



## **CHARTER TOWNSHIP OF HIGHLAND**

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

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

**MAY 13, 2024 - 6:30 P.M.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval  
Approve:
  - a) April 1, 2024 Board of Trustees Meeting Minutes
  - b) April 1, 2024 Board of Trustees Closed Session Minutes
  - c) List of Bills dated April 18, 2024 and May 2, 2024 plus additions
  - d) Resolution 24-14 to Authorize the Placement of Signage on M-59 Median to Preserve the Milkweed Mile as a Monarch Community
  - e) Resolution 24-15 to Authorize the Placement of Signage on M-59 Median for Highland Farmers Market  
Receive and File:
  - DDA Board Minutes – February and March 2024
  - Financial Report – Post Audit 2023
  - Fire Department Report – March and April 2024
  - Library Board Minutes – March 2024
  - Library Director's Report - March 2024
  - Sheriff's Department Report – March and April 2024
  - Treasurer's Report – March 2024
6. Announcements and Information Inquiry:
  - a) Township Offices will be closed Monday, May 27, 2024 in observance of Memorial Day
  - b) Mental Health Awareness Month – May 2024
  - c) Founders Day Parade and Activities – Saturday, May 18, 2024
  - d) Milford Memorial Day Parade and Ceremonies – May 27, 2024
  - e) 2023 Fire Fighter of the Year - Firefighter/Paramedic Joe Santini
  - f) 2024 Paramedic Scholarship Award FF/EMT Preston Green and FF/EMT Cameron Ollila
7. Public Comment
8. Presentation
  - a) Plante Moran Audit Presentation for year ended December 2023

9. New Business:
  - a) Proposed Amendment to the Purchasing Policy
  - b) Activity Center Position-Ashley Valdez-Proposed Part-Time Employee
  - c) Budget Amendment - Activity Center Wages
  - d) 2024-2027 Highland Fire Dispatch Agreement
  - e) Award Bid for Ambulance Purchase
  - f) Fire Department Request to Purchase 25 Portable Radios
  - g) Budget Amendment Fire Capital 2024
  - h) Resolution 24-17 Water Supply Rates
  - i) URSA 242-01 Special Approval of Land Use for gas station; vacant NE corner of N Milford/E Wardlow, PIN 11-15-326-017; Applicant Sarmed Raouf; Property Owner RIMA Properties, LLC
  - j) Purchase agreement to transfer property declared surplus; 115 W Highland Road; Pin 11-22-352-005 "Gateway Park"
  
10. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/83897962440>

Meeting ID: 838 979 62440

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: May 13, 2024

**Present**

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

**Absent**

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

**Board Member**

Rick A. Hamill  
Tami Flowers  
Jenny Frederick  
Judy Cooper  
Brian Howe  
Beth Lewis  
Joseph Salvia

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

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

## **5a. Consent Agenda Approval**

- a) April 1, 2024 Board of Trustees Meeting Minutes
- b) April 1, 2024 Board of Trustees Closed Session Minutes
- c) List of Bills dated April 18, 2024 and May 2, 2024 plus additions
- d) Resolution 24-14 to Authorize the Placement of Signage on M-59 Median to Preserve the Milkweed Mile as a Monarch Community
- e) Resolution 24-15 to Authorize the Placement of Signage on M-59 Median for Highland Farmers Market

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
April 1, 2024 - 6:30 p.m.

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

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Jennifer Frederick, Treasurer  
Judy Cooper, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee – Arrived at 7:12 p.m.

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

Visitors: 10

**Approval of Agenda:**

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

**Consent Agenda Approval:**

- a) March 4, 2024 Board of Trustees Meeting Minutes
- b) List of Bills dated March 21, 2024 and April 4, 2024 plus additions
- c) Resolution 24-07 2024 Poverty Exemption Policy, Guidelines, and Determinations
- d) Resolution #24-08 to Authorize West Nile Virus Fund Expense Reimbursement
- e) Resolution #24-09 to Authorize the Placement of Signage on M-59 Median for Founders Day Celebration
- f) Resolution #24-10 to Authorize the Closure of Roads for Founders Day Parade and Events
- g) Kris Kopacki Independent Contractor Agreement
- h) S & D Seasonal Services, LLC Independent Contractor Agreement
- i) Road Commission of Oakland County 2024 Dust Control
- j) Standard Dental and Mutual of Omaha Insurance Renewals

**Receive and File:**

Activity Council Minutes – February 2024  
Activity Director's Report – February 2024  
Building Department Report – February 2024  
Financial Report – Pre-Audit 2023 and February 2024  
Fire Department Report – February 2024  
Library Board Minutes – February 2024  
Library Director's Report – February 2024  
Treasurer's Report – February 2024



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.

**Announcements and Information Inquiry:**

- a) Invasive Plant Removal Workday at Hickory Ridge Pines Park on Saturday, April 6th at 10 a.m.
- b) Duck Lake Pines Park Earth Day Cleanup Project April 20th at 3:30 p.m.
- c) Prayer Breakfast on Thursday, May 2nd, for National Day of Prayer

**Public Comment:**

No public comment.

**Public Hearing:**

- a) Reprogramming of 2022 and 2023 Community Development Block Grant Funding

Public Hearing was opened at 6:34 a.m. and closed at 6:35 p.m. There were no public comments.

**New Business:**

- a) Reprogramming of 2022 and 2023 Community Development Block Grant Funding

Mrs. Cooper moved to approve the Reprogramming of 2022 and 2023 Community Development Block Grant Funding 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.

- b) Resolution #24-11 to Approve Police Services Millage Renewal Ballot Language

Mrs. Cooper moved to approve Resolution #24-11 to Approve Police Services Millage Renewal Ballot Language 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.

- c) Resolution #24-12 Surplus Property – South Bay Shores

Ms. Frederick moved to approve Resolution #24-12 Surplus Property – South Bay Shores 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.

- d) Resolution #24-13 Surplus Property – Gateway Park

Mrs. Cooper moved to approve Resolution #24-13 Surplus Property – Gateway Park 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.

e) Duck Lake Pines-Site Improvements

Ms. Frederick moved to approve funds from Capital Improvement for Duck Lake Pines in the amount not to exceed \$12,000 for the purchase of supplies from Iverson's Lumber Company. 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.

f) Seasonal Part Time-Floater Activity Center Administrative Assistant

Mrs. Cooper moved to approve Ashley Valdez as Seasonal Part Time-Floater Activity Center Administrative Assistant up to 29 hours per week at a starting wage of \$17.94/hour starting April 2nd. 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.

**Possible Closed Session**

a) Pursuant to MCL 15.268(1)(e) to discuss settlement strategy in Scott Rhodes v Charter Township of Highland, et. al., the open discussion of which would have a detrimental financial effect on the Townships' settlement position.

Mr. Hamill moved to recess into closed session pursuant to MCL 15.268(1)(e), to discuss settlement strategy in Scott Rhodes v. Charter Township of Highland, et. al., the open discussion of which would have a detrimental financial effect on the Township's settlement position. 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.

The Board went into closed session from 7:07 p.m. to 7:22 p.m.

**Open Session**

Mr. Hamill moved to decline the Offer to Settle in Scott Rhodes v. Charter Township of Highland. 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 7:25 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	MAR 2024	04/04/2024	143.00
1159	TREASURER	101-RIDGEWOOD-OAK CTY	MAR 24	04/04/2024	211.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	MAR2024	04/04/2024	342.50
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-HIGHLAND HILLS HVS	MAR 2024	04/04/2024	572.00
1159	TREASURER	101-RIDGEWOOD-HVS	MAR 24	04/04/2024	846.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	MAR2024	04/04/2024	1,370.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
5420	CEDAR WORKS INC.	101-ESCROW/BUILDING	B23-00304	04/10/2024	250.00
5420	CEDAR WORKS INC.	101-REINSPECTION FEE	B23-00304	04/10/2024	60.00-
7842	D & J CARPENTRY	101-ESCROW/BUILDING	B23-00452	04/10/2024	250.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00226	04/10/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00304	04/10/2024	60.00
4832	HOOSE, KEEGAN	101-ESCROW/BUILDING	B22-00219	04/10/2024	125.00
6070	KROLL CONSTRUCTION CO.	101-ESCROW/BUILDING	B23-00226	04/10/2024	250.00
6070	KROLL CONSTRUCTION CO.	101-REINSPECTION FEE	B23-00226	04/10/2024	60.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00018	04/05/2024	250.00
6041	PELLA WINDOWS & DOORS INC.	101-ESCROW/BUILDING	B23-00184	04/10/2024	500.00
4829	RANKIN, DANIEL	101-ESCROW/BUILDING	B23-00407	04/08/2024	500.00
7749	SMOLYANOV HOME IMPROVEMENT	101-ESCROW/BUILDING	B24-00023	04/10/2024	250.00
6567	SPENCER KNISH CONSTRUCTION	101-ESCROW/BUILDING	B23-00468	04/05/2024	125.00
4830	WILLIAMSON, CRAIG	101-ESCROW/BUILDING	B24-00089	04/08/2024	125.00
<b>101-000-642.000 SALE OF CEMETERY LOTS</b>					
4833	HORNE, SUE	101-CEMETERY BUYBACK-LOT 688	04102024	04/10/2024	500.00
<b>101-000-651.007 ACTIVITY CENTER REVENUES</b>					
4828	ABBAS, COURTNEY	101-REFUND ACTIVITY CENTER RENTAL	04032024	04/03/2024	250.00
Total :					6,860.00
<b>CLERK</b>					
<b>101-215-820.000 CLERK: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-ELECTION CENTER MEMBERSHIP/MTA WEBINAR/H	3/09/24-4/08/24	04/09/2024	235.00
3688	FLOWERS, TAMARA S.	101-MILEAGE TO ELECTION DAY CONF	04112024	04/11/2024	157.58
1370	OAKLAND COUNTY CLERKS ASSOCIATION	101-LUNCH AND LEARN-FLOWERS,/MECKLENBORG	04112024	04/11/2024	80.00
<b>101-215-957.000 CLERK: ELECT EXP TO BE REIMBUR</b>					
9077	21ST CENTURY MEDIA-MICHIGAN	101-ELECTION AD	04112024	04/11/2024	186.25
2541	STAPLES	101-CARDSTOCK/LAM POUCHES/RUBBER BANDS/FIRST	3562166484	03/12/2024	123.18
2541	STAPLES	101-YELLOW PAPER	3562594019	03/18/2024	33.24

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CLERK:					815.25
<b>ASSESSOR</b>					
<b>101-257-820.000 ASSESSING: DUES/ED/TRAVEL</b>					
4608	STATE OF MICHIGAN	101-MCAT COURSE-KRIMMEL	04122024	04/12/2024	150.00
Total ASSESSOR:					150.00
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
2541	STAPLES	101-LABELS/ENVELOPES	3562594019	03/18/2024	130.17
2541	STAPLES	101-INK/BINDERS/LABEL/STICKY NOTES/TABS	6000895298	03/30/2024	187.75
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53327	03/28/2024	3,191.25
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ZONING ORDINANCE	1081245	04/09/2024	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1081245	04/09/2024	418.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-CELL TOWER	1081245	04/09/2024	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ASSESSING	1081245	04/09/2024	341.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1081245	04/09/2024	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA	1081245	04/09/2024	480.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-CLYDE RD CELL TOWER	1081245	04/09/2024	46.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1081245	04/09/2024	434.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1081248	04/09/2024	496.00
<b>101-261-821.000 GEN GOV: MEMBER FEES</b>					
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	3/09/24-4/08/24	04/09/2024	26.00
<b>101-261-850.001 GEN GOV: PHONE SERVICE</b>					
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X041	04/06/2024	23.68
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X041	04/06/2024	47.07
<b>101-261-850.002 GEN GOV: WEBSITE</b>					
9049	WEB MATTERS	101-DOMAIN NAME RENEWAL	6596	04/04/2024	35.00
<b>101-261-900.001 GEN GOV: ADVERTISING</b>					
4619	OAKLAND COUNTY TIMES	101-ADVERTISING	20250430_HIGHLA	04/10/2024	1,500.00
<b>101-261-920.000 GEN GOV: UTILITIES</b>					
2216	COMCAST	101-3550 DUCK LK RD 0310657	05032024 0310657	04/01/2024	92.95
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200005054977	04/01/2024	5,500.51
<b>101-261-936.000 GEN GOV: TOWNSHIP MAINTENANCE</b>					
1521	CHASE CARDMEMBER SERVICE	101-TRAILER HITCH PARTS/CLEANING SUPPLIES	3/09/24-4/08/24	04/09/2024	110.42
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2361542	04/01/2024	97.00
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	2226	04/02/2024	125.00
1642	PETER'S TRUE VALUE HARDWARE	101-HOSE	K71837	04/10/2024	59.99

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-TWP	1001	03/30/2024	2,080.00
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2100	03/31/2024	32.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	3/09/24-4/08/24	04/09/2024	110.03
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	3/09/24-4/08/24	04/09/2024	100.49
Total GENERAL GOVERNMENT:					15,727.81
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	241000018470	04/09/2024	1,337.91
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	241000018470	04/09/2024	7,623.41
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	241000018470	04/09/2024	363.70
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	241000018470	04/09/2024	1,560.93
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001687089507	04/04/2024	39.60
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001687089507	04/04/2024	218.86
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001687089507	04/04/2024	158.74
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001687089507	04/04/2024	752.96
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001687089507	04/04/2024	40.23
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	5/01/24-5/31/24	04/08/2024	1,363.54
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	5/01/24-5/31/24	04/08/2024	467.28
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	5/01/24-5/31/24	04/08/2024	25.22
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	5/01/24-5/31/24	04/08/2024	284.12
Total GENERAL GOVERNMENT PERSONNEL B:					14,236.50
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	03/28/24-04/08/24	04/10/2024	660.19
8149	WATKINS III, MITCHELL	101-INSPECTIONS	03/28/24-04/08/24	04/10/2024	913.12
Total BUILDING:					1,573.31
<b>ACTIVITY CENTER</b>					
<b>101-672-850.001</b>	<b>ACTIVITY CTR: INTERNET SERVICE</b>				
1521	CHASE CARDMEMBER SERVICE	101-COMCAST	3/09/24-4/08/24	04/09/2024	107.98
<b>101-672-900.000</b>	<b>ACTIVITY CTR: ADVERT.PRINTING</b>				
1498	HIGHLAND TOWNSHIP	101-ADVERTISING-ACT. CTR	00001	04/10/2024	250.00
7376	PENS.COM	101-ACTIVITY CENTER- PENS	113645880	03/26/2024	890.90

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-672-920.000 ACTIVITY CTR: UTILITIES</b>					
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	04092024 66702	04/10/2024	500.20
<b>101-672-936.000 ACTIVITY CTR: BUILDING MAINT</b>					
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2361543	04/01/2024	34.00
<b>101-672-936.002 STEEPLE HALL: BUILDING MAINT</b>					
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-STEEPLE HALL	1003	03/30/2024	800.00
Total ACTIVITY CENTER:					<u>2,583.08</u>
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-820.000 PLNG: DUES/ED/TRAVEL</b>					
1998	OAKLAND COUNTY ECON DEV &	101-PLANNING/ZONING WORKSHOP-TIERNEY	04042024	04/04/2024	40.00
Total PLANNING & ORDINANCE:					<u>40.00</u>
<b>PLANNING COMMISSION</b>					
<b>101-703-900.000 PLNG COMM: ADVERTISING/PRTG</b>					
1013	ABC PRINTING INC	101-PLANNING BOOKLETS	44631	04/08/2024	551.32
Total PLANNING COMMISSION:					<u>551.32</u>
<b>PARKS</b>					
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	2226	04/02/2024	175.00
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE RENTAL	2226	04/02/2024	125.00
Total PARKS:					<u>300.00</u>
Total GENERAL FUND:					<u>42,837.27</u>
<b>ROAD FUND</b>					
<b>ROAD</b>					
<b>203-596-967.000 DUST CONTROL</b>					
7634	ODDEN, SUSAN	203-CHLORIDE DUST CONTROL- BEN DRIVE	04152024	04/15/2024	416.00
Total ROAD:					<u>416.00</u>
Total ROAD FUND:					<u>416.00</u>

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	241000018470	04/09/2024	8,523.59
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE-GARRITY M	241000089283	04/09/2024	358.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001687089507	04/04/2024	141.90
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001687089507	04/04/2024	872.54
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001687089507	04/04/2024	87.98
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001687089507	04/04/2024	40.23
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	5/01/24-5/31/24	04/08/2024	183.16
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	5/01/24-5/31/24	04/08/2024	1,369.92
<b>206-336-722.009 FIRE: PARAMEDIC TRAINING</b>					
2599	GENESYS EMS EDUCATION	206-PARAMEDIC GRANT DISPURSEMENT YOUNG	04022024-003	04/02/2024	4,600.00
2599	GENESYS EMS EDUCATION	206-PARAMEDIC GRANT DISPURSEMENT MOORE	04032024-001	04/03/2024	4,600.00
6195	YOUNG, ROBERT	206-PARAMEDIC UNIFORM REIMBURSEMENT	04032024	04/03/2024	72.93
<b>206-336-727.000 FIRE: SUPPLIES</b>					
4826	ACE CUTTING EQUIPMENT & SUPPLY, INC	206-K12 BLADES	INV4777	03/21/2024	408.00
2596	FIVE STAR ACE	206-STOVE CLEANING	31061	03/29/2024	25.98
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K71578	03/21/2024	5.49
6338	TRI-COUNTY SUPPLY INC.	206-TRUCK WASH	324455	04/08/2024	90.18
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85282497	03/18/2024	11.96
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85290997	03/26/2024	74.99
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85290998	03/26/2024	180.12
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85295817	03/29/2024	244.80
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85297420	04/01/2024	1.50
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85304643	04/05/2024	22.40
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85306057	04/08/2024	9.84
6212	DISCOUNT BATTERY	206-AED BATTERIES	60394	04/03/2024	100.00
1132	LINDE GAS & EQUIPMENT INC	206- MEDICAL OXYGEN	42210510	04/09/2024	455.76
4782	USA BIO CARE LLC	206-HAZARDOUS WASTE PICK UP	03012589	02/20/2024	60.00
<b>206-336-732.000 FIRE: UNIFORMS</b>					
9121	ALLIE BROTHERS	206-UNIFORM BOOTS- BECKER	97066	03/27/2024	189.99
9276	HURON VALLEY GUNS LLC	206- DITTRICK UNIFORMS	258081	07/10/2023	273.96
9276	HURON VALLEY GUNS LLC	206- BREEN UNIFORMS	258116	07/11/2023	308.96
9276	HURON VALLEY GUNS LLC	206- OLLILA UNIFORMS	265371	09/26/2023	69.99
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET SHIELDS	INV448456	03/26/2024	54.99
6345	WITMER PUBLIC SAFETY GROUP INC	206-FREIGHT	INV448456	03/26/2024	9.80
<b>206-336-806.001 FIRE: COMPUTERS/SOFTWARE</b>					
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	3/09/24-4/08/24	04/09/2024	799.20
4831	ESO SOLUTIONS INC.	206-FIRE SETUP & ONLINE TRAINING	ESO-136308	03/29/2024	295.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-809.000 FIRE: SOFTWARE MAINTENANCE</b>					
4831	ESO SOLUTIONS INC.	206-ESO EHR SUITE	ESO-136308	03/29/2024	3,125.50
4831	ESO SOLUTIONS INC.	206-EHR CARDIAC MONITOR INTEGRATION	ESO-136308	03/29/2024	795.00
4831	ESO SOLUTIONS INC.	206-FAX	ESO-136308	03/29/2024	113.00
4831	ESO SOLUTIONS INC.	206-SETUP & ONLINE TRAINING	ESO-136308	03/29/2024	295.00
4831	ESO SOLUTIONS INC.	206-NEMESIS DATA IMPORT	ESO-136308	03/29/2024	997.50
4831	ESO SOLUTIONS INC.	206-FIRE INCIDENTS CAD INTEGRATION	ESO-136308	03/29/2024	554.94
4831	ESO SOLUTIONS INC.	206-ESO FIRE INCIDENTS	ESO-136308	03/29/2024	1,395.07
4831	ESO SOLUTIONS INC.	206-ESO INSPECTIONS	ESO-136308	03/29/2024	695.03
4831	ESO SOLUTIONS INC.	206-ESO PROPERTIES	ESO-136308	03/29/2024	835.00
4831	ESO SOLUTIONS INC.	206-IFC 2018 - NATIONAL CODESET	ESO-136308	03/29/2024	590.00
4831	ESO SOLUTIONS INC.	206-FIRE INCIDENT NFIRS DATA IMPORT	ESO-136308	03/29/2024	997.50
4831	ESO SOLUTIONS INC.	206-ESO HYDRANTS	ESO-136308	03/29/2024	415.01
4831	ESO SOLUTIONS INC.	206-ROSTERING (ACTIVITIES)	ESO-136308	03/29/2024	415.01
4831	ESO SOLUTIONS INC.	206-ESO ASSET MANAGEMENT	ESO-136308	03/29/2024	995.00
4831	ESO SOLUTIONS INC.	206-ESO INVENTORY	ESO-136308	03/29/2024	795.00
4831	ESO SOLUTIONS INC.	206-CHECKLIST	ESO-136308	03/29/2024	495.00
4831	ESO SOLUTIONS INC.	206-SCHEDULING	ESO-136308	03/29/2024	1,135.25
4831	ESO SOLUTIONS INC.	206-SCHEDULING - SETUP & ONLINE TRAINING	ESO-136308	03/29/2024	295.00
4831	ESO SOLUTIONS INC.	206-CURRENT FIRE RESCUE1 INTEGRATION	ESO-136308	03/29/2024	339.90
4831	ESO SOLUTIONS INC.	206-PERSONNEL MANAGEMENT	ESO-136308	03/29/2024	1,420.25
<b>206-336-820.000 FIRE: DUES &amp; EDUCATION</b>					
1521	CHASE CARDMEMBER SERVICE	206-GREAT LAKES SECURITY TRAINING-GEORGE	3/09/24-4/08/24	04/09/2024	400.00
1521	CHASE CARDMEMBER SERVICE	206-IC CONF-GEORGE	3/09/24-4/08/24	04/09/2024	899.80
9049	WEB MATTERS	206-HTFD WEBSITE TRAINING	6593	04/04/2024	95.00
<b>206-336-890.000 FIRE: PUBLIC EDUCATION</b>					
1521	CHASE CARDMEMBER SERVICE	206-FIRE PREVENTION SUPPLIES	3/09/24-4/08/24	04/09/2024	2,560.50
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
9027	AT&T MOBILITY	206-IPADS	287287294406X041	04/06/2024	317.92
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X041	04/06/2024	23.68
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X041	04/06/2024	89.91
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	05022024 0170820	04/01/2024	197.85
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	05152024 0160011	04/12/2024	164.90
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	04042024 06488	04/05/2024	1,416.97
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
1103	AUTO VALUE HIGHLAND	206-2016 GMC CANYON (FM)	272-1071353	03/28/2024	318.32
4584	BRIAN'S YELLOW ENGINE SHOP INC	206-2007 PIERCE (E3) PM AND DOT	11377	03/29/2024	650.80
7285	GREEN OAK TIRE INC.	206-2014 FORD (R211) REAR TIRES	1-141171	03/26/2024	878.00
8180	KODIAK EMERGENCY VEHICLES	206-2019 FORD (R212) REPAIR	4816	04/02/2024	1,255.10
8180	KODIAK EMERGENCY VEHICLES	206-2019 FORD (R212)LIGHT REPAIR	4837	04/12/2024	197.46
9228	NAPA AUTO PARTS	206-WASHER FLUID	139955	04/09/2024	22.14



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1642	PETER'S TRUE VALUE HARDWARE	206-VEHICLE REPAIR MISC	71828	04/10/2024	6.99
<b>206-336-936.000</b>	<b>FIRE: BLDG MAINT/REPAIR</b>				
4827	KAPALA HEATING & AIR CONDITIONING	206-STN 2 HEAT/AC UNIT	46031	11/06/2023	592.00
4827	KAPALA HEATING & AIR CONDITIONING	206-STN 2 HEAT/AC UNIT	46031	11/06/2023	45.00
4827	KAPALA HEATING & AIR CONDITIONING	206-STN 2 HEAT/AC UNIT	46842	01/11/2024	45.00
4827	KAPALA HEATING & AIR CONDITIONING	206-STN 2 HEAT/AC UNIT	46842	01/11/2024	592.00
4827	KAPALA HEATING & AIR CONDITIONING	206-STN 2 HEATING/AC UNITS	47498	03/08/2024	529.39
<b>206-336-937.000</b>	<b>FIRE: EQUIP MAINT</b>				
1642	PETER'S TRUE VALUE HARDWARE	206-CHAINSAW REPAIR	K71873	04/12/2024	40.00
2078	PREMIER SAFETY	206-SCBA ANNUAL FLOW TESTING	04244168	03/26/2024	1,560.00
<b>206-336-955.000</b>	<b>FIRE: MISC EXPENSE</b>				
1521	CHASE CARDMEMBER SERVICE	206-FOOD	3/09/24-4/08/24	04/09/2024	34.88
Total FIRE:					54,175.83
Total FIRE FUND:					54,175.83
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-935.000</b>	<b>POLICE: SHERIFF'S MAINT</b>				
1839	ABSOPURE WATER CO.	207-COOLER	30655230	03/31/2024	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	89220752	03/18/2024	24.25
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2361541	04/01/2024	75.00
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - MARCH	1002	03/30/2024	640.00
Total POLICE:					743.25
Total POLICE FUND:					743.25
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000</b>	<b>DDA: OFFICE SUPPLIES</b>				
1521	CHASE CARDMEMBER SERVICE	494-REFUND AMAZON PRIME FEE	3/09/24-4/08/24	04/09/2024	15.89-
<b>494-729-729.000</b>	<b>DDA:MEETING PUBLIC ED SUPPLIES</b>				
1521	CHASE CARDMEMBER SERVICE	494-WARDELL MANOR	3/09/24-4/08/24	04/09/2024	50.00
<b>494-729-820.000</b>	<b>DDA: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	494-PRIME MEMBERSHIP	3/09/24-4/08/24	04/09/2024	147.34
<b>494-729-880.001</b>	<b>DDA: PROMOTIONS</b>				
1521	CHASE CARDMEMBER SERVICE	494-DEPOSITS FOR CHAMBERLIN PONY/TRAIN	3/09/24-4/08/24	04/09/2024	570.00
9256	LITTLE CONDUCTORS TRAIN RENTAL	494-TRACKLESS TRAIN-FOUNDERS DAY	365	04/03/2024	685.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK AD/CONSTANT CONTACT	3/09/24-4/08/24	04/09/2024	82.00
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	3/09/24-4/08/24	04/09/2024	214.92
Total DOWNTOWN DEVELOPMENT AUTHORITY:					1,733.37
Total DOWNTOWN DEVELOPMENT FUND:					1,733.37
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	702-CRANBROOK TRIP/SLOAN TRIP/FOOD	3/09/24-4/08/24	04/09/2024	371.87
1521	CHASE CARDMEMBER SERVICE	702-DETROIT TIGERS TRIP	3/09/24-4/08/24	04/09/2024	493.00
1521	CHASE CARDMEMBER SERVICE	702-LEADER DOG SCHOOL TRIP/FOOD	3/09/24-4/08/24	04/09/2024	62.26
1521	CHASE CARDMEMBER SERVICE	702-SCHOOLCRAFT CULINARY TRIP	3/09/24-4/08/24	04/09/2024	81.43
1521	CHASE CARDMEMBER SERVICE	702-PARTY SUPPLIES	3/09/24-4/08/24	04/09/2024	109.17
Total GENERAL GOVERNMENT:					1,117.73
Total HIGHLAND ADVISORY COUNCIL:					1,117.73
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
9241	LAKE SAVERS LLC	764-2024 ANNUAL MAINTENANCE-DUCK LAKE	SI-104138	03/13/2024	64,770.00
9241	LAKE SAVERS LLC	764-2024 BACTERIAL TREATMENT-DUCK LAKE	SI-104139	03/13/2024	55,000.00
9241	LAKE SAVERS LLC	764-BACTERIA TREATMENT EQUIP-DUCK LAKE	SI-104139	03/13/2024	5,500.00
Total TRUST & AGENCY ADMIN:					125,270.00
Total DUCK LAKE ASSOC:					125,270.00
<b>TOMAHAWK LAKE IMPROVEMENT</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>771-255-956.000 TOMAHAWK LAKE: DEDUCTIONS</b>					
1149	AQUATIC TECHNOLOGIES INC.	771-TOMAHAWK LK. WEED CONTROL-DOWN PYMT.	ATI-23-1298	04/04/2024	2,400.00
Total TRUST & AGENCY ADMIN:					2,400.00

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TOMAHAWK LAKE IMPROVEMENT:					<u>2,400.00</u>
Grand Totals:					<u><u>228,693.45</u></u>

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA</b>					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1553615	04/01/2024	823.00
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2479337	04/08/2024	69.20
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2479337	04/08/2024	50.00
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	2479337	04/08/2024	4.77
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2479338	04/08/2024	112.32
Total GENERAL GOVERNMENT:					1,059.29
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	03/28/24-04/08/24	04/10/2024	1,356.62
Total BUILDING:					1,356.62
<b>PLANNING COMMISSION</b>					
<b>101-703-801.000 PLNG COMM: MASTER PLAN PROF.</b>					
2240	CARLISLE WORTMAN ASSOC. INC.	101-2021 MASTER PLAN	2173160	04/05/2024	1,020.00
Total PLANNING COMMISSION:					1,020.00
<b>PARKS</b>					
<b>101-751-801.006 PARKS: FIREWORKS</b>					
6518	ACE PYRO LLC	101-RED WHITE BLUE FIREWORKS FINAL DUE	8465	11/10/2023	5,500.00
Total PARKS:					5,500.00
Total GENERAL FUND:					8,935.91
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
2059	APPLIED INNOVATION	206-COPIER CONTRACT	2467435	03/26/2024	92.40
2059	APPLIED INNOVATION	206-FREIGHT	2467435	03/26/2024	6.03
2059	APPLIED INNOVATION	206-ADDITIONAL PAGES	2467435	03/26/2024	58.32
Total FIRE:					156.75

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total FIRE FUND:					<u>156.75</u>
Grand Totals:					<u><u>9,092.66</u></u>

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Total GENERAL FUND:	51,773.18
Total ROAD FUND:	416.00
Total FIRE FUND:	54,332.58
Total POLICE FUND:	743.25
Total DOWNTOWN DEVELOPMENT FUND:	1,733.37
Total HIGHLAND ADVISORY COUNCIL:	1,117.73
Total DUCK LAKE ASSOC:	125,270.00
Total TOMAHAWK LAKE IMPROVEMENT:	2,400.00
	<hr/>
Grand Totals:	<u>237,786.11</u>

**Payroll and Hand Check April 18, 2024 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 4/12/2024	\$	25,661.47
General/Fire Payroll 4/12/2024	\$	79,279.78

Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	1,931.91
Flexible Savings Account	\$	781.15
Garnishments		
Highland Firefighters Assn		

Highland Firefighters Union Dues-Full-Time	\$	780.00
Highland Firefighters Union Dues-Part-Time	\$	495.00

04/30/2024 DDA LOAN-Monthly	\$	3,771.83
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**RESOLUTION #24-14 TO AUTHORIZE THE PLACEMENT OF SIGNAGE  
ON M-59 MEDIAN TO PRESERVE THE MILKWEED MILE AS A MONARCH COMMUNITY**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday May, 14 2024, at 6:30 p.m. in the Highland Township Auditorium:

Present: Rick Hamill, Tami Flowers, Jennifer Frederick, Judy Cooper, Brian Howe, Elizabeth Lewis, and Joe Salvia

Absent: None

The following motion was offered by and seconded by :

To approve the request presented by the Highland Township Supervisor to place two, (1 sided) 2' tall x 4' wide coroplast signs secured with metal fence posts within the M-59 median in Highland Township, per the attached diagrams, between the dates of June 1, 2024 through October 31, 2024. The signs are to mark a 'no mow zone' for our Milkweed Mile. Placement will follow MDOT guidelines to maintain clear vision in any turnarounds and any other requirements necessary.

This approval is granted through agreement with the Michigan Department of Transportation, Annual Community Events Permit #99023-091374-021423

Yeas: Hamill, Flowers, Frederick, Cooper, Howe, Lewis , and Salvia

Nays: None

Absent: None

**RESOLUTION DECLARED APPROVED**

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Rick A. Hamill, Supervisor

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Tami Flowers MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting held on May 13, 2024

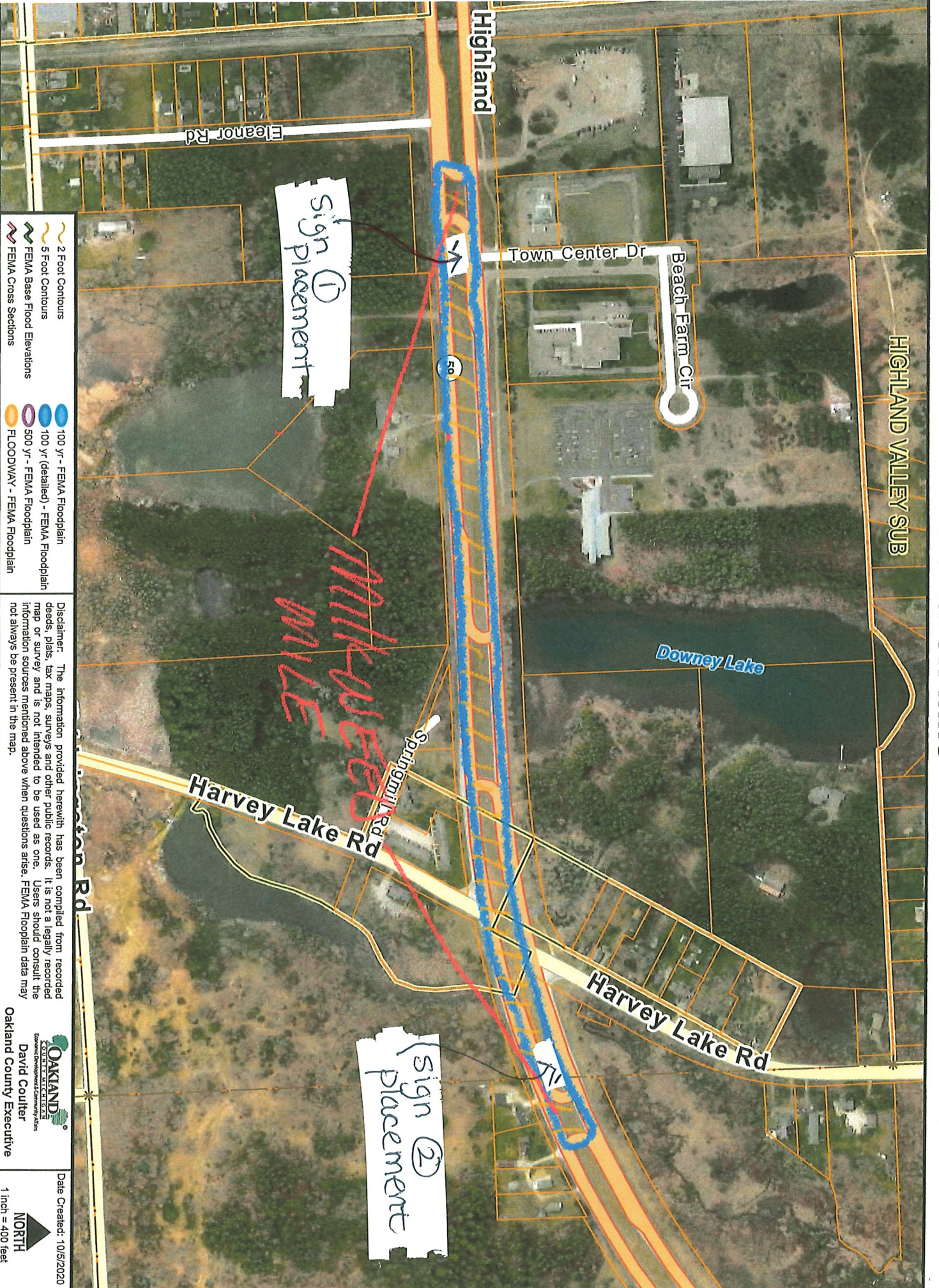
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Tami Flowers MiPMC, Clerk



# Monarch Mile

HIGHLAND VALLEY SUB



sign ①  
placement

sign ②  
placement

MILKWEED  
WILE

- 2 Foot Contours
- 5 Foot Contours
- FEMA Base Flood Elevations
- FEMA Cross Sections
- 100 yr - FEMA Floodplain
- 100 yr (detailed) - FEMA Floodplain
- 500 yr - FEMA Floodplain
- FLOODWAY - FEMA Floodplain

Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present in the map.

OAKLAND COUNTY  
 COUNTY OF OAKLAND  
 David Coulter  
 Oakland County Executive

Date Created: 10/5/2020  
 1 inch = 400 feet  
 NORTH



**RESOLUTION #24-15 TO AUTHORIZE THE PLACEMENT OF SIGNAGE  
ON M-59 MEDIAN FOR HIGHLAND FARMERS MARKET**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, May 13 2024, at 6:30 p.m. in the Highland Township Auditorium:

Present: Rick Hamill, Tami Flowers, Jenny Frederick, Judy Cooper, Brian Howe, and Beth Lewis, Joseph Salvia

Absent:

The following motion was offered by and seconded by:

To approve the request presented by the Highland Township Supervisor to place two, 3' tall x 6' wide coroplast signs secured with metal fence posts within the M-59 median in Highland Township, per the attached diagrams, between the dates of June 15, 2024 - October 7, 2024 for the purpose of advertising the Highland Farmers Market. Placement will follow MDOT guidelines to maintain clear vision in turnarounds and any other requirements necessary.

This approval is granted through an agreement with the Michigan Department of Transportation, Annual Community Events Permit #99023-091374-021423.

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

**RESOLUTION DECLARED APPROVED**

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Rick A. Hamill, Supervisor

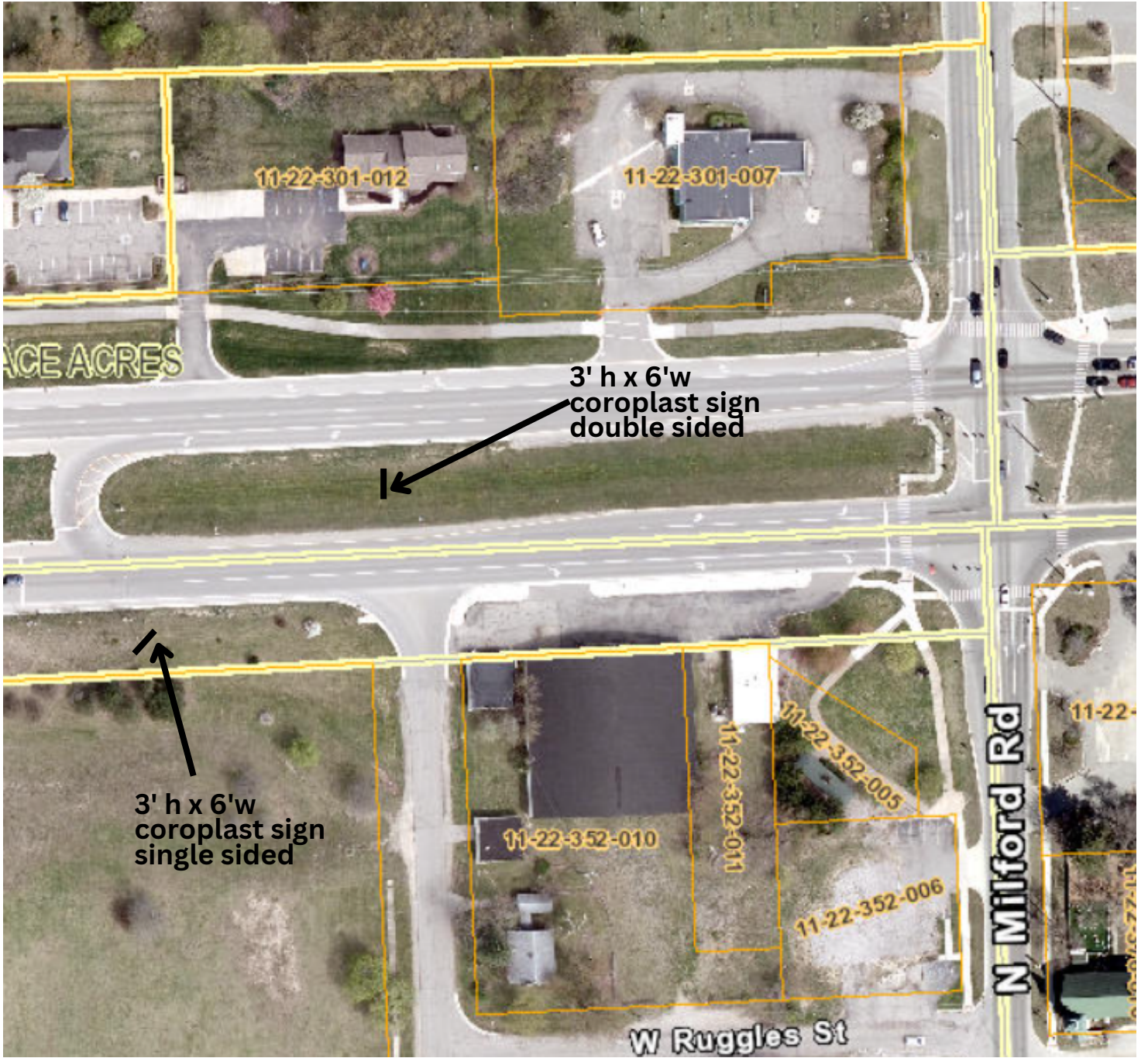
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Tami Flowers MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting held on May 13, 2024.

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Tami Flowers MiPMC, Clerk



11-22-301-012

11-22-301-007

AGE ACRES

3' h x 6'w  
coroplast sign  
double sided

3' h x 6'w  
coroplast sign  
single sided

11-22-352-010

11-22-352-011

11-22-352-005

11-22-352-006

11-22-

W Ruggles St

N Milford Rd

**5b. Receive and File:**

DDA Board Minutes – February and March 2024

Financial Report – Post Audit 2023

Fire Department Report – March and April 2024

Library Board Minutes – March 2024

Library Director's Report - March 2024

Sheriff's Department Report – March and April 2024

Treasurer's Report – March 2024

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the February 21, 2024 Regular Board Meeting**

**APPROVED**

Members Present: Matt Barnes, Cassie Blascyk, Taylor DeHaan; Jennifer Frederick; Supervisor Hamill, Chris Hamill, Roscoe Smith; Michael Zurek; Michael Zeolla and Dale Feigley arrived at 7:00pm.

Members Absent

Staff Present: Melissa Dashevich, Executive Director

Guests: Andy West, Business Owner interested in joining the DDA.

Mr. Smith called the meeting to order at 6:16 pm

Minutes will be addressed after New Business.

**DIRECTOR'S REPORT**

Mrs. Dashevich spent hours on the evaluation that we just had done. The evaluation was revamped this year and was electronic. We rocked th MSA/MSOC Evaluation thanks to all the team work.

**TREASURER'S REPORT**

Mrs. Hamill gave the treasurer's report as of January 31, 2024

**MS. FREDERICK MOVED** to accept the Treasurer's report as presented. **MR. BARNES SUPPORTED** and the motion carried with a unanimous voice vote: **R. Hamill-yes; T. DeHaan; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes; M. Zeolla ( 9 yes votes)**

**NEW BUSINESS**

Mr. Feigley arrived at 7:00pm

Approve minutes of the Regular Board Meeting dated January 17, 2024

**MR. ZUREK MOVED TO APPROVE** the Regular Board Meeting Minutes of January 17, 2024 as presented. **MR. ZEOLLA SUPPORTED THE MOTION** and the **MOTION CARRIED** with a unanimous voice vote; **R. Hamill-yes; T. DeHaan; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes; M. Zeolla and D. Feigley (10 yes votes)**

*Appoint Mr. Andy West, Vandrey Self Storage*

**MS. FREDERICK MOVED** to have Supervisor Hamill present Mr. Andy West, owner of Vandrey Self Storage located in the DDA District, to be appointed to the Highland Township Board. **MR. FEIGLEY supported** and the motion carried with a unanimous voice vote: **R. Hamill-yes; T. DeHaan; R.-Smith-yes; C. Blascyk-yes; M.Zurek-Yes; J. Frederick; M. Barnes-yes; Chris Hamill yes; M. Zeolla and D. Feigley (10 yes votes)**

*Oakland County Times January 2024 Successes*

This is a digital newspaper. Mrs. Blascyk spoke to the stats there were provided to the Board. It was mentioned that Highland was not called out individually but the near by communities were represented. There was concern expressed by numerous Board members that Highland

was not listed individually.. Mrs. Blascyk also reported the cost is \$1500 for a year subscription and the articles are well written and shared. Questions were presented regarding the paper and asked if Ms. Proxmire could be invited to the next Board Meeting. Cassie stated she would invite her. It was discussed that different modes of outreach is needed. Outreach to other communities is also needed, especially neighboring Oakland County communities. We as a DDA need to be more diligent in advertising to our community.

## OLD BUSINESS

### *Main Street Conference Birmingham Alabama*

The Main Street Conference will take place in Birmingham Alabama from May 6th through May 8th. Some Tour workshops and Classes begin on the 5th.

MSA/MSOC Accreditation -We were accredited. A report will be provided by MSOC within the next month.

## BOARD MEMBER COMMENTS

Mr. Smith stated it has always been a goal to connect Highland Station to the Highland Recreation Area. He continued he was made aware of a website called "All Trails" and discovered there are existing trails from the dam on Harvey Lake and East Livingston Roads heading towards the Mountain Bike Trail on Livingston west of Duck Lake. There is even an existing tunnel under Duck Lake Road so the trail can go further east and connect with other trails leading to other locations including Milford.

## COMMITTEE REPORTS

### *Design*

#### *Update on Colasanti's Boardwalk and sidewalk extension*

Mrs. Blascyk reported that the easement request for the Boardwalk has been presented to the owner of Colasanti's who has given to their attorneys for review. The owner of Colasanti's will not be able to contribute to the boardwalk as he has a one million dollar improvement plan of the property. However, the property owner will be responsible for demolition of the Boardwalk. Other finance options were discussed by the Board including crowd funding.

Mrs. Blascyk reported on the Inside Out Program that is coming to Highland and stated the Supervisor will have to sign the agreements for placement of the nine locations because the nine location are township owned. One of the locations is the Gateway Park. That art piece will have to be relocated because of the expected development.

### *Economic Vitality*

Business Round Table is February 28th at 6:30pm at Steeple Hall

### *Organization*

Volunteer Fair is March 13th 6pm to 8pm

### *Policy and Bylaws*

Ms. Frederick reviewed Bylaws with the Board. Ms. Frederick researched the DDA Act as well as researched what should be put in Bylaws. This is how the DDA is run; what rules have to be followed They have grown from 2.5 pages to 4 pages. Ms. Frederick reviewed the Bylaws, including her added recommendations. She also asked the Board questions of how the language should read in some instances. The agreement for Executive Director needs to

reviewed and updated. The Purchasing Policy cash limits have been increased to reflect current economy.

Mrs. Frederick also distributed last year's MSOC assessment for review.

Board Manual Binders or Tablets should be discussed at next Board Meeting.

#### *Promotions*

Concert recruitment has begun. Ms. DeHaan noted that Classic Rock now is music from the 90's.

#### Farmers' Market/Sounds Like Summer Concert Series

Mr. Hamill reported due to the fact that the owner of the lumber yard and the surrounding properties is being developed, the small piece owned by Township at Gateway Park will be part of that development. This small piece of Township property is where the Gateway Ticket Station sits and will be traded. The trade is that the property owner will relocate or will rebuild the ticket station at Veterans Park and be used as a pavilion for our concerts. The Farmers' Market will be relocated to the front of Township Hall. The paver stone patio will become the new stage for our entertainment. The Township restrooms and electricity will be utilized for the Farmers' Market.

#### DISTRICT DEVELOPMENT

Possible new ownership change and development of Ace Party Store

#### CALL TO THE PUBLIC

None

#### ADJOURN

Meeting was adjourned at 8:17 pm

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the March 20, 2024, Regular Board Meeting**

**APPROVED**

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Michael Zurek, Taylor DeHaan, Jennifer Frederick, Andy West, Michael Zeolla

Members Absent: Matt Barnes, Dale Feigley

Staff Present: Cathy Tiderington, Recording Secretary

Staff Absent: Melissa Dashevich, Executive Director

Guest: Crystal Proxmire, Oakland County Times

Mr. Smith called the meeting to order at 6: 20 pm

**ROLL CALL**

Taylor DeHaan, Andy West, Supervisor Hamill, Chris Hamill, Michael Zeolla, Jennifer Frederick, Cassie Blascyk, Roscoe Smith, Michael Zeolla

**OAKLAND COUNTY TIMES DIGITAL NEWS**

Highland DDA reached out to Oakland Times when Spinal Column discontinued. Ms. Proxmire reported on the Oakland County Times, an online news website.

In 2009, Oakland County Times started in Ferndale and went countywide in 2015. In 2016 Oakland Times worked with Holly DDA and the Chamber. Their businesses grew. The site is a mix of communities including art suburbs, such as Ferndale and Royal Oak; urban areas of Pontiac and rural communities. The Huron Valley Council for the Arts, Highland DDA, Highland Township, Hoffman Farms and Highland Activity Center were brought on in 2023. In reference to the Stats reviewed earlier, the White Lake numbers may also include Highland numbers. In closing the most recent highly reviewed articles for this area was the Highland Recycle Truck Fire. As well as the Boy Scout Troupe 42 that had 398 readers.

Mrs. Blascyk stated to increase awareness, the Oakland County Times could be added to resources such as the Township website and newsletter. It will also have stories that have our ads on them.

Ms. Proxmire continued that approximately 315 to 400 people read the articles consisting of Master Plan processes, business plans or stories in general. Highland is comparing to how Holly was first covered in the first year. Every year Ms. Proxmire does candidate interviews on Oakland County Times for people running for office during election information. If we have a story, press releases, etc. it is important we contact Ms. Crystal Proxmire. Mrs. Blascyk started a blog and Ms. Proxmire said she could use it.

**APPROVE REGULAR BOARD MINUTES OF FEBRUARY 21, 2024**

MRS. HAMILL MOVED TO APPROVE the Regular Board Meeting Minutes of February 21, 2024, as presented. MS. FREDERICK SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote; Supervisor Hamill-yes, C. Hamill-yes, Michael Zeolla-yes, J. Frederick-yes, C. Blascyk-yes, R. Smith-yes, M. Zurek-yes, T. DeHaan-yes, and A. West-yes (9 yes votes).

**Approved HDDA Minutes - Board Meeting Unapproved of March 20, 2024.**



## DIRECTORS REPORT

In Mrs. Dashevich's absence, no Director report was given.

## TREASURER'S REPORT

Mrs. Hamill gave the treasurer's report of February 21, 2024.

**SUPERVISOR HAMILL MOVED** to accept the Treasurer's report as presented. **MR. ZUREK SUPPORTED**, and the **MOTION CARRIED** with a unanimous roll-call vote: Supervisor Hamill-yes, C. Hamill-yes, Michael Zeolla-yes, J. Frederick-yes, C. Blascyk-yes, R. Smith-yes, M. Zurek-yes, T. DeHaan-yes, and A. West-yes (9 yes votes).

New Business:

*Board discussed renewal of Oakland County Times digital news:*

Most Board Members thought using Oakland County Times would be beneficial when written articles of Highland were posted. Mr. Smith had concerns due to others he's spoken to not having heard of Oakland County Times. Mrs. Blascyk stated that one article from a freelance writer can cost \$250 where this membership is \$1,500 for the year.

**MR. HAMILL MOVED TO SUPPORT** the expense of \$1,500 per year with the Oakland County Times. **MS. FREDERICK SECONDED THE MOTION**, and the **MOTION CARRIED** with a roll-call vote: Supervisor Hamill-yes, C. Hamill-yes, Michael Zeolla-yes, J. Frederick-yes, C. Blascyk-yes, R. Smith-yes, M. Zurek-yes, T. DeHaan-yes, and A. West-yes (8 yes votes and 1-Nay).

*Mural - Veterans Park:*

Ms. Blascyk stated there is a roadblock with the train bridge mural, we are still waiting for approval from MDOT. The contract with Mr. Zach Curtis, the artist, expires on July 17, 2024, as not to lose these funds, another mural could be placed on the old fire station. It was noted Mr. Zeolla proposed a rendering of veterans leaving on a train and having luggage as an interactive piece, for an alternate mural.

Mrs. Blascyk stated the ticket station with the mural would tie into Highland's history. In interim, the Design Committee needs Townships approval. Ms. Blascyk will meet in mid-April with the artist.

Supervisor Hamill said it will be painted on a siding board that is placed next to the building. Personal intent is there's a Town Square. It develops a core for the downtown. There will be green space, areas to sit and a gazebo for the park.

**MRS. HAMILL MOVED TO SUPPORT** the painting of the mural. **MR. ZEOLLA SECONDED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Supervisor Hamill-yes, C. Hamill-yes, Michael Zeolla-yes, J. Frederick-yes, C. Blascyk-yes, R. Smith-yes, M. Zurek-yes, T. DeHaan-yes, and A. West-yes (9 yes votes).

*Purchase of bistro tables for events/place making:*

Mrs. Blascyk wants to purchase 12, three piece folding bistro sets and 6, two piece folding Adirondack chair sets not to exceed \$2,100 for Highland's festivals, concerts, etc. to put in front of food trucks or fire pits. Mrs. Blascyk will reach out to Five Star for a possible order, and she wants to take the purchase from the Design Budget Line.

**MS. BLASCYK MOVED TO** purchase the Adirondack chairs/bistro sets from the Design Budget, Line Item # 880.003 for \$2,100. **MRS. HAMILL SUPPORTED THE MOTION** and the **MOTION CARRIED** with a unanimous roll-call vote: Supervisor Hamill-yes, C. Hamill-yes, Michael Zeolla-yes, J. Frederick-yes, C. Blascyk-yes, R. Smith-yes, M. Zurek-yes, T. DeHaan-yes, and A. West-yes (9 yes votes).

*DDA/Planning Commission Workshop:*

Mrs. Blascyk will be meeting with Ms. Corwin (Planning Director for Highland Township) on Highland Station Design and Master Plan. Supervisor Hamill suggested to have packages ready by June 6, 2024. Ms. Frederick will email the Board Members a copy so it can be reviewed and discussed at the next Board Meeting of April 18<sup>th</sup>.

*HWLBA Restaurant Week Partnership Request:*

Mrs. Blascyk stated Highland White Lake Business Association wants to partner with us on our Restaurant week. We cannot spend money outside of the district, but we can partner with ours specific to the DDA area and they can pick up the rest to cover the businesses in the whole township.

**MS. FREDERICK MOVED TO PARTNER WITH HWLBA** on Restaurant Week supporting the DDA District. **MRS. BLASCYK SUPPORTED THE MOTION** and the **MOTION CARRIED** with a unanimous voice vote: Supervisor Hamill-yes, C. Hamill-yes, Michael Zeolla-yes, J. Frederick-yes, C. Blascyk-yes, R. Smith-yes, M. Zurek-yes, T. DeHaan-yes, and A. West-yes (9 yes votes).

*Board Member Binders or Tablets:*

Ms. Frederick asked if the Board would like binders or tablets. Mrs. Blascyk stated she will get to get a cost for tablets. Ms. DeHaan asked what the cost difference is of using paper for copies versus Tablets. Mrs. Blascyk will review at the next meeting.

OLD BUSINESS

*MSA/MOC Assessment of HDDA Notes from Elizabeth Chase:*

Ms. Fredrick stated this is what guides us for the next year using highland accreditation notes and where we can improve based on what residents and board members said on what we are doing. This will be included in our binder on improvements.

BOARD MEMBER COMMENTS

Ms. Frederick and Mrs. Blascyk attended the Oakland County Main Street Summit where they were able to speak about Highland DDA. It was nice to interact with other Downtown Mainstreet Oakland Communities.

Mr. Smith spoke about Haven Hill Trail and showed pictures.

COMMUNITY REPORTS

*Design*

*Colasanti's Boardwalk Update*

Mrs. Blascyk stated that engineering is wrapping up their process and working on pulling permits. Then this will go out for bid in a month or two.

*Train Viaduct -No Update*

### *Economic Restructuring*

Ms. Fredrick spoke about the Economic Vitality business Roundtable. Mrs. Tiderington set up and her efforts were appreciated. Eight businesses attend and all but one was new. The event went well.

### *Organization*

#### *Volunteer Fair*

Ms. Fredrick stated we had ten volunteers show up to sign up; she will contact the schools for the next one.

#### *Policy and Bylaws*

Ms. Frederick will bring to the next meeting for approval.

#### *Promotions*

#### *Concert Recruitment*

Completed agreements are being prepared and marketing has begun per Mrs. Blascyk.

#### *Festival Organization*

Mrs. Blascyk stated this is going well and we've gotten a sponsorship from Feldman for \$4,000, Sniffer Station pledged \$1,000, Genysis is pledging \$1,000 for concerts and LaFontaine is pledging \$1,000 for Farmers Market. We're 200% above last year. The Farmer's Market Manager Jamie Globerson is doing a fantastic job.

Mrs. Blascyk stated that we had saddest parade in Highland last year. She suggested that the Board get out to the businesses and parent teacher organizations to join us. May 18<sup>th</sup> is the parade.

#### MSOC

*Inclusive Horizons* is coming up on April 10<sup>th</sup>. Mrs. Blascyk stated the Annual Awards Dinner for Oakland County is on June 6<sup>th</sup>.

#### DISTRICT DEVELOPMENT

Oakland Audiology is open now. It opened on April 1<sup>st</sup>.

#### CALL TO THE PUBLIC

Mrs. Dashevich and Mrs. Blascyk went to the DDA for the Inside Out Program that will be launched in May for Art Open House/DIA walking tour.

**ADJOURN -MR. SMITH MADE A MOTION TO ADJOURN and MS. FREDRICK SECONDED THE MOTION.**

**Meeting Adjourned at 8:58 PM.**

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	93.34
101-000-008.000	PERPETUAL FUND	1,087.10
101-000-010.000	CASH - COMBINED SAVINGS	4,455,210.64
101-000-019.001	TAXES RECEIVABLE	292,259.00
101-000-072.000	COUNTY OF OAKLAND	144.00
101-000-075.000	HURON VALLEY SCHOOLS	2,553.50
101-000-078.000	DUE FROM STATE REVENUES	354,584.00
101-000-084.477	DUE TO/FROM CABLE TV FEES	72,949.66
101-000-084.703	DUE TO/FROM TAX FUND	278,794.00

TOTAL ASSETS

5,457,675.24

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.000	ACCOUNTS PAYABLE	80,387.78
101-000-202.001	BUILDING BONDS PAYABLES	170,465.00
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	8,503.96
101-000-202.005	PLANNING ESCROW PAYABLES	166,722.30
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	( 462.15)
101-000-231.000	PR W/H FICA	215.94
101-000-231.002	STATE W/H	4,429.79
101-000-257.000	ACCRUED PAYROLL	37,501.16
101-000-280.000	DEFERRED REVENUE	609,684.00
101-000-339.000	UNEARNED REVENUE-FEDERAL GRANT	698,057.63

TOTAL LIABILITIES

1,775,505.41

FUND EQUITY

101-000-386.000	FUND BALANCE-ASSIGN CAPITAL IM	1,500,000.00
101-000-390.000	FUND BALANCE	1,927,341.74
	REVENUE OVER EXPENDITURES - YTD	254,828.09

TOTAL FUND EQUITY

3,682,169.83

TOTAL LIABILITIES AND EQUITY

5,457,675.24

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
101-000-402.000	CURRENT PROPERTY TAX	556,656.00	556,656.00	565,104.75	.00	( 8,448.75)	101.52
101-000-404.000	SALES TAX	2,051,127.00	2,051,127.00	2,145,943.00	.00	( 94,816.00)	104.62
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	560.06	.00	( 560.06)	.00
101-000-423.000	MOBILE HOME TAXES	5,000.00	5,000.00	8,193.00	.00	( 3,193.00)	163.86
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	300,531.51	.00	( 531.51)	100.18
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	1,582.40	.00	( 82.40)	105.49
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	7,754.00	.00	( 2,754.00)	155.08
101-000-491.000	BUILDING PERMITS	220,000.00	220,000.00	163,410.20	.00	56,589.80	74.28
101-000-491.001	HEATING PERMITS	65,000.00	65,000.00	68,861.09	.00	( 3,861.09)	105.94
101-000-491.002	PLUMBING PERMITS	45,000.00	45,000.00	19,498.40	.00	25,501.60	43.33
101-000-491.003	ELECTRICAL PERMITS	65,000.00	65,000.00	63,400.40	.00	1,599.60	97.54
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	5,780.00	.00	44,220.00	11.56
101-000-528.001	ARPA FEDERAL GRANT REVENUE	710,000.00	710,000.00	710,000.00	.00	.00	100.00
101-000-584.005	METRO AUTHORITY	27,000.00	27,000.00	22,271.18	.00	4,728.82	82.49
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	612.28	.00	( 612.28)	.00
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	3,555.00	.00	( 555.00)	118.50
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	50,924.16	.00	( 924.16)	101.85
101-000-607.022	ENHANCE ACCESS FEES	3,000.00	3,000.00	8,523.20	.00	( 5,523.20)	284.11
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	32,861.96	.00	9,138.04	78.24
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	70,497.35	.00	( 20,497.35)	140.99
101-000-628.014	REZONING FEES, PLANNING	.00	.00	850.00	.00	( 850.00)	.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	6,875.00	.00	125.00	98.21
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	3,590.00	.00	2,410.00	59.83
101-000-633.000	BOND FORFEITURES	.00	.00	73,102.36	.00	( 73,102.36)	.00
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	16,500.00	.00	( 11,500.00)	330.00
101-000-644.028	ASSET SALE PROCEEDS	.00	.00	5,496.51	.00	( 5,496.51)	.00
101-000-651.007	ACTIVITY CENTER REVENUES	3,000.00	3,000.00	8,705.00	.00	( 5,705.00)	290.17
101-000-657.000	VARIOUS FINES	.00	.00	403.00	.00	( 403.00)	.00
101-000-658.000	ZONING FINES	.00	.00	675.00	.00	( 675.00)	.00
101-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	164,580.35	.00	( 149,580.35)	1,097.20
101-000-666.001	MMRMA DISTRIBUTION	.00	.00	51,975.00	.00	( 51,975.00)	.00
101-000-667.001	PARK: RENTALS	.00	.00	450.00	.00	( 450.00)	.00
101-000-667.010	ACT CTR STEEPLE HALL UTILITIES	5,000.00	5,000.00	4,148.39	.00	851.61	82.97
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	27,999.96	.00	.04	100.00
101-000-667.288	WOTA RENT	.00	.00	25,000.00	.00	( 25,000.00)	.00
101-000-674.001	CEMETERY FENCE DONATIONS	.00	.00	250.00	.00	( 250.00)	.00
101-000-676.018	ELECTION REIMBURSEMENT	.00	.00	10,318.14	.00	( 10,318.14)	.00
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	.00	.00	225.00	.00	( 225.00)	.00
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	7,000.00	7,000.00	.00	.00	7,000.00	.00
101-000-677.031	MISCELLANEOUS	15,000.00	15,000.00	16,782.89	.00	( 1,782.89)	111.89
101-000-692.000	APPROPRIATION FUND BAL.	.00	1,584,980.00	.00	.00	1,584,980.00	.00
	<b>REVENUE</b>	<b>4,340,283.00</b>	<b>5,925,263.00</b>	<b>4,667,790.54</b>	<b>.00</b>	<b>1,257,472.46</b>	<b>78.78</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,340,283.00</b>	<b>5,925,263.00</b>	<b>4,667,790.54</b>	<b>.00</b>	<b>1,257,472.46</b>	<b>78.78</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>LEGISLATIVE</b>							
101-102-702.000	LEGISLATIVE: SALARIES	25,899.00	26,179.00	27,236.04	.00	( 1,057.04)	104.04
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	.00	.00	6,000.00	.00
	<b>TOTAL LEGISLATIVE</b>	<b>31,899.00</b>	<b>32,179.00</b>	<b>27,236.04</b>	<b>.00</b>	<b>4,942.96</b>	<b>84.64</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	84,389.00	85,298.00	88,751.45	.00	( 3,453.45)	104.05
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	52,211.00	25,211.00	25,371.78	.00	( 160.78)	100.64
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	.00	27,000.00	32,487.00	.00	( 5,487.00)	120.32
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,996.00	8,614.00	5,656.68	.00	2,957.32	65.67
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	22,181.00	23,757.00	20,542.95	.00	3,214.05	86.47
101-171-704.005	SUP DEPT: MAINT WAGE P-T	31,803.00	32,151.00	32,451.07	.00	( 300.07)	100.93
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	.00	.00	376.74	.00	( 376.74)	.00
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	.00	600.00	1,510.34	.00	( 910.34)	251.72
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	.00	25,000.00	15,690.00	.00	9,310.00	62.76
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-	.00	5,532.00	382.63	.00	5,149.37	6.92
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	157.10	.00	2,342.90	6.28
	<b>TOTAL SUPERVISOR</b>	<b>207,080.00</b>	<b>235,663.00</b>	<b>223,377.74</b>	<b>.00</b>	<b>12,285.26</b>	<b>94.79</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	58,476.00	59,106.00	61,608.39	.00	( 2,502.39)	104.23
101-191-704.001	ACCTG: P-T ASSISTANT	22,394.00	24,654.00	25,194.40	.00	( 540.40)	102.19
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	.00	.00	3,000.00	.00
	<b>TOTAL ACCOUNTING</b>	<b>83,870.00</b>	<b>86,760.00</b>	<b>86,802.79</b>	<b>.00</b>	<b>( 42.79)</b>	<b>100.05</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	80,169.00	81,032.00	84,314.00	.00	( 3,282.00)	104.05
101-215-703.001	CLERK: DEPUTY WAGE F-T	62,653.00	63,328.00	64,256.75	.00	( 928.75)	101.47
101-215-703.005	CLERK: CLERICAL WAGE F-T	42,158.00	42,618.00	44,209.05	.00	( 1,591.05)	103.73
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	.00	5,000.00	1,436.91	.00	3,563.09	28.74
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	6,299.09	.00	700.91	89.99
101-215-935.000	CLERK: VOTING EQUIP MAINT	7,050.00	7,050.00	5,760.00	.00	1,290.00	81.70
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	.00	.00	932.97	.00	( 932.97)	.00
	<b>TOTAL CLERK</b>	<b>200,830.00</b>	<b>207,828.00</b>	<b>207,208.77</b>	<b>.00</b>	<b>619.23</b>	<b>99.70</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	80,169.00	81,032.00	84,314.00	.00	( 3,282.00)	104.05
101-253-703.000	TREAS: DEPUTY WAGE F-T	64,741.00	64,741.00	66,332.64	.00	( 1,591.64)	102.46
101-253-703.003	TREAS: CLERICAL WAGE F-T	43,898.00	43,898.00	44,456.61	.00	( 558.61)	101.27
101-253-705.004	TREAS: PART-TIME SEASONAL	10,000.00	10,069.00	2,857.63	.00	7,211.37	28.38
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	4,002.65	.00	2,497.35	61.58
101-253-825.002	TREAS: CERTIFICATION	.00	.00	299.00	.00	( 299.00)	.00
	<b>TOTAL TREASURER</b>	<b>205,308.00</b>	<b>206,240.00</b>	<b>202,262.53</b>	<b>.00</b>	<b>3,977.47</b>	<b>98.07</b>
<b>ASSESSOR</b>							
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	130,000.00	132,000.00	131,786.65	.00	213.35	99.84
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	576.00	.00	924.00	38.40
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	70.34	.00	529.66	11.72
	<b>TOTAL ASSESSOR</b>	<b>132,100.00</b>	<b>134,100.00</b>	<b>132,432.99</b>	<b>.00</b>	<b>1,667.01</b>	<b>98.76</b>
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	13,800.46	.00	1,199.54	92.00
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	5,762.14	.00	2,237.86	72.03
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	9,581.37	.00	15,418.63	38.33
101-261-803.000	GEN GOV: SNOWPLOW SERV	40,000.00	40,000.00	62,354.68	.00	( 22,354.68)	155.89
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	64,393.34	.00	10,606.66	85.86
101-261-805.000	GEN GOV: AUDITING	70,000.00	70,000.00	84,038.75	.00	( 14,038.75)	120.06
101-261-810.000	GEN GOV: COURT WITNESS FEES	500.00	500.00	.00	.00	500.00	.00
101-261-813.000	GEN GOV: STORM WATER PERMIT	800.00	800.00	500.00	.00	300.00	62.50
101-261-813.001	GEN GOV: WOTA	185,000.00	185,000.00	.00	.00	185,000.00	.00
101-261-821.000	GEN GOV: MEMBER FEES	13,000.00	13,000.00	12,801.14	.00	198.86	98.47
101-261-822.000	GEN GOV: BANK FEES	6,000.00	6,000.00	2,569.98	.00	3,430.02	42.83
101-261-830.000	GEN GOV: GEN INSURANCE	68,000.00	68,000.00	60,326.00	.00	7,674.00	88.71
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	9,876.00	.00	3,124.00	75.97
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	4,102.44	.00	2,397.56	63.11
101-261-850.002	GEN GOV: WEBSITE	2,500.00	2,500.00	1,956.15	.00	543.85	78.25
101-261-900.000	GEN GOV: TAX BILL PRINTING	12,000.00	12,000.00	15,629.41	.00	( 3,629.41)	130.25
101-261-900.001	GEN GOV: ADVERTISING	20,000.00	20,000.00	10,150.39	.00	9,849.61	50.75
101-261-900.002	GEN GOV: PRINTING	4,500.00	4,500.00	1,315.69	.00	3,184.31	29.24
101-261-920.000	GEN GOV: UTILITIES	75,000.00	75,000.00	76,725.61	.00	( 1,725.61)	102.30
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	45,000.00	45,000.00	87,741.98	.00	( 42,741.98)	194.98
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,000.00	5,000.00	7,314.84	.00	( 2,314.84)	146.30
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	59,041.81	.00	( 9,041.81)	118.08
101-261-955.000	GEN GOV: MISCELLANEOUS	20,000.00	20,000.00	3,233.49	.00	16,766.51	16.17
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	27,000.00	27,000.00	29,032.25	.00	( 2,032.25)	107.53
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	25,000.00	25,000.00	1,870.21	.00	23,129.79	7.48
101-261-971.001	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	19,355.20	.00	( 9,355.20)	193.55
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	8,000.00	8,000.00	10,347.38	.00	( 2,347.38)	129.34
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	.00	1,500,000.00	1,500,000.00	.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>829,800.00</b>	<b>2,329,800.00</b>	<b>2,153,820.71</b>	<b>.00</b>	<b>175,979.29</b>	<b>92.45</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVERNMENT PERSONNE</b>							
101-279-710.000	GGP: EMPLR PAYROLL TAX	91,667.00	92,767.00	102,863.11	.00	( 10,096.11)	110.88
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	115,000.00	115,000.00	108,243.02	.00	6,756.98	94.12
101-279-712.000	GGP: HEALTH/DENTAL/LIFE/DIS INS	160,000.00	160,000.00	146,937.33	.00	13,062.67	91.84
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	.00	.00	6,113.80	.00	( 6,113.80)	.00
101-279-714.004	GGP: MERIT INCREASES	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	62,000.00	62,000.00	78,582.93	.00	( 16,582.93)	126.75
101-279-716.002	GGP: TUITION REIMB	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	26,258.70	.00	18,741.30	58.35
101-279-718.001	GGP: PTO CASH PAYOUT	18,000.00	18,000.00	2,199.01	.00	15,800.99	12.22
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>504,667.00</b>	<b>505,767.00</b>	<b>471,197.90</b>	<b>.00</b>	<b>34,569.10</b>	<b>93.17</b>
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	65,827.00	66,532.00	69,036.11	.00	( 2,504.11)	103.76
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	40,008.00	40,436.00	41,944.69	.00	( 1,508.69)	103.73
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	37,837.00	38,250.00	37,403.59	.00	846.41	97.79
101-371-705.000	BLDG: PART-TIME SEASONAL	8,000.00	8,090.00	.00	.00	8,090.00	.00
101-371-735.000	BLDG: POSTAGE	600.00	600.00	403.70	.00	196.30	67.28
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	175,000.00	175,000.00	132,817.31	.00	42,182.69	75.90
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL	12,500.00	12,500.00	.00	.00	12,500.00	.00
	<b>TOTAL BUILDING</b>	<b>340,272.00</b>	<b>341,908.00</b>	<b>281,605.40</b>	<b>.00</b>	<b>60,302.60</b>	<b>82.36</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	43,632.00	43,632.00	43,632.00	.00	.00	100.00
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	12,183.29	.00	2,816.71	81.22
	<b>TOTAL CEMETERY</b>	<b>58,632.00</b>	<b>58,632.00</b>	<b>55,815.29</b>	<b>.00</b>	<b>2,816.71</b>	<b>95.20</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	15,000.00	15,237.00	13,640.78	.00	1,596.22	89.52
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	2,005.00	.00	495.00	80.20
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	5,780.00	.00	44,220.00	11.56
	<b>TOTAL SOCIAL SERVICES</b>	<b>84,500.00</b>	<b>84,737.00</b>	<b>38,425.78</b>	<b>.00</b>	<b>46,311.22</b>	<b>45.35</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>ACTIVITY CENTER</b>						
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	49,078.00	49,603.00	51,456.85	.00 ( 1,853.85)	103.74
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	33,783.00	19,911.00	18,870.85	.00 1,040.15	94.78
101-672-703.002	ACT CTR: COMMUNICATION WAGE F-	.00	13,163.00	14,625.00	.00 ( 1,462.00)	111.11
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	.00	9,657.00	10,415.50	.00 ( 758.50)	107.85
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-	28,652.00	18,983.00	18,983.40	.00 ( .40)	100.00
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	24,874.00	25,454.00	18,036.00	.00 7,418.00	70.86
101-672-704.006	ACTIVITY CTR: SECURITY P-T	6,435.00	7,185.00	1,810.50	.00 5,374.50	25.20
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	12,870.00	13,020.00	13,258.73	.00 ( 238.73)	101.83
101-672-704.008	ACT CTR: FLOATER WAGE P-T	.00	600.00	695.20	.00 ( 95.20)	115.87
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	2,500.00	2,500.00	5,436.67	.00 ( 2,936.67)	217.47
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	2,634.46	.00 3,365.54	43.91
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	48.36	.00 2,451.64	1.93
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	.00	.00 1,200.00	.00
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	844.14	.00 655.86	56.28
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	834.33	.00 1,665.67	33.37
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,500.00	3,500.00	3,328.16	.00 171.84	95.09
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	6,878.77	.00 1,121.23	85.98
101-672-920.000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	7,557.46	.00 1,442.54	83.97
101-672-920.002	STEEPLE HALL: UTILITIES	7,000.00	7,000.00	6,654.12	.00 345.88	95.06
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	4,000.00	4,000.00	5,517.44	.00 ( 1,517.44)	137.94
101-672-936.002	STEEPLE HALL: BUILDING MAINT	5,000.00	20,000.00	31,181.81	.00 ( 11,181.81)	155.91
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	2,386.20	.00 113.80	95.45
<b>TOTAL ACTIVITY CENTER</b>	<b>210,892.00</b>	<b>227,776.00</b>	<b>221,453.95</b>	<b>.00</b>	<b>6,322.05</b>	<b>97.22</b>
<b>PLANNING &amp; ORDINANCE</b>						
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	80,610.00	81,480.00	84,646.78	.00 ( 3,166.78)	103.89
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	45,045.00	45,533.00	47,840.59	.00 ( 2,307.59)	105.07
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	54,627.00	55,220.00	57,380.32	.00 ( 2,160.32)	103.91
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	25,982.00	26,252.00	26,987.02	.00 ( 735.02)	102.80
101-701-820.000	PLNG: DUES/ED/TRAVEL	4,000.00	4,500.00	4,374.71	.00 125.29	97.22
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	1,239.78	.00 1,760.22	41.33
<b>TOTAL PLANNING &amp; ORDINANCE</b>	<b>213,264.00</b>	<b>215,985.00</b>	<b>222,469.20</b>	<b>.00</b>	<b>( 6,484.20)</b>	<b>103.00</b>
<b>ZONING BOARD OF APPEALS (ZBA)</b>						
101-702-720.000	ZBA: MEETING PAY	8,880.00	8,880.00	7,330.00	.00 1,550.00	82.55
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00 2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00 500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	487.00	.00 513.00	48.70
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	3,569.19	.00 1,430.81	71.38
<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>17,780.00</b>	<b>17,780.00</b>	<b>11,386.19</b>	<b>.00</b>	<b>6,393.81</b>	<b>64.04</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>PLANNING COMMISSION</b>							
101-703-720.000	PLNG COMM: RECORDING SECTY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-703-720.001	PLNG COMM: COMMISSION	11,400.00	11,400.00	4,287.50	.00	7,112.50	37.61
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	20,000.00	20,000.00	11,200.00	.00	8,800.00	56.00
101-703-801.001	PLNG COMM: ORDINANCE REVISION	8,000.00	8,000.00	.00	.00	8,000.00	.00
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	1,717.54	.00	282.46	85.88
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	5,500.00	5,500.00	932.68	.00	4,567.32	16.96
	<b>TOTAL PLANNING COMMISSION</b>	<b>50,050.00</b>	<b>50,050.00</b>	<b>18,137.72</b>	<b>.00</b>	<b>31,912.28</b>	<b>36.24</b>
<b>PARKS</b>							
101-751-729.000	PARKS: HIGHLAND STATION	3,500.00	3,500.00	.00	.00	3,500.00	.00
101-751-729.001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	836.56	.00	1,663.44	33.46
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	3,345.78	.00 (	345.78)	111.53
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	23,000.00	21,590.33	.00	1,409.67	93.87
101-751-801.006	PARKS: FIREWORKS	13,500.00	13,500.00	11,000.00	.00	2,500.00	81.48
101-751-920.000	PARKS: UTILITIES	5,000.00	5,000.00	1,203.44	.00	3,796.56	24.07
101-751-935.000	PARKS: MAINTENANCE	20,000.00	20,000.00	21,353.34	.00 (	1,353.34)	106.77
	<b>TOTAL PARKS</b>	<b>50,500.00</b>	<b>70,500.00</b>	<b>59,329.45</b>	<b>.00</b>	<b>11,170.55</b>	<b>84.16</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,221,444.00</b>	<b>4,805,705.00</b>	<b>4,412,962.45</b>	<b>.00</b>	<b>392,742.55</b>	<b>91.83</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,118,839.00</b>	<b>1,119,558.00</b>	<b>254,828.09</b>	<b>.00 (</b>	<b>864,729.91)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

ROAD FUND

ASSETS

203-000-002.000	HAULING ROUTE SAVINGS ACCT.	651,016.06
203-000-010.000	CASH - COMBINED SAVINGS	40,120.65
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00

TOTAL ASSETS

699,536.71

LIABILITIES AND EQUITY

FUND EQUITY

203-000-390.000	FUND BALANCE	163,949.37
203-000-392.000	RESTRICTED FUND BALANCE	491,344.23
	REVENUE OVER EXPENDITURES - YTD	44,243.11

TOTAL FUND EQUITY

699,536.71

TOTAL LIABILITIES AND EQUITY

699,536.71

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**ROAD FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>							
203-000-604.000	HAUL ROUTE REVENUE	55,000.00	55,000.00	64,788.96	.00	( 9,788.96)	117.80
203-000-665.000	INTEREST EARNINGS	.00	.00	2,700.55	.00	( 2,700.55)	.00
203-000-699.401	TRANSFER IN FROM CAPITAL IMP.	19,000.00	50,000.00	50,000.00	.00	.00	100.00
	<b>REVENUE</b>	<b>74,000.00</b>	<b>105,000.00</b>	<b>117,489.51</b>	<b>.00</b>	<b>( 12,489.51)</b>	<b>111.89</b>
	<b>TOTAL FUND REVENUE</b>	<b>74,000.00</b>	<b>105,000.00</b>	<b>117,489.51</b>	<b>.00</b>	<b>( 12,489.51)</b>	<b>111.89</b>
<u>ROAD</u>							
203-596-967.000	DUST CONTROL	34,000.00	34,000.00	33,968.20	.00	31.80	99.91
203-596-967.001	TRI PARTY PROGRAM	40,000.00	40,000.00	38,908.00	.00	1,092.00	97.27
203-596-971.001	ROAD PARTICIPATION PROJECTS	.00	.00	370.20	.00	( 370.20)	.00
	<b>TOTAL ROAD</b>	<b>74,000.00</b>	<b>74,000.00</b>	<b>73,246.40</b>	<b>.00</b>	<b>753.60</b>	<b>98.98</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>74,000.00</b>	<b>74,000.00</b>	<b>73,246.40</b>	<b>.00</b>	<b>753.60</b>	<b>98.98</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>31,000.00</b>	<b>44,243.11</b>	<b>.00</b>	<b>13,243.11</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

FIRE FUND

ASSETS

206-000-010.000	CASH - COMBINED SAVINGS	1,380,662.19
206-000-019.000	TAXES RECEIVABLE	901,158.00
206-000-084.703	DUE TO/FROM TAX FUND	<u>859,641.00</u>

TOTAL ASSETS

3,141,461.19

LIABILITIES AND EQUITY

LIABILITIES

206-000-202.000	ACCOUNTS PAYABLE	72,777.68
206-000-257.000	ACCRUED PAYROLL	35,955.90
206-000-280.000	DEFERRED REVENUE	<u>1,881,156.00</u>

TOTAL LIABILITIES

1,989,889.58

FUND EQUITY

206-000-390.000	FUND BALANCE	1,479,169.98
	REVENUE OVER EXPENDITURES - YTD	<u>( 327,598.37)</u>

TOTAL FUND EQUITY

1,151,571.61

TOTAL LIABILITIES AND EQUITY

3,141,461.19

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
206-000-402.000	CURRENT PROPERTY TAX	1,240,417.00	1,251,299.00	1,250,244.52	.00	1,054.48	99.92
206-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	1,176.97	.00	( 1,176.97)	.00
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	1,364.39	.00	( 1,364.39)	.00
206-000-603.000	CONSULTING FEE	.00	.00	650.00	.00	( 650.00)	.00
206-000-604.000	COST RECOVERY	.00	.00	833.09	.00	( 833.09)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	10,000.00	1,350.00	.00	8,650.00	13.50
206-000-638.000	EMS TRANSPORT	350,000.00	350,000.00	402,589.51	.00	( 52,589.51)	115.03
206-000-665.000	INTEREST ON INVESTMENTS	10,000.00	32,509.00	52,047.09	.00	( 19,538.09)	160.10
206-000-677.000	MISCELLANEOUS	.00	.00	775.99	.00	( 775.99)	.00
206-000-692.000	APPROPRIATION FUND BAL.	437,263.00	437,263.00	.00	.00	437,263.00	.00
	<b>REVENUE</b>	<b>2,037,680.00</b>	<b>2,081,071.00</b>	<b>1,711,031.56</b>	<b>.00</b>	<b>370,039.44</b>	<b>82.22</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,037,680.00</b>	<b>2,081,071.00</b>	<b>1,711,031.56</b>	<b>.00</b>	<b>370,039.44</b>	<b>82.22</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**FIRE FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>FIRE</b>							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	79,794.00	76,271.00	79,529.34	.00	( 3,258.34)	104.27
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	68,852.00	30,113.00	27,855.99	.00	2,257.01	92.50
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	67,131.00	67,131.00	69,595.68	.00	( 2,464.68)	103.67
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	68,852.00	68,852.00	72,872.85	.00	( 4,020.85)	105.84
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	57,899.00	57,899.00	60,398.56	.00	( 2,499.56)	104.32
206-336-703.004	FIRE: F-T WAGE OFFICER M.B.	57,899.00	63,688.00	67,087.03	.00	( 3,399.03)	105.34
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	57,899.00	57,899.00	47,406.38	.00	10,492.62	81.88
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	57,899.00	53,556.00	37,355.34	.00	16,200.66	69.75
206-336-703.007	FIRE: F-T WAGE MEDIC K.M.	57,899.00	52,217.00	37,323.19	.00	14,893.81	71.48
206-336-703.008	FIRE: F-T WAGE MEDIC T.M.	57,899.00	52,217.00	36,914.59	.00	15,302.41	70.69
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	.00	10,000.00	4,008.92	.00	5,991.08	40.09
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	.00	12,025.00	9,767.90	.00	2,257.10	81.23
206-336-703.013	FIRE: MARSHAL COMPENSATION	30,700.00	37,125.00	32,743.09	.00	4,381.91	88.20
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	.00	12,025.00	9,767.90	.00	2,257.10	81.23
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	4,000.00	6,062.00	5,726.05	.00	335.95	94.46
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	500,000.00	450,000.00	459,725.27	.00	( 9,725.27)	102.16
206-336-707.007	FIRE: F-T OVERTIME	45,000.00	90,000.00	99,088.61	.00	( 9,088.61)	110.10
206-336-709.001	FIRE: CLOTHING ALLOWANCE	5,000.00	5,000.00	5,000.00	.00	.00	100.00
206-336-709.002	FIRE: FOOD ALLOWANCE	5,000.00	5,000.00	14,250.00	.00	( 9,250.00)	285.00
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	23,364.00	15,802.00	22,919.38	.00	( 7,117.38)	145.04
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	94,958.00	93,551.00	90,654.98	.00	2,896.02	96.90
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	25,000.00	25,000.00	20,649.33	.00	4,350.67	82.60
206-336-711.001	FIRE: DEFINED CONTRIBUTION F-T	33,136.00	33,136.00	25,849.82	.00	7,286.18	78.01
206-336-712.001	FIRE: HEALTH/DENTAL/LIFE/DISINS	80,000.00	80,000.00	69,097.10	.00	10,902.90	86.37
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	16,000.00	16,000.00	11,346.95	.00	4,653.05	70.92
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE: CASH IN LIEU BENEF BUYOUT	14,000.00	14,000.00	11,839.83	.00	2,160.17	84.57
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	21,192.33	.00	8,807.67	70.64
206-336-719.000	FIRE: POST PLAN	15,000.00	15,000.00	19,499.99	.00	( 4,499.99)	130.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	.00	1,273.33	.00	( 1,273.33)	.00
206-336-722.010	FIRE: INSTRUCTOR TRAINING	5,000.00	5,000.00	564.00	.00	4,436.00	11.28
206-336-727.000	FIRE: SUPPLIES	9,000.00	9,000.00	11,782.21	.00	( 2,782.21)	130.91
206-336-731.000	FIRE: MEDICAL SUPPLIES	20,000.00	27,000.00	25,981.23	.00	1,018.77	96.23
206-336-732.000	FIRE: UNIFORMS	15,000.00	15,000.00	12,375.01	.00	2,624.99	82.50
206-336-750.000	FIRE: VEHICLE GAS/OIL	50,000.00	50,000.00	39,811.85	.00	10,188.15	79.62
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	1,106.00	.00	3,894.00	22.12
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	2,500.00	6,000.00	8,826.82	.00	( 2,826.82)	147.11
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,000.00	22,000.00	19,710.18	.00	2,289.82	89.59
206-336-820.000	FIRE: DUES & EDUCATION	20,000.00	30,000.00	37,993.73	.00	( 7,993.73)	126.65
206-336-830.000	FIRE: INSURANCE/BONDS	120,000.00	120,000.00	125,750.00	.00	( 5,750.00)	104.79
206-336-851.000	FIRE: RADIO COMMUNICATIONS	53,000.00	53,000.00	50,005.73	.00	2,994.27	94.35
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	3,870.39	.00	1,129.61	77.41
206-336-920.000	FIRE: PUBLIC UTILITIES	60,000.00	60,000.00	61,172.51	.00	( 1,172.51)	101.95
206-336-930.000	FIRE: VEHICLE REPAIR	50,000.00	75,000.00	113,477.30	.00	( 38,477.30)	151.30
206-336-936.000	FIRE: BLDG MAINT/REPAIR	15,000.00	20,000.00	16,078.60	.00	3,921.40	80.39
206-336-937.000	FIRE: EQUIP MAINT	20,000.00	20,000.00	24,298.92	.00	( 4,298.92)	121.49
206-336-955.000	FIRE: MISC EXPENSE	2,500.00	17,500.00	2,615.56	.00	14,884.44	14.95
206-336-967.000	FIRE: NEW PROJECTS	2,500.00	2,500.00	12,470.16	.00	( 9,970.16)	498.81
	<b>TOTAL FIRE</b>	<b>2,037,679.00</b>	<b>2,076,569.00</b>	<b>2,038,629.93</b>	<b>.00</b>	<b>37,939.07</b>	<b>98.17</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	2,037,679.00	2,076,569.00	2,038,629.93	.00	37,939.07	98.17
NET REVENUE OVER EXPENDITURES	1.00	4,502.00	( 327,598.37)	.00	( 332,100.37)	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00
207-000-010.000	CASH - COMBINED SAVINGS	2,473,404.21
207-000-019.000	TAXES RECEIVABLE	1,615,374.00
207-000-084.703	DUE TO/FROM TAX FUND	1,540,954.00

TOTAL ASSETS

5,629,782.21

LIABILITIES AND EQUITY

LIABILITIES

207-000-202.000	ACCOUNTS PAYABLE	279,034.77
207-000-257.000	ACCRUED PAYROLL	2,694.99
207-000-280.000	DEFERRED REVENUE	3,483,293.55

TOTAL LIABILITIES

3,765,023.31

FUND EQUITY

207-000-390.000	FUND BALANCE	1,617,059.86
	REVENUE OVER EXPENDITURES - YTD	247,699.04

TOTAL FUND EQUITY

1,864,758.90

TOTAL LIABILITIES AND EQUITY

5,629,782.21

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
207-000-402.000	CURRENT PROPERTY TAX	3,076,641.00	3,076,641.00	3,099,968.67	.00 ( 23,327.67)	100.76
207-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	2,917.23	.00 ( 2,917.23)	.00
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	11,842.60	.00 ( 1,842.60)	118.43
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	3,384.13	.00 ( 3,384.13)	.00
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	3,546.14	.00 8,453.86	29.55
207-000-582.001	SCHOOL PARTICIPATION	111,000.00	111,000.00	110,295.37	.00 704.63	99.37
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	162,000.00	.00 .00	100.00
207-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	110,587.12	.00 ( 95,587.12)	737.25
207-000-677.000	MISCELLANEOUS	.00	.00	2,000.00	.00 ( 2,000.00)	.00
	<b>REVENUE</b>	<b>3,386,641.00</b>	<b>3,386,641.00</b>	<b>3,506,541.26</b>	<b>.00 ( 119,900.26)</b>	<b>103.54</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,386,641.00</b>	<b>3,386,641.00</b>	<b>3,506,541.26</b>	<b>.00 ( 119,900.26)</b>	<b>103.54</b>
<b>POLICE</b>						
207-301-704.001	POLICE: CLERICAL WAGE P-T	34,000.00	34,372.00	40,262.80	.00 ( 5,890.80)	117.14
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	2,900.00	2,900.00	3,069.11	.00 ( 169.11)	105.83
207-301-729.001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00 5,000.00	.00
207-301-807.000	POLICE: OAKLAND CO SHER CONT	2,912,998.00	2,912,998.00	2,905,137.39	.00 7,860.61	99.73
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICE	111,000.00	111,000.00	110,295.37	.00 704.63	99.37
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	12,000.00	( 2,356.46)	.00 14,356.46 (	( 19.64)
207-301-807.004	POLICE: OVERTIME	220,000.00	220,000.00	151,223.33	.00 68,776.67	68.74
207-301-920.000	POLICE: UTILITIES	14,000.00	14,000.00	6,231.01	.00 7,768.99	44.51
207-301-935.000	POLICE: SHERIFF'S MAINT	13,500.00	13,500.00	16,490.71	.00 ( 2,990.71)	122.15
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	27,999.96	.00 .04	100.00
207-301-955.000	POLICE: MISCELLANEOUS	5,000.00	5,000.00	145.00	.00 4,855.00	2.90
207-301-971.000	POLICE: RESERVE EQUIPMENT	1,000.00	1,000.00	.00	.00 1,000.00	.00
207-301-971.001	POLICE: EQUIP CAP OUTLAY	6,000.00	6,000.00	.00	.00 6,000.00	.00
207-301-971.002	POLICE: BUILDING RENOVATIONS	4,000.00	4,000.00	344.00	.00 3,656.00	8.60
	<b>TOTAL POLICE</b>	<b>3,369,398.00</b>	<b>3,369,770.00</b>	<b>3,258,842.22</b>	<b>.00 110,927.78</b>	<b>96.71</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,369,398.00</b>	<b>3,369,770.00</b>	<b>3,258,842.22</b>	<b>.00 110,927.78</b>	<b>96.71</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>17,243.00</b>	<b>16,871.00</b>	<b>247,699.04</b>	<b>.00 230,828.04</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

REFUSE FUND

ASSETS

227-000-010.000	CASH - COMBINED SAVINGS	287,406.84
227-000-045.000	ASSESSMENT RECEIVABLE	484,819.00
227-000-084.703	DUE TO/FROM TAX FUND	646,633.00

TOTAL ASSETS

1,418,858.84

LIABILITIES AND EQUITY

LIABILITIES

227-000-280.000	DEFERRED REVENUE	1,218,240.00
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TOTAL LIABILITIES

1,218,240.00

FUND EQUITY

227-000-390.000	FUND BALANCE	191,024.22
	REVENUE OVER EXPENDITURES - YTD	9,594.62

TOTAL FUND EQUITY

200,618.84

TOTAL LIABILITIES AND EQUITY

1,418,858.84

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**REFUSE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
227-000-626.000	REFUSE COLLECTION	1,116,625.00	1,116,625.00	1,113,090.19	.00	3,534.81 99.68
227-000-665.000	INTEREST EARNINGS	1,500.00	1,500.00	9,799.01	.00 (	8,299.01) 653.27
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	2,043.00	.00 (	543.00) 136.20
	<b>REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,124,932.20</b>	<b>.00 (</b>	<b>5,307.20) 100.47</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,124,932.20</b>	<b>.00 (</b>	<b>5,307.20) 100.47</b>
<b>REFUSE</b>						
227-526-801.000	REFUSE: CONTRACTOR	1,087,000.00	1,087,000.00	1,087,700.58	.00 (	700.58) 100.06
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,637.00	27,637.00	27,637.00	.00	.00 100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	2,000.00	2,000.00	.00	.00	2,000.00 .00
	<b>TOTAL REFUSE</b>	<b>1,116,637.00</b>	<b>1,116,637.00</b>	<b>1,115,337.58</b>	<b>.00</b>	<b>1,299.42 99.88</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,116,637.00</b>	<b>1,116,637.00</b>	<b>1,115,337.58</b>	<b>.00</b>	<b>1,299.42 99.88</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,988.00</b>	<b>2,988.00</b>	<b>9,594.62</b>	<b>.00</b>	<b>6,606.62</b>

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

OPIOID SETTLEMENT FUND

<u>ASSETS</u>			
284-000-010.000	CASH - COMBINED SAVINGS	12,706.70	
284-000-079.000	ACCOUNTS RECEIVABLE	41,624.28	
		<hr/>	
	TOTAL ASSETS		54,330.98
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
284-000-202.000	ACCOUNTS PAYABLE	10,000.00	
		<hr/>	
	TOTAL LIABILITIES		10,000.00
<u>FUND EQUITY</u>			
284-000-360.001	DEFERRED INFLOW REVENUE OVER EXPENDITURES - YTD	41,624.28 2,706.70	
		<hr/>	
	TOTAL FUND EQUITY		44,330.98
			<hr/>
	TOTAL LIABILITIES AND EQUITY		54,330.98
			<hr/> <hr/>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**OPIOID SETTLEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
284-000-685.000	OPIOID SETTLEMENT REVENUES	.00	10,000.00	12,706.70	.00 ( 2,706.70)	127.07
	REVENUE	.00	10,000.00	12,706.70	.00 ( 2,706.70)	127.07
	TOTAL FUND REVENUE	.00	10,000.00	12,706.70	.00 ( 2,706.70)	127.07
<u>DEPARTMENT 718</u>						
284-718-880.000	OPIOID SETTLEMENT EXPENSE	.00	10,000.00	10,000.00	.00 .00	100.00
	TOTAL DEPARTMENT 718	.00	10,000.00	10,000.00	.00 .00	100.00
	TOTAL FUND EXPENDITURES	.00	10,000.00	10,000.00	.00 .00	100.00
	NET REVENUE OVER EXPENDITURES	.00	.00	2,706.70	.00 2,706.70	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000	CASH - COMBINED SAVINGS	2,206,698.68
401-000-084.494	DUE TO/FROM DDA	29,893.64
401-000-189.001	LEASE RECEIVABLE NEXTEL 2009	1,228,606.00
401-000-189.002	LEASE RECEIVABLE CINGULAR NEW	153,096.00
401-000-189.003	LEASE RECEIVABLE SPRINT	182,861.00
401-000-189.004	LEASE RECEIVABLE NEXTEL 2021	4,475,159.00

TOTAL ASSETS

8,276,314.32

LIABILITIES AND EQUITY

LIABILITIES

401-000-202.000	ACCOUNTS PAYABLE	27,029.64
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TOTAL LIABILITIES

27,029.64

FUND EQUITY

401-000-360.001	DEFERRED INFLOW 2009 NEXTEL	1,172,516.00
401-000-360.002	DEFERRED INFLOW NEW CINGULAR	152,553.00
401-000-360.003	DEFERRED INFLOW SPRINT	177,794.00
401-000-360.004	DEFERRED INFLOW 2021 NEXTEL	4,210,439.00
401-000-390.000	FUND BALANCE	1,011,932.50
	REVENUE OVER EXPENDITURES - YTD	1,524,050.18

TOTAL FUND EQUITY

8,249,284.68

TOTAL LIABILITIES AND EQUITY

8,276,314.32

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
401-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	216,595.03	150,822.00	( 206,595.03)	2,165.95
401-000-665.001	INTEREST EARNINGS DDA LOAN	3,500.00	3,500.00	1,344.33	.00	2,155.67	38.41
401-000-667.002	CELL TOWER LEASE	150,000.00	150,000.00	163,382.68	25,223.00	( 13,382.68)	108.92
401-000-692.000	APPROPRIATION FUND BAL.	524,500.00	1,372,595.00	.00	.00	1,372,595.00	.00
401-000-693.000	LAND SALE	.00	.00	50,000.00	.00	( 50,000.00)	.00
401-000-699.000	OPERATING TRANSFER IN	.00	1,500,000.00	1,500,000.00	.00	.00	100.00
	<b>REVENUE</b>	<b>688,000.00</b>	<b>3,036,095.00</b>	<b>1,931,322.04</b>	<b>176,045.00</b>	<b>1,104,772.96</b>	<b>63.61</b>
	<b>TOTAL FUND REVENUE</b>	<b>688,000.00</b>	<b>3,036,095.00</b>	<b>1,931,322.04</b>	<b>176,045.00</b>	<b>1,104,772.96</b>	<b>63.61</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	25,000.00	740,302.00	120,826.30	( 631,369.01)	619,475.70	16.32
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	.00	20,768.00	10,000.00	.00	10,768.00	48.15
401-261-971.011	BROADBAND EXPENSE	27,000.00	27,000.00	.00	.00	27,000.00	.00
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	25,000.00	25,000.00	6,177.88	.00	18,822.12	24.71
401-261-971.013	SEWER ANTICIPATION EXPENSE	50,000.00	50,000.00	.00	.00	50,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	10,000.00	10,000.00	.00	.00	10,000.00	.00
401-261-972.000	PROPERTY PURCHASE	.00	33,025.00	2,305.00	.00	30,720.00	6.98
401-261-995.103	TRANSFER TO ROAD FUND	19,000.00	50,000.00	50,000.00	.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>156,000.00</b>	<b>956,095.00</b>	<b>189,309.18</b>	<b>( 631,369.01)</b>	<b>766,785.82</b>	<b>19.80</b>
<b>ANNEX</b>							
401-523-971.000	STEEPLE HALL IMPROVEMENTS	40,000.00	40,000.00	27,029.64	.00	12,970.36	67.57
	<b>TOTAL ANNEX</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>27,029.64</b>	<b>.00</b>	<b>12,970.36</b>	<b>67.57</b>
<b>CEMETERY</b>							
401-567-971.000	CEMETERY IMPROVEMENTS	25,000.00	48,000.00	46,910.00	.00	1,090.00	97.73
	<b>TOTAL CEMETERY</b>	<b>25,000.00</b>	<b>48,000.00</b>	<b>46,910.00</b>	<b>.00</b>	<b>1,090.00</b>	<b>97.73</b>
<b>PARKS</b>							
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	15,000.00	15,000.00	.00	.00	15,000.00	.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	125,000.00	150,000.00	144,023.04	.00	5,976.96	96.02
	<b>TOTAL PARKS</b>	<b>140,000.00</b>	<b>165,000.00</b>	<b>144,023.04</b>	<b>.00</b>	<b>20,976.96</b>	<b>87.29</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>361,000.00</b>	<b>1,209,095.00</b>	<b>407,271.86</b>	<b>( 631,369.01)</b>	<b>801,823.14</b>	<b>33.68</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	327,000.00	1,827,000.00	1,524,050.18	807,414.01	( 302,949.82)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
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POST AUDIT

FIRE CAPITAL FUND

ASSETS

402-000-010.000	CASH - COMBINED SAVINGS	528,906.92
402-000-019.000	TAXES RECEIVABLE	470,639.00
402-000-084.703	DUE TO/FROM TAX FUND	448,955.00

TOTAL ASSETS

1,448,500.92

LIABILITIES AND EQUITY

LIABILITIES

402-000-280.000	DEFERRED REVENUE	980,562.00
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TOTAL LIABILITIES

980,562.00

FUND EQUITY

402-000-390.000	FUND BALANCE	568,820.74
	REVENUE OVER EXPENDITURES - YTD	( 100,881.82)

TOTAL FUND EQUITY

467,938.92

TOTAL LIABILITIES AND EQUITY

1,448,500.92

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**FIRE CAPITAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
402-000-402.000	CURRENT PROPERTY TAX	896,403.00	896,403.00	902,032.60	.00 ( 5,629.60)	100.63
402-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	789.90	.00 ( 789.90)	.00
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	985.99	.00 ( 985.99)	.00
402-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	28,027.47	.00 ( 18,027.47)	280.27
402-000-692.000	APPROPRIATION FUND BAL.	196,597.00	207,096.52	.00	.00 207,096.52	.00
	<b>REVENUE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>931,835.96</b>	<b>.00 181,663.56</b>	<b>83.69</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>931,835.96</b>	<b>.00 181,663.56</b>	<b>83.69</b>
<u>FIRE</u>						
402-336-971.000	VEHICLES	400,000.00	400,000.00	392,799.72	.00 7,200.28	98.20
402-336-971.002	CAPITAL EQUIPMENT	158,000.00	158,000.00	92,668.54	.00 65,331.46	58.65
402-336-971.004	CONSTR IN PROCESS FIRE MIL ST2	.00	10,499.52	10,499.52	.00 .00	100.00
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	275,000.00	275,000.00	290,000.00	.00 ( 15,000.00)	105.45
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	270,000.00	270,000.00	246,250.00	.00 23,750.00	91.20
402-336-993.002	FIRE CAP: BONDING AGENT FEES	.00	.00	500.00	.00 ( 500.00)	.00
	<b>TOTAL FIRE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>1,032,717.78</b>	<b>.00 80,781.74</b>	<b>92.75</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>1,032,717.78</b>	<b>.00 80,781.74</b>	<b>92.75</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 100,881.82)</b>	<b>.00 ( 100,881.82)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
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POST AUDIT

DOWNTOWN DEVELOPMENT FUND

ASSETS

494-000-010.000	CASH - COMBINED SAVINGS	539,039.71	
494-000-019.000	TAXES RECEIVABLE	47,865.00	

TOTAL ASSETS

586,904.71

LIABILITIES AND EQUITY

LIABILITIES

494-000-202.000	ACCOUNTS PAYABLE	20,220.28	
494-000-257.000	ACCRUED PAYROLL	1,469.01	
494-000-280.000	DEFERRED REVENUE	107,566.00	
494-000-308.000	LONG-TERM LOAN	29,893.64	

TOTAL LIABILITIES

159,148.93

FUND EQUITY

494-000-390.000	FUND BALANCE	337,928.06	
	REVENUE OVER EXPENDITURES - YTD	89,827.72	

TOTAL FUND EQUITY

427,755.78

TOTAL LIABILITIES AND EQUITY

586,904.71

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
494-000-412.000	.00	.00	2,011.72	.00	( 2,011.72)	.00
494-000-569.000	.00	.00	9,500.00	.00	( 9,500.00)	.00
494-000-573.000	.00	.00	49,778.74	.00	( 49,778.74)	.00
494-000-665.000	10,000.00	10,000.00	20,112.86	.00	( 10,112.86)	201.13
494-000-677.000	.00	.00	37.16	.00	( 37.16)	.00
494-000-677.001	2,000.00	2,000.00	( 350.00)	.00	2,350.00 (	( 17.50)
494-000-677.005	.00	.00	5,300.00	.00	( 5,300.00)	.00
494-000-677.008	1,000.00	1,000.00	1,036.00	.00	( 36.00)	103.60
494-000-677.010	234,000.00	234,000.00	240,783.35	.00	( 6,783.35)	102.90
494-000-692.000	.00	124,489.00	.00	.00	124,489.00	.00
<b>REVENUE</b>	<b>247,000.00</b>	<b>371,489.00</b>	<b>328,209.83</b>	<b>.00</b>	<b>43,279.17</b>	<b>88.35</b>
<b>TOTAL FUND REVENUE</b>	<b>247,000.00</b>	<b>371,489.00</b>	<b>328,209.83</b>	<b>.00</b>	<b>43,279.17</b>	<b>88.35</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>DOWNTOWN DEVELOPMENT AUTHO</b>						
494-729-702.001	DDA: DIRECTOR	51,562.00	45,562.00	47,013.99	.00 ( 1,451.99)	103.19
494-729-705.000	DDA: PART-TIME SEASONAL	.00	5,000.00	1,192.50	.00 3,807.50	23.85
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,000.00	4,000.00	4,038.40	.00 ( 38.40)	100.96
494-729-715.000	DDA: CASH IN LIEU BENEF BUYOUT	.00	6,000.00	6,000.00	.00 .00	100.00
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	700.00	.00 500.00	58.33
494-729-728.000	DDA: OFFICE SUPPLIES	1,200.00	1,200.00	2,821.77	.00 ( 1,621.77)	235.15
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	355.57	.00 144.43	71.11
494-729-801.000	DDA: PROF SERVICES	3,000.00	3,000.00	1,355.00	.00 1,645.00	45.17
494-729-801.001	DDA: MASTER PLAN	5,000.00	5,000.00	201.50	.00 4,798.50	4.03
494-729-808.000	DDA: MARKETING CONSULTANT	9,000.00	12,000.00	11,377.00	.00 623.00	94.81
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	4,000.00	4,000.00	160.00	.00 3,840.00	4.00
494-729-820.000	DDA: DUES/ED/TRAVEL	5,000.00	5,000.00	4,525.87	.00 474.13	90.52
494-729-850.000	DDA: WEBSITE	700.00	700.00	1,115.00	.00 ( 415.00)	159.29
494-729-880.000	DDA: COMMUNITY PROJECTS	.00	.00	835.00	.00 ( 835.00)	.00
494-729-880.001	DDA: PROMOTIONS	12,250.00	18,250.00	20,515.21	.00 ( 2,265.21)	112.41
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	11,000.00	11,000.00	11,648.64	.00 ( 648.64)	105.90
494-729-880.003	DDA: DESIGN	51,145.00	150,781.00	79,141.40	.00 71,639.60	52.49
494-729-880.004	DDA: ORGANIZATION	2,700.00	2,700.00	935.80	.00 1,764.20	34.66
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	11,353.00	12,214.15	.00 ( 861.15)	107.59
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	3,829.92	.00 ( 829.92)	127.66
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	3,498.24	.00 ( 498.24)	116.61
494-729-935.000	DDA: MAINTENANCE STREETScape	4,000.00	12,000.00	9,314.88	.00 2,685.12	77.62
494-729-967.000	DDA: FARMERS' MARKET	10,000.00	12,500.00	11,196.44	.00 1,303.56	89.57
494-729-967.002	DDA: DDA SPONSORSHIPS	3,000.00	3,000.00	2,000.00	.00 1,000.00	66.67
494-729-967.007	DDA:CART PROJECT	2,500.00	2,500.00	1,051.50	.00 1,448.50	42.06
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	5,000.00	5,000.00	.00	.00 5,000.00	.00
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00 38,752.00	.00
494-729-993.000	DDA: INTEREST EXPENSE	2,300.00	2,300.00	1,344.33	.00 955.67	58.45
<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>236,809.00</b>	<b>369,298.00</b>	<b>238,382.11</b>	<b>.00</b>	<b>130,915.89</b>	<b>64.55</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>236,809.00</b>	<b>369,298.00</b>	<b>238,382.11</b>	<b>.00</b>	<b>130,915.89</b>	<b>64.55</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>10,191.00</b>	<b>2,191.00</b>	<b>89,827.72</b>	<b>.00</b>	<b>87,636.72</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	182,297.84	
591-000-010.000	CASH - COMBINED SAVINGS	19,260.88	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	70,617.21	
591-000-034.000	DELQ UTILITY RECEIVABLE WATER	1,010.95	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST	96,104.92	
591-000-152.000	WATERMAINS	8,210,423.82	
591-000-153.000	A/D WATER MAINS	( 955,668.52)	
	TOTAL ASSETS		7,624,047.10

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.000	ACCOUNTS PAYABLE	796.76	
591-000-202.001	ACCOUNTS PAYABLE VOUCHER	4,538.68	
591-000-209.000	INTEREST PAYABLE	1,295.00	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	69,000.00	
591-000-300.001	SPECIAL ASSESSMENT BOND	449,000.00	
	TOTAL LIABILITIES		524,630.44

FUND EQUITY

591-000-373.000	CONTRIBUTED CAPITAL NET POSITI	6,736,755.00	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	( 343,790.27)	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED	77,058.94	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED	677,428.17	
591-000-399.000	UNRESTRICTED NET ASSETS	67,072.87	
	REVENUE OVER EXPENDITURES - YTD	( 115,108.05)	
	TOTAL FUND EQUITY		7,099,416.66

		7,624,047.10	
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**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**WATER SYSTEM**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
591-000-629.002	CHARGES FOR SERVICES RENDERE	.00	.00	690,849.05 ( 88,101.56)	( 690,849.05)	.00
591-000-629.003	FIXED CHARGE DEBT SERVICES	.00	.00	77,184.88	208.56 ( 77,184.88)	.00
591-000-629.004	FIXED CHARGE MAJOR MAINT	.00	.00	76,133.65	38,017.78 ( 76,133.65)	.00
591-000-629.005	FIXED CHARGE CAPITAL IMPR	.00	.00	115,290.99	57,669.61 ( 115,290.99)	.00
591-000-665.000	INTEREST EARNINGS	.00	.00	2,490.17	.00 ( 2,490.17)	.00
591-000-677.000	OTHER REVENUE	.00	.00	5,584.44	.00 ( 5,584.44)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>967,533.18</b>	<b>7,794.39</b>	<b>( 967,533.18)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>967,533.18</b>	<b>7,794.39</b>	<b>( 967,533.18)</b>	<b>.00</b>
<b>WATER</b>						
591-536-812.000	FUND ADMINISTRATION COST	.00	.00	98,526.47	.00 ( 98,526.47)	.00
591-536-921.000	SYSTEMS	.00	.00	73,396.41	.00 ( 73,396.41)	.00
591-536-921.001	PLAN REVIEW & PERMITTING	.00	.00	4,147.28	.00 ( 4,147.28)	.00
591-536-921.002	MAPPING UNIT	.00	.00	2,819.35	.00 ( 2,819.35)	.00
591-536-921.003	BILLING SERVICES	.00	.00	13,405.70	.00 ( 13,405.70)	.00
591-536-935.000	MAINTENANCE	.00	.00	154,516.91	.00 ( 154,516.91)	.00
591-536-938.001	WATER SYSTEMS	.00	.00	44,066.30	.00 ( 44,066.30)	.00
591-536-938.002	WATER MAINTENANCE	.00	.00	145,692.41	.00 ( 145,692.41)	.00
591-536-938.003	PUMP MAINTENANCE	.00	.00	334,122.35	.00 ( 334,122.35)	.00
591-536-968.000	DEPRECIATION	.00	.00	204,030.30	204,030.30 ( 204,030.30)	.00
591-536-971.001	WATER CAPITAL EQUIPMT IMPROVM	.00	.00	.00 ( 35,563.06)	.00	.00
591-536-991.000	DEBT PAYMENT	.00	.00	.00 ( 70,000.00)	.00	.00
591-536-993.001	INTEREST EXPENSE	.00	.00	7,917.75 ( 885.50)	( 7,917.75)	.00
<b>TOTAL WATER</b>	<b>.00</b>	<b>.00</b>	<b>1,082,641.23</b>	<b>97,581.74</b>	<b>( 1,082,641.23)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>1,082,641.23</b>	<b>97,581.74</b>	<b>( 1,082,641.23)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 115,108.05)</b>	<b>( 89,787.35)</b>	<b>( 115,108.05)</b>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000	CASH - COMBINED SAVINGS	5,216.71	
	TOTAL ASSETS		5,216.71

LIABILITIES AND EQUITY

LIABILITIES

702-000-202.000	ACCOUNTS PAYABLE	879.03	
	TOTAL LIABILITIES		879.03

FUND EQUITY

702-000-390.000	FUND BALANCE	12,711.14	
	REVENUE OVER EXPENDITURES - YTD	( 8,373.46)	
	TOTAL FUND EQUITY		4,337.68
	TOTAL LIABILITIES AND EQUITY		5,216.71

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**HIGHLAND ADVISORY COUNCIL**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
702-000-674.000						
CONTRIBUTIONS	.00	.00	26,523.94	.00	( 26,523.94)	.00
REVENUE	.00	.00	26,523.94	.00	( 26,523.94)	.00
TOTAL FUND REVENUE	.00	.00	26,523.94	.00	( 26,523.94)	.00
<u>GENERAL GOVERNMENT</u>						
702-261-729.000						
HAAC: DEDUCTIONS	.00	.00	34,897.40	.00	( 34,897.40)	.00
TOTAL GENERAL GOVERNMENT	.00	.00	34,897.40	.00	( 34,897.40)	.00
TOTAL FUND EXPENDITURES	.00	.00	34,897.40	.00	( 34,897.40)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 8,373.46)	.00	( 8,373.46)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

CURRENT TAX COLLECT

ASSETS

703-000-010.000	CASH - COMBINED SAVINGS	5,723,527.34
703-000-019.000	TAXES RECEIVABLE-OTHER GOVTS	2,015,421.61
703-000-214.000	DUE TO/FR GENERAL FUND	( 14,758.65)

TOTAL ASSETS

7,724,190.30

LIABILITIES AND EQUITY

LIABILITIES

703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	5,708,768.69
703-000-280.000	DEFERRED REVENUE	2,015,421.61

TOTAL LIABILITIES

7,724,190.30

TOTAL LIABILITIES AND EQUITY

7,724,190.30

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**CURRENT TAX COLLECT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
703-000-402.002						
TAX COLLECTIONS OTHER GOVMNT	.00	.00	28,451,700.44	28,451,700.44	(28,451,700.44)	.00
703-000-665.000						
INTEREST EARNINGS	.00	.00	14,553.80	.00	( 14,553.80)	.00
	.00	.00	28,466,254.24	28,451,700.44	(28,466,254.24)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>28,466,254.24</b>	<b>28,451,700.44</b>	<b>(28,466,254.24)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>28,466,254.24</b>	<b>28,451,700.44</b>	<b>(28,466,254.24)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>						
703-255-822.000						
TAX: BANK FEES	.00	.00	2,973.00	.00	( 2,973.00)	.00
703-255-964.001						
TAXES PAYABLE OTHER GOVMNTS	.00	.00	28,463,281.24	28,463,281.24	(28,463,281.24)	.00
<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>28,466,254.24</b>	<b>28,463,281.24</b>	<b>(28,466,254.24)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>28,466,254.24</b>	<b>28,463,281.24</b>	<b>(28,466,254.24)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>( 11,580.80)</b>	<b>.00</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	82,353.51
737-000-017.001	MUTUAL FUNDS	661,230.40
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

792,443.91

LIABILITIES AND EQUITY

LIABILITIES

737-000-202.000	ACCOUNTS PAYABLE	6,659.29
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TOTAL LIABILITIES

6,659.29

FUND EQUITY

737-000-390.000	FUND BALANCE	765,450.00
	REVENUE OVER EXPENDITURES - YTD	20,334.62

TOTAL FUND EQUITY

785,784.62

TOTAL LIABILITIES AND EQUITY

792,443.91

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
737-000-665.000	20,000.00	20,000.00	19,391.10	.00	608.90	96.96
737-000-669.001	.00	.00	51,361.38	.00	( 51,361.38)	.00
737-000-692.002	39,000.00	39,000.00	.00	.00	39,000.00	.00
	<b>REVENUE</b>	<b>59,000.00</b>	<b>70,752.48</b>	<b>.00</b>	<b>( 11,752.48)</b>	<b>119.92</b>
	<b>TOTAL FUND REVENUE</b>	<b>59,000.00</b>	<b>70,752.48</b>	<b>.00</b>	<b>( 11,752.48)</b>	<b>119.92</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	50,000.00	50,000.00	44,707.78	.00	5,292.22	89.42
737-279-822.000	9,000.00	9,000.00	5,710.08	.00	3,289.92	63.45
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>59,000.00</b>	<b>50,417.86</b>	<b>.00</b>	<b>8,582.14</b>	<b>85.45</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>59,000.00</b>	<b>50,417.86</b>	<b>.00</b>	<b>8,582.14</b>	<b>85.45</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>20,334.62</b>	<b>.00</b>	<b>20,334.62</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS 221,994.31

TOTAL ASSETS 221,994.31

LIABILITIES AND EQUITY

FUND EQUITY

764-000-390.000 FUND BALANCE 180,223.82  
REVENUE OVER EXPENDITURES - YTD 41,770.49

TOTAL FUND EQUITY 221,994.31

TOTAL LIABILITIES AND EQUITY 221,994.31

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**DUCK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
764-000-581.000	.00	.00	223,076.44	.00	( 223,076.44)	.00
764-000-665.000	.00	.00	4,104.90	.00	( 4,104.90)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>227,181.34</b>	<b>.00</b>	<b>( 227,181.34)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>227,181.34</b>	<b>.00</b>	<b>( 227,181.34)</b>	<b>.00</b>
<b>TRUST &amp; AGENCY ADMIN</b>						
764-255-812.000	.00	.00	2,481.56	.00	( 2,481.56)	.00
764-255-956.000	.00	.00	182,929.29	.00	( 182,929.29)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>185,410.85</b>	<b>.00</b>	<b>( 185,410.85)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>185,410.85</b>	<b>.00</b>	<b>( 185,410.85)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>41,770.49</b>	<b>.00</b>	<b>41,770.49</b>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS

61,069.89

TOTAL ASSETS

61,069.89

LIABILITIES AND EQUITY

FUND EQUITY

765-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

53,539.00  
7,530.89

TOTAL FUND EQUITY

61,069.89

TOTAL LIABILITIES AND EQUITY

61,069.89

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**HIGHLAND LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
765-000-581.000						
CONTRIBUTIONS-HIGHLAND LAKE	.00	.00	28,157.00	.00	( 28,157.00)	.00
765-000-665.000						
INTEREST EARNINGS	.00	.00	1,064.93	.00	( 1,064.93)	.00
REVENUE	.00	.00	29,221.93	.00	( 29,221.93)	.00
TOTAL FUND REVENUE	.00	.00	29,221.93	.00	( 29,221.93)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-812.000						
HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	.00	( 270.31)	.00
765-255-956.000						
HIGHLAND LAKE: DEDUCTIONS	.00	.00	21,420.73	.00	( 21,420.73)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	21,691.04	.00	( 21,691.04)	.00
TOTAL FUND EXPENDITURES	.00	.00	21,691.04	.00	( 21,691.04)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	7,530.89	.00	7,530.89	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS 32,431.87

TOTAL ASSETS 32,431.87

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE 67,045.06  
REVENUE OVER EXPENDITURES - YTD ( 34,613.19)

TOTAL FUND EQUITY 32,431.87

TOTAL LIABILITIES AND EQUITY 32,431.87

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**TAGGETT LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
766-000-581.000						
CONTRIBUTIONS-TAGGETT LAKE	.00	.00	14,400.00	.00	( 14,400.00)	.00
766-000-665.000						
INTEREST EARNINGS	.00	.00	814.04	.00	( 814.04)	.00
REVENUE	.00	.00	15,214.04	.00	( 15,214.04)	.00
TOTAL FUND REVENUE	.00	.00	15,214.04	.00	( 15,214.04)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
766-255-812.000						
TAGGETT LAKE: ADMIN FEES	.00	.00	232.20	.00	( 232.20)	.00
766-255-956.000						
TAGGETT LAKE: DEDUCTIONS	.00	.00	49,595.03	.00	( 49,595.03)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	49,827.23	.00	( 49,827.23)	.00
TOTAL FUND EXPENDITURES	.00	.00	49,827.23	.00	( 49,827.23)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 34,613.19)	.00	( 34,613.19)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000	CASH - COMBINED SAVINGS	38,705.01	
	TOTAL ASSETS		38,705.01

LIABILITIES AND EQUITY

FUND EQUITY

767-000-390.000	FUND BALANCE	47,444.86	
	REVENUE OVER EXPENDITURES - YTD	( 8,739.85)	
	TOTAL FUND EQUITY		38,705.01
	TOTAL LIABILITIES AND EQUITY		38,705.01

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**KELLOGG LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-581.000						
CONTRIBUTIONS-KELLOGG LAKE	.00	.00	16,328.70	.00	( 16,328.70)	.00
767-000-665.000						
INTEREST EARNINGS	.00	.00	753.89	.00	( 753.89)	.00
REVENUE	.00	.00	17,082.59	.00	( 17,082.59)	.00
TOTAL FUND REVENUE	.00	.00	17,082.59	.00	( 17,082.59)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-812.000						
KELLOGG LAKE: ADMIN FEES	.00	.00	166.40	.00	( 166.40)	.00
767-255-956.000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	25,656.04	.00	( 25,656.04)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	25,822.44	.00	( 25,822.44)	.00
TOTAL FUND EXPENDITURES	.00	.00	25,822.44	.00	( 25,822.44)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 8,739.85)	.00	( 8,739.85)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS 39,772.93

TOTAL ASSETS 39,772.93

LIABILITIES AND EQUITY

FUND EQUITY

768-000-390.000 FUND BALANCE 38,938.14  
REVENUE OVER EXPENDITURES - YTD 834.79

TOTAL FUND EQUITY 39,772.93

TOTAL LIABILITIES AND EQUITY 39,772.93

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**CHARLICK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
768-000-581.000	.00	.00	28,740.42	.00	( 28,740.42)	.00
768-000-665.000	.00	.00	817.36	.00	( 817.36)	.00
	.00	.00	29,557.78	.00	( 29,557.78)	.00
	.00	.00	29,557.78	.00	( 29,557.78)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
768-255-812.000	.00	.00	319.70	.00	( 319.70)	.00
768-255-956.000	.00	.00	28,403.29	.00	( 28,403.29)	.00
	.00	.00	28,722.99	.00	( 28,722.99)	.00
	.00	.00	28,722.99	.00	( 28,722.99)	.00
	.00	.00	834.79	.00	834.79	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000	CASH - COMBINED SAVINGS	40,085.89	
	TOTAL ASSETS		40,085.89

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000	FUND BALANCE	40,129.76	
	REVENUE OVER EXPENDITURES - YTD	( 43.87)	
	TOTAL FUND EQUITY		40,085.89
	TOTAL LIABILITIES AND EQUITY		40,085.89

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**WOODRUFF LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
769-000-581.000						
CONTRIBUTIONS-WOODRUFF LAKE	.00	.00	27,840.00	.00	( 27,840.00)	.00
769-000-665.000						
INTEREST EARNINGS	.00	.00	767.33	.00	( 767.33)	.00
REVENUE	.00	.00	28,607.33	.00	( 28,607.33)	.00
TOTAL FUND REVENUE	.00	.00	28,607.33	.00	( 28,607.33)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-812.000						
WOODRUFF LAKE: ADMIN FEES	.00	.00	297.60	.00	( 297.60)	.00
769-255-956.000						
WOODRUFF LAKE: DEDUCTIONS	.00	.00	28,353.60	.00	( 28,353.60)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	28,651.20	.00	( 28,651.20)	.00
TOTAL FUND EXPENDITURES	.00	.00	28,651.20	.00	( 28,651.20)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 43.87)	.00	( 43.87)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS 205,386.57

TOTAL ASSETS 205,386.57

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE 184,817.10  
REVENUE OVER EXPENDITURES - YTD 20,569.47

TOTAL FUND EQUITY 205,386.57

TOTAL LIABILITIES AND EQUITY 205,386.57

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**WHITE LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	101,104.89	.00	( 101,104.89)	.00
770-000-665.000	.00	.00	3,689.37	.00	( 3,689.37)	.00
	.00	.00	104,794.26	.00	( 104,794.26)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>104,794.26</b>	<b>.00</b>	<b>( 104,794.26)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>104,794.26</b>	<b>.00</b>	<b>( 104,794.26)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,116.95	.00	( 1,116.95)	.00
770-255-956.000	.00	.00	83,107.84	.00	( 83,107.84)	.00
	.00	.00	84,224.79	.00	( 84,224.79)	.00
<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>84,224.79</b>	<b>.00</b>	<b>( 84,224.79)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>84,224.79</b>	<b>.00</b>	<b>( 84,224.79)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>20,569.47</b>	<b>.00</b>	<b>20,569.47</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS 2,837.11

TOTAL ASSETS 2,837.11

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000 FUND BALANCE 801.54  
REVENUE OVER EXPENDITURES - YTD 2,035.57

TOTAL FUND EQUITY 2,837.11

TOTAL LIABILITIES AND EQUITY 2,837.11

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-581.000						
CONTRIBUTIONS-TOMAHAWK LAKE	.00	.00	4,434.80	.00	( 4,434.80)	.00
771-000-665.000						
INTEREST EARNINGS	.00	.00	51.77	.00	( 51.77)	.00
	<u>.00</u>	<u>.00</u>	<u>4,486.57</u>	<u>.00</u>	<u>( 4,486.57)</u>	<u>.00</u>
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,486.57</b>	<b>.00</b>	<b>( 4,486.57)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,486.57</b>	<b>.00</b>	<b>( 4,486.57)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>						
771-255-812.000						
TOMAHAWK LAKE: ADMIN FEES	.00	.00	51.00	.00	( 51.00)	.00
771-255-956.000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	2,400.00	.00	( 2,400.00)	.00
	<u>.00</u>	<u>.00</u>	<u>2,451.00</u>	<u>.00</u>	<u>( 2,451.00)</u>	<u>.00</u>
<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>2,451.00</b>	<b>.00</b>	<b>( 2,451.00)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>2,451.00</b>	<b>.00</b>	<b>( 2,451.00)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>2,035.57</b>	<b>.00</b>	<b>2,035.57</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS 1,747.31

TOTAL ASSETS 1,747.31

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE 1,236.77  
REVENUE OVER EXPENDITURES - YTD 510.54

TOTAL FUND EQUITY 1,747.31

TOTAL LIABILITIES AND EQUITY 1,747.31

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**GOURD LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-581.000	.00	.00	3,761.25	.00	( 3,761.25)	.00
773-000-665.000	.00	.00	35.24	.00	( 35.24)	.00
	.00	.00	3,796.49	.00	( 3,796.49)	.00
	.00	.00	3,796.49	.00	( 3,796.49)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
773-255-812.000	.00	.00	36.25	.00	( 36.25)	.00
773-255-956.000	.00	.00	3,249.70	.00	( 3,249.70)	.00
	.00	.00	3,285.95	.00	( 3,285.95)	.00
	.00	.00	3,285.95	.00	( 3,285.95)	.00
	.00	.00	510.54	.00	510.54	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

PENNINSULA LAKE

ASSETS

774-000-010.000	CASH - COMBINED SAVINGS	6,099.98	
	TOTAL ASSETS		6,099.98

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000	FUND BALANCE	5,944.96	
	REVENUE OVER EXPENDITURES - YTD	155.02	
	TOTAL FUND EQUITY		6,099.98
	TOTAL LIABILITIES AND EQUITY		6,099.98

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**PENNINSULA LAKE**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>CUR MONTH</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>REVENUE</u>						
774-000-581.000						
CONTRIBUTIONS-PENINSULA LAKE	.00	.00	6,606.00	.00	( 6,606.00)	.00
774-000-665.000						
INTEREST EARNINGS	.00	.00	129.43	.00	( 129.43)	.00
REVENUE	.00	.00	6,735.43	.00	( 6,735.43)	.00
TOTAL FUND REVENUE	.00	.00	6,735.43	.00	( 6,735.43)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
774-255-812.000						
PENINSULA LAKE: ADMIN FEES	.00	.00	69.84	.00	( 69.84)	.00
774-255-956.000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	6,510.57	.00	( 6,510.57)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	6,580.41	.00	( 6,580.41)	.00
TOTAL FUND EXPENDITURES	.00	.00	6,580.41	.00	( 6,580.41)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	155.02	.00	155.02	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS

4,733.82

TOTAL ASSETS

4,733.82

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

5,509.20

( 775.38)

TOTAL FUND EQUITY

4,733.82

TOTAL LIABILITIES AND EQUITY

4,733.82



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2023

POST AUDIT

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000	CASH - COMBINED SAVINGS	7,377.51	
	TOTAL ASSETS		7,377.51

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000	FUND BALANCE	7,657.48	
	REVENUE OVER EXPENDITURES - YTD	( 279.97)	
	TOTAL FUND EQUITY		7,377.51
	TOTAL LIABILITIES AND EQUITY		7,377.51

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2023**

POST AUDIT

**DUNLEAVY/LEONARD LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
776-000-581.000						
CONTRIBUTIONS-DUNLEAVY/LEONA	.00	.00	10,575.00	.00	( 10,575.00)	.00
776-000-665.000						
INTEREST EARNINGS	.00	.00	168.18	.00	( 168.18)	.00
	<u>.00</u>	<u>.00</u>	<u>10,743.18</u>	<u>.00</u>	<u>( 10,743.18)</u>	<u>.00</u>
REVENUE	.00	.00	10,743.18	.00	( 10,743.18)	.00
	<u>.00</u>	<u>.00</u>	<u>10,743.18</u>	<u>.00</u>	<u>( 10,743.18)</u>	<u>.00</u>
TOTAL FUND REVENUE	.00	.00	10,743.18	.00	( 10,743.18)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
776-255-812.000						
DUNLEAVY LEONARDLK: ADMIN FEE	.00	.00	115.15	.00	( 115.15)	.00
776-255-956.000						
DUNLEAVY LEONARDLK: DEDUCTIO	.00	.00	10,908.00	.00	( 10,908.00)	.00
	<u>.00</u>	<u>.00</u>	<u>11,023.15</u>	<u>.00</u>	<u>( 11,023.15)</u>	<u>.00</u>
TOTAL TRUST & AGENCY ADMIN	.00	.00	11,023.15	.00	( 11,023.15)	.00
	<u>.00</u>	<u>.00</u>	<u>11,023.15</u>	<u>.00</u>	<u>( 11,023.15)</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	.00	.00	11,023.15	.00	( 11,023.15)	.00
	<u>.00</u>	<u>.00</u>	<u>11,023.15</u>	<u>.00</u>	<u>( 11,023.15)</u>	<u>.00</u>
NET REVENUE OVER EXPENDITURES	.00	.00	( 279.97)	.00	( 279.97)	
	<u>.00</u>	<u>.00</u>	<u>( 279.97)</u>	<u>.00</u>	<u>( 279.97)</u>	

# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT



**March-24**

Last Year (2023)

This Year (2024)

Cost of Firefighter's by Station

Station One	\$10,079.97	\$10,201.99
Station Two	\$11,112.19	\$7,727.89
Station Three	\$13,263.55	\$5,233.10
<b>Total</b>	<b>\$34,455.71</b>	<b>\$23,162.98</b>

Cost of Firefighter's Last Month

**\$89,803.13** → **\$98,286.44**

Alarms through Current Month

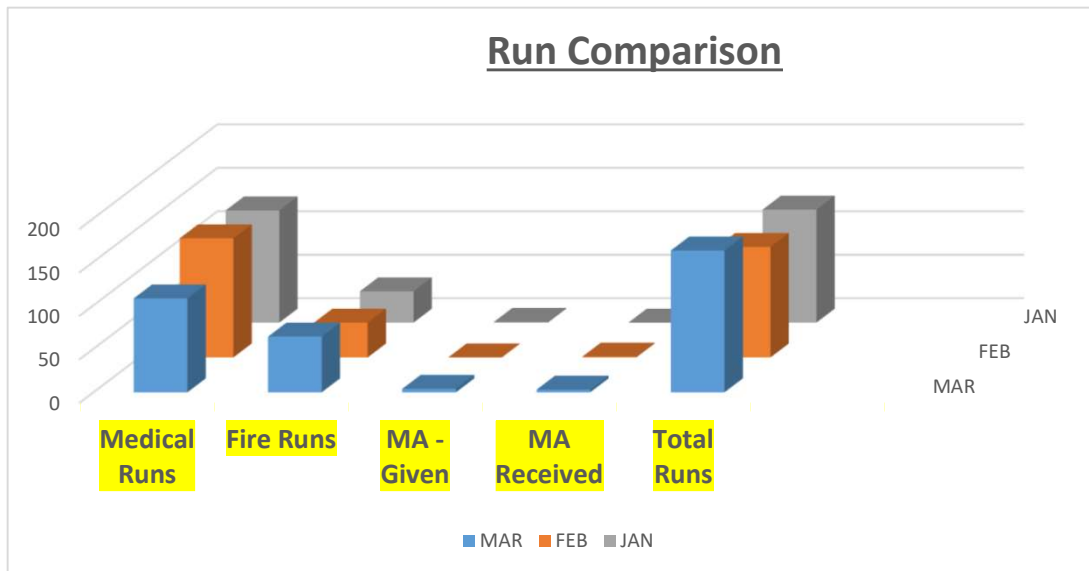
316 **421**

Total Alarms last Year

1731 **Runs Ahead of Last Year 105**

### STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$1,152,800.00	\$500,000.00
Amount Lost by Fire	\$80,000.00	\$0.00
Fire Loss	7%	0%
Average Personel Structure Fire		7.00
Medical Related Runs	137	129
Fire Related Runs	40	36
Mutual Aid - Given	0	1
Mutual Aid - Received	1	0
Total Runs	127	130
EMS TRANSPORTS	55	70
Fire Staff Hours	3999.5	3162.5
Administration Staff Hours	430	442



Submitted by...

Chief Nick George

# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT



**April-24**

Last Year (2023)

This Year (2024)

Cost of Firefighter's by Station

Station One	\$11,826.52	\$9,887.01
Station Two	\$10,097.57	\$7,721.81
Station Three	\$11,140.60	\$4,284.06
<b>Total</b>	<b>\$33,064.69</b>	<b>\$21,892.88</b>

Cost of Firefighter's Last Month

<b>\$88,412.11</b>	→	<b>\$97,016.34</b>
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Alarms through Current Month

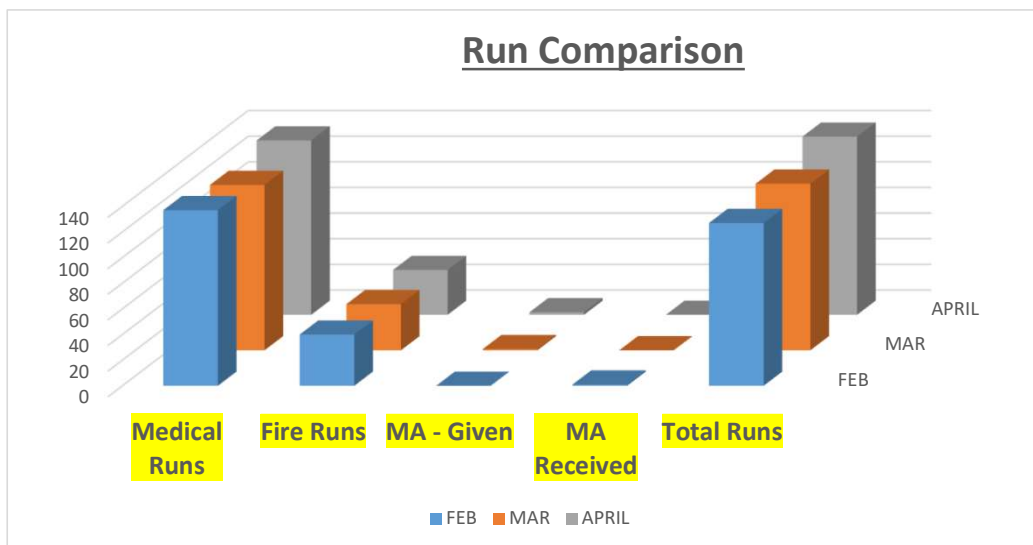
483	<b>561</b>
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Total Alarms last Year

1731	Runs Ahead of Last Year	<b>78</b>
------	-------------------------	-----------

### STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$500,000.00	\$802,000.00
Amount Lost by Fire	\$0.00	\$6,000.00
Fire Loss	0%	1%
Average Personel Structure Fire	7.00	7.75
Medical Related Runs	129	136
Fire Related Runs	36	35
Mutual Aid - Given	1	2
Mutual Aid - Received	0	0
Total Runs	130	139
<b>EMS TRANSPORTS</b>	<b>70</b>	<b>80</b>
Fire Staff Hours	3162.5	3125.25
Administration Staff Hours	442	420



Submitted by...

Chief Nick George



**Highland Township Public Library**  
**Board Meeting Minutes**  
**Tuesday, March 5, 2024**

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

**Members Absent:** C. Dombrowski, J. Gaglio, K. Polidori

**Guest:** None

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

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

**FYI:** Budget report reviewed.

**Motion:** C. Hamill made motion and J. Matthews seconded to approve the Board Meeting minutes of February 2024, as corrected. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for February 2024 are \$145,870.32. Total bills for March 2024 are \$54,321.93, with the addition of Amazon, Applied Innovation, Bay Bridge Administrators, LLC, Comcast, Consumers Energy, Digital Document Store, DTE Energy, ODP Business Solutions LLC, T-Mobile, Telnet Worldwide, and Woodlands Library Cooperative when received.

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

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

**Communications:** Have LOTS of fun at the Northville Library! From the Detroit News.

## **UNFINISHED BUSINESS**

**Library Network Update:** Five computers replaced. Meraki Cloud software is up for renewal.

**Building Maintenance:** Server room AC replaced and preparations for boiler replacement completed. POTS line replaced with OOMA device. Frontier cancelled. Circulation desk renovation complete.

**Strategic Planning:** Library calendar and website now live. J. Matthews moved and C. Hamill seconded that In the Click of Time can move forward taking Staff photos. Board photo to be postponed until later date.

## **NEW BUSINESS**

**Audit:** Audit is scheduled for March 20-21<sup>st</sup>.

**Procedure:** Receipt Printers have been purchased and installed. ACH payments included on a list.

**Insurance:** Employee GAP insurance changed to Prosperity.

**Personnel:** Sick time vs. Family Leave Time, policy discussed.

**Adjournment:** J. Matthews moved and C. Hamill seconded to adjourn at 6:19 PM.

Respectfully Submitted,

Jill Matthews

### Circulation of Physical Items

Dec. 5,031	Jan. 6,683	Feb. 5,880
Books: Adult 2,257	Teen 90	Youth 2,225
DVD 618	Realia 35	Board Games 22
 <b>Interlibrary Loan:</b>		
Other TLN Library material to Highland: 1,158		
Highland Materials to other TLN Libraries: 1,406		
MeLCat Interloan Service: 23		

### Digital Usage

	Jan	Feb
<b>Overdrive</b>		
Overall	2,866	2,683
e-books	1,377	1,261
e-audiobooks	1,195	1,099
e-magazines	334	323
New Users	29	25
Unique User	579	549
Libby Users		2,365
Hoopla Borrows	870	788
Kanopy Plays	25	25
Consumer Reports Page View	504	343
Mango Languages	13	9
Brainfuse	3	12
World Book	7	3
Ancestry	27	61

### Library Happenings

- Our new library website launched on February 20<sup>th</sup>. We will continue to work on ways to improve user experience.
- Library Catalog computers were replaced to make the user experience more satisfying. The old computers were no longer able to be updated.
- A renovation is complete on the circulation desk
- The library is partnering with ESL students to provide meeting space to practice English language skills.
- Receipt printers have been installed to give patrons an option when checking out materials. Patron receipt includes a total to show how much money was saved by using the library.

### Programs & Reference

	<b>Feb</b>	<b>Programs</b>	<b>#</b>
Adult	13		262
Teen	6		35
Youth	16		145
<b>Total</b>	<b>35</b>		<b>442</b>
Jan	24		206
Passive Yth	2		400
Adt	1		30
	<b>Reference</b>		
Adult & Teen			983
Youth			399
<b>Total</b>			<b>1,382</b>
Last Month			1,266
<b>People Count</b>			<b>4,590</b>
Last year			4,168
Last Month			4,482

### Public Computer Usage

	<b>Computers</b>
Adult	319
Teen	6
Youth	20
AWE	438
ABC Mouse	1
Wireless:	389

### Covid Kits

<b>Covid kits distributed:</b>
<b>Feb 2024 17</b>
<b>Jan 2024 54</b>
<b>Dec. 2023: 73</b>



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

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	29,665.51	3,163.80*
CHASE	GENERAL	H.R.A.	101		95,286.19
CHASE	GENERAL	F.S.A CHECKING	101		13,392.78
CHASE	GENERAL	CHECKING (SAVINGS)	101		361,116.36*
CHASE	FIRE OPERATING	MONEY MARKET	206		27,109.23
CHASE	ROAD	MONEY MARKET	203		13,683.46
CHASE	HAUL ROUTE	MONEY MARKET	203		390,088.70
CHASE	POLICE	MONEY MARKET	207		275,006.00
CHASE	REFUSE	MONEY MARKET	227		917,347.06
CHASE	OPIOID SETTLEMENT	CHECKING	284		2,706.70*
CHASE	HAAC	CHECKING	702		7,655.61*
CHASE	DDA	MONEY MARKET	494		18,796.86
CHASE	WATERMAIN	CHECKING	591		38,631.25*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		401,434.59
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		80,126.17
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		47,285.27
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		51,953.48
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		67,661.44
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		63,755.93
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		262,831.39
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		5,115.77
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		5,488.42
CHASE	PENINSULA LAKE	MONEY MARKET	774		12,970.82
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		10,444.93
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		17,551.34
COMERICA	CAPITAL IMP.	PBMM	401		97,357.78
COMERICA	CAPITAL IMP.	JFUND	401		120,113.61
COMERICA	GENERAL	JFUND	101		231,964.93
FLAGSTAR	PERPETUAL FUND	CD	101		1,158.74
FLAGSTAR	GENERAL	CD	101		424,511.68
FLAGSTAR	POLICE	CD	207		311,424.16
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		179,576.20
FLAGSTAR	DDA	SAVINGS	494		305,135.18
FLAGSTAR	FIRE	SAVINGS	206		2,082,472.83
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		493,851.08
FLAGSTAR	GENERAL	SAVINGS	101		36,623.53
FLAGSTAR	CURRENT TAX	CHECKING	703	1,011.75	361,979.50
FLAGSTAR	POLICE	SAVINGS	207		2,697,437.68
HVSB	FIRE	CD	206		268,862.94
HVSB	GENERAL	CD	101		228,591.93
HVSB	HAUL ROUTE	CD	203		279,617.46
HVSB	POLICE	CD	207		278,764.59
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		163,206.30
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		644,815.29
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,387,948.58
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		399,662.85
MI CLASS	POLICE	INVESTMENT POOL	207		413,694.38
MI CLASS	ROAD	INVESTMENT POOL	203		35,128.67
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		2,536,515.74
OAKLAND CO	FIRE	INVESTMENT POOL	206		24,026.73
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		9,942.88
OAKLAND CO	GENERAL	INVESTMENT POOL	101		23,572.13
OAKLAND CO	POLICE	INVESTMENT POOL	207		151,480.78
OAKLAND CO	REFUSE	INVESTMENT POOL	227		161,029.45
CIBC	GENERAL	CD	101		268,357.21
CIBC	FIRE	CD	206		168,966.86
CIBC	POLICE	CD	207		286,844.48
CIBC	POLICE	CD	207		493,429.32
CIBC	CAPITAL IMP.	CD	401		357,061.88
CIBC	ESCROW	CD	101		325,159.38
CIBC	DDA	CD	494		125,000.00
CIBC	DDA	CD	494		186,710.41
HUNTINGTON	GENERAL	CD	101		224,590.69
					19,977,191.38

442,939.23
*In Chase checking account
CHASE
3,190,603.55
COMERICA
449,436.32
FLAGSTAR
6,894,170.58
HVSB
1,055,836.92
LPL FINANCIAL
808,021.59
MI CLASS
4,772,950.22
OAKLAND COUNTY
370,051.97
CIBC
2,024,819.13
HUNTINGTON
224,590.69
TOTAL
<b>19,790,480.97</b>

Flagstar Bank Statement  
362,991.25

*Respectfully submitted,*  
*Jennifer Frederick, Treasurer*

BANK/GL REC. SORTED BY			FUND		LEDGER	BANK	FUND	FUND
March 31, 2024			FUND	DIFFERENCE	BALANCE	BALANCE	TOTAL	NUMBER
BANK	FUND	ACCOUNT TYPE	FUND					
CHASE	GENERAL	CHECKING	101			3,163.80		
CHASE	GENERAL	H.R.A. CHECKING	101			95,286.19		
CHASE	GENERAL	F.S.A. CHECKING	101			13,392.78		
CHASE	GENERAL	CHECKING (SAVINGS)	101			361,116.36		
COMERICA	GENERAL	JFUND	101			231,964.93		
FLAGSTAR	GENERAL	MAX SAVINGS	101			36,623.53		
HVSB	GENERAL	CD	101			228,591.93		
OAKLAND CO	GENERAL	INVESTMENT POOL	101			23,572.13		
CIBC	GENERAL	CD	101			268,357.21		
CIBC	GENERAL - ESCROW	CD	101			325,159.38		
HUNTINGTON	GENERAL	CD	101			224,590.69		
FLAGSTAR	GENERAL	CD	101			424,511.68		
FLAGSTAR	PERPETUAL FUND	CD	101			1,158.74		
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101	-268.00	4,774,273.09	2,536,515.74	4,774,005.09	101
CHASE	ROAD	SAVINGS	203			13,683.46		
MI CLASS	ROAD	INVESTMENT POOL	203			35,128.67		
CHASE	HAUL ROUTE	SAVINGS	203			390,088.70		
HVSB	HAUL ROUTE	CD	203	0.00	718,518.29	279,617.46	718,518.29	201
FLAGSTAR	FIRE	MAX SAVINGS	206			2,082,472.83		
HVSB	FIRE	CD	206			268,862.94		
OAKLAND CO	FIRE	INVESTMENT POOL	206			24,026.73		
CIBC	FIRE	CD	206			168,966.86		
CHASE	FIRE	SAVINGS	206	0.00	2,571,438.59	27,109.23	2,571,438.59	206
CHASE	POLICE	SAVINGS	207			275,006.00		
FLAGSTAR	POLICE	MAX SAVINGS	207			2,697,437.68		
FLAGSTAR	POLICE	CD	207			311,424.16		
HVSB	POLICE	CD	207			278,764.59		
MI CLASS	POLICE	INVESTMENT POOL	207			413,694.38		
OAKLAND CO	POLICE	INVESTMENT POOL	207			151,480.78		
CIBC	POLICE	CD	207			286,844.48		
CIBC	POLICE	CD	207	0.00	4,908,081.39	493,429.32	4,908,081.39	207
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	2,706.70	2,706.70	2,706.70	284
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			163,206.30		
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	808,021.59	644,815.29	808,021.59	737
CHASE	REFUSE	SAVINGS	227			917,347.06		
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	1,078,376.51	161,029.45	1,078,376.51	227
CHASE	HAAC	CHECKING	702	0.00	7,655.61	7,655.61	7,655.61	702
COMERICA	CAPITAL IMP.	PBMM	401			97,357.78		
COMERICA	CAPITAL IMP.	JFUND	401			120,113.61		
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			179,576.20		
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,387,948.58		
CIBC	CAPITAL IMP.	CD	401	0.00	2,142,058.05	357,061.88	2,142,058.05	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			493,851.08		
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			399,662.85		
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	903,456.81	9,942.88	903,456.81	402
CHASE	DDA	SAVINGS	494			18,796.86		
CIBC	DDA	CD	494			186,710.41		
CIBC	DDA	CD	494			125,000.00		
FLAGSTAR	DDA	MAX SAVINGS	494	0.00	635,642.45	305,135.18	635,642.45	494
CHASE	WATERMAIN	CHECKING	591	0.00	38,631.25	38,631.25	38,631.25	591
FLAGSTAR	TAX	CHECKING	703	0.00	361,979.50	361,979.50	361,979.50	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	401,434.59	401,434.59	401,434.59	764
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	80,126.17	80,126.17	80,126.17	765
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	47,285.27	47,285.27	47,285.27	766
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	51,953.48	51,953.48	51,953.48	767
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	67,661.44	67,661.44	67,661.44	768
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	63,755.93	63,755.93	63,755.93	769
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	262,831.39	262,831.39	262,831.39	770
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	5,115.77	5,115.77	5,115.77	771
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	5,488.42	5,488.42	5,488.42	773
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	12,970.82	12,970.82	12,970.82	774
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	10,444.93	10,444.93	10,444.93	775
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	17,551.34	17,551.34	17,551.34	776
<b>TOTAL</b>				-268.00	19,977,459.38	19,977,191.38	19,977,191.38	
	Fund 101 Credit Cards in Transit	268.00						
RLO 04/19/2024		268.00						

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

- a) Township Offices will be closed Monday, May 27, 2024 in observance of Memorial Day
- b) Mental Health Awareness Month – May 2024
- c) Founders Day Parade and Activities – Saturday, May 18, 2024
- d) Milford Memorial Day Parade and Ceremonies – May 27, 2024
- e) 2023 Fire Fighter of the Year - Firefighter/Paramedic Joe Santini
- f) 2024 Paramedic Scholarship Award FF/EMT Preston Green and FF/EMT Cameron Ollila

## Mental Health Awareness Month – May 2024

- WHEREAS, mental health includes our emotional, psychological, and social well-being; it affects how we think, feel, and act; it also affects how we handle stress, relate to others, and make choices; and
- WHEREAS, mental health is important for our individual well-being and vitality, as well as that of our families, communities, and businesses; and
- WHEREAS, Mental Health America’s (MHA) 2023 “State of Mental Health in America” Survey, ranks Michigan as 25<sup>th</sup> in the Nation for prevalence of mental illness, and 20<sup>th</sup> in the nation for access to care; and
- WHEREAS, May 1 through May 31, 2024 is recognized as Mental Health Awareness month. MHA’s 2024 theme is “Where to Start: Mental Health in a Changing World”, which highlights getting back to the basics including self-care, coping skills, advocating for mental health, and knowing when to seek additional help; and
- WHEREAS, Oakland Community Health Network joins our national partners in promoting this year’s “Where to Start” campaign; and
- WHEREAS, mental health management ensures that individuals can focus on their abilities to live, work, learn and fully participate and contribute to our society, while promoting diversity, inclusion, and acceptance; and
- WHEREAS, improved systems of care for vulnerable populations, access to non-emergent and crisis-services, advanced integrated physical and behavioral health care along with provider relations help to fortify services coordinated by OCHN; and
- WHEREAS, Oakland Community Health Network (OCHN), and its service provider agencies, are committed to inspiring hope, empowering people, and strengthening communities.

NOW, THEREFORE, BE IT RESOLVED that, Oakland Community Health Network, hereby recognizes May 2024 as Mental Health Awareness Month. OCHN calls upon our citizens, government agencies, public and private institutions, businesses, faith-based organizations, and schools to recommit our state to increasing awareness and understanding of mental illness, and the need for appropriate and accessible services for all people with mental illnesses to promote recovery and a higher quality of life.



**MEMORIAL DAY EVENT COMMITTEE**  
**PRESS RELEASE**

TO: MEDIA, WEBSITES, AND OTHER FORMS OF INFORMATION DISTRIBUTION

RE: **Memorial Day Ceremonies – May 27, 2024**

**Early morning ceremonies at local cemeteries & monuments.**

Milford, MI \* Hosted by Milford American Legion Post 216

08:00 am	American Legion - Milford
08:30 am	Oak Grove Cemetery
09:00 am	Milford Memorial Cemetery

Highland Township, MI \* Hosted by Highland VFW Post 9914 & AMVETS Post 2006

08:00 am	Highland Cemetery
08:30 am	Highland Veterans Memorial Park
09:00 am	West Highland Cemetery

\*SPECIAL NOTE: No Ceremonies will be held in Central Park due to Park being closed for construction.

\*IMPORTANT: The Ceremonies are very brief. Those planning on attending should arrive at the locations well before the above scheduled start times.

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**Flyovers over Milford are scheduled between 11:00am and NOON.**

**AT NOON - MEMORIAL DAY HONORS CEREMONY AT  
AMERICAN LEGION HALL POST 216**



## **Charter Township of Highland - Fire Department**

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

TO: Charter Township of Highland Board  
FROM: Nick George, Fire Chief  
SUBJECT: 2023 Fire Fighter of the Year  
DATE: April 10, 2024

It is with great pleasure to recognize Firefighter/Paramedic Joe Santini as the 2023 Highland Township Fire Department's Fire Fighter of the Year.

Joe has been serving our community for 6 years and in that time has proven himself to be an exemplary employee. Joe started at the department with no training and has become an exceptional POC Firefighter/EMT while maintaining his fulltime career, raising a family, including getting married during his time here so far. Joe has stepped up to any situation that has been given to him in the department. Any time he is asked to do anything he makes the time to give his aid.

During his time with the department, Joe has completed his Fire and EMS training and started paying it forward and become an FTO for the department training all the new employees that come into the department.

Currently Joe is a pillar of respect for everyone at the fire department and his family. From being a top manager of the company, he works for and leading his fellow POC firefighters as the MAFF union President!

Please join me in recognizing Firefighter/EMT Joe Santini as the 2023 Highland Township Fire Fighter of the Year!



# **Charter Township of Highland - Fire Department**

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

TO: Highland Township Board  
FROM: Nick George, Fire Chief  
SUBJECT: 2024 Paramedic Scholarship Award  
DATE: 4/1/2023

Every year we budget an internal competitive application process for our staff members to attend Paramedic training. We budget two (2) spots for employees to continue their education and help support our Fire Based EMS system. This year we received two (2) applications. The essay was reviewed and after confirmation of eligibility this year's Paramedic Scholarship awards are being awarded to:

FF/EMT Preston Green

FF/EMT Cameron Ollila

## **7. Public Comment**

## **8. Presentation**

a) Plante Moran Audit Presentation for year ended December 2023

Attached is a link to the Document Center with instructions to click on Finance Documents and then click on the Audit Letter and Financial Report to view:

[https://highlandtwp.net/index.php?option=com\\_content&view=article&id=151&catid=2&Itemid=1856](https://highlandtwp.net/index.php?option=com_content&view=article&id=151&catid=2&Itemid=1856)



plante moran | Audit. Tax. Consulting.  
Wealth Management.

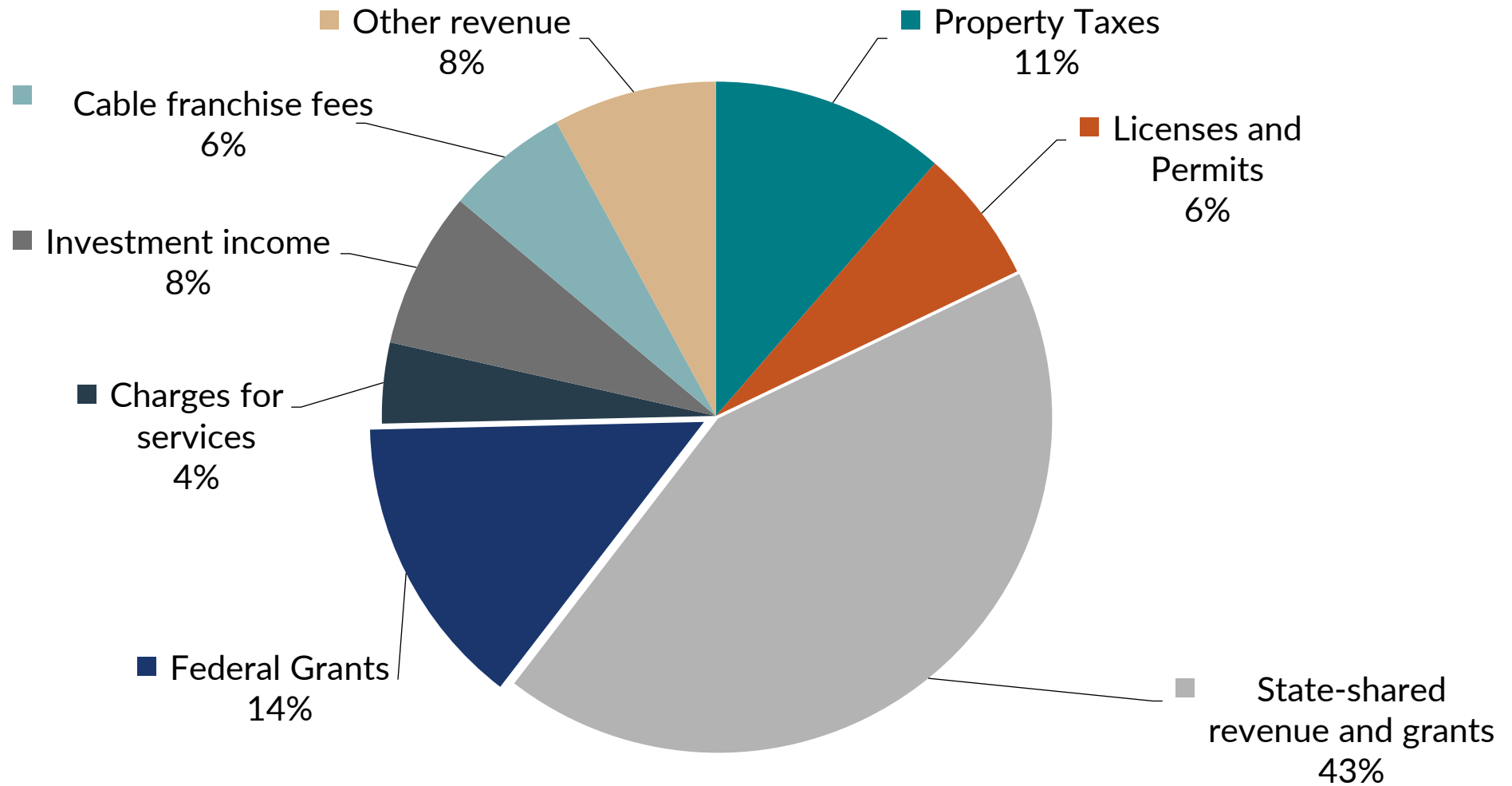
# Charter Township of Highland

Audit Presentation to the Board of Trustees

For Year Ended December 31, 2023

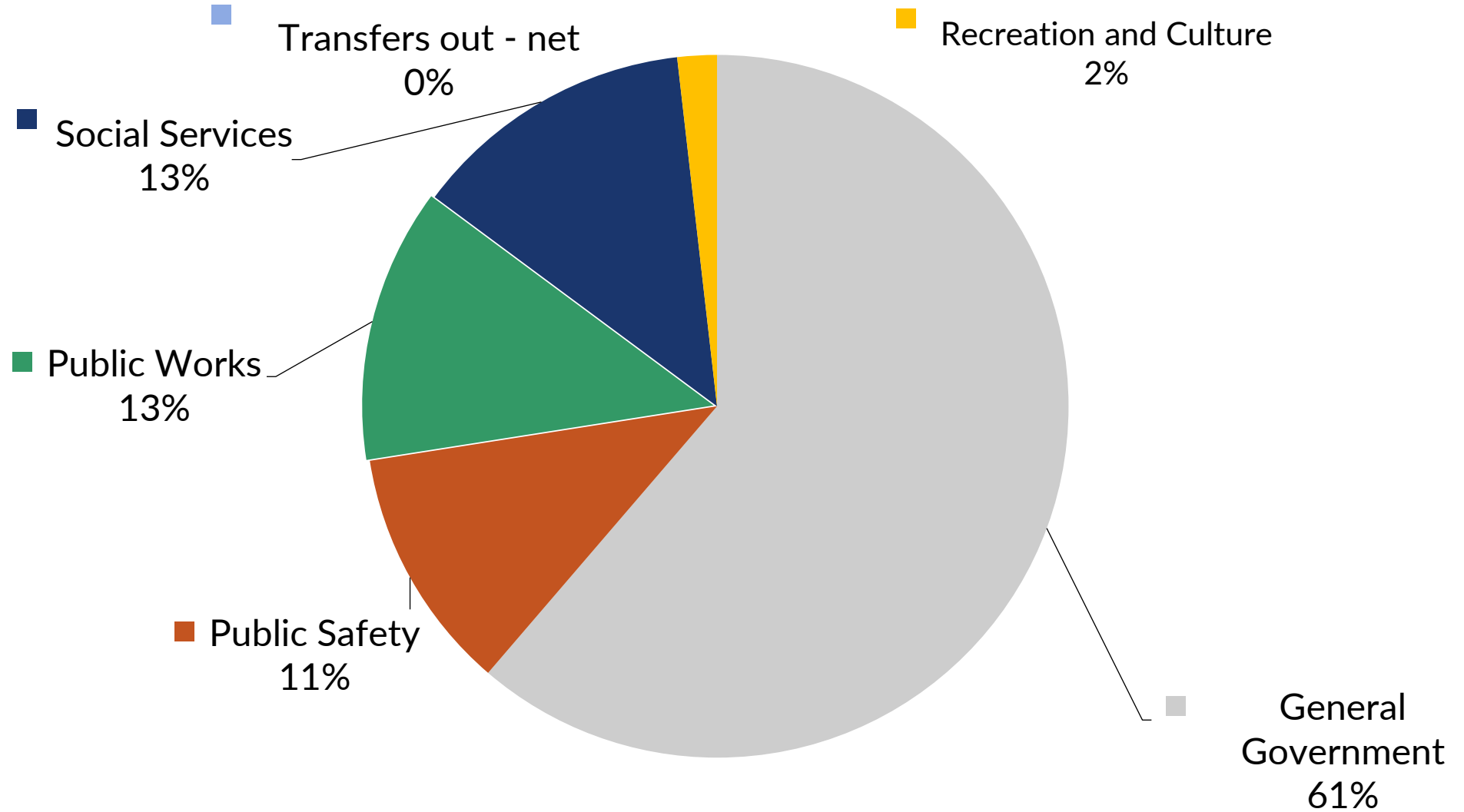


# Charter Township of Highland Revenue Sources – General Fund and Capital Improvement Fund





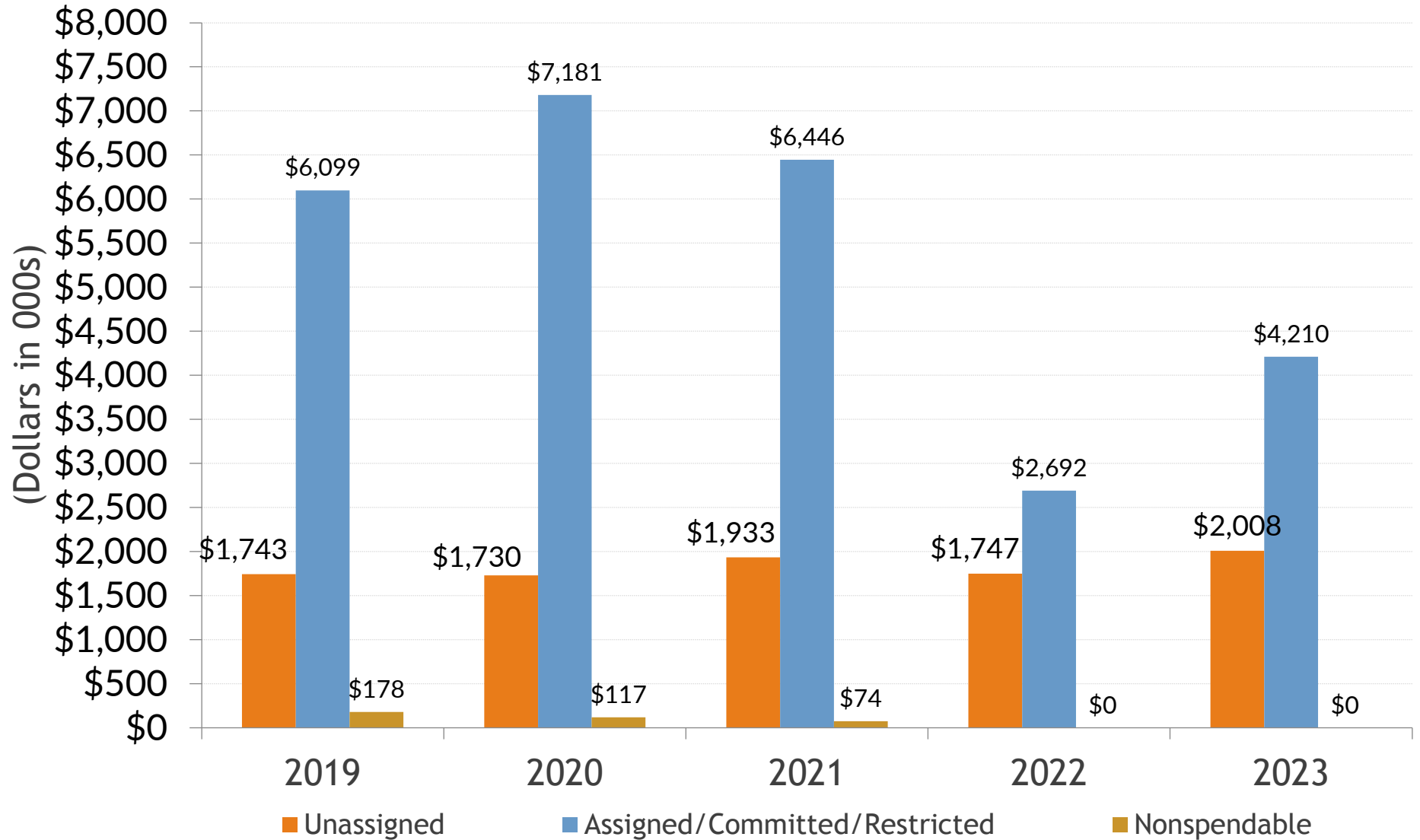
# Charter Township of Highland Expenditures - General Fund and Capital Improvement Fund







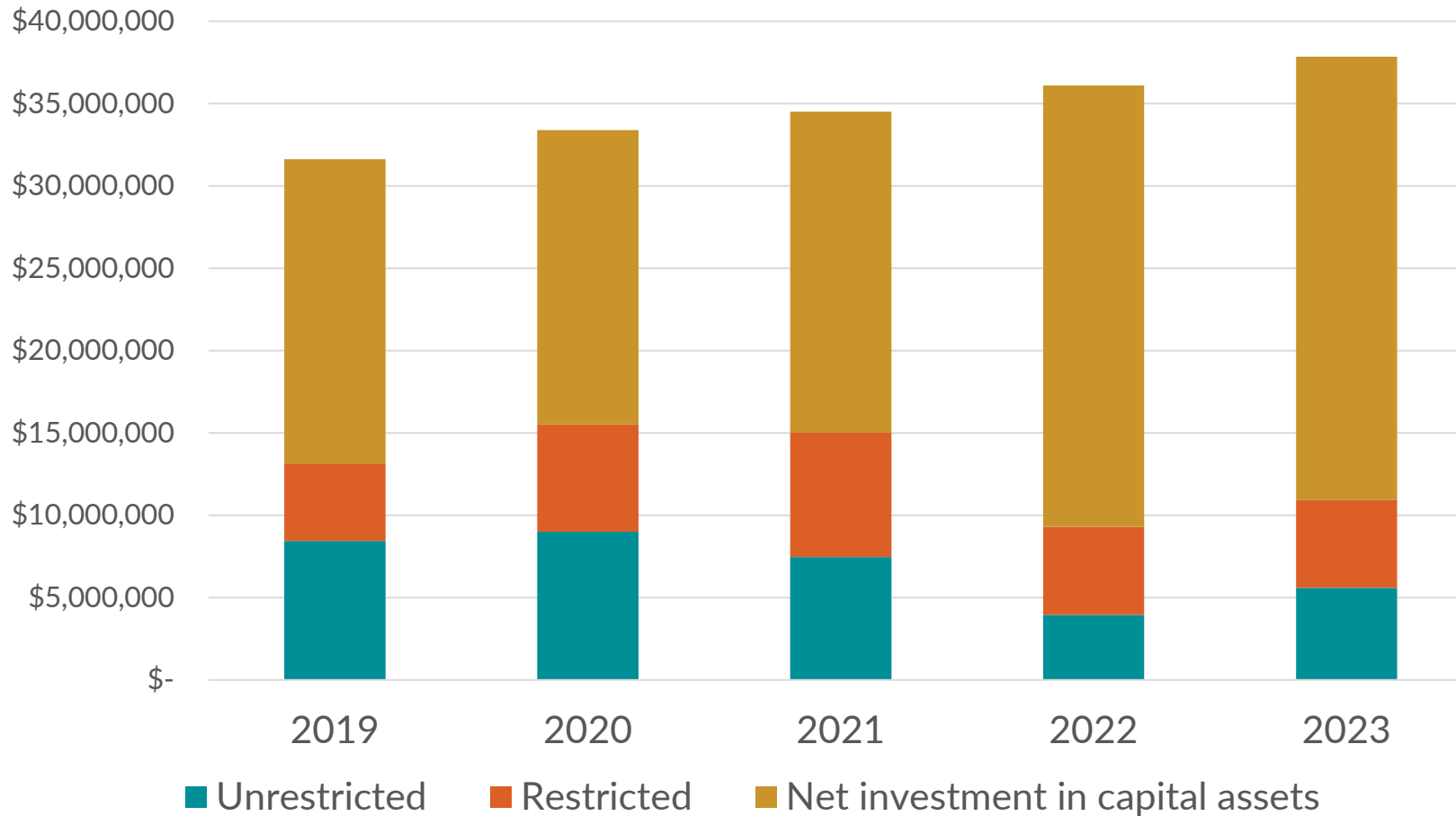
# Charter Township of Highland General and Capital Improvement Funds—Fund Balance Years Ended December 31





# Charter Township of Highland

## Long term picture: Government Wide Net Position





# Charter Township of Highland Water Fund

	2023
Operating Revenue	\$965,043
Operating Expenses	(870,693)
Depreciation Expense	<u>(204,030)</u>
Operating Loss	(\$109,680)
Nonoperating expense, net	(5,427)
Ending Net Position	<u>\$7,099,407</u>

Components of Net Position	2023
Net investment in capital assets	\$6,736,756
Restricted	754,487
Unrestricted	(391,826)
Total Net Position	<u>\$7,099,417</u>



# Thank You

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Nicole Hart, Senior  
810.766.6055

[Nicole.Hart@plantemoran.com](mailto:Nicole.Hart@plantemoran.com)



# Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: May 13, 2024

Re: Purchasing Policy

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I am suggesting an amendment to the purchasing policy to tackle a persistent operational challenge.

Found in Section 7. "Exemptions", my proposal is to add used vehicles and equipment as an exempt purchase. Comparing used vehicles and equipment becomes impractical due to variations in mileage, upgrades, and other factors unique to each vehicle/ piece of equipment.

*Warm inside. Great outdoors.*



**HIGHLAND TOWNSHIP PURCHASING POLICY**  
**Amended ~~September 25, 2023~~ May 13, 2024**

1. General Provisions

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

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

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

2. Purchase Orders

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

3. Bid Requirements

The Purchasing Agent shall obtain three (3) quotes for purchases between \$5,000 and \$15,000 per item, or when a single order totals over \$5,000. Quotes may be verbal, written or electronic, and may be derived from catalogs or websites.

The Purchasing Agent is authorized to purchase budgeted goods and services up to \$5,000 if funds are available within the budget.

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

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

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

Sealed competitive bids are required for purchases of \$25,000 or more per item. The Purchasing Agent, with the help of the individual or Department Head requesting the purchase, shall prepare specifications for goods or services over \$25,000.

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

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

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

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

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

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

#### 4. Emergency Purchases

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

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

#### 5. Receiving Goods

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

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

The Purchasing Agent may make additional purchases of supplies, materials, equipment or services from a successful vendor provided (a) the additional purchases are at or near the same cost or less per quantity as originally quoted or bid by the vendor and the purchase occurs no more than twelve months after the date of the original purchase, or (b) the Purchasing Agent is reasonably certain that the same supplies, materials, equipment or services are not available at a lesser cost from another source.

## 7. Exemptions

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

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





# Memorandum

To: Highland Township Board  
From: Tami Flowers, Clerk  
Date: May 7, 2024  
Subject: Proposed Changes to Purchasing Policy

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The purpose of this memo is to address the proposed change to the purchasing policy and to present considerations for the trustees' deliberation. As custodians of the Township's financial integrity, it is imperative that we approach this decision with careful consideration.

## Key Issues:

**Financial Oversight Responsibility:** The Township board's primary duty includes diligent financial oversight. This responsibility has been emphasized in resources such as the Michigan Township Association (MTA) article (attached) and webinars hosted by the Michigan Department of Treasury.

**Risk Mitigation:** Maintaining a robust purchasing policy is essential for mitigating risks such as accusations of improprieties and ensuring prudent management of funds. The risks assumed now may well be continued into future administrations based on the precedent we are setting now.

**Exemption Concerns:** The proposed exemption of "Used Vehicles and Equipment" from the policy raises significant concerns. It enables unilateral decision-making by the administration with no upper limit on the cost. Please consider that items as costly as a large used fire engine could be purchased without board review under the proposed policy revision.

**Summary of the Current Policy:** The current purchasing policy outlines clear thresholds and processes for procurement:

- Purchases under \$5,000 and exempted categories require no transparency or process requirements.
- Purchases between \$5,000 and \$15,000 necessitate evaluation of three quotes by in-house officials, with trustee notification and subsequent purchase if no objections are raised.
- Purchases exceeding \$15,000 and \$25,000 require board approval through different mechanisms (Quotes or sealed bids).

*Warm inside. Great outdoors.*



Alternative Solutions: Instead of a blanket exemption, alternative approaches could be considered:

- Exempting this category from the sealed bid requirement only. Providing up to three quotes to the board instead of sealed bids regardless of the price point.
- Requesting board approval for each purchase by providing equipment specifications, blue book values (for vehicles) or any similar information to support the board's ability to understand the market for that item, and list of vendors who were solicited.
- Exempting a narrower category or imposing a capped dollar amount on the exemption.
- Following the existing practice of requesting waiver of the purchasing policy as needed for individual purchase decisions.

Recommendation:

I propose adopting a modification to the policy, aligning with the first of the alternative solutions listed above. This entails requiring the administration to present up to three quotes with recommendations for the board's consideration for all used vehicles and equipment purchases. This approach maintains transparency and allows for informed decision-making without compromising efficiency.

Conclusion:

The decision regarding the purchasing policy impacts the Township's financial integrity and accountability. By considering the outlined issues and alternative solutions, we can ensure prudent governance and safeguard the Township's interests for future generations.

# Taking financial oversight to a higher level

**E**ffective financial oversight is generally a fundamental responsibility of governing boards in every sector of society—private and public, but especially in the public. Township boards are explicitly charged by law to exercise meaningful oversight of major financial functions and decisions, including authorizing expenditures, acquiring and disposal of township property, and budget adoption and amendments.

According to the Spring 2018 Michigan Public Policy Survey (MPPS) conducted by the Center for Local, State and Urban Policy at the University of Michigan, almost 9 out of 10 responding township officials comprised of township supervisors, managers and clerks give their board “good” or “excellent” ratings for effectively overseeing township finances. That level of confidence appears well deserved, given that most townships are notably absent from lists promulgated by the state Department of Treasury of Michigan local governments experiencing documented fiscal stress.

Keeping your township out of fiscal difficulty is not the only objective of comprehensive financial oversight. Even one township experiencing embezzlement or theft is one too many, especially if it is yours. Unfortunately, local governments are not immune from the increase in criminal actions of persons in position of trust. Even the best financial oversight cannot prevent all misdeeds, but it does give the township a much better chance of minimizing any losses.

But the full scope of activities essential for boards exercising their fiduciary duties goes well beyond adequate financial oversight. All members of the township board are considered the township electors’ trustees—to act on behalf of the public interest, to make prudent decisions and not expose the township to undue risk. A board in fiduciary mode is working together as opposed to board members acting individually. Self-appointed “watchdogs” generally don’t know what to look for and can do considerable unnecessary harm when they focus too much on finding misdeeds instead of taking steps to prevent bad things from happening.

The township board, acting collectively, has the legal and moral standing to adopt policies that drive the township to high performance and efficiency, and avoid undesirable outcomes. The township board as an employer is charged with managing risks through policies and actions that promote employee safety, legal compliance and honesty.



This article outlines the basic components of financial oversight expected of township boards, but also suggests additional roles for township boards to perform when they are in “fiduciary mode.” A board’s fiduciary mode is described in *Governance as Leadership; Reframing the Work of Nonprofit Boards* by governance expert Richard Chait (BoardSource, 2005). Written primarily for non-profit organizations, its principles are easily applicable to other governing boards such as local governments.

### **Financial oversight is not the board’s only job**

Township boards practice the basic elements of financial oversight—such as budget development and adoption and reviewing financial reports—on such a regular basis that it becomes second nature. It is less common that other elements of financial oversight—monitoring implementation of internal controls, for example—are also routinized into a systematic monitoring schedule. And the higher functions

This continuing education article and accompanying self-assessment are worth 2.0 elective credits in MTA’s Township Governance Academy. See page 22 for details.



### **OBJECTIVE**

- To outline the basic components of financial oversight expected of township boards, and suggest additional roles for township boards to perform a higher level of fiduciary management.

### **CORE COMPETENCIES**

- Aware of financial matters affecting the township
- Possesses effective policy-making and decision-making skills
- Understands the budget process, financial statements and how to use fiduciary responsibilities to manage the township’s affairs in the best interests of the public



Boards that pride themselves on effective financial oversight go beyond the statutory basics and make fiduciary monitoring and evaluation functions ongoing and regular board meeting activities.

of boards in what Chait, *et al* call “fiduciary mode” are too often missing from agendas of all sorts of public bodies. Nonetheless, boards that frequently engage in full fiduciary mode reach higher levels of public service than those that limit themselves to basic financial oversight.

## Setting an example

In fiduciary mode, the township board sets an example for department heads and their subordinates for the degree of care owed to taxpayers for the wise use of their money and holding everyone in the organization—including the township board itself—accountable. The board carefully identifies, scrutinizes and chooses from multiple options to make decisions that best serve the public. Ethical considerations and identifying the greater good are routinely interjected in board policy discussions. Board members demonstrate their commitment to operate in the township’s best interest rather than their own and act appropriately when conflicts of interest arise.

Townships that take their fiduciary duties seriously include financial oversight as a regular element of their board meetings. Financial oversight requires all township board members to be familiar with the extensive list of statutes and regulations (*see sidebar on page 19*) that impose legal obligations on the board to direct and monitor

financial activities. But township boards in fiduciary mode go beyond mere financial oversight to establish additional expectations on township officials and employees that clarify through policies what is to be accomplished, set priorities, and articulate limitations on activities and actions that create undue risks to the township. Boards in fiscal mode monitor township operations to ensure their policies are being followed, and adjust their policies in response to new information and changing circumstances.

## Financial oversight and periodic financial reports

Effective financial oversight requires that the township board regularly receives and analyzes timely financial reports. Typically, township boards receive monthly reports of fund balance sheet reports, current and year-to date revenue and expenditures reports with budget appropriation comparisons, and an investment status

and performance report demonstrating compliance with the board’s statutorily mandated policy. Townships may find that a cash flow report is also helpful. However, reports are of little use unless the board takes the time to analyze the information to determine if the township’s financial position is consistent with board expectations. Financial data that is not compared to benchmarks is of limited value. And equally important, the board needs to pay attention to trends—are numbers changing in ways that indicate all is well or that foretell potential future financial difficulties? In fiduciary mode, financial reports are not merely “received and filed,” but questions are raised, resolved and appropriately responded to through board financial policies.

Townships under 4,000 population are required by state law to have an audit every other year, while all other township audits must be conducted annually. However, townships that qualify for the biannual audit should nonetheless consider

# 16%

Percent of township officials who think township’s general fund balance to be too low

# 87%

Percent of township officials who give their board good or excellent ratings for effectively overseeing township finances

Statistics source: MPPS



# 33%

Percent of townships experiencing an increase in general government operation needs this year

# 36%

Percent of townships expected to increase general government operations spending next year

opting for annual audits because biennial audits must include an examination of financial records back to the conclusion of the prior audit, and boards need more frequent verification and assurance of the township's financial position.

### Internal controls

Township boards in fiduciary mode ensure that there are effective internal procedures in place to timely and effectively correct financial transaction errors and minimize the township's exposure to theft and embezzlement, which according to news reports are on the rise in organizations of all nature. Lax financial controls that create the opportunity for bad things to happen reflect poorly on governing boards.

Township boards should not solely rely on outside auditors to detect fiscal chicanery, as only a very small percentage of fraud and embezzlement are caught by external audits. Auditors sample financial transactions and clever people can find ways to hide their misdeeds for years. Absent effective internal preventive procedures, fraud and embezzlement are often caught after the person responsible leaves their position and fresh eyes catch the missing money, or officials in other tax-levying entities note that their property tax collections remitted by the township are less than expected.

Effective financial oversight by township boards includes making sure that appropriate internal controls are in place.

Township officials who have little or no prior experience in financial administration likely lack expertise in procedures to achieve effective internal controls, but the township's auditors can provide recommendations that township boards need to ensure are implemented, and that may require the township board to provide additional resources to improve accounting procedures. And while insistence of internal controls is the township board's collective responsibility, it falls to clerks, treasurers and their deputies to faithfully implement them.

Internal controls require instituting some redundancies in recording financial transactions and fund custody so problems and errors are more likely detected and corrected, and it is often common for officials to resist instituting internal controls as a waste of time and unnecessary. This is especially true in organizations where everyone knows each

## State law requirements for boards regarding township finances

As the newly formed State of Michigan organized its government structure in the years following statehood, township boards first appeared in the Constitution of 1856 and continued through the current Constitution of 1963. But if you sought in the Michigan Constitution illumination as to what township boards are supposed to do, your answers would remain essentially unanswered:

*"In each organized township there shall be elected for terms of not less than two nor more than four years as prescribed by law a supervisor, a clerk, a treasurer, and not to exceed four trustees, whose legislative and administrative powers and duties shall be provided by law." (Article VII, Section 18 of the Michigan Constitution of 1963)*

And if you did a word search in the Michigan Compiled Laws or on Google, you would find a long list of a multitude of statutes implying or explicitly stating that township boards have a strong role in and responsibility to ensure that township finances are appropriately managed. While state laws charge

clerks and treasurers with authority and responsibility to record financial transactions and custody of township funds respectively, a multitude of statutes make clear the township board, acting collectively, is responsible for serving as the "watchdog" on township affairs on behalf of the township electors and in compliance with state laws.

Unfortunately, the Legislature has never codified all of these various statutory duties and responsibilities into one easy-to-locate state law, but MTA staff have identified the following laws as key statutes identifying the statutory duties of township boards relative to financial oversight and fiduciary duty:

- Uniform Budgeting and Accounting Act, PA 2 of 1968; MCL 141.425 (requirement to have a budget and an audit)
- Budget Hearings of Local Governments, PA 43 of 1963
- Investment of Surplus Funds of Political Subdivisions, PA 20 of 1943
- Credit Card Transactions, PA 266 of 1995 (township use of credit cards)

- Financial Transaction Device Payments, PA 280 of 1995 (township acceptance of credit card payments)
- Payment of Wages and Fringe Benefits, PA 390 of 1978 (board, as employer, responsibility for payroll frequency)
- MCL 41.65 (clerk's financial responsibilities)
- MCL 41.75 (board must approve all claims)
- MCL 41.76 (treasurer's financial responsibilities)
- MCL 41.77 (treasurer responsible for depositing moneys, board depository resolution)
- MCL 41.78 (treasurer accounts for receipts and expenditures)
- MCL 41.110 (transfer of unexpended balances)
- MCL 41.110a (board must use Uniform Chart of Accounts)

Also see the Michigan Department of Treasury's *Accounting Procedures Manual* and *Budget Manual for Local Units of Government*.

other well and trust—whether well placed or not—abounds. But townships, regardless of size, can encourage and enable stronger internal controls by authorizing more compensable hours for staff necessary to properly segregate duties such as timely and independent reconciliation of check registers and bank statements. However, in some townships—especially smaller entities that do not have large staffs—individual board members such as the township supervisor can be assigned by the board to perform tasks that improve internal controls, such as reviewing check registers and bank statements when there are not enough other staff to ensure appropriate independent oversight.

## Ensuring accountability for quality performance

Boards that pride themselves on effective financial oversight go beyond the statutory basics and make fiduciary monitoring and evaluation functions ongoing and regular board meeting activities. Township boards in fiduciary mode should set the proper moral tone and assure township-wide consistency and coordination to ensure that resources are efficiently deployed. Strong financial performance can only be achieved when the township board clicks into fiduciary mode to articulate not only what is unacceptable, but also what is to be accomplished.

To ensure that expenditures and uses of other township resources are focused on the things that are most important, the township board can establish an explicit mission

## Looking inward and outward

While the book *Governance as Leadership; Reframing the Work of Non-Profit Boards* (BoardSource, 2005) wasn't written with local government boards in mind, its authors Richard P. Chait, William P. Ryan and Barbara E. Taylor suggest that boards in fiduciary oversight mode look inward for trouble and outward for financial purposes:

Board looking **inward** for trouble:

- Can expenditures be afforded?
- Is audit clean and unqualified?
- Is budget balanced?
- Legal compliance?
- Staff turnover at acceptable levels?
- Revenue to be raised
- Monitor financial position
- Assure appropriate financial controls

Board looking **outward** for financial purposes:

- Opportunity cost of expenditures
- Alignment of budget and priorities
- Alignment of programs to mission
- Ethics
- Alignment of revenue streams to mission

statement that serves as the compass for the board and others to keep the township focused on what is most important. The board assures faithfulness to mission, acknowledges that it is accountable to the township's electors for the performance of all township functions, and monitors activities for compliance with laws and regulations and proper stewardship of township finances and property.

## Compensation benchmarked to the labor market

Townships in fiduciary mode ensure that the taxpayers "get their money's worth" through delivering services at a reasonable cost. A major amount of the taxpayer's money is used to compensate officials and employees. Township boards have primary responsibility to establish compensation levels that achieve desired results, which for most townships means compensation at levels sufficient to attract competency and minimize costly turnover. To find the "sweet spot," township officials need to know what other organizations pay similar positions so that township remains competitive while avoiding paying more than necessary to attract the kind of employees the township needs to achieve its mission.

## Boards evaluate their own performance

Townships and other local government governing boards are not only responsible to ensure that administrators do their jobs correctly, they are responsible for their own decisions and conduct relative to financial transactions and financial position. The township board plays an integral role in the township's financial management. If it is appropriate for the township board to hold others accountable for their activities, it is also appropriate in its fiduciary mode to evaluate its own performance.

This article suggests ongoing board activities to perform financial oversight at a high level and can serve as a checklist by which the board can objectively evaluate whether it is doing the job to the degree township taxpayers deserve.

# 13%

Percent of township officials who evaluate their township in perfect fiscal health

# 51%

Percent of townships increasing employee pay next year



**Larry Merrill,**  
MTA Executive Director

See page 22 for a continuing education self-assessment, worth two elective credits in MTA's Township Governance Academy. To learn more about TGA, visit [www.michigantownships.org/members](http://www.michigantownships.org/members) (under the "Training" tab).



## Major township board financial oversight functions

The following are among the most significant requirements of township boards related to financial oversight and recommended implementation practices, according to MTA staff:

- Adopt an annual budget prior to the ensuing fiscal year that appropriates sufficient financial resources to township activities while maintaining appropriate financial reserves.
  - Budget must be monitored at least monthly and amended as soon as needed and known.
  - Approve all financial transactions for legality compliance with budget appropriation and authorized by township policy or by explicit board approval.
  - Property acquisition, use and disposal.
  - Audit payment of claims with sole exception of current year tax collection disbursement
- account, prior to issuance, unless authorized by narrow board “post-audit” policy. Board members must have opportunity to review documentation provided including check/payment number in numerical order, voided payments, payee, amount, purpose, Chart of Accounts number where posted. Bills should not be approved in aggregate without itemized examination prior to vote. May approve payment of bills using consent agenda if all other review and examination procedures are followed prior to vote and board has had opportunity to discuss.
- Mandating and monitoring internal controls required by *Accounting Procedures Manual*, including segregation of duties, requiring clerk and treasurer financial reporting, clerk and treasurer reconciling, etc.
  - Act if board becomes aware that a board member or staff are not complying with internal controls such as clerk or treasurer accessing or controlling financial records in a way that violates segregation of duties, not reconciling regularly, or treasurer not providing required reports/documentation for tax collection disbursement account to clerk.
  - All expenditures or uses of township property, assets, etc. must be done as “lawful expenditures”—must be authorized by statute (expressly stated or fairly implied)
  - Monies restricted by law cannot be used for other purposes.



DEBRA WILHELM  
Assistant Township  
Manager/HR Director  
Charter Township  
of Northville

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# Continuing education self-assessment

Participants enrolled in the Township Governance Academy (TGA), MTA's credentialing program, may obtain two elective credits for successful completion of this quiz. (To receive credit, this quiz must be completed by November 1, 2021.) To obtain credit, participants must answer the following 10 multiple-choice questions by circling the correct answer and receive a minimum passing score of 70 percent. The questions are based on content from the article, "Taking financial oversight to a higher level," beginning on page 16. There is no charge for MTA members to take the quiz or to obtain TGA credit. Completed quizzes should be faxed to (517) 321-8908 or mailed to: MTA, PO Box 80078, Lansing, MI 48917-0078. MTA will notify you of your results within two weeks after receiving your quiz. **IMPORTANT:** Please keep a copy of your completed quiz in your TGA binder. For information about TGA, call (517) 321-6467, email [tga@michigantownships.org](mailto:tga@michigantownships.org), or visit [www.michigantownships.org/members](http://www.michigantownships.org/members) (under the "Training" tab).

## TGA continuing education—November 2018 Taking financial oversight to a higher level

**NAME:** \_\_\_\_\_ **TOWNSHIP & COUNTY:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

1. As township boards practice the basics of financial oversight, it is less common for certain elements, such as \_\_\_\_\_, to become second nature.
  - a. Budget development
  - b. Reviewing financial reports
  - c. Monitoring implementation of internal controls
  - d. Making prudent decisions
2. Boards engaging in full "fiduciary mode":
  - a. Consistently perform the basics of financial oversight.
  - b. Reach higher levels of public service.
  - c. Allow department heads to handle accountability for the use of taxpayer money.
  - d. Take care to follow *Robert's Rules of Order* when discussing financial matters.
3. When receiving financial reports, township boards should:
  - a. Take the time to analyze the information.
  - b. File the documents accordingly.
  - c. Avoid asking questions until the next report.
  - d. Stick to cash flow reports.
4. Why should township boards consider annual audits, even if they aren't required by law?
  - a. To reduce the workload for township employees.
  - b. To provide more frequent verification and assurance of their financial position.
  - c. To spot potential misconduct by employees.
  - d. To increase transparency with township residents.
5. To avoid embezzlement and fraud, township boards should:
  - a. Rely on outside auditors to detect problems.
  - b. Watch for property tax collections that are less than expected.
  - c. Regularly hire new staff who might catch the missing money.
  - d. Establish internal procedures to correct transaction errors and minimize risk.
6. When townships don't have the staff to perform redundancies such as reviewing check registers, another option is to:
  - a. Assign the tasks to individual board members.
  - b. Ask for community volunteers.
  - c. Hire a consultant.
  - d. Require overtime from current staff.
7. Township boards can only achieve strong financial performance if they create consistency by articulating:
  - a. A community vision plan.
  - b. Possible threats the board could face.
  - c. What is to be accomplished.
  - d. Five-year goals.
8. What is the value of a mission statement to a board's financial oversight?
  - a. It sets the moral tone for township employees.
  - b. It serves as a compass and keeps the township focused on what's most important.
  - c. It ensures compliance with laws and regulations.
  - d. It's a benchmark for proper stewardship of township finances and property.
9. What is the "sweet spot" for township employee compensation levels?
  - a. An above-average wage to attract the right employees.
  - b. A below-average wage out of responsibility to taxpayers.
  - c. Competitive with what other organizations pay while not paying more than necessary.
  - d. Competitive with the average wage for your township's region.
10. Who is responsible for evaluating the township board's performance?
  - a. A hired consultant
  - b. The board itself
  - c. Residents at a public hearing
  - d. Township employees



# Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: May 13, 2024

Re: Activity Center Position-Ashley Valdez-Proposed Part-Time Employee

---

I propose transitioning Ashley Valdez from a seasonal employee, to a part-time employee, with weekly hours not to exceed 29 hours per week. This adjustment would grant her the benefits of paid time off and holiday pay for all regularly scheduled days.

Paid time off accrual will be retroactive to May 6<sup>th</sup>, 2024.



BUDGET AMENDMENT WORKSHEET  
 2024 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - May 13, 2024

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>					
<b>Expenditures:</b>					
	101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	\$0.00	\$32,017.00 -	\$1,200.00 = \$30,817.00
	101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	\$29,432.00	\$7,000.00 +	\$17,400.00 = \$24,400.00
seasonal	101-672-704.003	ACT CTR: CLERICAL WAGE P-T	\$27,045.00	\$22,000.00 -	\$11,000.00 = \$11,000.00
	101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	\$13,989.00	\$13,989.00 -	\$1,000.00 = \$12,989.00
seasonal	101-672-704.008	ACT CTR: FLOATER WAGE P-T	\$0.00	\$22,000.00 -	\$4,200.00 = \$17,800.00

**Purpose of Amendment:**

To amend funds for Activity Center wages. Positions changing according to the director's request. The net effect is zero.

**2024 – 2027 FIRE DISPATCH SERVICE AGREEMENT  
BETWEEN COUNTY OF OAKLAND  
AND  
THE CHARTER TOWNSHIP OF HIGHLAND**

**April 1, 2024 – March 31, 2027**

---

This Agreement is made and entered into between the COUNTY OF OAKLAND, a Michigan Constitutional and Municipal Corporation, whose address is 1200 North Telegraph Road, Pontiac, Michigan 48341 (the "COUNTY"), and the CHARTER TOWNSHIP OF HIGHLAND whose address is 205 N. John Street, Highland, Michigan 48357 (the "MUNICIPALITY"). In this Agreement, the COUNTY shall be represented by the OAKLAND COUNTY SHERIFF, in their official capacity as a Michigan Constitutional Officer, whose address is 1200 North Telegraph Road, Bldg. 38 E., Pontiac, Michigan 48341 (the "SHERIFF"). In this Agreement, whenever the COUNTY and the SHERIFF are intended to be referred to jointly, they shall collectively be referred to as the "OAKLAND COUNTY SHERIFF'S OFFICE" ("O.C.S.O.").

**INTRODUCTION**

**WHEREAS**, the MUNICIPALITY is authorized by law to provide fire protection service for its residents; and

**WHEREAS**, to provide effective fire protection services for its residents, the MUNICIPALITY must also provide municipal fire department communication and dispatch functions; and

**WHEREAS**, the O.C.S.O. provides police communication and dispatch functions and has the capability to provide fire dispatch for the MUNICIPALITY but, absent this Agreement, is not obligated to provide FIRE DISPATCH SERVICE for the MUNICIPALITY; and

**WHEREAS**, the COUNTY and the MUNICIPALITY may enter into a contract by which the O.C.S.O. would provide FIRE DISPATCH SERVICE for the MUNICIPALITY; and

**WHEREAS**, the MUNICIPALITY has concluded that it is more cost effective for the MUNICIPALITY to contract for FIRE DISPATCH SERVICE with the O.C.S.O. than to equip and staff its own fire communication and dispatch center; and

**WHEREAS**, the O.C.S.O. agrees to provide FIRE DISPATCH SERVICE for the MUNICIPAL FIRE PERSONNEL, under the following terms and conditions;

**NOW, THEREFORE**, it is mutually agreed as follows:

1. The COUNTY, with the cooperation and approval of the SHERIFF, shall, in conjunction with its existing O.C.S.O. police communications functions, provide FIRE DISPATCH SERVICE to MUNICIPAL FIRE PERSONNEL for the MUNICIPALITY.

2. Except as expressly provided for in this Agreement, the Parties agree that this Agreement does not, and is not intended to, transfer, delegate, or assign to the other Party any civil or legal responsibility, duty, obligation, duty of care, cost, legal obligation, or liability associated with any governmental function delegated and/or entrusted to either party under any existing law or regulations.
3. For all purposes and as used throughout this Agreement, the words and expressions listed below, whether used in the singular or plural, within or without quotation marks, or possessive or nonpossessive, shall be defined, read, and interpreted as follows:
  - 3.1 "FIRE DISPATCH SERVICE(S)" shall be defined to include: any emergency or non-emergency telephone call or notice, of any kind, received by the O.C.S.O., which requests, requires, or, in the sole judgment of the O.C.S.O. or a COUNTY AGENT appears to request or require the presence, attention, or services of any MUNICIPAL FIRE PERSONNEL to address, respond, or attend to any issue, event, or circumstance involving public health or safety, an accident, an accidental injury, the protection of property, or any emergency (including, but not limited to medical, fire, and/or health), and an O.C.S.O. or COUNTY AGENT radio communication, or any attempted radio communication to any MUNICIPAL FIRE PERSONNEL.
  - 3.2 "MUNICIPAL FIRE PERSONNEL" shall be defined to include: all uniformed, non-uniformed, civilian, command, volunteer, administrative, and/or supervisory personnel employed and/or contracted by the MUNICIPALITY to provide, supply, support, administer, or direct any fire or emergency related services and/or any persons acting by, through, under, or in concert with any of them; or any MUNICIPALITY official, officer, employee or agent whose job duties may include the receipt of any O.C.S.O. FIRE DISPATCH SERVICE.
  - 3.3 "COUNTY AGENT(S)" shall be defined to include the SHERIFF and all COUNTY elected and appointed officials, commissioners, officers, boards, committees, commissions, departments, divisions, employees (including any SHERIFF'S DEPUTY), agents, predecessors, successors, or assigns, (whether such persons act or acted in their personal, representative, or official capacities), and all persons acting by, through, under, or in concert with any of them. COUNTY AGENT as defined in this Agreement shall also include any person who was a COUNTY AGENT at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in his/her previous capacity.
  - 3.4 "CLAIM(S)" shall be defined to include any and all losses, complaints, demands for relief, damages, lawsuits, causes of action, proceedings, judgments, deficiencies, penalties, costs and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation, litigation expenses, amounts paid in settlement, and/or any other amount for which the COUNTY or COUNTY AGENT becomes legally and/or contractually obligated to pay, whether direct, indirect, or consequential, whether based upon any alleged violation of the constitution (federal or state), any statute, rule, regulation, or the common law, whether in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.

4. The MUNICIPALITY agrees that under the terms of this Agreement, except for the FIRE DISPATCH SERVICE(S) expressly contracted for herein, that neither the O.C.S.O. nor any COUNTY AGENT(S) shall be obligated, in any other way, to provide or assist the MUNICIPALITY or any MUNICIPAL FIRE PERSONNEL with any other direct, indirect, backup or supplemental support or police, fire or emergency-related services or protection of any kind or nature whatsoever, or send COUNTY AGENT(S) to respond, in any way, to any call for FIRE PERSONNEL services.
5. Under all circumstances, the MUNICIPALITY shall remain solely and exclusively responsible for all costs and/or liabilities associated with providing available on-duty MUNICIPAL FIRE PERSONNEL to receive and respond to FIRE DISPATCH SERVICE in a timely and professional manner.
6. The MUNICIPALITY acknowledges that there may be circumstances when, despite all reasonable O.C.S.O. or COUNTY AGENT(S) efforts, an O.C.S.O. or COUNTY AGENT(S) attempt to communicate or provide FIRE DISPATCH SERVICES(S) for MUNICIPAL FIRE PERSONNEL may be unsuccessful and, as a result, FIRE PERSONNEL'S timely response to a call for FIRE PERSONNEL assistance may not be forthcoming.
7. The MUNICIPALITY agrees that this Agreement does not, and is not intended to, include any O.C.S.O. warranty, promise, or guarantee of any kind or nature whatsoever concerning the provision of FIRE DISPATCH SERVICES(S) to the MUNICIPALITY except that the COUNTY will make a reasonable effort to provide FIRE DISPATCH SERVICE(S) for MUNICIPAL FIRE PERSONNEL consistent with existing O.C.S.O. communication and dispatch policies, procedures, orders and standards.
8. This Agreement does not, and is not intended to, obligate or require the O.C.S.O. to change, alter, modify, or develop any different O.C.S.O. dispatch related procedures, policies, and/or standards; purchase or use any special or additional equipment; or, alternatively, prohibit the O.C.S.O. from implementing any future communication-related changes that the O.C.S.O., in its sole judgment and discretion, believes to be in its best interest.
9. The MUNICIPALITY shall be solely and exclusively responsible during the term of this Agreement for guaranteeing that: (a) all MUNICIPAL FIRE PERSONNEL radios and other communication equipment will be properly set, adjusted, and maintained to receive any FIRE DISPATCH SERVICE from the O.C.S.O. and/or COUNTY AGENT and will comply with all current and future applicable O.C.S.O. dispatching procedures, policies, standards, technical specifications, and/or any applicable state or federal communication requirements, including, but not limited, to all Federal Communications Commission orders, regulations, and policies; (b) all MUNICIPAL FIRE PERSONNEL will be adequately trained and will comply with all current and future applicable O.C.S.O. dispatching procedures, policies, standards, technical specifications and/or any applicable state or federal communication requirements, including, but not limited, to all Federal Communications Commission orders, regulations, and policies; and (c) the MUNICIPALITY and all MUNICIPAL FIRE PERSONNEL shall at all times promptly and properly notify the designated COUNTY AGENT of any on-duty or off-duty status and/or availability or unavailability of MUNICIPAL FIRE PERSONNEL to receive FIRE DISPATCH SERVICE from the O.C.S.O.

10. The MUNICIPALITY shall be solely and exclusively responsible for all fees, costs, expenses, and liabilities, including any connectivity costs, associated with the purchase, lease, operation, and/or use of any MUNICIPAL FIRE PERSONNEL radio or other communication equipment. The O.C.S.O. shall not be obligated to provide MUNICIPAL FIRE PERSONNEL with any radio or other communication equipment of any kind. The MUNICIPALITY shall not be obligated under the terms of this Agreement to supply or provide the O.C.S.O. with any additional telephones, telephone lines, radios, other communication equipment, or property.
11. The O.C.S.O. may, at its sole discretion and expense, inspect any MUNICIPAL FIRE PERSONNEL radio or other communication equipment to ensure that it conforms with applicable O.C.S.O. dispatching procedures, policies, standards, technical specifications, and/or state and federal law. If the inspection reveals a lack of conformance, the O.C.S.O. shall notify the MUNICIPALITY in writing of the specific violations. The MUNICIPALITY shall address and correct such violations at its own expense within thirty (30) calendar days of receiving the written notice or present a written plan to O.C.S.O. within 15 calendar days setting forth a procedure for correcting the violations. If the MUNICIPALITY fails to address and/or correct such violations within the time period set forth in this paragraph, the O.C.S.O. may terminate and/or cancel the Agreement.
12. In consideration of the COUNTY'S promises and efforts under this Agreement, the MUNICIPALITY shall pay the COUNTY

\$5,784.01 per month for the months of April 1, 2024 through March 31, 2025,

\$5,958.15 per month for the months of April 1, 2025 through March 31, 2026 and

\$6,136.61 per month for the months of April 1, 2026 through March 31, 2027.

Said payments shall be made as follows:

- 12.1 The COUNTY shall send an invoice to the MUNICIPALITY each month for services rendered the previous month. The MUNICIPALITY shall have 30 days from the date of each invoice to make payment.
  - 12.2 All Monthly payments shall be due and payable by the MUNICIPALITY without any further notice or demand from the COUNTY.
  - 12.3 Each payment shall clearly identify that it is a monthly payment being made pursuant to this Agreement and identify the calendar month for which the MUNICIPALITY intended the payment to apply. The COUNTY, in its discretion, may apply any monthly payment received from the MUNICIPALITY to any past due amount or monthly payment then due and owing to the COUNTY pursuant to this Agreement.
13. If the MUNICIPALITY, for any reason, fails to pay the COUNTY any monies when and as due under this Agreement, the MUNICIPALITY agrees that unless expressly prohibited by law, the COUNTY or the County Treasurer, at their sole option, shall be entitled to setoff from any other MUNICIPALITY funds that are in the COUNTY'S possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any setoff or retention of funds by the COUNTY shall be deemed a voluntary assignment of the amount by the MUNICIPALITY to the COUNTY. The MUNICIPALITY waives any

CLAIMS against the COUNTY or its Officials for any acts related specifically to the COUNTY'S offsetting or retaining such amounts. This paragraph shall not limit the MUNICIPALITY'S legal right to dispute whether the underlying amount retained by the COUNTY was actually due and owing under this Agreement. If the COUNTY chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the COUNTY any amounts due and owing the COUNTY under this Agreement, the COUNTY shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid. Nothing in this Section shall operate to limit the COUNTY'S right to pursue or exercise any other legal rights or remedies under this Agreement against the MUNICIPALITY to secure reimbursement of amounts due to the COUNTY under this Agreement. The remedies in this paragraph shall be available to the COUNTY on an ongoing and successive basis if the MUNICIPALITY at any time becomes delinquent in its payments. Notwithstanding any other terms and conditions in this Agreement, if the COUNTY pursues any legal action in any court to secure its payment under this Agreement, the MUNICIPALITY agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the County in the collection of any amount owed by the MUNICIPALITY.

14. The MUNICIPALITY agrees that all MUNICIPALITY representations, liabilities, payment obligations and/or any other related obligations provided for in this Agreement with regard to any acts, occurrences, events, transactions or CLAIMS either occurring or having their basis in any events or transactions that occurred before the cancellation or expiration of this Agreement shall survive the cancellation or expiration of this Agreement. The parties agree that the expiration, cancellation, or termination of this Agreement shall be without prejudice to any rights or claims of either party against the other and shall not relieve either party of any obligations which, by their nature, survive expiration or termination of this Agreement.
15. Each party shall be responsible for any CLAIM made against that party and for the acts of its employees or agents.
16. In any CLAIM that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including any attorney fees.
17. Except as otherwise provided in this Agreement, neither Party shall have any right under any legal principle to be indemnified by the other Party or any of its employees or AGENTS in connection with any CLAIM.
18. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
19. This Agreement does not, and is not intended to, create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, and/or right to be indemnified, or any other right of any kind in favor of any person, organization, alleged third party beneficiary, or



any right to be contractually, legally, equitably or otherwise subrogated to any indemnification or any other rights provided under the terms of this Agreement.

20. Neither the COUNTY nor any COUNTY AGENT, by virtue of this Agreement or otherwise, shall be considered employees of the MUNICIPALITY. The COUNTY and/or any COUNTY AGENTS legal status and relationship to the MUNICIPALITY shall be that of an Independent Contractor. No MUNICIPAL FIRE PERSONNEL shall, by virtue of this Agreement or otherwise, be considered an employee, agent, or working under the supervision and control of the COUNTY and/or any COUNTY AGENT.
21. The MUNICIPALITY and the O.C.S.O. shall each remain the sole and exclusive employer of each of their respective employees. The MUNICIPALITY and COUNTY each agree to remain solely and exclusively responsible for the payment of each of their respective employees' wages, compensation, overtime wages, expenses, fringe benefits, pension, retirement benefits, training expenses, or other allowances or reimbursements of any kind, including, but not limited to, workers' disability compensation, unemployment compensation, Social Security Act protection and benefits, employment taxes, or any other statutory or contractual right or benefit based, in any way, upon employment.
22. This Agreement does not, and is not it intended to, create, change, modify, supplement, supersede, or otherwise affect or control, in any manner, any term or condition of employment of any COUNTY AGENT, or any applicable O.C.S.O. employment and/or union contract, any level or amount of supervision, any standard of performance, any sequence or manner of performance, and/or any O.C.S.O. rule, regulation, training and education standard, hours of work, shift assignment, order, policies, procedure, directive, ethical guideline, etc., which shall solely and exclusively, govern and control the employment relationship between the O.C.S.O. and/or all conduct and actions of any COUNTY AGENT.
23. Neither the MUNICIPALITY nor any MUNICIPAL FIRE PERSONNEL shall provide, furnish or assign any COUNTY AGENT with any job instructions, job descriptions, job specifications, or job duties, or, in any manner, attempt to control, supervise, train, or direct any COUNTY AGENT in the performance of any COUNTY duty or obligation under the terms of this Agreement.
24. The MUNICIPALITY shall promptly deliver to the O.C.S.O. written notice and copies of any CLAIM, accusation or allegation of negligence or other wrongdoing, whether civil or criminal in nature, that the MUNICIPALITY becomes aware of which involves, in any way, the O.C.S.O. or any COUNTY AGENT. The MUNICIPALITY shall cooperate with the O.C.S.O. in any investigation conducted by the SHERIFF of any act or performance of any duties by any COUNTY AGENT.
25. Subject to the following Paragraph, and unless canceled as provided for in this Paragraph, this Agreement shall become effective April 1, 2024 and shall remain in effect continuously until it expires, without any further act or notice being required of any party, at 11:59 P.M. on March 31, 2027. This Agreement may be cancelled for any reason, including the convenience of any Party, and without any penalty, before its March 31, 2027 expiration by delivering a written notice of the cancellation to the other signatories to this Agreement, or their successors in office. Such written notice shall provide at least ninety (90) calendar day notice

of the effective date of cancellation, and such cancellation of this Agreement shall be effective at 11:59 P.M. on the last calendar day of the calendar month following the expiration of the 90 calendar day notice period. If this Agreement is terminated for any reason, the MUNICIPALITY will fully reimburse the COUNTY for all direct and indirect labor costs incurred by the COUNTY as a result of the Agreement's termination. Such costs include, but are not limited to, unemployment compensation claims made by COUNTY employees hired by the COUNTY to fulfill the terms of this Agreement.

26. This Agreement, and any subsequent amendments, shall not become effective prior to approval by resolution of the COUNTY Board of Commissioners and the MUNICIPALITY'S Governing Body. The approval and terms of this Agreement shall be entered into the official minutes and proceedings of the COUNTY Board of Commissioners and the MUNICIPALITY's Council and shall also be filed with the Office of the Clerk for the COUNTY and the MUNICIPALITY Clerk. In addition, this Agreement, and any subsequent amendments, shall be filed by a designated COUNTY AGENT with the Secretary of State for the State of Michigan and shall not become effective prior to the filing of this Agreement with the Secretary of State.
27. All correspondence and written notices required or permitted by this Agreement shall be in writing and sent to each of the signatories of this Agreement, or any signatory successor in office, to the addresses shown in this Agreement. Except as otherwise provided for herein, all correspondence or written notices shall be considered effective: (a) the next business day, if personally delivered; (b) the third business day, if sent by U.S. mail, postage prepaid, return receipt requested; (c) the next business day, if sent by a nationally recognized overnight express courier with a reliable tracking system; or (d) the next business day with a written response or receipt of confirmation, if sent by e-mail or fax. .
28. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The language of all parts of this Agreement is intended to and, in all cases, shall be construed as a whole, according to its fair meaning, and not construed strictly for or against any Party. As used in this Agreement, the singular or plural number, possessive or non-possessive, shall be deemed to include the other whenever the context so suggests or requires.
29. Absent an express written waiver, the failure of any party to pursue any right granted under this Agreement shall not be deemed a waiver of that right regarding any existing or subsequent breach or default under this Agreement. No failure or delay on the part of any Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
30. The COUNTY and the MUNICIPALITY acknowledge that this Agreement shall be binding upon them and, to the extent permitted by law, upon their administrators, representatives, executors, successors and assigns, and all persons acting by, through, under, or in concert with any of them.
31. This Agreement sets forth the entire contract and understanding between the COUNTY and the MUNICIPALITY and fully supersedes any and all prior contracts, agreements or

understandings between them in any way related to the subject matter hereof, and after the effective date of this Agreement shall remain effective and enforceable for any CLAIM arising or occurring during any prior contract period. This Agreement shall not be changed or supplemented orally. This Agreement may be amended only by concurrent resolutions of the COUNTY Board of Commissioners and the MUNICIPALITY Governing Body in accordance with the procedures set forth herein.

- 32. Each Party shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, requirements applicable to its activities performed under this Agreement.
- 33. If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
- 34. This Agreement sets forth the entire contract and understanding between the COUNTY and the MUNICIPALITY and fully supersedes any and all prior oral or written understandings, communications, or contracts between the Parties related to the subject matter hereof. It is further understood and agreed that the terms of this Agreement are contractual and are not a mere recital and that there are no other contracts, understandings, or representations between the COUNTY and the MUNICIPALITY in any way related to the subject matter hereof, except as expressly stated herein. This Agreement shall not be changed or supplemented orally. This Agreement may be amended only by concurrent resolutions of the COUNTY Board of Commissioners and the MUNICIPALITY’s Governing Body in accordance with the procedures set forth herein.
- 35. For and in consideration of the mutual promises, acknowledgments, representations, and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the COUNTY and the MUNICIPALITY hereby agree and promise to be bound by the terms and provisions of this Agreement.

**IN WITNESS WHEREOF**, Rick A. Hamill, Supervisor for the Charter Township of Highland, hereby acknowledges that he or she has been authorized by a resolution of the MUNICIPALITY’S governing body (a certified copy of which is attached) to execute this Agreement on behalf of the MUNICIPALITY and hereby accepts and binds the MUNICIPALITY to the terms and conditions of this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESS:

**CHARTER TOWNSHIP OF HIGHLAND,**  
a Michigan Municipal Corporation

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

BY: \_\_\_\_\_  
Rick A. Hamill  
Highland Township Supervisor

**IN WITNESS WHEREOF**, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners (a certified copy of which is attached) to execute this Agreement on behalf of the COUNTY and hereby accepts and binds the COUNTY to the terms and conditions of this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESS:

**COUNTY OF OAKLAND,**  
a Michigan Municipal Corporation

BY: \_\_\_\_\_  
David T. Woodward  
Chairperson, Oakland County Board of  
Commissioners

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

**IN WITNESS WHEREOF**, Michael J. Bouchard, in his official capacity as SHERIFF, hereby concurs and accepts the terms and conditions of this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESS:

**OAKLAND COUNTY SHERIFF,**  
a Michigan Constitutional Officer

BY: \_\_\_\_\_  
Michael J. Bouchard,  
Oakland County Sheriff

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



# Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: May 13, 2024

Re: Recommendation for Signing the Fire Dispatch Service Agreement between the County of Oakland and the Charter Township of Highland

---

I recommend the signing the Fire Dispatch Service Agreement between the County of Oakland and the Charter Township of Highland.

Yearly rate increases are normal for this contract, the proposed rate increase of over 40% has been issued to offset the costs of Administration and Supervisors, which encompasses the entire Sheriff's Department. The 40% is more than expected and encompassing more load than should be placed on the contracted municipalities, with than being said I still recommend signing with known protest. This service is imperative for ensuring public safety and emergency response efficiency within our community.

While the rate increase may seem substantial, it's crucial to recognize that this service is mandatory, and the proposed option remains more cost-effective than establishing our own dispatch center. By participating in this agreement, we can ensure that our community receives the necessary emergency services while also managing costs effectively.

Therefore, I urge prompt action to approve and sign the Fire Dispatch Service Agreement to ensure uninterrupted emergency response services for the Charter Township of Highland.

Thank you for your attention to this matter.

*Warm inside. Great outdoors.*





# **Charter Township of Highland - Fire Department**

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

TO: Charter Township of Highland Board  
FROM: Nick George, Fire Chief  
SUBJECT: Ambulance Bid Award  
DATE: April 26, 2024

On April 26<sup>th</sup> the sealed bids for the first of 3 ambulances were opened. The award bid goes to Kodiak Emergency Vehicles.

Price for the Ambulance will be \$342,929.00

They have requested 10% down at agreement: \$34,292.90  
This can come out of the Fire departments 402 account.

Remainder balance will be \$308,636.10 due at completion at ambulance manufacturer.

I will attach a copy of the bid along with this memo. It is unfortunate that the cost have increase over 20% over the last 3 years but that is the time we are in.

Any questions let me know.

Nick George  
Fire Chief

1

Bid Specification

2

Proposal and Agreement

3

Drawings

4

Dealer License

Service Facility License

Insurance Certificates

Sample RD-108

5

Braun Ford QVM Certificate

Braun Warranty

Braun AWS Certificates

Braun Brochure



Request for Bids

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



# Highland Twp. Fire Department Ambulance Specifications

The Highland Township Fire Department (HTFD) is seeking bids for one (1) Type I Ambulance on a Ford F-550 4x4 Gas chassis per the enclosed specifications. In addition to this one (1) ambulance, Highland Township Fire Department is requesting the ability to "tag-on" and up to an additional two (2) ambulances that would be delivered after the initial order. It is understood that these additional two vehicles would need to be priced at current pricing and Highland Township Fire Department reserves the right to order up to an additional two (2) vehicles.

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

Bidders shall provide one (1) hard copy bid binder. Bids will be due on 04/25/24 at 3:00 pm. The bids will be opened the same day at approximately at 3:15 pm by the township clerk. You are invited to attend the bid opening but it is not required.

Bids shall be sent to:

Highland Township Clerk  
205 North John Street  
Highland, Michigan 48357

Bids shall be labeled "TYPE I AMBULANCE BID"

All questions about the bid request must be directed to: Chief George, [ngeorge@highlandtwp.org](mailto:ngeorge@highlandtwp.org)

## **INTENT OF SPECIFICATIONS**

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

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

# Highland Twp. Fire Department Ambulance Specifications

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

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

## **CONTRACT AWARD**

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

## **DRAWINGS**

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

## **QUALITY AND WORKMANSHIP**

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

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

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

# Highland Twp. Fire Department Ambulance Specifications

## **WARRANTY CLAIMS**

All warranty claims shall be handled through the successful bidder.

## **SERVICE CENTER**

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

**Service center and mobile service located in Grand Ledge, MI. (65 miles). Four (4) bay service center. Services include: emergency vehicle repair, electrical, mechanical, graphics, etc.**

## **DELIVERY OF COMPLETED AMBULANCE**

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

## **EXCEPTIONS TO SPECIFICATIONS**

Proposals taking total exception to specifications shall not be acceptable.

**No exceptions taken**

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

# Highland Twp. Fire Department Ambulance Specifications

## AMBULANCE SPECIFICATIONS

### GENERAL CONDITIONS

Y  N

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

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

### BIDDER'S INSTRUCTIONS

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

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

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

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

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

### PURCHASER'S INTENT

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

### NO ALTERNATE BIDS TAKING TOTAL EXCEPTION

**BID PACKAGES SHALL NOT TAKE TOTAL EXCEPTIONS:** Bidders are required under this bid invitation to give, for the consideration of the purchaser, a proposal that will comply with the written specifications and schedules supplied herein. The specifications supplied represent a compilation of input from all disciplines of users, patients, maintenance and

# Highland Twp. Fire Department Ambulance Specifications

management personnel who are directly affected by the vehicle performance. All the personnel who have direct working contact with the vehicle specified herein base careful consideration pertaining to safety, configuration, construction, and workmanship on working experiences. The intent of this ambulance was created as a result of resolving issues and improvement suggestions that have originated from the personnel most QUALIFIED to make such input.

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

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

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

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

## **VENDOR QUALIFICATIONS**

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

## **PRODUCT LIABILITY INSURANCE**

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

## **DRUG FREE WORKPLACE**

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

## **CHASSIS POOL**

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

# Highland Twp. Fire Department Ambulance Specifications

## **AMBULANCE SPECIFICATION**

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

## **PRODUCT TESTING**

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

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

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

## **ROLLOVER CRASH TEST**

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

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

## **SIDE IMPACT CRASH TEST**

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

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

## **NON-COLLUSIVE BID CERTIFICATION**

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

- A. The prices in this bid response have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor, and;
- B. Unless otherwise required by law, the prices which have been quoted in the bid response have not knowingly been disclosed by the Bidder and will not knowingly be disclosed by the Bidder, prior to the public bid opening, either directly or indirectly to any competitor, and;

# Highland Twp. Fire Department Ambulance Specifications

C. No attempt has been made or will be made by the Bidder, for the purpose of restricting competition, to induce any person, partnership, or corporation not to submit a bid response.

## **DEBARMENT STATUS**

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

## **DELIVERY STATEMENT**

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

Delivery shall be within 520 calendar days after receipt of order and receipt of chassis. (State number of calendar days)

## **REQUIRED DELIVERY ITEMS**

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

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

## **PURCHASER'S RIGHTS**

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

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

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

## **MICHIGAN DEALER REQUIREMENT**

It is a requirement that the bidder has a Michigan Dealer and Michigan Service License. Please provide supporting documents.

## **FORCE MAJEURE**

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

# Highland Twp. Fire Department Ambulance Specifications

Any delays of subcontractors occasioned by any of the causes specified in the immediate preceding clause.

## DYNAMIC SIDE IMPACT & ROLLOVER TESTS

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

Y  N

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

Y  N

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

Y  N

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

Y  N

## - Chassis

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

Y  N

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

Y  N

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

Y  N

## FLOOR CONSOLE F550 STANDARD CONSOLE

Y  N

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

Y  N

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

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

Y  N



# Highland Twp. Fire Department Ambulance Specifications

CH\_F4550LG

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

Please see the Chassis Spec attached for GENERAL reference only.

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

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

## MECHANICAL

- Axle - Mono-beam front axle w/coil spring suspension
- Battery - Batteries Dual 750 CCA
- Brakes – Four-wheel Disc Brakes; Anti-lock Brake System (ABS)
- Emission 50-State Emissions System
- Engine — 7.3L 2V DEVCT NA PFI V8 gas (\*99N\*)
- Engine block heater (\*41H\*)
- Rear-axle 4.88 Limited-slip (\*X8L\*)
- Tires - 225/70R19.5G BSW A/P (TGJ)
- Transmission – TorqShift® Ten-Speed 10R140 with Neutral Idle Automatic w/Selectable Drive Modes (\*44G\*)

## FUNCTIONAL

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

## EXTERIOR

- Bumper – front, chrome
- CAL SER VEH EXP (\*936\*)
- Color - Oxford White (\*Z1\*)
- Fender vents – front
- Front License Plate Bracket
- Fuel Tank — 40-gallon aft axle
- Glass – privacy
- Grille – two (2) bar, bright chrome

Y  N

# Highland Twp. Fire Department Ambulance Specifications

- Preferred Equipment Package XLT Trim (\*663A\*)
- Scuff plates – front, color-coordinated
- "Three Blink" Lane change signal
- Tow hooks – front (2)
- Trailer wiring – 7 wire harness w/relays, blunt cut labeled
- Wheels – 19.5" Forged Polished Aluminum w/Bright Hub Covers/Center Ornaments (19.5" x 6.75") (64D)
- Windshield Wipers – intermittent

## **INTERIOR/COMFORT/CONVENIENCE**

- 4.2" LCD Productivity Screen, includes menus for Gauge Setup, Trip Computer, Fuel Economy and towing/off-road application. (5) button message control on steering wheel (included with SYNC® and SYNC® Services)
- 12V Power point, auxiliary
- 110V/400W outlet
- Power Adjustable Pedals (62M)
- Air conditioning – single-zone, manual
- Air conditioning vents – black w/chrome ring and knob
- Auxiliary audio input jack
- Cabin Air Particulate Filter
- Carpet Delete (replaced with black flooring) (\*166\*)
- Coat hooks, LH/RH color-coordinated
- Dash top tray
- Daytime Running Lamps (DRL) (\*942\*)
- Dome lamp – LH/RH door activated I/P switch operated w/delay
- Door locks w/ backlit switches
- Door-trim – soft armrest, grab handle, power window/lock switches and reflector; front map pockets
- Gauges Meters - Fuel, Transmission temperature, Engine coolant temperature, Oil pressure (gas engine), Speedometer, Odometer, and Tachometer
- Handles, grab – driver front-passenger Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
- Headrests - driver and passenger 4 way adjustable
- Map lights – dual (front and rear w/Crew Cab)
- Mirror – rearview 11.5" day/night
- Outside Temperature Display
- Overhead Console – with dual storage bin and map lights
- Power Equipment Group – 1ST row (front-seat) windows w/one-touch up/down, power/door-locks w/backlit switches accessory delay
- Seat –Front, high-series cloth 40/20/40 medium earth grey (\*35\*) split bench - 20% center under-seat storage, – w/center armrest, cupholder and

# Highland Twp. Fire Department Ambulance Specifications

storage (manual lumbar – driver's side) — Two-way adjustable driver/passenger headrests

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

## **SAFETY/SECURITY**

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

## **DRIVER ASSIST**

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

## **WEIGHT RATINGS**

- FRONT AXLE WEIGHT RATING 7000 lbs
- REAR AXLE WEIGHT RATING 13660 lbs

# Highland Twp. Fire Department Ambulance Specifications

- GROSS VEHICLE WEIGHT RATING 18000 lbs

## FUEL TANK - FULL UPON FACTORY RELEASE

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

Y  N

## ENGINE BLOCK HEATER - OEM PLUG

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

Y  N

## HEAT SHIELDS, PROTECTIVE

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

Y  N

## HIGH IDLE SYSTEM, AUTOMATIC

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

Y  N

## SUSPENSION - LIQUID SPRING TYPE I

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

Y  N

## BATTERY - TWO SYSTEM - F SERIES CHASSIS

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

Y  N

## INBOARD ARM RESTS FOR ALUMINUM CONSOLE

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

Y  N

## BACKUP ALARM

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

Y  N

## RUNNING BOARDS - STAR PUNCHED DIAMOND PLATE

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

Y  N

## LIGHTS RUNNING BOARD -WHELEN MINI-LED

Y  N

# Highland Twp. Fire Department Ambulance Specifications

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

-----  
**MIRRORS, EXT OEM MANUAL TELESCOPING WREMOTE & HEAT**

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

Y  N

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

The OEM auto-lock feature will be disabled.

Y  N

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

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

Y  N

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

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

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

Y  N

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

- Six function siren plus radio repeat and public address.
- Operates two 100-watt speakers.
- Operates in dual (outputs 2 independent siren tones creating rich harmonic dual tone sound) or mono sound modes.
- External dip switch programmable siren tones.
- PTT (push to talk) switch on microphone overrides all siren functions.

# Highland Twp. Fire Department Ambulance Specifications

- Removable unidirectional microphone with adjustable microphone volume adjustable preset radio repeat volume.
- SI TEST®, silent diagnostic test.
- Quick disconnect plug for ease of service or replacement.

## 12 Siren Tones

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

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

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

Y  N

## - Electrical

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

Y  N

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

Y  N

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

Y  N

# Highland Twp. Fire Department Ambulance Specifications

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There shall be an eight (8) button soft touch pod installed on the curb side of the module. The soft touch pod shall be installed. The buttons shall be programmed as follows: The first four (4) soft touch buttons 1. Mod Power 2. Suction 3. O2 4. Heat/AC fan The second four (4) soft touch buttons 1. Checkout lights 2. Left dome lights (This will be used as the dimmer as well) 3. Right dome lights (This will be used as the dimmer as well) 4. Vent (Exhaust)

Y  N

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

Y  N

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

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

Y  N

## ELECTRICAL CIRCUITS

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

Y  N

## ELECTRICAL COMPARTMENT (PDQ) - MULTIPLEX ELECTRICAL SYSTEM

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

Y  N

## FLASHER - MULTIPLEX ELECTRICAL SYSTEM

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

Y  N

## FLASHING HEADLIGHTS - MULTIPLEX ELECTRICAL SYSTEM

-----  
The headlights (high beams) shall be programmed through the multiplex system to alternate flash (wig-wag), activated by a switch on the master control console screen labeled "Flashing Headlights", with the ignition on and module power and emergency

Y  N

# Highland Twp. Fire Department Ambulance Specifications

master switches enabled. The flashing headlights are to be disabled when the low or high beams are activated. They are also disabled when the transmission is placed in the neutral/park position. The flashing headlights shall have the capability to be reactivated with the "park override" switch in the "on" position if the low and high beams are off.

-----  
**GROUND FAULT CIRCUIT INTERRUPTER-GFCI**

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

Y  N

-----  
**MODULE DISCONNECT - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**REVERSE -TRANSMISSION- FUNCTIONS - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**SPARE CIRCUIT - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**WIRING HARNESS CONNECTORS - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**VOLTMETER - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**WARNING DISPLAY - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**EMERGENCY MASTER SWITCH - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**CONTROL PANEL SWITCHES - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

-----  
**MODULE POWER SWITCH - MULTIPLEX ELECTRICAL SYSTEM**

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

Y  N

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

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

Y  N



# Highland Twp. Fire Department Ambulance Specifications

## PARK OVERRIDE - MULTIPLEX ELECTRICAL SYSTEM

Y  N

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

## LOAD MANAGER-SEQUENTIAL SWITCHING SYSTEM - MULTIPLEX ELECTRIC SYSTEM

Y  N

The load manager-sequential switching system shall be controlled by the microprocessor based electrical system. The emergency master button shall control the sequential switching of the emergency lights and/or other warning devices. The load manager shall automatically shed non-critical electrical loads during low voltage conditions to help prevent electrical system overload when the vehicle is stationary, and the transmission is in the park position.

## FRONT CLEAR DISABLE SWITCH - MULTIPLEX ELECTRICAL SYSTEM

Y  N

Activation of the switch on the master control console screen shall disable all forward-facing clear warning lights.

## CURBSIDE SCENE LIGHTS ON WITH CURBSIDE DOOR

Y  N

The Curbside scene lights shall be programmed to activate when the Curbside door is in the open position.

## REAR SCENE LIGHTS ON WITH REAR DOORS OPEN

Y  N

The rear scene lights shall be programmed to activate when the rear doors are in the open position.

## DISABLE SWITCH FOR REAR SCENE LIGHTS - MULTIPLEX ELECTRICAL SYSTEM

Y  N

A disable switch shall be installed at the rear door area to disable the rear scene lights.

## DISABLE SWITCH FOR SIDE SCENE LIGHTS - MULTIPLEX ELECTRICAL SYSTEM

Y  N

A disable switch shall be installed at the curbside door area to disable the curbside scene lights.

## VISTA IV ACP - PUSH BUTTON

Y  N

A Weldon V-MUX Vista IV interface module / display screen shall be provided and mounted on an angled flip - down panel with chrome lever latches, in the patient compartment ACP area. The Vista module shall be operated through the use of push buttons. A temperature sensor shall be mounted to the bottom of the ACP panel.

## VISTA IV MCC - PUSH BUTTON

Y  N

A Weldon V-MUX Vista IV interface module / display screen shall be provided and installed in the cab. The Vista module shall be operated through the use of push buttons.

## SYSTEM ACTIVE AND CHECK OUT LIGHTS - 15 MINUTES

Y  N

A switch shall be located at the curb and rear entry doors that will allow activation of the electrical system. There shall also be a check out light switch located at the curb and rear doors that will allow activation of the LED angled lights prior to entering the module. The system shall be programmed to shut down automatically after 15 minutes unless the ignition is on.

## DAYTIME RUNNING LAMPS - MULTIPLEX ELECTRICAL SYSTEM

Y  N

The OEM Daytime Running Light Headlights, for daytime operation when transmission is placed in drive, as a feature of the multiplex system. (if not standard on the chassis). The OEM Daytime Running Light Headlights shall be activated, for daytime operation, when transmission is placed in drive as a feature of the multiplex system. (if not standard on the chassis).

# Highland Twp. Fire Department Ambulance Specifications

## CAMERA REAR VIEW - SINGLE SYSTEM - VISTA SCREEN

Y  N

A color camera system connected to the cab Vista display screen shall be installed, providing rear view monitoring to the rear exterior of the module. The camera shall be connected to the video input provided in the cab's Vista screen. This camera image shall automatically be displayed on the MCC Vista when the vehicle is placed in reverse. The Vista shall resume normal operation when the vehicle is taken out of reverse. Camera alignment will be conducted at final inspection, if applicable.

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

## INVERTER, TO BE ON WITH THE IGNITION

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

# Highland Twp. Fire Department Ambulance Specifications

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

LIGHT, LED ELECTRICAL COMPARTMENT -PDQ

Y  N

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

LIGHTS, DOME LED (10) WHELEN SUPER LED

Y  N

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

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

Y  N

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

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

Y  N

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

SWITCH DOOR UNLOCK, WATERPROOF - HIDDEN IN FRONT GRILLE AREA

Y  N

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

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

Y  N

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

## **- Exterior Lighting**

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

Y  N

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

Y  N

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

Y  N

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

Y  N

# Highland Twp. Fire Department Ambulance Specifications

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There shall be seven (7) Tecniq E10 white LED lights mounted on brackets underneath the module. The lights shall turn on automatically when the vehicle is shifted into park. The lights may also be activated by a switch on the MCC Vista display screen labeled "Underbody Lights". There shall be three (3) lights on each side of the unit and one (1) on the rear of the unit. Lights to be installed.

Y  N

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

Y  N

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

Y  N

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

Y  N

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

Y  N

-----  
CLEAR LENSES ON ALL WARNING LIGHTS  
All warning lights to have clear lenses

Y  N

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

Y  N

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

Y  N

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

Y  N

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

Y  N

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

Y  N

# Highland Twp. Fire Department Ambulance Specifications

LIGHTS FRONT MODULE - 7 WHELEN 900 SUPER LED

Seven (7) Whelen 900 series super LED warning lights with chrome bezels shall be installed on the module front. The lights shall operate from a switch on the master control console, labeled "Flashers".

Y  N

FRONT WARNING LIGHT LOCATION 1 - RED

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

Y  N

FRONT WARNING LIGHT LOCATION 2 - RED-WHITE

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

Y  N

FRONT WARNING LIGHT LOCATION 3 - RED

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

Y  N

FRONT WARNING LIGHT LOCATION 4 - WHITE

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

Y  N

FRONT WARNING LIGHT LOCATION 5 - RED

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

Y  N

FRONT WARNING LIGHT LOCATION 6 - RED-WHITE

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

Y  N

FRONT WARNING LIGHT LOCATION 7 - RED

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

Y  N

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

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

Y  N

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

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

Y  N

LIGHTS REAR MODULE, UPPER CENTER - 1 WHELEN 900 LED

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

Y  N

REAR CENTER MODULE LIGHT LOCATION 1-AMBER

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

Y  N

WINDOW LEVEL LIGHT LOCATION 1 - RED

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

Y  N

WINDOW LEVEL LIGHT LOCATION 2 - RED

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

Y  N

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

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

Y  N

# Highland Twp. Fire Department Ambulance Specifications

module.

-----  
LIGHT, LICENSE PLATE LED - WHELEN OACOEDCR

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

Y  N

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

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

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

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

Y  N

# Highland Twp. Fire Department Ambulance Specifications

## - Module Body Construction

### AWS ALUMINUM CERTIFIED WELDERS

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

Y  N

### CONNECTIONS, MODULE

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

Y  N

### INSULATION - POLYURETHANE SPRAY FOAM

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

Y  N

### MODULE BODY CONSTRUCTION - SEAMLESS

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

Y  N

### SOLE SOURCE MODULE BODY CONSTRUCTION

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

Y  N

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

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

Y  N

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

Y  N

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

Y  N

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

Y  N

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

Y  N

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

Y  N

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

Y  N

## ALUMINUM PARTS - MODULE EXTERIOR

All unpainted exterior aluminum parts shall be bright dip anodized after fabrication to retain the finish and increase corrosion resistance.

Y  N

## CORROSION MINIMIZATION - MODULE

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

Y  N

## DOOR CONSTRUCTION - GASKET PLACEMENT

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

Y  N



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the door frame.  
-----

## EXTERIOR COMPARTMENTS - SWEEP-OUT

Y  N

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

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

## EXTERIOR COMPARTMENTS DESIGN

Y  N

All exterior compartments shall be vented and include these features:

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

## EXTERIOR COMPARTMENTS, VENTING

Y  N

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

## EXTERIOR COMPARTMENTS, VENTING - OXYGEN STORAGE

Y  N

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

## HANDLES, EBERHARD - CHROME FREE FLOATING TYPE

Y  N

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

## LOWERED MODULE SIDES

Y  N

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

## STEPWELL, CURBSIDE DOORWAY - MID STEP AREA

Y  N

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

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## THRESHOLD, STAINLESS STEEL - ALL OSS STORAGE COMPARTMENTS

Y  N

Each exterior storage compartment with a hinged door shall have a stainless steel lower threshold at the door opening to protect the paint as equipment is installed and removed from the compartment.

## STONE GUARDS, MOD FRNT -ANODIZED DIAMOND PLATE

Y  N

An anodized aluminum diamond plate stone guards shall be installed, on module front, (1) each side.

## DOCK BUMPERS, REAR

Y  N

Formed hard rubber dock bumpers shall be attached to the rear bumper.

## DOOR SLIDING - MODULE CURBSIDE PASSAGE

Y  N

The module body shall include a sliding side entry door to access the curbside of the patient compartment. The door shall slide out and towards the rear of the module body. The door design must meet FMVSS 206 for sliding doors and shall have been cycle tested in excess of 100,000 cycles. The door shall not extend out more than 5 1/4" from the module when in the open position and shall be flush in the closed position. The door shall operate on a total of nine (9) casters and three (3) tracks for ease of operation. The door shall be held closed with two (2) rotary latches and two (2) locking tabs. The door must have a system to prevent the door from self-closing, when unit is parked on an incline. A measured force of ten (10) pounds maximum shall be required to release the door from the open to closed position. A chrome locking handle shall be installed on the exterior of the door. The door shall be lockable from the inside and outside and shall shut on molded air-core, automotive type door seals to prevent any water from leaking into the vehicle interior. A drip rail shall be installed above the door.

## Documentation required:

The bidder must submit with this bid proposal a listing of not less than 500 ambulances produced with curbside sliding doors in the past five years. The listing is to include a production order number, the purchaser's agency name, and date the ambulance equipped with the curbside sliding door was delivered.

Failure to provide the required documentation shall be considered as non-responsive.

## DOORS - REAR PASSAGE

Y  N

There shall be a 47.50" wide x 59" high rear door opening in the patient compartment. The doors shall be flush without a protruding flange or lip. The right rear passage door shall have a lockable, chrome exterior handle. The left rear door shall have a non-locking, chrome exterior handle. All handles shall be installed with a gasket to protect the paint. The hinge shall be full length stainless steel with a 3/16" stainless steel hinge pin and shall be two-way adjustable. Each rear door shall have a two-point slam action automotive type rotary latching system to the body. The right rear door shall lock to the body at the top and bottom, not to the left rear door. The doors shall have .213" steel door latch activator rods with clevis adjusters. The doors shall be lockable from the inside and outside. All doors shall shut on molded, air-core, automotive type door seals to prevent any water from leaking into the vehicle interior.

## EMERGENCY RELEASE LEVER, REAR PATIENT PASSAGE DOORS

Y  N

An emergency release lever shall be attached to each rear passage door latch and be free-floating from the interior door linkages. These levers shall provide a means of

# Highland Twp. Fire Department Ambulance Specifications

actuating the latches from the patient compartment without the use of the interior door handles.

WINDOWS, PASSAGE DOOR - (CURB SLIDING, REAR FIXED)

Y  N

The curbside passage door shall have a 16" x 23" openable (sliding) window with removable screen. Each rear passage door shall have a 19" x 18" non-openable window to assure maximum vision to the rear. The windows shall have a 69% dark tint and shall be secured with black oxide coated fasteners. No warning lights shall be blocked from view when the curbside or rear doors are open.

FENDERETTES - POLISHED ALUMINUM

Y  N

Polished aluminum fenderettes shall be installed around the rear wheel well openings.

HOLD-OPEN - REAR DOORS - GRABBERS

Y  N

Door grabbers (1 pair) with hard rubber inserts shall be installed on the rear doors, permitting a door hold open position of 130 degrees.

KICKPLATE/THRESHOLD, REAR DOORWAY - ANODIZED DIAMOND PLATE

Y  N

An anodized aluminum diamond plate kick plate shall be installed at the rear exterior doorway, providing a kick / scuff plate at the rear of the vehicle above the rear step.

MUD FLAPS, REAR - BLACK RUBBER FIBERGLASS REINFORCED - THREE COLOR

Y  N

Black rubber, fiberglass reinforced mud flaps with a minimum 1/4" thickness shall be bolted to the underside of the module behind the rear wheels. The width and length of the flaps shall provide adequate coverage of the rear dual wheels of the chassis. The mud flaps shall be three color with the Manufacturers Logo.

REAR STEP/BUMPER -FLIP-UP CENTER SECTION - STAR PUNCHED AND ANODIZED

Y  N

The rear bumper shall be affixed to the chassis frame. The bumper shall be constructed with a hinged center section with a flip up center step. Two (2) steel braces shall secure the step to the chassis frame. The outer 17" on each end of the bumper shall be constructed from heavy gauge stamped polished stainless steel bumper parts and shall provide smooth rounded corners. The step shall be constructed of star punched .125" thick aluminum diamond plate. Two (2) rear LED step illumination lights shall be provided. All diamond plate surfaces shall be anodized. Rear step installation shall comply with AMD standard 018. A strip of black PVC shall be installed on the face of the step to protect the patient cots during loading.

TOW HOOKS, MODULE REAR

Y  N

Two (2) tow hooks shall be provided in the rear step area and shall be securely fastened to the rear step braces.

RUB RAILS, ANODIZED ALUMINUM

Y  N

anodized polished aluminum rub rails shall be installed on the lower sides of the body below the outside compartment sill areas. The rub rails shall be offset 3/16" from the body to facilitate wash down of road debris.

DOOR SKINS, OUTSIDE STORAGE COMPARTMENTS - DIAMOND PLATE INTERIOR SKINS

Y  N

The interior door skins for all outside storage compartments shall be constructed of .063" thick aluminum diamond plate.

OSS #2 - STREETSIDE CENTER

Y  N

There shall be an outside storage compartment OSS #2 (streetside center) with hinged double doors held open by spring-loaded gas cylinders. An exterior handle shall be installed on each door, with the locking handle being installed on the forward door.

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OSS #2 - (1) ADJUSTABLE SHELF

There shall be an outside storage compartment OSS #2, (streetside center). The compartment shall contain one (1) adjustable shelf.

Y  N

OSS #2 - SHELF ONE (1) ADJUSTABLE WITH TRACK

Outside storage compartment #2 shall contain one (1) adjustable shelf with track.

Y  N

**- Module Interior / Patient Compartment**

Install: a total of (7) 10-7/8" black vulcanized rubber with steel core assist handles installed: (1) handle on each rear door, (1) on the curbside door, (1) at the forward wall of the curbside doorway, (1) at the rear wall of the curbside doorway, and (2) at the rear doorway.

Y  N

The street side interior upper wall above the CPR seat shall have a cabinet #6. The cabinet shall have a flip-up polycarbonate door, hold-opens, and center squeeze latches.

Y  N

OXYGEN-FW 521 PORTABLE OXYGEN STORAGE BRACKETS TWO (2) FOR "D" OR JUMBO "D" RECESSED INTO HEAD OF SQUAD BENCH Two (2) Ferno Washington #521 storage brackets, installed for "D" or Jumbo "D" oxygen cylinders, to be recessed, installed into the forward end of the squad bench.

Y  N

A EVS CPR seat shall be installed on the street side of the patient compartment aft of the main action area counter/ V4 harness style shoulder / seat belt. The seat bottom, backrest, and headrest shall be padded and covered with color coordinated, cushioned vinyl. The CPR shall have storage underneath and shall be secured with an automatic latching fastener.

Y  N

Squad bench top and cushion shall have a hinged lid / bench covered with color coordinated vinyl upholstery material/automatic latching fastener shall be installed.

Y  N

Left wall, upper interior cabinet (#2): flip-up restocking frame, sliding polycarbonate doors w/full length handles, the outer most sliding door to have handles on both ends, center divider with (1) adjustable shelf, each side.

Y  N

Left wall, interior cabinet (#3): fixed frame, sliding polycarbonate doors w/full length handles, the outer most sliding door to have handles on both ends, (1) adjustable shelf. Cabinet shall have interior access only.

Y  N

All interior cabinets with polycarbonate doors shall have Ridgeback 12v blue LED strip lights down each side of cabinet. Lights to be controlled by button on Vista Screen. Cabinet lights shall also be programmed to come on with module power. 8 cabinets total: Street side #1, #2, #3, #4, & #6, Curbside #1, & #3, & Front Wall #1 and #2. (9 cabinets total)

Y  N

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There shall be a lower front wall cabinet #4 installed below the pass through. The cabinet shall be enclosed by a black cargo net. Cabinet is to be topped with a solid acrylic countertop with the color of the countertop to match the streetside countertop colors. Y  N

-----  
The upper front wall cabinet #1 shall have a flip-up aluminum door with hold opens / with combination Kaba Simplex lock / center squeezed latch / one (1) adjustable shelf. Proair IW 3856 Heat/AC Y  N

-----  
Left wall, upper rear interior cabinet (#1): flip-up restocking frame, sliding polycarbonate doors w/full length handles, the outer most sliding door to have handles on both ends, center divider with (1) adjustable shelf each side. Y  N

-----  
The curbside interior upper wall shall have two (2) #3 cabinets. The cabinets shall have flip up polycarbonate doors with hold-opens and center squeeze latches. Y  N

-----  
ANGLED STREET SIDE INTERIOR LIGHTING Two (2) LED Ridgeback lights street side. Y  N

-----  
A window opening: provided in the rear of the cab to accommodate pass-through communications to the patient compartment, bellows provided to connect the cab to the module. Install a sliding pass through window on the cab side of the pass through. there are to be no finger holes to slide the window open and closed, it is to have full length handles. Y  N

-----  
A USSC Valor rear facing, R-back attendant seat with an integrated child seat installed at the head of the patient cot: a (2) position swivel seat mounted on a pedestal base with a heavy duty seat frame / ABTS (All Belts To Seat) application with (4) point / (2) retractors single click internal mount belt system. The seat shall be padded and covered with sewn matching vinyl upholstery. The attendant seat shall be placed in the side position. Y  N

-----  
Install two (2) single aluminum glove box holders in the rear head pad, with hinged polycarbonate doors. There shall be a 1/4 turn latch installed to secure doors. Y  N

-----  
A Squad bench seat with one (1) EVS, V4 harness, individual seating position will be installed on the curb side of the patient compartment. Y  N

-----  
The front wall interior cabinets #2: separated into (2) cabinets. Both cabinets inside/outside access, enclosed by (1) set of hinged polycarbonate doors attached to a fixed frame, full length handles with the left door overlapping the right door, with non-locking center squeeze latches on the right side and locking center squeeze latches on the left side , (1) adjustable shelf per each cabinet. One (1) each 125VAC and 12VDC outlets located in both compartments, upper left. Y  N

-----  
There shall be a 5qt sharps container installed with a securing strap at the foot end of the squad bench. Sharps container shall be installed. Y  N

# Highland Twp. Fire Department Ambulance Specifications

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There shall be a cabinet (#2) at the head of the squad bench on the curbside of the module. The cabinet shall contain three (3) pull-out drawers. The drawers shall pull-out toward the squad bench. All three drawers shall have locking stainless steel flush pull latches. Cabinet is to have a solid acrylic counter top that will match the color of the street side counter tops. Below the cabinet there shall be a sharps/waste drawer off set. The drawer shall be secured by a locking stainless steel flush pull latch.

Y  N

-----  
Cabinet #1 on the rearward curb side wall, inside / outside access to OSS #4, hinged polycarbonate door, full length handle, center squeeze latch.

Y  N

## ----- CABINET CONSTRUCTION - INTERIOR - ALUMINUM

All interior cabinets shall be constructed of .090" thick welded aluminum. **Wood products shall not be used in the construction of any interior cabinet.** All cabinet exteriors, interiors, drawer fronts, drawer interiors, and aluminum doors shall be sealed with a washable sprayed-on multi-use polychromatic coating.

Y  N

## ----- CATCH, MAGNETIC - ADHESIVE BACK FOR INTERIOR DOOR(S) OVER 36 INCHES

All interior doors that are over 36" inches tall with a latch on the top of the door shall have an adhesive back magnetic catch installed on the bottom of the door.

Y  N

## ----- EMBLEMS / SIGNS - REAR PATIENT COMPARTMENT

Two (2) "No Smoking / Oxygen Equipped / Fasten Seat Belts" signs shall be provided. One (1) sign shall be installed in the cab and one (1) above the oxygen outlets in the patient compartment street side cabinet.

Y  N

## ----- FLOOR CONSTRUCTION- PATIENT COMPARTMENT, NON-WOOD **COMPOSITE**

The sub-floor in the patient compartment shall be constructed of .125" thick aluminum over .125" and .190" thick reinforcing hat sections and mounting laterals. The aluminum sub-floor shall be covered with a 3/4" non-wood composite material. All corner molding, edging and trim shall be anodized aluminum or stainless steel and shall be sealed to prevent fluids from seeping under the cabinets. **Wood floors are not satisfactory and shall not be accepted by the purchaser.**

Y  N

## ----- FLOORING - COVE

The patient compartment floor radius shall be coved with pre-formed floor coving material. The coving shall be installed behind the vinyl floor covering, along both the street side and curbside walls.

Y  N

## ----- HEADLINER - REAR PATIENT COMPARTMENT

The headliner in the patient compartment shall be one-piece, seamless, .090 thick aluminum finished with sprayed-on multi-use polychromatic coating.

Y  N

## ----- HOLD OPENS FOR INTERIOR DOORS

All interior cabinets with doors less than 6" tall shall have friction hinges as hold opens for door(s). Doors 6" and taller shall be designed using gas shocks as hold opens for the door(s).

Y  N

## ----- PADDED EDGING PROTECTION

Y  N

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Padded corner edging shall be installed where necessary on exposed corners and edges in the patient compartment for patient and attendant protection.

-----  
**ROUNDED INTERIOR CORNERS**

Interior vertical edges shall have rounded/padded corners in the following locations: forward and aft edges of the CPR seat (if provided), the wall at the aft end of the squad bench, and the partition opening cabinet edges, along with the upper front wall cabinet (if provided).

Y  N

-----  
**RECESSED ADJUSTABLE SHELF TRACK - CABINETS**

Unistrut 13/16" x 13/32", 19-gauge channel shall be installed in the interior cabinets that contain adjustable shelves. The track shall be welded in and recessed to reduce the number of fasteners and provide a cleaner look.

Y  N

-----  
**UPHOLSTERY - PATRIOT PLUS CHARCOAL #8605**

All cushions, head pads and seats shall be covered with Spradling International Patriot Plus Charcoal #8605 expanded vinyl upholstery material. The vinyl and all foam cushion material shall comply with FMVSS #302 flame spread requirements.

Y  N

-----  
**INTERIOR MODULE PADS**

Vinyl upholstered, foam cushioned head/back pads shall be installed as follows: the lower edge of the upper front wall cabinet (above the partition doorway or window), above the rear doors, above the side door, and on the street side wall behind and on each side of the CPR seat. The pads shall be covered with a flame-retardant color coordinated vinyl upholstery material.

Y  N

-----  
**LONPLATE II, NON-SLIP EMBOSSED SM. GRID - GUNMETAL #424**

The floor in the patient compartment shall be covered with Lonseal brand "Lonplate II" non-slip; small grid (embossed) Gunmetal #424, resilient sheet vinyl flooring material, which shall be covered 3-inches up the wall on the street side, and to the top of the squad bench base on the curbside. The flooring material shall be stripped and waxed before delivery.

Y  N

-----  
**CABINET DOORS - CLEAR POLYCARBONATE**

All cabinet doors shall be clear polycarbonate material. The sliding cabinet doors shall be installed in aluminum track lined with PPL inserts to eliminate rattles and prevent the doors from opening during transit. An edge mounted aluminum handle shall be installed on each sliding cabinet door.

Y  N

-----  
**CABINETS/ WALLS - POLYCHROMATIC COATING - MARBLE STONE**

All exposed side walls, the partition wall (on the patient compartment side only), the headliner, along with the cabinet and drawer fronts, aluminum doors, cabinet and drawer interiors shall be covered with a washable Marble Stone sprayed-on multi-use polychromatic coating, to create a laminate-free interior.

Y  N

-----  
**COUNTER TOP, SOLID ACRYLIC - SECONDARY ACTION AREA**

A solid acrylic countertop shall be installed in the secondary action area. The countertop shall have a 1/2" lip.

Y  N

-----  
**COUNTER TOP, SOLID ACRYLIC**

A solid acrylic countertop shall be installed in the primary action area. The countertop shall have a 1/2" lip.

Y  N

# Highland Twp. Fire Department Ambulance Specifications

## COUNTERTOP - SOLID ACRYLIC - STARRY NIGHT (GRAY/BLACK)

Y  N

A solid acrylic counter top, Starry Night (#508) with a 1/2" lip shall be installed to prevent equipment from sliding off.

## LATCHES, CABINET, CN10 COMPLIANT AS APPLICABLE

Y  N

The ACP (attendant control panel) door and the PDQ (power distribution quarters) door shall be secured with chrome locking lever latches; all remaining interior hinged cabinet doors shall be secured with center squeeze latches (if applicable). All interior drawers shall be secured with flush pull latches (if applicable). Cabinet(s) shall be KKK-A-1822F Change Notice 10 compliant and conform to all applicable SAE J3058 requirements.

## LEFT WALL - ATTENDANT CONTROL PANEL - WITH FLAT AREA

Y  N

A control screen shall be mounted on a hinged access panel and secured with two (2) latches. The panel will be located to the immediate right of the attendant's seat. The forward portion of the panel will contain a flat area that may be used for future radio mounting, etc.

## CABINET - HINGED POLYCARBONATE DOOR WITH LATCH AND (1) ADJUSTABLE SHELF

Y  N

The left wall interior cabinet (#4), below the secondary action area, shall be enclosed by a side hinged, polycarbonate door with latch, and contain one (1) adjustable shelf.

## PULL-OUT DRAWER WITH HINGED ACRYLIC WRITING SURFACE AND LOCKING STAINLESS STEEL FLUSH PULL LATCH. RECESSED SUCTION BELOW DRAWER

Y  N

The left lower wall shall have (1) one drawer (#5), aisle facing, installed in the primary action area under the attendant control panel. The drawer shall have a hinged acrylic writing surface and a locking stainless steel flush pull latch. A recessed SSCOR suction canister shall be located below the drawer. An SSCOR suction system with a 12 VDC electric vacuum pump shall be recessed into the street side lower interior wall near the attendant seat. The 12 VDC electric vacuum pump shall be mounted in the #2 outside storage compartment. The system shall be activated by a switch on the attendant control panel. The SSCOR vacuum pump exhaust shall be vented to the exterior of the vehicle.

## ASPIRATOR / SUCTION - SSCOR - WITH ELECTRIC PUMP - RECESSED

Y  N

An SSCOR suction system with a 12 VDC electric vacuum pump shall be recessed into the street side lower interior wall near the attendant's seat. The 12 VDC electric vacuum pump to be installed in an exterior compartment. The system shall be activated by a switch on the attendant control panel. The SSCOR vacuum pump exhaust shall be vented to the exterior of the vehicle.

## HOLD OPENS - SQUAD BENCH LID - GAS CYLINDERS

Y  N

Gas cylinders hold-open(s) shall be provided and installed to hold the cushioned lid in the open and closed position.

## SQUAD BENCH FACE - VINYL FLOORING MATERIAL

Y  N

The face of the squad bench shall be covered with vinyl flooring material.

## SQUAD BENCH BASE W/STORAGE

Y  N

A storage area shall be provided in the squad bench base. The squad bench base shall be constructed of .090" thick aluminum for maximum storage capacity and minimum weight. The interior of the squad bench shall be sprayed with sound absorbing polyurethane material.

## CABINET - PDQ

Y  N

The Power Distribution Quarters (PDQ) shall hold electrical components, (i.e. power distribution nodes, circuit breakers, etc). The electrical compartment shall have a hinged



# Highland Twp. Fire Department Ambulance Specifications

door with (2) two chrome locking lever latches and be shall located on the partition wall behind the attendant seat.

-----  
CABINET - VENTED RADIO CABINET PDQ ABOVE

The Power Distribution Quarters (PDQ) compartment and a vented radio compartment below the PDQ, shall be located in front wall, left.

Y  N

-----  
CABINET - FRONT WALL, LOWER BELOW PDQ (SINGLE VENTED DOOR)

A radio cabinet with a vented, hinged aluminum door, secured by a chrome locking lever latch, shall be located on the front lower left wall. Door to open towards rear of the module.

Y  N

-----  
COUNTER TOP, SOLID ACRYLIC

A solid acrylic countertop shall be installed in the pass-through opening. The countertop shall have a 1/2" lip.

Y  N

-----  
DOOR PANELS - MODULE PASSAGE DOORS - FULL LENGTH ALUMINUM - W/ACCESS PANELS

The inner door panels shall be manufactured from aluminum and covered with a washable sprayed-on multi-use polychromatic coating. The panels shall run the full length of the door and will contain a removable latch access panel.

Y  N

-----  
EXHAUST VENTILATOR, 3-SPEED - MULTIPLEX ELECTRIC SYSTEM

A three-speed, 250 CFM (minimum) exhaust fan meeting KKK-A-1822F requirements shall be provided and located in the street side cabinet in the patient compartment. The exhaust fan shall be pulse width modulated from a switch on the attendant control panel control screen. The exhaust system shall have a louvered grille inside and a chrome vent outside. The exhaust system shall vent through the side of the vehicle, not through the roof.

Y  N

-----  
GLOVE DISPENSER - (3) BOX - ABOVE ENTRY DOOR - CURBSIDE (ABS)

A three (3) - box glove dispenser unit, with a 1/4" clear acrylic hinged access panel with three (3) cut-outs, shall be recessed above the curbside entry door. The dispenser shall be 8.25" high x 33.50" wide with interior dimensions of 5.38" high x 30.25" wide x 3.25" deep. A 1/4" turn latch will be installed on the face of the glove box access panel.

Y  N

-----  
GRAB RAILS, 1-1/4" DIAMETER, ANTI-MICROBIAL(STAINLESS STEEL) 96" AND 64"

Two (2) 1-1/4" diameter STAINLESS STEEL Anti-microbial grab rails shall be installed on the ceiling of the patient compartment. One (1) 64" rail shall be installed over the squad bench area and one (1) 96" rail shall be installed over the patient cot area for attendant/patient balance control. The 96" grab rail will be attached to the ceiling with three (3) mounting brackets that secure it to the super structure of the module. Installation of each grab rail shall comply with AMD-008 requirements.

Y  N

-----  
IV HANGERS - CEILING RECESSED - CAST PRODUCTS #IV2008-1 (2)

Two (2) Cast Products #IV2008-1 recessed; dual, ceiling I.V. hangers shall be provided. One (1) installed near the Streetside above the cot area, and one (1) near the Curbside above the squad bench area.

Y  N

-----  
OXYGEN SYSTEM, ELECTRIC - MULTIPLEX ELECTRIC SYSTEM

A 12 VDC controlled electric O2 system operated through the electrical system shall be provided and installed.

Y  N

# Highland Twp. Fire Department Ambulance Specifications

The oxygen system shall be completely installed and include a pre-set oxygen regulator with a cylinder pressure gauge and a 200 PSI safety valve with all necessary piping and connections. The oxygen system shall be completely low pressure, and the regulator shall be fastened directly to the cylinder. The regulator shall be set to operate at approximately 50 PSI. The oxygen cylinder shall be installed so the system may be easily turned on and off at the main cylinder valve from the patient compartment. The oxygen cylinder shall be provided by the purchaser.

The oxygen system monitor shall be readily available to the attendant while seated at the head of the cot as part of the microprocessor based electrical system. Flexible conductive oxygen hose with a minimum 900 lbs. burst rating shall be installed between the regulator and the oxygen receptacles. The system shall be tested and tagged in conformance with NFPA-56-F and KKK-A-1822F.

The electric oxygen system shall be provided with an on/off switch on the attendant control panel. The emergency manual bypass valve shall be located near the oxygen storage compartment in the patient compartment.

OXYGEN OUTLET (1) LEFT WALL - OHIO MED - ACTION AREA

One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the forward street side cabinet action area.

Y  N

OXYGEN OUTLET (1) RIGHT WALL - OHIO MED - HEAD END OF SEATING AREA

One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the right wall above the head end of the curbside seating area.

Y  N

OXYGEN OUTLET (1) CEILING - OHIO MED - ABOVE HEAD OF COT

One (1) Ohio Medical flush mounted; quick release oxygen outlet shall be installed in the ceiling above the head of cot in the center mount position.

Y  N

FLOW METER, OXYGEN - THORPE STYLE

One (1) Thorpe style oxygen flow meter (15LPM) shall be shipped loose with the completed vehicle.

Y  N

STAINLESS STEEL WALL PROTECTION - INTERIOR STREETSIDE

A brushed stainless steel panel shall be provided on the street side wall from the bottom of the CPR seat

Y  N

### **- Optional Patient Compartment Items**

A Whelen 500 LED light shall be located at the top of each rear entry door (total of 2 LEDs, one on each door). Light shall be activated when rear doors are open and off when doors are closed. Light shall also be controlled with a momentary switch located at the back right side entry, with the other group of switches.

Y  N

CLOCK - FRANKLIN DIGITAL - REAR HEAD PAD

A Franklin digital clock shall be installed in the head pad above the rear module passage doors.

Y  N

# Highland Twp. Fire Department Ambulance Specifications

CUSTOMER SUPPLIED STRYKER POWER LOAD COT MOUNT

Y  N

A customer supplied Stryker Power-LOAD, power-loading cot fastener system and floor plate shall be installed on the module floor to accommodate a Stryker cot. It shall be center mount and load through the rear doorway. Install transfer relay and breaker - system to charge only when shoreline plugged in or system is active.

LIGHTS, INTERIOR - WHELEN MINI LED BRAKE/TURN REAR HEADPAD

Y  N

Brake and Turn signal indicator lights shall be installed on the interior rear headpad of the vehicle and wired to the applicable flasher on the vehicle.

**- Paint / Graphics**

Paint codes:

Y  N

		Sikkens	ColorMap	Dupont	PPG
20	White	FLNA4041	496A1	817U	91327
70	Red	FLNA3051	405B4	660U	911661

The cab shall be painted white over red, per paint codes provided. Exact paint layout to be approved by Highland Twp prior to painting vehicle

Y  N

PAINT PROCEDURE

Y  N

All non-anodized aluminum module body surfaces shall be completely chemically steam cleaned, filled with premium body filler as needed, sanded smooth and primed with an epoxy primer and then primed again with a high solid primer. The cured primer surfacer shall be DA sanded with 320 grit and cleaned. A high solid primer shall then be applied, where needed, as a sealer.

STANDARDS AND SPECIFICATIONS FOR VEHICLE PAINT APPEARANCE

Y  N

BUFF PAINT - STANDARD CAB TYPE I

Y  N

The paint on the cab shall be buffed to a high shine using a recommended paint buff system.

BUFFING, PAINT - MODULE

Y  N

The paint on the module sides shall be buffed to a high shine using a recommended paint buff system.

PAINT BOTTOM HALF MODULE ONLY

Y  N

The bottom half of the module shall be painted red. The balance of the module shall be painted white in color.

PAINT BOTTOM HALF OF CAB ONLY

Y  N

The bottom half of the cab shall be painted red. The balance of the cab shall be painted white

Graphics

Y  N

Bidder shall supply and install graphics to match the current fleet. Rear of vehicle is printed reflective chevrons

# Highland Twp. Fire Department Ambulance Specifications

## REFLECTIVE - DOOR REFLECTIVITY

Reflective material (25" x 2.5" red/silver chevron style), meeting FMVSS 108 requirements, shall be installed on the lower interior stainless steel panel of each rear door and hinged side door.

Y  N

If a sliding side door is provided, it shall have a 1.50" x 40.00" white reflective stripe installed on the rear facing edge.

## REFLECTIVE - BLACK MATERIAL IN RUB RAILS

Rub rails shall incorporate a 5/8" wide black reflective scotchlite safety accent stripe.

Y  N

### - *Vehicle Manuals and additional items*

#### VEHICLE MANUALS (1) PACKAGE SET

One (1) Delivery Manual Package shall be supplied with the vehicle and shall include the following items: Ambulance manufacturer parts, service, and operation manuals, OEM chassis owner's guide, complete 12 VDC and 125 VAC wiring schematics for all included standard and optional systems, Multiplex Electrical system programming - electronic media

Y  N

STATEMENT OF LIMITED WARRANTY NEW AMBULANCES – Bidder has provided all the warranty documents

Y  N

Two (2) antenna bases with attached coax cables shall be installed on the module roof. The coax cables shall terminate behind the access panel on the curbside wall.. Access to the antenna bases shall be through adjacent module interior dome lights

Y  N

A Weldon #8080 red/clr dome light shall be installed in the cab headliner, on the passenger side but AS CLOSE TO CENTER AS POSSIBLE so that it can also be reached by the driver (it is understood that with the Ford Type I it cannot be directly in the center). Red portion of light shall be toward the driver. Light shall be activated by pushing the lens on the light and power to the light shall be through the cab (does NOT require the module to be on).

Y  N

A Technimount Monitor Bracket for a LP15 shall be supplied and installed next to CPR seat (right side of seat when sitting in the seat, rearmost to the back doors)

Y  N



# AMBULANCE PROPOSAL & AGREEMENT

PRESENTED TO

HIGHLAND TOWNSHIP FIRE DEPARTMENT

Presented by:  
Ahren Taszreak  
Kodiak Emergency Vehicles



Proposal Date  
4/23/2024



## PROPOSAL OVERVIEW

Presented To:	Highland Township Fire Department 205 North John Street Highland, Michigan 48357
Proposal for:	One (1) Braun Type I Ambulance on Ford F-550 4x4 Gas Chassis per Request for Bids due 4/25/2024
Delivery timeline:	Delivery expected October 2025
Payment Terms:	10 percent down payment with signed agreement Total due at time of remount delivery
Includes:	This proposal includes: <ul style="list-style-type: none"><li>• Ambulance per bid specification due on April 25, 2024 - Taking <u>NO EXCEPTIONS</u></li><li>• All OEM discounts, rebates, and incentives</li><li>• Delivery to Highland Township Fire Department</li></ul>
Pricing:	\$342,929.00
Proposal valid until:	May 31, 2024



# AGREEMENT

THIS AGREEMENT is made between Kodiak Emergency Vehicles, 10120 W. Grand River Highway, Grand Ledge, MI 48837 ('Company') and Highland Township Fire Department, 205 North John Street, Highland, Michigan 48357. The Company agrees to sell, and the Buyer agrees to purchase: One (1) Braun Type I Ambulance on Ford F-550 4x4 Gas Chassis per Request for Bids due 4/25/2024 per bid specifications, all in accordance with the terms and conditions of the Agreement.

## Pricing

Buyer agrees to pay a contract price as follows:

Total Sales Price:	\$342,929.00
<u>10 percent down payment due at agreement:</u>	<u>\$34,292.90</u>
Due at time of completion at ambulance manufacturer:	\$308,636.10

## Changes or Additions

Changes or equipment additions will be invoiced or credited separately upon completion and delivery. Unless otherwise specified, the Purchase Price is exclusive of all Federal, State, and Local Taxes of any nature.

## Binding Agreement

Buyer agrees that the terms of final payment, unless otherwise specified, shall be due upon completion at manufacturer. All payments shall be in the form of a municipal, certified, or

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

Initials

cashier's check made out to Kodiak Emergency Vehicles. This agreement, including its attachments and exhibits, constitutes the entire understanding between the parties relating to the subject matter contained herein, and merges all prior discussions and agreements. No agent or representative of the company has authority to make any representations, statements, warranties, or agreements not herein expressed and all modifications or amendments of the agreement, including its attachments and exhibits, must be in writing, signed by an authorized representative of each of the parties hereto.

**Force Majeure**

Company shall not be liable or responsible to Buyer, or be deemed to have defaulted or breached this agreement, for any failure or delay in fulfilling this agreement when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Company including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities, terrorist threats or acts, riot or other civil unrest, national emergency, revolution, insurrection, epidemic/pandemic, telecommunication breakdown, power outage, lockouts, strikes or other labor disputes, restraints or delays affecting carriers, inability or delay in obtaining chassis from an original equipment manufacturer or other supplies of adequate or suitable components or materials at reasonable prices.

IN WITNESS WHEREOF, the Company and the Buyer have caused this Agreement to be executed by their duly authorized representatives as of the date set forth by each.

<b>Signed for Highland Township (Buyer):</b>	<b>Signed for Kodiak Emergency Vehicles (Company):</b>
Signature	Signature
Printed	Printed
Title	Title
Date	Date
Signature	
Printed	
Title	
Date	



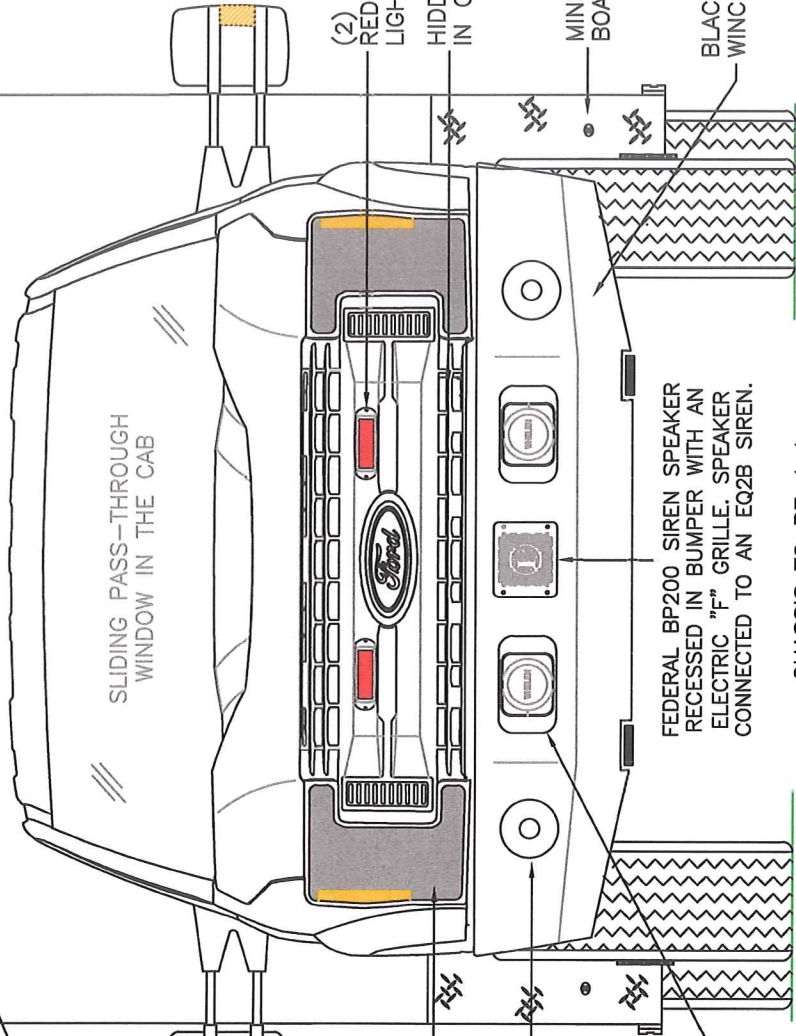
DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE  
 OVERALL HEIGHT = 112"  
 OVERALL WIDTH WITH RUB  
 RAILS & FENDERETTES = 98"

(7) WHELEN 900 SUPER LED WARNING LIGHTS  
 RED/RED-WHITE/RED/WHITE/RED/RED-WHITE/RED  
 WITH CLEAR LENSES

(5) TECNIQ S330 AMBER  
 MINI-LED MARKER LIGHTS

FIRETECH 46"  
 BROW LIGHT  
 MOUNTED TO FRONT  
 OF MODULE:  
 FT-B-46-W

WHELEN 600 AMBER  
 LED TURN ARROWS



OEM POWER  
 ADJUSTABLE  
 MIRRORS

FLASHING HEADLIGHTS WITH  
 DAYTIME RUNNING LIGHTS

BUELL AIR HORNS  
 RECESSED IN THE BUMPER

WHELEN SA315 SIREN  
 SPEAKERS RECESSED IN  
 THE BUMPER OPENINGS.  
 CONNECTED TO THE  
 STANDARD SIREN.

THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION  
 DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.



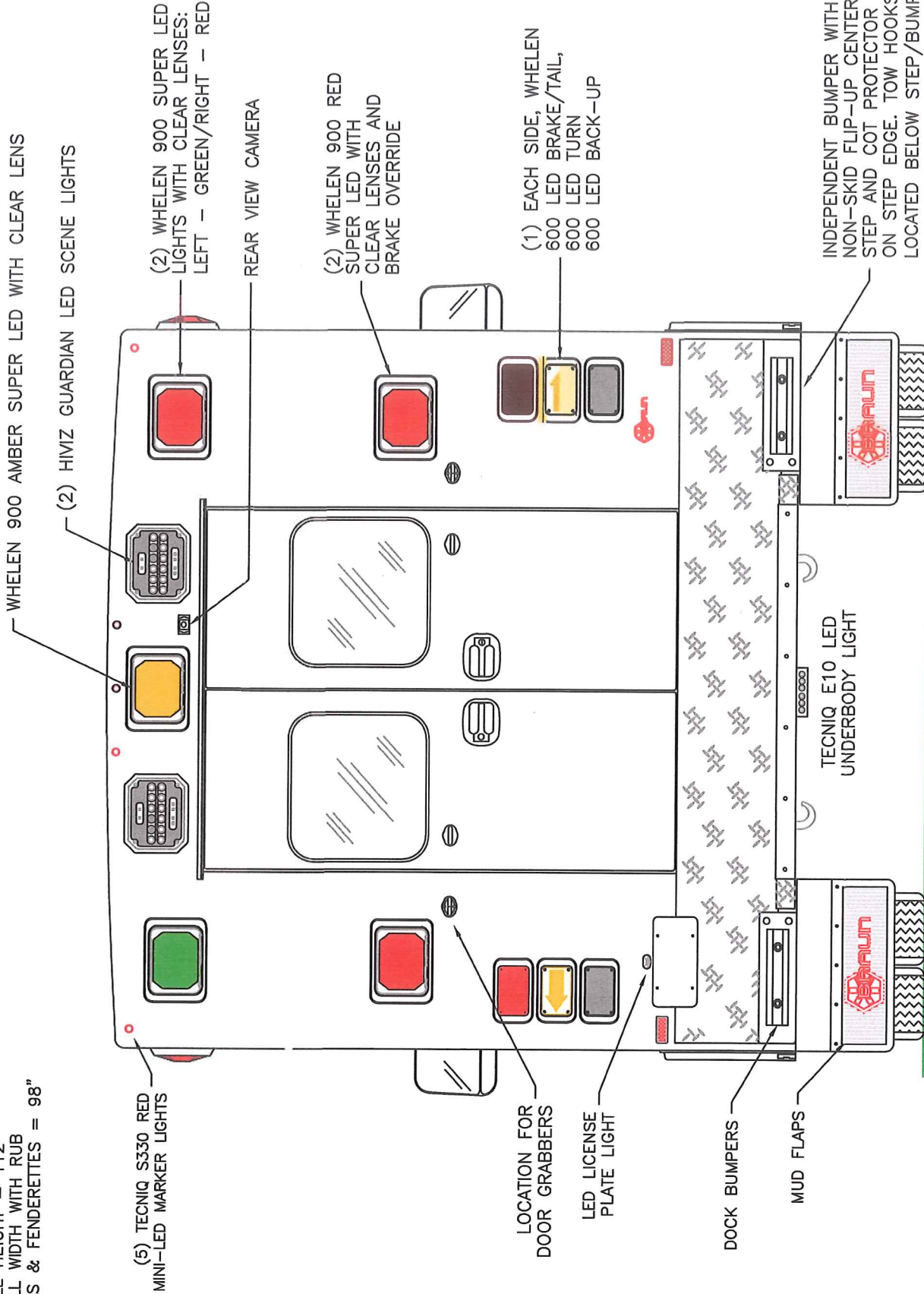
APPROVAL SIGNATURE

DATE: \_\_\_\_\_ DRAWING NO. \_\_\_\_\_

DWG \_\_\_\_\_ REV \_\_\_\_\_

FRONT EXTERIOR VIEW  
 CHIEF XL-1/F550 GAS CHASSIS

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE  
 OVERALL HEIGHT = 112"  
 OVERALL WIDTH WITH RUB  
 RAILS & FENDERETTES = 98"



THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.



REAR EXTERIOR VIEW  
 CHIEF XL-1/F550 GAS CHASSIS

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE  
 OVERALL HEIGHT = 112"  
 OVERALL LENGTH = 307"  
 MODULE LENGTH = 169"

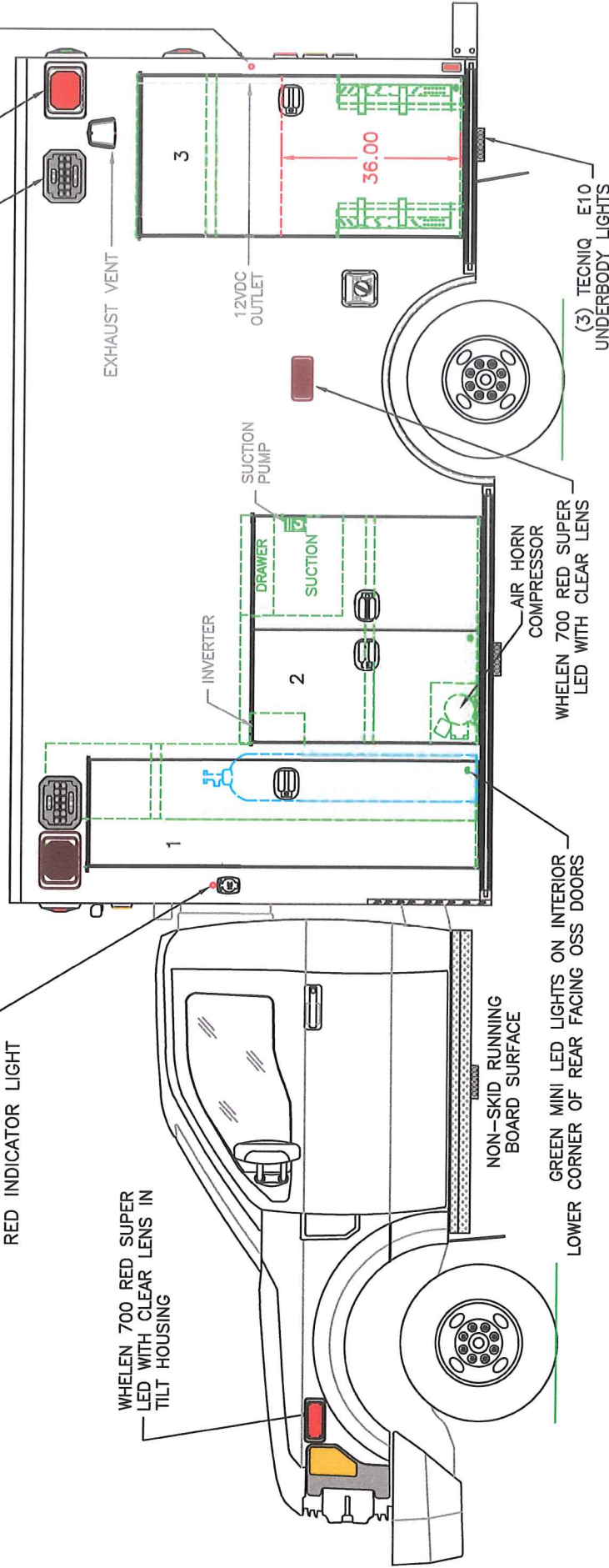
TECNIQ S330 RED MINI-LED MARKER LIGHT TO ALSO FLASH WITH TURN SIGNAL

(2) WHELEN 900 RED SUPER LED WARNING LIGHTS WITH CLEAR LENSES

(2) HIMZ GUARDIAN LED SCENE LIGHTS

KUSSMAUL 20 AMP SUPER AUTO-EJECT SHORELINE INLET WITH RED INDICATOR LIGHT

WHELEN 700 RED SUPER LED WITH CLEAR LENS IN TILT HOUSING



COMPARTMENT

O.S.S #1

CLEAR OPENING: 77.00h x 18.25w  
 INSIDE DIM'S: 86.75h x 24.50w x 20.75d  
 DIVIDER 15" FROM REARWARD WALL  
 OXYGEN STORAGE REARWARD OF DIVIDER  
 (1) ADJ SHELF ABOVE OXYGEN TANK

O.S.S #2

CLEAR OPENING: 44.25h x 39.50w  
 INSIDE DIM'S: 47.75h x 45.50w x 20.75d  
 (1) ADJUSTABLE SHELF

O.S.S #3

CLEAR OPENING: 63.50h x 28.75w  
 INSIDE DIM'S: 65.25h x 32.50w x 20.75d  
 OUTSIDE ACCESS ONLY  
 (1) SHALLOW DEPTH ADJ SHELF - UPPER  
 (2) ANGLED SCBA BRACKETS IN THE REARWARD AND FORWARD CORNERS OF THE BACK WALL

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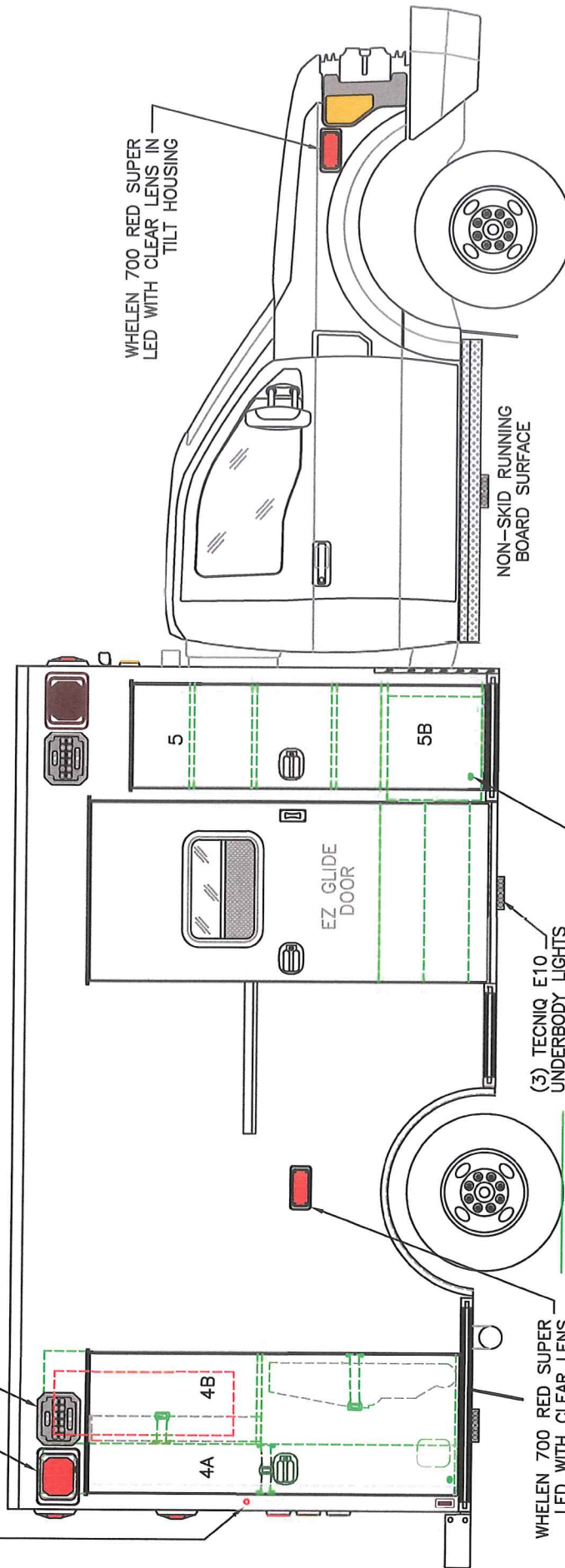
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STREETSIDE EXTERIOR VIEW  
 CHIEF XL-1/F550 GAS CHASSIS

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE  
 OVERALL HEIGHT = 112"  
 OVERALL LENGTH = 307"  
 MODULE LENGTH = 169"

TECNIQ S330 RED MINI-LED MARKER LIGHT TO ALSO FLASH WITH TURN SIGNAL  
 (2) WHELEN 900 RED SUPER LED WARNING LIGHTS WITH CLEAR LENSES  
 (2) HIZZ GUARDIAN LED SCENE LIGHTS



COMPARTMENT  
 O.S.S #4

CLEAR OPENING: 73.00h x 24.75w  
 INSIDE DIM'S. 4A: 82.75h x 10.00w x 20.75d  
 BACKBOARD/SCOOP STORAGE WITH STRAP  
 INSIDE DIM'S. 4B: 82.75h x 18.50w x 20.75d  
 FIXED SHELF WITH 1" LIP 39" FROM FLOOR  
 STAIR CHAIR STORAGE WITH STRAP BELOW SHELF  
 AUTOPULSE STORAGE WITH STRAP ABOVE SHELF  
 INSIDE/OUTSIDE ACCESS TO THE AUTOPULSE

O.S.S #5

CLEAR OPENING: 69.50h x 17.50w  
 INSIDE DIM'S. 5A: SEE PARTITION INTERIOR VIEW  
 INSIDE/OUTSIDE STORAGE WITH (3) ADJUSTABLE SHELVES  
 INSIDE DIM'S. 5B: 19.00h x 20.75w x 18.00d

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 DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.



CURBSIDE EXTERIOR VIEW  
 CHIEF XL-1/F550 GAS CHASSIS

DATE: \_\_\_\_\_  
 DRAWING NO. \_\_\_\_\_

WELDON VISTA CONTROL SCREEN MOUNTED ON ANGLED FLIP-DOWN PANEL WITH CHROME LEVER LATCHES. TEMP. SENSOR MOUNTED TO BOTTOM OF THE ACP PANEL. TECNIQ SILHO LED ACP LIGHT MOUNTED BELOW CABINET #2.

FLAT PORTION OF ACP FOR RADIO MOUNTING, ETC.

SOLID ACRYLIC COUNTERTOPS

125VAC/12VDC OUTLETS

SUCTION CONTROL/(2)125VAC OUTLETS; 12VDC OUTLET/DUAL USB PORT

VALOR SWIVEL SEAT WITH INTEGRAL CHILD SAFETY SEAT AND ADULT 4pt HARNESS, MOUNTED ON PEDESTAL BASE.

CABINETS #1 & #2 HAVE LIFT-UP RESTOCKING FRAMES  
CABINETS TO BE ALUMINUM

OHIO MED OXYGEN OUTLET AND BYPASS VALVE

RECESSED SSCOR SUCTION CANISTER

EVS V4 HARNESS SEAT WITH STORAGE BELOW

125VAC OUTLET

(2) LED LIGHTS

EXHAUST VENT

21.25

18.25

50.50

STAINLESS STEEL COVERED FLOOR

**COMPARTMENT**

#1 DOOR OPENING: 11.00h x 31.25w  
INSIDE DIMS: 13.25h x 33.00w x 17.25d  
(1) ADJ SHELF EACH SIDE OF CENTER DIVIDER  
SLIDING POLYCARBONATE DOORS  
TOTAL CABINET WEIGHT RATING = 25 lbs.

#2 DOOR OPENING: 11.00h x 46.25w  
INSIDE DIMS: 13.25h x 48.00w x 17.25d  
(1) ADJ SHELF EACH SIDE OF CENTER DIVIDER  
SLIDING POLYCARBONATE DOORS  
TOTAL CABINET WEIGHT RATING = 25 lbs.

#3 DOOR OPENING: 26.50h x 26.75w  
INSIDE DIMS: 28.00h x 28.25w x 9.00d  
SLIDING POLYCARBONATE DOORS  
(1) ADJUSTABLE SHELF  
TOTAL CABINET WEIGHT RATING = 25 lbs.

#4 DOOR OPENING: 12.50h x 13.50w  
INSIDE DIMS: 14.00h x 15.00w x 17.25d  
(1) ADJUSTABLE SHELF  
HINGED POLYCARBONATE DOOR  
CENTER SQUEEZE LATCH  
TOTAL CABINET WEIGHT RATING = 20 lbs.

#5 PULL-OUT DRAWER WITH HINGED ACRYLIC WRITING SURFACE  
INSIDE DIMS: 4.50h x 14.50w x 13.25d  
LOCKING STAINLESS STEEL FLUSH PULL LATCH  
TOTAL DRAWER WEIGHT RATING = 10 lbs.

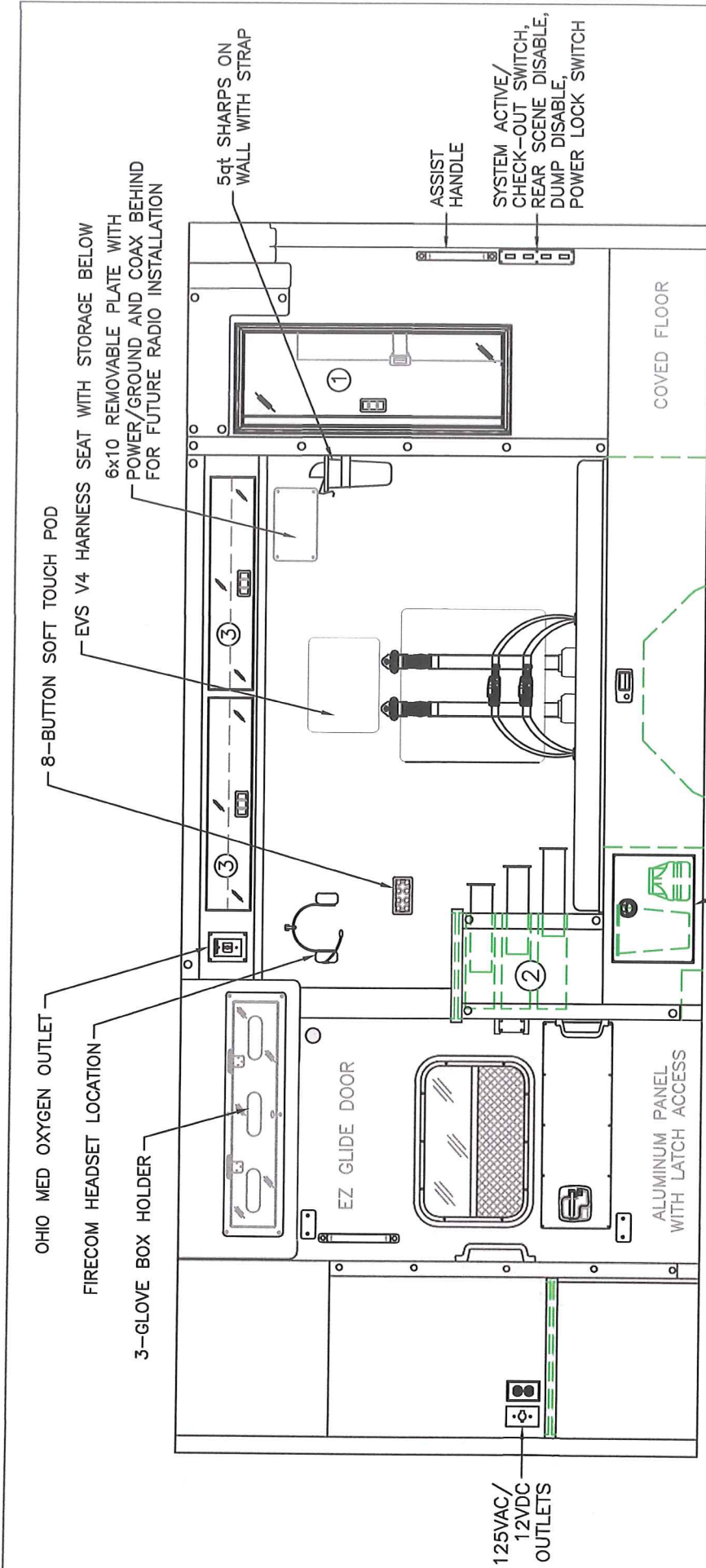
#6 DOOR OPENING: 6.25h x 30.50w  
INSIDE DIMS: 6.25h x 30.50w x 17.25d  
HINGED POLY DOOR WITH HOLD-OPENS  
CENTER SQUEEZE LATCH  
TOTAL CABINET WEIGHT RATING = 10 lbs.

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STREETSIDE INTERIOR VIEW  
CHIEF XL-1

DATE:	DRAWING NO.
DWG.	REV.



**COMPARTMENT**

#1 DOOR OPENING: 36.00h x 12.75w  
 INSIDE DIMS: OSS #48  
 HINGED POLYCARBONATE DOOR WITH FULL LENGTH  
 HANDLE AND CENTER SQUEEZE LATCH  
 TOTAL CABINET WEIGHT RATING = 25 lbs.

#2 CABINET WITH SOLID ACRYLIC COUNTERTOP  
 (3) PULL-OUT DRAWERS TOWARDS THE BENCH  
 INSIDE DIM'S: 3.00h x 12.00w x 12.00d  
 LOCKING STAINLESS STEEL FLUSH PULL LATCHES  
 TOTAL DRAWER WEIGHT RATING = 10 lbs. EACH

#3 DOOR OPENINGS: 6.25h x 29.25w  
 INSIDE DIMS: 6.25h x 29.25w x 10.25d  
 HINGED POLY DOORS WITH HOLD-OPENS  
 CENTER SQUEEZE LATCHES  
 TOTAL CABINET WEIGHT RATING = 10 lbs. EACH

CABINETS TO BE ALUMINUM

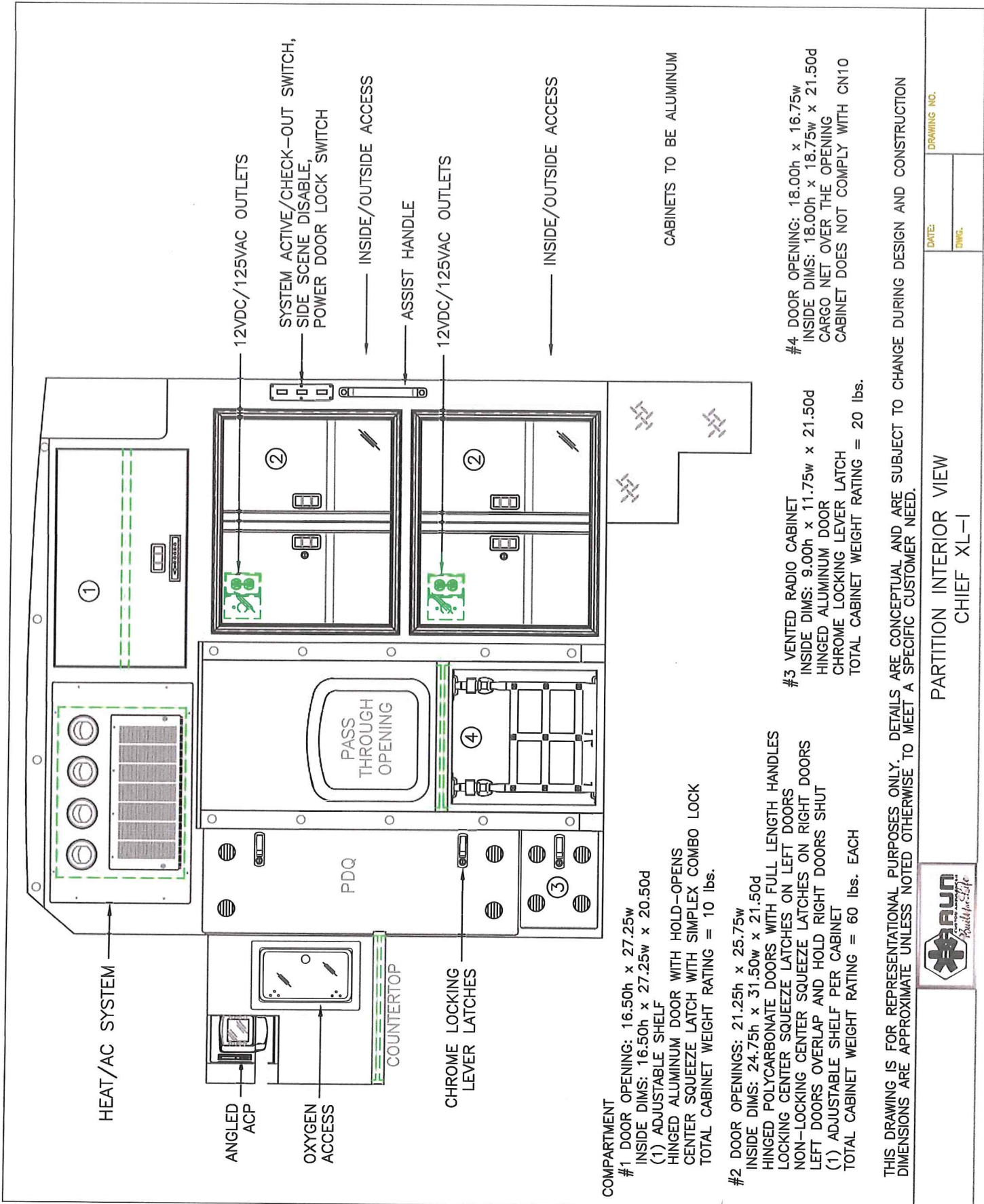
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CURBSIDE INTERIOR VIEW  
 CHIEF XL-1

DATE:	DWG.	REV.

DRAWING NO.



HEAT/AC SYSTEM

ANGLED ACP

OXYGEN ACCESS

COUNTERTOP

PDQ

PASS THROUGH OPENING

CHROME LOCKING LEVER LATCHES

12VDC/125VAC OUTLETS

SYSTEM ACTIVE/CHECK-OUT SWITCH, SIDE SCENE DISABLE, POWER DOOR LOCK SWITCH

INSIDE/OUTSIDE ACCESS

ASSIST HANDLE

12VDC/125VAC OUTLETS

INSIDE/OUTSIDE ACCESS

COMPARTMENT

#1 DOOR OPENING: 16.50h x 27.25w  
 INSIDE DIMS: 16.50h x 27.25w x 20.50d  
 (1) ADJUSTABLE SHELF  
 HINGED ALUMINUM DOOR WITH HOLD--OPENS CENTER SQUEEZE LATCH WITH SIMPLEX COMBO LOCK  
 TOTAL CABINET WEIGHT RATING = 10 lbs.

#2 DOOR OPENINGS: 21.25h x 25.75w  
 INSIDE DIMS: 24.75h x 31.50w x 21.50d  
 HINGED POLYCARBONATE DOORS WITH FULL LENGTH HANDLES LOCKING CENTER SQUEEZE LATCHES ON LEFT DOORS NON-LOCKING CENTER SQUEEZE LATCHES ON RIGHT DOORS LEFT DOORS OVERLAP AND HOLD RIGHT DOORS SHUT  
 (1) ADJUSTABLE SHELF PER CABINET  
 TOTAL CABINET WEIGHT RATING = 60 lbs. EACH

#3 VENTED RADIO CABINET  
 INSIDE DIMS: 9.00h x 11.75w x 21.50d  
 HINGED ALUMINUM DOOR  
 CHROME LOCKING LEVER LATCH  
 TOTAL CABINET WEIGHT RATING = 20 lbs.

#4 DOOR OPENING: 18.00h x 16.75w  
 INSIDE DIMS: 18.00h x 18.75w x 21.50d  
 CARGO NET OVER THE OPENING  
 CABINET DOES NOT COMPLY WITH CN10

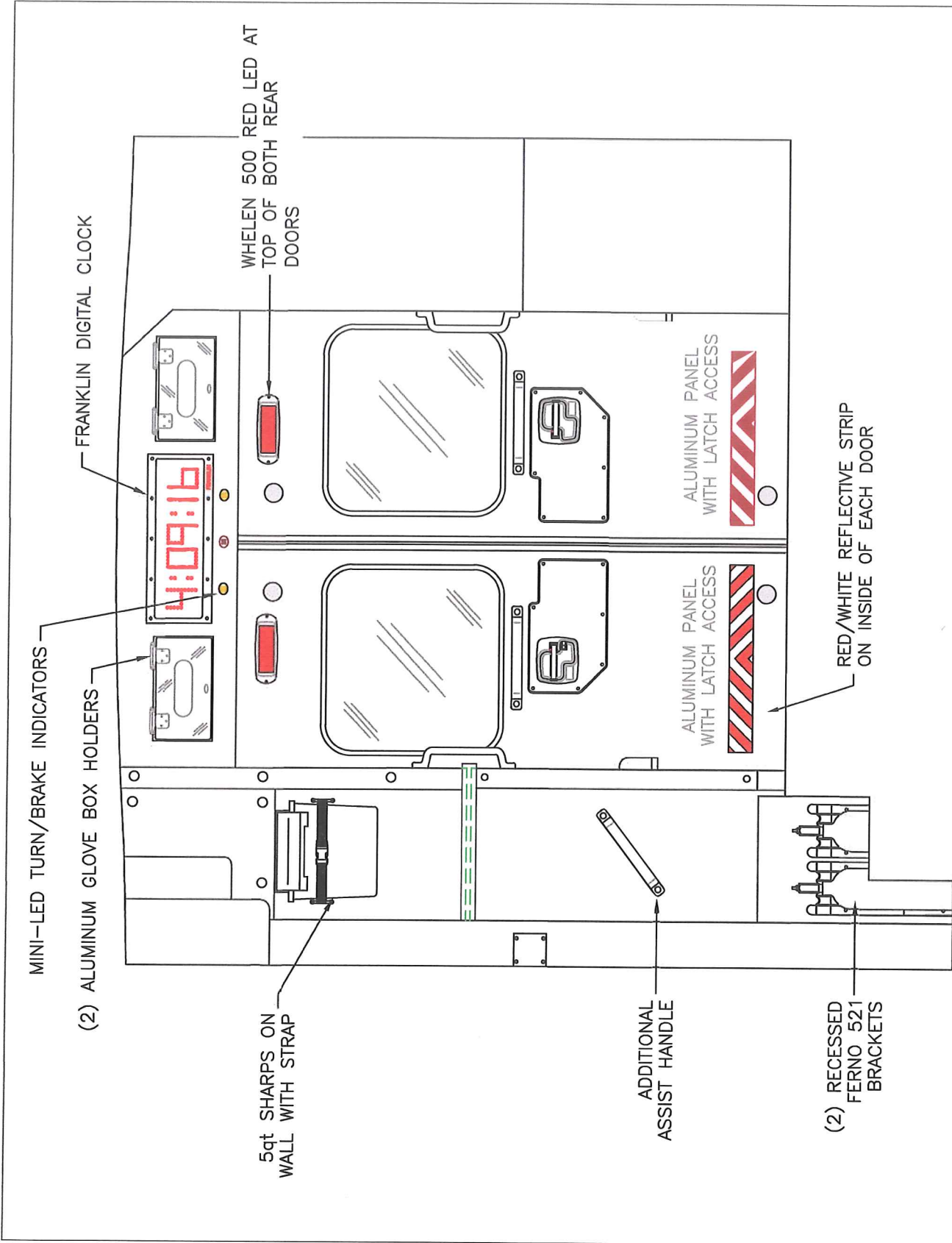
CABINETS TO BE ALUMINUM

THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.



PARTITION INTERIOR VIEW  
 CHIEF XL-1

DATE	DRAWING NO.



THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.

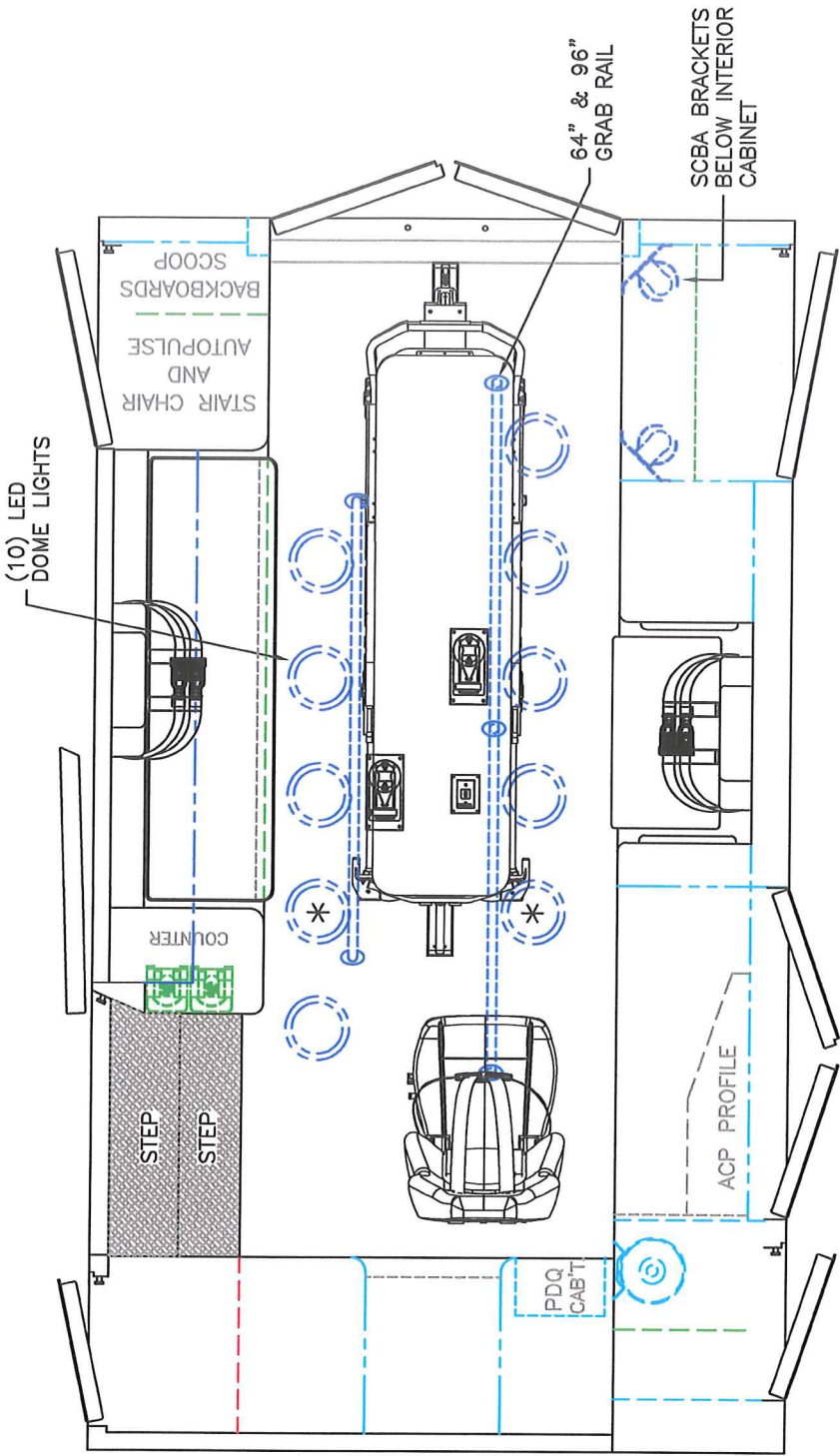


REAR INTERIOR VIEW  
CHIEF XL-1

DATE:	DWG. NO.	REV.

DRAWING NO.





 = (2) RECESSED CEILING IV HANGER LOCATIONS

 = (1) CEILING OXYGEN OUTLET

\* (2) ANTENNA BASES LOCATED OUTBOARD OF DOME LIGHTS WITH COAX SERVICE LOOP

CUSTOMER SUPPLIED STRYKER POWER LOAD CENTER MOUNT COT HARDWARE

MODULE WIDTH = 96"  
 MODULE LENGTH = 169"  
 MODULE HEAD ROOM = 72"

THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.



FLOOR INTERIOR VIEW  
 CHIEF XL-1

DATE:	DRAWING NO.
DESIGNER:	REVIEWER:

MICHIGAN DEPARTMENT OF STATE

## VEHICLE DEALER LICENSE

Class A B

To buy and sell new and used vehicles

This vehicle dealer license is issued to the dealer named below by the Secretary of State under the authority in Section 248 of the Michigan Vehicle Code (MCL 257.248)

KODIAK EMERGENCY EQUIPMENT INC  
KODIAK EMERGENCY VEHICLES  
10120 W GRAND RIVER HWY  
GRAND LEDGE MI 48837-8245



LICENSE NUMBER: A003593  
LICENSE EXPIRES: 12/31/2024

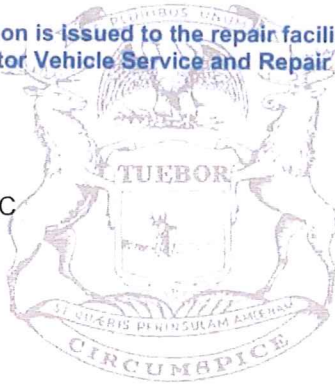
MICHIGAN DEPARTMENT OF STATE

## MOTOR VEHICLE REPAIR FACILITY REGISTRATION

### DISPLAY IN A CONSPICUOUS PLACE

This motor vehicle repair facility registration is issued to the repair facility named below by the Secretary of State under the authority in Section 9 of the Motor Vehicle Service and Repair Act (MCL 257.1309).

KODIAK EMERGENCY EQUIPMENT INC  
KODIAK EMERGENCY VEHICLES  
10120 W GRAND RIVER  
GRAND LEDGE MI 48837



REGISTRATION NUMBER: F167785

EXPIRATION DATE: 10/25/2024





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Harry O. Culp Insurance Agency, Inc 214 E Jefferson St Grand Ledge, MI 48837	CONTACT NAME: Vicki Paski	FAX (A/C, No):
	PHONE (A/C, No, Ext): 517-627-8441	E-MAIL ADDRESS: vicki@culpagency.com
INSURED Kodiak Emergency Equipment Inc 10120 W Grand River Hwy Grand Ledge MI 48837	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Home-Owners Insurance Company	26638
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			4954132703	07/15/2023	07/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Garage Liability			4954132703	07/15/2023	07/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			4954132704	07/15/2023	07/15/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	06243678	07/15/2023	07/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Garagekeepers Dealer's Blanket			4954132703	07/15/2023	07/15/2024	Actual Loss Sustained Entire Inventory

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Officers are excluded on Workers' Compensation.

<b>CERTIFICATE HOLDER</b>  Michigan Department of State 430 W Allegan St Lansing, MI 48918	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Vicki Paski

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Michigan Department of State Application for Title and Registration Statement of Vehicle Sale

Purchase Date \_\_\_\_\_ Stock Number \_\_\_\_\_ Delivery Date \_\_\_\_\_

Dealer: <b>Kodiak Emergency Vehicles</b> Street Address: <b>10120 W Grand River Hwy</b> City: <b>Grand Ledge</b> County: <b>Clinton</b> State: <b>MI</b> ZIP Code: <b>48837</b> Dealer License Number: <b>A003593</b> Sales Tax License Number: <b>46-2694019</b> Phone Number: <b>(888) 477-6033</b>		Plate Number _____ Plate Expiration Date: _____ Month _____ Day _____ Year _____	<input checked="" type="checkbox"/> Title Only <input type="checkbox"/> New Plate <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer
Vehicle Sold: <input checked="" type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Demo Trade-In: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Trade-In Year _____ Trade-In Make _____ Vehicle Identification Number (VIN) _____		Year: <b>2024</b> Make: <b>Braun</b> Body Style: <b>Ambulance</b>	County of Residence: <b>Oakland</b>
<b>Vehicle Registration to Transfer Plate</b> Expires 15 Days After Delivery Date Plate Transferred From: Year _____ Make _____		Vehicle Identification Number _____ Base MSRP or Empty Weight _____	License Plate Fee _____
<b>Vehicle History and Title Brand Disclosure</b> <input type="checkbox"/> Police Vehicle <input type="checkbox"/> Vehicle Has Been Flood Damaged <input checked="" type="checkbox"/> Municipal Vehicle <input type="checkbox"/> Salvage Title Was Previously Issued <input type="checkbox"/> Taxi <input type="checkbox"/>		Driver License, PID, or FEIN Number of All Owners or Lessees: 1) _____ 2) _____ 3) _____	Plate Transfer Fee _____ Title Fee: <b>\$ 15.00</b>
<b>Odometer Mileage Disclosure</b> The odometer mileage reading must match the mileage reading disclosed to the purchaser on the title or mileage statement. _____ X X No Tenths <input checked="" type="checkbox"/> Actual Mileage <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual Mileage		Complete Names and Address of All Owners or Lessor: <b>Charter Township of Highland</b> <b>205 N John St</b> <b>Highland Township MI 48357</b>	Title Late Fee: \$15 (\$100 for B dealer floor planned vehicles) Sales Tax: <b>\$ 0.00</b>
Remarks: <b>Municipality - no tax</b> I have selected and agree to pay the OPTIONAL \$24 electronic filing fee _____ Customer Initials _____		Complete Names and Address of All Lessees: _____	Total - Transfer to Line 5: <b>0.00</b> Full Rights to Survivor: <input type="checkbox"/> Yes <input type="checkbox"/> No
Recreation Passport? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Purchaser or Lessee's Initials: _____		Secured Interest: _____ Street Address: _____ City, State, ZIP: _____	Lien Filing Date: _____ Lien Code ID: _____
I certify this vehicle was delivered to the named purchaser or lessee on the delivery date indicated above, all information on this form is accurate and the vehicle is subject only to the secured interest listed on this form. I certify the dealership will apply for title and registration in the purchaser's name within 15 days of the delivery date, and that I have provided paper or electronic copies of all signed documents to the purchaser.		1. Purchase Price of Vehicle (Including Freight & Accessories) ..... 2. Other Taxable Charges (Documentary, Service, Temp. Reg. Fees, etc.) ..... 2a. Optional Electronic \$24 Filing Fee..... 3. Trade-in Sales Tax Credit ..... 4. Total Taxable Price (Line 1 + Line 2 + Line 2a - Line 3) ..... 5. Sales Tax + Plate Fee + Title Fee (From Total Above) ..... <b>\$ 15.00</b> 6. Non-Taxable Charges (Labor, Service Contract, etc.) ..... 7. Total Delivered Price (Line 1 + Line 2 + Line 2a + Line 5 + Line 6) ..... 8. Cash on Deposit..... 9. Cash Due on Delivery..... 10. Trade-In ..... \$ ..... 11. Minus Lien ..... \$ ..... 12. Total Down Payment..... 13. Unpaid Balance To Be Financed ..... 14. Insurance/Additional Product Charge*..... 15. Total Amount Of Finance Contract (Line 13 + Line 14) .....	*Warning: This Insurance is not PL/PD No-Fault Insurance required by Michigan law. <input type="checkbox"/> Credit Life Insurance <input type="checkbox"/> Health & Accident Insurance <input type="checkbox"/> Gap or Waiver <input type="checkbox"/> _____
Signature of Dealer's Agent: <b>Ahren Taszreak</b> Printed Name of Dealer's Agent: _____ Title: <b>CEO</b>		15-Day Temporary Registration Number (this number may be handwritten): <b>C</b>	Printed Name of Salesperson: <b>Ahren Taszreak</b>

**Purchaser Warning: Do Not Sign a Blank Form**  
 I am purchasing or leasing this vehicle and am applying for a Michigan certificate of title and registration or, if the lessee, applying for a registration. I certify that my driver's license is not suspended, revoked, or denied as a repeat offender and I am eligible to purchase or register this vehicle. I further certify that if a tax exemption is shown above it is valid.

\_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
 Purchaser or Lessor's Signature Date Co-Purchaser's Signature Date Co-Purchaser's Signature Date  
 \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
 Lessee's Signature Date Co-Lessee's Signature Date Co-Lessee's Signature Date



**Ford Motor Company**

*Is proud to recognize*

***Braun Industries, Inc.***

*as a participant in the*

*Ambulance*

*Qualified Vehicle Modifier Program*

A handwritten signature in black ink that reads "Randy M. Freiburger".

*Randy M. Freiburger -SVE Quality Programs Mgr.*

*September 2021*





Statement of Limited Warranty
New Ambulances

Document No. and Level: BPES-P-076-100 / Level II
Effective Date: July 11, 2023
Revision No. F
Prepared By: Kim Braun
Owner: Kim Braun
Page: 1 of 2

NEW AMBULANCE WARRANTY

Subject to the provisions, limitations, and conditions set forth in this Statement of Limited Warranty, Braun Industries, Inc. (the "Company") warrants to the original registered/licensed U.S. end-user (the "Purchaser") that its new ambulances (the "Product") are free of defects in material and workmanship and shall maintain such integrity under normal use and service.

EXCLUSIONS AND LIMITATIONS

NOTWITHSTANDING ANY OTHER PROVISION HEREOF TO THE CONTRARY, OTHER THAN THE EXPRESS WARRANTIES SET FORTH HEREIN, THE COMPANY MAKES NO OTHER WARRANTY, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE, REGARDING THE PRODUCT, RELATED EQUIPMENT AND MATERIALS, AND/OR SERVICES PROVIDED BY COMPANY.

The Purchaser shall use, service and maintain the Product according to the written instructions furnished by the Company and failure of Purchaser to properly use, service and maintain the product in accordance with such instructions shall void the warranty, including, without limitation, (i) use of the modular body for any purpose other than what it was originally designed to perform, (ii) overloading the Product beyond its applicable weight rating, (iii) overloading the Product beyond its electrical load rating, (iv) defects or damage as a result of misuse, abuse, negligence, theft, tampering, vandalism or riot, (v) failure to provide normal routine maintenance, (vi) resale of Product by original registered/licensed U.S. end-user, and (vii) remounting of Product by anyone other than the Company

This Statement of Limited Warranty does not apply to: (i) any product or component that is consumable from normal wear and tear, (ii) any product or component that is added, repaired, modified, altered, or replaced by anyone other than Company, and (iii) any product or component supplied by the Purchaser. Purchaser shall be responsible and liable for such modifications, alterations, integrations and installations performed by Purchaser and Purchaser hereby agrees to indemnify and hold harmless Company and its successors and assigns from all liabilities, obligations,

cost, losses, demands, actions, proceedings, claims, damages, and penalties (including, without limitation, all attorney fees) incurred or suffered by Company and arising or relating to such modifications, alterations, integrations and installations performed by Purchaser.

The Company reserves the right to make changes to the design and features of its Products without any obligation to make corresponding changes to Products previously manufactured. No other person is authorized to make any representation or warranty on behalf of the Company or of Company's Authorized Dealer / Service Center, other than as stated in the Company's warranty.

STRUCTURAL WARRANTY

The modular body, including seams, joints, door frames, roof, floor, wall construction and exterior doors, as well as all aluminum cabinetry, are warranted to be structurally sound and free of defects in both materials and workmanship for the life of the Product, without mileage limitation, in accordance with the provisions hereof (the "Limited Structural Warranty").

Excluded from the Limited Structural Warranty are (i) any product or component that is consumable from normal wear and tear, (ii) any product or component that is added, repaired, modified, altered, or replaced by anyone other than Company, (iii) specific workmanship and materials covered by other warranties including paint finishes, sealant deterioration, filler shrinkage, hardware, moldings, windows, non-aluminum cabinets and other components and accessories that are not structural components of the modular body, (iv) any part or component becoming defective as a result of accident damage or other casualty.

The potential for reinstatement of the Limited Structural Warranty after accident damage or other casualty is dependent on an inspection by the Company or Company's Authorized Dealer / Service Center within sixty (60) days of the occurrence. The inspection will determine the structural integrity of the modular body and if there is an opportunity to reinstate the Limited Structural Warranty.

ELECTRICAL WARRANTY

The electrical system, including standard installations of harness, terminals, connectors, nodes, touchpads, and electrical display screens, programming, system functions and specified optional components is warranted to be free from defects of both material and workmanship for a pro-rated period of seven (7) years or 84,000 miles, whichever occurs first. Pro-rated items warranted separately include (a) controls buttons for a period of two (2) years with unlimited mileage; and (b) display screen material for a period of three (3) years with unlimited mileage up to \$200. The limited warranties described herein and in accordance with the provisions herein, collectively (the "Limited Electrical Warranty").

Excluded from the Limited Electrical Warranty are (i) any product or component that is consumable from normal wear and tear, (ii) any product or component that is added, repaired, modified, altered, or replaced by anyone other than Company, (iii) chassis and all related chassis electrical systems, components and accessories covered by the Chassis Warranty and (iv) any components and equipment not manufactured by the Company covered the Supplier Warranty.

PAINT WARRANTY

The paint finish, including surface preparation, paint application, curing, topcoat and/or other layers of paint applied to the Product by Company is warranted to be free from defects of both material and workmanship for a pro-rated period of seven (7) years or 84,000 miles, whichever occurs first. Pro-rated as follows: (i) the first four (4) years, or up to 48,000 miles, whichever first occurs, are covered at 100% for parts and labor; (ii) the fifth year or up to 60,000 miles, whichever first occurs, is covered at 75% for parts and labor; (iii) the sixth and seventh years or up





## Statement of Limited Warranty New Ambulances

Document No. and Level:	BPES-P-076-100 / Level II
Effective Date:	July 11, 2023
Revision No.:	F
Prepared By:	Kim Braun
Owner:	Kim Braun
Page:	2 of 2

to 84,000 miles, whichever first occurs, are covered at 50% for parts and labor; and (iv) non-OEM coated bumpers are covered for one year, unlimited mileage. The limited warranties described herein and in accordance with the provisions herein, collectively (the "**Limited Paint Warranty**").

Excluded from the Limited Paint Warranty are (i) paint deterioration caused by road salt, magnesium, calcium chloride, or other substances which are used to free roads from ice/snow, (ii) paint deterioration caused by accidents, acid rain, chemical fallout, acts of nature, or the lack of routine maintenance such as regular washing and waxing or the failure to touch-up stone chips, (iii) damage caused by chemicals including but not limited to: DEF (diesel exhaust fluid), gasoline, diesel fuel, anti-freeze, power steering fluid, brake fluid, fuel additives, abrasive cleaners, etc., (iv) failures resulting from product misuse or abuse including but not limited to stone chips, scratches, gouges, other impact damage, etc., (v) hazing, chalking or loss of gloss caused by improper care, abrasive polishes, cleaning agents, pressure washing, or aggressive mechanical wash systems, (vii) repairs not pre-authorized by the Company, (vi) failure of finishes applied by anyone other than Company or Company's authorized Dealer / Service Center.

### CONVERSION WARRANTY

The conversion, including non-structural construction, assembly and installation of heating/cooling systems, interior doors, windows, hardware, latches, locks, trim, wall coverings, flooring, kick plates, cot mount hardware, grab handles, IV hangers, graphics and Company manufactured seating, headpads, and other cushion/upholstery items is warranted to be free of defects in materials and workmanship for a period of three (3) years or 36,000 miles, whichever occurs first, in accordance with the provisions herein (the "**Limited Non-Structural Warranty**").

Excluded from the Non-Structural Limited Warranty are (i) any product or component that is consumable from normal wear and tear, (ii) any product or component that is added, repaired, modified, altered, or replaced by anyone other than Company, (iii) chassis and all related chassis electrical systems, components and accessories covered by the Chassis Warranty and (iv) any components and equipment not manufactured by the Company covered the Supplier Warranty, (v) damage to graphics caused by chemicals including but not limited to: DEF (diesel exhaust fluid), gasoline, diesel fuel, anti-freeze, power steering fluid, brake fluid, fuel additives, magnesium, calcium chloride, road salt, or other substances which are used to free roads from ice/snow and (iv) damage caused by power washers, or other aggressive forms of washing.

### SUPPLIER WARRANTY

OEM materials and workmanship, including but not limited to battery, battery charger, siren, inverter, light bar, radio, laptop, docking stations, mounts, actuators, and similar supplier equipment installed by Company but not originally manufactured by Company are warranted by separate warranties offered by the OEM that manufactured the component (the "**Limited Supplier Warranty**"). When necessary, Company will provide Purchaser with warranty assistance with the OEM.

Excluded from the Limited Supplier Warranty are (i) any product or component that is consumable from normal wear and tear, (ii) any product or component that is added, repaired, modified, altered, or replaced by anyone other than Company, (iii) chassis and all related chassis electrical systems, components and accessories covered by the Chassis Warranty.

### CHASSIS WARRANTY

All new Products that are mounted on a new chassis will carry the full Chassis Warranties as well as the Federal and California Emission Defect Warranties and Emission Performance Warranties, as issued by the specific chassis OEM (collectively the "**Chassis Warranty**"). This Chassis Warranty is administered by the chassis OEM's representing dealer and is subject to the guidelines, restrictions, and limitations that they set forth.

The Chassis Warranty does not apply to any portion of the truck or chassis directly included in the alteration process, including materials added to and work accomplished on the original chassis by a qualified modifier. Should any chassis service/repairs be required due to Company alterations, such repairs/service are covered under the Limited Structural Warranty, the Limited Non-Structural Warranty, the Limited Electrical Warranty, the Limited Paint Warranty or the Limited Supplier Warranty (collectively the "**Limited Warranty**") for a term equal in duration, and in every other aspect, to the Chassis Warranty for the applicable chassis model year.

Purchaser must complete an alignment after the unit is loaded and readied for use, as added weight and weight distribution will affect Product alignment. Alignments are a function of normal Product maintenance and are not covered by the Chassis Warranty or the Limited Warranty.

### TRANSFER OF WARRANTY

The Limited Warranty may be transferred to a subsequent owner(s), provided that the Product is inspected by the Company or Company's Authorized Dealer / Service Center within sixty (60) days of transfer of ownership and the warranty revalidation forms are completed and filed with the Company verifying warranty compliance. A warranty transfer fee, in addition to inspection charges, will apply. Once the Limited Structural Warranty has become invalidated by failure to comply with this provision or for any other reason, it cannot be reinstated.

### OBTAINING WARRANTY SERVICE

To obtain warranty service contact the Company's Authorized Dealer / Service Center from whom you purchased the Product. You may also contact the Company at 1-800-22-BRAUN or ServiceTeam@BraunAmbulances.com. Claims for warranty service must be submitted to Company within thirty (30) days from date of service to Product. To expedite warranty support please have the following information ready (i) chassis make and model, (ii) chassis vin, (iii) Company model, (iv) Company's identification number, (v) date of Delivery, and (vi) current mileage.

### DELAYED WARRANTY REGISTRATION

As a requirement of NHTSA, end-user contact information must be maintained by Company. In the case of Product Delivery by Company without end-user fully identified; the Purchaser must submit a delayed warranty registration to Company identifying the original registered/licensed U.S. end-user's (i) entity name, (ii) contact name, (iii) address, (iv) email, and (v) phone within 10-days from date of delivery to original end-user. Delayed warranty notification may be submitted via Company's website or by submitting the attached form.



# BRAUN PERFORMANCE EXCELLENCE SYSTEM

## Statement of Limited Warranty New Ambulances

Document No. and Level: BPES-P-076-100 / Level II  
 Effective Date: July 11, 2023  
 Revision No. F  
 Prepared By: Kim Braun  
 Owner: Kim Braun  
 Page: 3 of 2

### DELAYED WARRANTY REGISTRATION

Please submit to [ServiceTeam@BraunAmbulances.com](mailto:ServiceTeam@BraunAmbulances.com)  
 For assistance, please call 1-800-22-BRAUN

SALES INFORMATION	
Dealer Name	
Sales Person Name	
Vehicle Date of Delivery to End-User	
Mileage on Date of Delivery	
Comments	

VEHICLE INFORMATION	
Ambulance Identification Number	
Ambulance Model Name and Type	
Chassis Vehicle Identification Number	
Chassis Brand, Model and Year	
Original Purchaser's Name (authorized Dealer)	

END-USER INFORMATION	
Company Name	
Contact Name and Title	
Mailing Address	
Email	
Phone	



## Statement of Limited Warranty New Ambulances

Document No. and Level: BPES-P-076-100 / Level II  
Effective Date: July 11, 2023  
Revision No. F  
Prepared By: Kim Braun  
Owner: Kim Braun  
Page: 4 of 2

### 1. APPROVALS AND REVISION HISTORY:

Date	Revision	Description of Change	Approval (s):
12/11/15	Release	New Document	Kim Braun
8/19/16	A	Clarified OEM versus Braun responsibility on Chassis Warranty Section	Kim Braun/Dennis Gallo
7/28/17	B	Yearly Review-Content Updated	Kim Braun
12/22/17	C Release	Document content updated	Kim Braun
12/22/18	C	Document Review- December 2018	Kim Braun
10/23/19	D Release	Update to Electrical Warranty & Paint	Kim Braun
12/22/19	D	Yearly Document Review- December 2019	Kim Braun
12/11/20	E	Yearly Document Review- Minor updates	Kim Braun
12/22/21	F	Yearly Document Review- Change Per Kim Braun	Kim Braun
12/22/23	F	Yearly Document Review- No Changes	Kim Braun



American Welding Society®

**AWS CERTIFIED WELDER**  
Welders, Brazers and Operators

**Shane Crosser**  
Cert # **0904112W**

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#	Test Date	Sup	Code	Process(es)	GAS	Filler Metal	Base Metal	Pos	Thickness,Backing Thickness,Pipe;OD & Backing	Expires
1	11/16/2008	G	D1.1	GMAW;SPRAY	Ar/Co2	E70S-6	A36	2G	LIMITED	11/11/2023
2	5/12/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	5052,6061	ALL	Limited WOB	11/11/2023
3	5/12/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	3003,6061	ALL	Limited WOB	11/11/2023
4	5/12/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	3003,5052	ALL	Limited WOB	11/11/2023



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Cert # **1408405W**

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**Gerald Goings**

#	Test Date	Sup	Code	Process(es)	GAS	Filler Metal	Base Metal	Pos	Thickness,Backing Thickness, Pipe;OD & Backing	Expires
	7/15/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	5052,,6061	ALL	Limited WOB	11/7/2023
	7/15/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	3003,,5052	ALL	Limited WOB	11/7/2023
3	7/15/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	3003,,6061	ALL	Limited WOB	11/7/2023



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**Jason Gibson**  
Cert # 1404176W

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Jason Gibson

#	Test Date	Sup	Code	Process(es)	GAS	Filler Metal	Base Metal	Pos	Thickness,Backing Thickness,Pipe,OD & Backing	Expires
1	4/4/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	5052,6061	ALL	Limited WOB	10/23/2023
2	4/4/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	3003,6061	ALL	Limited WOB	10/23/2023
	4/4/2014	G	D1.2	GMAW;PULSE	Ar 100%	ER5356	3003,5052	ALL	Limited WOB	10/23/2023



## **Charter Township of Highland - Fire Department**

**1600 W. Highland Rd.**

**Highland, MI 48357**

**(248)887-9050**

Township Officials,

I have been in communication with many of one of the upcoming purchases the department needs to make are in portable radios. An update/review of what has happened:

1. The county updated a new radio system, this is a great thing for better communication for our firefighter's safety.
2. The county started this process pre-Highland Fire having any 24hour full time members and we currently have 12 working shifts along with the Fire Marshal and Fire Chief. This resulted in a significant decrease in radio exchange. We had no say in the matter and all POC departments were treated the same.
3. We went live with the new radio system in December of 2023 and can no longer use our older portable radios.

The results of this are we are short portable radios and using a makeshift system of shuffling radios around to have enough to go around.

In conjunction with Hartland, Brighton, Livingston County EMS, and Lyon Township we have put together an order that when combined saved each community around \$2,000 per portable radio.

I would like to order 25 Portable radios. This will meet the current needs of the department along with its projected growth for the next 5-10 years.

The cost of the portable radios would be: \$200,987.70.

This would include 25 portable radios, all their accessories, extra batteries, programming at the county, and two bank chargers to go into our two primary engines.

To pay for these portable radios the department would like to ask for any assistance from the Township. There is potential revenue sharing coming in for emergency services to cover some of the cost and the rest could come from wherever you determine is best.

The funds from the Township will aid the department greatly. There are many high-cost items coming into fruition in the upcoming future and unfortunately in today's economy the price of those items has drastically increased over the last 3 years.

Please let me know of any questions I can answer,  
Thank you!

Nick George  
Fire Chief



# Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: May 13, 2024

Re: Fire Department-Portable Radio Purchasing Contract and Budget Amendment

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I am writing to recommend the acquisition of 25 portable radios to support the operations of the Fire Department. These radios are essential for effective communication during emergencies and ensuring the safety of our community members.

The total cost for purchasing the 25 portable radios amounts to \$200,987.70. To facilitate this purchase, a budget amendment of \$201,000.00 has been requested to cover the expense.

Although a revised contract has not yet been issued, I propose that we proceed with caution by involving our Township Attorney in the review process before finalizing the agreement. This step ensures that all terms and conditions are in alignment with our legal requirements and best interests.

Thank you for considering this recommendation.

*Warm inside. Great outdoors.*



BUDGET AMENDMENT WORKSHEET  
**2024 PROPOSED BUDGET AMENDMENTS**  
 BOARD MEETING - May 13, 2024

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND:</u></b>				
<b>Revenues:</b>				
101-000-404.000      SALES TAX	\$2,169,289.00	\$2,169,289.00	+	\$50,000.00 = \$2,219,289.00
<b>Expenditures:</b>				
101-261-995.402      GEN GOV: TRANS TO FIRE CAPITAL	\$0.00	\$0.00	-	\$50,000.00 = \$50,000.00
 <b><u>GENERAL CAPITAL FUND:</u></b>				
<b>Expenditures:</b>				
401-261-995.402      TRANSFER TO FIRE CAPITAL FUND	\$0.00	\$0.00	+	\$ 151,000.00 = \$151,000.00
 <b><u>FIRE CAPITAL FUND:</u></b>				
<b>Revenues:</b>				
402-000-699.000      OPERATING TRANSFER IN	\$0.00	\$0.00	+	\$ 201,000.00 = \$201,000.00
<b>Expenditures:</b>				
402-336-971.002      CAPITAL EQUIPMENT	\$67,000.00	\$67,000.00	+	\$ 201,000.00 = \$268,000.00

**Purpose of Amendment:**

1. Record additional \$50,000 revenue from State of Michigan
2. Transfer \$50,000 from General Operating Fund to Fire Capital Fund
3. Transfer \$151,000 from General Capital Fund to Fire Capital Fund
4. Record incoming transfers to Fire Capital Fund
5. Record anticipated expenditure of \$201,000 for radios

General capital has a surplus that exceeds the budgeted expenditure.



May 1, 2024

Mr. Rick Hamill  
Township Supervisor  
Charter Township of Highland  
205 North John Street  
Highland Township, Michigan 48357

**RE: Proposed Charter Township of Highland Well Water Supply System 2024/2025 Rates**

Dear Supervisor Hamill:

The Water Resources Commissioner's Office provides operation and maintenance services for the Charter Township of Highland Well Water Supply System. Each year, the WRC conducts a review of the financial condition of the funds used for this system and provides recommendations for the operation, maintenance and capital improvements needed to maintain the system. Additionally, the WRC develops a budget, establishes a quarterly charge to be paid by the customer, and maintains a reserve fund in trust for the Township.

We have reviewed the financial condition of the Charter Township of Highland Well Water Supply System fund for the operational period ending September 30, 2023. Based on the projected costs for the operation and maintenance, the WRC recommends that the water supply fixed rate increase from \$105.00 to \$110.00 for the first 1,500 cubic feet of water per quarter for the 2024/2025 rate year.

The WRC also recommends the volume charge for the water supply system increase from \$25.00 to \$30.00 per Mcf for water usage exceeding 1,500 cubic feet for the 2024/2025 rate year.

We request that the enclosed charges be adopted by the Township, effective July 1, 2024. At your earliest convenience, please provide my office with a copy of the adopted resolution.

If you have any questions regarding this matter, please feel free to contact Amy Ploof, Chief Engineer for water systems at 248-431-7985.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Coburn".

Brian Coburn, P.E.  
Manager

c: Phil Weipert, Oakland County Commissioner - District 13





**RESOLUTION 24-17 CHARTER TOWNSHIP OF HIGHLAND  
WATER SUPPLY RATES**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, May 13, 2024, at 6:30 p.m. in the Township Auditorium:

Present:

Absent:

The following motion was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, the Oakland County Water Resources Commissioner (WRC) has performed a review of the finances for the Charter Township of Highland water supply system including the cost for WRC to operate and maintain the water supply system, and the establishment of a major maintenance and capital improvement reserve; and

**WHEREAS**, the County of Oakland, on February 20, 2019, approved the transfer of water system ownership from the County to the Charter Township of Highland; and

**WHEREAS**, the Oakland County Water Resources Commissioner has recommended that water supply rates be established effective July 1, 2024; and

**WHEREAS**, the water supply base rate has increased \$5.00 from \$105.00 per quarter to \$110.00 per quarter; and

**WHEREAS**, the volume charge for the water supply system has increased \$5.00 from \$25.00 to \$30.00 per Mcf for usage over 1,500 cubic feet per quarter; and

**NOW, THEREFORE, BE IT RESOLVED** that the rates for the Charter Township of Highland Water Supply System be established at a base rate of \$110.00 quarterly, with a volume charge of \$30.00 per Mcf for usage over 1,500 cubic feet per quarter, to be effective July 1, 2024, for all users of the Charter Township of Highland Well Water Supply System.

Plus a quarterly meter service charge based on meter size as follows:

Meter Size	Quarterly Fee
5/8"	\$1.73
3/4"	\$2.24
1"	\$3.45
1-1/2"	\$5.87
2"	\$9.32
3"	\$12.59
4"	\$15.53
6"	\$25.88
8"	\$39.68
10"	\$53.82
12"	\$68.83

This resolution passed with the following vote:

Yeas:

Nays:

Abstain:

**RESOLUTION DECLARED APPROVED**

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

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

STATE OF MICHIGAN    )  
                                  )  
COUNTY OF OAKLAND    )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Highland, Oakland County, Michigan at a regular meeting duly called and held on the 13<sup>th</sup> day of May, 2024, the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended

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



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: May 16, 2024  
Re: URSA 24-01  
Special Approval for Gas Station URSA 24-01  
Vacant N. Milford Rd  
PIN 11-15-326-017

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For your consideration is an application for Special Approval of a Land Use to permit construction of a gas station at the NE corner of Milford Road and E. Wardlow. The Planning Commission conducted a public hearing in conformance with state law and our zoning ordinance on March 21, 2024. Few neighbors offered any comment except for Sam Impastato who owns the strip center on the opposite corner, who expressed concern about the safety of his drinking water well. The Planning Commission tabled the application to consider their recommendation.

Shortly after the meeting, the neighborhood to the east started expressing concern about the proposal and sent numerous petitions and letters for consideration. The Chairman of the Planning Commission reopened the public hearing so that these concerns could be heard. The correspondence and record of the hearings can be reviewed in your attached packet.

Ultimately, the Planning Commission voted to recommend approval of the Special Use, fully aware of the continued study and review of multiple agencies, especially the Michigan Departments of Energy, Great Lakes and Environment and Licensing and Regulatory Agency.

The Planning Commission also recommended that the Board review the liability insurance limits that will be imposed by the State of Michigan and negotiate an increase in the limits if deemed appropriate given the potential risks.





One of the factors that the Planning Commission considered in forming their recommendation was the proximity of the Highland Township Water System. The Planning Commission suggests that the Township Attorney be consulted to determine if such insurance or any terms in a development agreement could provide a means to extend the watermain to the north from its present location should a problem arise.

As this application is for a Special Use Permit, final approval is reserved to the Board of Trustees. The site plan however, has been presented as a concept only. The site plan will come back to the Planning Commission as a preliminary site plan, and again for final approval once all outside agency approvals are obtained.

You are free to approve the use, subject to development of appropriate permit language; to deny the permit with reason; or to table the permit for further information.

**Highland Township Planning Commission  
Record of the 1411th Meeting  
Highland Township Auditorium  
April 4, 2024**

**Roll Call:**

Grant Charlick, Chairman  
Kevin Curtis  
Chris Heyn  
Mike O’Leary  
Roscoe Smith  
Scott Temple  
Russ Tierney (absent)  
Guy York

Elizabeth J. Corwin, Planning Director

Visitors: 94

Chairman Grant Charlick called the meeting to order at 7:30 p.m. He explained that the agenda included two requests for land uses requiring special approval and noted that the Planning Commission was a recommending body, and that the requests would be presented to the Board of Trustees for a final decision. He explained that due to the apparent interest in Agenda Item #2 as evidenced by the amount of correspondence and size of the audience, the public hearing would be reopened.

***Roll Call:***

**Agenda Item #1: Call to the Public: Opportunity for anyone to bring forward issues of interest or concern for Planning Commission consideration. Each participant limited to 3 minutes.**

Tanya Emerson, 1939 Scenic Drive, Milford voiced her objection to the proposal for a kennel at Honeywell Lake Road. She reported that the site was noisy today. She reported that she had spoken to Deputy Klocha at Oakland County Animal Control about her concerns for the welfare of the animals and learned that 17 citations had been issued for unlicensed dogs. She was concerned for the safety of her son, should one of the dogs get loose in the neighborhood.

***Work Session:***

**Agenda Item #2:**

Parcel #	11-15-326-017
Zoning:	C1-Local Commercial
Address:	Vacant N. Milford Rd
File#:	URSA 24-01
Request:	Use Requiring Special Approval for Gas Station
Applicant:	Sarmed Raouf
Owner:	Rima Properties, LLC

Mr. Charlick reintroduced the request for special approval for a gas station for the vacant parcel at the northeast corner of North Milford Road and East Wardlow Road. He opened the floor to comment from the public at 7:37 p.m.

Sam Impastato, owner of the commercial strip center at 1830 through 1870 North Milford spoke of his concerns about the impacts of this development on the safety of his drinking water well and implications for his future costs. He noted that his property was developed in 1976, and that he bought the property in 1986. In that time, he has replaced his well three times, most recently five years ago. He has spoken to the Oakland County Health Division staff and learned that since he has a Type II well, anyone within 800 feet of the gas station would be required to drill any wells to higher specifications, including a greater depth, steel casing and cement grout. He would be required to have a copper service lead from the wellhead to the building, which is currently a distance of 250 feet. The cost of his well was \$40,000 five years ago, which would probably be tripled today. A safe supply of drinking water is essential to his tenants, which include a dentist and food services.

Donna Hubbard, 1556 Pruitt is a board member on the Harvey Lake Estates homeowners association. She noted that her subdivision is one half mile east of the proposed gas station. The concerns of the homeowners include the following: a) questions if studies regarding the traffic impacts and other negatives impacts on the neighbors such as lighting, noise and emissions have been submitted or will be required. b) concerns about potential leakage and containment c) proximity to school and questions about whether liquor will be sold d) implications if there were a railroad accident and e) questions about whether the Township has a plan for response in the event of a major spill.

Dennis Wilson, 1520 Pruitt is also a board member. He asked if the Planning Commission was aware that the subdivision is already concerned about major contamination resulting from Numatics operations and wonders if the gas station could exacerbate the issue. He also seconded Ms. Hubbard's concerns about a train derailment at Wardlow Road.

Joe Robert, 1351 Kingsway asked if a Phase I baseline environmental assessment had been completed and whether a Phase II study would be required. He asked if the public would have access to such studies.

Beverly Ridling, representing Countryside Condominiums noted that her membership was concerned about increased traffic, whether this would be a 24 hour per day operation, proximity of the school to the gas station, impact of lights and noises, and the potential for accidents.

Chris Conklin, 1743 Pruitt noted that he has experience with the State of Michigan inspecting underground gas tanks, and currently works for Corrigan Oil. He noted that this is a virgin site, which would not require the submittal of baseline environmental assessments. He explained the state of Michigan isolation requirements for public drinking water wells. He noted that Mr. Impastato would not bear responsibility for replacing his well should contamination be discovered, but that he is correct in stating that the isolation distance to a gas station is 800 feet. He noted that the isolation distance for a Type I or IIa well, such as the Highland Greens well is 2000 feet. He noted that there is a process for applying for a variance to drill to develop a site within the required isolation distance, and that the specifications for a new well would be more protective and costly.

He added that the State of Michigan adopted standards of the US Environmental Protection Agency (USEPA) in 2016, and that the new standards required secondary containment and leak detection that would automatically disable operations so that no more gas could be pumped. He also added that the rules allow a school to be sited within 30 feet of a gas station.

His experience has shown that traffic on the surrounding roadways is not increased from a gas station, which tend to be stops in a longer trip rather than new trips. He also noted that impacts from lighting can be controlled.

He added that gas stations are one of the most highly regulated land uses, and that contamination is more likely to come from land use such as dry cleaners, lumber yards, automobile repair and body shops. He referred to the former Marathon gas station at Milford Road and M-59. He was involved as an inspector on that leaking underground storage tank. Those tanks were only single wall tanks. Modern installations are double walled, even on the tanker trucks.

Eric Dernay, 825 E Wardlow Road was concerned about traffic and the railroad. He noted public safety concerns since there were no sidewalks in the area. He suggested that there is no business case for a new gas station since there are six existing gas stations in Highland Township. He also noted wildlife concerns and referred to deer/vehicle crashes in the last few years.

Kelly Vella, 1564 Heritage Way asked why a gas station would be needed there, and not on the vacant corner of M-59 and Milford Road.

Mr. Charlick closed the public comment as 7:56 pm. He asked the applicant if they would like to add any information or respond to anything he heard.

Mr. Raouf explained that he had not received feedback from the Road Commission as they preferred he obtain his use approval before discussing the site. He addressed various concerns of the audience, noting that his site plan is conceptual, and that he can address noise and light with design elements. He noted that the technology involved in a modern gas station nearly eliminates potential for serious contamination. He also believed that the traffic will slow down with a gas station at the corner. He also noted that he is not ready to deal with the Health Division yet; but will address their requirements in site plan review. He also noted that the area includes other industrial users like collision shops and factories, and that this site should be environmentally safe in comparison.

He explained to the audience that the request is for special approval of a land use. There is a conceptual plan to help the Planning Commission consider the site broadly, but it does not include all the details that will be looked at before site plan approval. The task of the Planning Commission is to set aside emotion and look at the standards of approval for the use.

First, Mr. Charlick noted that the zoning is correct for the proposed use. C-1 zoning allows for a variety of retail uses, including such uses as dry cleaners, restaurants, funeral homes and pool halls that would not require a public hearing. This agenda item is dealing only with the use as a gas station. Special approval is also necessary for the drive-thru window, but that information was lacking from the original application and therefore proper public notice was not undertaken. The drive-thru window would be taken up at a future meeting.

Mr. Charlick noted that some of the concerns raised this evening included potential impacts that would apply evenly to other uses permitted by right, such as site lighting and are part of the applicant's right to develop the site. Those considerations can wait for the detailed site plan. He noted further that regardless of any decision made tonight, there would be many agencies involved and safeguards in place should the applicant be allowed to proceed to develop a gas station.

Mr. Temple thought it was worth noting that the zoning was put in place by the Board of Trustees, despite the Planning Commission's recommendation of denial of the request for C-2, General Commercial Zoning.

Ms. Corwin explained that this property is currently zoned C-1, Local Commercial. The parcel had been zoned OS, Office Service, until the applicant requested rezoning to C-2, General Commercial. The Board did allow the C-1, Local Commercial zoning, since this district is mapped with OS zoned parcels in the same Master Land Use Category. The reason why some uses require Special Approval is that not every parcel in the C-1 Zoning District might be appropriate for this use, or might only be appropriate for the use if some conditions are imposed.

Mr. Temple noted that the Planning Commission is required to review only specific standards to determine if the use is acceptable, even though the details of the site development are still unknown. He noted he shares some of the concerns of the audience. The standard he is most concerned with is whether the site meets the character of the surrounding area. Other standards of approval will be addressed through the work of other agency, such as the Michigan Department of Energy, Great Lakes and Environment.

Ms. Corwin explained that the Marathon gas station in question was developed in 1963 with then current standards and a single wall gas tank. There was a release of product detected in 1993, as Mr. Conklin had described, and there was considerable investigation including soil and water sample tests. There was never any detection of the volatile compounds detected in adjacent drinking water wells, but in an abundance of caution, Marathon entered into a voluntary bottled water agreement with neighbors while the testing was underway. Ultimately, Marathon paid the Township to extend watermain to the nearby neighbors, the tanks were removed along with contaminated soil and the building razed. The site is essentially remediated, although testing continues. The Township understands that the property was sold and the new owner is contemplating a redevelopment plan for the site.

Mr. Temple also asked about contamination from Numatics..

Ms. Corwin explained also the Numatics remediation project. Through their operations, there was a release of solvents to the shallow groundwater. That pollution plume migrated offsite. In Michigan, there is a “polluters pay” policy, and Numatics has been liable for significant costs and effort to clean up the contamination. Ms. Corwin noted that active remediation and monitoring will continue for years. As new techniques are identified, there will likely be stepped up efforts.

Mr. Temple noted that advancing technology has helped mitigate his concerns through prevention and better response. He noted that he frequents a gas station on Hickory Ridge Road in Rose Township, which is even farther removed from highways and surrounded by a more residential character, and that it seems to work to serve its neighborhood.

Mr. Smith noted that the Zoning Ordinance has very specific rules about what may be considered in decisions about land use, especially special approval. Sometimes, the Planning Commission must decide against a project that individual members might personally welcome; or recommend approval of a project that members are not personally in favor of. The Planning Commissioners take an oath to uphold the Zoning Ordinance.

Mr. Smith discussed the history of the North Milford Road corridor as regards to zoning. Through review of aerial photographs, it becomes clear that this has been the industrial/commercial corridor for sixty years or more. In the 1974 photographs, Advance Concrete is seen. In 1963, Marathon Gas and Harvey Lake Estates. Numatics is developed before 1963 as well. The railroad stood always as the demarcation from commercial/industrial activity and residential development.

Mr. York remarked that this is not the first, nor the last time this site will be discussed. There are many hoops ahead for the applicant to go through. There will be reviews by the County Road Commission and Health Division, the Michigan Department of Energy, Great Lakes and Environment and licensing. The

applicant will have to invest serious time and money into pursuing all the necessary approvals, and the other agencies must see the land use approval first, before they dig into the details.

Mr. York read the intent statement of the C-1, Local Commercial District. He emphasized that the applicant is developing this site to serve his neighbors. He will create a safe and attractive site to earn their business. No one will drive from Waterford to do business with a gas station in Highland Township, just because the applicant is a swell guy. Mr. Raouf wants to build the gas station to serve this community. It is the Planning Commission's responsibility and opportunity to place well considered constraints on the proposal so that the resultant project is one that the neighborhood can be proud of and be confident in its safety.

Mr. York went on to say that we can negotiate the hours of operation and there are standards for such things as signage and lighting. The goal is to build something everyone can be proud of.

Mr. Raouf thanked Mr. York for his comments and noted that he got the idea to build a gas station from his regular customers at 7-11.

Mr. Charlick asked if Mr. Raouf would be willing to accept limitations on the hours of operation. Mr. Raouf said his preference would be 5 am to 12 midnight. Those hours serve the early commuting traffic. He said 7-11 requires 24 hour operations in their agreement, but they have looked the other way for small site like his because of the difficulty in staffing.

Mr. Charlick also noted that he does not believe traffic is an issue that is any different for a gas station than the other acceptable uses for the site. Some C-1 based businesses may draw more traffic from outside areas than a gas station would.

Mr. Charlick also noted that although there is always a chance that there could be contamination from the gas station, this is a highly regulated industry, whereas other industrial users are less regulated. There is constant oversight and reporting for gas stations. The Township trusts the State to do the work to protect the community.

Mr. Charlick asked Mr. Raouf if he was familiar with the State of Michigan requirements to carry pollution liability insurance. Mr. Raouf answered that he has discussed it with advisors. Insurance premium rates are decreasing over time because the experience of the industry is that sites remain clean. Mr. Charlick asked if he would be open to providing additional insurance above the State requirements. In other words, would he be willing to go the extra mile? Mr. Raouf was open to exploring that possibility with the Board of Trustees when he has had time to research it.

Mr. Temple restated his concern that the intensity of commercial activity should be limited to south of Wardlow Road. He reiterated that it was the Board that allowed the commercial zoning, and that a gas station would not have been allowed in Office Service zoning. His greatest concern remains with whether the use is compatible with the character of the area or extends the commercial/industrial character north of where it should be contained. He acknowledged that the area includes a wide variety of uses though; and noted that there was once a meat packing business nestled in the residential properties. He believed the neighbors would be likely to patronize this business.

Mr. O'Leary supports the project. His hope is that fresh development will bring the challenge to neighboring commercial properties to renew their facades and sites as well to foster economic competition. He believes the development is good for the community.

Mr. Heyn noted that he thought of this area as having an industrial character. The primary areas of commercial activity in the Township are at Duck Lake Road or South Milford Road.

Mr. Charlick moved to recommend special approval of the proposed land use for a gas station for parcel 11-15-326-017 at the north east corner of North Milford and East Wardlow subject to limiting the hours of operation from 5:00 am to 12:00 midnight and further recommends that the Board of Trustees review the adequacy of the pollution liability insurance and steer the applicant to add more if deemed insufficient. Mr. York supported the motion.

Mr. Temple proposed an amendment to the motion to add the requirement of a traffic study. Mr. Charlick thought a better amendment would be to acknowledge the requirements of the approvals of outside agencies prior to final site plan approval. Mr. York also thought it important to clarify that multiple layers of review would be needed as agency approvals are obtained. Mr. Charlick accepted the amendments and Mr. York affirmed his support of the motion as corrected.

Ms. Corwin read the motion: to recommend approval of the Use Requiring Special Approval for a gas station for the subject parcel at the northeast corner of North Milford and East Wardlow, subject to the following conditions: hours of operation limited to 5:00 am to 12:00 midnight, that the Board of Trustees explore the adequacy of the pollution liability coverage required by the State of Michigan and negotiate a greater amount if deemed appropriate; and that a multiple step site plan process would be followed including a preliminary site plan with tentative approvals from all approving agencies prior to final site plan approval. Mr. York supported the motion.

Vote: O'Leary-yes; York-yes; Temple-no; Heyn-no; Curtis-yes; Charlick-yes; Smith-yes. Motion carried (5 yes votes, 2 no votes).

The audience was advised that the application will be presented to the Board of Trustees at their next meeting, which is May 6 at 6:30 p.m. The location will be published with their agenda.

---

**Agenda Item #3:**

Parcel # 11-32-300-012  
Zoning: ARR. Agriculture and Rural Residential  
Address: 2700 Honeywell Lake Rd  
File#: URSA24-02  
Request: Use Requiring Special Approval for kennel  
Applicant: Elizabeth Earl Harding  
Owner: Elizabeth Earl Harding

Mr. Charlick reintroduced the request for special approval of a kennel on a ten-acre parcel on Honeywell Lake Road. He explained that the public hearing had been closed at the previous meeting and that this time was for the Planning Commission members to discuss the proposal.

Elizabeth Harding noted that she realized that she had groomed dogs for people who had spoken against her proposal at the previous meeting. They did not seem to understand that the proposal was to continue to house dogs as she has in the past, and not expand and begin a big commercial business. She explained that although she had been cited for seventeen unlicensed dogs, she had since complied in as much as possible, by licensing her personal dogs. She did receive a fine for one dog that was unlicensed.

Mr. Charlick remarked that the application had nothing for them to react to as to the adequacy of the proposal. He did not believe that the Planning Commission could grant approval based on what was presented. Mr. Temple agreed that he really has no concept of what this kennel proposal entailed, other

**Highland Township Planning Commission  
Record of the 1410th Meeting  
Highland Township Auditorium  
March 21, 2024**

**Roll Call:**

Grant Charlick, Chairman  
Kevin Curtis  
Chris Heyn  
Mike O’Leary  
Roscoe Smith  
Scott Temple  
Russ Tierney (absent)  
Guy York

Elizabeth J. Corwin, Planning Director

Visitors: 18

Chairman Grant Charlick called the meeting to order at 7:30 p.m.

***Roll Call:***

**Agenda Item #1: Call to the Public: Opportunity for anyone to bring forward issues of interest or concern for Planning Commission consideration. Each participant limited to 3 minutes.**

No members of the public offered comment.

***Public Hearing:***

**Agenda Item #2:**

Parcel #	11-15-326-017
Zoning:	C1-Local Commercial
Address:	Vacant N. Milford Rd
File#:	URSA 24-01
Request:	Use Requiring Special Approval for Gas Station
Applicant:	Sarmed Raouf
Owner:	Rima Properties, LLC

Mr. Charlick introduced the request for special approval for a gas station for the vacant parcel at the northeast corner of Milford Road and East Wardlow Road. The 1.7 acre parcel was rezoned to C-1, Local Commercial in 2022. The applicant, Sarmed Raouf submitted a conceptual plan to support the request.

Mr. I Shan Turk of Turk Architects was present to explain the request. The project would include a 4500 square foot convenience store and a 3600 square foot canopy for fuel pumps. The concept plan shows how the project could fit within the setbacks, and also provide room for the septic system, water well and a storm water basin. If a basin proves infeasible, the applicant is prepared to construct under parking area infiltration basins.



Mr. Sarmed Raouf, the applicant explained that project is also envisioned to include a drive thru fast food store, such as a Tim Horton's.

Mr. Charlick opened the public hearing at 7:36 pm.

Mr. Sam Impastato, whose family owns a strip retail building on Milford Road, south of East Wardlow expressed his concerns about environmental risks, particularly the protection of drinking water wells. He also noted that one tenant in the building is also a convenience store, and noted his concern that there was not enough demand for two stores to thrive.

Mr. Charlick closed the public hearing at 7:37 pm.

Mr. Charlick asked about the hours of operation. Mr. Raouf explained that the plan is for a 24 hour operation, but would be willing to accept some restrictions, such as 5:00 am to midnight. Mr. Charlick thought that might be important since there is residential property to the east of the railroad. Mr. Temple asked about the hours of the nearby 7-11, which Mr. Raouf explained the corporate preference is 24 hours, but the Highland Store closes overnight.

Mr. Temple was concerned that the site geometry did not allow enough room for drive through traffic and still provide access for the dumpster.

Ms. Corwin reminded the Planning Commission members that the plan before them is not the detailed site plan, but rather a concept to support the request for the use. She reviewed the Standards of Approval from the Zoning Ordinance.

Mr. O'Leary noted that the traffic circulation seemed appropriate and that he liked the ability to offer two driveways, one of each road.

Mr. Charlick noted that one advantage of this location for this use is its proximity to public water supply should an environmental spill threaten the groundwater for this or neighboring properties. He further noted that it is reasonable to have services offered in each quadrant of the township. The residents would appreciate a convenient location to fill gas cans for mowers and the like.

Mr. Curtis expressed a concern about the sweep of headlights from the drive-thru to residential properties to the east. He thought a significant landscape buffer should be provided.

Mr. York expressed concerns about traffic and suggested a comprehensive traffic study would be needed. Ms. Corwin reviewed what is known about traffic counts on the adjacent roadways, with about 10,000 vehicles for two-way traffic on Milford Road and 4000 vehicles for East Wardlow. She further noted that a gas station of this size is expected to generate about 120 peak hour trips. She explained that the Road Commission for Oakland County would base its requirements for driveway access and geometry, acceleration/deceleration lanes and/or turn lanes on traffic warrants.

Mr. Smith was concerned about the proximity to the Apollo Center on the west side of North Milford, which currently hosts a daycare service. He felt that liquor sales would not be compatible with nearby school district owned property.

Mr. York also noted that the concept plan shows little landscaping on the north side, which would not promote harmony with the adjacent office use. He asked which property would be responsible for the landscaping. Ms. Corwin noted that there is not a requirement for a substantial landscape buffer between non-residential uses. Mr. Temple noted that marginal access should be provided to the north.

Mr. Temple moved to table the request until the next meeting, which is April 4<sup>th</sup>. Mr. Curtis supported the motion. Vote: Heyn-yes; O’Leary-yes; York-yes; Curtis-yes; Charlick-yes; Smith-yes; Temple-yes. Motion carried (7 yes votes, 0 no votes).

Mr. Raouf was advised to contact the Road Commission for Oakland County and Health Division to get their initial reactions to the proposal.

**Agenda Item #3:**

Parcel # 11-32-300-012  
Zoning: ARR. Agriculture and Rural Residential  
Address: 2700 Honeywell Lake Rd  
File#: URSA24-02  
Request: Use Requiring Special Approval for kennel  
Applicant: Elizabeth Earl Harding  
Owner: Elizabeth Earl Harding

Mr. Charlick introduced the request for special approval of a kennel on a ten-acre parcel on Honeywell Lake Road. He invited the applicant to explain her proposal.

Ms. Elizabeth Harding, 2700 Honeywell Lake Road, explained that she has lived on the property since 1991. She runs a non-profit foster-based rescue, focused on small breed dogs and has 30 years of experience in training, grooming, boarding and fostering dogs. She has fostered for other organizations at this site for five years.

When dogs are brought to the property, they are quarantined for 7 days, and assessed for temperament before being assigned to foster placements. She maintains two fenced areas for the dogs to run outside. The fence is four-foot farm fence with a smaller spacing on the lower two feet to keep the dogs from squeezing through. The east fence is on the property line. The middle fence is approximately 100 feet from the east property line, and the west fence is approximately 100 feet from the west property line.

Ms. Harding said the dogs are seldom out for long periods of time unless the family is outside with the dogs, and that she brings them in if they start to bark. She said tries to be mindful of the neighbors.

Mr. Charlick opened the public hearing at 8:02 pm.

Ava Hilton, Milford Township, was surprised to hear the applicant had been fostering for so long. She has had no problems in the past. She asked how many dogs were involved.

Mr York was also curious about the number of dogs and invited Ms. Harding to respond. Ms. Harding owns 14 dogs and has as many as ten dogs in the assessment stage of fostering at any given time. She stated that she treats all her dogs and foster dogs as pets, and they live in the house with her family.

Mr. Charlick asked if Highland Township imposed limits on the number of dogs. Ms. Corwin explained that without a kennel permit, the limit was 2 adult dogs as well as puppies under the age of 6 months. She said that the Township did not actively pursue enforcement of households with more than 2 dogs, but did respond to complaints when received. She noted there were noise ordinances and dogs were required to be in owner’s control. Any limits on the number of dogs would come from the Oakland County Animal Control Kennel license based on their assessment of the capacity of the facility.



# Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: March 21, 2024  
Re: URSA 24-01  
Special Approval for Gas Station URSA 24-01  
Vacant N. Milford Rd  
PIN 11-15-326-017

---

You are asked to consider an application for Special Approval of Land Use to allow a gas station on vacant property on the NE Corner of N. Milford and Wardlow Road. This property was rezoned to C-1, Local Commercial Zoning District in 2021, although the Planning Commission recommended denial of the request. The applicant has provided a conceptual plan for the use approval only. The site plan will follow as a separate application if the use is approved by the Township Board.

For a Special Approval of Land Use for a gas station, the applicant must satisfy the required standards of approval in Section 6.03H. In general, the standards require the Planning Commission to consider whether the use is consistent with the Master Plan and protects the health, safety and welfare of the residents. This includes an analysis of the traffic patterns and potential negative impacts to the neighbors from light, dust, noise and other factors arising from use of the site as proposed.

Neighboring properties include a strip commercial center to the south, industrially zoned properties and the Apollo Center to the west, vacant office services zoned property to the north and 1.5 acre zoned residential properties on the west side of the CSX Railroad ROW which abuts the parcel.

As a corner lot, the site is burdened with two front yards and a rear yard. The applicant has demonstrated through his concept plan that a 4500 square foot convenience store and pumps with canopy could fit

*Warm inside. Great outdoors.*



within the building envelope, leaving room for site circulation and parking. The concept plan also shows reasonable location for stormwater detention, septic and well, which respect required isolation distances. These systems would clearly require approval of outside agencies and engineering review.

You are not asked to review the site plan in detail at this time, although it is appropriate to point out issues that should be addressed in a future site plan. Appropriate considerations in a Special Permit Use Permit include hours of operation, traffic impacts, buffering requirements, if any, between this use and the residential property to the east. Any motions that you make should refer back to findings relative to the Standards of Approval.

The Planning Commission is a recommending body. The proposal will pass with your recommendation to the Board of Trustees for a final decision.



**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
March 21, 2024  
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, March 21, 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 tab. Comment may be submitted to [planning@highlandtwp.org](mailto: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:**

**Request for Use Requiring Special Approval** submitted by applicant and property owner Sarmed Raouf

**REQUEST:**

Section 4.10. Local Commercial District (C-1) Subsection C.09 Gas Station and Article 6, Special Land Use Procedures and Standards.

**LOCATION:** Parcel 11-15-326-017 Vacant N Milford Rd

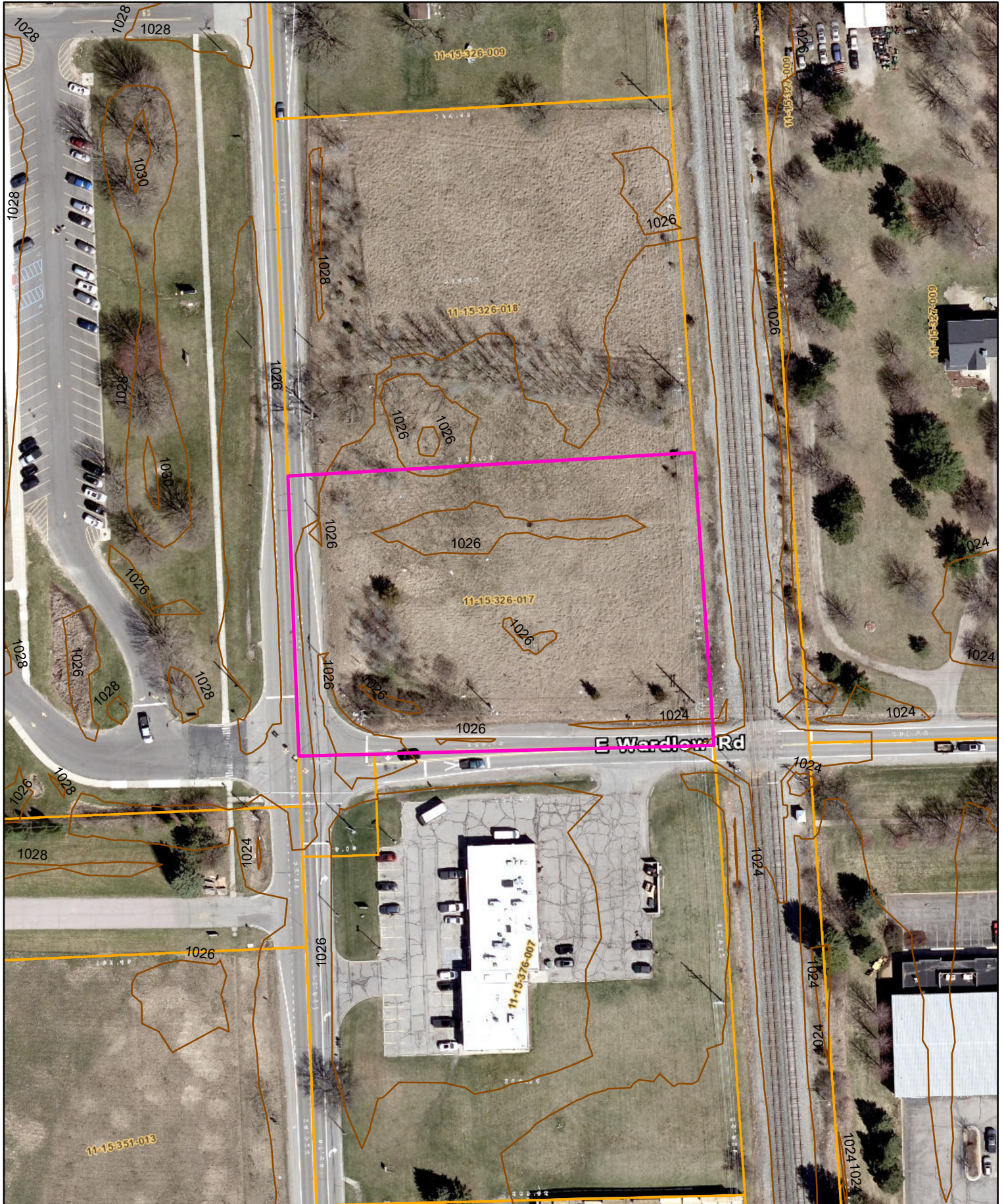


Grant Charlick, Acting Chairman  
Highland Township Planning Commission

**(Publish: February 29, 2024)**

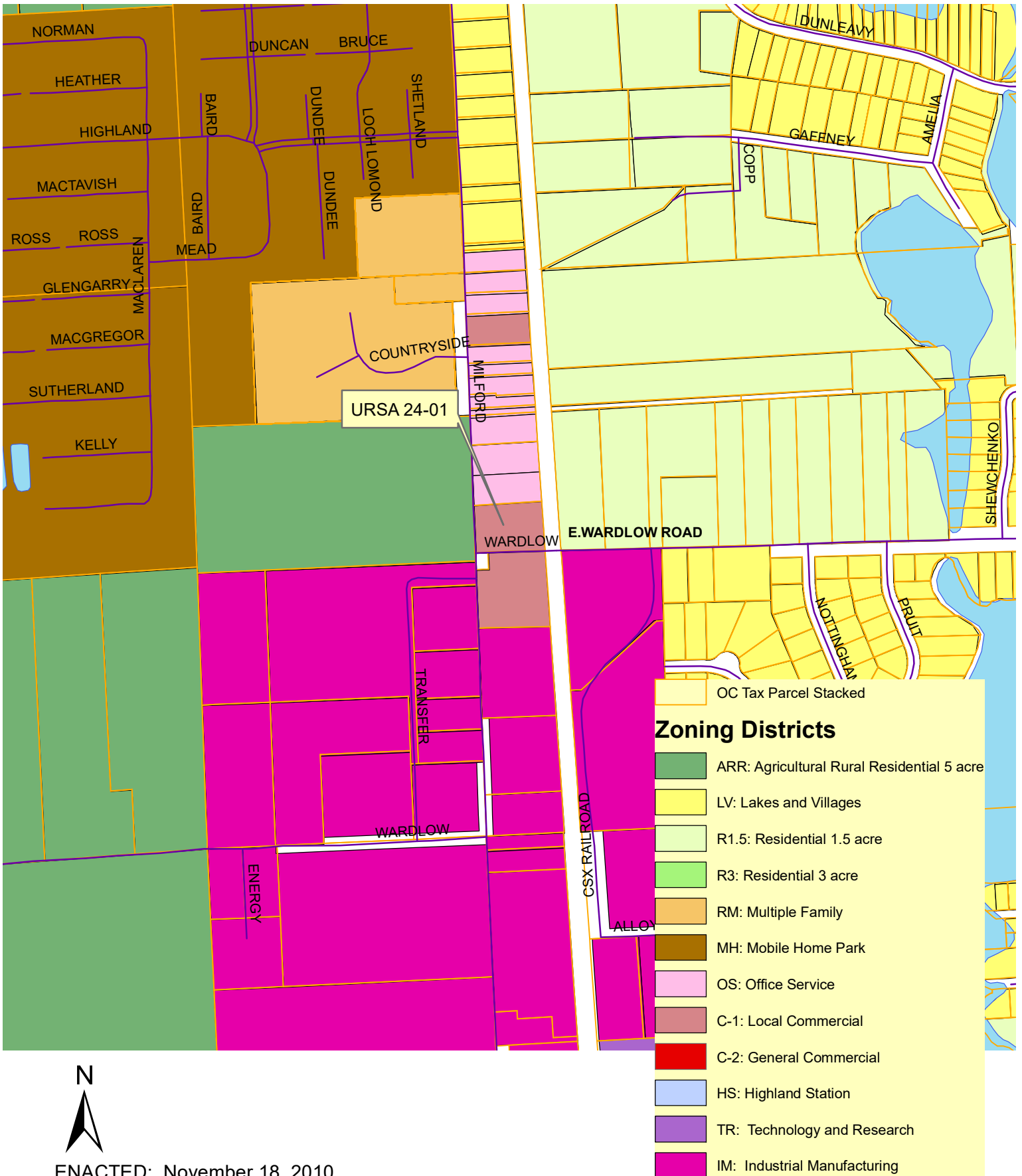


Vacant North Milford  
PIN 11-15-326-017



110 55 0 110 Feet

# CHARTER TOWNSHIP OF HIGHLAND ZONING MAP



ENACTED: November 18, 2010

CHARTER TOWNSHIP OF HIGHLAND



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

PLAN REVIEW APPLICATION

Highland Township Planning Department, 205 N. John Street, Highland Michigan 48357 (248) 887-3791 Ext. 2

Date filed: 2-2-2024 Fee: \$500 Escrow: \$2500 Case Number: \_\_\_\_\_

NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

REQUIRED COPIES OF PLANS

INITIAL REVIEW: 3 HARD COPIES OF PLANS AND .PDF COPY OF PLANS  
CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES

APPLICANT AND PROPERTY OWNER INFORMATION

Applicant: SARMED RAOUF  
 Phone: 248-343-2400 Email: sams5366@a-mail.com  
 Address: 6122 Trailwood Ln west Bloomfield-MI-48322  
(Street) (City) (State) (Zip)  
 Property Owner: SARMED RAOUF Phone: 248-343-2400  
 Address: 6122 Trailwood Ln west Bloomfield-MI-48322  
(Street) (City) (State) (Zip)

PROPERTY INFORMATION

Address or Adjacent Streets: SW 1/4, SEC. 15, T.3N, R.7E, HIGHLAND TWP., OAKLAND COUNTY  
 Lot Width: 222.07 FEET Lot Depth: 322.33 FEET Lot Area: 74,000 S.F.  
 Tax Identification Number(s) (Sidwell): 11-15-326-017

PROJECT INFORMATION

Project Name: Rina properties  
 Existing Use: VACANT Current Zoning: C-1  
 Proposed Use: MERCANTILE (GAS STATION) Proposed Zoning: C-1

APPLICANT

SIGNATURE: [Signature]  
 NAME: SARMED RAOUF  
 On the 2nd day of Feb 2024 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and

OWNER

SIGNATURE: [Signature]  
 NAME: SARMED RAOUF  
 On the 2 day of Feb 2024 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

**JENNIFER BOSH**  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF OAKLAND  
 My Commission Expires June 16, 2025  
 Acting in the County of Oakland

Notary Public: [Signature]

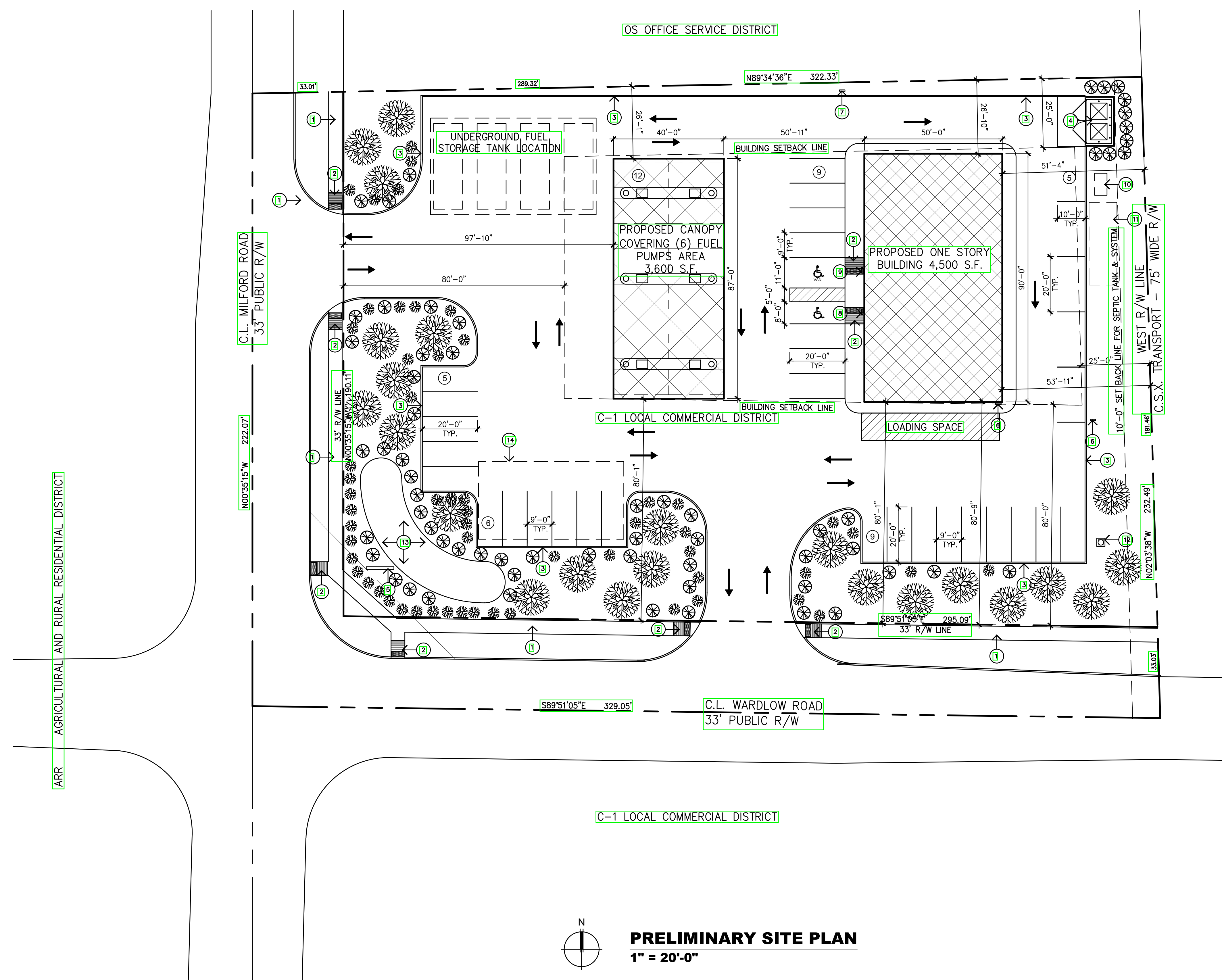
State Of Michigan  
 County Of Oakland  
 Notary Public: [Signature]

**JENNIFER BOSH**  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF OAKLAND  
 My Commission Expires June 16, 2025  
 Acting in the County of Oakland

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.



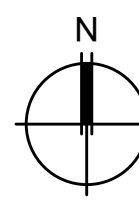


OS OFFICE SERVICE DISTRICT

C-1 LOCAL COMMERCIAL DISTRICT

C-1 LOCAL COMMERCIAL DISTRICT

**PRELIMINARY SITE PLAN**  
1" = 20'-0"



**GENERAL NOTES:**

- A. ALL LIGHTING ON THE SITE SHALL BE SHIELDED AND NOT ENCR OACH UPON ABUTTING PROPERTIES OR RIGHT-OF-WAYS. ALL GLARE SHALL BE ELIMINATED FROM ALL LIGHT FIXTURES. UPWARD DIRECTED LIGHTING SHALL NOT BE PERMITTED.
- B. ALL LANDSCAPE AREAS SHALL BE AUTOMATICALLY IRRIGATED.

**PROJECT LOCATION:**

SW 1/4, SEC. 15, T.3N, R.7E, HIGHLAND TWP., OAKLAND COUNTY  
TAX ID NUMBER: 11-15-326-017

BUILDING DATA: REFERENCE [MICHIGAN BUILDING CODE-2015 (MBC-2015)]	
PROPOSED USE GROUP	: M - MERCANTILE (GAS STATION)
TOTAL FLOOR AREA	= 4,500 S.F.
BUILDING FOOTPRINT	= 4,500 S.F.
BUILDING HEIGHT	= 20 FEET - ONE STORY
OCCUPANCY LOAD (O.L.)	= MERCANTILE AREA / 60 + STORAGE AND STOCK / 300 2250 / 60 + 2250 / 300 = 38 + 8 = 46

SITE & BUILDING DATA: (REFERENCE HIGHLAND TOWNSHIP ZONING ORDINANCE)	
ZONING	: C-1 (LOCAL COMMERCIAL DISTRICT)
TOTAL SITE AREA	: 74000 S.F. (1.7 ACRES)

BUILDING AREA, PLACEMENT, HEIGHT AND TYPOLOGY (REQUIREMENTS BY HIGHLAND TOWNSHIP ZONING ORDINANCE)		
STANDARD	REQUIRED (ZONING)	EXISTING / PROPOSED
LOT SIZE	30,000 S.F. (MINIMUM)	74,000 S.F.
LOT WIDTH	120 FEET (MINIMUM)	222.07 FEET
BUILDING HEIGHT	2 STORIES (MAXIMUM) 25 FEET (MAXIMUM)	ONE STORY 20 FEET
LOT COVERAGE	30% OF THE LOT (MAXIMUM)	BUILDING : 6.9% OF THE LOT CANOPY : 4.9% OF THE LOT TOTAL : 11.8% OF THE LOT
FRONT YARD SETBACK	80'-0" (MINIMUM)	CORNER LOT: 97'-10" AT MILFORD ROAD 80'-1" AT WARDLOW ROAD
SIDE YARD SETBACK	LEAST 20'-0" (MINIMUM) TOTAL 50'-0" (MINIMUM)	26'-1" MINIMUM PROVIDED

OFF STREET PARKING CALCULATION:	
VEHICLE GAS FILLING STATION	= 1 / 125 S.F. OF NET FLOOR AREA + 2 / FUELING STATION
TOTAL PARKING SPACES REQUIRED	= 4500/125+2 = 48
TOTAL PARKING SPACES PROVIDED	= 48 (INCLUDING 2 ACCESSIBLE PARKING SPACES)

**LOADING REQUIREMENT:**  
ONE SPACE (10'x50' WITH 14' MIN. HEIGHT CLEARANCE) REQUIRED  
ONE SPACE (10'x50' WITH UNLIMITED HEIGHT CLEARANCE) PROVIDED

LANDSCAPE REQUIREMENTS:	
PARKING LOT LANDSCAPE	= 1 TREE & 3 SHRUBS / 8 PARKING SPACES 48 / 8 = 6 TREE REQUIRED 48 / 8 x 3 = 18 SHRUBS REQUIRED
PARKING LOT LANDSCAPE:	6 TREES & 18 SHRUBS PROVIDED
GREENBELT	= 1 DECIDUOUS TREE / 30 LINEAL FEET
MILFORD ROAD	= 190 FEET / 30 = 7 TREES REQUIRED, 7 TREES PROVIDED
WARDLOW ROAD	= 296 FEET / 30 = 10 TREES REQUIRED, 10 TREES PROVIDED



**DRAWING NOTES:**

1. CONCRETE WALK WAY.
2. ADA ACCESSIBLE CURB RAMP.
3. 6" CONCRETE CURB.
4. TRASH RECEPTACLE ENCLOSURE.
5. PROPOSED PYLON SIGN LOCATION.
6. TRAFFIC SIGN LOCATION (DO NOT ENTER).
7. TRAFFIC SIGN LOCATION (ONE WAY).
8. BARRIER FREE PARKING SIGN LOCATION.
9. VAN ACCESSIBLE BARRIER FREE PARKING SIGN LOCATION.
10. PROPOSED SEPTIC TANK LOCATION.
11. PROPOSED SEPTIC FIELD LOCATION.
12. PROPOSED WATER WELL LOCATION.
13. PROPOSED RETENTION/DETENTION POND LOCATION.
14. UNDERGROUND RETENTION/DETENTION SYSTEM LOCATION, INCASE A POND IS NOT FEASIBLE.

OWNER REVIEW	01/15/2024
ISSUED FOR	DATE

PRELIMINARY SITE PLAN	
VEHICLE GAS FILLING STATION	SP-01
SERMED RAOUF	
1870 N. MILFORD ROAD	
HIGHLAND, MI 48357	
248-343-2400 (C)	
sams5366@gmail.com	23006

**Turk Architects**  
Architects Planners Engineers

6340 PEACOCK DRIVE  
TROY, MI 48065  
T: 248-291-5168 (O)  
248-521-0961 (C)  
E: turkarchitects@gmail.com

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TURK ASSOCIATES INC.

PUBLIC COMMENT

## URSA 24-01 Raouf Gas Station

---

asweidan@aisconsulting.biz

Planning Shared Mailbox

Mon, Mar 18, 2024, 3:07 PM

Dear All,

My name is Ala Sweidan and I am writing in opposition to this proposal. I am the owner of the land lot that is adjacent to the north to this proposed lot. My concern stems from the environmental hazard that a gas station could cause to the land and the water in the area. Further more water runoff is a huge problem and I did not see sufficient or any water retention solution.

While potentially I may benefit economically from the approval of this proposal I believe that the environmental hardship that may be caused outweigh any economical benefit.

Warmest Regards,

Ala M Sweidan, MBA. CCDM. MS

President

AIS Consulting, LLC

Phone: 301-318-4296

---



Donna Hubbard &lt;oldmotherhubbard85@gmail.com&gt;

**Proposed gas station, 11-15-326-017**

2 messages

**Donna Hubbard** <oldmotherhubbard85@gmail.com>  
To: grant.charlick@highlandtwp.org

Mon, Apr 1, 2024 at 1:05 PM

Mr. Grant Charlick, President  
Highland Twp. Planning Commission

Please share this email with remaining Commission members.  
We are writing to express our concerns regarding the proposal for a gas station development at the NE corner of Milford Rd. and E. Wardlow Rd.

Have studies been completed regarding:

1. Volume and flow of traffic at the intersection.
2. Impact on nearby residential owners.
3. Plan to contain any gasoline leakage if it occurs. Even leakage from cars and tanker trucks as they fill tanks.
4. Lighting, emissions, noise pollution.
5. Proximity to school across the street. Preschool is included as part of the Huron Valley School District education program.
6. Will liquor be sold? If so, is it allowed near a school building.
7. If there is a railroad accident, how would gas pumps be impacted.
8. Does the township have a plan in place to deal with a major gasoline spillage disaster.

Mark and Donna Hubbard  
1556 Pruit Dr., Highland 48356  
248.736.8878

**Mail Delivery Subsystem** <mailer-daemon@googlemail.com>  
To: oldmotherhubbard85@gmail.com

Mon, Apr 1, 2024 at 1:05 PM

**Message blocked**

Your message to **grant.charlick@highlandtwp.org** has been blocked. See technical details below for more information.

April 2, 2024

RECEIVED  
APR 02 2024  
HIGHLAND TWP  
PLANNING DEPT

Dear Planning Commission,

First we would like to thank you for your dedication to Highland Township. We moved to Highland from Detroit 38 years ago seeking a small, rural community where we could raise our family. We found such a place here.

We have just become aware that there is a proposal to build a gas station and convenience store on the corner of Milford and Wardlow roads. If we'd known sooner, we would have written this letter then.

There are questions we would like to pose to the commission and hope they will be addressed at the meeting this Thursday, April 4<sup>th</sup> which we plan to attend.

- What health threats would this pose to the children at Apollo?
- What quality of life would the nearby homes have? Health, noise, pollution.
- Has the school district been made aware of this proposal?
- How would the township handle a train derailment near a gas station?
- Why would we need another gas station and convenience store at this location when we have a 7-11 party store already there and a gas station a half mile away at M-59?
- What kind of burden would a gas station add to the roads and environment?
- What if the unthinkable happens and the tanks leak? It's happened before.
- Is there a plan for a water run-off/holding pond? Where would it run off to?

We are opposed to this proposal and rezoning the property. We hope you will help us keep Highland the beautiful community that it is.

Sincerely,

Debbie & Larry Dolkowski

## Proposed gas station

---

greg miller

Planning Shared Mailbox

Mon, Apr 1, 2024, 4:31 PM

I would like to voice my opinion on proposed gas station.

1. I Live on wardlow rd which has enough traffic and speeding cars going well past the posted speeds
  2. I would worry about the ground water being contaminated like milford and 59 corner with leaking tanks.
  3. More traffic is not what we need.
  4. We have 2 stores in the area seven 11 and country market we need nothing more.
  5. In a few years with the way government is going the place will be vacant and an eye sore.
  6. The Train behind the possible gas station would be subjected to heavy ground vibrations which can't be good for the holding tanks. My house drywall is cracking due to trains idling away behind the seven 11
  7. I have lived in highland for 59 years and loved the rural feeling but not so much now. Guess we will see if the township is for the people or the love of money which is the root of all evil in my opinion.
-

## Proposed gas station

---

Pam Best

Planning Shared Mailbox

Mon, Apr 1, 2024, 4:21 PM

Dear Board Members: I have many concerns with the proposed gas station at Milford road and Wardlow.

We already know gas tanks leak as proof just look at the corners of m59 and Milford road. Was there a study done to see about the constant vibration of the train tracks?

Even though it is an area deemed for businesses a gas station is very different than just a store or collision shop.

PLEASE take into consideration what the people nearby want. We also pay taxes and have wells and have many concerns for our children.

Thank you

Pam Best

Sent from my iPhone

---

RECEIVED

MAR 28 2024

HIGHLAND TWP  
PLANNING DEPT

Mark and Donna Hubbard  
1556 Pruitt Dr.  
Highland, MI 48356

March 28, 2024

Highland Township Planning Commission  
205 N. John St.  
Highland, MI 48356

Dear Planning Commission Members:

After returning from an extended visit out of town, we have recently become aware of a proposal to allow a gas station/convenience store to be constructed by Mr. Sarmed Raoul, parcel 11-15-326-017, located at the NE corner of E. Wardlow Rd. and Milford Rd. It is our understanding that the Planning Commission denied the request for rezoning, but was overturned by the Board of Trustees. We are vehemently opposed to this proposal for the following reasons:

Gas tanks in the ground near residential areas are a big concern for us. If there are any spills, the aquifer for our ground water runs north of us to the south.

This is an extremely busy stretch of road between Harvey Lake Rd. and Milford Rd. and will very likely cause an increase in traffic. The Sheriff's Dept. has monitored traffic on multiple occasions and can verify this statement.

There is an Early Childhood school building directly across the street on the west side of the road. We feel safety could be an issue and they would be adversely impacted by increased traffic at this intersection,

Two former gas stations on the SE and SW corners of Milford Rd were torn down. Rumor has it that because of gas tanks in the ground, the property can't be developed (we aren't certain). Highland Station occupies one of these properties. Intersections such as these are a perfect location for gas stations and not this proposed site nestled between residential properties and school buildings.

We have lived on Harvey Lake for 45 years because of its location within the community. In our opinion, the risk of well and water contamination, lighting, noise, offensive odors and traffic are reasons enough to deny this application. We appreciate your consideration and can be reached at (248) 736-8878 or [oldmotherhubbard85@gmail.com](mailto:oldmotherhubbard85@gmail.com) if you require additional information.

Mark and Donna Hubbard

*Mark E. Hubbard*  
*Donna Hubbard*



## Proposed gas station

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MARY CHYNOWETH

Planning Shared Mailbox

Fri, Mar 29, 2024, 12:02 PM

I am strongly opposed to a gas station/convenience store at the corner of Milford and Wardlow roads for many reasons. First, is the fact that a pre-school/child care center is located directly across the street which will be impacted in a negative way and compromising their safety by the added traffic.

We have enough gas stations in Highland we don't need another one especially in this residential area; and the possible hazards they cause. We are still feeling the negative effects of the two former gas stations at the corner of M59 and Milford Rd. As far as the convenience store, this one will be right between Country Lake Store and a Seven-Eleven, all within approximately a quarter mile. Again, we don't need it. There is a real potential of one of these businesses failing resulting in another empty building.

As a Highland Township resident I love our rural atmosphere, and I am strongly against this proposal.

Thank you,  
Mary Pat Chynoweth

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## Protest of the Proposed Gas Station

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Comcast

Planning Shared Mailbox

Sat, Mar 30, 2024, 10:12 PM

I am writing in to protest the special land use for a gas station/convenience store located directly across from the Apollo child care center, and in close proximity to wetland, active railroad tracks. Why would you allow this to be built so far off the main road, and so close to a residential and wetland area?

From what I understand, this person also owns the 7-11 on the opposite corner. Are we going to end up with yet another vacant building in our township??

If the owner wants to build a gas station, the vacant parcel at the corner of Milford road and M-59 that was formerly a gas station, is a better location, or better yet, the old Iverson's Lumber building that's been sitting empty for ever.

Please do not approve the Special Land use.

Thank you, Kelly & Joe Vella  
Highland Twp. residents

---

Lisa Chadderdon  
1754 Nottingham Drive  
Highland Charter Township 48356

March 28, 2024

Highland Township Planning Commission  
Highland Township Office  
205 N John St  
Highland charter Twp, MI 48357

Subject-Request for Use Requiring Special Approval- Parcel 11-15-326-017-submitted by Sarmed Raouf

Dear Members,

I write to express my concern regarding the proposed development of the above-referenced site. I am disappointed that the property was rezoned to accommodate this in 2021. Businesses considered appropriate for OS zoning would be much less disruptive. A gas station and convenience store present many concerns to nearby residents including:

1. **Potential impact on ground water with risk to nearby wells and lakes.** Nearby residents are genuinely concerned because any breach in the integrity of underground fuel storage tanks or fuel spills will contaminate our ground water, wells, and lakes.
2. **Benzene released into the air from the underground fuel storage tank vents and the pumps impact air quality and increase cancer risk for anyone living, learning, or working within 1,000 feet.**
3. **If permitted, this gas station will have a profound impact on traffic, noise, dust, and light trespass.** Residents within the Industrial Development District already contend with heavy truck traffic along the Milford Road corridor due to the heavy concentration of commercial and industrial businesses located there. Also, significant noise pollution from Midwest Glass impacts our daily lives. Vehicles entering and exiting this business will impede/congest the flow of traffic at the signal. Wardlow Road is already burdened with many cars traveling above the posted speed limit. There are residential homes and a park access bordering Wardlow Road, and approval of this gas station will pose safety risks and further diminish the quality of life for these residents.

- 4. Residents will be impacted by a loss of property value.** The decision to concentrate industrial and commercial business required to generate revenue for the Township within the Industrial Development District had already diminished the rural quality of living and home values for residents within these boundaries. The development of a gas station at this site will only add to this burden.

As emphasized in the Carlisle Wortman Associates recent 2023 visioning session, I moved here 31 years ago because I valued the rural atmosphere and way of life that Highland Township offered. Sadly, with the implementation of the Industrial Development District, the atmosphere has changed significantly. My home is located 0.2 miles from this proposed site. I strongly agree with the Planning Commission's recommendation in 2021 that the request to rezone the property to C-1 be denied. There is already a significant concentration of high traffic commercial and industrial businesses in the area. However, since the Board of Trustees already voted to allow the rezoning, I respectfully request, for the reasons cited above, that you do not approve this Request for Use Requiring Special Approval.

Thank you for your thoughtful consideration.

Sincerely,

Lisa Chadderdon

## Gas Station Proposal

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J I

Planning Shared Mailbox

Sat, Mar 30, 2024, 2:20 PM

Hi my name is Jaden Ingles and I live in Harvey Lake Estates and I'm against the gas station proposal.

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## Gas station proposed @

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Darlwyn Benedict

Planning Shared Mailbox

Sat, Mar 30, 2024, 1:46 PM

Milford rd &Wardlow rd I don't want any more gas stations we have enough in our rural area 5 within 5 miles 7/11 is more than enough convenience thank you  
Sent from my iPhone

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## **New convenience store/gas station**

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Liz

Planning Shared Mailbox

Sat, Mar 30, 2024, 10:28 AM

We have lived in this area for over 50 years and have enjoyed living here. The proposed location for this convenience store/gas station is ridiculous! It will just increase traffic on Milford Rd. Why not put it on 59? How about the old bank/ paint store that has been empty forever at Milford Rd. and 59? Or the old Highland lumber location that has been an eyesore forever! Please consider other options!

Sincerely, Elizabeth Mudd

Sent from my iPad

---

April 1, 2024

To the Planning Committee,

My name is Shelby Sweeney and I am writing in opposition to proposal URSA 24-01 Raouf Gas Station. I am a nearby home owner to the proposed lot. I have a few concerns with the current proposal.

My first concern is the environmental & health impact of having a gas station located in close proximity to residential properties that utilize well water as well as having access to lake water. Constructing a gas station would increase the risk of our water sources being contaminated with run off from gasoline spills or leaks.

My second concern is if this proposal is truly satisfying an unmet need in the community. Nowhere in the proposal did I see any studies of traffic traveling through the area- how many vehicles, volumes at different times of day, etc. The proposed lot is located 1 mile away from a major highway (M-59). Many vehicles going through this area are those that live and/or work in this area. Not to mention, there are multiple gas stations currently located within a few miles of the proposed lot. The needs of the community are currently being met without the addition of a new gas station. Currently, it seems that the inconsistent traffic through this area would not support a gas station as it is proposed.

My third concern is the close proximity to the school. Having a gas station located across the street from a pre-school would pose an increased risk to the health & safety of the children and families that utilize this school. Specifically the effects of the increased Benzene level in the air. Benzene poses an increased risk for cancer later in life if consistently exposed to it.

I urge you to consider the risks of the proposed gas station being located in close proximity to a school and residential areas. The proposed risks/effects vastly outweigh the benefits of having a gas station constructed on the proposed lot. The community is not in need of a gas station.

Thank you.

Shelby Sweeney

989-975-0573

989-975-0573

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PLANNING DEPT



April 1, 2024

Hello:

My name is Nicole King and I have lived at 1750 Pruit Drive for approximately 18 years. I have lived in Highland Township most all of my life. I am currently the President of my Subdivision Association and feel that I need to clearly voice my opposition of this proposed gas station. Myself and many of my current neighbors that live off of Wardlow in Harvey Lake Estates, are in opposition of the proposed building of a gas station at the NE corner of Milford Road and E. Wardlow Roads in Highland Township. This property is within miles of our subdivision and beach and is directly across from one of our Huron Valley school buildings.

There are negative effects that will impact the environment, ground water, air quality, and noise pollution for the surrounding homes and the school. This will impact the neighborhood character and quality of life for the surrounding residents now and for years to come!

The significant changes that will affect our community negatively are as follows:

**Harmful Effects on Human Health**

Studies have shown that gas stations within a residential area have been linked to childhood leukemia, anemia, cancer, various infections, and low birth weight.

**Impact to the present wildlife**

Harvey Lake and other small local nearby lakes are located within a handful of miles of the proposed property of the gas station. These bodies of water are the home to several forms of wildlife, cranes, tortoises, ducks, and beavers. Not to mention all of the swimmers that are trying to enjoy the nearby lakes, safely!

**Safety of the surrounding residents and children.**

There are quite a few families who either walk or bike to work or to school within this area which causes concern for increased traffic. With this increase comes a potential increase in car and pedestrian accidents. One other area of concern is the large trucks delivering gasoline. These large trucks along with other deliveries to this gas station /store will have limited place to enter and park due to the lot size.

**Property Value Reduced**

Our community will lose its sense of serenity that it already provides to its residents, and the gas station will impact the sale of homes thus reducing the property values to residents already established in the community.

**Light and Noise pollution**

There are at least 3 other gas stations serving the area and located less than 5 miles away from the property in question. Not to mention these gas stations are known for having TV commercials played at the pumps, and at night have very bright lights within the parking lot, which will affect homeowners within 50 yards.

These are some of the many negative effects that will impact our community and we are hopeful that we can make a difference in voting down a gas station at the NE corner of Milford Road and E. Wardlow Rd in Highland Township.

Regards,

**Nicole King - Harvey Lake Estates Subdivision Assoc. President**

248-935-0553

[nkkimcd18820@gmail.com](mailto:nkkimcd18820@gmail.com)

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APR 02 2024  
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PLANNING DEPT

April 2, 2024

My name is Nancy Grapp residing in Harvey Lake Estates. I am writing this letter to deny the proposal of a gas station so close to our neighborhood for obvious reasons. Apollo preschool is 500 ft. away, this is less than 1000 ft EPA recommends and with that being said why is this still being considered? Air pollution will increase with benzene chemical not to mention our wells + lakes being affected. What about the gas tanks? Can you guarantee they will be stationary the whole time a train goes by. I foresee many hardships ahead with this + I only hope you all can also.

Nancy Grapp  
1678 NOTTINGHAM DR  
HIGHLAND 48356  
248-568-1699

HIGHLAND TWP  
PLANNING DEPT

APR 02 2024

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**Letter**

2 messages

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**Janeene Rutkowski** <my3sonsjer@gmail.com>  
To: Donna Hubbard <oldmotherhubbard85@gmail.com>

Tue, Apr 2 at 1:55 PM

April 2, 2024

Dear Highland Township Planning Commission,

We urge you to oppose the construction of the gas station/convenience store on the NE corner of Milford Rd and E. Wardlow. This is across the street from Apollo and we are concerned about the safety of hundreds of children. This is not a good location for a gas station. This will be a hazard because of gas tanks that are close to railroad tracks and the gas odors will be offensive.

Sincerely,  
Janeene & Ed Rutkowski  
248-887-4680  
[my3sonsjer@gmail.com](mailto:my3sonsjer@gmail.com)

---

**Janeene Rutkowski** <my3sonsjer@gmail.com>  
To: Donna Hubbard <oldmotherhubbard85@gmail.com>

Tue, Apr 2 at 2:03 PM

[Quoted text hidden]

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PLANNING Commission

APR 02 2024

1 of 5

HIGHLAND TWP  
PLANNING DEPT

**Harvey Lake Estates Subdivision Association**

P.O. Box 375, Highland, MI 48357-0375

We, the undersigned members of Harvey Lake Estates Subdivision Association are opposed to the proposed development of a gas station/convenience store at the NE corner of Milford Road and E. Wardlow Rd.

Name	Address	Date
Mark E. Hubbard	1536 Fruit Dr. Highland 48356	3/29/24
Lonna Hubbard	1556 Fruit Dr., Highland 48356	3/29/24
Justin Sweeney	1650 Nottingham Highland MI 48356	3/29/24
Patricia Sweeney	1573 Fruit Drive Highland, MI 48356	3/29/24
Luanne Robak	1573 Fruit Dr Highland, MI 48356	3/29/24
Don Cooper	1561 Fruit Dr Highland MI 48356	3/29/24
Linda Cooper	156 Fruit Dr Highland MI 48356	3/29/24
Matthew Fournier	1619 Fruit Dr. Highland, MI. 48356	3/29/24
Sammy Fournier	1619 Fruit Dr. Highland, MI 48356	3/29/24
Christina Bugliano	1768 Fruit Dr. Highland, MI 48356	3/29/24
John Bugliano	1768 Fruit Dr Highland, MI 48356	3/29/24
Lorraine Bugliano	1768 Fruit Dr Highland, MI 48356	3/29/24
Ronald A. Noyes	614 E Wardlow Highland MI 48356	3/29/24
Michelle MacNeil	636 E Wardlow Highland MI 48356	3/29/24
Dan McLean	636 E Wardlow Highland MI 48356	3-29-24
Michelle Brandon	1736 Fruit Dr. Highland MI 48356	3/29/24
Jeremy Brandon	1736 Fruit Dr. Highland, MI 48356	3/29/24
Kelly Phillips	1709 Fruit Dr. Highland, MI 48356	3/29/24
Tatyak Phillips	1709 Fruit Dr. Highland, MI 48356	3/29/24
Susan E. Myslowic	1653 Fruit Dr. Highland, MI 48356	3/29/24
Richard J. Myslowic	1653 Fruit Dr. Highland MI 48356	3/29/24
Judith Gabel	1666 Fruit Dr. Highland, Michigan	
Ronald Gabel	1666 Fruit Dr. Highland MI	
James A. Shipley	1572 Fruit Dr Highland MI 48356	
Judy R. Shipley	1572 Fruit Dr. Highland, MI 48356	

## Harvey Lake Estates Subdivision Association

P.O. Box 375, Highland, MI 48357-0375

We, the undersigned members of Harvey Lake Estates Subdivision Association are opposed to the proposed development of a gas station/convenience store at the NE corner of Milford Road and E. Wardlow Rd.

Name	Address	Date
Carla Keros	1685 Nottingham	March 29, 2024
Scott Jacobs	1685 Nottingham	March 29, 2024
Nicholas Gapp	455 King	March 29, 2024
Nancy Gapp	1678 Nottingham	March 29, 2024
Douglas Gapp	1678 Nottingham	March 29, 2024
Vivian Klann	1702 Nottingham Dr	MAR. 29. 2024
John Klann	1702 Nottingham Dr	3-29-24
Randy Lefland	1702 Nottingham Dr	MAR. 29. 2024
Brian Michelin	1728 Nottingham Dr	3-30-2024
Diana Grace	1728 Nottingham Dr	3-30-2024
Steve Chadderton	1754 Nottingham Dr.	3/30/2024
Brian Chadderton	1754 Nottingham Dr	3/30/2024
<del>John</del>	1728 Nottingham Dr	3/30/24
Emily Michelin	1728 Nottingham	3/30/24
Sara Gale	1709 Nottingham	3/30/24
<del>John</del>	1709 Nottingham	3/30/24
Romy David	1731 Nottingham	3/30/24
Jennifer Snow	1731 Nottingham	3/30/24
Amanda Weip	3775 Loch Dr	3/31/24
Jacob Weip	3775 Loch Dr	3/31/24
Lindsay Weston	1942 Percy	3/31/24
Steven Carson	5340 N. Milford Rd	3/31/24
Darlene Carson	5340 N. Milford Rd	3/31/24
Ashley Gapp	1678 Nottingham	4-2-24

# Harvey Lake Estates Subdivision Association

P.O. Box 375, Highland, MI 48357-0375

We, the undersigned members of Harvey Lake Estates Subdivision Association are opposed to the proposed development of a gas station/convenience store at the NE corner of Milford Road and E. Wardlow Rd.

Name	Address	Date
Mackenzie Pettinaro	351 Taras dr 48356	03/29/24
Jonas Ditz	351 Taras Dr 48356	03/29/24
Kim Phillips	311 Taras Dr 48356	3/30/24
DAVID PHILLIPS	311 TARAS DR 48356	3/30/24
David J. Appelt	303 Taras dr 48356	3/30/24
Poyd Creech	283 Taras dr	3/30/24
Danna Creech	283 Taras dr	3/30/24
Robertta Lucas	282 Taras Dr	3/30/24
Hollie Iderron	302 Taras Dr	3/30/24
Chris Iderron	302 Taras Dr.	3/30/24
Jeff Jopeff	312 TARAS DR	3/30/24
Marianne Appelt	303 Taras Dr.	3/30/24
Nicole King	1750 Pruit Drive	4/2/24
DAVID DAPORICH	540 E. WARDLOW	4/2/24

# Harvey Lake Estates Subdivision Association

P.O. Box 375, Highland, MI 48357-0375

4 of 5

We, the undersigned members of Harvey Lake Estates Subdivision Association are opposed to the proposed development of a gas station/convenience store at the NE corner of Milford Road and E. Wardlow Rd.

Name	Address	Date
Janet Wilson	1520 Fruit Dr. Highland, MI 48356	3-29-24
Cara Mader	1532 Fruit, Highland 48356	3/29/24
Ann Mader	1532 Fruit Highland 48356	3/29/24
James C. Boase	1725 Fruit Dr. Highland, MI	4/1/24
Karen Boase	1725 Fruit Dr Highland, MI	4/1/24
Shelby Sweeney	1650 Nottingham Highland, MI	4/1/24





# Proposed gas station corner of Milford and Wardlow roads.

DON COOPER <doraco@comcast.net>

3:10 PM 

To (planning@highlandtownship.org)

Forward Delete Edit 

To Whom it may concern,

I'm wrting to voice our opposition to the proposed construction of a fuel/service plaza at the intersection of Milford and Wardlow roads for a variety of reasons to be discussed before the the planning commitee. Increases in noise, pollution, traffic around school property and a general decline in residential properties just to name a few of the objections all need to be carefully considered in rejection of this ill conceived initiative.

Sincerely,  
Don and Linda Cooper

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APR 02 2024  
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PLANNING DEPT

May 9, 2024

Highland Twp Board of Trustees  
205 N. John St, Highland, MI 48357

We would like to express our concerns regarding the proposed development of a gas station/convenience store at the NE corner of E. Wardlow Rd. and Milford Rd. (sidwell 11-15-326-017).

There is not another business located north of E. Wardlow Rd. that is zoned C-1 with a special use permit. The general commercial and industrial manufacturing businesses are all located south of E. Wardlow Rd. and should remain that way. Why do we have a master plan?

There are residential homes located on E. Wardlow Rd. between Milford and Harvey Lake Roads as well as the Harvey Lake Estates Subdivision Association which total nearly 100 residences. This is a densely populated residential area. A gas station is not in keeping with the residential character of this neighborhood, not to mention the exposure to emissions being released into the air and the threat of water pollution.

Our water supply comes from private wells. Data compiled by Community & Environmental Defense Services (ceds) showed that because of the high traffic volume and refueling, convenience stores with gas pumps pose an unusually severe threat to ground and surface waters. One study found that contaminant levels in convenience store/gas station runoff were 5 to 30 times higher when compared to residential runoff. These findings have prompted the USEPA and a number of states to list vehicle fueling locations as **stormwater hotspots**.

Spillage at the pump is a more likely source of fuel being released into nearby waterways. John Hopkins Univ. researchers found that an average of 40 gallons of gasoline is spilled annually at the pumps of a typical gas station. They also found that a significant portion of the spilled gas can migrate through the concrete pads at many stations. One gallon of gas can contaminate one million gallons of groundwater and one pin-prick sized hole in an underground storage tank can leak 400 gallons of fuel a year (The Sierra Club).

According to the USEPA, Michigan ranks third in the nation with a clean-up backlog of 9,039 leaking tanks. This is a major concern when 46% of Michigan's population are using groundwater. Where would that leave us if a new tank begins to leak? Look at Highland's past history of groundwater contamination: the Marathon gas station, Hi-Mill and Numatics (near our residences) which is still using monitoring wells.

This property is across the street from the H.V.S. Apollo Early Childhood Center and playground. The U.S. Environmental Protection Agency lists their concerns about the health risk associated with fueling emissions in their School Siting Guidelines and recommended screening school sites for potential health risk when located within 1,000 feet of a gas station.

The California Resources Board in their Air Quality and Land Use Handbook present a clear connection between elevated health risks for schools located near a gas station ranging from nausea to cancer. The cancer risk posed by gas station emissions stems from **benzene and other compounds** (toluene, ethylbenzene and xylene) released into the atmosphere while pumping gas. The population most susceptible to poor air quality are children, the elderly and those with pre-existing serious health problems. The Dept. of Health and Human Services has determined that benzene is a known carcinogen (can cause cancer), and exposure may be harmful to the reproductive organs.

The Michigan Liquor Control Commission states that it shall deny a new application for a license to sell alcoholic beverages or transfer a license within 500 feet of a school building.

U.S. Dept. of Housing & Urban Development report between 2004-2008 stated that U.S. fire departments responded to an average of 5,020 fires in gas station properties per year. Having the gas pumps so near to the railroad tracks is a concern for us should there be a derailment. They do occur.

There are currently 6 gas stations in Highland along with a rumored possible 2 more as well as this proposed station. Highland has a population of 20,179 residents (2018). How many gas stations do we really need? Of the existing 6, none are located on a corner where there is only one lane of traffic in each direction. This location also has a pedestrian cross walk and school buses that transport children, as well as automobile traffic entering the building. Add large tankers that will fill the underground tanks and delivery trucks, and this becomes an extremely dangerous intersection.

A traffic study of E. Wardlow Road between Harvey Lake & Milford Roads was completed by the Sheriff Dept. on 8/15/22 which indicated that 2,935 vehicles traveled the road in a 24-hour period. We believe that traffic will only increase if this request is passed.

Petitions signed by 77 local residents were submitted to the Planning Commission on April 2, 2024 requesting that this request for a gas station/convenience store be denied.

Our understanding is that the fuel storage tank should be registered with the state (Mich Dept of Environment, Great Lakes and Energy – EGLE) upon purchase or installation and other documents may be required for regulatory compliance. Who would monitor this?

About 60% of all underground storage tanks have experienced at least one leak (American Economic Assoc.) and 9,000 new leaks are discovered annually. Will there be a leak detection monitoring system for the double-walled tank – interstitial monitoring?

### **Causes of leaks:**

- Quality of installation
- Corrosion
- Incompatible materials
  - Using materials incompatible with product being stored
- Backfill condition
  - Poor quality backfill can cause concrete to sink, impacting tank & pipework
- External causes
  - puncture of tank or pipework from external works, drilling
  - ground movement due to drought
  - movement of tanks by groundwater
  - poorly maintained leak detection equipment (or none at all)
  - testing not being done after modification or upgrade
  - inventory control/administrative error
  - lack of secondary containment for tanks or lines
  - failure of sensor/alarm systems
  - delayed response to leaks
- Spills
  - overfilling underground tanks
  - pump leaks
  - pressure line fittings failing or not sealing properly
  - delivery spills
  - customers spilling fuel by overfilling vehicle tanks
  - shut-off valve on nozzle not operational

We beg you to deny this request for the safety and well being of Highland Township residents.

Mark and Donna Hubbard  
1556 Pruit Dr., Highland, MI 48356



## Memorandum

To: Board of Trustees  
From: Rick A. Hamill, Supervisor  
Date: May 9, 2024  
Re: Purchase Agreement – “Gateway Park”  
115 W Highland Rd  
PIN 11-22-352-005

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At the April 1, 2024 Township Board meeting, the Board passed a resolution declaring the “Gateway Park” as surplus, and authorizing the Township Supervisor to negotiate the terms of sale with a prospective purchaser. I have negotiated an agreement with IWH Companies, who own the remainder of the block whereas the parcel will be deeded to them in exchange for the relocation or recreation of the ticket station at our Veteran’s Park, for use as a shelter and stage for the concert series and other activities. The attorneys are reviewing the agreement, which will be available for your consideration at our Monday evening Board meeting.



## OFFER TO PURCHASE REAL ESTATE ("AGREEMENT")

1. **Offer to Purchase Real Estate.** The undersigned Purchaser offers to purchase from the undersigned Seller, upon the terms and conditions hereinafter set forth, certain real property located in the Township of Highland, Oakland County, Michigan, commonly known as 115 W. Highland Road, Highland, Michigan 48357, containing approximately 0.209 acres, Tax ID# 11-22-352-005, as more particularly described on Exhibit "A" attached hereto and made a part hereof (the "Property").

The "Effective Date" of this Agreement shall be the date upon which it has been fully executed by Purchaser and Seller, as set forth below.

2. **Consideration.** As consideration for the Property, Purchaser shall: (i) at Purchaser's sole cost and expense, either relocate or reconstruct the "ticket station" structure located within the Property in accordance with the blueprints for said structures, which has been provided to Purchaser by Seller, to a location of Seller's choice within Seller's Veterans' Park, located at the northwest corner of N. John Street and Livingston Road; (ii) at Purchaser's sole cost and expense, remove the light poles located within the Property and relocate them to Seller's storage yard or such other location, as determined by Seller, for Seller to store for future purposes; and (iii) allow Seller a period of sixty (60) days, weather permitting, after the date Purchaser has completed its obligations under subsections 2(i) and 2(ii) above, at Seller's cost and expense, to remove any of the brick and/or any of Seller's other personal property/fixtures located within the Property.

3. **Title; Survey.** Purchaser, at Purchaser's sole cost and expense, shall be responsible for investigating the condition of title to the Property and for having a survey of the Property prepared if it desires.

4. **Purchaser's and Seller's Time for Performance.**

A. Purchaser shall have a period of one (1) calendar year from the Effective Date to complete its obligations under subsections 2(i) and 2(ii) above (the "Purchaser Completion Date"). If Purchaser fails to complete its obligations under subsections 2(i) and 2(ii) above prior to the Purchaser Completion Date, then Seller shall have the right anytime thereafter, until Purchaser has completed its obligations under subsections 2(i) and 2(ii) above, to exercise its rights under Section 8(A) below.

B. Within fifteen (15) days from the date Purchaser completes its obligations under subsections 2(i) and 2(ii) above, Seller and Buyer shall schedule Closing. At Closing, Seller shall execute and deliver to Purchaser a recordable Quit Claim Deed conveying to Purchaser fee simple title to the Property as legally described on Exhibit A. Any Closing costs, including the costs associated with recording the required deed, shall be borne by the Purchaser.

5. **Possession; As-Is.** Purchaser shall have possession of the Property from and after the date Seller delivers the Quit Claim Deed to Purchaser, free and clear of the rights of Seller. Purchaser acknowledges and agrees that Purchaser is acquiring and shall accept the Property on an "AS IS", "WHERE IS" and "WITH ALL FAULTS" basis, without representations, warranties, or covenants, express or implied, of any kind or nature, except as expressly set forth in this Agreement. Purchaser acknowledges and agrees that it has had reasonable opportunity to access the Property and conduct inspections of the Property and further agrees that it waives any and all rights to any additional access to or inspections of the Property. Further, Purchaser hereby agrees to release Seller, Seller's employees, officials, boards, councils, consultants and attorneys from any and all claims whatsoever related to the condition of the Property, including without limitation any defects involving the title, soil conditions, environmental contamination, suitability for construction or use of any kind, or other conditions.

6. **Property Taxes.** Property taxes for the year of Closing shall be prorated as of the date of Closing on a calendar basis based upon the amount of such taxes if known at the time of Closing.

7. **Representations, Warranties and Covenants of Seller.** Seller hereby represents, warrants, and covenants to Purchaser that to the best of Seller's knowledge: (i) Seller is the owner of fee simple marketable title to the Property and has the full power, capacity, and legal right to execute and deliver this Agreement and to convey the Property to Purchaser pursuant to the terms of this Agreement; and (ii) from and after the Effective

Date, Seller shall not encumber all or any portion of the Property by any lease, occupancy agreement, mortgage, land contract, lien, or other encumbrance.

**8. Default.**

A. In the event of default by Purchaser under this Agreement, Seller shall provide Purchaser with written notice and Purchaser shall have a period of thirty (30) days from the date Purchaser receives Seller's notice to cure such default(s) (the "Purchaser Cure Period"). In the event Purchaser fails to cure such default(s) within the Purchaser Cure Period, Seller's sole remedy at law or equity shall be to terminate this Agreement and all of the parties' rights and obligations hereunder.

B. In the event of default by Seller under this Agreement, Purchaser shall provide Seller with written notice and Seller shall have a period of thirty (30) days from the date Seller receives Purchaser's notice to cure such default (the "Seller Cure Period"). In the event Seller fails to cure such default within the Seller Cure Period, Purchaser's sole remedy at law or equity shall be to terminate this Agreement and all of the parties' rights and obligations hereunder.

**9. Notices.** Any notice to be given or served upon any party to this Agreement must be in writing and shall be deemed to have been given: (i) upon receipt in the event of personal service by actual delivery (including by telecopy, electronic mail, or delivery service); (ii) the third business day after mailing if deposited in the United States mail with proper postage and dispatched by certified mail, return receipt requested; or (iii) upon receipt if notice is given other than by personal service or by certified mail. All notices shall be given to the parties at the addresses set forth below their respective signatures.

**10. Entire Agreement; Successors and Assigns; Survival.** This Agreement constitutes the entire agreement between the parties as to the Property. There are no other oral or written conditions or agreements between the parties regarding the Property. Any modifications or amendments to this Agreement shall be in writing and signed by all parties. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns.

**11. Days.** Whenever this Agreement requires that something be done within a specified period of days, that period shall (i) not include the day from which the period commences, (ii) include the day upon which the period expires, (iii) expire at 5:00 p.m. local time on the day upon which the period expires, and (iv) be construed to mean calendar days; provided, that if the final day of the period falls on a Saturday, Sunday or legal holiday, the period shall extend to the first business day thereafter.

**12. Miscellaneous.** This Agreement shall be interpreted and construed in accordance with the laws of the State of Michigan. The parties may execute this Agreement in any number of counterparts, each of which, when executed shall have the force and effect of an original, but all such counterparts shall constitute one and the same agreement. For purposes of this Agreement, a facsimile or electronically transmitted signature shall be deemed the same as an original. The provisions of this Agreement are severable. If any paragraph, subparagraph, sentence, or provision shall be invalid or unenforceable, it shall not affect any of the remaining provisions of this Agreement, and all provisions shall be given full force and effect separately from the unenforceable or invalid paragraph, subparagraph, sentence, or provision as the case may be. Any waiver by either party of a breach of any provision of this Agreement shall not operate as or be construed to be a waiver of any other breach of said provision or of any breach of any other provision of this Agreement. The failure of any party to insist upon strict adherence to any term of this Agreement on any one or more occasion(s) shall not be considered a waiver of or deprive that party of the right thereafter to insist upon strict adherence to that term or any other term of this Agreement. Time is deemed to be of the essence of all undertakings and agreements of the parties hereto.

[Signatures on next page]

"PURCHASER"

Hanna and Hanna Investments, L.L.C.,  
a Michigan limited liability company

By: \_\_\_\_\_  
Izzat W. Hanna, Member

Dated: \_\_\_\_\_

Address: 32600 Stephenson Highway  
Madison Heights, MI 48071  
(248) 765-5700 (phone)  
(248) 786-4401 (fax)  
[isaac@iwhcompanies.com](mailto:isaac@iwhcompanies.com) (email)

With copy to: David A. Goldberg, Esq.  
PO Box 250156  
Franklin, MI 48025  
(248) 496-5858 (phone)  
(248) 538-0294 (fax)  
[goldy6@sbcglobal.net](mailto:goldy6@sbcglobal.net) (email)

**THE FOREGOING OFFER TO PURCHASE REAL ESTATE IS HEREBY ACCEPTED AND SELLER AGREES TO CONVEY THE PROPERTY TO PURCHASER UPON THE TERMS STATED ABOVE.**

"SELLER"

Highland Charter Township,  
a Michigan municipal corporation

By: \_\_\_\_\_  
Print name:

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

Dated: \_\_\_\_\_ (the "Effective Date")

Address: 205 N. John Street  
Highland, MI 48357  
(248) 887-3791 (phone)  
(248) 887-1937 (fax)  
[rick.hamill@highlandtwp.org](mailto:rick.hamill@highlandtwp.org) (email)

With copy to: Lisa J. Hamameh, Esq.  
27555 Executive Drive, Suite 250  
Farmington Hills, MI 48331  
(248) 489-4100 (phone)  
(248) 489-1726 (fax)  
[Lhamameh@rsjalaw.com](mailto:Lhamameh@rsjalaw.com)



**EXHIBIT A**

**DESCRIPTION OF THE PROPERTY**

**LEGAL DESCRIPTION – Parcel 11-22-352-005**

Per Commitment for Title Insurance provided by Client,  
Issued by Title Connect LLC, Commitment Number TC13-112894,  
Commitment Date: April 3, 2024 8AM

That part of the Southwest Quarter of Section 22, T3N, R7E, Highland Township, Oakland County Michigan, more particularly described as:

Commencing at the Southwest corner of said Section 22, thence North 00°32' East, 627.6 feet; thence North 00°26' East, 613.38 feet; thence South 89°57' East, 1150.1 feet to the point of beginning, said point being on the South line of Highway M-59; thence continuing South 89°57' East along said South line of Highway M-59, a distance of 132 feet to the West line of Milford-Highland Road; thence South 00°43'20" West, along said West line of Milford-Highland Road, 132 feet; thence North 89°57' West, 132 feet; thence North 00°43'20" East, 132 feet to the point of beginning.

The above described lands are also known as Lots 1 and 2 of "Supervisor's Plat No. 4", that part of the Southwest Quarter of Southwest Quarter, Section 22, T3N, R7E, lying South of State Highway M-59, Highland Township, Oakland County, Michigan, according to the plat thereof as recorded in Liber 62 of Plats, Page #30, Oakland County Records.

EXCEPT that part which lies Northeasterly of a line describe as; Commencing at the intersection of the Eastbound centerline of Highway M-59 and the centerline of Milford-Highland Road; thence Westerly along said centerline of Highway M-59, 300.00 feet to the point of beginning. Thence Southeasterly to a point on the centerline of said Milford-Highland Road, which is 200.00 feet Southerly of as measured along the centerline of said Milford-Highland Road, to a point of ending.  
ALSO Except the Easterly 27 feet thereof.

**LEGAL DESCRIPTION – Parcel 11-22-352-005**

(Per Field Survey by this Firm)

A part of Lots 1 and 2, "Supervisor's Plat No. 4", that part of S.W. 1/4 of S.W. 1/4 Sec. 22, T.3N., R.7E., lying south of State Highway M-59, Highland Township, Oakland County, Michigan, as recorded in Liber 62 of Plats, Page 30, Oakland County Records;

MORE PARTICULARLY DESCRIBED as Commencing at the Northwest corner of said Lot 1; thence South 00°34'34" West, 15.10 feet along the Westerly line of said Lot 1, to the "Michigan Department of Transportation (M.D.O.T.) Exception Line", as described in a Quit Claim Deed, recorded in Liber 20910 on Pages 194, 195 and 196, AND ALSO, described in a Quit Claim Deed for Release of Reversionary Interest, recorded in Liber 22535 on Pages 283, 284 and 285, Oakland County Records;  
said point also being the POINT OF BEGINNING;  
thence South 56°05'57" East, 125.47 feet, along said "M.D.O.T Exception Line";  
thence South 00°34'27" West, 47.00 feet, along said "M.D.O.T. Exception line", to the South line of said Lot 2 (said point being located North 89°57'00" West, 27.00 feet from the Southeast Corner of said Lot 2); thence North 89°57'00" West, 104.84 feet, along the South line of said Lot 2, to the Southwest Corner of said Lot 2;  
thence North 00°34'34" East, 116.90 feet along the Westerly line of said Lots 1 and 2, to the point of beginning.  
All of the above containing 8,592 square feet or 0.197 acre.

**FINAL  
DRAFT  
ISSUE  
5-7-24**

**PRELIMINARY**

**CERTIFICATE OF SURVEY**

IN THE S.W. 1/4 OF SECTION 22, TOWN 3 NORTH, RANGE 7 EAST,  
HIGHLAND TOWNSHIP, OAKLAND COUNTY, MICHIGAN

CLIENT: HTJ, LLC

DWG FILE:  
JOB: HIGHLAND 1&2 2K24

**CHN SURVEYING, LLC**

15030 Finch Avenue, Plymouth, Michigan, 48170  
Phone (734) 231-3510 \ Email: CHNSurveying@AOL.com

SCALE: 1"=20'

FIELD DATE:

DRAWN BY: DLB

SHEET: 3 of 3

**10. Adjourn**

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