a valid medical explanation after they have received notice of the requirement for breath testing.
- Fails to provide adequate urine for drug testing without a valid medical explanation after they have received notice of the requirement for urine testing.
- Engages in conduct that clearly obstructs the test process.

Conviction for Drug-Related Crime – Any employee convicted under a criminal drug statute for violations occurring on or off the Employer premises shall report such conviction to their immediate supervisor within five (5) calendar days of conviction. Failure to report such a conviction will result in immediate discharge from employment.

Confidential Nature of Information – The medical records of individual employees with alcohol or drug dependency within the custody of the Employer will be treated with strict confidentiality and will be accessed only on a need-to-know basis as required by law.

Over-the-Counter and Prescribed Drugs – An employee who is taking over-the-counter or prescribed medications and as a result is not able to perform their job safely and efficiently shall request a leave of absence. In the event the Employer questions the employee's job performance and believe the difficulties may be attributable to medication side effects, etc. the employee shall be required to explain the use of the medication to the supervisor. The supervisor will then decide upon appropriate action; i.e. sending individual home, placing the individual on a medical leave of absence requiring a drug test or other action.

Section 3. Drug and Alcohol Testing Protocol

This protocol applies to any Employer request for submission of urine specimens involving drug and alcohol testing in accordance with applicable regulations.

The Employer shall be solely responsible for all costs incurred in conjunction with alcohol breath testing and reporting. The Employer shall be solely responsible for costs in conjunction with screening and confirmation testing the “spit sample” at the same or different DHHS certified laboratory.

The employer shall insure that all alcohol and drug tests that are conducted are in compliance with all the requirements of the Department of Transportation (DOT).

The Employer shall have the responsibility for selecting an agency that will properly conduct the drug test and furnish reliable results. The Agency selected must also provide the ancillary services needed, including specimen retention of “positive” samples for five (5) years. The laboratory shall have the capability of timely providing hard copy reports of specimen analysis results.

The Employer shall have the responsibility for selecting an agency that will properly conduct the alcohol breathe tests. This agency will utilize Breath Alcohol Technicians (BAT) and will use Evidential Breath Devices (EBD) for both screening and confirmation tests. The confirmation test will produce three hard copies of the testing results. The agency selected must also provide the ancillary services needed, including retention of “positive” hard copy print out of positive confirmation tests for five (5) years. The agency shall have the capability of timely providing hard copy reports of the testing results.

Preliminary urine testing may be done by immunoassay procedures, but samples testing positive from such preliminary screening test shall be subject to an additional confirmatory gas chromatography/mass spectrometry (GC/MS) Test. No urine test shall be reported positive until confirmation by such GC/MS testing. In addition, the laboratory shall retain a portion of the initial sample to be made available on request to the employee for independent confirmatory tests at the employee’s expense at a laboratory of the employee’s choice.

Collection and processing procedures for the types of test covered by this policy shall be done substantially in accordance with those procedures in 49 CFR part 40, including Sub parts A, B, and C to insure that samples are not tampered with during, or after collection. When urine testing is utilized, the Agency shall assure that appropriate chain of custody security measures is followed.

The confirmatory positive test result “cut-off” levels shall be as provided in 49 CFT 40.24 (f) set out in the following table, or as provided by law:

GC/MS CONFIRMATION TEST

Marijuana Metabolite	15 ng/ml
Cocaine Metabolite	150 ng/ml
Morphine	300 ng/ml

Codeine	300 ng/ml
Phencyclidine (PCP)	25 ng/ml
Amphetamine	500 ng/ml
Methamphetamine	500 ng/ml
Barbiturates	200 ng/ml
Benzodiazepine	200 ng/ml
Methadone	200 ng/ml
Methaqualone	200 ng/ml
Propoxyphene	200 ng/ml

Only specimens confirmed as positive by the GC/MS test procedure shall be reported as positive for controlled substances by the testing laboratory. Test results shall be reported to the Employer substantially in accordance with the procedures set out in 49 CFR 40.29. The Employer shall review the results reported from the laboratory substantial in accordance with the procedures set out in 49 CFR 40.23.

Tests for alcohol levels shall be considered to verify intoxication or impairment when the blood/alcohol level is .04 percent or higher (Non-CDL Holders), or .02 or higher (CDL Holders).

The Employer shall be responsible for all costs incurred for implementation and maintenance of the Drug & Alcohol Policy.

CDL Holders – It is the intention of the Employer to comply with the Omnibus Transportation Act (OTA), Federal Highway Administration (FHWA), Department of Transportation (DOT) rules and regulations, and accordingly, all employees who are CDL Holders shall be required to comply with all applicable OTA, FHW, and DOT rules and regulations, and any amendments or revisions thereto.



Memorandum

To: Highland Township Board
From: Tami Flowers, Clerk
Date: December 8, 2023
Subject: Process for transition in Bookkeeping Department

Our lead bookkeeper, Amy LaVoie has informed us of her intention to retire February 15th. The timing is difficult, considering that there is a payroll scheduled on February 27th (on an election day), the end of year accrual goes through February 29th, our audit is happening in mid-March, and that our long time Deputy Treasurer retired earlier this year. As you know, the process for hiring and training new employees can take several months – especially for specialized jobs like this.

Our first topic for discussion is concerning the need to consider a higher level of qualification for filling this opening. Our auditor, Plante Moran, has recommended we consider graduating from a Bookkeeping type staff person to an Accountant. This would mean that more complex issues could be handled without utilizing outside consultants. It also means a higher level of pay, but we may save some money on what we've been spending on audit preparation. With the board's support, we will advertise for an Accountant with a pay rate that falls within Grade 5 Professional of our pay structure (moving up from Grade 4 Department Head). It's hard to say whether we will attract candidates who have Accountant qualifications or not, so we need to be prepared for either alternative.

The second topic is a request that the in-house officials be permitted to fill the position when we find a suitable candidate without specific approval from the board. We're requesting this in order to provide as much training prior to the bookkeeper's retirement. Please consider pre-approval of hiring either a Bookkeeper within the grade 4 pay scale or an Accountant within the grade 5 pay scale. This is worded in a way that provides as much flexibility as possible.

The third request is that the in-house officials be permitted to select a payroll service provider to be used for at least the first half of 2024. We're asking because payroll is a critical task that we don't have the resources to maintain internally through this transition given the election schedule. The purchasing policy would normally involve submitted bids and board approval. Please consider waiving the purchasing policy for this need, so that we can proceed quickly.

Thank you for your support with these requests.

Warm inside. Great outdoors.



10. Adjourn

Time: _____