CHARTER TOWNSHIP OF HIGHLAND

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

REGULAR BOARD OF TRUSTEES MEETING AGENDA

OCTOBER 5, 2026 - 6:30 P.M.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda
   a) Approve:
      1) September 21, 2026 Board of Trustees Minutes
      2) List of Bills dated October 8, 2026 plus additions
      3) Budget amendment for Fire Department Operations
      4) Continuation of temporary boat docking or mooring

   b) Receive and File:
      1) Building Department Report – August 2026
      2) Ordinance Report – August 2026
      3) Highland Activity Center Reports and Minutes – August 2026
      4) Library Reports – August 2026
      5) Financial Reports – August 2026
      6) Treasurer's Report – August 2026
      7) Zoning Board of Appeals Minutes – August 19, 2026
      8) Planning Commission Minutes – August 27, 2026
      9) HDDA Minutes – August 12, 2026
      10) OCSO Stat Report – August 2026
      11) Fire Department Report – August 2026

6. Announcements:
   1) Haunted Highland is back for the month of October courtesy of your local businesses and the DDA
   2) The next Talk of the Town meeting will be Tuesday, October 20th at 6pm in the Township Auditorium and the topic will be the Highland Township Fire Department and Fire Millage
   3) Early Voting for the November 3rd General Election will be in the Highland Township Auditorium Saturday, October 24th through Sunday, November 1st from 8:30 am to 4:30 pm, except on Thursday when hours are 12 pm to 8 pm
   4) Election Day is November 3, 2026. All Highland residents will be voting at Milford High School. Polls are open from 7 am until 8 pm
   5) Veteran's Ceremony will be on Wednesday, November 11th at 11:00 am at Veteran's Park located at Livingston and John Street
   6) Highland Township Offices will be closed on Wednesday, November 11th in observance of Veteran's Day

7. Public Comment

8. New Business
   a) Consider Resolution 26-32 for the 2026 Winter Tax Roll Special Assessments

   b) Consider request to renew Public Purpose Service contract with Huron Valley Community Coalition for another year in the amount of $6,627.59 from the opioid funds received in settlement

   c) Consider request to renew Public Purpose Service contract with Huron Valley Youth Assistance from the period of July 2026 – July 2027 in the amount of $8,500.00

   d) Consider request to accept the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) award for the regional replacement of Self-Contained Breathing Apparatus (SCBA) involving the Highland Township Fire Department, Springfield Township Fire Department and Hartland Deerfield Fire Authority along with approval of the associated budget amendment necessary to completer the Department's SCBA and accountability system

   e) Consider awarding the CDBG bid for the Activity Center Kitchen Remodel to D&S Contractors, Inc.

9. Adjourn

No zoom connection will be available to the public for this meeting.
Meeting can be viewed once it's posted on the Highland Township YouTube channel:
https://youtube.com/@chartertownshipofhighlandm2527

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
OCTOBER 5, 2026

Present	Absent	Board Member
_____	_____	Rick A. Hamill
_____	_____	Tami Flowers
_____	_____	Jenny Frederick
_____	_____	Grant Charlick
_____	_____	Brian Howe
_____	_____	Beth Lewis
_____	_____	Joseph Salvia

Start Time: _____End Time: _____

_____	_____	**Lt. Snyder-Sheriff's Dept.**
_____	_____	**Chief George – Fire Dept.**

Twp. Attorney: _____

Any other notables:

4. Approval of Agenda

5a. Consent Agenda Approval

CHARTER TOWNSHIP OF HIGHLAND
SPECIAL BOARD MEETING/BUDGET WORKSHOP
September 21, 2026 - 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
Grant Charlick, Trustee
Brian Howe, Trustee
Beth Lewis, Trustee
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George
Lieutenant Matt Snyder
Kristen Kolb, Township Attorney

Visitors: 20

Approval of Agenda:

Mrs. Lewis 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, Charlick – yes, Howe, Lewis – yes, Salvia - yes

Consent Agenda Approval:
August 31, 2026 Board of Trustees Board Minutes
List of Bills dated September 3 and September 17, 2026 plus Additions
Renewal of Pitney Bowes 60-month Lease Agreement for Postage Meter Machine
Resolution 26-31 to Authorize the Placement of Signage on M-59 Median to Advise Public of Early Voting

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

Announcements:
1) We are sad to share the news of the passing of Chari Scicluna on September 8, 2026. Chari began working at the Highland Activity Center in 2018. Her service to the Township was highly valued and she will be greatly missed.
2) Community information meeting at the Highland Fire Department – Station 1, 1600 W. Highland Rd on Wednesday, September 23rd at 6:30 pm, this will be an open community discussion regarding the upcoming millage proposal and what it means for our community's safety and services

UNAPPROVED

3) The Public Accuracy Test will be held in the Highland Township Auditorium on Wednesday, September 23rd at 2:00 pm for the November 3, 2026 General Election
4) Ballots will be mailed Monday, September 28th to the absentee voter. Those who would like to pick up their ballot in person can do so on Thursday, September 24th from 8:00 am to 7:00 pm and or Friday, September 25th 8:00 am to 4:00 pm. Photo ID or affidavit signatures are required.
5) Highland Farmers' Market is every Saturday from 10 am-2 pm in front of the Township Hall and will be open through October 3rd. October 3rd is the market's Trick or Treat & Family Costume Parade.
6) Haunted Highland will be back and will run throughout October, watch your local businesses as they work alongside the DDA to bring some scary fun.
7) Open House & Pancake Breakfast at Highland Township Fire Department Station 1 will be on Sunday, October 4th from 9 am to 12 pm. This is a FREE event with donations going to the Goodfellows Association.
8) The next Talk of the Town meeting will be Tuesday, October 20th at 6 pm in the Township Auditorium featuring the Highland Township Fire Department. Come ask questions and learn more about the Highland Township Fire Department and the upcoming millage proposal.
9) Early Voting for the November 3rd General Election will be in the Highland Township Auditorium Saturday October 24th through Sunday November 1st from 8:30 am to 4:30 pm, except on Thursday (hours are 12 pm to 8 pm).
10) Election Day is November 3, 2026. All Highland residents will be voting at Milford High School. Polls are open from 7 am until 8 pm.

Public Comment:
Residents expressed concerns over inflation and costly projects needing additional funding and requested that these costs be spread out with better notification of cost increases. Another resident requested a sign at the White Lake boat launch with the Township ordinance regarding duck hunting.

Pending Business:
a) Consider Approving Zoning Amendment Z-040 to change the official zoning map from C-1, Local Commercial Zoning District to C-2, General Commercial Zoning District for a portion of parcel 11-27-327-015 with voluntary offer of conditions to allow for establishment of a taxidermy studio with special land use approval for the northernmost lease unit of Colonial Village Plaza, 1415 S. Milford (formerly Dee's Cafe)

Ms. Frederick moved to approve Zoning Amendment Z-040 to change the official zoning map from C-1, Local Commercial Zoning District to C-2, General Commercial Zoning District for a portion of parcel #11-27-327-015 with a voluntary offer of conditions to allow for establishment of a taxidermy studio with special land use approval for the northernmost lease unit of Colonial Village Plaza, as recommended by the Planning Commission. Mrs. Lewis supported, and the
motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

b) Consider Approving Zoning Ordinance No 473, to enact a Temporary Moratorium on Data Centers, effective immediately upon publication

UNAPPROVED

Ms. Frederick moved to approve Ordinance No 473, an Ordinance to enact a Temporary Moratorium on Data Centers, effective immediately upon publication. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

New Business:
a) 2027 Budget Draft Discussion held

Adjourn:
The Supervisor adjourned the meeting at 8:22 p.m.

_____ _____

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

UNAPPROVED

BUDGET AMENDMENT WORKSHEET

2026 PROPOSED BUDGET AMENDMENTS

BOARD MEETING - October 5, 2026

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2026	AS AMENDED 12/31/2026		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
FIRE FUND							
Revenues:							
206-000-627.000	RENTAL INSPECTIONS	$10,000.00	$10,000.00	-	$5,000.00	=	$5,000.00
206-000-638.000	EMS TRANSPORT	$450,000.00	$450,000.00	+	$25,000.00	=	$475,000.00
206-000-692.000	APPROPRIATION FUND BAL.	$82,363.00	$140,322.00	+	$14,300.00	=	$154,622.00
					$34,300.00		
Expenditures:							
206-336-731.000	FIRE: MEDICAL SUPPLIES	$30,900.00	$30,900.00	+	$9,100.00	=	$40,000.00
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	$30,000.00	$30,000.00	+	$5,000.00	=	$35,000.00
206-336-930.000	FIRE: VEHICLE REPAIR	$61,800.00	$61,800.00	+	$13,200.00	=	$75,000.00
206-336-936.000	FIRE: BLDG MAINT/REPAIR	$35,000.00	$35,000.00	+	$7,000.00	=	$42,000.00
					$34,300.00		

Purpose of Amendment:

To reflect increases in Fire revenue and expected changes in expenses.

Current Surplus (Deficit)	$0.00
Add: Increase in Revenue	$34,300.00
Less: Net Increase in Expenses	($34,300.00)
Remaining Surplus (Deficit)	$0.00

BUDGET AMENDMENT WORKSHEET

2026 PROPOSED BUDGET AMENDMENTS

BOARD MEETING - October 5, 2026

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2026	AS AMENDED 12/31/2026		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
FIRE CAPITAL FUND							
Revenues:							
402-000-540.000	GRANT REVENUE	$0.00	$0.00	+	$781,818.00	=	$781,818.00
402-000-677.000	MISCELLANEOUS REVENUE	$0.00	$0.00	+	$49,091.00	=	$49,091.00
402-000-692.000	APPROPRIATION FUND BAL.	$0.00	$94,810.00	+	$115,956.00	=	$210,766.00
					$946,865.00		
Expenditures:							
402-336-971.002	CAPITAL EQUIPMENT	$0.00	$10,975.00	+	$946,865.00	=	$957,840.00
					$946,865.00		

Purpose of Amendment:

To amend revenue and expenditures associated with approved FEMA grant to replace aging SCBA.

Current Surplus (Deficit)	$0.00
Add: Increase in Revenue	$946,865.00
Less: Net Increase in Expenses	($946,865.00)
Remaining Surplus (Deficit)	$0.00

Memorandum

To:	Board of Trustees
From:	Elizabeth J Corwin, PE, AICP, Planning Director
Date:	October 5, 2026
Re:	VFW Hall Lake Access and Docking

Background

In the summer of 2026, the Township issued a violation notice concerning boat docking/mooring activity at the VFW Hall. This was in response to citizen complaints and reports that the VFW intended to rent slips. The immediate violation was subsequently resolved by removal of the cleats from the dock. Since that time, Township staff and officials have exchanged correspondence with VFW representatives regarding the history of lake access at the property and the application of the Township's Lake Access and Docking Ordinance.

Township staff has since reviewed additional historical information. Of particular significance, the **2017 Oakland County GIS aerial photograph shows two pontoons moored at the VFW Hall**, documenting boat mooring at the property approximately four years before the Township adopted its current regulations in Ordinance 470.

Ordinance 470

Ordinance 470 was adopted in April 2021 and substantially revised Chapter 24, Article III of the Township Code. The ordinance specifically addresses previously established lake access. Section 24-53(d)(iv) provides that where lake access was established at an outlot, park or common space before adoption of the ordinance, the access may continue when supported by aerial photographs, association rules or other documentation acceptable to the Code Enforcement Officer. The ordinance prohibits expansion in the number or size of docks or mooring points.

The ordinance separately restricts the use of lake frontage for nonresidential purposes, including commercial, business, entertainment and institutional uses, unless otherwise authorized by the Zoning Ordinance.

Staff Interpretation

Based upon the historical evidence now available, staff finds sufficient documentation that boat access and mooring occurred at the VFW Hall before the adoption of Ordinance 470.

Staff therefore proposes to recognize the continuation of **temporary boat docking or mooring associated with visits to the VFW Hall**, consistent with the historically established activity. A patron or visitor may temporarily tie a watercraft at the property while present at the Hall, subject to the applicable limitations of the ordinance.

This interpretation does **not** authorize the VFW to operate a boat-slip rental or leasing operation. Rental, leasing, licensing or assignment of slips for seasonal, overnight or other continuing storage or mooring of watercraft would constitute a different activity and would require separate review for compliance with applicable Township ordinances.

Conclusion

Staff recommends that the Township recognize temporary patron and visitor docking at the VFW Hall as a continuation of historically documented lake-access activity, while making clear that this determination **does not authorize the rental or assignment of boat slips or an expansion of the historically established docking facilities**.

5b. Receive and File:

HIGHLAND TOWNSHIP
BUILDING DEPARTMENT



PERMIT ACTIVITY REPORT
AUGUST 2026

HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

August 2026

TOTAL (forward).....		$36,012
Additional fees:		
Building.....		$60
Electric.....		$428
Plumbing.....		$135
Heating.....		$235
Licenses & Misc Fees.....		0
	sub total:	$858.00
MONTH-END GRAND TOTAL REVENUE.....		$36,870
Total number of all Permits to date	This Year:	1354
	Last Year:	1449
Total number of all Electric, Plumbing, & Heating	This Year:	748
	Last Year:	878
Total number of Building permits to date:	This Year:	606
	Last Year:	571
Total number of New Single-Family Units:	This Year:	13
	Last Year:	16
Total number of Land Use Permits	This Year:	27
	Last Year:	26

Respectfully Summitted: STEVE I TINO
Building Official
Ordinance Dept Supervisor

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Commercial, Utility Building					
PB26-0495	3151 W HIGHLAND RD	RALKO PROPERTIES LLC	$45000	$299	
Commercial, Utility Building			$45000	$299	1
Deck					
PB26-0434	3773 ORCHARD DR	C & L Ward Bros. Co.	$69916	$424	
PB26-0438	550 SKINNER RD	RAD Remods	$17000	$174	
Deck			$86916	$598	2
Demolition					
PB26-0498	2141 JACKSON BLVD	THOMSON, DAVID M	$0	$162	
Demolition			$0	$162	1
Electrical					
PE26-0307	1708 MAJON DR	State Electic Company	$0	$120	
PE26-0308	155 W HIGHLAND RD	Ziller Electric, Inc	$0	$2564	
PE26-0309	3364 MANTUA FARMS	S & L Electric Inc	$0	$107	
PE26-0310	895 E WARDLOW RD	K & B Energy Solutions LLC	$0	$166	
PE26-0311	840 LONE TREE RD	Oak Electric Service Inc	$0	$54	
PE26-0312	1473 GLENEAGLES	Voltron Power LLC	$0	$138	
PE26-0313	231 E Heather	CAPITOL SUPPLY AND SERV	$0	$81	
PE26-0314	155 W HIGHLAND RD	Corrigan Mechanical Contractor	$0	$353	
PE26-0315	247 Spruce	Chapple Electric Inc	$0	$74	
PE26-0316	2823 Ruby Way Dr	CAPITOL SUPPLY AND SERV	$0	$81	
PE26-0317	255 E WARDLOW RD	Sweetwater Electric LLC	$0	$100	
PE26-0318	140 W HIGHLAND RD STE A	Churchill Electric	$0	$1140	
PE26-0319	2338 Douglas	Lite Electric	$0	$87	
PE26-0320	244 W Glengarry Ct	Lite Electric	$0	$87	
PE26-0321	248 E Heather	Lite Electric	$0	$87	
PE26-0322	589 DORNOCH CT	BUECHE, STEPHEN	$0	$120	
PE26-0323	4023 HILLCREST DR	Mikhail Trynkin	$0	$57	
PE26-0324	6051 FISH LAKE RD	Premier Electric Inc	$0	$846	
PE26-0325	3450 KINGSWAY DR	Randazzo Mechanical Htg & Cl	$0	$64	
PE26-0326	1575 S MILFORD RD 101	Radiant Sign Co	$0	$70	
PE26-0327	3311 KINGSWAY DR	True Line Electric	$0	$74	
PE26-0328	6051 FISH LAKE RD	Premier Electric Inc	$0	$84	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE26-0329	6400 CARSCADDEN WAY	Energy Efficiency Resources	$0	$203	
PE26-0330	3215 CENTRAL BLVD	Robin Aire Htg &Clg	$0	$97	
PE26-0331	3353 Shale Court	WLS Electric LLC	$0	$57	
PE26-0332	3388 HIGH KNOLL DR	Generator Supercenter	$0	$166	
PE26-0333	2934 E HIGHLAND RD	American Heating & Cooling L	$0	$64	
PE26-0334	321 ASBURY CT	Quality Electric Services	$0	$169	
PE26-0335	244 W Glengarry Ct	Chapple Electric Inc	$0	$74	
PE26-0336	5650 BUCKHORN LAKE RD	Osburn Services Inc	$0	$211	
PE26-0337	2145 OLTESVIG LN	Creekside Electrical LLC	$0	$153	
Electrical			$0	$7748	31
Fence					
PB26-0447	3660 SHAGBARK LN	New Edge LLC	$4400	$88	
PB26-0449	4033 LOCH DR	PENCE, JOEL	$10000	$88	
PB26-0460	4501 W HIGHLAND RD	KASABASIC, SPIRO	$12000	$88	
PB26-0462	5655 N DUCK LAKE RD	AIS Installations	$3825	$88	
PB26-0473	140 WOODRUFF LAKE RD	Mae Fence	$8500	$88	
PB26-0485	3474 HERITAGE FARMS DR	TOBIN, PATRICK F	$10000	$88	
PB26-0492	3344 LAKEVIEW BLVD	AIS Installations	$5037	$88	
Fence			$53762	$616	7
Land Use Permit					
PLU26-0049	1689 GLENEAGLES	Paul James Lecureux	$0	$102	
PLU26-0050	496 INVERNESS	Paul James Lecureux	$0	$87	
Land Use Permit			$0	$189	2
Mechanical					
PM26-0266	1352 LUDEAN DR	Dave Gadzinski	$0	$102	
PM26-0267	3486 JACKSON BLVD	Matheson heating, Air & plumbi	$0	$102	
PM26-0268	2668 BAY VISTA DR	A G Gas Service	$0	$84	
PM26-0269	1400 ORBAN RD	Fireclass LLC	$0	$231	
PM26-0270	4165 Emerald Park Dr	Jerry Gibbons	$0	$92	
PM26-0271	895 E WARDLOW RD	K & B Energy Solutions LLC	$0	$123	
PM26-0272	3997 CLYDE RD	A G Gas Service	$0	$84	
PM26-0273	840 LONE TREE RD	Oak Electric Service Inc	$0	$112	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM26-0274	231 E Heather	CAPITOL SUPPLY AND SERV	$0	$102	
PM26-0275	2823 Ruby Way Dr	CAPITOL SUPPLY AND SERV	$0	$102	
PM26-0276	2327 DAVISTA DR	JM Contracting	$0	$140	
PM26-0277	3569 WOODLAND DR	Fireclass LLC	$0	$231	
PM26-0278	579 INVERNESS	Guzman Plumbing	$0	$129	
PM26-0279	726 N HICKORY RIDGE RD	Mulligan Heating	$0	$405	
PM26-0280	1689 PERCY LN	Airtech Heating	$0	$333	
PM26-0281	3450 KINGSWAY DR	Randazzo Mechanical Htg & Cl	$0	$169	
PM26-0282	468 S MILFORD RD	ADM Air Control	$0	$191	
PM26-0283	1287 ESSAY LN	Parkers Propane Gas Co	$0	$94	
PM26-0284	4023 HILLCREST DR	Serge Tanner	$0	$55	
PM26-0285	6051 FISH LAKE RD	Mulligan Heating	$0	$270	
PM26-0286	3388 HIGH KNOLL DR	HVAC Pro LLC	$0	$84	
PM26-0287	3215 CENTRAL BLVD	Robin Aire Htg &Clg	$0	$216	
PM26-0288	2934 E HIGHLAND RD	American Heating & Cooling L	$0	$169	
PM26-0289	2100 ADDALEEN RD	ALMASHY, MATTHEW	$0	$235	
PM26-0290	3364 MANTUA FARMS	Unlimited Heating and Air	$0	$421	
PM26-0291	3660 SHAGBARK LN	Temperature Repair	$0	$84	
PM26-0292	286 W Mac Tavish Ct	Sharon's Heating and Cooling	$0	$92	
PM26-0293	3364 MANTUA FARMS	Fireclass LLC	$0	$231	
PM26-0294	5650 BUCKHORN LAKE RD	Osburn Services Inc	$0	$84	
PM26-0295	1091 PLOVER DR	Lakeside Service Co Inc	$0	$102	
Mechanical			$0	$4869	30
Miscellaneous					
PB26-0444	247 Spruce	Grand Blanc Concrete Construct	$2500	$101	
PB26-0450	3026 WHITE OAK BEACH DR	Mathew Anthony Leoni	$8000	$129	
PB26-0461	3460 SADDLE RIDGE FARMS	Anthony Branham	$5400	$116	
PB26-0464	2787 Loch Lomond	Ultimate Care & Maintenance	$2800	$88	
PB26-0465	259 Highland Dr	Ultimate Care & Maintenance	$2800	$88	
PB26-0471	278 Hemlock Blvd	Grand Blanc Concrete Construct	$2500	$86	
PB26-0478	223 Mac Laren Ct	Ultimate Care & Maintenance	$2800	$88	
PB26-0488	1091 PLOVER DR	Jennifer Michelle Johnson	$300	$79	
Miscellaneous			$27100	$775	8

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Plumbing					
PP26-0108	155 W HIGHLAND RD	Fort St. Plumbing	$0	$712	
PP26-0109	4023 HILLCREST DR	Ambassador Plumbing Inc	$0	$126	
PP26-0110	1689 PERCY LN	Hitch Plumbing	$0	$284	
PP26-0111	1300 ENTERPRISE DR	Hitch Plumbing	$0	$103	
PP26-0112	1314 ENTERPRISE DR	Hitch Plumbing	$0	$222	
PP26-0113	3470 HARVEY LAKE RD	Roberts Plumbing Inc.	$0	$446	
PP26-0114	2100 ADDALEEN RD	ALMASHY, MATTHEW	$0	$196	
PP26-0115	321 ASBURY CT	Midwest Plumbing LLC	$0	$150	
PP26-0116	3364 MANTUA FARMS	MIKE BARRETT PLUMBING,	$0	$303	
Plumbing			$0	$2542	9
Pole Barn					
PB26-0463	4755 HARVEY LAKE RD	ENGLING, KEITH A	$10000	$221	
Pole Barn			$10000	$221	1
Res. Additions					
PB26-0433	3399 SADDLE RIDGE FARMS	HILL, GERALD W	$200000	$1077	
PB26-0457	3251 MAPLE RIDGE AVE	Brent Micheal Robbins	$70000	$440	
Res. Additions			$270000	$1517	2
Res. Renovations					
PB26-0431	4321 PETREL CT	Bolthouse Homes LLC	$16950	$162	
PB26-0432	1874 CHEREM DR	Renewal By Anderson LLC	$62740	$397	
PB26-0439	3400 KNOLL CT	ABC Roofing and remodeling L	$31724	$238	
PB26-0440	3392 KNOLL CT	ABC Roofing and remodeling L	$25478	$203	
PB26-0441	3227 KNOLL CT	ABC Roofing and remodeling L	$22793	$192	
PB26-0442	3298 KNOLL CT	ABC Roofing and remodeling L	$26725	$208	
PB26-0446	321 ASBURY CT	Finished Basements Plus LLC	$114555	$648	
PB26-0448	4601 TIMBERLAKE TRL	Maxim Roofing	$31023	$238	
PB26-0451	3200 N DUCK LAKE RD	Signature Exteriors and design	$51928	$341	
PB26-0452	4023 HILLCREST DR	Cymex LLC	$4000	$94	
PB26-0453	2995 VENICE	Bottoms Up Contracting, Inc	$4976	$100	
PB26-0454	3711 N DUCK LAKE RD	Install Partners	$8000	$116	
PB26-0466	609 GLENEAGLES	Ryln Homes & Remodeling LL	$8900	$133	
PB26-0469	315 CLARK RD	LYNCH, BENJAMIN	$22000	$184	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB26-0479	2609 MIDDLE RD	Install Partners	$10400	$131	
PB26-0481	2482 N BURWOOD CT	The Roof Company	$16665	$162	
PB26-0482	5181 N MILFORD RD	Optimum Contracting Solutions	$27000	$248	
PB26-0489	2760 CLOVERDALE	Creek Contracting LLC	$18020	$172	
PB26-0491	2725 FOXGROVE DR	Caps Consulting LLC	$50000	$340	
PB26-0496	2481 BAY VISTA DR	Goral Construction	$13811	$146	
PB26-0497	2808 Onyx Drive	Install Partners	$4128	$100	
PB26-0499	4462 SUSAN DR	Renewal By Anderson LLC	$50974	$335	
Res. Renovations			$622790	$4888	22
Res. Single Family					
PB26-0266	3826 MANTUA FARMS	CMC Construction & remodelin	$926000	$4757	
PB26-0459	4405 Spencer Lee Dr	WHITE, CHRISTOPHER A	$375000	$1991	
Res. Single Family			$1301000	$6748	2
Roof					
PB26-0435	2272 S STONE BARN	XYZ Roofco LLC	$41507	$289	
PB26-0455	3141 ALLISON LN	Original Roofing Company	$28300	$223	
PB26-0456	1708 WILDFLOWER LN	Cornerstone Home Improvement	$34580	$254	
PB26-0458	1685 TURTLE CRK	XYZ Roofco LLC	$25308	$208	
PB26-0467	1641 GLENEAGLES	Home Pro Roofing	$43134	$290	
PB26-0468	970 TIERNEY AVE	Allstar Home Services LLC	$18235	$172	
PB26-0470	2227 PINE BLUFFS CT	Early Bird Roofing	$25000	$203	
PB26-0480	321 W LIVINGSTON RD	MTM Construction LLC	$13250	$146	
Roof			$229314	$1785	8
Shed					
PB26-0437	1243 BLUE HERON DR	Bradley Kolk	$7900	$88	
PB26-0443	752 HELEN	EARL, DOUGLAS	$1500	$88	
PB26-0445	2107 MIDDLE RD	POWERS, KRISTIN K	$8500	$116	
PB26-0490	5945 CARSCADDEN WAY	GLAZER, MELISSA A	$5000	$99	
Shed			$22900	$391	4
Siding					
PB26-0472	1768 PRUIT DR	Matthew W Ross Construction	$21350	$187	
PB26-0474	3026 WHITE OAK BEACH DR	PFAU, AARON S	$1000	$80	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Siding			$22350	$267	2
Swimming Pools-Hot Tubs/Spas					
PB26-0486	4085 TAGGETT LAKE DR	Backyard Creations By Mike As	$169000	$936	
Swimming Pools-Hot Tubs/Spas			$169000	$936	1
Wall Mounted Sign					
PSG26-0018	1575 S MILFORD RD 101	Radiant Sign Co	$0	$127	
Wall Mounted Sign			$0	$127	1
Windows					
PB26-0436	3650 KINGSWAY DR	Wallside Inc	$3500	$95	
PB26-0475	3911 CENTENNIAL DR	Wallside Inc	$18650	$172	
PB26-0476	4265 HUNTERS DR	Wallside Inc	$5037	$106	
PB26-0477	3462 N HICKORY RIDGE RD	Wallside Inc	$9000	$126	
PB26-0483	3366 Limestone Ct.	Wallside Inc	$1000	$85	
PB26-0484	3305 JACKSON BLVD	Pella Windows & Doors, Inc.	$44079	$305	
PB26-0487	3690 N MILFORD RD	Weathergard Window, Co., Inc.	$8087	$121	
PB26-0493	3327 RAMADA DR	Pure Energy Window Company	$23900	$198	
PB26-0494	961 CLYDE RD	Power Home Remodeling Group	$9097	$126	
Windows			$122350	$1334	9
Zoning Land Use					
PLU26-0028	1131 WHITE LAKE RD	WIGGLES AND GIGGLES CH	$0	$0	
PLU26-0029	6588 N MILFORD RD	Sidetracked Property Care	$0	$0	
PLU26-0030	118 E LIVINGSTON RD #B	Davina Design Company LLC	$0	$0	
PLU26-0031	2985 JACKSON BLVD	Dad's Mobile Tire Services	$0	$0	
Zoning Land Use			$0	$0	4
Totals			**$2982482**	**$36012**	**147**

HIGHLAND TOWNSHIP FIRE RESCUE

Serving & Protecting since 1941

To: Highland Township Board

From: Nick George, Fire Chief

c/o Shawn Bell, Fire Marshal; Laura Carpenter, Admin Asst.;

Jeremy Werthman, Ordinance Officer

Date: Sep 22nd , 2026

Notification to the Board: Monthly End Report

Month in Review: August 2026

Rental/Ordinance Revenue Totals-

YTD Jan 1st – Aug 31st	**$5910.00**
Aug 1st- 31st	**$2160.00**

Rental Inspection(s) Completed by Fire Marshal/Rental Inspector- 7

Rental Certificate(s) Issued by Fire Marshal/Rental Inspector- 5

Land Use Permits (PLU) Inspection(s)- 3

Ordinance/Enforcements Completed by Fire Marshal and Ordinance Inspector- 10

Certificate Details By Type

09/22/2026

Rental

Cert #	Status	Address	Complex	Issued	Expires
CR25-0168	Certified	5320 CHARLES DR		08/07/2026	07/07/2028
CR26-0233	Certified	775 N MILFORD RD		08/14/2026	06/02/2029
CR26-0234	Certified	775 N MILFORD RD 2		08/14/2026	06/02/2029
CR26-0235	Certified	775 N MILFORD RD 3		08/14/2026	06/02/2029
CR26-0236	Certified	775 N MILFORD RD 4		08/14/2026	06/02/2029

Totals Rental Certifications 5

Inspection List

09/22/26

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
2506 LYNCH DR R	H -11-17-278-00	Re-Inspection	08/03/2026	07/31/2026	Complied	ShawnBell/Ord-FireMarshal
E 2825 E HIGHLAND RD Ste 115 ~~RLV~~	H -11-13-376-02	ini	08/03/2026			ShawnBell/Ord-FireMarshal
E 1050 S MILFORD RD	H -11-27-301-01	Fire Marshal Insp	08/04/2026	08/04/2026	Approved	ShawnBell/Ord-FireMarshal
E 4590 N DUCK LAKE RD	H -11-12-204-00	re-inspection	08/10/2026	08/10/2026	Complied	ShawnBell/Ord-FireMarshal
5320 CHARLES DR R	H -11-02-402-00	Re-Inspection	08/10/2026	08/07/2026	Complied	Rental Inspector
1131 WHITE LAKE RD RLV	H -11-02-300-00	Fire Marshal Insp	08/10/2026	08/12/2026	Disapproved	ShawnBell/Ord-FireMarshal
E 2935 JACKSON BLVD	H -11-12-204-02	re-inspection	08/11/2026	08/10/2026	Complied	ShawnBell/Ord-FireMarshal
E 2600 N MILFORD RD	H -11-15-176-00	re-inspection	08/12/2026	08/13/2026	Partially Complied	ShawnBell/Ord-FireMarshal
775 N MILFORD RD R	H -11-22-151-00	Initial	08/12/2026	08/12/2026	Violation(s)	ShawnBell/Ord-FireMarshal
E 1023 TIERNEY AVE	H -11-22-231-01	re-inspection	08/13/2026	08/17/2026	No Change	ShawnBell/Ord-FireMarshal
E 3201 N HICKORY RIDGE RD	H -11-07-400-01	Fire Marhsal	08/13/2026	08/13/2026	Violation(s)	ShawnBell/Ord-FireMarshal
118 E LIVINGSTON RD #B PLV	H -11-27-127-03	Fire Marshal Insp	08/13/2026	08/13/2026	Partially Approved	ShawnBell/Ord-FireMarshal
775 N MILFORD RD 2 R	H -11-22-151-00	Initial	08/14/2026	08/14/2026	No Violation	ShawnBell/Ord-FireMarshal
775 N MILFORD RD 3 R	H -11-22-151-00	Initial	08/14/2026	08/14/2026	No Violation	ShawnBell/Ord-FireMarshal
775 N MILFORD RD 4 R	H -11-22-151-00	Initial	08/14/2026	08/14/2026	No Violation	ShawnBell/Ord-FireMarshal
775 N MILFORD RD R	H -11-22-151-00	Re-Inspection	08/17/2026	08/14/2026	Complied	ShawnBell/Ord-FireMarshal
E 2660 MOREL DR	H -11-13-326-04	ini	08/18/2026	08/18/2026	No Violation	ShawnBell/Ord-FireMarshal
E 1575 S MILFORD RD 101 RLV	H -11-27-376-00	re-inspection	08/25/2026	08/26/2026	Complied	ShawnBell/Ord-FireMarshal
E 2550 S MILFORD RD	H -11-34-151-00	Fire Marshal Insp	08/27/2026	08/27/2026	Approved	ShawnBell/Ord-FireMarshal
2934 E HIGHLAND RD PLV	H -11-24-200-00	Fire Marshal Insp	08/27/2026	08/27/2026	Approved	ShawnBell/Ord-FireMarshal

Inspections: 20

Population: All Records

Inspection.DateTimeScheduled Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM
AND
Inspection.Inspector = ShawnBell/Ord-FireMarshal OR
Inspection.Inspector = Rental Inspector OR
Inspection.Inspector = ShawnBell/Ord-FireMarshal

Revenue Totals with Details

Record Type	Sub Type	Category	Description	Entries	Amount
Enforcement		Miscellaneous	GRASS/WEED MOWING	8	$2,160.00

Record No.	Address	Parcel No.	Bill To	Amount
EE25-0197	2381 JACKSON BLVD	H -11-12-102-005	CHIAPPELLI, JOSEPPE ANCHI	$255.00
EE25-0181	445 W LIVINGSTON RD	H -11-27-101-001	ASIM, MINHAL	$245.00
EE25-0218	1252 FERRIS DR	H -11-27-301-012	PROVENZOLA, PETER J	$225.00
EE25-0165	4770 WOODSIDE DR	H -11-12-131-037	SHERWOOD, KELLY	$215.00
EE25-0155	1625 HIGHLAND PARK DR	H -11-13-351-003	KISH, GREGORY	$395.00
EE25-0154	1789 LA SALLE BLVD	H -11-13-402-017	CARLOSS, JOSHUA	$215.00
EE26-0184	2935 JACKSON BLVD	H -11-12-204-024	Nokaj, Nikolin	$315.00
EE26-0125	2935 JACKSON BLVD	H -11-12-204-024	Nokaj, Nikolin	$295.00
		Totals		8 **$2,160.00**

Population: All Records

Transaction.DateToPostOn Between 8/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Revenue Totals with Details

09/22/2026
1/1

Record Type	Sub Type	Category	Description	Entries	Amount
Certificate	Rental	Rental Fee	One (1) to Four (4) Rental Units	24	$3,750.00

Record No.	Address	Parcel No.	Bill To	Amount
CR25-0191	1051 DUNLEAVY DR	H -11-15-227-010	HILTON, BRIAN R	$150.00
CR26-0194	1672 HIGHLAND PARK DR	H -11-13-354-014	ROSEWARNE, BARBARA E	$150.00
CR26-0204	4235 HUNTERS DR	H -11-12-176-018	DAMM, JONATHON NELSON	$150.00
CR25-0170	1449 S MILFORD RD	H -11-27-327-015	A&A ENTERPRISE PROPERTIES	$150.00
CR26-0192	134 MCPHERSON ST	H -11-27-104-005	BURKE, JODI A	$150.00
CR26-0205	3875 HILLCREST DR	H -11-12-427-032	ALLAIN, SUZANNE M TRUST	$150.00
CR26-0195	135 E LIVINGSTON RD 1	H -11-22-379-012	JUSTICE, DAVID	$150.00
CR26-0195	135 E LIVINGSTON RD 1	H -11-22-379-012	JUSTICE, DAVID	$300.00
CR26-0208	3130 CENTER RD	H -11-09-482-002	POWERS INVESTMENTS LLC	$150.00
CR26-0211	3005 S HICKORY RIDGE RD	H -11-32-300-002	MICHAEL MARSH RENTAL 2, L	$150.00
CR26-0210	2309 N DUCK LAKE RD	H -11-13-180-015	WEST, JOHN	$150.00
CR26-0212	1660 ISLAND DR	H -11-13-452-004	OLIVIA JOY LLC	$150.00
CR26-0203	3536 JACKSON	H -11-12-276-001	ENZO'S EQUITIES LLC	$150.00
CR26-0213	3536 JACKSON 3	H -11-12-276-001	ENZO'S EQUITIES LLC	$150.00
CR26-0214	3536 JACKSON 2	H -11-12-276-001	ENZO'S EQUITIES LLC	$150.00
CR26-0238	572 WOODRUFF LAKE RD	H -11-09-431-007	WOODRUFF 572/574	$150.00
CR26-0237	971 N PARK ST	H -11-22-227-015	SCHICKEL, KEVIN	$150.00
CR26-0201	530 WOODRUFF LAKE RD	H -11-09-431-016	SCHICKEL, KEVIN	$150.00
CR26-0239	2506 LYNCH DR	H -11-17-278-009	G L HEPNER	$150.00
CR26-0241	2551 JACKSON BLVD	H -11-12-129-006	HARUTUNIAN, AARON	$150.00
CR26-0233	775 N MILFORD RD	H -11-22-151-004	717 Properties LLC	$150.00
CR26-0234	775 N MILFORD RD 2	H -11-22-151-004	717 Properties LLC	$150.00
CR26-0235	775 N MILFORD RD 3	H -11-22-151-004	717 Properties LLC	$150.00
CR26-0236	775 N MILFORD RD 4	H -11-22-151-004	717 Properties LLC	$150.00
Enforcement		Miscellaneous	GRASS/WEED MOWING	8	$2,160.00

Record No.	Address	Parcel No.	Bill To	Amount
EE25-0197	2381 JACKSON BLVD	H -11-12-102-005	CHIAPPELLI, JOSEPPE ANCHI	$255.00
EE25-0181	445 W LIVINGSTON RD	H -11-27-101-001	ASIM, MINHAL	$245.00
EE25-0218	1252 FERRIS DR	H -11-27-301-012	PROVENZOLA, PETER J	$225.00
EE25-0165	4770 WOODSIDE DR	H -11-12-131-037	SHERWOOD, KELLY	$215.00
EE25-0155	1625 HIGHLAND PARK DR	H -11-13-351-003	KISH, GREGORY	$395.00
EE25-0154	1789 LA SALLE BLVD	H -11-13-402-017	CARLOSS, JOSHUA	$215.00
EE26-0184	2935 JACKSON BLVD	H -11-12-204-024	Nokaj, Nikolin	$315.00
EE26-0125	2935 JACKSON BLVD	H -11-12-204-024	Nokaj, Nikolin	$295.00
		Totals	32	**$5,910.00**

Population: All Records

Transaction.DateToPostOn Between 1/1/2026 12:00:00 AM AND 8/31/2026 11:59:59 PM

Highland Activity Center
Directors Activity Report
Meeting: Tuesday, September 8th, 2026, at 9am

August Stats: 20,070

FYI

- Chari is currently at Medilodge and appreciates visitors
- Health Fair is September 11th. 9AM-3PM.
- The kitchen renovation update: Final plans submitted for review, still Dec/Jan closing planned for 12/21-1/11/27
- Desert Angels packing grows monthly. First Tuesday at 10am. November will be the last day for packing in 2026.
- Slushie machines are very popular. This will increase variety and give us a backup machine for "just in case."
- Council to discuss requested regarding reallocation of some funds using.

Thoughts

- "Scholarships", trips, classes and/or parties. Possible to supplement class fees.

UPCOMING EVENTS

Date	Name of Event	Time	Price	Driver 1	Driver 2
9/3	Comerica Tour		$40	Ashley	
9/7	CLOSED				
9/9	Diabetes Bingo	11am	FREE		
9/11	Health Fair	9am	FREE		
9/15	MI Capital & History Museum	8:30am	$30	Jeff	Heidi
9/15	Beading	10am	$5		
9/18	End of Summer BBQ	12pm	$20		
9/22	Firekeeprs Casino	8:30am	$35	Ashley	
9/22	No Straight Lines	10am	$20		
9/24	DIA W/Music	11:45am	Free		
9/24	Tyrone Medicare Presentation	1pm	Free		
9/28	Safety Bingo	11am	Free		
9/28	MI in the Dark- Tobin Bhuk	5pm	$20		
9/29	No Straight Lines	10am	$20		
10/2	BP Checks w/Afinity	9am			
10/6	Paint	10am	$20		
10/7	Toledo Zoo	8am	$25	Ashley	
10/13	Diabetes Seminar	10am	FREE		
10/13	Beading	10am	$5		
10/13	Paint	10am	$20		
10/15	Detroit Princess	9am	$80	Heidi	Jeff

10/19	Lighhouse talk	5pm	$20
10/21	Music Bingo	11am	$1
10/22	Blood Drive	9a-3p	

Highland Activity Center Advisory Council Meeting Minutes
Tuesday, August 11th, 2026

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Carolyn Kress at 9:11 am on Tuesday, August 11th, 2026.

PRESENT:

Carolyn Kress, Sheila Ribar, Gloria Baroni, Larry Dziadosz, Jennifer Frederick, Patti Janette, Peter Werthmann, Heidi Bey, Lisa Rehbine, Terry Olexsy, Sue Anderson & Steve Jagusch

ABSENT:

Patti Janette, Dick Russell, & Lisa Jagusch

SECRETARY'S MINUTES:

A motion to approve the Secretary's Minutes from July 14th, 2026, was made by Peter Werthmann, seconded by Steve Jagusch, and unanimously approved by all.

TREASURER'S REPORT:

A motion to approve the Treasurer's Report from July 14th, 2026, was made by Lisa Rehbine, seconded by Sue Anderson, and unanimously approved by all.

Discussion: More than average was spent this month for the center. Amazon Days prompted special deals on needed kitchen supplies and tablecloths. Zeffy payments are going great!

DIRECTOR'S ACTIVITY REPORT: **UPCOMING EVENTS:**

So much going on!! Everything can be found in the monthly newsletter.

I/We are sorry to hear about Chari's hospitalization.

OLD BUSINESS:

None

NEW BUSINESS:

None

MOTION TO ADJOURN:

A motion to adjourn the meeting was made at 9:44 am by Terry OIexsy, seconded by Steve Jagusch, and unanimously approved by all.

Respectfully submitted, with the help of Lisa Rehbine!!

Patti

Patti Janette, Secretary
Highland Advisory Council

Highland Township Public Library

Director's Report
September 1, 2026

Programs & Reference

August Programs	#	
Adult	7	128
Teen	3	28
Youth	14	370
Total	**24**	**526**
Last Month	26	393
Passive Yth	6	416

Reference	
Adult & Teen	742
Youth	413
Total	**1,155**
Last Month	1,530
People Count	**5,610**
Last year	5,844
Last Month	6,656

Public Computer Usage

Computers	
Adult	345
Teen	3
Youth	20
AWE&Magic	624
ABC Mouse	0
Wireless:	338
Approx. each day	22

Website

MAP passes families 14
Belle Isle
LegoLand
Mich Ren Festival
Leslie Science Center

Circulation of Physical Items

	June	July	August
	11,664	12,965	11,564
Books: Adult	3,542 (3,717)	Teen 132 (153)	Youth 5,450 (6,139)
	DVD 1,277 (916)	Realia 197 (177)	Board Games 46 (48)

Interlibrary Loan:
Other TLN Library material to Highland: 1,035
Highland Materials to other TLN Libraries: 1,458
MeLCat Interloan Service: 32 New Users: 70

Digital Usage

Overdrive	July	July
Overall	3,179	2,925
e-books	1,198	1,114
e-audiobooks	1,611	1,447
e-magazines	370	364
New Users	21	29
Hoopla Borrows	864	808
Kanopy Plays	50	65
Consumer Reports Page View	227	228
Mango Languages	3	19
Brainfuse	6	3
World Book	0	5
Ancestry	47	129
Educate Station	3	1
Comics Plus	1	3
CultureGrams	N/A	29

Library Happenings

- Bridge Michigan promoted the variety of resources available in public libraries.
- Families commented that they appreciate meeting people and making connections in library programming.
- The Michigan Activity Pass, through our library, is offering good discounts (27% for adults, 40% for children) to the Michigan Renaissance Festival.
- Highland Township Library will partner with Milford Library to bring a bestselling author, Michael Finkel, to our area for a presentation about his new bestseller, The Art Thief.

Highland Township Public Library
Board Meeting Minutes
Tuesday, August 4, 2026

Members Present:

J. Gaglio, C. Hamill, L. Symons, K. Rea, and Director B. Dunseth

Members Absent:

C. Dombrowski and J.Matthews

Guests:

- None

This meeting was called to order at the Highland Township Library at 5:35 by J. Gaglio.

Agenda Approval

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

Minutes for the July 7, 2026 meeting

Minutes were reviewed with no changes needed.

Bill Schedule: Total bills for July were $53,998.01. Total bills for August are $ 58,052.48 with the addition of Consumers Energy, DTE Energy, Kraft Business Systems and Lawson Printers, when received.

Motion: C. Hamill moved and L. Symons seconded to approve the July 2026 and August 2026 bills. Roll call - Unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications

Discussed 2 articles:

- How library Science is normalizing AI and keeping humans in the loop
- FY 27 State budget has increased investment in MI libraries

Brenda received an email from the Township reminded us that our millage expires on 12/31/28. We need to start the process next year to get the millage on the August 2028 ballot.

UNFINISHED BUSINESS

The Library Network

TLN updated our computers in July

Bedbug inspection

Some libraries have reported issues with bedbugs. B. Dunseth will research some potential companies to inspect and potentially treat for bugs.

Building Maintenance

B. Dunseth received a recommendation from OHM Advisors on parking lot improvements. Work is needed, but not urgently. B. Dunseth will obtain estimates, potentially based on 3 phase approach.

Roof fixes are a more urgent need. Only 1 (out of 4 requested) contractor has provided an estimate – RyCan Roofing. Since they responded quickly and completed work successfully on the Highland Township building, she will move forward on using RyCan.

Motion**:** L. Symons moved and K. Rea seconded to contract RyCan Roofing in an amount not to exceed $120,000. Unanimous vote; motion carried.

Blind replacement

Blinds in the community room and staff room need to be replaced. The estimate received is for $4,350 for 8 shades

Motion**:** C. Hamill moved and K.Rea seconded to have blinds replaced in the amount of $4,350. Unanimous vote; motion carried.

Bulbs

Electricians are replacing bulbs and ballasts

Strategic Plan

In the initial discussions, the Historical Society was not taken into account. There is a need to preserve our local history. It was suggested that the library takes the role of storing and digitizing the archives. B. Dunseth will research the logistics on how and where we could store the information.

NEW BUSINESS

Audit

B. Dunseth has put together RFPs for a new auditing service. Maner Costerisan provided guidance and our board Treasurer approved the document. Three of the five companies who received the RFP have responded requesting more information. The RFPs are due 9/15.

Policy and Procedures

The Board reviewed the revised Fund Balance policy that was discussed at the July board meeting. Some additional verbiage changes were requested. The amended policy document will be reviewed again at the September Board meeting.

There was also discussion on moving the Operating Expenditure Reserve ($354.400 on the Aug 4.2026 document) from Unassigned to Assigned.

Motion**:** C. Hamill moved and L. Symons seconded to approve the change. Unanimous vote; motion carried.

A generative AI policy was created for the library staff, helping them understand legitimate use of AI.

Motion**:** K. Rea moved and C. Hamill seconded to approve the addition of the AI policy to the overall staff guidelines and policies. Unanimous vote; motion carried.

Donations

The Friends of the Library have requested space on the library's main level for a book sale area. B. Dunseth will look into possible location and cost.

Equipment:

Aging Computers: TLN recommends that we replace half of our computers (14) that were purchased in 2019. The remaining computers will be replaced next year.

Motion: C. Hamill moved and L. Symons seconded to spend up to $13,000 for 14 computers. Roll call – unanimous vote; motion carried.

Copy Machine: We are still waiting for delivery of the cord to connect to the coin machine. Patrons have been paying for copies at the circulation desk.

Digital sign – great feedback from patrons. Staff has been creative with the displays.

Budget

The board reviewed the 2027 proposed budget.

New Resources

Culture grams is live and can be found on the resource page of the website.

The PLAID AI/Demo is complete. It was eye-opening and educational for staff.

Personnel

I Meredith has completed her job at the library for college. Nicole Parker is replacing her.

Next Meeting: The Sept 1, 2026 Library Board meeting will be held in the Community Room, at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned by J. Gaglio at 6:35pm.

Respectfully Submitted

Karyn Rea

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

GENERAL FUND

	ASSETS		
101-000-004.000	PETTY CASH	109.55	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,803,063.59	
101-000-075.000	HURON VALLEY SCHOOLS	902.00	
101-000-078.000	DUE FROM STATE REVENUES	364,442.00	
101-000-084.477	DUE TO/FROM CABLE TV FEES	60,896.04	
	TOTAL ASSETS		5,230,500.28
	LIABILITIES AND EQUITY		
	LIABILITIES		
101-000-202.001	BUILDING BONDS PAYABLES	229,597.00	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	10,051.93	
101-000-202.005	PLANNING ESCROW PAYABLES	219,450.31	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	(443.15)	
	TOTAL LIABILITIES		458,656.09
	FUND EQUITY		
101-000-380.003	FUND BALANCE-ASSIGN FUTURE EXP	2,000,000.00	
101-000-390.000	FUND BALANCE	2,292,600.74	
	REVENUE OVER EXPENDITURES - YTD	479,243.45	
	TOTAL FUND EQUITY		4,771,844.19
	TOTAL LIABILITIES AND EQUITY		5,230,500.28

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
101-000-402.000	CURRENT PROPERTY TAX	660,857.00	660,857.00	667,612.49	.00	(6,755.49)	101.02
101-000-404.000	SALES TAX	2,127,052.00	2,127,052.00	1,304,709.00	315,541.00	822,343.00	61.34
101-000-412.000	DELINQUENT P. PROPERTY TAX	100.00	100.00	(176.09)	(2,852.69)	276.09	(176.09)
101-000-423.000	MOBILE HOME TAXES	8,000.00	8,000.00	6,912.50	1,661.00	1,087.50	86.41
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	182,076.22	59,251.70	117,923.78	60.69
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	1,061.00	37.50	439.00	70.73
101-000-490.000	OTHER LIC. & PERMIT	8,000.00	8,000.00	9,011.00	1,464.00	(1,011.00)	112.64
101-000-491.000	BUILDING PERMITS	200,000.00	200,000.00	151,807.10	15,814.00	48,192.90	75.90
101-000-491.001	HEATING PERMITS	50,000.00	50,000.00	39,211.00	4,542.00	10,789.00	78.42
101-000-491.002	PLUMBING PERMITS	30,000.00	30,000.00	15,406.40	1,968.00	14,593.60	51.35
101-000-491.003	ELECTRICAL PERMITS	78,000.00	78,000.00	45,204.80	6,078.00	32,795.20	57.95
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	6,232.00	.00	43,768.00	12.46
101-000-540.000	GRANT REVENUE	1,000.00	1,000.00	9,713.13	.00	(8,713.13)	971.31
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	1,000.00	1,000.00	404.39	.00	595.61	40.44
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	1,665.00	150.00	1,335.00	55.50
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	50,918.11	49,099.61	(918.11)	101.84
101-000-607.022	ENHANCE ACCESS FEES	8,000.00	8,000.00	148.52	.00	7,851.48	1.86
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	36,173.83	.00	5,826.17	86.13
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	41,251.71	4,461.87	8,748.29	82.50
101-000-628.014	REZONING FEES, PLANNING	750.00	750.00	2,700.00	900.00	(1,950.00)	360.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	5,800.00	.00	1,200.00	82.86
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	3,475.00	950.00	2,525.00	57.92
101-000-633.000	BOND FORFEITURES	1,000.00	1,000.00	.00	.00	1,000.00	.00
101-000-642.000	SALE OF CEMETERY LOTS	10,000.00	10,000.00	18,770.00	20.00	(8,770.00)	187.70
101-000-644.028	ASSET SALE PROCEEDS	1,000.00	1,000.00	.00	.00	1,000.00	.00
101-000-651.006	ACTIVITY CENTER ADVERTISING	8,000.00	8,000.00	5,235.00	1,250.00	2,765.00	65.44
101-000-651.007	ACTIVITY CENTER REVENUES	9,000.00	9,000.00	6,400.00	850.00	2,600.00	71.11
101-000-657.000	VARIOUS FINES	500.00	500.00	90.00	.00	410.00	18.00
101-000-658.000	ZONING FINES	500.00	500.00	.00	.00	500.00	.00
101-000-665.000	INTEREST EARNINGS	160,000.00	160,000.00	98,449.03	6,465.20	61,550.97	61.53
101-000-666.001	MMRMA DISTRIBUTION	20,000.00	20,000.00	.00	.00	20,000.00	.00
101-000-667.001	PARK: RENTALS	400.00	400.00	600.00	50.00	(200.00)	150.00
101-000-667.010	ACT CTR STEEPLE HALL UTILITIES	5,000.00	5,000.00	3,068.90	774.40	1,931.10	61.38
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	18,666.64	2,333.33	9,333.36	66.67
101-000-667.288	WOTA RENT	25,000.00	25,000.00	25,000.00	.00	.00	100.00
101-000-676.004	ELECTION EXPENSE REFUND	.00	.00	118.00	.00	(118.00)	.00
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	500.00	500.00	910.00	610.00	(410.00)	182.00
101-000-677.031	MISCELLANEOUS	15,000.00	15,000.00	41,196.64	3,359.87	(26,196.64)	274.64
	REVENUE	3,966,159.00	3,966,159.00	2,799,821.32	474,778.79	1,166,337.68	70.59
	TOTAL FUND REVENUE	3,966,159.00	3,966,159.00	2,799,821.32	474,778.79	1,166,337.68	70.59

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	LEGISLATIVE						
101-102-702.000	LEGISLATIVE: SALARIES	29,375.00	29,375.00	19,206.60	2,259.60	10,168.40	65.38
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	.00	.00	6,000.00	.00
	TOTAL LEGISLATIVE	35,375.00	35,375.00	19,206.60	2,259.60	16,168.40	54.29
	SUPERVISOR						
101-171-702.000	SUP DEPT: SALARIES	95,720.00	95,720.00	62,585.67	7,363.02	33,134.33	65.38
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	63,615.00	63,615.00	42,002.37	4,893.01	21,612.63	66.03
101-171-703.003	SUP DEPT: MAINT SUPERVISOR F-T	57,057.00	57,057.00	39,438.79	4,593.83	17,618.21	69.12
101-171-703.004	SUP DEPT: MAINT ASSISTANT F-T	48,438.00	48,438.00	34,657.23	3,726.00	13,780.77	71.55
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	37,459.00	37,459.00	8,713.90	2,781.42	28,745.10	23.26
101-171-704.005	SUP DEPT: MAINT WAGE P-T	37,506.00	23,081.40	21,195.50	596.88	1,885.90	91.83
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	36,245.00	36,245.00	17,182.59	1,628.71	19,062.41	47.41
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-	16,653.00	16,653.00	5,747.42	394.98	10,905.58	34.51
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	675.00	.00	1,825.00	27.00
	TOTAL SUPERVISOR	395,193.00	380,768.40	232,198.47	25,977.85	148,569.93	60.98
	ACCOUNTING						
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	82,285.00	82,285.00	53,657.30	6,182.30	28,627.70	65.21
101-191-704.001	ACCTG: P-T ASSISTANT	31,000.00	31,000.00	20,306.70	2,384.64	10,693.30	65.51
101-191-704.002	ACCTG: P-T PAYROLL/HR ADMIN	34,165.00	34,165.00	12,457.37	.00	21,707.63	36.46
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	.00	.00	3,000.00	.00
	TOTAL ACCOUNTING	150,450.00	150,450.00	86,421.37	8,566.94	64,028.63	57.44
	CLERK						
101-215-702.002	CLERK: SALARIES	90,934.00	90,934.00	59,456.31	6,994.86	31,477.69	65.38
101-215-703.001	CLERK: DEPUTY WAGE F-T	61,133.00	61,133.00	40,120.27	4,851.43	21,012.73	65.63
101-215-703.005	CLERK: CLERICAL WAGE F-T	42,895.00	42,895.00	27,555.00	3,388.00	15,340.00	64.24
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-721.007	CLERK: ELECTION INSPECTORS	45,000.00	45,000.00	20,000.50	20,000.50	24,999.50	44.45
101-215-721.008	CLERK: ELECTION WAGE	22,000.00	22,000.00	5,977.00	4,286.00	16,023.00	27.17
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	42,000.00	42,000.00	20,743.83	1,565.85	21,256.17	49.39
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	3,810.71	899.71	3,189.29	54.44
101-215-935.000	CLERK: VOTING EQUIP MAINT	7,050.00	7,050.00	6,324.00	.00	726.00	89.70
	TOTAL CLERK	319,812.00	319,812.00	183,987.62	41,986.35	135,824.38	57.53

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	TREASURER						
101-253-702.001	TREAS: SALARIES	90,934.00	90,934.00	59,456.31	6,994.86	31,477.69	65.38
101-253-703.000	TREAS: DEPUTY WAGE F-T	63,616.00	63,616.00	41,769.93	4,893.01	21,846.07	65.66
101-253-703.003	TREAS: CLERICAL WAGE F-T	42,895.00	42,895.00	28,050.00	3,300.00	14,845.00	65.39
101-253-705.004	TREAS: PART-TIME SEASONAL	7,000.00	7,000.00	2,480.77	557.01	4,519.23	35.44
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	1,347.44	22.91	5,152.56	20.73
	TOTAL TREASURER	210,945.00	210,945.00	133,104.45	15,767.79	77,840.55	63.10
	ASSESSOR						
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	145,000.00	145,000.00	101,058.70	12,059.00	43,941.30	69.70
101-257-720.001	ASSESSING: TAX BD OF REVIEW	3,000.00	3,000.00	2,055.18	.00	944.82	68.51
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	470.29	10.29	129.71	78.38
101-257-900.000	ASSESSING: PRINTING/POSTAGE	.00	6,000.00	1,159.09	.00	4,840.91	19.32
	TOTAL ASSESSOR	148,600.00	154,600.00	104,743.26	12,069.29	49,856.74	67.75

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	GENERAL GOVERNMENT						
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	7,464.10	354.70	7,535.90	49.76
101-261-735.000	GEN GOV: POSTAGE	10,000.00	10,000.00	7,119.45	1,346.91	2,880.55	71.19
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	3,701.60	1,000.00	21,298.40	14.81
101-261-802.000	GEN GOV: PAYROLL PROCESSING	8,500.00	8,500.00	5,077.30	746.20	3,422.70	59.73
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	33,641.00	2,731.25	41,359.00	44.85
101-261-805.000	GEN GOV: AUDITING	85,000.00	85,000.00	75,250.00	.00	9,750.00	88.53
101-261-810.000	GEN GOV: COURT WITNESS FEES	50.00	50.00	.00	.00	50.00	.00
101-261-813.000	GEN GOV: STORM WATER PERMIT	500.00	500.00	500.00	.00	.00	100.00
101-261-821.000	GEN GOV: MEMBER FEES	15,000.00	15,000.00	12,889.00	.00	2,111.00	85.93
101-261-822.000	GEN GOV: BANK FEES	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-261-830.000	GEN GOV: GEN INSURANCE	72,500.00	72,500.00	78,979.41	.00	(6,479.41)	108.94
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	6,584.00	823.00	6,416.00	50.65
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	3,373.09	343.32	3,126.91	51.89
101-261-850.002	GEN GOV: WEBSITE	3,500.00	3,500.00	2,123.40	172.75	1,376.60	60.67
101-261-900.000	GEN GOV: TAX BILL PRINTING	16,000.00	16,000.00	7,457.85	.00	8,542.15	46.61
101-261-900.001	GEN GOV: ADVERTISING	10,000.00	10,000.00	4,223.98	528.79	5,776.02	42.24
101-261-900.002	GEN GOV: PRINTING	20,000.00	20,000.00	10,161.82	.00	9,838.18	50.81
101-261-920.000	GEN GOV: UTILITIES	90,000.00	90,000.00	57,749.68	6,439.54	32,250.32	64.17
101-261-936.000	GEN GOV: 205 N. JOHN MAINT	20,000.00	30,000.00	20,103.97	1,501.30	9,896.03	67.01
101-261-936.002	GEN GOV: MOWING	30,000.00	30,000.00	16,914.00	16,202.00	13,086.00	56.38
101-261-936.003	GEN GOV: OFFICE CLEANING	30,000.00	30,000.00	15,900.00	4,770.00	14,100.00	53.00
101-261-936.004	GEN GOV: 250 W LIVINGSTN MAINT	10,000.00	10,000.00	2,282.00	.00	7,718.00	22.82
101-261-936.005	GEN GOV: 3550 N DUCK LK MAINT	10,000.00	10,000.00	3,513.26	158.89	6,486.74	35.13
101-261-936.006	GEN GOV: SNOW REMOVAL	.00	20,000.00	9,771.80	.00	10,228.20	48.86
101-261-937.000	GEN GOV: VEHICLE OP MAINT	20,000.00	20,000.00	8,233.57	1,363.72	11,766.43	41.17
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	90,000.00	90,000.00	57,107.30	5,815.15	32,892.70	63.45
101-261-955.000	GEN GOV: MISCELLANEOUS	10,000.00	10,000.00	1,755.04	60.50	8,244.96	17.55
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	.00	.00	333.27	333.27	(333.27)	.00
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	40,000.00	40,000.00	4,296.76	3,417.12	35,703.24	10.74
101-261-971.001	GEN GOV: COMP CAP OUTLAY	25,000.00	25,000.00	6,577.49	2,419.88	18,422.51	26.31
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	10,000.00	10,000.00	1,403.43	74.96	8,596.57	14.03
	TOTAL GENERAL GOVERNMENT	763,050.00	793,050.00	464,487.57	50,603.25	328,562.43	58.57
	GENERAL GOVERNMENT PERSONNE						
101-279-710.000	GGP: EMPLR PAYROLL TAX	135,500.00	135,500.00	87,384.18	9,999.29	48,115.82	64.49
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	120,000.00	120,000.00	77,146.53	9,414.45	42,853.47	64.29
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	195,000.00	195,000.00	151,539.19	15,343.41	43,460.81	77.71
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	99,000.00	96,132.00	64,119.56	6,912.49	32,012.44	66.70
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	50,000.00	50,000.00	23,050.23	2,233.13	26,949.77	46.10
101-279-718.001	GGP: PTO CASH PAYOUT	26,000.00	26,000.00	470.25	.00	25,529.75	1.81
	TOTAL GENERAL GOVERNMENT PER	625,500.00	622,632.00	403,709.94	43,902.77	218,922.06	64.84

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	BUILDING						
101-371-703.000	BLDG: INSPECTOR WAGE F-T	78,332.00	45,794.00	42,934.80	1,586.72	2,859.20	93.76
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	48,761.00	48,761.00	31,887.83	3,751.51	16,873.17	65.40
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	43,756.00	43,756.00	28,611.00	3,366.00	15,145.00	65.39
101-371-703.003	BLDG: ASST INSPECTOR WAGE F-T	50,923.00	65,151.00	37,541.22	6,035.55	27,609.78	57.62
101-371-735.000	BLDG: POSTAGE	600.00	600.00	364.41	34.90	235.59	60.74
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	158,000.00	158,000.00	68,966.29	8,287.21	89,033.71	43.65
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/SOFTWARE	14,500.00	14,500.00	13,949.03	4,884.00	550.97	96.20
	TOTAL BUILDING	395,372.00	377,062.00	224,254.58	27,945.89	152,807.42	59.47
	CEMETERY						
101-567-935.000	CEMETERY: SEXTON	52,320.00	52,320.00	34,880.00	4,360.00	17,440.00	66.67
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	3,206.78	10.95	11,793.22	21.38
	TOTAL CEMETERY	67,320.00	67,320.00	38,086.78	4,370.95	29,233.22	56.58
	SOCIAL SERVICES						
101-670-705.000	SOC SERV: CROSSING GUARDS	16,002.00	16,002.00	8,770.53	88.89	7,231.47	54.81
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	8,500.00	8,500.00	8,500.00	8,500.00	.00	100.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500.00	8,500.00	.00	.00	8,500.00	.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	5,500.00	5,500.00	500.00	.00	5,000.00	9.09
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	6,232.00	.00	43,768.00	12.46
	TOTAL SOCIAL SERVICES	88,502.00	88,502.00	24,002.53	8,588.89	64,499.47	27.12

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	ACTIVITY CENTER						
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	58,402.00	58,402.00	38,186.33	4,492.50	20,215.67	65.39
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	41,754.00	41,754.00	25,852.70	1,766.34	15,901.30	61.92
101-672-703.002	ACT CTR:COMMUNICATION WAGE F-	44,016.00	44,016.00	28,776.84	3,385.50	15,239.16	65.38
101-672-703.003	ACT CTR: CLERICAL WAGE F-T	38,392.00	38,392.00	25,104.83	2,953.50	13,287.17	65.39
101-672-704.006	ACTIVITY CTR: SECURITY P-T	7,000.00	7,000.00	3,979.36	418.88	3,020.64	56.85
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	20,085.00	20,085.00	7,597.65	1,552.26	12,487.35	37.83
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	6,000.00	6,000.00	1,563.50	.00	4,436.50	26.06
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	2,304.99	.00	3,695.01	38.42
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	51.04	.00	2,448.96	2.04
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	418.20	.00	781.80	34.85
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	1,316.34	65.54	183.66	87.76
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	1,049.92	131.99	1,450.08	42.00
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,500.00	3,500.00	2,568.12	361.64	931.88	73.37
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	3,923.83	650.00	4,076.17	49.05
101-672-920.000	ACTIVITY CTR: UTILITIES	11,000.00	11,000.00	7,155.35	871.63	3,844.65	65.05
101-672-920.002	STEEPLE HALL: UTILITIES	9,000.00	9,000.00	4,720.52	21.00	4,279.48	52.45
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	7,000.00	7,000.00	3,028.70	805.40	3,971.30	43.27
101-672-936.002	STEEPLE HALL: BUILDING MAINT	25,000.00	25,000.00	12,867.62	2,458.55	12,132.38	51.47
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	10,000.00	20,000.00	16,228.53	294.03	3,771.47	81.14
	TOTAL ACTIVITY CENTER	302,849.00	312,849.00	186,694.37	20,228.76	126,154.63	59.68
	PLANNING & ORDINANCE						
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	92,331.00	92,331.00	60,347.67	7,102.51	31,983.33	65.36
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	53,614.00	55,214.00	34,109.98	4,560.00	21,104.02	61.78
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	43,417.00	43,417.00	28,387.98	3,339.76	15,029.02	65.38
101-701-704.004	OE: ZONING ADMIN ASST WAGE PT	39,381.00	39,381.00	24,549.96	2,996.13	14,831.04	62.34
101-701-704.005	OE:ORDIN OFFICER WAGE ASST P-T	25,248.00	29,313.60	17,815.20	2,374.72	11,498.40	60.77
101-701-707.004	PLNG: OVERTIME	5,000.00	5,000.00	664.77	.00	4,335.23	13.30
101-701-820.000	PLNG: DUES/ED/TRAVEL	6,000.00	6,000.00	2,295.50	179.00	3,704.50	38.26
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	1,535.00	285.00	1,465.00	51.17
	TOTAL PLANNING & ORDINANCE	267,991.00	273,656.60	169,706.06	20,837.12	103,950.54	62.01
	ZONING BOARD OF APPEALS (ZBA)						
101-702-720.000	ZBA: MEETING PAY	15,480.00	15,480.00	8,235.00	775.00	7,245.00	53.20
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	.00	.00	1,000.00	.00
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	2,277.59	427.48	2,722.41	45.55
	TOTAL ZONING BOARD OF APPEALS	24,380.00	24,380.00	10,512.59	1,202.48	13,867.41	43.12

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	PLANNING COMMISSION						
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	19,800.00	19,800.00	5,845.00	.00	13,955.00	29.52
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.001	PLNG COMM: ORDINANCE REVISION	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	910.00	.00	1,090.00	45.50
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	5,500.00	5,500.00	722.40	.00	4,777.60	13.13
	TOTAL PLANNING COMMISSION	35,450.00	35,450.00	7,477.40	.00	27,972.60	21.09
	PARKS						
101-751-729.001	PARKS: VETERAN'S PARK	4,500.00	4,500.00	904.87	.00	3,595.13	20.11
101-751-729.002	PARKS: HICKORY RIDGE	6,000.00	6,000.00	2,631.89	1,855.00	3,368.11	43.86
101-751-729.003	PARKS: DUCK LAKE PINES	10,000.00	10,000.00	3,443.16	933.76	6,556.84	34.43
101-751-729.004	PARKS: DOWNEY LAKE	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-729.006	PARKS: CHILL AT THE MILL	5,000.00	5,000.00	5,154.30	405.00	(154.30)	103.09
101-751-729.007	PARKS: SOUTH HICKORY RIDGE	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-801.006	PARKS: FIREWORKS	20,000.00	20,000.00	20,000.00	.00	.00	100.00
101-751-920.000	PARKS: UTILITIES	5,000.00	5,000.00	(149.94)	(674.39)	5,149.94	(3.00)
	TOTAL PARKS	55,500.00	55,500.00	31,984.28	2,519.37	23,515.72	57.63
	TOTAL FUND EXPENDITURES	3,886,289.00	3,902,352.00	2,320,577.87	286,827.30	1,581,774.13	59.47
	NET REVENUE OVER EXPENDITURES	79,870.00	63,807.00	479,243.45	187,951.49	415,436.45	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

ROAD FUND

	ASSETS		
203-000-002.000	HAULING ROUTE SAVINGS ACCT.	788,237.36	
203-000-010.000	CASH - COMBINED SAVINGS	113,956.05	
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00	
	TOTAL ASSETS		910,593.41
	LIABILITIES AND EQUITY		
	FUND EQUITY		
203-000-390.000	FUND BALANCE	337,986.66	
203-000-392.000	RESTRICTED FUND BALANCE	491,344.23	
	REVENUE OVER EXPENDITURES - YTD	81,262.52	
	TOTAL FUND EQUITY		910,593.41
	TOTAL LIABILITIES AND EQUITY		910,593.41

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

ROAD FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
203-000-584.000	METRO AUTHORITY	34,000.00	34,000.00	28,317.55	.00	5,682.45	83.29
203-000-604.000	HAUL ROUTE REVENUE	55,000.00	55,000.00	33,600.00	4,200.00	21,400.00	61.09
203-000-665.000	INTEREST EARNINGS	1,400.00	1,400.00	16,962.98	619.57	(15,562.98)	1,211.64
203-000-699.401	TRANSFER IN FROM CAPITAL IMP.	17,600.00	74,000.00	74,000.00	.00	.00	100.00
	REVENUE	108,000.00	164,400.00	152,880.53	4,819.57	11,519.47	92.99
	TOTAL FUND REVENUE	108,000.00	164,400.00	152,880.53	4,819.57	11,519.47	92.99
	ROAD						
203-596-959.000	METRO AUTHORITY EXP	34,000.00	34,000.00	360.96	.00	33,639.04	1.06
203-596-967.000	DUST CONTROL	34,000.00	34,000.00	33,016.05	33,016.05	983.95	97.11
203-596-967.001	TRI PARTY PROGRAM	40,000.00	40,000.00	38,241.00	.00	1,759.00	95.60
	TOTAL ROAD	108,000.00	108,000.00	71,618.01	33,016.05	36,381.99	66.31
	TOTAL FUND EXPENDITURES	108,000.00	108,000.00	71,618.01	33,016.05	36,381.99	66.31
	NET REVENUE OVER EXPENDITURES	.00	56,400.00	81,262.52	(28,196.48)	24,862.52	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

FIRE FUND

	ASSETS		
206-000-010.000	CASH - COMBINED SAVINGS	2,593,052.07	
	TOTAL ASSETS		2,593,052.07
	LIABILITIES AND EQUITY		
	FUND EQUITY		
206-000-390.000	FUND BALANCE	1,790,084.64	
	REVENUE OVER EXPENDITURES - YTD	802,967.43	
	TOTAL FUND EQUITY		2,593,052.07
	TOTAL LIABILITIES AND EQUITY		2,593,052.07

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

FIRE FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
206-000-402.000	CURRENT PROPERTY TAX	2,018,038.00	2,018,038.00	2,030,368.78	.00	(12,330.78)	100.61
206-000-412.000	DELINQUENT P. PROPERTY TAX	300.00	300.00	.00	.00	300.00	.00
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	1,000.00	1,000.00	1,234.90	.00	(234.90)	123.49
206-000-627.000	RENTAL INSPECTIONS	10,000.00	10,000.00	3,900.00	.00	6,100.00	39.00
206-000-638.000	EMS TRANSPORT	450,000.00	450,000.00	372,561.00	56,870.07	77,439.00	82.79
206-000-665.000	INTEREST ON INVESTMENTS	80,000.00	80,000.00	73,957.98	7,170.56	6,042.02	92.45
206-000-677.000	MISCELLANEOUS	.00	4,265.00	1,642.50	1,077.50	2,622.50	38.51
206-000-692.000	APPROPRIATION FUND BAL.	82,363.00	140,322.00	.00	.00	140,322.00	.00
206-000-693.000	ASSET SALE PROCEEDS	.00	8,503.00	8,503.18	.00	(.18)	100.00
	REVENUE	2,641,701.00	2,712,428.00	2,492,168.34	65,118.13	220,259.66	91.88
	TOTAL FUND REVENUE	2,641,701.00	2,712,428.00	2,492,168.34	65,118.13	220,259.66	91.88

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

FIRE FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	FIRE						
206-336-702.012	FIRE: CHIEF'S COMPENSATION	100,462.00	100,462.00	65,686.64	7,727.84	34,775.36	65.38
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	71,426.00	71,426.00	46,701.89	5,494.34	24,724.11	65.38
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	79,954.00	79,954.00	52,277.55	6,150.30	27,676.45	65.38
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	82,004.00	82,004.00	53,618.00	6,308.00	28,386.00	65.38
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	71,426.00	71,426.00	46,701.89	5,494.34	24,724.11	65.38
206-336-703.004	FIRE: F-T WAGE OFFICER M.B.	82,004.00	82,004.00	53,618.00	6,308.00	28,386.00	65.38
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	71,426.00	71,426.00	47,151.89	5,494.34	24,274.11	66.02
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	71,426.00	71,426.00	46,926.89	5,494.34	24,499.11	65.70
206-336-703.007	FIRE: F-T WAGE MEDIC B.F./G.W.	71,426.00	71,426.00	43,690.32	4,208.64	27,735.68	61.17
206-336-703.008	FIRE: F-T WAGE MEDIC A.L.	71,426.00	.00	.00	.00	.00	.00
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	71,426.00	71,426.00	39,009.79	5,494.34	32,416.21	54.62
206-336-703.010	FIRE: F-T WAGE CLERICAL	.00	17,264.00	1,726.40	1,726.40	15,537.60	10.00
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	71,426.00	71,426.00	39,748.38	4,676.28	31,677.62	55.65
206-336-703.013	FIRE: MARSHAL COMPENSATION	43,833.00	43,833.00	28,387.81	3,339.74	15,445.19	64.76
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	71,426.00	71,426.00	46,701.89	5,494.34	24,724.11	65.38
206-336-703.015	FIRE: F-T WAGE MEDIC D.V.	.00	71,426.00	43,405.25	5,219.62	28,020.75	60.77
206-336-704.006	FIRE: P-T WAGE CLERICAL	25,733.00	18,828.00	10,915.17	621.50	7,912.83	57.97
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	341,250.00	341,250.00	218,925.70	24,783.68	122,324.30	64.15
206-336-707.007	FIRE: F-T OVERTIME	90,000.00	90,000.00	50,191.45	6,613.04	39,808.55	55.77
206-336-709.002	FIRE: FOOD ALLOWANCE	9,750.00	9,750.00	(500.00)	.00	10,250.00	(5.13)
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	44,340.00	44,340.00	.00	.00	44,340.00	.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	110,291.00	110,291.00	68,747.25	8,202.39	41,543.75	62.33
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	17,062.00	17,062.00	.00	.00	17,062.00	.00
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T	46,532.00	46,532.00	32,340.64	4,087.45	14,191.36	69.50
206-336-712.001	FIRE:HEALTH/DENTAL/LIFE/DISINS	168,000.00	168,000.00	113,487.20	12,492.96	54,512.80	67.55
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	25,000.00	25,000.00	8,540.75	195.00	16,459.25	34.16
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	35,000.00	37,868.00	19,047.52	3,169.83	18,820.48	50.30
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	20,113.76	865.48	9,886.24	67.05
206-336-718.000	FIRE: PTO CASH PAYOUT	.00	10,000.00	4,354.56	.00	5,645.44	43.55
206-336-719.000	FIRE: POST PLAN	26,000.00	26,000.00	.00	.00	26,000.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	1,460.00	.00	8,538.00	14.60
206-336-722.010	FIRE: INSTRUCTOR TRAINING	5,000.00	5,000.00	1,300.14	.00	3,699.86	26.00
206-336-727.000	FIRE: SUPPLIES	15,000.00	15,000.00	9,872.75	1,425.20	5,127.25	65.82
206-336-731.000	FIRE: MEDICAL SUPPLIES	30,900.00	30,900.00	28,933.83	2,682.65	1,966.17	93.64
206-336-732.000	FIRE: UNIFORMS	25,000.00	25,000.00	12,047.84	544.95	12,952.16	48.19
206-336-750.000	FIRE: VEHICLE GAS/OIL	55,000.00	55,000.00	30,639.46	4,221.09	24,360.54	55.71
206-336-801.001	FIRE: EMS PROFESSIONAL SVCS	.00	27,500.00	5,490.47	103.43	22,009.53	19.97
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	1,864.50	.00	3,135.50	37.29
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	8,000.00	8,000.00	4,248.54	1,875.58	3,751.46	53.11
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	30,000.00	30,000.00	29,786.20	190.00	213.80	99.29
206-336-820.000	FIRE: DUES & EDUCATION	40,000.00	50,000.00	34,562.05	(7,721.94)	15,437.95	69.12
206-336-830.000	FIRE: INSURANCE/BONDS	130,000.00	140,000.00	135,894.91	.00	4,105.09	97.07
206-336-851.000	FIRE: RADIO COMMUNICATIONS	73,104.00	73,104.00	36,284.28	6,136.61	36,819.72	49.63
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	3,301.74	730.98	1,698.26	66.03
206-336-920.000	FIRE: PUBLIC UTILITIES	72,100.00	72,100.00	61,274.46	4,481.97	10,825.54	84.99
206-336-930.000	FIRE: VEHICLE REPAIR	61,800.00	61,800.00	40,139.24	5,665.27	21,660.76	64.95
206-336-936.000	FIRE: BLDG MAINT/REPAIR	35,000.00	35,000.00	24,583.29	4,371.42	10,416.71	70.24
206-336-937.000	FIRE: EQUIP MAINT	25,750.00	25,750.00	21,395.26	2,535.97	4,354.74	83.09
206-336-955.000	FIRE: MISC EXPENSE	5,000.00	5,000.00	211.36	.00	4,788.64	4.23
206-336-967.000	FIRE: NEW PROJECTS	5,000.00	5,000.00	4,394.00	.00	606.00	87.88

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FIRE	2,641,701.00	2,712,428.00	1,689,200.91	166,905.37	1,023,227.09	62.28
TOTAL FUND EXPENDITURES	2,641,701.00	2,712,428.00	1,689,200.91	166,905.37	1,023,227.09	62.28
NET REVENUE OVER EXPENDITURES	.00	.00	802,967.43	(101,787.24)	802,967.43	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

POLICE FUND

	ASSETS		
207-000-004.000	PETTY CASH	50.00	
207-000-010.000	CASH - COMBINED SAVINGS	4,481,822.56	
	TOTAL ASSETS		4,481,872.56
	LIABILITIES AND EQUITY		
	FUND EQUITY		
207-000-390.000	FUND BALANCE	2,561,388.82	
	REVENUE OVER EXPENDITURES - YTD	1,920,483.74	
	TOTAL FUND EQUITY		4,481,872.56
	TOTAL LIABILITIES AND EQUITY		4,481,872.56

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

POLICE FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
207-000-402.000	CURRENT PROPERTY TAX	3,625,794.00	3,625,794.00	3,645,779.29	.00	(19,985.29)	100.55
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	2,909.50	.00	7,090.50	29.10
207-000-543.000	STATE GRANTS - PUBLIC SAFETY	.00	.00	20,811.00	.00	(20,811.00)	.00
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	2,218.73	.00	(2,218.73)	.00
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	3,759.58	.00	8,240.42	31.33
207-000-582.001	SCHOOL PARTICIPATION	102,072.00	102,072.00	102,072.00	.00	.00	100.00
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	108,000.00	13,500.00	54,000.00	66.67
207-000-665.000	INTEREST EARNINGS	150,000.00	150,000.00	130,831.08	9,896.47	19,168.92	87.22
207-000-677.000	MISCELLANEOUS	.00	.00	.00	(30.00)	.00	.00
207-000-692.000	APPROPRIATION FUND BAL.	237,993.00	237,993.00	.00	.00	237,993.00	.00
	REVENUE	4,299,859.00	4,299,859.00	4,016,381.18	23,366.47	283,477.82	93.41
	TOTAL FUND REVENUE	4,299,859.00	4,299,859.00	4,016,381.18	23,366.47	283,477.82	93.41
	POLICE						
207-301-704.001	POLICE: CLERICAL WAGE P-T	43,000.00	43,000.00	25,018.25	2,924.32	17,981.75	58.18
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	3,800.00	3,800.00	1,902.11	223.72	1,897.89	50.06
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	3,679,915.00	3,884,059.00	1,943,641.74	323,671.58	1,940,417.26	50.04
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICE	204,144.00	.00	.00	.00	.00	.00
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	.00	.00	.00	.00	.00
207-301-807.004	POLICE: OVERTIME	262,500.00	262,500.00	83,645.07	20,992.55	178,854.93	31.86
207-301-920.000	POLICE: UTILITIES	16,000.00	16,000.00	5,282.82	187.95	10,717.18	33.02
207-301-935.000	POLICE: SHERIFF'S MAINT	16,000.00	16,000.00	5,544.67	425.02	10,455.33	34.65
207-301-936.000	POLICE: OFFICE CLEANING	9,500.00	9,500.00	5,160.00	1,530.00	4,340.00	54.32
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	18,666.64	2,333.33	9,333.36	66.67
207-301-955.000	POLICE: MISCELLANEOUS	3,000.00	3,000.00	2,007.00	.00	993.00	66.90
207-301-971.000	POLICE: RESERVE EQUIPMENT	.00	.00	4,728.05	.00	(4,728.05)	.00
207-301-971.001	POLICE: EQUIP CAP OUTLAY	10,000.00	10,000.00	301.09	.00	9,698.91	3.01
207-301-971.002	POLICE: BUILDING RENOVATIONS	7,000.00	7,000.00	.00	.00	7,000.00	.00
	TOTAL POLICE	4,299,859.00	4,287,859.00	2,095,897.44	352,288.47	2,191,961.56	48.88
	TOTAL FUND EXPENDITURES	4,299,859.00	4,287,859.00	2,095,897.44	352,288.47	2,191,961.56	48.88
	NET REVENUE OVER EXPENDITURES	.00	12,000.00	1,920,483.74	(328,922.00)	1,908,483.74	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

REFUSE FUND

	ASSETS		
227-000-010.000	CASH - COMBINED SAVINGS	744,220.35	
	TOTAL ASSETS		744,220.35
	LIABILITIES AND EQUITY		
	FUND EQUITY		
227-000-390.000	FUND BALANCE	289,574.61	
	REVENUE OVER EXPENDITURES - YTD	454,645.74	
	TOTAL FUND EQUITY		744,220.35
	TOTAL LIABILITIES AND EQUITY		744,220.35

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

REFUSE FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
227-000-626.000	REFUSE COLLECTION	1,224,000.00	1,224,000.00	1,223,459.60	.00	540.40	99.96
227-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	16,230.62	2,711.90	(6,230.62)	162.31
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	901.00	166.00	599.00	60.07
227-000-692.000	APPROPRIATION FUND BAL.	56,820.00	56,820.00	.00	.00	56,820.00	.00
	REVENUE	1,292,320.00	1,292,320.00	1,240,591.22	2,877.90	51,728.78	96.00
	TOTAL FUND REVENUE	1,292,320.00	1,292,320.00	1,240,591.22	2,877.90	51,728.78	96.00
	REFUSE						
227-526-801.000	REFUSE: CONTRACTOR	1,124,720.00	1,124,720.00	750,451.80	93,827.16	374,268.20	66.72
227-526-812.000	REFUSE: FUND ADMIN COSTS	30,600.00	30,600.00	30,600.00	.00	.00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	2,000.00	2,000.00	.00	.00	2,000.00	.00
227-526-967.000	REFUSE: COMM SERVICE PROJ	135,000.00	135,000.00	4,893.68	.00	130,106.32	3.62
	TOTAL REFUSE	1,292,320.00	1,292,320.00	785,945.48	93,827.16	506,374.52	60.82
	TOTAL FUND EXPENDITURES	1,292,320.00	1,292,320.00	785,945.48	93,827.16	506,374.52	60.82
	NET REVENUE OVER EXPENDITURES	.00	.00	454,645.74	(90,949.26)	454,645.74	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

OPIOID SETTLEMENT FUND

	ASSETS		
284-000-010.000	CASH - COMBINED SAVINGS	6,627.59	
284-000-079.000	ACCOUNTS RECEIVABLE	65,440.09	
	TOTAL ASSETS		72,067.68
	LIABILITIES AND EQUITY		
	FUND EQUITY		
284-000-360.001	DEFERRED INFLOW	65,440.09	
	REVENUE OVER EXPENDITURES - YTD	6,627.59	
	TOTAL FUND EQUITY		72,067.68
	TOTAL LIABILITIES AND EQUITY		72,067.68

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

OPIOID SETTLEMENT FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
284-000-685.000	OPIOID SETTLEMENT REVENUES	7,100.00	7,100.00	6,627.59	2,051.08	472.41	93.35
	REVENUE	7,100.00	7,100.00	6,627.59	2,051.08	472.41	93.35
	TOTAL FUND REVENUE	7,100.00	7,100.00	6,627.59	2,051.08	472.41	93.35
	DEPARTMENT 718						
284-718-880.000	OPIOID SETTLEMENT EXPENSE	7,100.00	7,100.00	.00	.00	7,100.00	.00
	TOTAL DEPARTMENT 718	7,100.00	7,100.00	.00	.00	7,100.00	.00
	TOTAL FUND EXPENDITURES	7,100.00	7,100.00	.00	.00	7,100.00	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	6,627.59	2,051.08	6,627.59	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

CAPITAL IMPROVEMENT FUND

	ASSETS		
401-000-010.000	CASH - COMBINED SAVINGS	2,899,794.24	
401-000-189.001	LEASE RECEIVABLE NEXTEL 2009	1,228,970.00	
401-000-189.002	LEASE RECEIVABLE CINGULAR NEW	138,428.00	
401-000-189.004	LEASE RECEIVABLE NEXTEL 2021	4,505,615.00	
401-000-189.010	LEASE RECEIVABLE VERIZON CELL	577,288.00	
	TOTAL ASSETS		9,350,095.24
	LIABILITIES AND EQUITY		
	FUND EQUITY		
401-000-360.001	DEFERRED INFLOW 2009 NEXTEL	1,127,990.00	
401-000-360.002	DEFERRED INFLOW NEW CINGULAR	139,287.00	
401-000-360.004	DEFERRED INFLOW 2021 NEXTEL	3,955,261.00	
401-000-360.010	DEFERRED INFLOW VERIZON CELLCO	559,286.00	
401-000-390.000	FUND BALANCE	3,577,083.76	
	REVENUE OVER EXPENDITURES - YTD	(8,812.52)	
	TOTAL FUND EQUITY		9,350,095.24
	TOTAL LIABILITIES AND EQUITY		9,350,095.24

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

CAPITAL IMPROVEMENT FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
401-000-665.000	INTEREST EARNINGS	100,000.00	100,000.00	77,104.53	7,624.16	22,895.47	77.10
401-000-667.002	CELL TOWER LEASE	175,000.00	175,000.00	111,374.09	14,013.29	63,625.91	63.64
401-000-667.003	GIEGLER FARM LEASE	.00	.00	6,375.00	.00	(6,375.00)	.00
401-000-692.000	APPROPRIATION FUND BAL.	422,600.00	499,000.00	.00	.00	499,000.00	.00
	REVENUE	697,600.00	774,000.00	194,853.62	21,637.45	579,146.38	25.17
	TOTAL FUND REVENUE	697,600.00	774,000.00	194,853.62	21,637.45	579,146.38	25.17
	GENERAL GOVERNMENT						
401-261-971.001	TOWNSHIP IMPROVEMENTS	30,000.00	30,000.00	4,205.93	.00	25,794.07	14.02
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	30,000.00	30,000.00	23,724.32	.00	6,275.68	79.08
401-261-971.013	INFRASTRUCTURE PLANNING/DESIG	150,000.00	150,000.00	.00	.00	150,000.00	.00
401-261-971.016	3550 N DUCK LAKE IMPROVEMENTS	25,000.00	25,000.00	.00	.00	25,000.00	.00
401-261-971.017	TOWN CENTER BLVD.	50,000.00	50,000.00	.00	.00	50,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	15,000.00	15,000.00	.00	.00	15,000.00	.00
401-261-971.021	209 N JOHN ST IMPROVEMENTS	20,000.00	20,000.00	9,396.00	.00	10,604.00	46.98
401-261-971.022	165 N JOHN ST IMPRVM (SHERIFF)	.00	20,000.00	12,778.00	.00	7,222.00	63.89
401-261-995.103	TRANSFER TO ROAD FUND	17,600.00	74,000.00	74,000.00	.00	.00	100.00
	TOTAL GENERAL GOVERNMENT	337,600.00	414,000.00	124,104.25	.00	289,895.75	29.98
	ANNEX						
401-523-971.000	STEEPLE HALL IMPROVEMENTS	30,000.00	30,000.00	6,861.87	.00	23,138.13	22.87
	TOTAL ANNEX	30,000.00	30,000.00	6,861.87	.00	23,138.13	22.87
	CEMETERY						
401-567-971.000	CEMETERY IMPROVEMENTS	25,000.00	25,000.00	11,748.00	.00	13,252.00	46.99
	TOTAL CEMETERY	25,000.00	25,000.00	11,748.00	.00	13,252.00	46.99
	PARKS						
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	30,000.00	30,000.00	582.36	.00	29,417.64	1.94
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	150,000.00	150,000.00	48,730.84	47,250.00	101,269.16	32.49
401-751-971.002	S HICKORY RIDGE PARK IMPROVEMT	25,000.00	25,000.00	.00	.00	25,000.00	.00
401-751-971.003	VETERANS PARK IMPROVEMENT	100,000.00	100,000.00	11,638.82	.00	88,361.18	11.64
	TOTAL PARKS	305,000.00	305,000.00	60,952.02	47,250.00	244,047.98	19.98
	TOTAL FUND EXPENDITURES	697,600.00	774,000.00	203,666.14	47,250.00	570,333.86	26.31

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

CAPITAL IMPROVEMENT FUND

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	.00	.00	(8,812.52)	(25,612.55)	(8,812.52)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

FIRE CAPITAL FUND

	ASSETS		
402-000-010.000	CASH - COMBINED SAVINGS	848,169.10	
402-000-123.000	PREPAID EXPENSES	48,304.56	
	TOTAL ASSETS		896,473.66
	LIABILITIES AND EQUITY		
	FUND EQUITY		
402-000-390.000	FUND BALANCE	609,074.75	
	REVENUE OVER EXPENDITURES - YTD	287,398.91	
	TOTAL FUND EQUITY		896,473.66
	TOTAL LIABILITIES AND EQUITY		896,473.66

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

FIRE CAPITAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
402-000-402.000	CURRENT PROPERTY TAX	1,053,847.00	1,058,405.00	1,058,405.46	.00	(.46)	100.00
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	645.00	644.88	.00	.12	99.98
402-000-665.000	INTEREST EARNINGS	30,000.00	30,000.00	21,628.03	2,517.45	8,371.97	72.09
402-000-692.000	APPROPRIATION FUND BAL.	.00	94,810.00	.00	.00	94,810.00	.00
	REVENUE	1,083,847.00	1,183,860.00	1,080,678.37	2,517.45	103,181.63	91.28
	TOTAL FUND REVENUE	1,083,847.00	1,183,860.00	1,080,678.37	2,517.45	103,181.63	91.28
	FIRE						
402-336-971.000	VEHICLES	385,988.00	635,737.00	342,929.00	.00	292,808.00	53.94
402-336-971.002	CAPITAL EQUIPMENT	.00	10,975.00	10,975.46	.00	(.46)	100.00
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	336,000.00	336,000.00	335,000.00	.00	1,000.00	99.70
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	200,648.00	200,648.00	103,875.00	.00	96,773.00	51.77
402-336-993.002	FIRE CAP: BONDING AGENT FEES	500.00	500.00	500.00	.00	.00	100.00
	TOTAL FIRE	923,136.00	1,183,860.00	793,279.46	.00	390,580.54	67.01
	TOTAL FUND EXPENDITURES	923,136.00	1,183,860.00	793,279.46	.00	390,580.54	67.01
	NET REVENUE OVER EXPENDITURES	160,711.00	.00	287,398.91	2,517.45	287,398.91	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

DOWNTOWN DEVELOPMENT FUND

	ASSETS		
494-000-010.000	CASH - COMBINED SAVINGS	651,937.27	
494-000-019.000	TAXES RECEIVABLE	176,747.00	
	TOTAL ASSETS		828,684.27
	LIABILITIES AND EQUITY		
	LIABILITIES		
494-000-280.000	DEFERRED REVENUE	239,323.00	
	TOTAL LIABILITIES		239,323.00
	FUND EQUITY		
494-000-390.000	FUND BALANCE	472,888.12	
	REVENUE OVER EXPENDITURES - YTD	116,473.15	
	TOTAL FUND EQUITY		589,361.27
	TOTAL LIABILITIES AND EQUITY		828,684.27

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

DOWNTOWN DEVELOPMENT FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
494-000-569.000	GRANT REVENUE	10,000.00	10,000.00	1,800.00	.00	8,200.00	18.00
494-000-573.000	LOCAL COMMUNITY STABILIZATION	10,000.00	10,000.00	.00	.00	10,000.00	.00
494-000-665.000	INTEREST EARNINGS	20,000.00	20,000.00	13,417.56	2,774.98	6,582.44	67.09
494-000-677.000	MISCELLANEOUS	.00	.00	3.55	.00	(3.55)	.00
494-000-677.005	FUNDRAISING	12,000.00	15,000.00	22,346.80	7,770.00	(7,346.80)	148.98
494-000-677.008	FARMERS MARKET RESERVATIONS	1,000.00	1,000.00	.00	.00	1,000.00	.00
494-000-677.010	TIF	368,415.00	368,415.00	242,131.43	9,455.71	126,283.57	65.72
494-000-692.000	APPROP FUND BALANCE	.00	9,136.00	.00	.00	9,136.00	.00
	REVENUE	421,415.00	433,551.00	279,699.34	20,000.69	153,851.66	64.51
	TOTAL FUND REVENUE	421,415.00	433,551.00	279,699.34	20,000.69	153,851.66	64.51

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

DOWNTOWN DEVELOPMENT FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	DOWNTOWN DEVELOPMENT AUTHO						
494-729-702.001	DDA: DIRECTOR	50,740.00	50,740.00	33,631.60	3,903.00	17,108.40	66.28
494-729-705.000	DDA: PART-TIME SEASONAL	9,131.00	6,522.20	3,967.55	934.82	2,554.65	60.83
494-729-705.001	DDA: PT SEASONAL ASSISTANT	5,670.00	8,278.80	5,543.70	1,489.19	2,735.10	66.96
494-729-705.002	DDA: PT ASSISTANT	3,261.00	6,301.00	3,195.81	48.92	3,105.19	50.72
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	5,263.00	5,263.00	4,116.98	565.53	1,146.02	78.22
494-729-711.000	DDA: DEFINED CONTRIBUTION PLAN	2,537.00	2,537.00	1,691.29	211.41	845.71	66.66
494-729-712.000	DDA: HEALTH/DENTL/LIFE/DIS INS	1,707.00	1,707.00	1,683.81	174.17	23.19	98.64
494-729-715.000	DDA: CASH IN LIEU BENEF BUYOUT	11,416.00	11,416.00	7,583.01	964.53	3,832.99	66.42
494-729-718.000	DDA: PTO CASH PAYOUT	976.00	976.00	.00	.00	976.00	.00
494-729-720.002	DDA: RECORDING SECRETARY	1,500.00	1,500.00	910.00	130.00	590.00	60.67
494-729-728.000	DDA: OFFICE SUPPLIES	3,000.00	3,000.00	2,275.67	166.09	724.33	75.86
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	208.98	.00	291.02	41.80
494-729-801.000	DDA: PROF SERVICES	25,000.00	40,000.00	155.00	.00	39,845.00	.39
494-729-801.001	DDA: MASTER PLAN	40,000.00	40,000.00	19,652.75	.00	20,347.25	49.13
494-729-808.000	DDA: MARKETING CONSULTANT	12,000.00	12,000.00	5,500.00	710.00	6,500.00	45.83
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	2,000.00	.00	.00	.00	.00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	6,000.00	6,000.00	2,050.95	375.00	3,949.05	34.18
494-729-850.000	DDA: WEBSITE	1,000.00	1,000.00	110.00	.00	890.00	11.00
494-729-880.001	DDA: PROMOTIONS	38,000.00	38,000.00	31,593.75	3,268.79	6,406.25	83.14
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	22,700.00	22,700.00	7,835.98	2,707.00	14,864.02	34.52
494-729-880.003	DDA: DESIGN	65,800.00	65,800.00	19,050.33	6,942.07	46,749.67	28.95
494-729-880.004	DDA: ORGANIZATION	11,150.00	11,150.00	6,370.20	165.00	4,779.80	57.13
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	3,000.00	556.78	143.27	2,443.22	18.56
494-729-900.001	DDA: FUNDRAISER EXPENSE	4,000.00	4,000.00	.00	.00	4,000.00	.00
494-729-920.000	DDA: RENT/ UTILITIES	3,700.00	3,700.00	724.53	89.90	2,975.47	19.58
494-729-935.000	DDA: MAINTENANCE STREETSCAPE	4,000.00	4,000.00	.00	.00	4,000.00	.00
494-729-967.000	DDA: FARMERS' MARKET	10,000.00	10,000.00	4,317.52	4,098.52	5,682.48	43.18
494-729-967.002	DDA: DDA SPONSORSHIPS	2,000.00	2,000.00	500.00	.00	1,500.00	25.00
494-729-967.007	DDA:CART PROJECT	2,500.00	1,460.00	.00	.00	1,460.00	.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	70,000.00	70,000.00	.00	.00	70,000.00	.00
	TOTAL DOWNTOWN DEVELOPMENT	418,551.00	433,551.00	163,226.19	27,087.21	270,324.81	37.65
	TOTAL FUND EXPENDITURES	418,551.00	433,551.00	163,226.19	27,087.21	270,324.81	37.65
	NET REVENUE OVER EXPENDITURES	2,864.00	.00	116,473.15	(7,086.52)	116,473.15	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

WATER SYSTEM

	ASSETS		
591-000-001.000	CASH - CHECKING	(80,879.21)	
591-000-010.000	CASH - COMBINED SAVINGS	156,461.38	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	79,657.77	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST	114,484.33	
591-000-152.000	WATERMAINS	8,248,430.82	
591-000-153.000	A/D WATER MAINS	(1,371,774.21)	
591-000-158.000	CONSTRUCTION IN PROGRESS	46,778.71	
	TOTAL ASSETS		7,193,159.59
	LIABILITIES AND EQUITY		
	LIABILITIES		
591-000-202.000	ACCOUNTS PAYABLE	57,870.65	
591-000-202.001	ACCOUNTS PAYABLE VOUCHER	12,499.87	
591-000-203.000	DEPOSITS LIABILITY	802.03	
591-000-209.000	INTEREST PAYABLE	952.50	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	72,000.00	
591-000-300.001	SPECIAL ASSESSMENT BOND	309,000.00	
	TOTAL LIABILITIES		453,125.05
	FUND EQUITY		
591-000-373.000	CONTRIBUTED CAPITAL NET POSITI	6,542,433.74	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	(343,124.30)	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED	65,103.20	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED	861,504.59	
591-000-399.000	UNRESTRICTED NET ASSETS	(131,810.11)	
	REVENUE OVER EXPENDITURES - YTD	(254,072.58)	
	TOTAL FUND EQUITY		6,740,034.54
	TOTAL LIABILITIES AND EQUITY		7,193,159.59

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

WATER SYSTEM

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
591-000-629.002	CHARGES FOR SERVICES RENDERE	.00	.00	104,165.81	.00	(104,165.81)	.00
591-000-629.003	FIXED CHARGE DEBT SERVICES	.00	.00	65,448.62	28,251.56	(65,448.62)	.00
591-000-629.004	FIXED CHARGE MAJOR MAINT	.00	.00	77,423.86	.00	(77,423.86)	.00
591-000-629.005	FIXED CHARGE CAPITAL IMPR	.00	.00	68,716.54	.00	(68,716.54)	.00
591-000-629.007	FIXED CHARGE GENERAL & ADMIN	.00	.00	109,452.54	.00	(109,452.54)	.00
591-000-665.000	INTEREST EARNINGS	.00	.00	1,152.33	.00	(1,152.33)	.00
591-000-677.000	OTHER REVENUE	.00	.00	43.88	.00	(43.88)	.00
	REVENUE	.00	.00	426,403.58	28,251.56	(426,403.58)	.00
	TOTAL FUND REVENUE	.00	.00	426,403.58	28,251.56	(426,403.58)	.00
	WATER						
591-536-812.000	FUND ADMINISTRATION COST	.00	.00	45,154.09	.00	(45,154.09)	.00
591-536-921.000	SYSTEMS	.00	.00	59,619.11	.00	(59,619.11)	.00
591-536-921.001	PLAN REVIEW & PERMITTING	.00	.00	2,977.86	.00	(2,977.86)	.00
591-536-921.002	MAPPING UNIT	.00	.00	1,474.47	.00	(1,474.47)	.00
591-536-921.003	BILLING SERVICES	.00	.00	7,067.75	.00	(7,067.75)	.00
591-536-935.000	MAINTENANCE	.00	.00	119,873.83	.00	(119,873.83)	.00
591-536-938.001	WATER SYSTEMS	.00	.00	42,439.02	.00	(42,439.02)	.00
591-536-938.002	WATER MAINTENANCE	.00	.00	174,119.46	.00	(174,119.46)	.00
591-536-938.003	PUMP MAINTENANCE	.00	.00	200,391.83	.00	(200,391.83)	.00
591-536-955.000	MISCELLANEOUS	.00	.00	725.00	.00	(725.00)	.00
591-536-971.001	WATER CAPITAL EQUIPMT IMPROVM	.00	.00	23,750.74	.00	(23,750.74)	.00
591-536-993.001	INTEREST EXPENSE	.00	.00	2,883.00	.00	(2,883.00)	.00
	TOTAL WATER	.00	.00	680,476.16	.00	(680,476.16)	.00
	TOTAL FUND EXPENDITURES	.00	.00	680,476.16	.00	(680,476.16)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	(254,072.58)	28,251.56	(254,072.58)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

HIGHLAND ADVISORY COUNCIL

	ASSETS		
702-000-010.000	CASH - COMBINED SAVINGS	25,633.76	
	TOTAL ASSETS		25,633.76
	LIABILITIES AND EQUITY		
	FUND EQUITY		
702-000-390.000	FUND BALANCE	24,799.92	
	REVENUE OVER EXPENDITURES - YTD	833.84	
	TOTAL FUND EQUITY		25,633.76
	TOTAL LIABILITIES AND EQUITY		25,633.76

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

HIGHLAND ADVISORY COUNCIL

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
702-000-674.000	CONTRIBUTIONS	.00	.00	45,339.26	2,584.94	(45,339.26)	.00
	REVENUE	.00	.00	45,339.26	2,584.94	(45,339.26)	.00
	TOTAL FUND REVENUE	.00	.00	45,339.26	2,584.94	(45,339.26)	.00
	GENERAL GOVERNMENT						
702-261-729.000	HAAC: DEDUCTIONS	.00	.00	44,505.42	3,348.76	(44,505.42)	.00
	TOTAL GENERAL GOVERNMENT	.00	.00	44,505.42	3,348.76	(44,505.42)	.00
	TOTAL FUND EXPENDITURES	.00	.00	44,505.42	3,348.76	(44,505.42)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	833.84	(763.82)	833.84	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

CURRENT TAX COLLECT

	ASSETS		
703-000-010.000	CASH - COMBINED SAVINGS	4,293,032.28	
703-000-019.000	TAXES RECEIVABLE-OTHER GOVTS	2,493,436.91	
703-000-214.000	DUE TO/FR GENERAL FUND	(30,711.63)	
	TOTAL ASSETS		6,755,757.56
	LIABILITIES AND EQUITY		
	LIABILITIES		
703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	4,260,818.49	
703-000-280.000	DEFERRED REVENUE	2,493,436.91	
	TOTAL LIABILITIES		6,754,255.40
	FUND EQUITY		
	REVENUE OVER EXPENDITURES - YTD	1,502.16	
	TOTAL FUND EQUITY		1,502.16
	TOTAL LIABILITIES AND EQUITY		6,755,757.56

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

CURRENT TAX COLLECT

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
703-000-665.000	INTEREST EARNINGS	.00	.00	3,467.16	683.02	(3,467.16)	.00
	REVENUE	.00	.00	3,467.16	683.02	(3,467.16)	.00
	TOTAL FUND REVENUE	.00	.00	3,467.16	683.02	(3,467.16)	.00
	TRUST & AGENCY ADMIN						
703-255-822.000	TAX: BANK FEES	.00	.00	1,965.00	230.00	(1,965.00)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	1,965.00	230.00	(1,965.00)	.00
	TOTAL FUND EXPENDITURES	.00	.00	1,965.00	230.00	(1,965.00)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	1,502.16	453.02	1,502.16	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

POST-RETIREMENT BENEFITS

	ASSETS		
737-000-010.000	CASH - COMBINED SAVINGS	79,185.38	
737-000-017.001	MUTUAL FUNDS	732,636.24	
737-000-017.002	LPL INVESTMENTS	48,860.00	
	TOTAL ASSETS		860,681.62
	LIABILITIES AND EQUITY		
	FUND EQUITY		
737-000-390.000	FUND BALANCE	830,339.85	
	REVENUE OVER EXPENDITURES - YTD	30,341.77	
	TOTAL FUND EQUITY		860,681.62
	TOTAL LIABILITIES AND EQUITY		860,681.62

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

POST-RETIREMENT BENEFITS

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
737-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	17,684.46	1,612.23	(2,684.46)	117.90
737-000-669.001	GAINS/LOSSES	50,000.00	50,000.00	30,988.86	7,151.82	19,011.14	61.98
737-000-692.002	APPROPRIATION FUND BAL.	5,000.00	5,000.00	.00	.00	5,000.00	.00
	REVENUE	70,000.00	70,000.00	48,673.32	8,764.05	21,326.68	69.53
	TOTAL FUND REVENUE	70,000.00	70,000.00	48,673.32	8,764.05	21,326.68	69.53
	GENERAL GOVERNMENT PERSONNE						
737-279-719.000	RETIREE OPEB EXPENSE	60,000.00	60,000.00	12,977.31	1,482.55	47,022.69	21.63
737-279-822.000	OPEB: BANK FEES	10,000.00	10,000.00	5,354.24	.00	4,645.76	53.54
	TOTAL GENERAL GOVERNMENT PER	70,000.00	70,000.00	18,331.55	1,482.55	51,668.45	26.19
	TOTAL FUND EXPENDITURES	70,000.00	70,000.00	18,331.55	1,482.55	51,668.45	26.19
	NET REVENUE OVER EXPENDITURES	.00	.00	30,341.77	7,281.50	30,341.77	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

DUCK LAKE ASSOC

	ASSETS		
764-000-010.000	CASH - COMBINED SAVINGS	204,069.89	
	TOTAL ASSETS		204,069.89
	LIABILITIES AND EQUITY		
	FUND EQUITY		
764-000-390.000	FUND BALANCE	181,572.50	
	REVENUE OVER EXPENDITURES - YTD	22,497.39	
	TOTAL FUND EQUITY		204,069.89
	TOTAL LIABILITIES AND EQUITY		204,069.89

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

DUCK LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
764-000-581.000	CONTRIBUTIONS-DUCK LAKE	.00	.00	209,822.29	.00	(209,822.29)	.00
764-000-665.000	INTEREST EARNINGS	.00	.00	1,366.90	165.72	(1,366.90)	.00
	REVENUE	.00	.00	211,189.19	165.72	(211,189.19)	.00
	TOTAL FUND REVENUE	.00	.00	211,189.19	165.72	(211,189.19)	.00
	TRUST & AGENCY ADMIN						
764-255-812.000	DUCK LAKE: ADMIN FEES	.00	.00	2,442.04	.00	(2,442.04)	.00
764-255-956.000	DUCK LAKE: DEDUCTIONS	.00	.00	186,249.76	.00	(186,249.76)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	188,691.80	.00	(188,691.80)	.00
	TOTAL FUND EXPENDITURES	.00	.00	188,691.80	.00	(188,691.80)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	22,497.39	165.72	22,497.39	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

HIGHLAND LAKE ASSOC

	ASSETS		
765-000-010.000	CASH - COMBINED SAVINGS	76,727.72	
	TOTAL ASSETS		76,727.72
	LIABILITIES AND EQUITY		
	FUND EQUITY		
765-000-390.000	FUND BALANCE	68,016.82	
	REVENUE OVER EXPENDITURES - YTD	8,710.90	
	TOTAL FUND EQUITY		76,727.72
	TOTAL LIABILITIES AND EQUITY		76,727.72

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

HIGHLAND LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
765-000-581.000	CONTRIBUTIONS-HIGHLAND LAKE	.00	.00	25,904.44	.00	(25,904.44)	.00
765-000-665.000	INTEREST EARNINGS	.00	.00	538.85	62.31	(538.85)	.00
	REVENUE	.00	.00	26,443.29	62.31	(26,443.29)	.00
	TOTAL FUND REVENUE	.00	.00	26,443.29	62.31	(26,443.29)	.00
	TRUST & AGENCY ADMIN						
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	17,462.08	2,865.69	(17,462.08)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	17,732.39	2,865.69	(17,732.39)	.00
	TOTAL FUND EXPENDITURES	.00	.00	17,732.39	2,865.69	(17,732.39)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	8,710.90	(2,803.38)	8,710.90	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

TAGGETT LAKE ASSOC

	ASSETS		
766-000-010.000	CASH - COMBINED SAVINGS	15,859.10	
	TOTAL ASSETS		15,859.10
	LIABILITIES AND EQUITY		
	FUND EQUITY		
766-000-390.000	FUND BALANCE	12,126.50	
	REVENUE OVER EXPENDITURES - YTD	3,732.60	
	TOTAL FUND EQUITY		15,859.10
	TOTAL LIABILITIES AND EQUITY		15,859.10

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

TAGGETT LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
766-000-581.000	CONTRIBUTIONS-TAGGETT LAKE	.00	.00	24,000.00	.00	(24,000.00)	.00
766-000-665.000	INTEREST EARNINGS	.00	.00	170.16	12.88	(170.16)	.00
	REVENUE	.00	.00	24,170.16	12.88	(24,170.16)	.00
	TOTAL FUND REVENUE	.00	.00	24,170.16	12.88	(24,170.16)	.00
	TRUST & AGENCY ADMIN						
766-255-812.000	TAGGETT LAKE: ADMIN FEES	.00	.00	262.00	.00	(262.00)	.00
766-255-956.000	TAGGETT LAKE: DEDUCTIONS	.00	.00	20,175.56	1,504.79	(20,175.56)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	20,437.56	1,504.79	(20,437.56)	.00
	TOTAL FUND EXPENDITURES	.00	.00	20,437.56	1,504.79	(20,437.56)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	3,732.60	(1,491.91)	3,732.60	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

KELLOGG LAKE ASSOC

	ASSETS		
767-000-010.000	CASH - COMBINED SAVINGS	37,677.49	
	TOTAL ASSETS		37,677.49
	LIABILITIES AND EQUITY		
	FUND EQUITY		
767-000-390.000	FUND BALANCE	32,927.12	
	REVENUE OVER EXPENDITURES - YTD	4,750.37	
	TOTAL FUND EQUITY		37,677.49
	TOTAL LIABILITIES AND EQUITY		37,677.49

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

KELLOGG LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
767-000-581.000	CONTRIBUTIONS-KELLOGG LAKE	.00	.00	18,505.86	.00	(18,505.86)	.00
767-000-665.000	INTEREST EARNINGS	.00	.00	278.42	30.60	(278.42)	.00
	REVENUE	.00	.00	18,784.28	30.60	(18,784.28)	.00
	TOTAL FUND REVENUE	.00	.00	18,784.28	30.60	(18,784.28)	.00
	TRUST & AGENCY ADMIN						
767-255-812.000	KELLOGG LAKE: ADMIN FEES	.00	.00	199.50	.00	(199.50)	.00
767-255-956.000	KELLOGG LAKE: DEDUCTIONS	.00	.00	13,834.41	4,607.35	(13,834.41)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	14,033.91	4,607.35	(14,033.91)	.00
	TOTAL FUND EXPENDITURES	.00	.00	14,033.91	4,607.35	(14,033.91)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	4,750.37	(4,576.75)	4,750.37	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

CHARLICK LAKE ASSOC

	ASSETS		
768-000-010.000	CASH - COMBINED SAVINGS	64,774.48	
	TOTAL ASSETS		64,774.48
	LIABILITIES AND EQUITY		
	FUND EQUITY		
768-000-390.000	FUND BALANCE	55,007.74	
	REVENUE OVER EXPENDITURES - YTD	9,766.74	
	TOTAL FUND EQUITY		64,774.48
	TOTAL LIABILITIES AND EQUITY		64,774.48

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

CHARLICK LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
768-000-581.000	CONTRIBUTIONS-CHARLICK LAKE	.00	.00	27,675.96	.00	(27,675.96)	.00
768-000-665.000	INTEREST EARNINGS	.00	.00	470.76	52.60	(470.76)	.00
	REVENUE	.00	.00	28,146.72	52.60	(28,146.72)	.00
	TOTAL FUND REVENUE	.00	.00	28,146.72	52.60	(28,146.72)	.00
	TRUST & AGENCY ADMIN						
768-255-812.000	CHARLICK LAKE: ADMIN FEES	.00	.00	319.70	.00	(319.70)	.00
768-255-956.000	CHARLICK LAKE: DEDUCTIONS	.00	.00	18,060.28	263.10	(18,060.28)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	18,379.98	263.10	(18,379.98)	.00
	TOTAL FUND EXPENDITURES	.00	.00	18,379.98	263.10	(18,379.98)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	9,766.74	(210.50)	9,766.74	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

WOODRUFF LAKE ASSOC

	ASSETS		
769-000-010.000	CASH - COMBINED SAVINGS	37,659.55	
	TOTAL ASSETS		37,659.55
	LIABILITIES AND EQUITY		
	FUND EQUITY		
769-000-390.000	FUND BALANCE	30,535.92	
	REVENUE OVER EXPENDITURES - YTD	7,123.63	
	TOTAL FUND EQUITY		37,659.55
	TOTAL LIABILITIES AND EQUITY		37,659.55

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

WOODRUFF LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
769-000-581.000	CONTRIBUTIONS-WOODRUFF LAKE	.00	.00	23,520.00	.00	(23,520.00)	.00
769-000-665.000	INTEREST EARNINGS	.00	.00	274.47	30.58	(274.47)	.00
	REVENUE	.00	.00	23,794.47	30.58	(23,794.47)	.00
	TOTAL FUND REVENUE	.00	.00	23,794.47	30.58	(23,794.47)	.00
	TRUST & AGENCY ADMIN						
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	16,373.24	1,234.82	(16,373.24)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	16,670.84	1,234.82	(16,670.84)	.00
	TOTAL FUND EXPENDITURES	.00	.00	16,670.84	1,234.82	(16,670.84)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	7,123.63	(1,204.24)	7,123.63	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

WHITE LAKE IMPROVEMENT

	ASSETS		
770-000-010.000	CASH - COMBINED SAVINGS	251,103.29	
	TOTAL ASSETS		251,103.29
	LIABILITIES AND EQUITY		
	FUND EQUITY		
770-000-390.000	FUND BALANCE	242,070.06	
	REVENUE OVER EXPENDITURES - YTD	9,033.23	
	TOTAL FUND EQUITY		251,103.29
	TOTAL LIABILITIES AND EQUITY		251,103.29

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

WHITE LAKE IMPROVEMENT

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
770-000-581.000	CONTRIBUTIONS-WHITE LAKE	.00	.00	108,676.00	.00	(108,676.00)	.00
770-000-665.000	INTEREST EARNINGS	.00	.00	1,841.09	203.92	(1,841.09)	.00
	REVENUE	.00	.00	110,517.09	203.92	(110,517.09)	.00
	TOTAL FUND REVENUE	.00	.00	110,517.09	203.92	(110,517.09)	.00
	TRUST & AGENCY ADMIN						
770-255-812.000	WHITE LAKE: ADMIN FEES	.00	.00	1,303.43	.00	(1,303.43)	.00
770-255-956.000	WHITE LAKE: DEDUCTIONS	.00	.00	100,180.43	3,070.77	(100,180.43)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	101,483.86	3,070.77	(101,483.86)	.00
	TOTAL FUND EXPENDITURES	.00	.00	101,483.86	3,070.77	(101,483.86)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	9,033.23	(2,866.85)	9,033.23	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

TOMAHAWK LAKE IMPROVEMENT

	ASSETS		
771-000-010.000	CASH - COMBINED SAVINGS	3,563.83	
	TOTAL ASSETS		3,563.83
	LIABILITIES AND EQUITY		
	FUND EQUITY		
771-000-390.000	FUND BALANCE	51.48	
	REVENUE OVER EXPENDITURES - YTD	3,512.35	
	TOTAL FUND EQUITY		3,563.83
	TOTAL LIABILITIES AND EQUITY		3,563.83

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

TOMAHAWK LAKE IMPROVEMENT

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
771-000-581.000	CONTRIBUTIONS-TOMAHAWK LAKE	.00	.00	6,050.15	.00	(6,050.15)	.00
771-000-665.000	INTEREST EARNINGS	.00	.00	22.70	2.90	(22.70)	.00
	REVENUE	.00	.00	6,072.85	2.90	(6,072.85)	.00
	TOTAL FUND REVENUE	.00	.00	6,072.85	2.90	(6,072.85)	.00
	TRUST & AGENCY ADMIN						
771-255-812.000	TOMAHAWK LAKE: ADMIN FEES	.00	.00	60.50	.00	(60.50)	.00
771-255-956.000	TOMAHAWK LAKE: DEDUCTIONS	.00	.00	2,500.00	.00	(2,500.00)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	2,560.50	.00	(2,560.50)	.00
	TOTAL FUND EXPENDITURES	.00	.00	2,560.50	.00	(2,560.50)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	3,512.35	2.90	3,512.35	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

GOURD LAKE IMPROVEMENT

	ASSETS		
773-000-010.000	CASH - COMBINED SAVINGS	8,830.52	
	TOTAL ASSETS		8,830.52
	LIABILITIES AND EQUITY		
	FUND EQUITY		
773-000-390.000	FUND BALANCE	7,242.55	
	REVENUE OVER EXPENDITURES - YTD	1,587.97	
	TOTAL FUND EQUITY		8,830.52
	TOTAL LIABILITIES AND EQUITY		8,830.52

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GOURD LAKE IMPROVEMENT

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
773-000-581.000	CONTRIBUTIONS-GOURD LAKE	.00	.00	4,875.50	.00	(4,875.50)	.00
773-000-665.000	INTEREST EARNINGS	.00	.00	71.14	7.17	(71.14)	.00
	REVENUE	.00	.00	4,946.64	7.17	(4,946.64)	.00
	TOTAL FUND REVENUE	.00	.00	4,946.64	7.17	(4,946.64)	.00
	TRUST & AGENCY ADMIN						
773-255-812.000	GOURD LAKE: ADMIN FEES	.00	.00	51.97	.00	(51.97)	.00
773-255-956.000	GOURD LAKE: DEDUCTIONS	.00	.00	3,306.70	3,306.70	(3,306.70)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	3,358.67	3,306.70	(3,358.67)	.00
	TOTAL FUND EXPENDITURES	.00	.00	3,358.67	3,306.70	(3,358.67)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	1,587.97	(3,299.53)	1,587.97	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

PENNINSULA LAKE

	ASSETS		
774-000-010.000	CASH - COMBINED SAVINGS	11,651.77	
	TOTAL ASSETS		11,651.77
	LIABILITIES AND EQUITY		
	FUND EQUITY		
774-000-390.000	FUND BALANCE	11,174.04	
	REVENUE OVER EXPENDITURES - YTD	477.73	
	TOTAL FUND EQUITY		11,651.77
	TOTAL LIABILITIES AND EQUITY		11,651.77

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

PENNINSULA LAKE

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
774-000-581.000	CONTRIBUTIONS-PENINSULA LAKE	.00	.00	6,462.00	.00	(6,462.00)	.00
774-000-665.000	INTEREST EARNINGS	.00	.00	91.68	9.46	(91.68)	.00
	REVENUE	.00	.00	6,553.68	9.46	(6,553.68)	.00
	TOTAL FUND REVENUE	.00	.00	6,553.68	9.46	(6,553.68)	.00
	TRUST & AGENCY ADMIN						
774-255-812.000	PENINSULA LAKE: ADMIN FEES	.00	.00	70.95	.00	(70.95)	.00
774-255-956.000	PENINSULA LAKE: DEDUCTIONS	.00	.00	6,005.00	.00	(6,005.00)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	6,075.95	.00	(6,075.95)	.00
	TOTAL FUND EXPENDITURES	.00	.00	6,075.95	.00	(6,075.95)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	477.73	9.46	477.73	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

LOWER PETTIBONE LAKE

	ASSETS		
775-000-010.000	CASH - COMBINED SAVINGS	6,219.15	
	TOTAL ASSETS		6,219.15
	LIABILITIES AND EQUITY		
	FUND EQUITY		
775-000-390.000	FUND BALANCE	7,282.36	
	REVENUE OVER EXPENDITURES - YTD	(1,063.21)	
	TOTAL FUND EQUITY		6,219.15
	TOTAL LIABILITIES AND EQUITY		6,219.15

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

LOWER PETTIBONE LAKE

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
775-000-581.000	CONTRIBUTIONS-LOW PETTIBONE L	.00	.00	6,156.00	.00	(6,156.00)	.00
775-000-665.000	INTEREST EARNINGS	.00	.00	62.60	5.05	(62.60)	.00
	REVENUE	.00	.00	6,218.60	5.05	(6,218.60)	.00
	TOTAL FUND REVENUE	.00	.00	6,218.60	5.05	(6,218.60)	.00
	TRUST & AGENCY ADMIN						
775-255-812.000	LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	72.81	.00	(72.81)	.00
775-255-956.000	LOW PETTIBONE LAKE: DEDUCTION	.00	.00	7,209.00	.00	(7,209.00)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	7,281.81	.00	(7,281.81)	.00
	TOTAL FUND EXPENDITURES	.00	.00	7,281.81	.00	(7,281.81)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	(1,063.21)	5.05	(1,063.21)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

DUNLEAVY/LEONARD LAKE

	ASSETS		
776-000-010.000	CASH - COMBINED SAVINGS	17,815.83	
	TOTAL ASSETS		17,815.83
	LIABILITIES AND EQUITY		
	FUND EQUITY		
776-000-390.000	FUND BALANCE	6,239.68	
	REVENUE OVER EXPENDITURES - YTD	11,576.15	
	TOTAL FUND EQUITY		17,815.83
	TOTAL LIABILITIES AND EQUITY		17,815.83

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

DUNLEAVY/LEONARD LAKE

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
776-000-581.000	CONTRIBUTIONS-DUNLEAVY/LEONA	.00	.00	11,592.00	.00	(11,592.00)	.00
776-000-665.000	INTEREST EARNINGS	.00	.00	107.57	14.47	(107.57)	.00
	REVENUE	.00	.00	11,699.57	14.47	(11,699.57)	.00
	TOTAL FUND REVENUE	.00	.00	11,699.57	14.47	(11,699.57)	.00
	TRUST & AGENCY ADMIN						
776-255-812.000	DUNLEAVY LEONARDLK: ADMIN FEE	.00	.00	123.42	.00	(123.42)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	123.42	.00	(123.42)	.00
	TOTAL FUND EXPENDITURES	.00	.00	123.42	.00	(123.42)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	11,576.15	14.47	11,576.15	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

KNOBLOCK LAKE

	ASSETS		
777-000-010.000	CASH - COMBINED SAVINGS	4,509.30	
	TOTAL ASSETS		4,509.30
	LIABILITIES AND EQUITY		
	FUND EQUITY		
777-000-390.000	FUND BALANCE	(2,211.61)	
	REVENUE OVER EXPENDITURES - YTD	6,720.91	
	TOTAL FUND EQUITY		4,509.30
	TOTAL LIABILITIES AND EQUITY		4,509.30

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

KNOBLOCK LAKE

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
777-000-581.000	CONTRIBUTIONS-KNOBLOCK LAKE	.00	.00	8,486.73	.00	(8,486.73)	.00
777-000-665.000	INTEREST EARNINGS	.00	.00	23.78	3.66	(23.78)	.00
	REVENUE	.00	.00	8,510.51	3.66	(8,510.51)	.00
	TOTAL FUND REVENUE	.00	.00	8,510.51	3.66	(8,510.51)	.00
	TRUST & AGENCY ADMIN						
777-255-812.000	KNOBLOCK LAKE: ADMIN FEES	.00	.00	99.60	.00	(99.60)	.00
777-255-956.000	KNOBLOCK LAKE: DEDUCTIONS	.00	.00	1,690.00	.00	(1,690.00)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	1,789.60	.00	(1,789.60)	.00
	TOTAL FUND EXPENDITURES	.00	.00	1,789.60	.00	(1,789.60)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	6,720.91	3.66	6,720.91	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

WOODLAND RIDGE ROAD IMPROVMNTS

	ASSETS		
778-000-010.000	CASH - COMBINED SAVINGS	7,993.71	
	TOTAL ASSETS		7,993.71
	LIABILITIES AND EQUITY		
	FUND EQUITY		
	REVENUE OVER EXPENDITURES - YTD	7,993.71	
	TOTAL FUND EQUITY		7,993.71
	TOTAL LIABILITIES AND EQUITY		7,993.71

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

WOODLAND RIDGE ROAD IMPROVMNTS

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
778-000-581.000	CONTRIBUTIONS-WOODLAND RIDGE	.00	.00	671,650.00	.00	(671,650.00)	.00
778-000-665.000	INTEREST EARNINGS	.00	.00	3,498.27	18.98	(3,498.27)	.00
	REVENUE	.00	.00	675,148.27	18.98	(675,148.27)	.00
	TOTAL FUND REVENUE	.00	.00	675,148.27	18.98	(675,148.27)	.00
	TRUST & AGENCY ADMIN						
778-255-956.000	WOODLAND RIDGE: DEDUCTIONS	.00	.00	667,154.56	.00	(667,154.56)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	667,154.56	.00	(667,154.56)	.00
	TOTAL FUND EXPENDITURES	.00	.00	667,154.56	.00	(667,154.56)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	7,993.71	18.98	7,993.71	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2026

FLYNN DRIVE ROAD IMPROVEMENTS

	ASSETS		
779-000-010.000	CASH - COMBINED SAVINGS	3,305.63	
	TOTAL ASSETS		3,305.63
	LIABILITIES AND EQUITY		
	FUND EQUITY		
	REVENUE OVER EXPENDITURES - YTD	3,305.63	
	TOTAL FUND EQUITY		3,305.63
	TOTAL LIABILITIES AND EQUITY		3,305.63

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

FLYNN DRIVE ROAD IMPROVEMENTS

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
779-000-581.000	CONTRIBUTIONS-FLYNN DR	.00	.00	142,630.00	.00	(142,630.00)	.00
779-000-665.000	INTEREST EARNINGS	.00	.00	1,086.57	7.85	(1,086.57)	.00
	REVENUE	.00	.00	143,716.57	7.85	(143,716.57)	.00
	TOTAL FUND REVENUE	.00	.00	143,716.57	7.85	(143,716.57)	.00
	TRUST & AGENCY ADMIN						
779-255-956.000	FLYNN DR: DEDUCTIONS	.00	.00	140,410.94	30,068.00	(140,410.94)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	140,410.94	30,068.00	(140,410.94)	.00
	TOTAL FUND EXPENDITURES	.00	.00	140,410.94	30,068.00	(140,410.94)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	3,305.63	(30,060.15)	3,305.63	

TREASURER'S REPORT
August 31, 2026

BANK	*FUND*	*ACCOUNT TYPE*	*FUND*	*O/S CHECKS*	*BANK BALANCE*	
CHASE	GENERAL	CHECKING	101	16,266.80	1,884.80	*
CHASE	GENERAL	H.R.A.	101		15,051.93	
CHASE	GENERAL	F.S.A CHECKING	101		117,619.66	
CHASE	GENERAL	CHECKING (SAVINGS)	101		834,644.13	*
CHASE	FIRE OPERATING	MONEY MARKET	206		66,519.62	
CHASE	ROAD	MONEY MARKET	203		3,454.51	
CHASE	HAUL ROUTE	MONEY MARKET	203		526,100.05	
CHASE	POLICE	MONEY MARKET	207		78,754.20	
CHASE	REFUSE	MONEY MARKET	227		42,752.48	
CHASE	OPIOID SETTLEMENT	CHECKING	284		6,627.59	*
CHASE	HAAC	CHECKING	702		25,633.76	*
CHASE	DDA	MONEY MARKET	494		23,274.26	
CHASE	WATERMAIN	CHECKING	591		156,461.38	*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		204,069.89	
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		76,727.72	
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		15,859.10	
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		37,677.49	
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		64,774.48	
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		37,659.55	
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		251,103.29	
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		3,563.83	
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		8,830.52	
CHASE	PENINSULA LAKE	MONEY MARKET	774		11,651.77	
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		6,219.15	
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		17,815.83	
CHASE	KNOBLOCK LAKE	MONEY MARKET	777		4,509.30	
COMERICA	CAPITAL IMP.	PBMM	401		87,353.83	
COMERICA	CAPITAL IMP.	JFUND	401		548,114.13	
COMERICA	GENERAL	JFUND	101		256,363.18	
FLAGSTAR	PERPETUAL FUND	CD	101		1,294.95	
FLAGSTAR	GENERAL	CD	101		230,481.55	
FLAGSTAR	GENERAL	CD	101		240,467.49	
FLAGSTAR	POLICE	CD	207		356,125.37	
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		20,932.82	
FLAGSTAR	DDA	SAVINGS	494		419,142.94	
FLAGSTAR	FIRE	SAVINGS	206		49,547.92	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		262,360.87	
FLAGSTAR	GENERAL	SAVINGS	101		19,617.71	
FLAGSTAR	CURRENT TAX	CHECKING	703	-129,679.54	4,293,032.28	
FLAGSTAR	POLICE	SAVINGS	207		102,725.64	
FLAGSTAR	WOODLAND RIDGE	SAVINGS	778		7,993.71	
FLAGSTAR	FLYNN DRIVE	SAVINGS	779		3,305.63	
HVSB	FIRE	CD	206		304,273.43	
HVSB	GENERAL	CD	101		248,313.81	
HVSB	HAUL ROUTE	CD	203		316,444.35	
HVSB	POLICE	CD	207		305,237.41	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		125,017.17	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		735,664.45	
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,832,236.10	
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		208,370.15	
MI CLASS	POLICE	INVESTMENT POOL	207		170,934.97	
MI CLASS	ROAD	INVESTMENT POOL	203		56,194.50	
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,889,306.66	
OAKLAND CO	FIRE	INVESTMENT POOL	206		1,974,389.12	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		377,438.08	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		25,792.27	
OAKLAND CO	POLICE	INVESTMENT POOL	207		2,614,067.81	
OAKLAND CO	REFUSE	INVESTMENT POOL	227		701,467.87	
CIBC	GENERAL	CD	101		309,099.36	
CIBC	FIRE	CD	206		194,471.98	
CIBC	POLICE	CD	207		314,365.33	
CIBC	POLICE	CD	207		539,611.83	
CIBC	CAPITAL IMP.	CD	401		411,157.36	
CIBC	ESCROW	CD	101		374,241.36	
CIBC	DDA	CD	494		104,118.75	
CIBC	DDA	CD	494		105,401.32	
HUNTINGTON	GENERAL	CD	101		242,274.83	
	Fund 101 Chase Credit Cards in Transit = $ 1,547.00				24,017,990.58	
	Fund 206 Fire Course Transfer in Transit = $3,850.00					
CG 9/28/2026	Fund 703 Transfer in Transitt = 129,679.55					

BANK STATEMENT	
1,041,518.46	
*In Chase checking account	
CHASE	
2,639,240.29	
COMERICA	
891,831.14	
FLAGSTAR	
6,007,028.88	
HVSB	
1,174,269.00	
LPL FINANCIAL	
860,681.62	
MI CLASS	
4,157,042.38	
OAKLAND COUNTY	
5,693,155.15	
CIBC	
2,352,467.29	
HUNTINGTON	
242,274.83	
TOTAL	
24,017,990.58	

Flagstar Bank Statement
4,163,352.74

Respectfully submitted,
Jennifer Frederick, Treasurer

	BANK/GL REC. SORTED BY		FUND						
	August 31, 2026				LEDGER	BANK		FUND	FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		TOTAL	NUMBER
CHASE	GENERAL	CHECKING	101			1,884.80			
CHASE	GENERAL	H.R.A. CHECKING	101			15,051.93			
CHASE	GENERAL	F.S.A. CHECKING	101			117,619.66			
CHASE	GENERAL	CHECKING (SAVINGS)	101			834,644.13			
COMERICA	GENERAL	JFUND	101			256,363.18			
FLAGSTAR	GENERAL	MAX SAVINGS	101			19,617.71			
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101			1,889,306.66			
OAKLAND CO	GENERAL	INVESTMENT POOL	101			25,792.27			
CIBC	GENERAL	CD	101			309,099.36			
CIBC	GENERAL - ESCROW	CD	101			374,241.36			
HUNTINGTON	GENERAL	CD	101			242,274.83			
FLAGSTAR	GENERAL	CD	101			230,481.55			
FLAGSTAR	GENERAL	CD	101			240,467.49			
FLAGSTAR	PERPETUAL FUND	CD	101			1,294.95			
HVSB	GENERAL	CD	101	2,303.00	4,804,150.69	248,313.81		4,806,453.69	101
CHASE	ROAD	SAVINGS	203			3,454.51			
MI CLASS	ROAD	INVESTMENT POOL	203			56,194.50			
CHASE	HAUL ROUTE	SAVINGS	203			526,100.05			
HVSB	HAUL ROUTE	CD	203	0.00	902,193.41	316,444.35		902,193.41	201
FLAGSTAR	FIRE	MAX SAVINGS	206			49,547.92			
CHASE	FIRE	SAVINGS	206			66,519.62			
OAKLAND CO	FIRE	INVESTMENT POOL	206			1,974,389.12			
CIBC	FIRE	CD	206			194,471.98			
HVSB	FIRE	CD	206	-3,850.00	2,593,052.07	304,273.43		2,589,202.07	206
CHASE	POLICE	SAVINGS	207			78,754.20			
FLAGSTAR	POLICE	MAX SAVINGS	207			102,725.64			
MI CLASS	POLICE	INVESTMENT POOL	207			170,934.97			
OAKLAND CO	POLICE	INVESTMENT POOL	207			2,614,067.81			
FLAGSTAR	POLICE	CD	207			356,125.37			
HVSB	POLICE	CD	207			305,237.41			
CIBC	POLICE	CD	207			539,611.83			
CIBC	POLICE	CD	207	0.00	4,481,822.56	314,365.33		4,481,822.56	207
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	6,627.59	6,627.59		6,627.59	284
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			125,017.17			
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	860,681.62	735,664.45		860,681.62	737
CHASE	REFUSE	SAVINGS	227			42,752.48			
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	744,220.35	701,467.87		744,220.35	227
CHASE	HAAC	CHECKING	702	0.00	25,633.76	25,633.76		25,633.76	702
COMERICA	CAPITAL IMP.	PBMM	401			87,353.83			
COMERICA	CAPITAL IMP.	JFUND	401			548,114.13			
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			20,932.82			
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,832,236.10			
CIBC	CAPITAL IMP.	CD	401	0.00	2,899,794.24	411,157.36		2,899,794.24	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			262,360.87			
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			208,370.15			
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	848,169.10	377,438.08		848,169.10	402
CHASE	DDA	SAVINGS	494			23,274.26			
FLAGSTAR	DDA	MAX SAVINGS	494			419,142.94			
CIBC	DDA	CD	494			104,118.75			
CIBC	DDA	CD	494	0.00	651,937.27	105,401.32		651,937.27	494
CHASE	WATERMAIN	CHECKING	591	0.00	156,461.38	156,461.38		156,461.38	591
FLAGSTAR	TAX	CHECKING	703	0.00	4,293,032.28	4,293,032.28		4,293,032.28	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	204,069.89	204,069.89		204,069.89	764
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	76,727.72	76,727.72		76,727.72	765
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	15,859.10	15,859.10		15,859.10	766
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	37,677.49	37,677.49		37,677.49	767
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	64,774.48	64,774.48		64,774.48	768
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	37,659.55	37,659.55		37,659.55	769
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	251,103.29	251,103.29		251,103.29	770
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	3,563.83	3,563.83		3,563.83	771
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	8,830.52	8,830.52		8,830.52	773
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	11,651.77	11,651.77		11,651.77	774
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	6,219.15	6,219.15		6,219.15	775
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	17,815.83	17,815.83		17,815.83	776
CHASE	KNOBLOCK LAKE	SAVINGS	777	0.00	4,509.30	4,509.30		4,509.30	777
FLAGSTAR	WOODLAND RIDGE	SAVINGS	778	0.00	7,993.71	7,993.71		7,993.71	778
FLAGSTAR	FLYNN DRIVE	SAVINGS	779	0.00	3,305.63	3,305.63		3,305.63	779
TOTAL	Fund 101 Chase Credit Cards in Transit = $ 1,547.00			-1,547.00	24,019,537.58	24,017,990.58		24,017,990.58	
	Fund 206 Fire Course Transfer in Transit = $3,850.00								
RLO - 9/28/26 - 3:31pm	Fund 703 Transfer in Transitt = 129,679.55								

CHARTER TOWNSHIP OF HIGHLAND
ZONING BOARD OF APPEALS
APPROVED MINUTES
August 19, 2026

The meeting was held at Highland Township Auditorium, 205 N. John St, Highland, MI, 48357.

The meeting was called to order at 7:30 p.m.

ROLL CALL:

David Gerathy, Chair- **absent**
Michael Borg, Vice Chair
Anthony Raimondo, Secretary
Michael Zeolla, P.C. Liaison
Peter Eichinger
Robert Hoffman
Gary Childs
Chuck Benke, Alternate
Jacob Probe, Alternate

Tim McLean, Zoning Administrator
Samantha George, Assistant Zoning Administrator

Visitors: 6

Vice Chair Borg welcomed the public to the meeting and reviewed the procedures for addressing the Board, stating that four affirmative votes are required to approve a variance. If a variance is approved, the applicant has one year to act upon the variance. Vice Chair Borg noted that he is sitting in for Mr. Gerathy due to his absence and the alternate, Mr. Benke, also sat in on this meeting.

NEW BUSINESS:

1. CASE NUMBER: 26-14
   ENFORCEMENT:
   ZONING: LV– Lake and Village Residential
   PARCEL #: 11-32-476-007
   PROPERTY ADDRESS: 2225 North St
   APPLICANT: Robert Husic
   OWNER: Robert Husic
   VARIANCE REQUESTED: A 5-foot variance from the calculated 10-foot south side yard setback to 5-feet provided
   (Sec. 9.02.B.b.)
   This request is for a reduction of the south side yard setback for the construction of a shed.

Vice Chair Borg introduced the case, and asked if the applicant was present and, if so, to please step up to the podium.

Discussion from the Applicant:
The applicant Mr. Husic introduced himself and stated he wanted to build a shed on his property. Mr. Husic stated his property has a weird configuration with two front yards, and he is also having to

consider his septic field, taking up most of his rear yard.

Discussion from the Public:
None

Discussion from the Board:
Mr. Borg complimented the applicant on doing such a great job with his property and asked the applicant if he's placing a foundation for the shed. The applicant stated it's going to be gravel.
Mr. Zeolla stated to the applicant that if he moved the shed behind the house, past the well, then the applicant would not need a variance. Mr. Hoffman stated any work done to the well and they would have to drive over the septic field to fix it.
Mr. Eichinger stated he likes what the applicant has done and does not see an issue with it.
Mr. Benke asked if this would be the only accessory structure and Mr. Husic stated yes.
Mr. Borg stated the applicant's practical difficulty is the location of the septic field, and he has two front yards. Mr. Zeolla stated there's no practical difficulty when he can put the shed behind the house. Mr. Husic stated there is a 9-foot elevated hill in that location.
Mr. Raimondo asked if the applicant had considered reducing the side of the shed to minimize the variance. Mr. Husic stated the shed is to store his maintenance equipment and to reduce the outside storage on his property.
Mr. Raimondo stated he thinks it will improve the property value.

Motion:
Mr. Hoffman made a motion in Case #26-14, parcel # 11-32-476-007, commonly known as 2225 North St, to approve a 5-foot variance from the calculated 10-foot south side yard setback to 5-feet provided for the construction of a shed. Mr. Eichinger supported the motion.

Facts and Findings:
The parcel is substandard in size.
The parcel has two front yards (North St and Central Blvd).
This request is the minimum necessary.

Roll Call Vote: Mr. Hoffman -yes, Mr. Zeolla -no, Mr. Benke -yes, Mr. Raimondo -yes, Mr. Eichinger-yes, Mr. Childs-yes, Mr. Borg-yes, (6 yes votes, 1 no votes). The motion passed and the variance requests were approved.

2.	CASE NUMBER:	26-15
	ENFORCEMENT:	
	ZONING:	ARR– Agricultural & Rural Residential
	PARCEL #:	11-03-376-013
	PROPERTY ADDRESS:	5588 Buckhorn Lake Rd
	APPLICANT:	Horizon Landscaping Inc.
	OWNER:	Todd Schorr & Denneen Ford
	VARIANCE REQUESTED:	A 34-foot variance from the required 65-foot ordinary highwater mark setback to 31-feet provided; (Sec. 4.15.) This request is for a reduction of the ordinary highwater mark

setback for the construction of a pool and retaining wall.

Vice Chair Borg introduced the case, and asked if the applicant was present and, if so, to please step up to the podium.

Discussion from the Applicant:
The applicant David Lutomski, 11765 Hibner Rd, Heartland MI, introduced himself. Mr. Lutomski stated he's with Horizon Landscape, representing Todd Shore at 5588 Buckhorn Lake Rd, for the construction of a pool and retaining wall. The applicant stated the reason for the request is the physical layout of the property, existing home, driveway, pond, wetland, septic field and available yard space. They are requesting the variance to maintain the minimum necessary requirement from the house to fit on the site and work around existing conditions while still preserving the functional yard. The proposed location is a reasonable use for the property and will not negatively impact on any of the neighbors' properties or waterways.

Discussion from the Public:
None

Discussion from the Board:
Mr. Eichinger asked the applicant if there was some part of the house that was already past the setbacks.
Mr. Lutomski stated he does not believe it is, the north side has a 40-foot setback, the house is 60-feet from that edge, the back side of the house has the septic field, well, and the utilities coming around.
Mr. Raimondo asked the applicant about his application, stating the variance is not of a personal nature but for general health benefits of swimming. Mr. Lutomski stated the property owner wants a lap pool and its 12-feet by 27-feet, which they don't make much smaller.
Mr. Raimondo asked if Buckhorn Lake doesn't allow any type of swimming. Mr. Lutomski stated they have access to the lake; it's just the seasons that are the issue.
Mr. Borg stated it's a unique and beautiful property. Mr. Eichinger agreed and stated it will not change the physical character of the area.
Mr. Raimondo stated they get these types of cases frequently and addressed the Planning Commission liaison to encourages the Planning Commission to address the ordinary high-water mark.

Motion:
Mr. Eichinger made a motion in Case #26-15, parcel # 11-03-376-013, commonly known as 5588 Buckhorn Lake Rd, to approve a 34-foot variance from the required 65-foot ordinary highwater mark setback to 31-feet provided for the construction of a pool and retaining wall per the facts and findings provided during discussion. Mr. Childs supported the motion.

Facts and Findings:
This request is the minimum necessary.
This request will not be detrimental to nor alter the essential character of the neighborhood.

Roll Call Vote: Mr. Hoffman -yes, Mr. Zeolla-no, Mr. Benke -yes, Mr. Raimondo-yes, Mr. Eichinger -yes, Mr. Childs-yes, Mr. Borg-yes, (6 yes votes, 1 no votes). The motion passed and the variance requests were approved.

3.	CASE NUMBER:	26-16
	ENFORCEMENT:	
	ZONING:	LV– Lake and Village Residential
	PARCEL #:	11-12-326-002
	PROPERTY ADDRESS:	3921 Orchard Dr
	APPLICANT:	Stephen Garth
	OWNER:	Stephen Garth
	VARIANCE REQUESTED:	A 31.9-foot variance from the calculated 33-foot front yard setback to 1.1-feet provided. (Sec. 9.02.B.a.) This request is for a reduction of the front yard setback for the construction of a detached garage.

Vice Chair Borg introduced the case, and asked if the applicant was present and, if so, to please step up to the podium.

Discussion from the Applicant:
The applicants brother introduced himself as Alexander Garth at 140 Monet Avenue, White Lake, Michigan and his brother the applicant as Stephen Garth. Mr. Stephen Garth stated the request is the same kind of variance from numerous neighbors along the same street, and they provided a land survey. He also stated the garage will be lined up parallel with the other garages along the street and does not believe it directly or indirectly affects the community in any way. Mr. Stephen Garth stated the contractor from Vision Family Home's was in the audience for any building-related questions. He also stated the original structure was built with the house in the 1930's and is below the water line, consistently flooding.

Discussion from the Public:
None

Discussion from the Board:
Mr. Benke asked why a three-car garage instead of two. Mr. Stephen Garth stated his brother is moving and will be downsizing his house. He also has multiple vehicles and wants to keep them safe and secure.
Mr. Zeolla asked the applicant why there are two stories. Mr. Stephen Garth stated for storage for all yard or lake items. He also noted that the material for the siding and roofing would match the house.
Mr. Raimondo asked the applicant or builder what the potential is for runoff on to the neighboring properties. Mr. Stephen Garth stated they do not have issues or worries about runoff. They also would only be connecting electricity to the garage.
Mr. Eichinger stated he believes going up is the only way to go, with the lot being small and not very wide.

Motion:
Mr. Childs made a motion to table Case #26-16, parcel # 11-12-326-002, commonly known as 3921 Orchard Dr, for a 31.9-foot variance from the calculated 33-foot front yard setback to 1.1-feet provided for the construction of a detached garage. Mr. Eichinger supported the motion.

Facts and Findings:
The parcel is substandard in size.

This request is consistent with the surrounding parcels.
The practical difficulty was not self-created.
This request is the minimum necessary.

Roll Call Vote: Mr. Hoffman -yes, Mr. Zeolla-no, Mr. Benke -yes, Mr. Raimondo-yes, Mr. Eichinger -yes, Mr. Childs -yes, Mr. Borg-yes, (6 yes votes, 1 no votes). The motion passed and the variance requests were approved.

MINUTES:
Mr. Raimondo made a motion to approve the minutes of June 17, 2026, as corrected. Mr. Eichinger supported the motion, and it was approved with a unanimous voice vote.

DISCUSSION:
Mr. Raimondo welcomed Mr. Tim McLean to the board as the new Zoning Administrator and stated there is a new ordinance enforcement person as well.
Mr. Probe asked what the next case would be and Mrs. George was stated it was for a gas station price sign.
Mr. Raimondo stated the planning commission needs to address some ordinance updates including sign, vacant property, accessory structures and data centers.

ADJOURN:
At 8:28 p.m., Mr. Raimondo made a motion to adjourn the meeting. Mr. Eichinger supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,

Anthony Raimondo, Secretary
AR/kpl

Highland Township Planning Commission
Record of the 1447th Meeting
Highland Township Auditorium
August 27, 2026

Roll Call:

Kevin Curtis, Chairman
Grant Charlick (absent)
Chris Heyn
Mary Ray
Roscoe Smith
Scott Temple
Russ Tierney(absent)
Guy York
Michael Zeolla

Also Present:
Elizabeth Corwin, Planning Director

Visitors: 8

Chairman Curtis called the meeting to order at 7:30 p.m.

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.

Mr. Lloyd Tanner, 1577 S. Lakeview Ln. spoke against any changes to the zoning map since he was frustrated with the response of the Township in correcting violations on a different business in his neighborhood. He was concerned that the request for rezoning to C-2 with conditions would open the neighborhood to further nuisance that would be incompatible with the residential properties.

Mr. Rick Hamill, Township Supervisor was present and rose to address Mr. Tanner's concerns.

Mr. Bob Hoffman, County Commissioner and member of the Zoning Board of Appeals spoke in support of a constituent who requests reconsideration of the policy against prohibiting any accessory structure on a parcel where no principal use has established. He referenced an enforcement action where a resident had constructed a "deer blind" on a ten acre plus parcel with no principal residence and cited for violation of the zoning ordinance. He suggested this might be allowed if the definition of accessory structure is reconsidered. He noted that no state law would prohibit a deer blind.

Mr. Hamill supports a committee to review this zoning issue and others. He noted that his office is working with the Highland Downtown Development Authority, business owners and the Zoning Administrator to develop recommendations to modify the sign ordinance. Their recommendations will be presented to the Planning Commission in the future.

Chairman Curtis closed the call to the public at 7:50 p.m.

Public Hearing

Agenda Item #2:

Parcel #	portion of 11-27-327-015
Zoning District:	C-1, Local Commercial Business
Address:	1415 S Milford Rd
File #:	RZ26-03 and URSA 26-01
Request:	Conditional Rezoning and Special Use Permit to allow for establishment of a Taxidermy Studio
Applicant:	Robert Wing, Day Six Wildlife Studio Owner: A&A Enterprise Properties, LLC

Chairman Curtis introduced the agenda item and asked Ms. Corwin to explain the approval process. Ms. Corwin explained that the applicant has requested a use that is permissible in the C-2 Zoning District with Special Approval of Land Use and has therefore requested consideration of rezoning of only the northernmost lease unit (formerly Dee's Café) of the Colonial Village Shopping Center with an offer of conditions. The conditions include limiting use to a taxidermy studio or other uses permitted in the underlying C-1 Zoning District and compliance with a previously approved site plan. No site work is proposed at this time. She read the offer of conditions for the record.

Mr. York asked for clarification of the floor plan of the building. Essentially, the former seating area and "front end" of the café will be updated with higher end finishes as a showroom and space to meet with clients. The former kitchen, or rear of the building will be the workspace where specimens are processed. There are double doors in the front end, and a single man door in the rear end of the site. The applicant affirmed that this access is suitable for the types of equipment and supplies that will be used by the taxidermy studio.

The applicant, Mr. Robert Wing was invited to explain his proposal. His plan is to provide a high-end experience for customers, where they will walk into a well-appointed space with high end finishes like bronze epoxy floors and granite countertops. They are small volume boutique where the customer can meet with the artist.

Typical, the specimens are received fully "caped out", with most of the flesh removed. There will be skulls, and those will be defleshed on site. He explained that the chemicals used in the tanning process are much milder than what some might have associated with taxidermy in the past. His business employs "ProTan", a newer product line that is milder than pool shock, containing primarily salts. The hides are submerged in solution in a covered Rubbermaid container for 3 to 5 days. When the hide is ready, the solution is diluted with water and baking soda, which renders the solution inert saltwater solution. It is decanted to a waste drum which will be evaporated and hauled away by a certified waste hauler like Republic or Waste Management. From there, the artist will stretch the hide around a form, detail it with paints using an airbrush, and set it to dry and cure for about a week until the customer can pick it up. Typically, the studio operates by appointment only.

Mr. Wing noted that any flesh removed or wastes are packaged in large, sealed bags and frozen until pick up day. He noted that the surfaces are stainless steel in the work room and easily cleaned. He has access to large commercial air scrubber fans that will be brought in if odor presents any problems. He assured the Planning Commission that the studio runs a very clean operation.

Mr. Temple asked for further explanation of the chemicals. Mr. Wing explained that Pro-Tan is a relatively newer chemical. In the past, acids were used. Although the employees still wear protective equipment like gloves and goggles, the chemicals are not dangerous and convert to salt solutions. He also noted that for large hides, the specimen is sent out to a large commercial tannery.

Mr. Temple asked staff to do more research to see if this use could be allowed in a less intense commercial district. He believes it was retained in the C-2, General Commercial due to concerns about environmental

contaminations that no longer seem relevant. He also asked if the taxidermy protocols could be dictated in the Special Use Permit so that a different taxidermy utilizing harsher chemicals could be established since the C-2 designation might be in place.

Ms. Corwin noted that the C-2 designation for this unit does not actually change the map but rather adds an "asterisk" to the parcel, meaning that the zoning can only be understood by consulting the conditional zoning ordinance which limits the use and the Special Use Permit which dictates the conditions of this use. No other use reserved to C-2 Zoning would be permitted.

Mr. Temple asked for an explanation of why the parcel Mr. Tanner identified is zoned C-2. Ms. Corwin explained that this is a nod to historic use of the parcel, which included the gas station and impound yard which was permitted under a court judgment. In subsequent rounds of map rewrites, the designation allowing a gas station followed so as to not create a non-conforming use.

Mr. Curtis opened the public hearing for comment at 8:05 p.m.

Mr. Lloyd Tanner expressed his concern about changing the Zoning Map. He has no specific concern about this taxidermy studio and is not opposed to new business. He asked why a use variance would not be allowed instead.

Ms. Corwin explained that the State Zoning Enabling Act does not permit Townships to grant use variances unless they were doing so prior to 1987. The state has enabled the tool of conditional zoning. She reiterated that the map would not be changed to C-2 Zoning District, but rather to an asterisk that is explained by the Zoning Amendment. No other use reserved to the C-2 District would be permitted. Since this use is further restricted by a Special Use Approval, the Planning Commission can put further guardrails on the use.

Mr. Heyn asked why the Planning Commission could not simply make the decision to allow this use in the C-1 Zoning District. Ms. Corwin explained the process to amend the zoning ordinance, noting that the time frame is not compatible with the applicant's timeline.

Mr. Curtis closed the public hearing at 8:15 p.m. and opened the discussion to the Planning Commission members.

Mr. York cautioned the Planning Commissioners that the conditions must be carefully considered since the use could carry over to a future tenant. Mr. York asked what is so onerous about a traditional taxidermist that landed the use as a Special Use permit. Ms. Corwin explained that the ordinance has not been reviewed since 2010, at which time the harsher chemicals described were typical. She explained that she has recently had a brief conversation with the Michigan Department of Natural Resources, who has jurisdiction over the industry. She noted their primary concern is ensuring that the specimens processed were properly harvested and that endangered or exotic species were not being handled improperly.

Mr. Curtis was concerned about the storage of the chemicals and the inventory. Mr. Wing explained that the chemicals come in 24-ounce bottles, and that the largest containers were the processing vats, which might contain 8 to 10 gallons of fluid. The other equipment such as fleshing wheels, and a few forms are easily contained in the space. The other salts and baking soda are packaged on small scale. The paint kits are similar to what a hobbyist would have on hand.

Mr. Tanner asked about the evaporation. Mr. Wing explained that once the solution is neutralized by the baking soda, it is no more dangerous than salt water and evaporates into the room atmosphere. This reduces the volume of waste and there is no need to flush anything down the drain. The workers no longer require respirators to work in the back room as in the past.

Mr. Zeolla asked if there could be a stipulation regarding these precautions in the conditions to ensure that odor control is maintained.

Mr. York asked the applicant about his timetable. Mr. Wing would like to have the studio open October 1 to capture the Michigan deer hunting season. Much of their work flows from that season alone.

Ms. Corwin explained the timeline. If the Planning Commission is able to reach a recommendation on the zoning question this evening, the Board will be able to accommodate the request with an introduction and second reading of the ordinance by mid-September. If the Planning Commission wanted to put off a decision on the Special Use Permit, they would be able to take it up again at the first meeting in September and still meet the timeline for Board approval in mid-September.

Work Session:

Agenda Item #3:

Parcel #	portion of 11-27-327-015
Zoning District:	C-1, Local Commercial Business
Address:	1415 S Milford Rd
File #:	RZ26-03 and URSA 26-01
Request:	Conditional Rezoning and Special Use Permit to allow for establishment of a Taxidermy Studio
Applicant:	Robert Wing, Day Six Wildlife Studio Owner: A&A Enterprise Properties, LLC

Mr. York cautioned the Planning Commissioners that the conditions must be carefully considered since the use could carry over to a future tenant. Mr. York asked what is so onerous about a traditional taxidermist that landed the use as a Special Use permit. Ms. Corwin explained that the ordinance has not been reviewed since 2010, at which time the harsher chemicals described were typical. She explained that she has recently had a brief conversation with the Michigan Department of Natural Resources, who has jurisdiction over the industry. She noted their primary concern is ensuring that the specimens processed were properly harvested and that endangered or exotic species were not being handled improperly.

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Mr. York asked the applicant about his timetable. Mr. Wing would like to have the studio open October 1 to capture the Michigan deer hunting season. Much of their work flows from that season alone.

Ms. Corwin explained the timeline. As long as the Planning Commission is able to reach a recommendation on the zoning question this evening, the Board will be able to accommodate the request with an introduction

and second reading of the ordinance by mid-September. If the Planning Commission wanted to put off a decision on the Special Use Permit, they would be able to take it up again at the first meeting in September and still meet the timeline for Board approval in mid-September.

Mr. York asked if the Planning Commissioners wanted to hash out the conditions now, or if they would like the staff to come back with a fully developed set of conditions for their consideration. Ms. Corwin stated either was acceptable, but if there were specific conditions related to the use that could be determined now, it would be a useful effort.

Mr. York asked if outdoor storage was contemplated. Mr. Wing stated no outdoor storage and no overnight parking of vehicles.

Mr. Hamill noted that a restaurant is more noxious than the taxidermy as described by the applicant. This use does not generate the grease or heavy cleaning that a restaurant does.

Mr. York asked about deliveries and waste pickup. Mr. Wing noted that pickup of the waste chemicals is typically only once per 90 days.

Mr. York asked if there was an organization guiding the industry that might be referenced in developing the conditions. Mr. Wing was not familiar with any and suggested that even the MDNR has no firm policies or laws governing their practice.

Scott Temple asked about the taxidermist that used to operate in the building with DJ's Meats. He thought that DJ might have bought out Kane's. Mr. Wing explained that Kane moved out to Holly and that DJ's son was mounting skulls only. Ms. Corwin noted that the property in question is zoned C-1, Local Business, although she recalled there had been a special use permit when Kane's was established. She could not the details.

Ms. Ray asked about pest management. Mr. Wing explained that since all the biodegradable materials are kept in the freezer, pests have not been a problem. He explained that they have a professional protocol that controls the cleanliness and would not allow intake of more specimens than could be safely handled. She asked if there were barriers between the lease units, and if there had been issues when the restaurant was in operation. Ms. Corwin doubted there was specific provisions and noted that the whole plaza smelled of bacon when Dee's was in business.

Mr. Heyn noted that it would be nice to see some life back in this building since the community has fond memories of Dee's.

Mr. Temple asked if the other commissioners were comfortable with leaving the conditions to staff. He cooperated with Mr. York in developing a motion.

Mr. York noted the concern about odor, but the Planning Commission was comfortable with the adequacy of parking. He noted that garbage collection was minimal. He asked the applicant about the hours of operation, to which Mr. Wing noted that typical shopping center hours would be observed, most likely weekdays before 6:00 p.m. The signage will comply with ordinances.

Mr. York asked if the MDNR has any frequency for which it completes site visits. Mr. Wing replied it would be infrequently but not announced and that the MDNR typically is looking for a specific specimen they believe may have been poached. Their inspection is usually a review of the logbooks and specimen materials that are on hand. The license renewal cycle is every three years, but that is basically an online paperwork process. Mr. York noted that the Township would have the right to request an inspection at any time.

Mr. York summed it up that the conditions would cover concerns about odor, noise, cleanliness, licensing and inspections to ensure compliance with industry standards of excellence.

Ms. Corwin asked that the recommendations take the form of two separate motions, one for a zoning recommendation and the other a special land use approval recommendation. The Board of Trustees will be the final approving body.

Mr. York made a motion to recommend approval of the rezoning application with offer of conditions to C-2 for the use of a taxidermy studio, subject to special land use approval for a portion of parcel 11-27-327-015, 1415 South Milford being the northernmost lease unit formerly housing Dee's Café. This property will be subject to the conditions offered in writing by the applicant, including a restriction of use to a taxidermy studio, noting that the approved site plan remains unchanged except for signage, the use is subject to the review and approval of the Oakland County Health Department and any other uses would be restricted to those permitted in the C-1, Local Commercial Zoning District. Further, if the proposed taxidermy use is not established within two years, the zoning may revert to the original C-1, Local Commercial Zoning District.

Mr. Curtis supported the motion. Roll call vote: Temple – yes; York - yes; Zeolla – yes; Curtis – yes; Heyn – yes; Ray - yes; Smith – yes. Motion carries (7 yes votes, 0 no votes).

Mr. York made a motion to recommend approval of the rezoning application with offer of conditions to C-2 for the use of a taxidermy studio, subject to special land use approval for a portion of parcel 11-27-327-015, 1415 South Milford being the northernmost lease unit formerly housing Dee's Café. This property will be subject to the conditions offered in writing by the applicant, including a restriction of use to a taxidermy studio, noting that the approved site plan remains unchanged except for signage, the use is subject to the review and approval of the Oakland County Health Department and any other uses would be restricted to those permitted in the C-1, Local Commercial Zoning District. Further, if the proposed taxidermy use is not established within two years, the zoning may revert to the original C-1, Local Commercial Zoning District.

Mr. Temple supported the motion. Roll call vote: Temple – yes; York - yes; Zeolla – yes; Curtis – yes; Heyn – yes; Ray - yes; Smith – yes. Motion carries (7 yes votes, 0 no votes).

Mr. York moved to recommend special approval of the land use of a taxidermy studio for parcel 11-27-327-015, 1415 South Milford being the northernmost lease unit formerly housing Dee's Café based upon the conditions discussed this evening regarding odor, noise, chemical handling and storage, waste management and other conditions that the staff might find appropriate regarding the operation of the facility. This special approval is based upon the Planning Commission's findings that the proposal satisfies the standards of approval for Special Uses under Section 6.03J particularly noting that the use will be operated in a way that protects public health, safety and welfare; that the use is compatible and harmonious with surrounding land uses; the character of the use is within the context of surrounding land uses; that the special land use will not cause special injury to the value of other properties; that the special land use is in general agreement with the Master Plan; that the special land use includes adequate provisions for safe and effective traffic circulation; and that the special land use includes adequate provisions to protect from negative impacts such as noise, odor and vibration.

Mr. Temple supported the motion. Roll call vote: Temple – yes; York - yes; Zeolla – yes; Curtis – yes; Heyn – yes; Ray - yes; Smith – yes. Motion carries (7 yes votes, 0 no votes).

Agenda Item #4:

Parcel # 11-29-100-025

Zoning: C-3, Low Impact Commercial Zoning District
Address: 3151 W Highland Rd
File #: SPR 26-03
Request: Site Plan Modification
Applicant: Ralko Properties, LLC
Owner: Ralko Properties, LLC

Mr. Curtis introduced the agenda item. Mr. Ron Ralko, applicant was present and described his proposal to add an additional pole building to the site to contain equipment and fertilizers. He also noted that he had covered an existing salt bin that was put in place six years ago without seeking approvals, and that had drawn the attention of the building official who now requires a building permit. When he installed the new bin, he created a much larger bin, placed 25 feet from a heavily wooded property line. The purpose of the new bin is to store enough materials on the site to contain seasonal price fluctuations. He had placed it at the rear of the property thinking it would be less intrusive.

Mr. Ralko explained that he does not have the full details of the new barn as planning is still underway. It will be similar to the barn built in 2019, although with fewer overhead doors, since its purpose is to contain inventory and equipment and not store fleet vehicles. Ms. Corwin had advised him to include any improvements he anticipates within the next two years.

Mr. Zeolla asked if this site will be certified by the Michigan Department of Agriculture and Rural Development (MDARD). Mr. Ralko agreed that his applicators are all licensed and certified. Mr. Ralko explained that the mixing is within the tanks on the trucks, which reduces the overall volume of chemicals stored on site.

Ms. Ray asked if how many salt bins are contemplated? The two bins that were erected without permit. The location of the bin is the question under consideration.

Mr. York asked what type of site plan might be expected for an expansion of a site such as this. Ms. Corwin noted that typically, the expectation is for a fully engineered plan, including drainage and grading design. Mr. York asked if there had ever been a full site plan for the site. Ms. Corwin explained that the former auto salvage was a non-conforming use operating without a site plan, and that the landscape business had been established as a staff approved change of use. There is a simple site plan from 2020 showing the pole building that had been added to the site at the time, but no engineering plans have ever been submitted.

Ms. Corwin noted that the issue for the Planning Commission to address is “what is the bin?” The applicant had argued during the recent rezoning activity that the bins on the property line were acting more as a barrier or screen like a fence. If it is a structure, then setbacks would apply. This question is not unlike the question about the deer blind raised during the call to the public, or the storage containers with roof that MJ Whelan had constructed last year.

Ms. Ray thought the material bins along the property line might function as a screen, but once the roof is attached, it seems the salt bins gain a different character. She thinks it is a judgment call of whether the setbacks should apply.

Mr. Smith did not recall any site plan indicating the major expansion of the site concrete and noted that a sidewalk would be required along the frontage. Mr. Ralko noted there is no room for a sidewalk along the right-of-way since the pavement for Highland Road is so close to the property line. Ms. Corwin affirmed that this had been discussed in the past, but that some landscaping was expected as part of the previous approval.

Mr. Smith was surprised that a landscaping contractor would not take advantage of the opportunity to present a well landscaped entrance. Mr. Ralko said they had been waiting for approval of the sign, which is now in place. Mr. Smith noted the sign should be identified on the site plan.

Mr. York asked if there would be any electricity, bathrooms or breakout facilities. Mr. Ralko plans lighting but not plumbing.

Mr. Smith asked about the path running toward the party store. Mr. Ralko noted that he had sold the parcel due west of the site, and only 100 feet of the path is on his parcel. Mr. York asked about other features of the site, noting that the site plan needs to show all the site improvements, including gravelled areas. He noted the Planning Commission needs to be able to evaluate whether the facility is safe and convenient for vehicle travel and must consider whether the drainage patterns are adequate. He noted the site plan has no plans for site lighting either. Mr. Ralko noted that the Planning Commission did not require any of these elements when he did his previous building.

Mr. York explained that the Planning Commission is pleased to see him expand his business and understands that it is a burden to spend a lot of money on engineered drawings when the property owner just wants to build a barn. But it is essential that the plan, once accepted, conveys all the information necessary to evaluate the proposal including traffic circulation, grading and drainage, the septic and well locations, site lighting and such. This plan does not include enough information to make the determination that the ordinance requirements are satisfied. A verbal description is not sufficient. He noted that the plan submitted in 2020 could have been used as a background.

Mr. York noted that he has no objection to adding the pole barn, but he cannot tell where vehicles move and park, where pedestrians travel, whether the site drains well, and what the site lighting will be. Mr. Curtis agreed that he is not opposed to the project either but needs more information.

Ms. Corwin said the plans came to them today so that the issue of the bin could be addressed. Ms. Ray asked if there had been communication with the neighbors and if they expressed concerns about the bin and the height of its cover. Ms. Corwin noted that the Armstrongs farm to the east and that the parcel to the south is part of the Lazy J Ranch.

Mr. Curtis thought the appropriate approach would be to table the site plan for more information. Ms. Corwin asked if the Planning Commission would find it acceptable for the building department to review and issue a building permit just for the covered salt bin, and not for the full site plan. A building permit cannot be processed if a land use permit is not first issued and staff cannot issue a land use permit due to its setback. However, if the Planning Commission chooses to determine that the bin is not an accessory structure and therefore not subject to setbacks, staff could proceed. Ms. Corwin said the other alternative is to ask the Zoning Board of Appeals to interpret the ordinance. She noted that if not for the pending enforcement issue, the site plan would not have come to the Planning Commission until it was better fleshed out.

Ms. Ray asked if this covered salt bin could be used for any other purpose than salt storage. Mr. Ralko said that was his intent and it is made of movable blocks. She noted that if there were more concrete blocks on site, the cover could be moved to a different location. Mr. Ralko countered that the site circulation is an issue for him, and that the site is ideal because of other constraints due to the junkyard fill.

Mr. York asked if the arched 30-foot tall roof frame sits on the blocks, and if so, what the block height was. Mr. Ralko explained the blocks were 9 foot high. Ms. Corwin noted that the ordinance allows 30-foot mid-peak, which is probably less than 30 feet.

Mr. Temple summarized the issue as follows: If the bin with its cover is an accessory structure, then it must meet setbacks. If it is "something else" and a bin is just a bin, then is this the appropriate location and is not subject to setbacks. Ms. Corwin agreed that the Planning Commission, if it were comfortable, could address this by stating that our current interpretation is that this salt bin is not a structure under the zoning ordinance and need not meet setback requirements; is planning to study the further issue; may draft an ordinance amendment in the future and is therefore satisfied that the Building Department may proceed with issuing a building permit.

Mr. York observed that the applicant has created the issue by not seeking permission, as it is unlikely that the Planning Commission would have approved a 25-foot setback because they would have been forward looking to the day that the adjacent parcel was developed with residences and not used as a farm field.

Mr. York wondered if the roof could be permitted as a temporary structure. Ms. Corwin said the difficulty is that a temporary permit has a six-month life, after which the roof would need to be removed. Mr. York posed the question of whether this is even the right roof, appropriate for this use. This would also have been investigated prior to construction had the applicant sought a permit prior to purchasing the roof.

Mr. Hamill supported the applicant's position that the placement of the bins must not overly impede the use of the parcel. He noted other landscapers have bins on the property lines. He wondered if the approval could be conditioned upon the use of the neighboring parcel and be revisited when that property is developed. Mr. York cautioned that is a slippery slope and could create unforeseen consequences.

Mr. York offered a motion to recognize that for parcel 11-29-100-025, 3151 W Highland Road, GLC Landscaping, the salt bin as exists, and its cover is acceptable in its current location and a land use permit may be issued; recognizing that the Planning Commission intends to study this issue further and may draft an ordinance amendment in the. Mr. Temple supported the motion.

Mr. Smith offered an amendment that the site plan should be brought up to reflect existing conditions and that the applicant is required to complete the required landscaping. Mr. York found the amendment acceptable.

Ms. Corwin asked if the requirement is necessary in the immediate case of issuance of the land use permit for the salt bin, or if the requirement would just apply when the full site plan is brought back for consideration. She noted that the applicant is not pursuing an immediate answer for the pole building, but the building department would like to inspect and verify the acceptability of the roof frame over the salt bin now. A commissioner could offer a motion that falls short of approving the modification

Mr. York offered an amendment so that the motion would read as follows: Mr. York offered a motion to recognize that for parcel 11-29-100-025, 3151 W Highland Road, GLC Landscaping, the salt bin as exists, and its cover is acceptable in its current location and a land use permit may be issued; recognizing that the Planning Commission intends to study this issue further and may draft an ordinance amendment in the future. The Planning Commission further notes that the site plan modification for the full site is tabled so that the applicant may supply the additional information and plan the site improvements as discussed, this evening. Mr. Smith and Mr. Temple accepted the amendment to the motion.

Roll call vote: York - yes; Curtis – yes; Ray - yes; Smith – yes, Temple – yes; Tierney - yes; Heyn – yes. Motion carries (7 yes votes, 0 no votes).

Agenda Item #5: General Discussion, Ordinance Amendments: Definitions (various), Fences, Animals, Commercial and Recreational Vehicle Parking in Residential Districts,

Ms. Corwin directed the Planning Commissioners to two model ordinances that could provide a possible framework for Data Center regulations. One is from the Michigan Township Associations (MTA), and the other is from Green Oak Township. She also has the draft language for a possible moratorium in case the Commissioners have reconsidered and would like to pursue such.

Mr. York recommended that the Planning Commissioners review the article in a recent Michigan Planners magazine that discussed issues that should be considered in drafting an ordinance.

Mr. Hamill offered that it has come to his attention that data center developers are seeking sites as small as 50 acres, so it would be prudent to consider both a regulatory zoning ordinance amendment and a moratorium while the issue is studied.

Ms. Corwin noted that she could have a zoning moratorium ordinance ready for an October public hearing. A general police powers moratorium ordinance could be presented to the Board next week. In the past, a Board resolution has been deemed adequate. The legal community is divided over the issue of whether that is adequate and is pushing for ordinances. After discussion of timelines, it was decided that the Board could move forward with a moratorium ordinance with a first reading on August 31, 2026, and the second reading and adoption in mid-September. The Planning Commission could come behind that schedule as is appropriate.

Mr. York noted that one of the issues that needs to be considered is what happens when this land use is vacated?

Mr. Heyn asked about Flock cameras. Mr. Hamill explained that there are no Flock cameras in Highland Township. Mr. Heyn asked who approves them. Ms. Corwin explained that there is no permit from Highland Township for Flock cameras, but they would be authorized by law enforcement. Mr. Hamill pointed out that law enforcement in Highland Township is through a contract with the Township, and the Board has not agreed to pay for them, so those that were present under a grant have been removed. The Township Board has concerns about privacy with such cameras. Mr. Heyn asked about the cameras in Milford. Mr. Hamill noted that Milford is paying for their own cameras. Mr. York noted that in the future, that could become a non-negotiable part of the contract, and the Board will not have that choice. Mr. Hamill said the township would have to decide on appropriate action if that happened.

Agenda Item #6: Committee Updates

- Zoning Board of Appeals:
- Township Board:
- Highland Downtown Development Authority:
- Planning Director's Update

Agenda Item #7: Minutes: June 4, 2026

Mr. York offered a motion to approve the minutes of the June 4, 2026, Planning Commission meeting as corrected. Mr. Curtis supported the motion which was approved by voice vote (all ayes, no nays)

Adjournment:

Mr. Curtis moved to adjourn the meeting at 10:15 p.m. Mr. York supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,
A. Roscoe Smith, Secretary
ARS/ejc

CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF AUGUST 12TH, 2026

A. ROLL CALL

Members present: Dale Feigley, Andy West, Taylor DeHaan, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, Daniel Walker, and Roscoe Smith

Members Absent: Christina Welsh

Staff Present: Melissa Dashevich, Executive Director

Caden Bare, Coordinator, Marketing

Guests: Ashley Bare

Mr. Smith called the meeting to order at 6:14 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF July 8th, 2026

SUPERVISOR HAMILL MOVED TO APPROVE the regular HDDA board meeting minutes of July 8th, 2026 as amended. **MR. WEST SUPPORTED THE MOTION,** and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (8 yes votes).

C. APPROVE MINUTES OF WORKING SESSION BOARD MEETING OF June 25th, 2026

MR. WEST MOVED TO APPROVE the working session HDDA board meeting minutes of June 25th, 2026 as amended. **MR. WALKER SUPPORTED THE MOTION,** and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (8 yes votes).

D. DIRECTOR'S REPORT

Mrs. Dashevich provided her report in advance. She also updated the board with a draft of the MetroMode article for their review.

Caden Bare provided the board with an update on his work with BOOMS Tracker and Shop OC Mainstreet. Participation has increased significantly on Shop OC Mainstreet

APPROVED

and Caden has increased the amount of parcels filled out over the past 2 months since gaining access to BOOMS Tracker from less than 1% to over 13%.

E. TREASURER'S REPORT

Mrs. Hamill presented her financial report through July 31st, 2026 in detail. We have a total revenue of $241,377. HDDA has spent just under $136,055.98 on programs. Currently revenue exceeds expenses by just over $105,000. HDDA is currently on target with their budget for 2026. Current cash on hand is $640,785, $200,000 of which is in CDs.

F. NEW BUSINESS

1. *Gateway Sign*

Mrs. Blascyk presented the board with an estimate for the sign as shown in the provided mock up. The sign will be two sided with lighting and composed of stone and wood with 2 high density urethane panels.

SUPERVISOR HAMILL MOVED TO APPROVE awarding the Highland Station Gateway Sign design and construction contract, in accordance with the purchasing policy allowing for the exception of three quotes based on the preferred vender rule, to Performance Creative Resources Inc. in the amount of $33,240.00, with funding from budget line 494-729-971.000 – DDA: Capital Improvement Projects, and authorize the Board Chairperson to sign and execute the agreement on behalf of the Highland Downtown Development Authority. **MRS. BLASCYK SUPPORTED THE MOTION,** and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (8 yes votes).

Taylor DeHaan arrived at this time.

2. *Grant Cathy Titerington additional hours and Budget Amendment*

Mrs. Dashevich informed the board that Cathy Titerington has had to take on additional hours beyond the estimated amount budgeted.

MS. FREDERICK MOVED TO GRANT Cathy Tiderington 494-729-705.002, part time assistant ,140 additional hours for the remainder of the year and reallocate unspent funds of $2,000 from Special Project Consultant Line Item 494-729-808.000 and $1040 from C Art Project 494-729-967.007. **MR. WEST SUPPORTED THE MOTION,** and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (9 yes votes).

APPROVED

G. OLD BUSINESS

1. *SEMCOG Grant Packet for the Board's review and consideration*

Mrs. Blascyk presented the board with the pass through agreement; it has been reviewed and approved by the HDDA's attorney. Mrs. Blascyk is seeking approval from the board to award the project to Nowak and Fraus, the HDDAs preferred vendor.

MS. FREDERICK MOVED TO AWARD the contract for the Milford Road Safety Pathway Extension Pre-Engineering and Preliminary Engineering Services to Nowak & Fraus in the amount of $34,554.00, $28,282.45 of which is to be reimbursed through the SEMCOG planning assistance grant. Payment will be authorized through Budget Line 494-729-801.000 – DDA: Professional Services, based on our purchasing policy allowing us to approve preferred providers without additional quotes. The eligible project costs reimbursed through the SEMCOG Planning Assistance Grant, which required a pass through agreement signature, and approve the necessary budget amendment to account for the grant-funded project expenses, and further authorize the DDA Chairperson or executive director to execute the Nowak & Fraus contract and the SEMCOG grant/pass-through agreement on behalf of the Authority. **MRS. BLASCYK SUPPORTED THE MOTION,** and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (9 yes votes).

2. *Momentum Grant Discussion*

Mrs. Dashevich moved this item to be a part of the work plans discussion.

3. *Budget & Workplans*

Ms. Frederick presented the new workplans and budget to the board going over any changes made since the previous year. Setting an additional budget of $1000 to cover a minimum revenue for food trucks at events in case of bad customer turn out was suggested and added to the budget. A potential use of the momentum grant is stated in the work plans and budget as an outdoor art gallery but is subject to change.

MR. HAMILL MOVED TO APPROVE the budget and work plans as amended, **MRS. BLASCYK SUPPORTED THE MOTION,** and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Daniel Walker - yes; Chris Hamill - yes; Supervisor Hamill - yes; Roscoe Smith - yes. (9 yes votes).

H. BOARD MEMBER COMMENTS

APPROVED

Mrs. Blascyk reported that the fire department mileage renewal will be up for vote again with changes in November.

Mr. West stated he is hiring for his company, TMI engineering, for drone assembly.

Ms. Frederick asked that the next 3 HDDA events be listed on the board meeting agendas each month or that the list of events be provided in the packet.

I. COMMITTEE REPORTS

Design

1. *Wayfinding Sign Repair Update*

Mrs. Blascyk informed the board that the repairs have been completed and the sign near Vandry Self Storage has been replaced.

Mrs. Blascyk is also in the process of getting quotes for the fall decorations. She also provided the board with copies of the finalized new banners for the south end of Milford Road.

Economic Revitalization

Mrs. Dashevich is currently working on the 2026 downtown days event. More information will be provided soon.

Organization

Nothing to report.

Promotions

2. *Concert Series Recap*

Mrs. Dashevich reported that the concert series was very successful with a lot of positive feedback from the community and great turnout.

The improvements made to the organization side have helped but more volunteers are still needed.

The Summer Sidewalk Sales was not as successful as expected due to the Canadian wild fire smoke but participants did everything they could to keep energy up and feedback about the event was still positive despite low turn out.

J. MSOC

APPROVED

Nothing more to report.

K. DISTRICT DEVELOPMENT

Clover Leaf Racing is moving to be by the Secretary of State office.

The Davina Design Co. new signs are up and look great.

Sheetz has begun construction, and they expect to be open January 2027.

L. CALL TO THE PUBLIC

Nothing to report.

M. MEETING ADJOURN

The meeting was adjourned at 8:14 pm. - TD

APPROVED

2026 MONTHLY ACTIVITY REPORT
HIGHLAND TOWNSHIP

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
Calls for Service	1557	1362	1621	1573	1473	1494	1443	1644					**12167**
Highland D.B.													
Warrants Submitted	5	7	6	6	7	7	6	4					**48**
Warrants Obtained	3	5	16	13	13	12	13	1					**76**
Court Appearances	3	4	7	4	2	2	4	6					**32**
New Cases	22	20	18	25	20	19	19	18					**161**
Closed Cases	17	12	20	14	15	12	13	15					**118**
Call Outs			1		2	4	0	2					**9**
School Liaison													
Incidents / Calls	16	9	10	10	12	N/A	N/A	N/A					**57**
Special Presentations	7	10	10	10	9	N/A	N/A	N/A					**46**
Traffic Enforcement													
Citations	52	73	92	71	92	115	131	222					**848**
Warnings	36	83	72	82	90	103	97	150					**713**
Substation Activity													
Citizen "walk ins"	44	49	52	58	45	54	58	67					**427**
Traffic Crashes	55	46	16	23	30	36	16	31					**253**
Arrests													
Adults	7	16	17	9	25	22	18	18					**132**
Juveniles	0	0	0	1	4	0	0	0					**5**

Highland Township Fire Department
Fire Chief's Monthly Report
September 2026

Fire Chief Update

September was another busy month for the Highland Township Fire Department. The Department responded to 182 calls for service, bringing our 2026 year-to-date total to 1,406 calls. This is 158 calls above the same point last year.

The Department averaged 5.79 calls per day during the month. In addition to emergency response, members remained active in training, community events, meetings, and regional mutual aid.

Emergency Response Activity

Total Calls for the Month: 182

Year-to-Date Calls: 1,406

Increase Over Last Year: 158

Average Calls Per Day: 5.79

Overlapping Incidents: 44

Incident Breakdown

Medical Emergencies: 130

Non-Emergency Calls: 19

Public Service Calls: 15

Hazardous Situations: 10

Fire Incidents: 4

Rescue Calls: 3

Assist Law Enforcement: 1

Mutual Aid

Mutual Aid Given: 6

Mutual Aid Received: 1

Operational Challenges

The Department experienced 44 overlapping incidents during the month, meaning multiple emergencies were occurring at the same time. These overlapping calls continue to place additional demand on available personnel and apparatus and remain one of the Department's primary operational challenges.

Training and Professional Development

Department members participated in multiple meetings and training sessions throughout the month. Continued training remains a priority to maintain operational readiness, improve firefighter safety, and ensure personnel remain prepared for the wide variety of incidents encountered throughout the Township.

Community Engagement

The Department provided an engine and personnel for the Dunham Lake Association Parade and continued participating in community meetings and events throughout the month.

These activities provide an opportunity for our members to interact with residents outside of emergency situations and continue strengthening relationships within the community.

Employee Recognition

Breanna Cleaveland was recognized at the August 31 Township Board meeting for her dedication and service to the Highland Township Fire Department.

We congratulate Breanna on this recognition and thank her for her continued commitment to the Department and the community we serve.

Looking Ahead

The Highland Township Fire Department will continue focusing on emergency response readiness, professional development, community involvement, regional partnerships, and evaluating operational needs as service demand continues to increase.

Respectfully Submitted,

Fire Chief Nicholas George
Highland Township Fire Department

6. Announcements

a) Haunted Highland is back for the month of October courtesy of your local businesses and the DDA

b) The next Talk of the Town meeting will be Tuesday, October 20th at 6pm in the Township Auditorium and the topic will be the Highland Township Fire Department and Fire Millage

c) Early Voting for the November 3rd General Election will be in the Highland Township Auditorium Saturday, October 24th through Sunday, November 1st from 8:30 am to 4:30 pm, except on Thursday when hours are 12 pm to 8 pm

d) Election Day is November 3, 2026. All Highland residents will be voting at Milford High School. Polls are open from 7 am until 8 pm

e) Veteran's Ceremony at Veteran's Park at Livingston and John Street on Wednesday, Nov. 11th at 11:00 am

f) Highland Township Offices will be closed on Wednesday, November 11th in observance of Veteran's Day

7. Public Comment

RESOLUTION 26-32
2026 WINTER TAX ROLL SPECIAL ASSESSMENTS

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, October 5, 2026, at 6:30 p.m.:

Present: Rick A. Hamill, Tami Flowers, Jennifer Frederick, Grant Charlick Cooper, Brian Howe, Beth Lewis and Joseph Salvia
Absent: None

The following motion was offered _____ and supported by _____:

BE IT RESOLVED THAT the Township Board of the Charter Township of Highland, Oakland County, Michigan, hereby approves the following Special Assessment to be placed on the 2026 Winter Tax Roll:

NOXIOUS WEEDS/BLIGHT TOTAL $6016.91

11-01-426-014	**$1,100**
11-09-404-003	**$405.00**
11-12-102-005	**$2,831.91**
11-12-131-037	**$415.00**
11-12-204-024	**$315.00**
11-22-231-014	**$105.00**
11-27-127-025	**$550.00**
11-27-301-012	**$295.00**

This resolution passed this 5th day of October 2026 at a regular meeting of the Charter Township of Highland Township Board. A roll call vote was taken on the foregoing resolution and was as follows:

YEAS:
NAYS:
ABSTAIN:

RESOLUTION DECLARE

_____
Rick A. Hamill, Supervisor

_____
Tami Flowers Clerk 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 thereof held on October 5, 2026.

_____
Tami Flowers MiPMC, Clerk

Memorandum

To: Highland Township Board of Trustees
From: Rick Hamill
Date: October 5, 2026
Re: Opioid Funds

Request to renew Public Purpose Service contract with Huron Valley Community Coalition for another year. We will contract to pay Huron Valley Community Coalition $6,627.59 of Opioid funds received from settlements.

Recommended Motion: *I move that the Highland Township Board of Trustees authorize the Township Supervisor to execute the Public Purpose Service Contract with Huron Valley Community Coalition in the amount of $6,627.59; with funds coming from Budget Line: Opioid Settlement Expense 284-718-880.000*

HURON VALLEY COMMUNITY COALITION

LEADING TEENS TOWARD A DRUG AND ALCOHOL-FREE LIFE

September 18, 2026

Dear Township Trustees,

On behalf of the Huron Valley Community Coalition (HVCC), I am writing to request the continued allocation of Highland Township's opioid settlement funds to support HVCC's youth substance prevention, family education, and community efforts serving Highland Township. These funds have been vital to our mission of empowering youth to make healthy choices and prevent or minimize the misuse of alcohol, cannabis, tobacco, and prescription drugs.

Using local youth data, HVCC provides effective, science-based prevention strategies designed to address the substance use before it becomes a more serious health and safety concern. Over the past ten years, sustained collaboration and evidence-based prevention efforts have contributed to a 41% reduction in youth substance use, demonstrating that coordinated community action can produce meaningful, measurable change.

Because substance use often begins before opioid misuse, HVCC uses a comprehensive prevention approach that addresses early substance use, strengthens protective factors, reduces access to medications for misuse, and builds the skills youth and families need to make healthy decisions. These strategies support the long-term goal of reducing opioid misuse and its consequences in our community.

With the previous allocation of funds, HVCC strengthened several key programs, including:

- **Prescription drug lock boxes and lock bags** to reduce youth access to unsecured medications in the home
- **Narcan training and distribution** to increase community readiness to respond to opioid overdose
- **Family contracts** to strengthen communication, establish expectations, and increase protective family factors
- **Refusal and healthy coping skills training** to equip youth with practical skills to resist substance use and manage stress
- **Prescription drug disposal education and collection** to reduce the availability of unused medications for misuse

Together, these efforts increase community safety, strengthen families, and build protective factors that can help prevent substance misuse before it escalates. Research on effective prevention programs has also demonstrated that prevention investments can reduce future public costs, including health care and emergency service costs - and our Huron Valley district statistics show that every dollar spent on prevention saves an estimated $15.63 in future public cost and expenditure. Continued investment allows Highland Township's settlement funds to support

HURON VALLEY COMMUNITY COALITION

LEADING TEENS TOWARD A DRUG AND ALCOHOL-FREE LIFE

sustainable prevention strategies that benefit local youth, families, and the broader community.

In addition to the programs supported through opioid settlement funds, HVCC provides social skills and refusal skills training to Huron Valley Schools elementary students. Continued and/or additional support from Highland Township would help ensure that evidence-based prevention programming remains available to students in Highland Township, including those attending Highland, Heritage, and Spring Mills Elementary Schools. This support would also help HVCC sustain and expand prevention opportunities as community needs evolve.

We respectfully ask Highland Township to continue its investment in HVCC through the allocation of funds. This partnership allows resources to be invested in proactive, community-based strategies that strengthen youth, support families, and help prevent substance misuse before it leads to more serious consequences.

Thank you for considering this request and for your continued support of prevention efforts in Highland Township. I would welcome the opportunity to discuss our programs, outcomes, and future plans with you at your convenience.

Sincerely,
Jordyn Najduk

Executive Director
Huron Valley Community Coalition

HURON VALLEY COMMUNITY COALITION

LEADING TEENS TOWARD A DRUG AND ALCOHOL-FREE LIFE

ISSUED TO:

Highland Township
c/0 Jennifer Frederick
205 N. John St.
Highland MI 48357

INVOICE NO:

#2601

9/23/2026

DESCRIPTION	TOTAL
Opioid Settlement Funds per 2026 contract.	$6,627.59

TOTAL **$6,627.59**

Total	$6,627.59
Tax	0%
Amount due	**$6,627.59**

thank You

PAYMENT DETAILS

Huron Valley Schools
C/o Huron Valley Community Coalition
2368 S. Milford Rd. Highland MI 48357
Pay by: November 1, 2026

PUBLIC PURPOSE SERVICE CONTRACT

This Contract shall be effective as of the date of the last signature and is between the Charter Township of Highland, whose address is 205 N Johns Street, Highland Township , Michigan 48357, ("Township"), and Huron Valley Community Coalition, whose address is 2380 S. Milford Road, Highland, Michigan 48357 ("Contractor").

Public Purpose and Services. After years of litigation, nationwide settlements were reached against pharmaceutical distributors, one drug manufacturer and pharmacies for the over prescription and distribution of opioids. The Township received funds under the national opioid litigation settlements, which are required to be used for opioid remediation. The settlements allow the Township to provide these funds to community anti-drug coalitions that engage in drug prevention efforts. Contractor shall provide opioid remediation services consistent with the requirements of the opioid litigation settlements. For and in consideration of payment by the Township as provided under the Payment Section of this Contract, Contractor shall provide the public services described in the attached and incorporated Exhibit 1 to this Contract, to the residents of the Township ("Public Services"), which the Township Board of Trustees has determined to be for a public purpose.

Term. This Contract shall be for a term of one-year, commencing on October 5, 2026 and ending on October 5, 2027. The Contract may be extended for additional one-year terms.

Termination. Either Party may terminate this agreement for any reason upon providing 30 days' written notice to the other Party. Township may suspend performance of this Contract if Contractor has failed to comply with a federal, state or local law, the requirements of the opioid litigation settlements for opioid remediation, or any requirement of this Contract.

Payment. The Township agrees to pay Contractor up to ten thousand dollars ($10,000.00), depending on what funds are available, to provide the Public Services during the Contract Term. Township may amend the Contract to provide additional funding as it receives distributions from the national opioid settlements. If for any reason Contractor does not provide, loses its legal authorization to provide the Public Services for the entire Contract Term, or this Contract is terminated, it shall immediately and without demand, return the portion of the Township's payment for the period when services were not provided or legally authorized.

Insurance and Liability. Contractor shall maintain liability insurance for the Public Services it provides, and upon request, will provide the Township with Certificate(s) of Insurance confirming said insurance. Contractor shall be liable for any injury or damage occurring on account of the provision of its Public Services under this Contract and agrees to indemnify and defend the Township against any and all claims for same.

Independent Contractor. Contractor is an Independent Contractor with complete control over its employees, agents, subcontractors and operations, and shall not represent, act or be considered as an agent, representative or employee of the Township. Contractor shall provide the Township with a completed W-9 with the execution of this Contract.

Compliance with Laws. Contractor's Public Services shall comply with all applicable laws and required governmental authorizations. This Contract shall be governed by the laws of the State of Michigan.

Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Township. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

Changes. Any changes to this Contract must be in writing and signed by the Township and the Contractor.

CHARTER TOWNSHIP OF WATERFORD

_____
Dated

By: _____
Rick Hamill, Supervisor

CONTRACTOR

~~JG~~ 9.21.26
Dated

By: Jordyn Najduk
Jordyn Najduk

EXHIBIT I SCOPE OF SERVICES TO BE PROVIDED

Contractor shall provide the following services to Township residents, which qualify as opioid remediation under the terms of the national opioid lawsuit settlements:

1. Prevention Programs:
    a. Providing evidence based prevention programs for students and parents.
    b. Community drug disposal programs.
2. Prevent the Misuse of Opioids
    a. Public education on proper prescription disposal
    b. Youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
    c. Providing evidence-based prevention programs for students and families and programs to address mental health needs of young people who may be at risk for misusing opioids or other drugs, including emotional modulation and resilience skills.
3. Prevent Overdoes Deaths and Other Harms:
    a. Increase availability of and distribution of naloxone to treat overdoses by members of the community.
    b. Training and education regarding naloxone and other drugs that treat overdoses.

MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: October 5th, 2026

Re: Huron Valley Youth Assistance-Public Purpose Agreement

The Supervisor's Office has received a request from Huron Valley Youth Assistance from the period of July 2026- July 2027 in the amount of $8,500.

Their program provides free family-centered casework services, community resource referrals, teen substance use screening, assessments, educational programming, camp scholarships for low-income children, enrichment scholarships for sports activities, and youth and family educational programs.

The board has allocated $8,500 annually for this program. I recommend that the Supervisor sign the Public Purpose Service Contract to approve this funding.

This is a budgeted item, Soc Serv: Youth Promotion 101-670-881.000

Recommended Motion: *Move to approve the Public Purpose Service Agreement with Huron Valley Youth Assistance for the period of July 2026 through July 2027 in the amount of $8,500, and authorize the Township Supervisor to execute the agreement on behalf of Highland Township.*

Enclosures: Contract and Supporting Documents

HURON VALLEY YOUTH ASSISTANCE
Oak Valley Center
4200 White Oak Trail
Commerce Twp., MI 48382

PHONE: (248) 676-8499
FAX: (248) 676-8471

INVOICE #72126

JULY 21, 2026

TO:
Highland Township
205 N. John St
Highland Twps., MI 48357

FOR:
Youth Services

DESCRIPTION	AMOUNT
Huron Valley Youth Assistance services. Which aim is to curb juvenile delinquency. July 1, 2026 – June 30, 2027	$8,500.00
TOTAL	**$8,500.00**

Highland Township Fire Department

To: Highland Township Board of Trustees
From: Fire Chief Nick George
Date: October 5, 2026
Subject: FEMA Assistance to Firefighters Grant Acceptance and Budget Amendment

Recommendation

I respectfully request authorization from the Township Board to accept the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) award for the regional replacement of Self-Contained Breathing Apparatus (SCBA) involving the Highland Township Fire Department, Springfield Township Fire Department, and Hartland Deerfield Fire Authority.

I further request approval of the associated budget amendment to account for the **$860,000.00 regional grant project** and an additional **$82,840.00 in Highland Township equipment** necessary to complete the Department's SCBA and accountability system.

At this time, I am **not requesting authorization to select a vendor, waive the Township's sealed bid or three-bid purchasing requirements, or complete the equipment purchase**. Those requests will be brought before the Township Board at the next meeting to allow additional time for SCOTT Safety to provide updated comparative pricing.

Background

The Highland Township Fire Department partnered with the Springfield Township Fire Department and the Hartland Deerfield Fire Authority to submit a regional application through the FEMA Assistance to Firefighters Grant Program for replacement of aging SCBA.

The regional application was successfully awarded **$781,818.18 in federal funding**. The participating departments are responsible for the required ten percent local cost share of **$78,181.82**, bringing the total regional grant project to **$860,000.00**.

Highland Township Fire Department was designated as the fiduciary agency for the regional grant. As the fiduciary, Highland Township will administer the grant, coordinate purchases, process financial transactions, receive the participating agencies' required local matching funds, and complete the required grant reporting.

All grant-funded purchases for Highland Township, Springfield Township, and Hartland Deerfield Fire Authority will be processed through Highland Township. Springfield Township and Hartland Deerfield Fire Authority will provide Highland Township with their respective local cost-share amounts.

Regional Grant Project Allocation

Highland Fire Department

Township

Department	SCBA Packs	Project Allocation	Federal Share	Local Share
Springfield Township	23	$230,000.00	$209,090.91	$20,909.09
Hartland Deerfield	31	$310,000.00	$281,818.18	$28,181.82
Highland Township	32	$320,000.00	$290,909.09	$29,090.91
Total	**86**	**$860,000.00**	**$781,818.18**	**$78,181.82**

Additional Highland Township Equipment

The grant provides Highland Township with 32 SCBA packs; however, the grant-funded equipment alone does not provide all of the equipment necessary to fully equip the Department's apparatus and complete the new SCBA and accountability system.

To complete the Department's equipment needs, Highland Township anticipates purchasing additional equipment outside of the FEMA grant award, including:

- **Three additional SCBA packs**
- **Rapid Intervention Team (RIT) packs and associated equipment**
- **Firefighter accountability equipment and associated system components**

The estimated total cost of this additional Highland Township equipment is **$82,840.00**.

Highland Township also owns existing SCBA packs and air bottles that will no longer be needed following replacement. The Department anticipates recovering **at least $40,000.00** through the future sale of this surplus equipment. These proceeds would offset a significant portion of the additional equipment cost.

Highland Township Financial Impact

Highland Township's required local share of the regional FEMA grant project is:

Grant Local Match: $29,090.91

The additional equipment anticipated to complete Highland Township's SCBA and accountability system is:

Additional Highland Equipment: $82,840.00

Total Highland Township Cost: $111,930.91

The Department anticipates recovering at least **$40,000.00** through the sale of existing SCBA packs and air bottles.

Nicholas George, Fire Chief
Shawn Bell, Fire Marshal
Captain David Korponic
Captain Gary Bonham
Captain Michael Becker

Based upon that anticipated revenue, Highland Township's estimated net cost for its grant match and additional equipment would be approximately **$71,930.91**.

Actual proceeds will depend upon the final sale of the existing equipment.

Budget Amendment

Because Highland Township is serving as the fiduciary agency for the entire regional project, the Township's budget must reflect the federal grant revenue, funds received from the participating agencies, and expenditures associated with the regional project.

The attached budget amendment also includes the anticipated **$82,840.00 in additional Highland Township equipment** necessary to complete the Department's SCBA and accountability system.

Approval of the budget amendment establishes the necessary budget authority for the project. **Approval of the budget amendment at this meeting does not constitute authorization to select a manufacturer, waive purchasing requirements, or place an equipment order.**

Final vendor selection and purchasing authorization will be presented separately to the Township Board.

Equipment Evaluation and Competitive Pricing

SCBA is one of the most critical pieces of firefighter life-safety equipment. These systems provide breathable air while firefighters operate in hazardous environments, including structure fires, hazardous materials incidents, confined spaces, and other Immediately Dangerous to Life or Health (IDLH) atmospheres.

The regional departments have evaluated equipment manufactured by MSA Safety and SCOTT Safety.

MSA Safety provides a significant regional interoperability advantage. With the exception of one neighboring fire department, surrounding departments currently utilize MSA Safety SCBA. Compatibility with neighboring departments provides benefits during mutual aid and large-scale incidents, including firefighter accountability, compatibility of emergency air systems, standardized operations and training, and the ability to assist another firefighter's air system during an emergency.

MacQueen Equipment, the sole authorized regional distributor for MSA Safety SCBA, has provided pricing of approximately **$10,000 per SCBA pack**, plus applicable accessories and equipment.

The most recent prior SCOTT Safety pricing available to the Department was approximately **$12,177.54 per SCBA pack, plus accessories**. This amount is historical pricing and is **not being presented as a current SCOTT quote**.

The Department has requested updated pricing from SCOTT Safety. As of the preparation of this memorandum, more than one week has passed without an updated quote being provided.

Rather than requesting a purchasing waiver and vendor authorization based upon historical comparative pricing, the Department recommends allowing SCOTT additional time to provide a current proposal.

The Department intends to return to the Township Board at its next meeting with the most current pricing available, a final equipment recommendation, and the appropriate request for purchasing authorization and, if warranted, waiver of the Township's sealed bid and three-bid purchasing requirements.

Requested Board Action

I respectfully request that the Township Board:

1. **Accept** the Federal Emergency Management Agency Assistance to Firefighters Grant award of **$781,818.18** for the regional Self-Contained Breathing Apparatus replacement project.
2. **Recognize Highland Township as the fiduciary agency** for the regional grant involving Highland Township Fire Department, Springfield Township Fire Department, and Hartland Deerfield Fire Authority.
3. **Approve the attached budget amendment** incorporating the **$860,000.00 regional grant project** and the anticipated **$82,840.00 in additional Highland Township equipment** into the Township budget.
4. **Authorize Highland Township to receive the required local matching funds** from Springfield Township and Hartland Deerfield Fire Authority for their respective portions of the regional grant project.
5. **Authorize the Fire Chief to administer the FEMA Assistance to Firefighters Grant** on behalf of the participating departments, including completion of required grant documentation, reporting, and coordination of the regional project.

No vendor selection, waiver of purchasing requirements, or equipment purchase authorization is requested at this meeting.

The Fire Department will return to the Township Board at the next meeting with updated pricing information, if received, and a separate recommendation for manufacturer selection, procurement method, and purchasing authorization.

Conclusion

This regional project provides **$781,818.18 in federal funding** toward the replacement of critical firefighter life-safety equipment for three participating fire departments.

Highland Township's required local grant match is **$29,090.91**. An additional **$82,840.00** is anticipated to fully equip Highland Township with three additional SCBA packs, Rapid Intervention Team equipment, accountability equipment, and associated components.

The Department also anticipates recovering at least **$40,000.00** through the future sale of existing SCBA packs and air bottles, which will help offset Highland Township's additional investment.

Acceptance of the grant and approval of the budget amendment at this meeting will allow the project to move forward administratively while providing additional time to obtain updated competitive pricing before requesting final purchasing authorization.

I respectfully request the Board's approval to accept the grant and approve the associated budget amendment.

Respectfully Submitted,

Nick George
Fire Chief
Highland Township Fire Department

BUDGET AMENDMENT WORKSHEET

2026 PROPOSED BUDGET AMENDMENTS

BOARD MEETING - October 5, 2026

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2026	AS AMENDED 12/31/2026		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
FIRE CAPITAL FUND							
Revenues:							
402-000-540.000	GRANT REVENUE	$0.00	$0.00	+	$781,818.00	=	$781,818.00
402-000-677.000	MISCELLANEOUS REVENUE	$0.00	$0.00	+	$49,091.00	=	$49,091.00
402-000-692.000	APPROPRIATION FUND BAL.	$0.00	$94,810.00	+	$115,956.00	=	$210,766.00
					$946,865.00		
Expenditures:							
402-336-971.002	CAPITAL EQUIPMENT	$0.00	$10,975.00	+	$946,865.00	=	$957,840.00
					$946,865.00		

Purpose of Amendment:

To amend revenue and expenditures associated with approved FEMA grant to replace aging SCBA.

Current Surplus (Deficit)	$0.00
Add: Increase in Revenue	$946,865.00
Less: Net Increase in Expenses	($946,865.00)
Remaining Surplus (Deficit)	$0.00

MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: October 5, 2026

Re: CDBG- Project Award for Activity Center Kitchen Remodel

I am recommending that Highland Township award the CDBG bid for the Activity Center Kitchen Remodel to D& S Contractors, Inc. of $165,651.00

The project was advertised and solicited through a competitive sealed bidding process in accordance with CDBG requirements. The Township received three bids:

- Summit Construction Management: $189,000.00
- D & S Contractors, Inc.: $165,651.00
- Opal General Contracting: $87,017.50- Disqualified due to incomplete/inaccurate bid submission

We have the following CDBG funding available from 2024 and 2025 to support this initiative:

- 2024: $12,106.00
- 2025 $35,313.00
- Total Available CDBG Funding: $47,419.00

Based on the recommended bid of $165,651.00, the project has a remaining funding need of $118,232.00

A budget amendment is being requested from the capital improvement fund and the CDBG fund to provide sufficient local funding for the project and associated costs.

MOTION: Motion to award the Activity Center Kitchen Remodel CDBG project to D&S Contractors, Inc. in the amount of $165,651.00, subject to all required CDBG approvals and contract requirements; approve the attached budget amendment to provide the necessary local funding; and authorize the Township Supervisor to execute the contract and any related documents on behalf of the Township.

Enclosures: Bid Package, Budget Amendments and Contract

Invitation to Bid
ITB-HT-26-02
Charter Township of Highland
205 N. John St.,
Highland, MI 48357

Will receive sealed proposals until 4:00 P.M., E.D.T. on Wednesday, September 23, 2026 for:

Highland Township's - Activities Center Warming Kitchen Renovation
at 209 N. John St., Highland, MI 48357

Each proposal must be submitted on the forms included within the project's specifications and must be completed in full. Forms shall be sealed in an envelope and marked with the name **"Highland Township's - Activities Center Warming Kitchen Renovation – ITB-HT-26-02** and the name of the bidder, addressed to the Highland Township Clerks Department, 205 North John Street, Highland, Michigan 48357. Each sealed envelope shall contain the original proposal and two additional copies, and bid bond. Bids will be received at the Highland Township Hall up to the time noted above, at which time they will be publicly opened and read aloud.

Electronic copies of plans and specifications will be available from the offices of the Highland Township on **Wednesday, August 12th, 2026**.

Charter Township of Highland
205 N. John St., Highland, MI 48357; (248) 887-3791 x 6
Contact: Cassie Blascyk, blascykc@highlandtwp.org
and the Township website www.highlandtwp.net

All prime bidders (General Contractors) are required to attend a mandatory site walk-thru scheduled to begin at the proposed project site located at 209 N. John St., Highland, MI 48357, at **10:00 A.M., E.D.T. on Wednesday, August 27th, 2026**. The walk-thru will focus on the areas of work only. All attending General Contractors shall sign in with the walk-thru guide on site. Proposals received from prime bidders who did not attend and register at the walk-thru will **not** be opened.

The Charter Township of Highland reserves the right to reject any and all proposals, to award the contract to other than the low bidder, to award separate parts of the services required, to negotiate the terms and conditions of all and/or any part of the proposals, to waive irregularities and/or formalities, and, in general, to make the award in the manner as determined to be in the Township's best interest and sole discretion.

The proposed project does require prevailing wage rate requirements, which are attached.

To comply with the Americans with Disabilities Act (ADA): Any citizen requesting accommodation to obtain this notice in alternate formats, please contact Cassie Blascyk, Assistant to the Supervisor, Supervisors Department, 248-887-3791 x 6 at least five business days prior to September 23rd, 2026.

Project Timeline:

Bid Issued:	August 12th, 2026
Mandatory on-site Pre-Bid Meeting:	August 27th, 2026 at 10:00am
Deadline for email clarification:	September 4th, 2026 at 5:00pm
Clarification response posted:	September 10th, 2026
Sealed Bid Due Date:	September 23rd, 2026 at 4:00pm
Opening of Bids Date:	September 23rd , 2026 at 4:00pm
Bids submitted to Board of Trustees:	October 5th, 2026 at 6:30pm

Proposal Submission

1. In order to be considered in the selection process, interested parties must attend a mandatory site walk through on August 27th at 10am

2. **Interested parties shall submit a copy of their bid in a sealed envelope by 4:00pm, Wednesday, September 23, 2026 to:**

   Charter Township of Highland
   Clerk's Office
   RE: Bid for Activity Center Kitchen Remodel
   205 N. John Street,
   Highland, MI 48357

3. A copy of your insurance ***must*** be included with your submission, or you will be fortified from the bidding process.

4. Bonding Requirements See Attachment C

5. This is a Federally Funded project. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. This municipality is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

   Visit link for additional information: https://www.oakgov.com/community/neighborhood-housing-development/grants-funding/community-development-block-grants-cdbg-contractors

6. The Charter Township of Highland reserves the right to reject any and all responses resulting from their RFB Late responses will not be accepted and will be returned to the submitting company unopened.

7. The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Bid is valid for a minimum of 90 days.

8. The Charter Township of Highland is not responsible for any costs incurred by the firm in preparing or submitting the RFB Proposal.

9. The Charter Township of Highland is a tax-exempt entity. All proposals should reflect no sales tax included in the final submission.

10. Email Clarifications: The Charter Township of Highland intends to communicate with contractors via email (example: clarifications and addendums). Except for the delivery of the proposal itself. Questions regarding RFP must be submitted to Cassie Blascyk at blascykc@highlandtwp.org by September 4th at 5:00pm with a Subject line: **Activity Center Kitchen Remodel.** All responses will be posted on the Townships website. It is each Contractor's responsibility to check the Townships website prior to the RFB Due Date to ensure that it has received all of the information, including, but not limited to, all Addendums to this RFB. Clarification response will be posted on September 10th, 2026.

INSURANCE REQUIREMENTS

The Contractor and all subcontractors shall have the following insurance prior to the Contract being signed by the Township and shall maintain that insurance for all times and work covered by the Contract. Written proof of such insurance shall be provided to the Township Clerk in the form of Certificates of Insurance. Insurance shall be with companies licensed and authorized to do business in the State of Michigan with an AM Best rating of A or higher.

Workers' Compensation Insurance: Workers' Compensation Insurance, including Employers' Liability Insurance Coverage for all persons employed with statutory liability limits and in accordance with all applicable State and Federal laws.

Commercial General Liability Insurance: Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability of not less than $1,000,000 per occurrence and $1,000,000 aggregate for Personal Injury, Bodily Injury, and Property Damage. Coverage shall include: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Liability; (D) Broad Form General Liability Extensions or equivalent; and (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

Motor Vehicle Liability: Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than $1,000,000 per occurrence and $1,000,000 aggregate combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Pollution Liability: If required by the Service Specifications, Pollution Liability Insurance for sudden and accidental environmental contamination with limits of liability of not less than $ _____ per occurrence and $ _____ aggregate for Personal Injury, Bodily Injury, and Property Damage, including, but not limited to mitigation, transportation, storage, and removal of all hazardous waste.

Excess/Umbrella Coverage: A policy of Excess or umbrella liability insurance may be relied on to satisfy the minimum limits of any required liability coverage that are not provided by the specified liability policy.

Additional Insured: Commercial General Liability, Motor Vehicle Liability, and Pollution Liability Insurance shall include an endorsement of the Charter Township of Highland and its officials, employees, volunteers and agents as primary, noncontributory additional insureds.

Notices to Township: All required insurance policies shall include an endorsement providing prior written notice to the Township at the address below of a termination, cancellation, non-renewal, or material change in coverage, with such endorsements to be confirmed on the Certificates of Insurance provided to the Township. Charter Township of Highland, Attn: Clerk, 205 North John Street, Highland, MI 48357.

Vendor Responsibilities:

- Vendor must provide a detailed overview of the warranty of product and workmanship of the areas.
- Vendor is responsible for the removal and disposal of demolition items as described in specification drawings.
- Vendor shall be responsible to obtain waste containers for the removal of all its waste materials, rubbish and packing materials resulting from his/her operations.
- Vendor is responsible for a final prep of the area (this includes ensuring all work areas are clean and uniform).
- The contractor shall furnish labor, equipment and tools to complete the required project specifications as described in architectural prints as specified at the Highland Activity Center, located at 209 N. John Street, Highland, MI 48357
- Contractor shall be responsible to repair any damaged items.
- Contractor shall provide a current certificate of insurance showing general liability and workmen's comp insurance with their bid proposal.
- Contractor shall provide an adequate number of qualified, experienced personnel capable of performing the required work within the time frames set forth in Owner's schedule. All workmen and subcontractors performing work shall be skilled in their respective trades
- Bidders shall be a reputable, recognized organization with at least five years successful experience on work of this type. References of three (3) accounts now being serviced, for which comparable work has been performed, must be furnished. Failure to include references may be ample cause for rejection.
- The bidder shall be responsible for all final measurements.
- The Owner shall conduct a final inspection of project to assure that all work performed meets specification
- The Contractor must secure all equipment and materials at the site. Contractor shall be responsible for any and all damages to existing building or grounds, sustained as a result of work under this Contract, caused by either the installation of its work or in the delivery of materials and equipment for its use. The cost of repairing or replacing such damage shall be borne by the responsible Contractor. The repair of replacement work shall be done in a manner as to leave the facilities in the same condition as before the damage occurred, to the complete satisfaction of the Owner. The Contractor is responsible for all damages and losses until the installation has been completed and accepted by the Owner.
- Installer shall identify one person, acceptable to the Owner, who shall act as liaison with the Owner. This individual should have the authority to make decisions on behalf of the installer

Exclusions:

State any exceptions you have to the terms of this RFP. If the Vendor response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the anticipated format of this RFP and agree with their provisions, other than the exceptions noted in the Response.

Attachment B

SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the "Iran Economic Sanctions Act") and attach this form to the bid.

The Charter Township of Highland shall not accept any bid that does not include this sworn and notarized certification of statement.

The undersigned, the owner or authorized officer of _____ (the Bidder), pursuant to the compliance certification requirement provided in the Hartland Consolidated Schools Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the Hartland Consolidated Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

BIDDER'S FIRM NAME: _____

BY (SIGNATURE): _____

PRINTED NAME & TITLE: _____

DATE: _____

STATE OF MICHIGAN COUNTY OF _____

Subscribe and sworn before me on this _____

Day of _____, 20_____, a Notary Public

In and for _____ County,

_____
Notary Public

My Commission expires _____

Attachment C

Oakland County CDBG Construction Bonding Requirements

Required bid bond for all construction or facility improvement contracts or subcontracts:

1. A bid guarantee is required from each bidder equivalent to 5% of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of their bid, execute such contractual documents as may be required within the time specified.
2. The above described bid guarantee or bid bond must be submitted at the time of the bid; If a contractor fails to deliver the required guarantee or bond, the bid will be rejected.

Additional required bonds for construction or facility improvement contracts or subcontracts exceeding $50,000.00:

1. A performance bond shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A “performance bond” is executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

2. A payment bond (labor & material bond) shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

3. The above described performance and payment bonds must be submitted at the time of contract signing when construction or facility improvement contracts or subcontracts exceed $50,000.00.

"General Decision Number: MI20260095 05/18/2026
State: Michigan
Construction Types: Building
Counties: Michigan Counties of
Oakland

Modification Number	Publication Date
0	01/02/2026
1	05/18/2026

ASBE0025-002 06/01/2025

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR	$ 40.74	32.59

BOIL0169-001 07/01/2025

	Rates	Fringes
BOILERMAKER	$ 43.50	36.74

BRMI0001-001 06/01/2024

	Rates	Fringes
TILE SETTER	$ 40.53	23.62
TILE FINISHER	$ 33.50	23.52
BRICKLAYER	$ 41.66	26.53

CARP0687-003 06/01/2025

	Rates	Fringes
CARPENTER (INCLUDING ACOUSTICAL CEILING INSTALLATION, DRYWALL HANGING, FORM WORK, METAL STUD INSTALLATION & SCAFFOLD BUILDING)	$ 42.44	31.43

CARP1045-001 06/01/2025

	Rates	Fringes
CARPENTER (FLOOR LAYER - CARPET, RESILIENT, & VINYL FLOORING)	$ 36.76	21.11

CARP1102-002 06/01/2025

	Rates	Fringes
MILLWRIGHT	$ 42.92	39.13

ELEC0058-011 07/02/2024

	Rates	Fringes
ELECTRICIAN: LOW VOLTAGE WIRING INSTALLER	$ 31.64	17.72
ELECTRICIAN: LOW VOLTAGE WIRING TECHNICIAN	$ 39.93	17.97

ELEV0036-002 01/01/2025

	Rates	Fringes
ELEVATOR MECHANIC FOOTNOTES: A. PAID HOLIDAYS: NEW YEARS DAY; MEMORIAL DAY; INDEPENDENCE DAY; LABOR DAY; VETERANS' DAY; THANKSGIVING DAY; THE FRIDAY AFTER THANKSGIVING DAY; AND CHRISTMAS DAY. B. EMPLOYER CONTRIBUTES 8% BASIC HOURLY RATE FOR 5 YEARS OR MORE OF SERVICE OF 6% BASIC HOURLY RATE		

FOR 6 MONTHS TO 5 YEARS OF SERVICE AS VACATION PAY CREDIT.....$ 65.01 38.44

ENGI0324-017 06/01/2025

	Rates	Fringes
OPERATOR: POWER EQUIPMENT: GROUP 9 OILER FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE.....	$ 35.29	25.35
OPERATOR: POWER EQUIPMENT: GROUP 8 FORKLIFT & EXTEND-A-BOOM FORKLIFT FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE.....	$ 43.63	25.35
OPERATOR: POWER EQUIPMENT: GROUP 7 BACKHOE/EXCAVATOR/TRACKHOE, BOBCAT/SKID LOADER, BROOM/SWEEPER, BULLDOZER, GRADER/BLADE, HIGHLIFT, HOIST, LOADER, ROLLER, SCRAPER, TRACTOR & TRENCHER FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE.....	$ 45.34	25.35
OPERATOR: POWER EQUIPMENT: GROUP 6 REGULAR CRANE OPERATOR, AND CONCRETE PUMP WITH BOOM OPERATOR FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE.....	$ 46.31	25.35
OPERATOR: POWER EQUIPMENT: GROUP 5 CRANE WITH BOOM AND JIB OR LEADS 120' OR LONGER FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE....	$ 47.17	25.35

OPERATOR: POWER EQUIPMENT: GROUP 4 CRANE WITH BOOM AND JIB OR LEADS 140' OR LONGER FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE.....$ 47.99 25.35

OPERATOR: POWER EQUIPMENT: GROUP 3 CRANE WITH BOOM AND JIB OR LEADS 220' OR LONGER FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE……...$ 48.29 25.35.

OPERATOR: POWER EQUIPMENT: GROUP 2 CRANE WITH BOOM AND JIB OR LEADS 300' OR LONGER FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE……...$ 48.79 25.35

OPERATOR: POWER EQUIPMENT: GROUP 1 CRANE WITH BOOM AND JIB OR LEADS 400' OR LONGER FOOTNOTES: TOWER CRANES: TO BE PAID THE CRANE OPERATOR RATE DETERMINED BY THE COMBINED LENGTH OF THE MAST AND THE BOOM. IF THE WORKER MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL. DERRICK AND CRANES WHERE THE OPERATOR MUST CLIMB 50 FT. OR MORE TO THE WORK STATION, $.25 PER HOUR ADDITIONAL TO THE APPLICABLE CRANE OPERATOR RATE……...$ 51.29 25.35

IRON0025-019 06/01/2025

	Rates	Fringes
IRONWORKER: STRUCTURAL	$ 36.55	35.93
IRONWORKER: REINFORCING	$ 36.55	33.37

IRON0025-022 06/01/2025

	Rates	Fringes
IRONWORKER: STRUCTURAL (METAL BUILDING ERECTION ONLY)	$ 30.02	27.43

LABO0259-002 08/01/2025

	Rates	Fringes
LABORER: ASBESTOS ABATEMENT (REMOVAL FROM FLOORS, WALLS & CEILINGS)	$ 39.08	15.92

LABO0334-005 06/01/2025

	Rates	Fringes
LABORER: LANDSCAPE & IRRIGATION: GROUP 2 LANDSCAPE LABORER: SMALL POWER TOOL OPERATOR, MATERIAL MOVER, TRUCK DRIVER AND LAWN SPRINKLER INSTALLER TENDER	$ 27.71	9.10
LABORER: LANDSCAPE & IRRIGATION: GROUP 1 LANDSCAPE SPECIALIST, INCLUDING AIR, GAS AND DIESEL EQUIPMENT OPERATOR, LAWN SPRINKLER INSTALLER, SKIDSTEER (OR EQUIVALENT)	$ 29.93	9.10

LABO1076-003 06/01/2025

	Rates	Fringes
LABORER (COMMON OR GENERAL; GRADE CHECKER; MASON TENDER - BRICK/CEMENT/CONCRETE; PIPELAYER; SANDBLASTER)	$ 38.00	18.25

PAIN0022-003 06/01/2015

	Rates	Fringes
PAINTER: SPRAY	$ 26.86	17.66
PAINTER: DRYWALL FINISHING/TAPING	$ 32.85	20.41
PAINTER: BRUSH AND ROLLER	$ 32.85	20.41

PAIN0022-003 06/01/2022

	Rates	Fringes
PAINTER: SPRAY	$ 26.86	17.66
PAINTER: DRYWALL FINISHING/TAPING	$ 32.85	20.41
PAINTER: BRUSH AND ROLLER	$ 32.85	20.41

PAIN0357-002 06/01/2025

	Rates	Fringes
GLAZIER PAID HOLIDAYS: NEW YEAR'S DAY, DECORATION DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY; PROVIDED THAT THE EMPLOYEE HAS WORKED THE LAST FULL REGULAR SCHEDULED WORK DAY PRIOR TO THE HOLIDAY, AND THE FIRST FULL REGULAR SCHEDULED WORK DAY FOLLOWING THE HOLIDAY, PROVIDED THE EMPLOYEE IS PHYSICALLY ABLE TO WORK	$ 42.00	25.55

PLAS0067-001 04/01/2014

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER	$ 30.63	14.07

PLAS0067-004 04/01/2014

	Rates	Fringes
PLASTERER	$ 30.63	14.07

PLUM0098-001 06/01/2025

	Rates	Fringes
PLUMBER, EXCLUDES HVAC PIPE AND UNIT INSTALLATION…...	$ 43.34	32.92

PLUM0636-011 06/05/2024

	Rates	Fringes
PIPEFITTER (INCLUDES HVAC PIPE INSTALLATION; EXCLUDES HVAC SYSTEM INSTALLATION).....	$ 40.30	38.80

ROOF0149-001 07/01/2024

	Rates	Fringes
ROOFER.....	$ 42.68	28.75

SFMI0704-001 08/01/2025

	Rates	Fringes
SPRINKLER FITTER (FIRE SPRINKLERS).....	$ 53.57	33.95

SHEE0080-001 06/01/2024

	Rates	Fringes
SHEET METAL WORKER, INCLUDES HVAC DUCT AND UNIT INSTALLATION.....	$ 42.51	35.77

SUMI2011-020 02/01/2011

	Rates	Fringes
TRUCK DRIVER: TRACTOR HAUL TRUCK.....	$ 13.57	1.18
IRONWORKER, ORNAMENTAL.....	$ 18.48	7.93
INSTALLER - OVERHEAD DOOR.....	$ 27.98	0.00
ELECTRICIAN: ALARM INSTALLATION.....	$ 24.31	5.53

TEAM0247-001 06/01/2025

	Rates	Fringes
TRUCK DRIVER: GROUP 3 LOWBOY PAID HOLIDAYS: NEW YEAR'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY. IF ANY OF THE ABOVE HOLIDAYS FALL ON A SUNDAY, THE FOLLOWING MONDAY SHALL BE CONSIDERED THE HOLIDAY AND, IF WORK IS PERFORMED, THE RATE SHALL BE DOUBLE TIME. FOOTNOTE: A. $456.70 PER WEEK, PLUS $67.10 PER DAY.....	$ 31.28	0.70
TRUCK DRIVER: GROUP 2 SEMI PAID HOLIDAYS: NEW YEAR'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY. IF ANY OF THE ABOVE HOLIDAYS FALL ON A SUNDAY, THE FOLLOWING MONDAY SHALL BE CONSIDERED THE HOLIDAY AND, IF WORK IS PERFORMED, THE RATE SHALL BE DOUBLE TIME. FOOTNOTE: A. $456.70 PER WEEK, PLUS $67.10 PER DAY.....	$ 31.18	0.70

TRUCK DRIVER: GROUP 1 FLATBED; PICKUP; DUMP & TANDEM PAID HOLIDAYS: NEW YEAR'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY. IF ANY OF THE ABOVE HOLIDAYS FALL ON A SUNDAY, THE FOLLOWING MONDAY SHALL BE CONSIDERED THE HOLIDAY AND, IF WORK IS PERFORMED, THE RATE SHALL BE DOUBLE TIME. FOOTNOTE:
A. $456.70 PER WEEK, PLUS $67.10 PER DAY.....$ 31.03 0.70

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.
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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at https://www.dol.gov/agencies/whd/government-contracts.

Note: Executive Order 13658 generally applies to contracts subject to the Davis-Bacon Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. Executive Order 13658 does not apply to contracts subject only to the Davis-Bacon Related Acts regardless of when they were awarded. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least $13.65 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract from May 11, 2026, through December 31, 2026. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a

supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than SU , UAVG , SA , or SC denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE: UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The SU identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

SU wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The SA identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the SA identifier took effect under state law in the state from which the rates were adopted.

WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

a) a survey underlying a wage determination
b) an existing published wage determination
c) an initial WHD letter setting forth a position on a wage determination matter
d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210.

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END OF GENERAL DECISION

Davis Bacon- Bidding Specifications

For Bid **ITB-HT-26-02**

CONTRACTING WITH
WOMEN'S AND MINORITY BUSINESS ENTERPRISE (W/MBE)
SMALL AND LABOR SURPLUS AREA FIRMS

A. Solicit W/MBE contractors whenever possible when procuring for bids.

B. It is national policy to award a fair share of contracts to small and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services.

C. Affirmative steps shall include the following:

(1) Including qualified small and minority businesses on solicitation lists.

(2) Assuring that small and minority businesses are solicited whenever they are potential sources.

(3) When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation.

(4) Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority business.

(5) Using the services and assistance of a Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and Community Services Administration as required.

(6) If any subcontracts are to be let requires the prime contractor to take the affirmative steps in 1 through 5 above.

D. Grantees shall take similar appropriate affirmative action in support of women's business enterprises.

E. Grantees are encouraged to procure goods and services from labor surplus areas.

F. Grantor agencies may impose additional regulations and requirements in the foregoing areas only to the extent specifically mandated by statue of presidential direction.

EMPLOYEE RIGHTS

UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

Peter Essenmacher, Supervisor
Contract Compliance Unit
Oakland County Neighborhood & Housing
Development,1200 North Telegraph Rd.,34E Pontiac MI
48341-0414

Office: (248) 858-0196
Fax: (248) 858-5311
Toll Free: (888) 350-0900 ext. 80196
Email: essenmacherp@oakgov.com

or contact the U.S. Department of Labor's Wage and Hour Division.

WHD WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd

WH1321 REV 10/17

Date_____ Municipality_____

Agreement of Prime Contractor

WE HEREBY AGREE, and will require companies awarded subcontracts for this project to agree, to conform to the policy that during the performance of this contract:

1. We will not discriminate against any subcontractor, employee or applicant for employment because of race, creed, color, age, national origin, sex, height, weight, marital status or handicap as provided in Section 3 (A) Act 344, Public Acts of 1965 as amended by Act 349 Public Acts of 1966. We will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, age, national origin, sex, height, weight, marital status or handicap. This obligation includes, but is not limited to, the following: employment, upgrading, promotion or transfer; recruitment or recruitment advertising, lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. We agree to post notices that set forth the provisions of this nondiscrimination clause in conspicuous places, available to employees and applicants for employment, as required and provided by the municipality.
2. We will, in all solicitations or advertisements for employees placed by us or on our behalf, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, age, national origin, sex, height, weight, marital status or handicap.
3. We will send to each labor union or representative or workers with which we have a collective bargaining agreement, or other contract or understanding, a notice, to be provided by the municipality, advising the labor or worker's representative of our commitments under this Contract Compliance Plan and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. We will comply with and be bound by: all Ordinance provisions when applicable, Contract Compliance Provisions, and any other provisions included in the Specifications. We shall file, and shall cause each of our subcontractors to file, compliance reports with the municipality within such times and in such forms as the municipality shall prescribe. Compliance reports shall contain such information as that regarding the practices, policies, programs and employment statistics of the prime contractor and each subcontractor.
5. We will permit the municipality, the municipality's auditors, the Oakland County Community Development Division, the Oakland County Auditing Division and/or the U.S. Dept. of Housing and Urban Development access to our books, records and accounts for investigation purposes to ascertain observance of this Contract Compliance Plan.
6. We acknowledge that in the event of noncompliance with the nondiscrimination clauses of this contract, or with any applicable rules, regulations or orders, this contract may be cancelled, terminated, or suspended in whole or in part and that we may be declared ineligible for further municipal contracts in accordance with procedures authorized herein and such other sanctions as may be imposed and remedies involved as provided by ordinance, rule, regulation or as otherwise provided herein or by law.
7. We will include the provisions of paragraphs one through six in every subcontract let under this contract so that these provisions will be binding upon each subcontract, unless otherwise exempted by prior written authorization by the municipality. With respect to any subcontract, we will take such action as the municipality may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided that in the event we are threatened with, or become involved in litigation with a subcontractor or vendor as a result of such direction by the municipality, we may request the municipality to enter into such litigation to protect the interests of the municipality.

_____

General Contractor

_____

Signature Title

Contractor's Certification

Community Development Block Grant Program
Concerning Labor Standards and Prevailing Wage Requirements

TO: Peter Essenmacher, Supervisor
Contract Compliance Unit
Oakland County Neighborhood & Housing
Development,1200 North Telegraph Rd.,34E Pontiac
MI 48341-0414

PROJECT NAME:	PROJECT NUMBER (if any)

1. The undersigned, having executed a contract with _____

in the amount of $_____ for the construction of the above-identified project, acknowledges that:

(a) The Federal Labor Standards Provisions are included in the aforesaid contract.

(b) Correction of any infractions of the aforesaid conditions, including infractions by any of his subcontractors and any lower tier subcontractors, is his responsibility.

2. He certifies that:

(a) Neither he nor any firm, partnership or association in which he has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act as amended (40 U.S.C. 276a-2(a)).

(b) No part of the aforementioned contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

3. He agrees to obtain and forward to the aforementioned recipient within ten days after the execution of any subcontract, including those executed by his subcontractors and any lower tier subcontractors, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the subcontractors.

4. He certifies that:

(a) Employer's IRS # is:

(b) Legal name and the business address of the undersigned are:

(c) The undersigned is (**please check one**):

[ ] A Single Proprietorship	[ ] A Corporation Organized in The State of:
[ ] A Partnership	[ ] Other Organization (Describe)

(d) Name, title and address of the owner, partners or officers of the undersigned are:

Name	Title	Address

(e) The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

Name	Address	Nature of Interest

(f) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

Name	Address	Trade Classification

_____
(Name of Contractor)

By_____ Date_____
(Authorized Signature)

Sub Contractor's Certification

Community Development Block Grant Program
Concerning Labor Standards and Prevailing Wage Requirements

TO: Peter Essenmacher, Supervisor
Contract Compliance Unit
Oakland County Neighborhood & Housing
Development, 1200 North Telegraph Rd.,34E
Pontiac MI 48341-0414

PROJECT NAME:	PROJECT NUMBER: (if any)

1. The undersigned, having executed a contract with _____

for _____ in the amount of $_____

in the construction of the above-identified project, certifies that:

(a) The Federal Labor Standards Provisions of the Contract are included in the aforesaid contract.

(b) Neither he nor any firm, corporation, partnership or association in which he has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5), or pursuant to Section 3(a) of the Davis-Bacon Act as amended (40 U.S.C. 276a-2(a)).

(c) No part of the aforementioned contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is Designated as an ineligible contractor pursuant to any of the aforesaid regulatory or statutory provisions.

2. He agrees to obtain and forward to the contractor, for transmittal to the recipient, within ten days after the execution of any lower subcontract, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the lower tier subcontractor, in duplicate.

(a) The workmen will report for duty on or about _____
(Date)

3. He certifies that:

(a) EMPLOYER IRS # is:

(b) Legal name and the business address of the undersigned are:

(c) The undersigned is (**please check one**):

[ ] A Single Proprietorship	[ ] A Corporation Organized in The State of:
[ ] A Partnership	[ ] Other Organization (Describe)

(d) Name, title and address of the owner, partners or officers of the undersigned are:

Name	Title	Address

(e) The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

Name	Address	Nature of Interest

(f) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

Name	Address	Trade Classification

_____

(Name of Subcontractor)

_____ Date_____

(Authorized Signature)

U.S. Department of Labor
Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Unless otherwise noted, the information requested is specific to the named project below.

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

☐ SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM ☐ PRIME CONTRACTOR ☐ SUBCONTRACTOR

PROJECT NAME	PROJECT NO. or CONTRACT NO.	CERTIFIED PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME
PROJECT LOCATION	**WAGE DETERMINATION NO.**	**WEEK ENDING DATE**	**PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS**

(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)		(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)				(9)
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(J) JOURNEYWORKER (RA) REGISTERD APPRENTICE	LABOR CLASSIFICATION	ST = STRAIGHT TIME OT = OVERTIME	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES HOURS WORKED EACH DAY	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR **ALL WORK**	DEDUCTIONS FOR **ALL WORK**				NET PAY TO WORKER FOR **ALL WORK**
															TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	
							ST												
							OT												
							ST												
							OT												
							ST												
							OT												
							ST												
							OT												
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							ST												
							OT												

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

PROJECT NAME	PROJECT NO. or CONTRACT NO.	PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME

PROJECT LOCATION	WEEK ENDING DATE	CERTIFYING OFFICIAL's NAME AND TITLE

I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:

☐ The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.

☐ All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.

☐ The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.

☐ Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.

APPRENTICESHIP PROGRAM NAME	REGISTERED		NAME OF LABOR CLASSIFICATION
	☐ OA	☐ SAA	
	☐ OA	☐ SAA	
	☐ OA	☐ SAA	

☐ Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.

HOURLY CREDIT FOR FRINGE BENEFITS

If an amount is listed in (6B) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.

NAME OF WORKER	FB NAME / FB TYPE / PLAN NO.		FB NAME / FB TYPE / PLAN NO.		FB NAME / FB TYPE / PLAN NO.		FB NAME / FB TYPE / PLAN NO.		FB NAME / FB TYPE / PLAN NO.		FB NAME / FB TYPE / PLAN NO.		TOTAL HOURLY CREDIT
	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hrly Credit	$	$

☐ All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.

ADDITIONAL REMARKS

SIGNATURE OF CERTIFYING OFFICIAL	DATE	TELEPHONE NUMBER	EMAIL ADDRESS
		(____) ____-____	

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION (SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.

U.S. DEPARTMENT OF LABOR

Wage and Hour Division

Instructions For Completing Davis-Bacon and Related Acts Weekly Certified Payroll Form, WH-347

- WH-347 (PDF)
  OMB Control No. 1235-0008, Expires 01/31/2028.

General: Form WH-347 is available for the convenience of contractors and subcontractors to submit certified weekly payrolls in connection with their Federal or federally assisted construction contracts and subcontracts. Properly completed, this form will satisfy the requirements of the regulations in parts 3 and 5 of Title 29 of the Code of Federal Regulations (CFR) as to certified payrolls submitted in connection with contracts subject to the Davis-Bacon and Related Acts (DBRA).

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 CFR 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the Federal agency is not party to the contract, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency that provided the Federal assistance). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with *identical* wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to help determine whether workers have received legally required wages and fringe benefits.

Under the DBRA, contractors and subcontractors are required to pay not less than the prevailing wage, including fringe benefits, as predetermined by DOL. The contractor's obligation to pay fringe benefits may be met through the contractor's contributions to or reasonably anticipated costs of bona fide benefit plans, funds, or programs, or by paying workers cash in lieu of fringe benefits.

Form WH-347 provides fields for contractors and subcontractors to document all wages paid to each worker, whether paid entirely as cash wages or by a combination of cash wages and employer-provided bona fide fringe benefits, and provides for the contractor or subcontractor's certification in the Statement of Compliance (as shown on page 2 of Form WH-347) that the data and payroll information on the form are accurate and complete. The Statement of Compliance also provides for the representation that the contractor or subcontractor is paying its workers, including registered apprentices, at least the required wage rates, satisfying its fringe benefits obligations, and maintaining required payroll records.

Detailed instructions for completing the first page of Form WH-347 follow:

"Check Box" for Submission of Final DBRA Certified Payroll Form: Mark the box to indicate that this submission is for the final week of work on the project for the contractor or subcontractor.

"Check Box" for Prime Contractor or Subcontractor: Mark the appropriate box to indicate whether it is the prime contractor or a subcontractor on the project for which certified payroll is being reported.

Project Name: Enter the name of the project on which you are reporting.

Project No. or Contract No.: Enter the project number or the prime contract number assigned by the relevant contracting agency (if available).

Certified Payroll No.: Beginning with the number "1", each weekly certified payroll that a contractor or subcontractor submits for a project should be given a payroll number. Enter the appropriate payroll number.

Prime Contractor's/Subcontractor's Business Name: Enter the business' legal name.

Submit Feedback

Project Location: Enter the complete address of the project, or, if there is no specific address, a description of the project location, including, at a minimum, the county or counties and state in which the project is located.

Wage Determination No.: Enter the wage determination number(s) and revision number(s) included in the covered contract and relevant to the submitted certified payroll form (e.g., if there are multiple wage determinations applicable to the project, please list all wage determinations that applied to the work performed by the workers in this pay period).

Week Ending Date: Enter the workweek ending date for this pay period.

Prime Contractor's/Subcontractor's Business Address: Enter the company's full business address.

Column 1A – Worker Entry No.: Beginning with the number "1", enter each worker's entry number (e.g., entry in row 2 may be 2, entry in row 3 may be 3, etc. If reporting more than 8 entries, row 1 on page 2 may be entry 9 and row 1 on page 3 may be entry 17, etc.). If a worker works in more than one labor classification during the course of the week, the contractor should show the number of hours the worker worked in each classification using separate rows. In such circumstances, the same worker entry number should be used on each row associated with the worker.

Column 1B – Worker Last Name: Self-explanatory.

Column 1C – Worker First Name: Self-explanatory.

Column 1D – Worker Middle Initial: Self-explanatory.

Column 1E – Worker Identifying No.: Enter each worker's individual identifying number (e.g., last four digits of the worker's social security number or any number specific to the individual worker) on each weekly certified payroll submitted. ***Note:*** *workers' full Social Security numbers must* ***not*** *be included.*

Column 2 – Journeyworker / Registered Apprentice: Enter "J" if the worker is a journeyworker or "RA" if the worker is a registered apprentice in an apprenticeship program approved by DOL's Office of Apprenticeship (OA) or a State Apprenticeship Agency (SAA). For registered apprentices, also list their level of progression within the approved program.

Column 3 – Labor Classification: List the labor classification for the work actually performed by each worker. Labor classifications are found in the applicable Davis-Bacon wage determination(s) that are included in the contract for this project. If the wage determination(s) does not include a labor classification for work that a worker has performed on this contract, contact the Contracting Officer or Agency representative immediately.

If a worker performed work in more than one labor classification during the week, the worker must be paid at least the rate specified for the appropriate labor classification for the time actually worked in that labor classification. In such circumstances, an accurate breakdown of hours worked in each labor classification must be shown on the submitted payroll by using a separate row for each labor classification in which the worker performed work. If the contractor did not maintain an accurate breakdown of hours worked by a worker in each labor classification, the worker must be paid for all hours worked using the highest applicable prevailing wage rate (basic hourly rate and fringe benefits).

Column 4 – Hours Worked Each Day: In column 4 in the table above row 1, please enter the first letter for each day of the contractor's workweek in each box on the top row and its corresponding date in each box on the second row below it. For example, if a contractor's workweek starts on Tuesday and ends on Monday, enter "T" for Tuesday in the first box of the first row and continue with the appropriate letter identifying the day of the week for each box ending with "M" on the last box of the first row. In the second row, enter the corresponding date for each day of the week. Please see example below:

T	W	T	F	S	S	M
6/16	6/17	6/18	6/19	6/20	6/21	6/22

For worker-specific entries, please enter hours worked on this project as straight time ("ST") and overtime ("OT") in the applicable boxes. On all contracts subject to the Contract Work Hours and Safety Standards Act (CWHSSA), enter hours worked on this project in excess of 40 hours total in the week as overtime ("OT") (including hours worked on and off the site of the work of the covered contract). ***Note:*** *For more information about compliance with overtime requirements on Federal and federally assisted contracts, please visit Overtime Pay on Government Contracts.*

Column 5 – Total Hours Worked for the Week: Enter the total number of the hours worked entered in column four.

Submit Feedback

Column 6A – Hourly Wage Rate Paid for ST and OT: For each worker, list the actual hourly rate paid for straight time (top row) and overtime (bottom row) worked for work in the classification indicated in column 3. If the worker was paid at a higher rate than the wage rate required on the wage determination, indicate the wage rate the worker was actually paid. ***Note:*** *do not include cash payments in lieu of fringe benefits in this column.*

Column 6B – Total Fringe Benefit Credit: Enter the total of the contractor's or subcontractor's contributions to or reasonably anticipated costs of bona fide fringe benefit plans, funds, or programs for which the contractor or subcontractor is taking a credit toward satisfying Davis-Bacon prevailing fringe benefit rates as listed on page 2 of Form WH-347 under "Hourly Credit for Fringe Benefits". This amount should equal the worker's total hours worked in this period multiplied by the hourly credit for fringe benefits as listed under the Total Hourly Credit column on page 2 of Form WH-347 under "Hourly Credit for Fringe Benefits".

Column 6C – Payment in Lieu of Fringe Benefits: Enter the total amount in cash provided in lieu of fringe benefits to the worker during the workweek. This amount should equal the worker's total hours worked in this period multiplied by the hourly rate provided to the worker as cash in lieu of fringe benefits.

Column 7A – Gross Amount Earned: Enter the worker's gross amount earned for the workweek for hours worked on this Federal or federally assisted project.

Column 7B –Gross Amount Earned for all Work: If part of a worker's weekly wage was earned on projects or work other than the project described on this payroll, including non-DBRA covered projects, enter in column 7B the total gross amount earned during the week for all work performed during the week.

Column 8 – Deductions for all Work: Enter all deductions made from worker's total gross amount earned for all work (Column 7B). Columns are provided for entering deductions made for tax withholdings, FICA, and "Other" deductions. If the amount under "Other" deductions is specific to one deduction, please describe the deduction under "Additional Remarks" on page 2 of this certified payroll form. If the amount under the "Other" deductions made from the worker's pay is a result of more than one deduction, submit an addendum that itemizes each deduction and includes a description and amount for each deduction listed on that document. Enter the total amount for all deductions actually made under the "Total Deductions" column (include the amounts listed under the Tax Withholdings, FICA and Other columns). All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 CFR part 3. If a worker worked on other jobs in addition to this project, do not pro-rate the deductions; instead, show actual deductions from the worker's weekly gross wage for all projects. ***Note:*** *Except for deductions listed in 29 CFR 3.5, all deductions must have prior approval from the Department of Labor.*

Column 9 – Net Payment to Worker for All Work: Enter the actual dollar amount paid to the worker for all hours worked across all projects (including non-DBRA covered projects) during the week.

Detailed instructions for completing the second page of Form WH-347 follow:

Project Name: Enter the name of the project on which you are reporting.

Project No. Or Contract No.: Enter the project or prime contract number associated with your contract assigned by the relevant contracting agency (if available).

Payroll No.: Beginning with the number "1", each weekly certified payroll that a contractor or subcontractor submits for a project should be given a payroll number. Enter the appropriate payroll number.

Prime Contractor's/Subcontractor's Business Name: Enter the business' legal name.

Project Location: Enter the complete address of the project, or, if there is no specific address, a description of the project location, including, at a minimum, the county or counties and state in which the project is located.

Week Ending Date: Enter the workweek ending date for this pay period.

Certifying Official's Name and Title: Print the name and official title of the contractor or subcontractor, or their agent who paid or supervised the payment of the workers under the contract during the weekly time period covered by the form.

Statement of Compliance: While the "Statement of Compliance" need not be notarized, the statement (on page 2 of this certified payroll form) is subject to the penalties provided by 18 U.S.C. § 1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

If applicable, please "check" each of the 6 boxes certifying the accompanying statement as accurate. Boxes 1, 2, 3 and 6 (i.e., the first three boxes and the last box) always **must** be checked to certify that the contractor or subcontractor completing the form is in compliance with the DBRA.

Submit Feedback

If any worker is being paid as an apprentice during the period, box 4 **must** be checked and each program name in which the contractor has registered apprentices working on the project during this payroll period must be listed, with the appropriate box checked to indicate whether the apprenticeship program is registered with DOL's Office of Apprenticeship (OA) or a State Apprenticeship Agency (SAA), and the name of the labor classification entered. If more than three entries are required, please submit an addendum providing the requested information with the submission of the certified payroll. If box 4 is not applicable, do not check the box and enter "Not Applicable" or "N/A" in the entry subsection, under Apprenticeship Program Name.

If the contractor or subcontractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of bona fide fringe benefit plans, funds, or programs, box 5 must be checked and the subsections titled "Hourly Credit for Fringe Benefits" must be completed. In the first column, list each worker entry number (entered in column 1A on the first page) and name of worker for whom the contractor or subcontractor claimed an hourly fringe benefit credit (this should mirror the worker names and order found on Page 1 of the certified payroll form). In the following columns, list each fringe benefit plan name in the top row, fringe benefit plan type in the second row, fringe benefit plan number in the third row, mark whether the fringe benefit plan is funded or unfunded in the fourth row, and state the hourly amount of credit claimed for each worker under each applicable plan in the rows below. In the last column, list the total hourly cost of fringe benefit provided for each worker. Where the contractor or subcontractor is claiming a credit for the reasonably anticipated costs of fringe benefits provided directly by the contractor (commonly referred to as an "unfunded plan"), the contractor or subcontractor must have prior approval from the Department of Labor prior to claiming such credit as required in 29 CFR 5.28. If more than six bona fide fringe benefits are provided to the workers for which the contractor is claiming a credit, submit an addendum for each providing the information requested in this section.

Note: *If the contractor or subcontractor is meeting its fringe benefit obligations partially through contributions to or reasonably anticipated costs of a bona fide fringe benefit plan and partially through the payment of cash in lieu of fringe benefits, the contractor or subcontractor should enter the respective amounts in this section and in column 6C (Cash Payment in Lieu of Fringe Benefits) on page 1. If the contractor or subcontractor is meeting its fringe benefits obligations by simply paying the cash equivalent to each worker, check the box but do not complete the subsection, because those payments will be reported under column 6C (Cash Payment in Lieu of Fringe Benefits) on page 1.*

Additional Remarks: Optional space for additional information on deductions, hourly cost of fringe benefits, or explanations. If more space is needed, please continue remarks on a separate page. If the optional space or separate pages are used, please include all contractor and project information required by the form.

Signature of Certifying Official, Date, Telephone Number, and Email Address: The Statement of Compliance must be signed by the contractor or subcontractor, or their agent who paid or supervised the payment of the workers under the contract during the weekly time period covered by the form. Enter the phone number and email address of the individual who is signing the statement and the date signed. Legally valid electronic signatures are acceptable. A legally valid electronic signature includes any electronic process that indicates acceptance of the certified payroll record and includes an electronic method of verifying the signer's identity.
Note: *Photocopies or scanned copies of signatures do not satisfy this requirement.*

Public Burden Statement: We estimate that it will take an average of 55 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Note: *In order to view, fill out, and print PDF forms, you need Adobe® Acrobat® Reader® version 5 or later, which you may download for free at www.adobe.com/products/acrobat/readstep2.html.*

Submit Feedback

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Wage and Hour Division

An agency within the U.S. Department of Labor

200 Constitution Ave NW
Washington, DC 20210
1-866-4-US-WAGE
1-866-487-9243
www.dol.gov

FEDERAL GOVERNMENT

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Disaster Recovery Assistance
DisasterAssistance.gov
USA.gov
No Fear Act Data
U.S. Office of Special Counsel

LABOR DEPARTMENT

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Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

A. 1. (i) Minimum Wages. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section l(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

(c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

2. Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

3. (i) Payrolls and basic records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section l(b)(2)(B) of the Davis-bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section l(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i) except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at https://www.dol.gov/whd/forms/ or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5 (a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and Trainees.

(i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) **Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant ',to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by

the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 in this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

10. (i) Certification of Eligibility. By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1 01 0, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration..... makes, utters or publishes any statement knowing the same to be false..... shall be fined not more than $5,000 or imprisoned not more than two years, or both."

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

B. Contract Work Hours and Safety Standards Act. The provisions of this paragraph B are applicable where the amount of the prime contract exceeds $100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in sub paragraph (1) of this paragraph.

(3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

C. Health and Safety. The provisions of this paragraph C are applicable where the amount of the prime contract exceeds $100,000.

(1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

(2) The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96). 40 USC 3701 et seq.

(3) The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)

a) The equal opportunity clause published at 41 CFR 60-1.4(a) of this chapter is required to be included in, and is part of, all nonexempt Federal contracts and subcontracts, including construction contracts and subcontracts. The equal opportunity clause published at 41 CFR 60-1.4(b) is required to be included in, and is a part of, all nonexempt federally assisted construction contracts and subcontracts. In addition to the clauses described above, all Federal contracting officers, all applicants and all nonconstruction contractors, as applicable, shall include the specifications set forth in this section in all Federal and federally assisted construction contracts in excess of $10,000 to be performed in geographical areas designated by the Director pursuant to Sec. 60-4.6 of this part and in construction subcontracts in excess of $10,000 necessary in whole or in part to the performance of nonconstruction Federal contracts and subcontracts covered under the Executive order.

Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246)

1. As used in these specifications:

a. ``Covered area'' means the geographical area described in the solicitation from which this contract resulted;

b. ``Director'' means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;

c. ``Employer identification number'' means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.

d. ``Minority'' includes:

(i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);

(ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of

race);

(iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and

(iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of $10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7 a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered Construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted constuction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in

the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or

community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefor, along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newpaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and

discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative

action obligations (7a through p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at

least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

(b) The notice set forth in 41 CFR 60-4.2 and the specifications set forth in 41 CFR 60-4.3 replace the New Form for Federal Equal Employment
Opportunity Bid Conditions for Federal and Federally Assisted Construction published at 41 FR 32482 and commonly known as the Model Federal EEO Bid Conditions, and the New Form shall not be used after the regulations in 41 CFR Part 60-4 become effective.
[43 FR 49254, Oct. 20, 1978; 43 FR 51401, Nov. 3, 1978, as amended at 45 FR 65978, Oct. 3, 1980]

ETHNIC OWNERSHIP REPORT

Attention general contractor and subcontractors, please respond to the following (print or type).
Mark the descriptions below that indicate the sex and racial/ethnic character of the owner(s) and controller(s) of 51 percent or more of your business. If 51 percent or more is not owned and controlled by persons (or person) of any single racial/ethnic category, mark the description that seems the most appropriate.

◯ **Female** ◯ **Male**

◯ **White Americans**: persons having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic Origin.

◯ **Black Americans**: persons having origins in any of the black racial groups of Africa, but not of Hispanic origin.

◯ **Native Americans**: persons having origins in any of the original peoples of North America, and who maintain cultural identifications through tribal affiliations or community recognition.

◯ **Hispanic Americans**: persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

◯ **Asian/Pacific Americans**: persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

◯ **Other: Please Specify:** _____

Date _____

Project _____

Business Name _____

Representative Name _____

Position _____

Signature _____

Any questions? Call Peter Essenmacher , Supervisor, Contract Compliance Unit (248)

(248) 830-9596

OAKLAND COUNTY MICHIGAN

CDBG
Contract Provisions

A grantee's and subgrantee's contracts must contain the provisions listed here. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contractors more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity, " as amended by Executive Order 11375 October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of $10,000 by grantees and their contractors or subgrantees)

(4) Compliance. With the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)

(5) Compliance with Davis Bacon Act (40 U.S.C.276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of $2000 awarded by grantees and subgrantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of $2000, and in excess of $2500 for other contracts which involve the employment of mechanics or laborers)

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention, which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor, which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11788, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of $100,000).

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
[53 FR 8068, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19642, Apr. 19, 1995]

(14) Debarment, Suspension, Ineligibility and Voluntary Exclusion
The Service Agency shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Contractor shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24. Using the Excluded Parties Listing System (https://www.sam.gov/SAM/), Oakland County Neighborhood & Housing Development has determined, as of the date of this contract that the Contractor is not excluded from Federal Procurement and Non-procurement Programs.

This page is located on the U.S. Department of Housing and Urban Development's Homes and Communities website at https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/olr_9601.

Homes & Communities
U.S. Department of Housing and Urban Development

Labor Standards Compliance Requirements

Information by State
Print version

Date: December 2, 1996 **(Rev 1) Letter No. LR-96-01**

Subject: **Labor standards compliance requirements for self-employe laborers and mechanics (aka *Working Subcontractors*)**

I. HUD policy on prevailing wage applicability.
II. Compliance and certification parameters.
III. Owners of businesses working with their crews.
IV. Owner-Operators of power equipment.
V. Truck drivers.

The Federal prevailing wage requirements and compliance standards for self-employed laborers and mechanics (also referred to as "working subcontractors") have long been a confusing and contentious area for the Department of Labor (DOL), HUD, the Internal Revenue Service and contractors and subcontractors.

The following policy represents an effort to provide practical guidance for field application. The guidance more specifically concerns the wage certification requirements for self-employed mechanics and laborers on projects subject to Federal labor standards provisions including Davis-Bacon and HUD-determined maintenance and nonroutine maintenance prevailing wage rate determinations. This policy does not attempt to establish whether working subcontractors are subject to Federal labor standards nor whether such working subcontractors are *bona fide*. The clear meaning of statutory provisions and regulatory definitions does not require further examination of applicability. Additionally, statutory and regulatory language are clear that the question of whether certain self-employed laborers and mechanics are bona fide subcontractors is not germane to the issue of prevailing wage standard applicability.

I. *HUD policy on prevailing wage applicability.*

The Davis-Bacon Act (DBA), HUD program Related Acts (DBRA) concerning the payment of prevailing wages as determined by the Secretary of Labor, and the U.S. Housing Act of 1937 concerning the payment of prevailing wage rates established by HUD provide that the wage protections afforded in these statutes apply to laborers and mechanics employed on the covered work. The DBA and DBRA implementing regulations (29 CFR Part 5) specifically stipulate that these protections are provided **regardless of any contractual relationship which may be alleged to exist** between the contractor and such laborers and mechanics. Additionally, all laborers and mechanics must be paid unconditionally and not less often than once per week. HUD has followed DBA/DBRA prevailing wage parameters in its implementation, administration and enforcement of HUD-determined maintenance and nonroutine maintenance prevailing wage standards. (*NOTE*: The requirement to pay weekly wages is not applicable to the payment of

prevailing routine maintenance wage rates related to laborers and mechanics engaged in the operation of PHA and IHA housing developments.)

Therefore, it is HUD policy that in all cases where laborers and mechanics are employed on Federal prevailing wage-covered construction, maintenance and nonroutine maintenance work, laborers and mechanics shall be entitled to compensation (in the case of Davis-Bacon wages, *weekly* compensation) at wage rates not less than the prevailing rate for the type of work they perform **regardless of any contractual relationship alleged to exist between a contractor or subcontractor and such laborers or mechanics.**

The above policy statement is not a departure from previous HUD directives. The guidance presented below establishes uniform HUD-assisted program contract administration and enforcement parameters for labor standards compliance and prevailing wage certification.

II. ***Compliance and certification parameters.***

HUD policy clearly affords prevailing wage protection for all laborers and mechanics, regardless of contractual relationship. There is no exception to this protection for self-employed laborers or mechanics, including owners of businesses, sole-proprietors, partners, corporate officers, or others. This policy in no way precludes or limits any business or individual from participating in HUD-assisted construction, maintenance, or nonroutine maintenance work. The

issue is not one of *eligibility*, whether such persons are permitted to work on HUD-assisted projects, but of compliance standards - what HUD will accept from contractors and subcontractors to demonstrate that proper compliance has been achieved.

In this context, this Letter establishes a HUD administrative policy that laborers and mechanics may not certify to the payment of their **own** prevailing wages **EXCEPT** where the laborer or mechanic is the owner of a business working on the site of the work with his/her own crew. (This exception is described in detail in Paragraph III. Owner-operators of power equipment are discussed in Paragraph IV; Truck drivers are discussed in Paragraph V.)

The most frequent occurrence of self-employed workers on HUD-assisted projects involves mechanic/trade classifications (i.e., not laborer classifications). (For ease of reference, laborers and mechanics in this context are referred to as "mechanics" and include any case involving laborers.) These mechanics may be represented as sole-proprietors, self-employed mechanics, partners, or corporate officers - all with no direct employees engaged in the covered work.

Accordingly, HUD, and program participants responsible for labor standards administration and enforcement (e.g., PHAs, IHAs, CDBG recipients), may not accept certified payrolls reporting single or multiple owners (e.g., partners) certifying that they have paid to themselves the prevailing wage for their craft. For example, a sole-proprietor may not submit a payroll reporting himself or herself as simply "Owner" signing the certification as to his/her own wage payment from "draws" or other payment methods. Neither may several mechanics submit a payroll reporting themselves as "partners" with one or more certifying as to the payment of their wages or salaries. Such mechanics must instead be carried on the certified payroll of the contractor or subcontractor (the "responsible employer") for whom they are working and with whom they have executed a "contract" for services.

In these cases, maintenance of an accurate accounting of weekly work hours including any overtime hours for such mechanics is essential. Whatever method of compensation computation is utilized (piecework, weekly contract draw for

performance), the amount of weekly compensation divided by the actual hours of work performed for that week must result in an "effective" hourly wage rate for that week that is not less than the prevailing hourly rate for the type of work involved. This computation must take into account overtime pay rates (i.e., one and one half) for all hours worked in excess of 40 hours per

week, pursuant to the Contract Work Hours and Safety Standards Act (CWHSSA), where applicable, and pursuant to the Fair Labor Standards Act where CWHSSA is not applicable.

The name, work classification, actual hours of work, effective hourly wage rate, and wage payment for each such mechanic must be reported and certified on the responsible employer's weekly payroll. Note that the effective hourly wage rate for such mechanics may fluctuate from week to week. However, the effective hourly wage rate **may not** be less than the minimum prevailing rate for the respective craft. In any case where the effective rate falls below the corresponding craft prevailing wage rate, the responsible employer must compensate the mechanic at no less than the prevailing rate on the wage determination for that craft.

III. ***Owners of businesses working with their crew.***

Owners of businesses working with their crew on the same HUD-assisted job site may certify to the payment of their own prevailing wages in conjunction with the prevailing wages paid to their employees. This exception to reporting standards *does not* suggest that such owners are not likewise entitled to prevailing wages for their labor. Rather, it accepts the wage payment certification on weekly payroll reports by the owner for his/her own wages as that certification *accompanies* the certification offered for the payment of prevailing wages to his/her employees. Such owners need only list their name, work classification including "owner," and the daily and total hours worked. (Such owners *do not* need to list a rate of pay or amounts earned.)

IV. ***Owner-operators of power equipment.***

Frequently, *owner-operators of power equipment* (e.g., backhoes, front-end loaders) will contract for services at a rate for both "man and machine." In these cases, the owner-operator includes liability, equipment maintenance, and salary in an hourly or contract rate for services. Because of the prevalence of such practice and the inherent difficulty in ascribing costs for liability and maintenance costs versus hourly *labor* salary, HUD and its program clients may accept a combined ("man and machine") hourly rate on the responsible contractor's certified payroll provided that such hourly rate may not be less than the rate on the wage determination for the respective power equipment operator.

Note: Owner-operators of power equipment, like self-employed mechanics, may not submit their own payrolls certifying to the payment of their own wages BUT must be carried on the responsible contractor's certified payroll report.

V. ***Truck drivers.***

As outlined earlier in this Letter, a DOL administrative policy excludes *bona fide owner-operators of trucks who are independent contractors* from DBRA/CWHSSA provisions concerning their own hours of work and rate(s) of pay. These truck "owner-operators" must be reported on weekly payrolls *but* the payrolls do not need to show the hours worked or rates - only the notation "Owner-operator." ***Note*** that any laborers or mechanics, including truck drivers, employed by the owner-operator/independent contractor are subject to DBRA/CWHSSA provisions

in the usual manner.

This policy ***does not*** pertain to owner-operators of other equipment such as backhoes, bulldozers, cranes and scrapers (i.e., power equipment as noted in paragraph IV, above).

These compliance standards shall take effect immediately. Any exceptions to these standards must be approved in advance in writing by HUD Headquarters Office of Labor Relations.

Any questions concerning this *Letter* may be directed to the Office of Labor Relations at (202)708-0370 or, in the case of HUD program participants, to the HUD Field Labor Relations Staff with jurisdiction for your area.

Visit the Office of Labor Relations on the World Wide Web HUD Home Page

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Return to OLR letters

Content current as of 11 March 2003

U.S. Department of Housing and Urban Development
451 7th Street, S.W., Washington, DC 20410
Telephone: (202) 708-1112 Find the address of a HUD office near you

Oakland County Neighborhood & Housing Development

Inadvertent Discovery Plan for Human Remains or Cultural Items

This document sets forth the protocol to be followed in the event that human remains, and funerary objects are encountered during ground-disturbing work on a HUD-funded project. As a statement of general procedure, any human remains encountered will be treated with care and respect.

With any ground-disturbing activities, there is the possibility that human remains or artifacts will be encountered. If human remains, suspected human remains, or cultural items are found, all parties must follow the current guidance from the State Historic Preservation Office (SHPO) for the discovery of human remains, copied below (v. 7/19/21): The State Historic Preservation Office (SHPO) recommends that the following steps be implemented in the event of the discovery of human remains during a Section 106 project. It largely follows the steps set forward in Michigan Attorney General Opinion No. 6585 of 1989, Cemeteries and Dead Bodies.

This sequence of steps assumes that it will not be possible to preserve and maintain a given accidentally discovered burial place.

1. Upon the discovery of human remains, excavation in the immediate vicinity is halted. Cover and secure the area and do not handle finds. All project personnel shall treat any discovery as confidential. Personal photographs of finds may not be taken. The local police authority is immediately notified so that they may evaluate the site.

2. Inform SHPO Staff Archaeologist Amy Krull (phone 517-285-4211, email krulla@michigan.gov).

3. If the police determine that the remains do not represent evidence of a crime or missing person, a qualified archaeologist experienced in human remains recovery shall recover the remains and any artifacts that may be present. Archaeological expertise is important in documenting the discovery context and evaluating whether the remains are isolated or if additional remains may be immediately present. Archaeological recovery may be done under the auspices of law enforcement. If law enforcement chooses not to be involved, a permit for disinterment must be obtained from the local Department of Public Health, or through a court order. Human remains and artifacts must be recovered in a respectful manner.

4. As soon as possible, the remains shall be examined by a physical anthropologist using standard non-invasive methods and procedures to create a basic biological profile and estimate ethnicity.

5. When the recovery and examination of the remains are complete, results shall be conveyed to the SHPO's archaeology staff, and in cases involving Native American Ancestors, to the appropriate Tribal entity. Final written archaeological reports, physical anthropological reports, and associated law enforcement case documentation must be submitted to the SHPO and appropriate Tribes. Note that Tribes may have special needs regarding the taking and retention of photographs of Ancestral remains.

6. The final disposition of Native American Ancestors and associated grave goods will be determined in discussions between the property owner and the appropriate Tribal authority at the conclusion of the recovery, examination, and reporting.

In addition to the notifications in SHPO's policy, it is mandatory that the following Oakland County Neighborhood & Housing Development staff be immediately notified:

Katie Tierney, Senior Specialist Environmental Officer (248) 858-5309
tierneyk@oakgov.com

Or

Peter Essenmacher, Contracts Compliance Supervisor (248) 858-0196
essenmacherp@oakgov.com

If forensics analysis indicates that the human remains are not Native American, disposition and reinterment of the remains will follow guidelines in AG Opinion 6585 (appended). OC

THIS DOCUMENT AND THE SUBJECT MATTER CONTAINED THEREIN IS PROPRIETARY AND IS NOT TO BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN APPROVAL.
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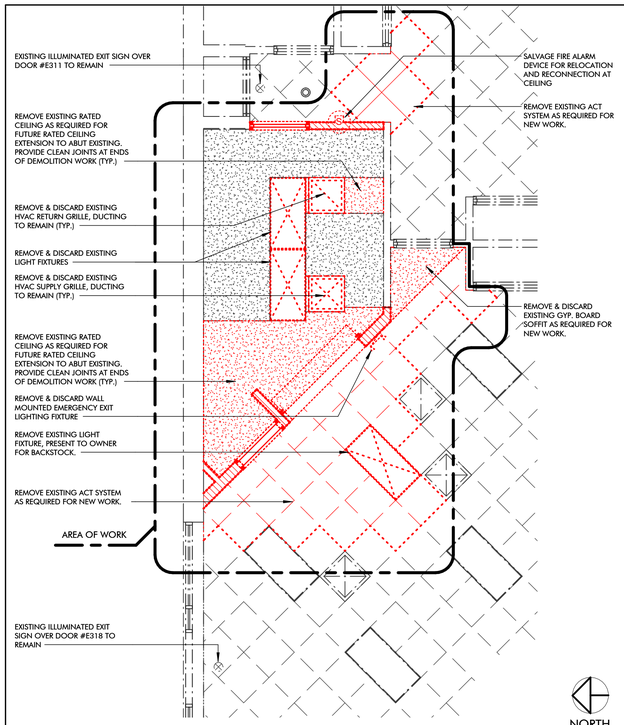
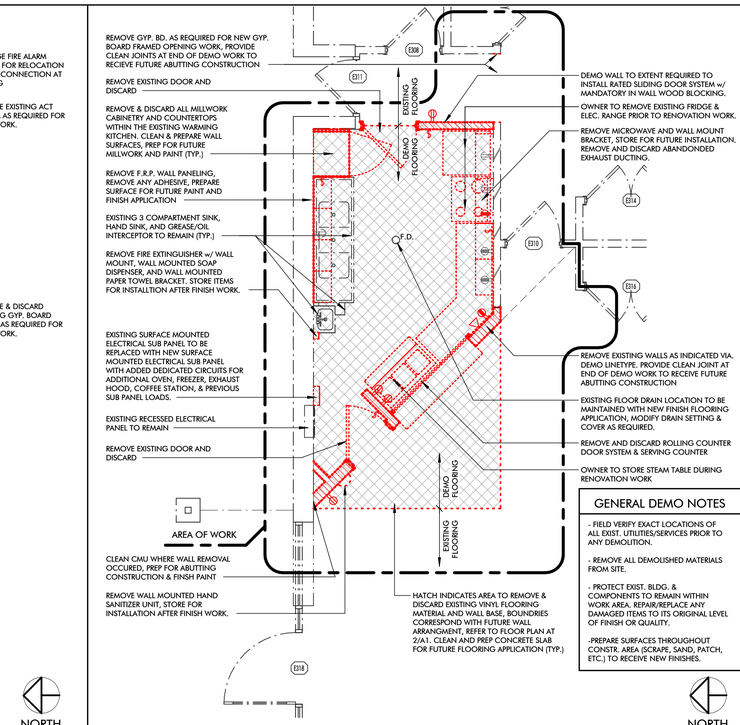
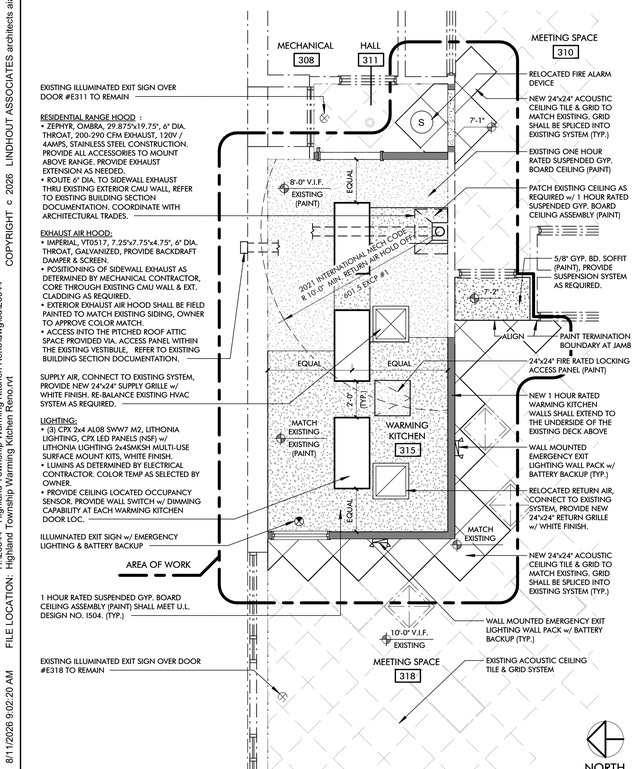
FILE LOCATION: H:\26044 - Highland Township Warming Kitchen Reno\dwg\cd\26044 - Highland Township Warming Kitchen Reno.rvt
DATE PLOTTED: 8/11/2026 9:02:20 AM



6 / A1 — CEILING PLAN - DEMO
1/4" = 1'-0"

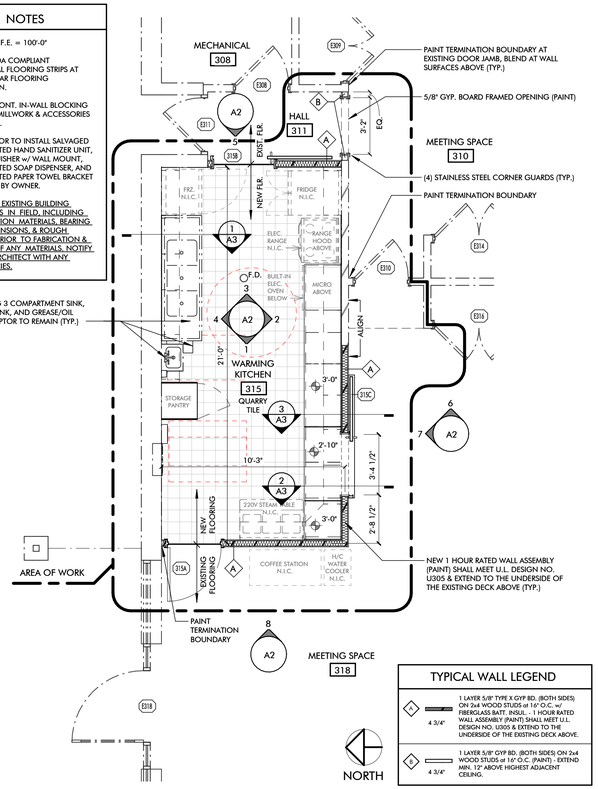


5 / A1 — FLOOR PLAN - DEMO
1/4" = 1'-0"



3 / A1 — CEILING PLAN w/ SCHEMATIC ELECTRICAL
1/4" = 1'-0"

NOTES
- ASSUMED F.F.E. = 100'-0"
- PROVIDE ADA COMPLIANT TRANSITIONAL FLOORING STRIPS AT ANY DISSIMILAR FLOORING INTERSECTION.
- PROVIDE CONT. IN-WALL BLOCKING BEHIND ALL MILLWORK & ACCESSORIES AS REQUIRED.
- CONTRACTOR TO INSTALL SALVAGED WALL MOUNTED HAND SANITIZER UNIT, FIRE EXTINGUISHER w/ WALL MOUNT, WALL MOUNTED SOAP DISPENSER, AND WALL MOUNTED PAPER TOWEL BRACKET AS DIRECTED BY OWNER.
- VERIFY ALL EXISTING BUILDING CONDITIONS IN FIELD, INCLUDING, CONSTRUCTION MATERIALS, BEARING WALLS, DIMENSIONS, & ROUGH OPENINGS PRIOR TO FABRICATION & ERECTION OF ANY MATERIALS. NOTIFY OWNER & ARCHITECT WITH ANY DISCREPANCIES.



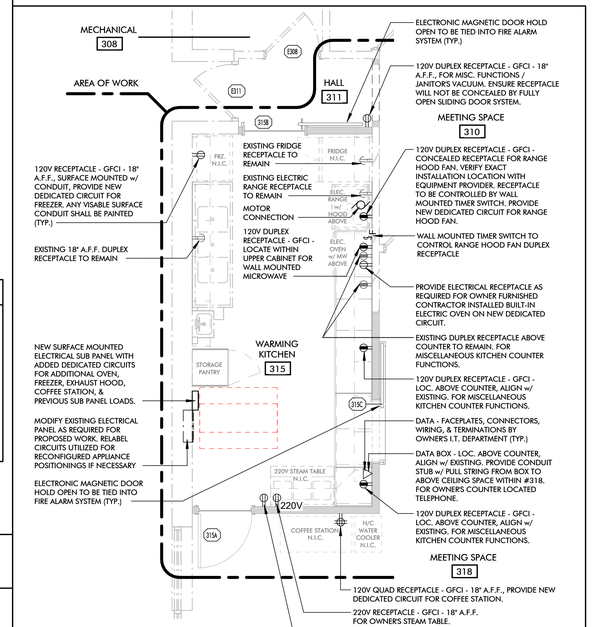
2 / A1 — FLOOR PLAN
1/4" = 1'-0"

TYPICAL WALL LEGEND
A — 4 3/4" — 1 LAYER 5/8" TYPE X GYP BD. (BOTH SIDES) ON 2x4 WOOD STUDS at 16" O.C. w/ FIBERGLASS BATT. INSUL. - 1 HOUR RATED WALL ASSEMBLY (PAINT) SHALL MEET U.L. DESIGN NO. U305 & EXTEND TO THE UNDERSIDE OF THE EXISTING DECK ABOVE.
B — 4 3/4" — 1 LAYER 5/8" GYP BD. (BOTH SIDES) ON 2x4 WOOD STUDS at 16" O.C. (PAINT) - EXTEND MIN. 12" ABOVE HIGHEST ADJACENT CEILING.

INTERIOR RENOVATION for:

HIGHLAND TOWNSHIP ACTIVITIES CENTER WARMING KITCHEN

209 N JOHN STREET, HIGHLAND TWP, MI 48357



4 / A1 — SCHEMATIC ELECTRICAL PLAN
1/4" = 1'-0"

APPLICABLE CODES

2021 MICHIGAN REHABILITION CODE FOR EXISTING BUILDINGS (M.R.C.E.B.) - LVL2 ALTERATIONS
2021 MICHIGAN BUILDING CODE (M.B.C.)
2015 INTERNATIONAL FIRE CODE
2021 MICHIGAN MECHANICAL CODE
2021 MICHIGAN PLUMBING CODE
2021 MICHIGAN COMMERCIAL ENERGY CODE
2023 NATIONAL ELECTRICAL CODE w/ PART 8 RULES (R 408.30801)

EXISTING FIRE RESISTANCE RATING FOR 3B CONSTRUCTION (UNCHANGED BY RENOVATION WORK)

EXISTING STRUCTURAL FRAME:	0 HRS.
EXISTING EXTERIOR BEARING WALLS:	2 HRS.
EXISTING INTERIOR BEARING WALLS:	0 HRS.
EXISTING INTERIOR NON-BEARING WALLS:	0 HRS.
EXISTING FLOOR CONSTRUCTION:	0 HRS.
EXISTING ROOF CONSTRUCTION:	0 HRS.
EXISTING CORRIDORS:	1 HRS.
EXISTING MECHANICAL ROOM:	1 HRS.
EXISTING WARMING KITCHEN:	1 HRS.

FIRE PROTECTION

ALL WORK SHALL BE DONE IN A MANNER THAT MAINTAINS THE LEVEL OF FIRE PROTECTION THAT IS CURRENTLY PROVIDED PER SECTION 703 OF THE 2021 MICHIGAN REHABILITION CODE FOR EXISTING BUILDINGS.

• PROPOSED 1 HOUR RATED WALLS: U.L. DESIGN No. 305
• PROPOSED 1 HOUR RATED CEILING: U.L. DESIGN No. I504

EGRESS REQUIREMENTS

EXISTING EXIT WIDTHS, TRAVEL DISTANCES, AND ACCESSIBLE ROUTES WILL BE MAINTAINED AND/OR IMPROVED BY THE WARMING KITCHEN RENOVATION WORK.

EXISTING MAX. TRAVEL DISTANCE AT AREA OF WORK: 32'-3
PROPOSED MAX. TRAVEL DISTANCE AT AREA OF WORK: 24'-9"

FIRE SUPPRESSION & ALARM

• AN EXISTING AUTOMATIC FIRE SUPPRESSION SYSTEM IS NOT PRESENT
• AN EXISTING FIRE ALARM SYSTEM IS PRESENT
• CONTRACTOR SHALL MODIFY THE EXISTING FIRE ALARM SYSTEM AS REQUIRED TO ACCOMMODATE RENOVATION WORK.

PLUMBING FIXTURES

ALL EXISTING PLUMBING FIXTURES TO REMAIN (UNCHANGED BY RENOVATION WORK)

ALL MECHANICAL, ELECTRICAL AND PLUMBING MODIFICATIONS SHALL BE DELIVERED USING A DESIGN/BUILD DELIVERY METHOD. SCHEMATIC INTENT FOR THIS WORK IS SHOWN ON THE SCHEMATIC ELECTRICAL PLAN, CEILING PLAN, DEMO PLAN & DEMO RCP ON SHEET A1. MODIFICATIONS OF THE EXISTING FIRE ALARM SYSTEM ARE REQUIRED WITHIN RENOVATION AREAS. ALL CONTRACTORS TO VERIFY EXISTING CONDITIONS IN FIELD PRIOR TO START OF WORK.

ACOUSTIC WALL PANEL APPLICATION & LOW-VOLTAGE WIRING BY OWNER

RENOVATION NARRATIVE / OCCUPANCY / CONSTRUCTION TYPE / AREA

NARRATIVE: LEVEL 2 ALTERATION UNDERTAKEN FOR THE PRIMARY PURPOSE OF IMPROVING THE ACCESSIBILITY AND EGRESS CONDITIONS OF THE ACTIVITIES CENTER WARMING KITCHEN.

EXISTING NON-OPERATIONAL EXHAUSTING MICROWAVE FIXTURE CONDITION SHALL BE REPLACED WITH FULLY OPERATIONAL RESIDENTIAL EXHAUSTING RANGE HOOD FIXTURE AS A LEVEL 1 MAINTENANCE ALTERATION SERVING THE SAME PURPOSE - M.R.C.E.B. 602

ADDRESS: 209 N JOHN STREET, HIGHLAND TWP, MI 48357

EXISTING OCCUPANCY USES: BUSINESS (B) & ASSEMBLY (A3) (UNCHANGED BY RENOVATION WORK)

EXISTING WARMING KITCHEN OCC. COUNT: 190 sq.ft. / 150 (B GROSS) = 2
PROPOSED WARMING KITCHEN OCC. COUNT: 245 sq.ft. / 150 (B GROSS) = 2
(OCCUPANT COUNT UNCHANGED BY RENOVATION)

EXISTING CONSTRUCTION TYPE: 3B
(UNCHANGED BY RENOVATION WORK)

EXISTING ACTIVITIES CENTER AREA: 3,893 sq.ft. GROSS
(UNCHANGED BY RENOVATION)
TOTAL RENOVATION AREA: 296 sq.ft. GROSS

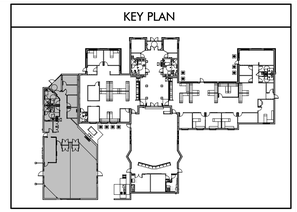
CONTACT INFORMATION

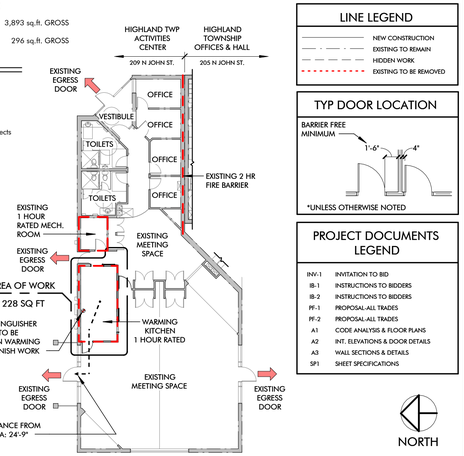
OWNER: Highland Township
CONTACT: Cassie Blascyk
EMAIL: blascykc@highlandtwp.org
PHONE: (248) 887-3791 ext. 6

ARCHITECT: Lindhout Associates Architects
CONTACT: Hannah Walker
EMAIL: hlw@lindhout.com
PHONE: (810) 227-5668

STATE OF MICHIGAN — HANNAH L WALKER — ARCHITECT — 1301072828 — LICENSED ARCHITECT

KEY PLAN





LINE LEGEND
NEW CONSTRUCTION
EXISTING TO REMAIN
HIDDEN WORK
EXISTING TO BE REMOVED

TYP DOOR LOCATION
BARRIER FREE MINIMUM
1'-6" — 4"
*UNLESS OTHERWISE NOTED

PROJECT DOCUMENTS LEGEND

INV-1	INVITATION TO BID
IB-1	INSTRUCTIONS TO BIDDERS
IB-2	INSTRUCTIONS TO BIDDERS
PF-1	PROPOSAL ALL TRADES
PF-2	PROPOSAL ALL TRADES
A1	CODE ANALYSIS & FLOOR PLANS
A2	INT. ELEVATIONS & DOOR DETAILS
A3	WALL SECTIONS & DETAILS
SP1	SHEET SPECIFICATIONS

TYPICAL DESIGN BUILD NOTES

• ALL MECHANICAL, ELECTRICAL AND PLUMBING MODIFICATIONS SHALL BE DELIVERED USING A DESIGN/BUILD DELIVERY METHOD. SCHEMATIC INTENT FOR THIS WORK IS SHOWN ON THE SCHEMATIC ELECTRICAL PLAN, CEILING PLAN, DEMO PLAN & DEMO RCP ON SHEET A1. MODIFICATIONS OF THE EXISTING FIRE ALARM SYSTEM ARE REQUIRED WITHIN RENOVATION AREAS. ALL CONTRACTORS TO VERIFY EXISTING CONDITIONS IN FIELD PRIOR TO START OF WORK.

HVAC DESIGN BUILD CRITERIA

• MECHANICAL CONTRACTOR IS RESPONSIBLE FOR ALL DRAWINGS, SPECS, AND PERMIT COSTS AS REQUIRED TO PROVIDE A COMPLETE/OPERATION SYSTEM TO THE OWNER THAT MEETS ALL CURRENT COMMERCIAL CODE REQUIREMENTS.

• MECHANICAL CONTRACTOR IS RESPONSIBLE TO VERIFY ALL EXISTING CONDITIONS PRIOR TO THE START OF DESIGN AND CONSTRUCTION.

• EXISTING MECHANICAL SYSTEM SHALL BE RECONFIGURED TO ACCOMMODATE THE NEW WARMING KITCHEN LAYOUT, MEETING 2021 MICHIGAN MECHANICAL CODE REQUIREMENTS.

• ALL FLEXIBLE DUCT RUNS SHALL BE LIMITED TO 5'-0" MAX. FROM HARD DUCT CONNECTION.

• ANY NEW SUPPLY DUCTWORK INSIDE OF THE BUILDING IN UN-CONDITIONED SPACES, SHALL BE INSULATED WITH MIN. R-3.5 DUCT WRAP.

• COORDINATE NEW DUCTWORK WITH BUILDING STRUCTURAL CONDITIONS, EQUIPMENT, MANUF. RECOMMENDATIONS AND ALL OTHER TRADES TO AVOID INTERFERENCES.

• ALL MECHANICAL RELATED CORING THROUGH WALLS AND FLOORS SHALL BE BY MECHANICAL CONTRACTOR. SEAL ALL PENETRATIONS THROUGH RATED WALLS AND FLOORS W/ U.L. RATED CAULK SEALANT IN ACCORDANCE WITH SPECIFICATION REQUIREMENTS.

DUCTWORK APPLICATION SCHEDULE:

EXHAUST AIR DUCTWORK GALV. STEEL -2 DESIGN PRESSURE CLASSIFICATION

LINED RETURN AIR DUCTWORK GALV. STEEL w/ 2" DUCT LINER -2 DESIGN PRESSURE CLASSIFICATION

RETURN AIR DUCTWORK GALV. STEEL -2 DESIGN PRESSURE CLASSIFICATION

SUPPLY AIR DUCTWORK GALV. STEEL +2 DESIGN PRESSURE CLASSIFICATION

ELECTRICAL DESIGN BUILD CRITERIA

• ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR ALL DRAWINGS, SPECS, AND PERMIT COSTS AS REQUIRED TO PROVIDE A COMPLETE/OPERATION ELECTRICAL SYSTEM TO THE OWNER THAT MEETS ALL CODE REQUIREMENTS.

• ELECTRICAL CONTRACTOR IS RESPONSIBLE TO VERIFY ALL EXISTING POWER SUPPLY AND FIELD CONDITIONS PRIOR TO THE START OF DESIGN AND CONSTRUCTION.

• EXISTING ELECTRICAL SYSTEM SHALL BE RECONFIGURED TO ACCOMMODATE NEW ROOM LAYOUT MEETING 2023 NATIONAL ELECTRIC CODE REQUIREMENTS

• ALL WIRING AND BUSES SHALL BE COPPER.

• ALL CIRCUITS SHALL BE 20 AMP, U.O.N.

• NO MORE THAN 8 GENERAL PURPOSE OUTLETS ON ONE CIRCUIT.

• ALL DEVICE PLATES SHALL BE STAINLESS STEEL.

• ALL WIRING SHALL BE WITHIN CONDUIT. INSTALL EMT FOR LIGHTING, RECEPTACLE, APPLIANCE BRANCH CIRCUIT WIRING, AUXILIARY SYSTEMS WIRING, AND HVAC CONTROL WIRING CONCEALED ABOVE CEILINGS AND IN PARTITIONS.

• ALL RECEPTACLES AND DATA BOXES ARE RECESSED, U.O.N.

LIGHTING DESIGN BUILD CRITERIA

• ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR ALL DRAWINGS, SPECS, AND PERMIT COSTS AS REQUIRED TO PROVIDE A COMPLETE/OPERATION LIGHTING SYSTEM TO THE OWNER THAT MEETS ALL CODE REQ.

• PROVIDE AUTOMATIC LIGHTING CONTROLS AND OCCUPANCY SENSORS PER MICHIGAN ENERGY CODE REQ.

1 / A1 — CODE ANALYSIS & EGRESS PLAN
1" = 20'-0"

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CONSULTANT

DRAWN:	hlw	CHECKED:	djm	APPD:	djm

DATE:	ISSUED FOR
04-16-26	EXISTING CONDITIONS MEASURE
05-01-26	CLIENT REVIEW
05-27-26	CLIENT REVIEW
06-26-26	CLIENT FEEDBACK
08-12-26	BIDDING & PERMIT DRAWINGS

INTERIOR RENOVATION for:
HIGHLAND TWP WARMING KITCHEN
209 N JOHN ST, HIGHLAND TWP, MI 48357

CODE ANALYSIS & FLOOR PLANS

A1

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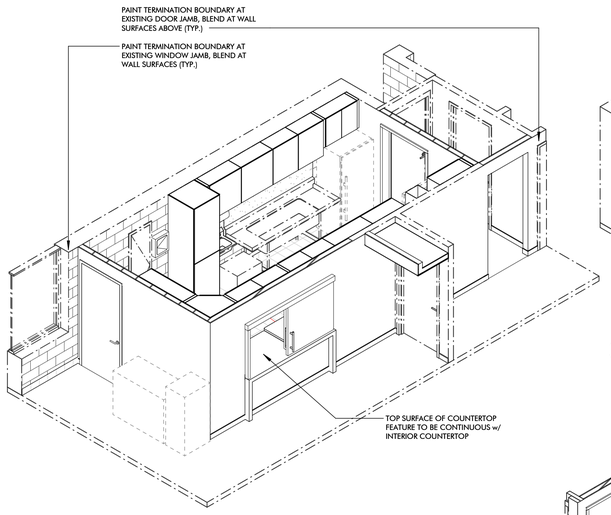
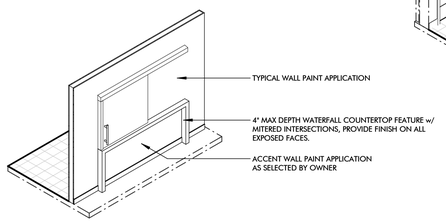
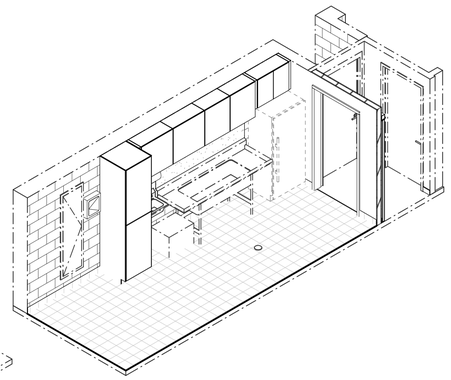


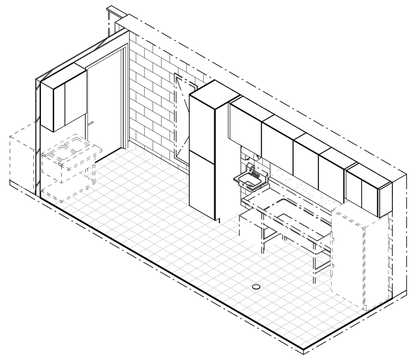
3D VIEW 1A - PASS THRU OPEN



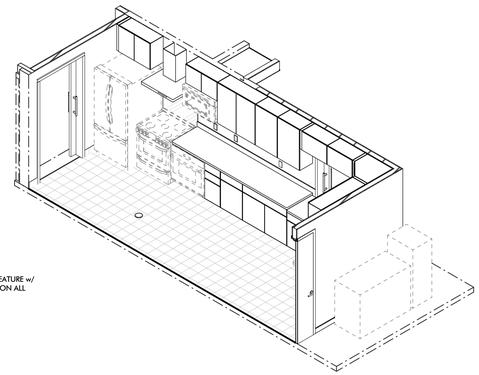
3D VIEW 1B - PASS THRU CLOSED



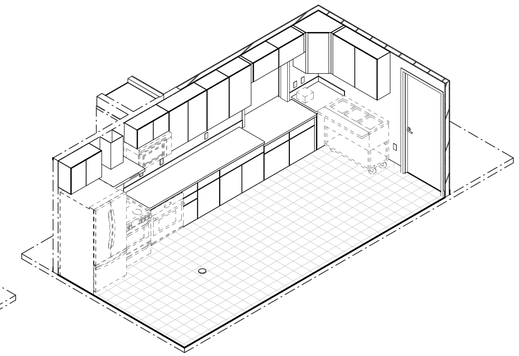
3D VIEW 2



3D VIEW 3



3D VIEW 4



3D VIEW 5

DOOR SCHEDULE

MARK	DOOR SIZE	DOOR TYPE	DOOR MAT. / FINISH	DOOR SLAB THICKNESS	FRAME TYPE	FRAME MAT. / FIN.	DETAILS HEAD	DETAILS JAMB	DETAILS SILL	V.I.F. - WALL THICKNESS	HW SET	FIRE RATING	COMMENTS
315A	3'-0" x 7'-0"	1	S.C. / PRE-FIN	1-3/4"	A	H.M. / PAINT	6/A3	5/A3	4/A3	4 3/4"	1	45 MINS.	
315B	3'-7 1/4" x 6'-11 3/4"	2	S.C. / PRE-FIN	1-3/4"	B	ALUM. / PRE-FIN	9/A3	8/A3	7/A3	4 3/4"	2	45 MINS.	
315C	3'-7 1/4" x 3'-4"	3	S.C. / PRE-FIN	1-3/4"	C	ALUM. / PRE-FIN	9/A3	9/A3	2&3/A3	4 3/4"	3	45 MINS.	

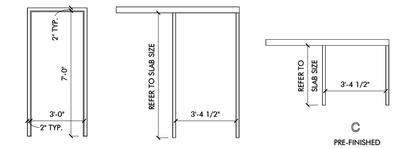
- FIELD MEASURE & VERIFY ALL OPENINGS PRIOR TO ORDER AND FABRICATION (TYP.)



DOOR TYPES

1/4" = 1'-0"

- FIELD MEASURE & VERIFY ALL OPENINGS PRIOR TO ORDER AND FABRICATION (TYP.)



DOOR FRAME TYPES

1/4" = 1'-0"

FINISH SCHEDULE

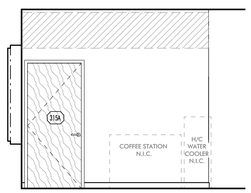
RM #	Name	FLOORS 1 - QUARRY TILE	FLOORS 2 - EXISTING TO REMAIN	BASE 3 - COVED QUARRY TILE	BASE 4 - COVED VINYL	BASE 5 - EXISTING TO REMAIN	WALLS 6 - PAINTED GYP. BOARD	WALLS 7 - F.R.P.	WALLS 8 - STAINLESS STEEL	WALLS 9 - ACCOUSTIC PANEL	WALLS 10 - EXISTING TO REMAIN	CEILINGS 11 - ACCOUSTIC TILE & GRID	CEILINGS 12 - PAINTED GYP. BOARD	CEILINGS 13 - EXISTING TO REMAIN	REMARKS
308	MECHANICAL		2			5					10			13	EXISTING 1 HOUR RATING
310	MEETING SPACE		2		4	5	6				10	11		13	
311	HALL		2		4	5	6				10	11		13	
315	WARMING KITCHEN	1		3	4		6	7	8				12		EXISTING 1 HOUR RATING TO BE MAINTAINED
318	MEETING SPACE		2		4	5	6			9	10	11		13	

HARDWARE SETS

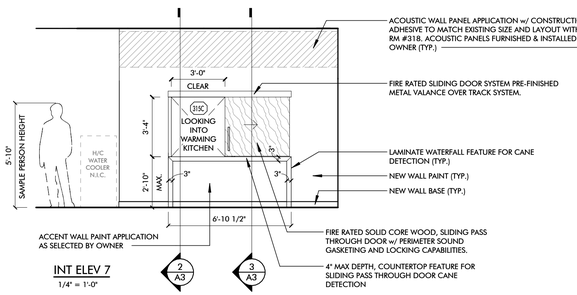
- FINAL KEYING BY OWNER'S LOCKSMITH (TYP.) -

	QTY & DESCRIPTION	CATALOG NUMBER	FINISH	MFR
HARDWARE SET #1: (HINGED DOOR)	(3) HINGES	5BB1HW 4.5 x 4.5 NRP	652	IVE
	(1) SURFACE CLOSER	4050A EDA - PUSH SIDE (NO HOLD OPEN)	689	LCN
	(1) OVERHEAD STOP	100S	652	GLY
	(1) CLASSROOM LOCK	PC70LD RHO	626	SCH
	(1) PERMANENT CORE	(MATCH OWNER'S EXISTING SYSTEM)		
	(1) KICK PLATE	8400 10"x2" LDW B-CS	630	IVE
	(1) GASKETING	488SBK PSA	BK	ZER
HARDWARE SET #2: (SLIDER DOOR SYSTEM)	(1) REFER TO SPECIFICATION SECTION 08 - FIRE RATED SLIDING DOOR SYSTEM			
HARDWARE SET #3: (COUNTER LOCATED SLIDER DOOR SYSTEM)	(1) REFER TO SPECIFICATION SECTION 08 - FIRE RATED SLIDING DOOR SYSTEM			

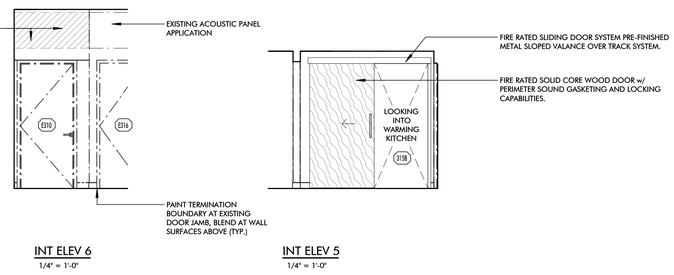




INT ELEV 8
1/4" = 1'-0"



INT ELEV 7
1/4" = 1'-0"

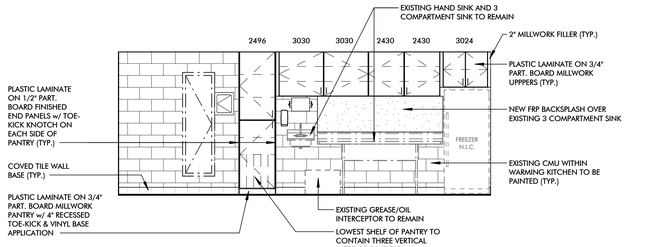


INT ELEV 6
1/4" = 1'-0"

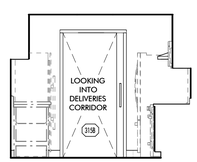
INT ELEV 5
1/4" = 1'-0"

FINISH MATERIALS

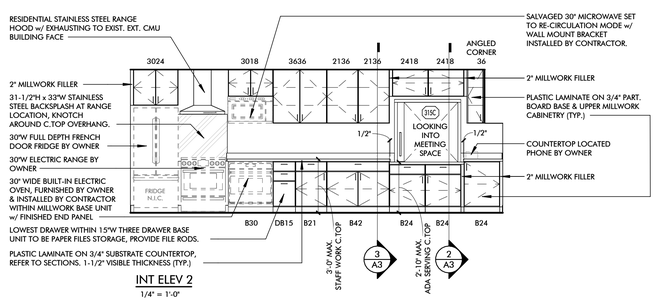
QUARRY TILE:	AMERICAN OLEAN, QUARRY NATURALS, 8"x8" FIELD TILE, COLOR AS SELECTED BY OWNER, MATTE FINISH
FLOORING TRANSITION STRIP:	SCHLUTER, RENO-U, SATIN ANODIZED ALUMINUM
COVED TILE BASE:	AMERICAN OLEAN, QUARRY NATURALS, 5"x8" COVED BASE, COLOR AS SELECTED BY OWNER, MATTE FINISH
COVED VINYL BASE:	MANNINGTON, 4" COVED VINYL, #217 CHARCOAL (MATCHES EXISTING)
TYPICAL WALL PAINT:	SHERWIN WILLIAMS, SW7050 USEFUL GRAY (MATCHES EXISTING)
WALL ACCENT PAINT:	SHERWIN WILLIAMS, COLOR AS SELECTED BY OWNER
TYPICAL CEILING PAINT:	SHERWIN WILLIAMS, SW7757 HIGH REFLECTIVE WHITE (MATCHES EXISTING)
HOLLOW METAL FRAME PAINT:	SHERWIN WILLIAMS, SW7068 GRIZZLE GRAY (MATCHES EXISTING)
FIBER REINFORCED PANELING:	PANOLAM, FRP w/ MATCHING PERIMETER TRIM, PEBBLE SURFACE, WHITE
STAINLESS STEEL:	REFER TO PROJECT SPECIFICATIONS
S.S. CORNER GUARDS:	CONSTRUCTION SPECIALTIES, CO-8, 16-GAUGE TYPE 304 STAINLESS STEEL, 90 DEGREE w/ 2" LEGS, 48" TALL, MOUNT VIA. MECHANICAL FASTENERS.
ACOUSTIC WALL PANEL:	MATERIAL FURNISHED AND INSTALLED BY OWNER
COUNTERTOPS:	LAMINATE WITH MATTE FINISH, AS SELECTED BY OWNER FROM STANDARD LINE BY WILSONART, PIONITE, FORMICA, OR NEVAMAR. (PREMIUM & METAL LAMINATES SHALL BE EXCLUDED)
CABINETRY LAMINATE:	LAMINATE WITH MATTE FINISH, AS SELECTED BY OWNER FROM STANDARD LINE BY WILSONART, PIONITE, FORMICA, OR NEVAMAR. (PREMIUM & METAL LAMINATES SHALL BE EXCLUDED FOR PRICING)
ACOUSTIC CEILING TILE:	CERTAINTEED, SAND MICRO, SHM-157, 24"x24"x5/8", WHITE
ACOUSTIC CEILING GRID:	CERTAINTEED SUSPENSION SYSTEMS, 15/16" CLASSIC STAB SYSTEM, WHITE
S.C. FLUSH PANEL DOORS:	VT INDUSTRIES, PLAIN SLICED RED OAK, STAIN AS SELECTED BY OWNER FROM FACTORY FINISHED STANDARD STAIN SELECTIONS



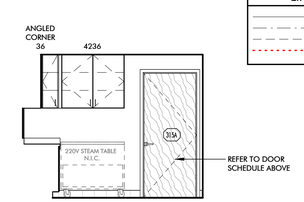
INT ELEV 4
1/4" = 1'-0"



INT ELEV 3
1/4" = 1'-0"



INT ELEV 2
1/4" = 1'-0"



INT ELEV 1
1/4" = 1'-0"

LINE LEGEND

- NEW CONSTRUCTION
- EXISTING TO REMAIN
- HIDDEN WORK
- EXISTING TO BE REMOVED

NOTES

- ALL EXPOSED FACES OF MILLWORK SHALL RECEIVE A PLASTIC LAMINATE FINISH (TYP.)
- THE PERIMETER OF UPPER CABINETS, BASE CABINETS, WORKSURFACES, AND COUNTERTOPS TO RECEIVE CONT. SEALANT BEAD WHEN IN CONTACT WITH WALL SURFACES (TYP.)
- ALL NEW MILLWORK CABINETRY TO BE PROVIDED w/ LOCKING DOORS & DRAWERS KEYED PER OWNER DIRECTION - U.O.N. (TYP.)
- PROVIDE IN WALL BLOCKING FOR MILLWORK AND OWNER ACCESSORIES AS REQUIRED (TYP.)
- VERIFY ALL EXISTING BUILDING CONDITIONS IN FIELD, INCLUDING CONSTRUCTION MATERIALS, BEARING WALLS, DIMENSIONS, & ROUGH OPENINGS PRIOR TO FABRICATION & ERECTION OF ANY MATERIALS. NOTIFY OWNER & ARCHITECT WITH ANY DISCREPANCIES.

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CONSULTANT

DRAWN:	hlw	08-12-26	BIDDING & PERMIT DRAWINGS
		06-26-26	CLIENT FEEDBACK
CHECKED:	djm	05-27-26	CLIENT REVIEW
		05-01-26	CLIENT REVIEW
APPD:	djm	04-16-26	EXISTING CONDITIONS MEASURE
		DATE:	ISSUED FOR

INTERIOR RENOVATION for:
HIGHLAND TWP WARMING KITCHEN
209 N JOHN ST, HIGHLAND TWP, MI 48357

INT. ELEVATIONS & DOOR DETAILS

A2

26044

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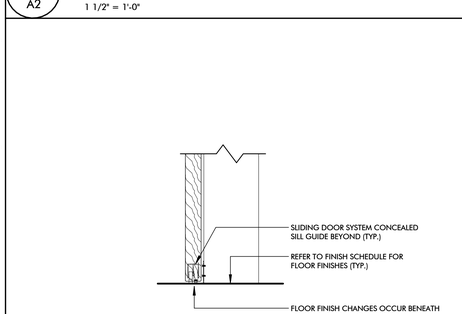
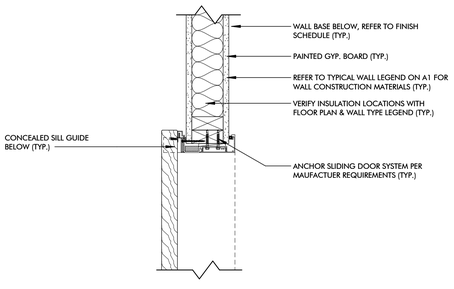
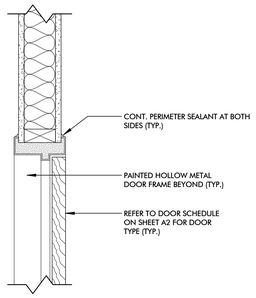


9 / A2 **SLIDING DOOR HEAD DETAIL**
1 1/2" = 1'-0"

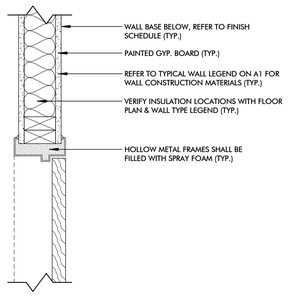


8 / A2 **SLIDING DOOR JAMB DETAIL**
1 1/2" = 1'-0"

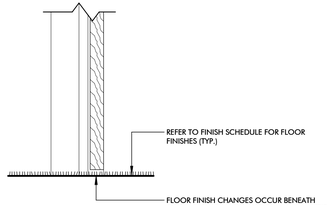
7 / A2 **SLIDING DOOR SILL DETAIL**
1 1/2" = 1'-0"



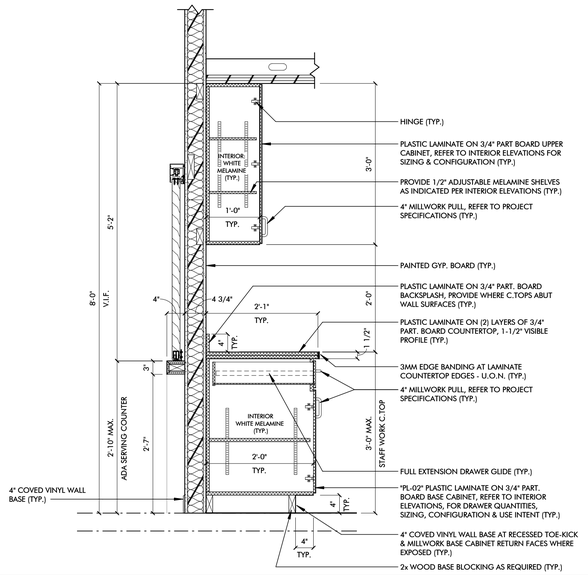
6 / A2 **H.M. HEAD DETAIL**
1 1/2" = 1'-0"



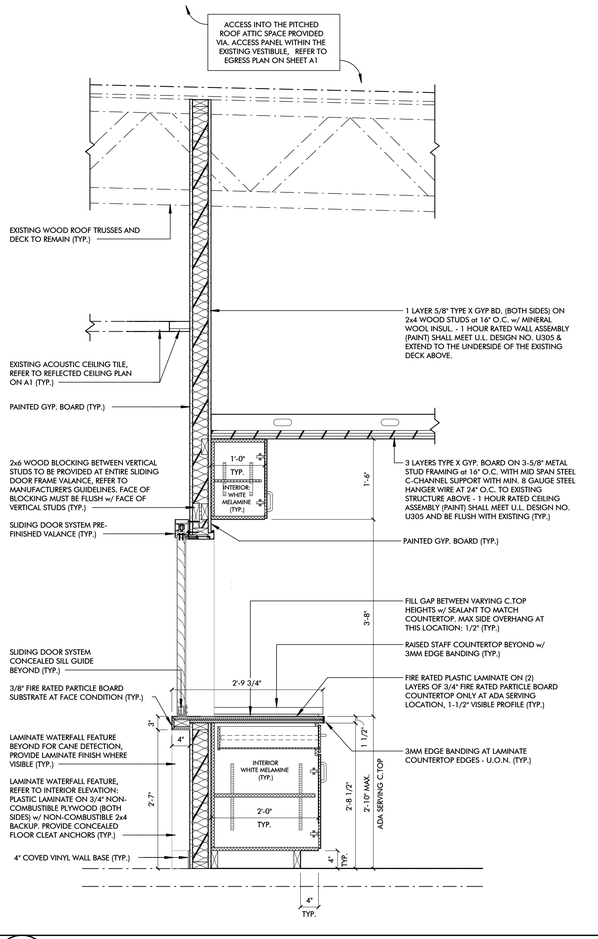
5 / A2 **H.M. JAMB DETAIL**
1 1/2" = 1'-0"



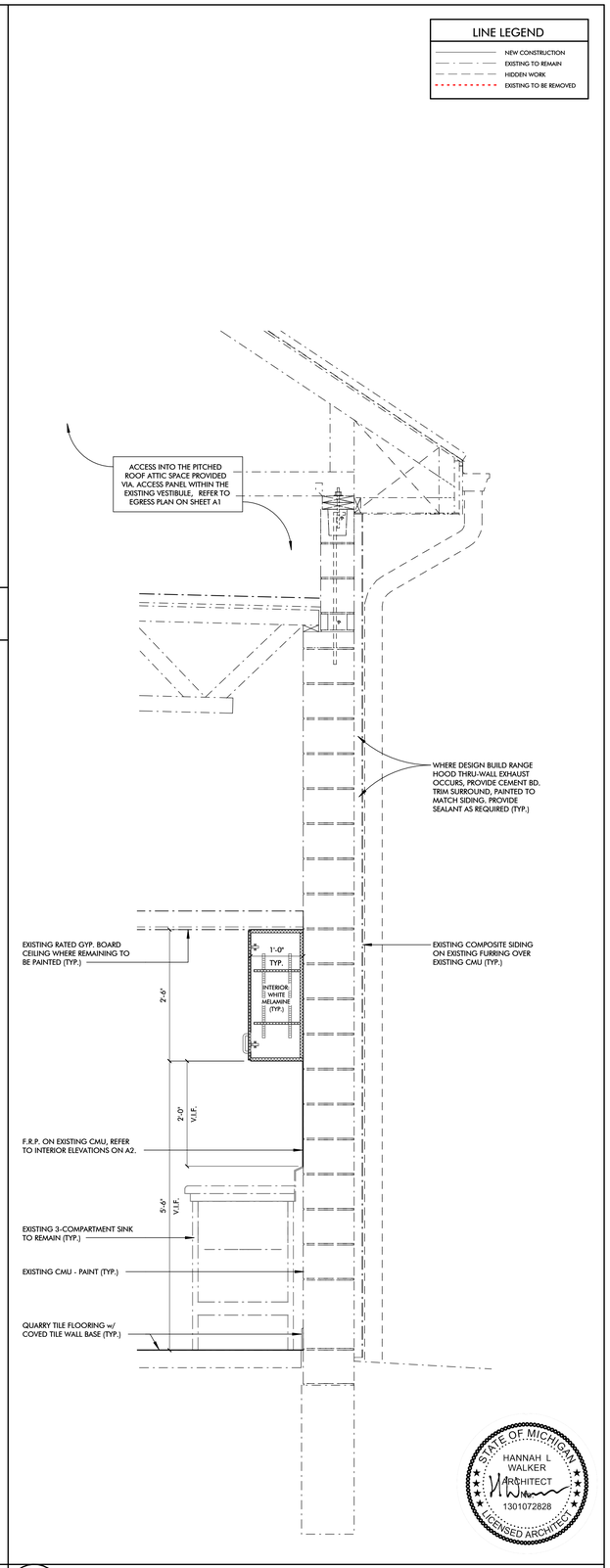
4 / A2 **H.M. SILL DETAIL**
1 1/2" = 1'-0"



3 / A1 **SLIDING PASS THROUGH DOOR SECTION1**
3/4" = 1'-0"



2 / A1 **SLIDING PASS THROUGH DOOR SECTION**
3/4" = 1'-0"



1 / A1 **EXISTING CONDITIONS WALL SECTION**
3/4" = 1'-0"

STATE OF MICHIGAN
HANNAH L WALKER
ARCHITECT
1301072828
LICENSED ARCHITECT

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CONSULTANT

ISSUED FOR	DATE:
BIDDING & PERMIT DRAWINGS	08-12-26
CLIENT FEEDBACK	06-26-26
CLIENT REVIEW	03-27-26
CLIENT REVIEW	03-01-26
EXISTING CONDITIONS MEASURE	04-16-26

DRAWN: hlw CHECKED: djm APP'D: djm

INTERIOR RENOVATION for:
HIGHLAND TWP WARMING KITCHEN
209 N JOHN ST, HIGHLAND TWP, MI 48357

WALL SECTIONS & DETAILS

A3

26044

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DIVISION 01A — **GENERAL REQUIREMENTS**

01 The common practices and industry standards associated with Commercial Construction are to be followed for the work described herein.

02 The specific recommendations of all product manufacturers in regards to material handling, installation, and initial operation are to be included within the performance requirements of this contract by reference. All suppliers and contractors who wish to deviate from the industry and material manufacturers recommendations and requirements for commercial applications must notify the Owner or Architect prior to bidding the work. If no notice is given, all standards and recommendations must be followed for this project.

03 Where no material specification is given, suppliers and sub-contractors shall assume commercial grade products intended for the application shown.

ARTICLE 15 — **DRAWINGS AND SPECIFICATIONS**

a. The drawings and specifications are complementary, and what is called for by one is binding as if called for by the other. Any discrepancy should be noted to the architect immediately. When unable to contact the architect for any reason, the contractor must assume the higher quality, most restrictive of the two.

ARTICLE 16 — **INSURANCE**

16.1 **CONTRACTORS LIABILITY INSURANCE**

16.1.1 The Contractor shall purchase insurance that will protect the contractor, owner and architect from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts and of them may be liable:

16.1.2.1 Such insurance shall be written to include the following coverage and for not less that the following minimum limits or greater if required by law;

Worker's Compensation, Occupational Disease and Employer's Liability Insurance:
A. State of Michigan - Statutory Limits
B. Employer's Liability -
Bodily Injury by Accident - $1,000,000 each accident
Bodily Injury by Disease - $1,000,000 each employee
Bodily Injury by Disease - $1,000,000 each policy limit

Commercial General Liability Insurance including as minimum coverage: premises operations liability, independent contractor's protective liability, broad form property damage endorsement, blank contractual, personal injury, with employment exclusion deleted.
A. Limits of Liability: $1,000,000 Each Occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined. $1,000,000 General Aggregate, $1,000,000 Products/Completed Operations Aggregate, $1,000,000 Personal and Advertising Injury

Automobile Liability Insurance:
A. All owned, hired, and non-owned vehicles including the loading or unloading thereof.
B. Limits of Liability $1,000,000 Each occurrence.

Umbrella/Excess Liability Insurance:
Limits of Liability: $1,000,000 Each occurrence, $1,000,000 Aggregate.

16.1.3 Certificates of Insurance for the above coverage shall be submitted to the Architect or Owner for approval prior to the start of construction. The Contractor shall obtain certificates of insurance from each of his Subcontractors before their work commences. Each Subcontractor must be covered by insurance of the same character and in the same amounts as the Contractor unless the Contractor and the Owner agree that a reduced coverage is adequate. Each subcontractor's insurance shall cover the Owner, Architect, their agents and employees.

16.2 **OWNER'S INSURANCE**

16.2.1 The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and builders risk coverage.

16.2.2 Unless otherwise provided, the Owner shall purchase property insurance in the amount of the initial Contract Sum. Property Insurance provided by Owners shall not cover any construction equipment, which may be on the site and the capital value of which is not included in the Work.

SECTION 01B — **SPECIAL CONDITIONS**

ARTICLE 1S — **TIME OF COMPLETION**

01 The contract involves the construction described herein and requires completion for occupancy in the least time consistent with good construction practices.

ARTICLE 2S — **EXAMINATION OF SITE**

01 The General Contractor and those sub-contractors specifically involved shall be held to have examined the site and have informed themselves of the conditions under which they must work. They shall make due allowance for the conditions that are reasonably apparent in their proposal.

ARTICLE 3S — **LAYING OUT WORK**

01 The General Contractor shall inform the Sub-Contractors as to responsibilities for the lay out of the work and provide the assistance of a competent surveyor for the work if required by the sub-contractor.

ARTICLE 4S — **TEMPORARY UTILITIES**

01 The Owner shall bear cost of metered power and water when accessed through existing building.

ARTICLE 5S — **TEMPORARY TOILETS**

01 The Owner to allow contractor use of the existing toilets within the activities center.

ARTICLE 6S — **OMITTED** — **COLD WEATHER PROTECTION**

ARTICLE 7S — **TEMPORARY HEAT**

01 If the permanent heating system is used for temporary heat, the Heating Contractor shall be responsible for the system and its maintenance until acceptance by the Owner. All new equipment warrantees are effective from the date of Owner acceptance, not contractor use.

ARTICLE 8S — **SHOP DRAWINGS**

01 All shop drawings shall be examined by the General Contractor for coordination with other trades and general conformity to contract documents before submission to the Architect & Owner for review and shall bear the signatures of the party so doing. The Architect & Owner shall retain digital records of shop drawings.

02 Corrections or comments made on the shop drawings during their review do not relieve the contractor from compliance with requirements of the drawings and specifications. This check is only for review of the general conformance with the design concept of the project and general compliance with the information given in the contract documents. The contractor is responsible for:
- Confirming and correlating all quantities and dimensions.
- Selecting fabrication processes and techniques of construction.
- Coordinating his or her work with that of all other trades and performing all work in a safe and satisfactory manner.

03 Architects & Owner's review of Shop Drawings shall not be construed to relieve supplier of any obligations set forth in the original contract documents. Specific reference shall be made on the Shop Drawings of any contradictions of the original documents and specific acceptance of that contradiction must be made on the drawings by the Architect or Owner.

ARTICLE 9S — **CLOSE OUT AND GUARNATEES**

At the completion of the Contract and prior to final payment:
a. The General Contractor and sub-contractors shall give to the Owner a written guarantee that they will make good at their own expense any defects in material or workmanship, not due to ordinary wear or improper use, which may develop within one (1) year from the date of acceptance of the work unless otherwise stated in the specifications.
b. The Owner shall be furnished with the following as it may apply to the project and as called for in the specifications:
1. Owner's manuals for operation and maintenance of equipment furnished under the Architectural trades.
2. Owner's manuals for operation and maintenance for equipment furnished under the Design Build Mechanical contract; test reports of system balancing..
3. Owner's manuals for operation and maintenance for equipment furnished under the Design Build Electrical contract; a complete brochure of lighting fixtures and lamps furnished; an as-built drawing of the electrical installation.
4. List of sub-contractors employed on the project, including addresses, phone and fax numbers.
5. Final Certificate of Occupancy.

ARTICLE 10S — **PROGRESS SCHEDULES**

01 At the time of signing of the contract, the General Contractor, in co-operation with his sub-contractors, shall furnish a schedule giving the time of starting and finishing of each trade involved.

ARTICLE 11S — **TEMPORARY PROTECTION**

01 The General Contractor shall assume responsibility for the building, site and immediately adjacent areas, providing protection to meet the governing laws for worker and by-stander safety.

02 He shall provide suitable temporary walks, fences, and interior enclosures to maintain unobstructed areas for building occupants, pedestrians, vehicles, fire protection equipment, etc., including temporary exit access and enclosures. All damage to existing walks, drives and landscaped areas traversed by contractors and/or contractor vehicles shall be made good by the General Contractor.

ARTICLE 12S — **OWNER'S USE OF SITE**

01 The Owner will maintain normal operation on any existing building on site during the construction period. The various contractors shall take all possible precautions to minimize interference with the operations.

ARTICLE 13S — **OTHER CONTRACTORS**

01 The contractor or contractors for this work shall at all times allow the Owner and any other contractors and their employees to be in the building or about the premises undisturbed as may be required in the execution of other portions of the building work, and installation of equipment, etc.

ARTICLE 14S — **AWARD OF SUBCONTRACTS**

01 The award of subcontracts shall be subject to the right of rejection by the Owner and the Architect of any individual sub-contractor. All contracts made by the General Contractor with sub-contractors shall be covered by the terms and conditions of the prime contract.

ARTICLE 15S — **PERMITS**

01 The General Contractor shall apply and pay, where necessary, for all required building permits; all required plan review fees; and all inspections; in addition to any other required permits.

02 The design/build mechanical and electrical contractors shall apply and pay for their respective permits, any required plan review fees, and all inspection fees. They shall call for all inspections and comply with all requirements.

03 The General Contractor, sub-contractors and their suppliers shall comply with Michigan Building Code Section 1704 Special Inspections, as it may be applied to the project by the local Building Authority for inspections and certifications.

ARTICLE 16S — **OMITTED** — **LOCAL BONDING REQUIREMENTS**

ARTICLE 17S — **OMITTED** — **GAS SERVICE**

ARTICLE 18S — **OMITTED** — **SOIL EROISON PERMIT**

ARTICLE 19S — **SAFETY RULES**

01 All contractors and their employees shall comply with applicable requirements of "General Safety Rules and Regulations for the Construction Industry", as promulgated by the Construction Safety Commission of the State of Michigan including all amendments. General Contractor and all sub-contractors shall become familiar with and comply with the "Safety and Health Regulation for Construction" as promulgated by the Occupational Safety and Health Administrator of the U.S. Department of Labor.

ARTICLE 20S — **OMITTED** — **CONNECTION CHARGES**

DIVISION 02 — **OMITTED** — **SITEWORK**

DIVISION 03 — **OMITTED** — **CONCRETE**

DIVISION 04 — **OMITTED** — **MASONRY**

DIVISION 05 — **METALS: STRUCTURAL & MISC**

DIVISION 06 — **CARPENTRY**

MATERIALS

01 Lumber: Framing lumber shall be Douglas Fir – Larch, Douglas Fir – South, Hem-Fir or Spruce-Pine-Fir meeting the scheduled requirements as described in Western Lumber Grading Rules:

Lumber Schedule:

Use	Bending Stress Fb	Horizontal Shear Fv	Compression Fc	Modulus of Elasticity
Joists, Lintels. Headers, 2x6 and Larger Blocking	1000psi	150psi	405psi	1,400,000^{-3}
Studs, 2x4 Blocking	675psi	150psi	405psi	1,100,000^{-3}
Structural Decking Single Member	1400psi		405psi	1,300,000^{-3}
Structural Decking Repetitive Member	1600psi		405psi	1,300,000^{-3}

02 Wood Grounds: Utility grade White Pine or Fir.

03 Preservative Treated Material: Shall be pressure impregnated in accordance with Federal Specification TT-W-571 and American Wood Preservers Association Standards and bear an American Wood Preservers Bureau Quality Control Mark. Lumber shall be kiln dried to 19% or less after treatment. Material shall meet retention requirements for above ground and for ground contact as employed.

04 Fire Retardant Material: Shall meet one of the following tests:
a. ASTM E-84 B. UL723 c. NFPA 255.
and bear the FRTW label on individual members. Reduction in design values for fire retardant material shall meet National Design Specification for Wood Construction minimum adjustments.

05 Plywood: For non-millwork interior work - Group 1, Interior Type, A-D Grade where back is not viewed: A-B where exposed. Thicknesses as detailed on Drawings.

06 Adhesive: Construction adhesive meeting ASTM C557.

07 Plastic Laminates: For cabinet and case work, high-pressure laminate in accordance with NEMA Standards. For counter tops, back splashes, vertical surfaces, cabinet liner, and edging (AWI defined "Exposed") - General Purpose Grade (HGS, Nominal Thickness: 0.048") and manufacturer approved adhesive.
For fire rated counter tops and vertical surfaces (AWI defined "Exposed") - General Purpose Grade (HGF, Nominal Thickness: 0.048") with fire rated backer (BKH, Nominal Thickness: 0.050") and manufacturer approved fire retardant adhesive.

a. Finishes shall be standard matte.
b. Colors and patterns shall be as selected by the Owner from manufacturers full standard line.
c. Approved Manufacturers: Nevamar, Formica, WilsonArt, Pionite.

08 Plastic Laminate Edge Banding: Charter Industries 3mm, widths and lengths to suit drawing conditions. Color matched to laminate selections.

09 Particle Board: Shall be three ply, fine surfaced particle board - density average 45#/cu.ft.; screwholding (#8 5/8") edge 325#, face -350#; Internal Bond Strength - 110 psi; Modulus of Rupture - 3350 psi; Modulus of Elasticity - 500,000 psi; Water Absorption (24 hours) - 11%; thickness tolerance - plus or minus .005 inch.

10 Fire Rated Particle Board: Arauco, Duraflake Vesta FR ULEF. Thicknesses as detailed on Drawings.

11 Millwork / Casework Cabinets and Accessories : Casework for High Pressure Laminate: for "Special" Millwork and all counter top, edging and backsplash work shall meet AWI Quality Standard 400B, Architectural Laminate Clad Cabinets, Custom Grade, minimum.
a. Construction Details: Shall conform to Flush Overlay design with cabinet surfaces as defined under AWI Specification Division 400 G-1 supplied as follows: For exposed surfaces, semi-exposed surfaces, and backup surfaces (excluding fire rated backer, refer to plastic laminates) - general purpose laminate (0.048" thick). Concealed surfaces shall be painted or sealed. All door edges and drawer edges shall be edge laminated prior to applying face veneer. All counter edges shall receive PVC T-molding edge banding, unless otherwise indicated. All inside corner cut-outs shall have a radius cut.
b. Furnish at each millwork door -
- Hinges: Rockford Process Control, hinge overlay 3/4"x3/4", RPC374-APP, US 26D finish. Three hinges per door equal to or greater than 36" high; four hinges per door equal to or greater than 60"; five hinges per door equal to or greater than 84".
- Door Catches: Ten pound pull, aluminum magnetic type (Weber-Knapp #6988, Epco #1000 or equal). Two fourteen pound pull catches for doors over 72" high.
- Pulls: 4" wire pulls, Epco MC-402-4 (Colonial, Stanley). Finish: Dull Chrome.
- Interior Bumpers: 3M, self-adhesive bumpers, clear polyurethane.
- Cam Lock: Timberline, CB-085 (90 degree rotation) & CB-185 (180 degree rotation). Provide cores and keying as directed by Owner.

c. Furnish at each millwork drawer -
- Drawer Slide (36" max. width): Knape and Vogt #8600, full extension, 150 pound capacity, or Grant equal.
- Drawer Slide (42" max. width): Knape and Vogt #8810, full extension, 200 pound capacity, or Grant equal.
- Pulls: 4" wire pulls, Epco MC-402-4 (Colonial, Stanley). Finish: Dull Chrome.
- Interior Bumpers: 3M, self-adhesive bumpers, clear polyurethane.
- Cam Lock: Timberline, CB-085 (90 degree rotation) & CB-185 (180 degree rotation). Provide cores and keying as directed by Owner.

d. Furnish at each adjustable shelf - Knape and Vogt #233 with #237 clips, clear aluminum to match external cabinet hardware, spacing as required for usage. Standards shall be recessed flush.

12 Flush Wood Doors: Shall conform to AWI 1300 Specifications. VT Industries, conforming to ANSI/WDMA I.S. 1A.
a. Fire Rated UL10B labeled door leaf to achieve 45 minute listing.
b. Flush wood doors scheduled within fire rated sliding door system must be provided by sliding door system manufacturer and be provided with a stainless steel bottom edge wrap.
a. Cores: Particle Board conforming to ANSI STD A208. 1-1L1.
b. Natural Wood Face Veneer: Plain Sliced Red Oak , finish as selected by Owner from standard line.
c. Cross Banding: 1/16" minimum thickness hardwood.
d. Thickness: 1-3/4".
e. Edges: 3/4" hardwood, minimum.
f. Machining: Provide factory machining for all hardware, pilot holes, & function holes.

DIVISION 07 — **MOISTURE PROTECTION**

GENERAL

01 All moisture protection work shall conform to the latest specifications and recommendations of the manufacturer of the materials employed in the work for the structural conditions indicated on the drawings. All work shall be installed by skilled mechanics of the trade and executed in a manner consistent with the best practices of the trade.

MATERIALS

01 Sealant: Shall be One-part, non-sag, acrylic latex compound for interior work; Epoxidized Polyurethane Terpolymer for exterior work, Tremco, Sonneborn, Polymeric Systems or Dow Corning Sealants. Color as selected by Owner. Sealant shall be provided as indicated on drawings and at the following standard locations:

a. At metal door frames - both sides.
b. At interior control joints where visible.
c. At millwork and other dissimilar materials throughout.
d. At joint between CMU and gyp. board walls.
f. Elsewhere as required for clean and finished construction.

02 Sealant Back Up Material: AET. Inc. HBR Backer Rod. Williams Products, Inc. Backer Rod or Expand-O-Foam Cord.

03 Fiberglass Insulation: Shall be Owens Corning, Unfaced Pink Next Gen Fiberglass Insulation, 3-1/2" thick x 16" wide.

04 Firesafing: Thermal Ceramics, Inc. "FireMaster Blanket" or Dow Fire Stop Foam 2001 with non combustible mineral wool.

DIVISION 08 — **HARDWARE, DOORS, WINDOWS, AND GLASS**

MATERIALS

01 Door Hardware: Refer to "Hardware Sets" on sheet A2 and "Fire Rated Sliding Door System" within specification division 08.

02 Hollow Metal Frames: All labeled frames shall meet the requirements of the Underwriter Laboratories. Nomenclature and fabrication standards shall meet the established standards of the American National Standards Institute as they may apply to the work.
a. Frames: Shall be 16 gauge. Frames shall be formed with integral stops and rebates. Angle spreaders to be welded to the bottom of jambs to assure safe shipment and perfect alignment in field setting. All frames shall have mitered corners, welded and ground smooth and re-prime painted.

03 Fire Rated Sliding Door System: AD Systems, High Performance Fire Rated sliding Door System. Door frame, hardware, and door leaf must be supplied by manufacturer. Natural wood veneer door leaf, extruded aluminum frame with stainless steel interlocking profile. Extruded aluminum top track with extruded aluminum square valance & integral end caps. Tandem nylon top rollers sized to accommodate door leaf weight. Integral jamb floor/counter guide and soft close dampener at single close side only. Standard hard coat Kynar finish in light sequin. Contractor to field measure wall thicknesses at door openings for door frame throat sizes.
a. Self-latching Lock with Single Action Egress: AD6450 Office—Keyed lock with cylinder and ADA compliant thumb turn back to back. US 32D finish.
b. Hardware Narrative: User turns key from outside to lock or unlock door. User rotates lever from outside to slide door open. Mechanical self closing mechanism closes door once released from hand or electo-magnetic holder, door self latching occurs. User locks door inside by turning thumb turn. User rotates lever from inside to automatically release lock (single action egress). User slides door open.
b. Mechanical self closing mechanism required for fire rating.
c. Provide Electo-magnetic door holder for hold open functionality. Coordinate connection requirements with design build electrical contractor.

04 Fire Rated Access Panel: Acudor Access Panels, FWC-5015 Fire rated access door recessed for drywall ceilings with self closing & self latching mechanism. Self latching bolt, operated by flush key. Size: 24"x24". Meets 90 minute fire resistance rating in accordance with ASTM E119-16 and NFPA 251.

05 Sealant: Shall be Tremco Mono-Lastomeric.

DIVISION 09 — **FINISHES**

01 Paints, varnishes, enamels, primers, stains, etc., specified herein shall be first line quality of each manufacturer. No substitution from this approved list shall be permitted without the written approval of the Architect.
a. Primers, fillers, paints and enamels: Sherwin Williams, Benjamin Moore, Pratt & Lambert, O'Leary, and Glidden.
b. Painting Schedule:

EXTERIOR WORK
Composite Trim (Brush):
1. 2 coats exterior acrylic-latex paint
Exposed Block (Roll or Spray)
1. 1 coat latex block filler
2. 2 coats block coating

INTERIOR WORK
Gyp. Bd. – Paint (Roll or Spray)
1. 1 coat latex primer sealer, tinted
2. 1 coat eggshell enamel
3. 1 ½ to 2 mils per coat
Ferrous Metal (Brush):
1. Sand rust spots and touch up, primer
2. 1 coat alkyd primer, tinted
3. 1 coat alkyd eggshell enamel
Block-Paint (Roll or Spray)
1. 1 coat block filler
2. 1 coat eggshell enamel

02 Quarry Tile Floor & Wall Base: The Handbook for Ceramic Tile installation of the Tile Council of America shall describe the work insofar as any portion shall affect the work and are made a part of this Specification.
a. Installation References:
- ANSI A108.1B - Installation of Ceramic Tile on cured Portland Cement setting bed with Dry-Set or Latex-Portland Cement Mortar.
- ANSI A108.5 - Installation of Ceramic Tile with Dry-Set Portland Cement Mortar or Latex - Portland Cement Mortar.

b. Refer to finish materials on sheet A2 for selections.

03 Tile Grout: Mapei, ANSI A118.6. Color as selected by Owner.

04 Vinyl Base: Refer to finish materials on sheet A2 for selection.

a. Vinyl, 4" topset cove base. Continuous coil stock - no seams.

05 Adhesives: As recommended by Manufacturer of floor coverings

06 Gypsum Panels: Shall be 5/8" tapered edge Sheetrock SW, 48" wide in lengths as long as practical to minimize the number of joints; 5'8" Sheetrock Firecode (ASTM C36, Type "X") where required for fire rated construction. W/R Regular Gypsum Panels where required for water-resistant construction. All gypsum board materials described herein are as manufactured by United States Gypsum Company and shall be installed in accordance with its printed instructions.

07 Acoustical Ceiling Tile: Refer to finish materials on sheet A2 for selection.

08 Stainless Steel Backsplash: Construction Specialties, stainless steel sheeting, 16-gauge, type 304 stainless steel alloy, smooth texture with #4 satin finish, adhesive mounted, cut and install per manufacturer's guidelines. Provide 24-gauge, 304 stainless steel hemmed perimeter trim.

09 Stainless Steel Corner Guards: Refer to finish materials on sheet A2 for selection.

DIVISION 10 — **OMITTED** — **SPECIALTIES**

Lindhout Associates architects aia pc
10464 citation drive, brighton, Michigan 48116-9150
www.lindhout.com (810)227-5656 fax:(810)227-5656

consultants

		08-12-2026 date
drr: mlw	ckd: djm	Appd: djm

BIDDING & PERMIT DRAWINGS issued for:

PROJECT SPECIFICATIONS for:
HIGHLAND TWP WARMING KITCHEN
209 N JOHN ST. HIGHLAND TWP, MI 48357

PROJECT SPECIFICATIONS

STATE OF MICHIGAN
HANNAH L WALKER
ARCHITECT
1301072828
LICENSED ARCHITECT

SP1

26044

PROJECT SPECIFICATIONS

Activities Center Warming Kitchen Renovation
Wednesday, September 23, 2026 @ 4:00 p.m.

COMPANY NAME	AMOUNT OF BID	DATE BID WAS RECEIVED	BID BOND IF REQUIRED		
D+S CONTRACTORS	$165,657	9/23/26	✓		
SUMMIT	$189,000	9/23/26	✓		
OPAL GEN CONTRACTING	$87,017.50	9/23/26	✓		

Attachment A

PROPOSAL-ALL TRADES

TO: Highland Township Clerks Department
205 N. John St.,
Highland, MI 48357

PROJECT: Highland Township's – Activities Center Warming Kitchen Renovation
209 N. John St.,
Highland, MI 48357

ARCHITECT: Lindhout Associates architects aia pc
10465 Citation Drive
Brighton, MI 48116

PROPOSALS

The Undersigned D&S Contractors, Inc proposes to furnish all of the material, labor, necessary tools, expendable equipment and all utility and transportation services necessary to complete in a workmanlike manner the General Contract for All Trades in accordance with the Contract Documents for:

BASE PROPOSAL Architects Comm. No. 26044 for the sum of:

_____ Dollars ($ 165,651.00)

as BASE PROPOSAL. Applicable Sales and Use Taxes are included.

FEES FOR ADDITIONAL WORK

01 For additional work performed by sub-contractors upon instruction by the Owner, the charges will be the actual cost of the sub-contract work plus a fee of 15 percent, which fee includes all of the charges of the undersigned for overhead and profit.

02 For additional work performed by undersigned own forces, upon instructions of the Owner, the charges will be the actual cost of all labor and materials plus a fee of 15 percent, which fee includes all of the charges for overhead and profit, to which will be added the actual cost of the insurance and applicable taxes.

ADDENDA

The undersigned acknowledges the receipt of the following Addenda and has included them in his proposal.

Addendum No. 1 Dated 08.31.2026
Addendum No. 2 Dated 09.10.2026
Addendum No. _____ Dated _____

BASE BID SUBSTITUTIONS

The Undersigned proposes the following list of materials, products or methods as direct substitutions for the Base Bid items. See "Base Bid Specification", Page IB-2 (Contractor may attach additional sheets if necessary). It being understood that items listed herein will not be considered in determining low bidders.

PRODUCT	MANUFACTURER	COST DIFFERENTIAL (ADD OR DEDUCT)

COMPLETION TIME

The Undersigned agrees to complete the total project in 90 consecutive calendar days maximum.

SUBCONTRACTORS

It is agreed by the Undersigned that all other Subcontractors names used in this Proposal, together with a Schedule of Values, will be forwarded to Highland Township 24 hours upon notice.

BID GUARANTY

Accompanying this proposal is a certified check, or bid bond, payable to the Charter Township of Highland, which sum, it is agreed, shall be forfeited as liquidated damages to the Charter Township of Highland if the undersigned fails to execute the Contract for the above stated work after due notification of the award of Contract to the undersigned.

Oakland County CDBG Construction Bonding Requirements

Required bid bond for all construction or facility improvement contracts or subcontracts:

1. A bid guarantee is required from each bidder equivalent to 5% of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of their bid, execute such contractual documents as may be required within the time specified.
2. The above described bid guarantee or bid bond must be submitted at the time of the bid; If a contractor fails to deliver the required guarantee or bond, the bid will be rejected.

Additional required bonds for construction or facility improvement contracts or subcontracts exceeding $50,000.00:

1. A performance bond shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "performance bond" is executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

2. A payment bond (labor & material bond) shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

3. The above described performance and payment bonds must be submitted at the time of contract signing when construction or facility improvement contracts or subcontracts exceed $50,000.00.

ACCEPTANCE

In submitting this proposal, it is understood that the right is reserved by the Charter Township of Highland to reject any and all bids. It is agreed that bid may not be withdrawn for a period of 60 days after opening thereof.

DATE: 09.23.2026	FIRM NAME: D&S Contractors, Inc
BY:	TITLE: David Przygoda - President of D&S
ADDRESS: 3500 W 11 Mile Rd, Ste A, Berkley, MI 48072	

Submission Checklist

- Bid Proposal Form ✓
- Provide a detailed overview of the warranty of product and workmanship of the areas
- Bidders shall be a reputable, recognized organization with at least five years successful experience on work of this type. ***Please see attached reference list ✓
- INSURANANCE CERTIFICATE INCLUDED ✓
- ATTACHMENT B - SIGNED AND INCLUDED ✓
- ATTACHMENT C - BID BOND INCLUDED ✓
- This is a Federally Funded project. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. This municipality is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

Attachment B

SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the "Iran Economic Sanctions Act") and attach this form to the bid.

The Charter Township of Highland shall not accept any bid that does not include this sworn and notarized certification of statement.

The undersigned, the owner or authorized officer of D&S Contractors, Inc (the Bidder), pursuant to the compliance certification requirement provided in the Hartland Consolidated Schools Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the Hartland Consolidated Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

BIDDER'S FIRM NAME: D&S Contractors, Inc

BY (SIGNATURE): DSP

PRINTED NAME & TITLE: David Przygoda - President of D&S

DATE: 9/23/26

STATE OF MICHIGAN COUNTY OF Oakland

Subscribe and sworn before me on this 23

Day of September, 2026, a Notary Public

In and for Macomb County, acting in Oakland County,

Amanda Meffer

Notary Public

Amanda Meffer
Notary Public State of Michigan
Macomb County
My Commission Expires 5/24/2031
Acting in the County of Oakland

My Commission expires 5/24/31

Attachment C

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310
Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we
D&S Contractors, Inc.
3500 W. 11 Mile Road Suite A
Berkley, MI 48072
as Principal, hereinafter called the Principal, and
Hudson Insurance Company
100 William Street, 5th Floor
New York, NY 10038
a corporation duly organized under the laws of the State of **Delaware**
as Surety, hereinafter called the Surety, are held and firmly bound unto
Highland Township
205 North John Street
Highland, MI 48357
as Obligee, hereinafter called the Obligee, in the sum of
Five Percent of the Amount Bid (5% of the Amount Bid)
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
WHEREAS, the Principal has submitted a bid for:
Activities Center Warming Kitchen Renovations

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 23rd day of September, 2026

Kristen D'Ambrosio
, (Witness)

D&S Contractors, Inc.
(Principal) (seal)

Hudson Insurance Company
(Surety) (seal)

Ann Shockling
Ann May Shockling (Witness)

Cheryl Hughes
Cheryl Hughes, Attorney-in-Fact

Hudson

BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Barry W. Berman, Colleen Berman, Cheryl Hughes

of the State of Michigan

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds and Consents of Surety for any and all purposes.

Such bid bonds and Consents of Surety, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 1st day of November, 2025 at New York, New York.

HUDSON INSURANCE COMPANY

(Corporate seal)

Attest:
Karen L. Colonna, Corporate Secretary

By
Andrew A. Dickson, Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK SS

On the 1st day of November, 20 25 before me personally came Andrew A. Dickson to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the Company described herein and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is the corporate seal of said Company; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.

(Notarial Seal)

ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2029

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK SS

The undersigned Karen L. Colonna hereby certifies

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertaking made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Company this 23rd day of September, 20 26

(Corporate seal)

By
Karen L. Colonna, Corporate Secretary

Add# Timeline

ADDENDUM NUMBER 1 to the BID DOUCMENTS
Date: August 31, 2026
Highland Township's - Activities Center Warming Kitchen Renovation
at 209 N. John St., Highland, MI 48357

A. **This Addendum shall be considered part of the bid documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence.**

B. **Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.**

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. Please include this sheet with the bid form.

BID PROJECT TIMELINE
Project Name: Highland Township Activities Center Warming Kitchen Renovation

Bidder/Contractor: D&S Contractors, Inc

Bid Date: 09.23.2026

PROPOSED PROJECT SCHEDULE
The Bidder shall provide the proposed project schedule below. The proposed schedule shall include the anticipated start date, total project duration, and proposed completion date.

PROJECT TIMELINE	**BIDDER'S PROPOSAL**
Proposed Start Date	10/19/2026
Total Project Duration	12 Weeks
Proposed Completion Date	1/15/2027

SCHEDULE REQUIREMENT
The Contractor shall complete the project within the proposed project duration identified above, subject to approved extensions of time as provided for in the contract documents.
The proposed completion date shall be calculated based on the proposed start date and total number of weeks required for project completion.

BIDDER CERTIFICATION
By signing below, the Bidder certifies that the proposed project schedule is achievable and that sufficient labor, materials, equipment, and resources will be available to meet the proposed timeline.

Authorized Representative: David Przygoda

Title: President

Signature: DSP

Date: 09.23.26

If you need further information, please contact Cassie Blascyk blascykc@highlandtwp.org or 248-887-3791 x 6

D&SCONT-01 MVARGAS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/9/2026

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
Oakland Insurance Agency
8055 Ortonville Road
Clarkston, MI 48348

CONTACT NAME:
PHONE (A/C, No, Ext): (248) 647-2500 FAX (A/C, No): (248) 647-4689
E-MAIL ADDRESS: certrequest@oaklandinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Western Insurance Company	10804
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
D&S Contractors, Inc.
3500 W 11 Mile Rd, Ste A
Berkley, MI 48072-1225

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	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			CPA3342831	3/18/2026	3/18/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
	X Owner?s & Contractor						MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						POLLUTION	$ 1,000,000
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			CPA3342831	3/18/2026	3/18/2027	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE			CPA3342831	3/18/2026	3/18/2027	AGGREGATE	$ 5,000,000
	DED X RETENTION $ 0							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N / N/A			WCA3342836	3/18/2026	3/18/2027	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Leased/Rented			CPA3342831	3/18/2026	3/18/2027	Ded: $1,000	250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

D&S Contractors, Inc.
3500 W. 11 Mile Road, Suite A
Berkley, MI 48072

CANCELLATION

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

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CONTRACTORS, INC.

D&S CONTRACTORS, INC.
REFERENCE LIST 2026

Borg Warner 1400 10 Mile Rd Suite 150 Hazel Park, MI 48030 Attn: Mike King micking@borgwarner.com	Borg Tear Down	95,378.00
	MAL Utility Drops	38,612.00
	MAL Equipment Staging	42,956.00
	Added MAL	20,271.00
	Systems Relocation	24,371.00
	Warren Air Duct Distribution	103,267.00
	HP Chargers	12,854.00
	Robotic Fire Protection	11,004.00
	RBC Relocation	9,916.00
	Equipment Disconnect	22,917.00
	Close Out Hazel Park	36,705.00
	Warehouse Floor	30,000.00
	Warehouse Floor II	126,042.00
Ashley Capital 2757 S. Haggerty Rd. Suite 500 Canton, MI 48188 Attn: Kyle Morton 734-394-1900	Brownstown Business Center Office/Warehouse	695,000.00
	Lake Orion Suite 220/270	255,300.00
	Brownstown Suite 1050	662,033.00
	MRI Suite 100 Pittsburgh	735,812.82
	Akasol Office Build Out – Hazel Park	750,000.00
	Romulus Suite 350	632,449.58
	Brownstown – Amazon Guard Shack	911,860.79
	Brownstown – Suite 850	141,258.00
	Brownstown Business Center	693,750.76
	Ashley TRI Suite 150	464,829.96
	Sears Drive	215,075.00
	Victory Parkway Renovation	564,899.12
	Pella Expansion	147,394.65
	Ashley Mound Truck Docks	423,452.80
	Ashley -Lake Orion Overhead Doors	300,962.57
	Brownstown Suite 850 Demise	752,158.37
	Ashley ATCO Warren Truck Docks	245,729.00
	Brownstown Dakkota	143,250.20
	Akasol 2nd Floor Buildout	680,000.00
	Ashley Livonia Roush	148,167.00
	Ashley Capital Butcher	200,832.80
	Brownstown Building 9	235,436.00
	Ashley Romulus 180C & D	209,437.00
	Ashley Brownstown 250	213,229.00
CB Richard Ellis 2000 Town Center Suite 2200	Southfield Chrysler Jeep Dealership	1,800,000.00
	Infusystems Tenant Build out – Madison Heights	450,000.00
	Dime Building – DMJM Suite Renovations	200,000.00

CONTRACTORS, INC.

Southfield, MI 48075 Attn: David Arwady (248) 936-6850	Pines Office York Financial	150,000.00
	Comerica Bathroom Renovation Project	350,000.00
	Dime Building Elevator Preconstruction Services	60,000.00
	Dime Building – Water Repair	150,000.00
	Home Depot Training Facility - Livonia	650,000.00
	Jefferson St. Entrance – Ren Cen	251,000.00
	GM D-3, D-4 Parking Lot Renovation	935,000.00
	D-Line Waterproofing – Ren Cen	940,000.00
	Corridor/Door Renovation – Ren Cen	890,000.00
	KLM Bike Shop – Woodward, Birmingham	111,000.00
	Nadeau Furniture – 33502 Woodward, B'ham	328,108.00
	Tesa Tape – Office Renovation	211,500.00
	Forge Industries – Livonia Office	175,000.00
	Forge Industries - South Bend	110,000.00
	Trion Solutions – HQ Office Buildout	2,525,000.00
	Brighton Medical	300,000.00
Lear Corporation 21557 Telegraph Road Southfield, MI Attn: Bill Schoewe (248) 447-1297	East Campus Building Renovations	3,100,000.00
	Acoustical Ceiling Tile Replacement	560,000.00
	Lear HQ Campus Upgrades	159,000.00
	Highland Park Renovation	546,000.00
	Faurecia – Highland Park	403,750.00
	East Campus – Office Renovation	203,995.00
	Main Campus – North Gym	260,000.00
	IMA Davison Parking Lot	227,687.00
	Lear East Water Repairs	288,202.53
	Main Campus Renovation	515,000.00
	Lear Showroom	597,960.00
	Main Campus Concrete	369,763.00
	Lear 300 RTU Swap	208,336.00
The Surnow Company 320 Martin St. Birmingham, MI 48009 Attn: Sam Surnow 248-865-3000	525 Merrill St – Birmingham	1,075,000.00
	Lathrup Village Façade Project	525,000.00
	320 Martin St – Office Renovations	55,000.00
	Lathrup Shopping Center	546,423.50
	525 Merrill – 1st Floor Office Buildout	263,579.00
	INVNT Space	134,306.81
Crain 1155 Gratiot Ave. Detroit, MI 48207 Attn: Eric Walters (313) 446-6023	Crain 5th Floor Event Room	176,829.00
Pleasant Ridge Investors Southfield, MI	E-Prize World Headquarters Office Build	4,200,000.00
	E-Prize Phase II HQ expansion Buildout	625,000.00

Attn: Bruce Seyburn (248) 765-2116	E-Prize Phase III HQ expansion Buildout 404 10 Mile Roof Replacement Project UPS Installation	855,000.00 250,000.00 95,000.00
DriveTime Car Sales Company, LLC 1720 West Rio Salado Parkway Tempe, Arizona 85281 Attn: Kevin Jankunas E: Kevin.jankunas@drivetime.com	DriveTime – Toledo DriveTime – Taylor DriveTime – Columbus DriveTime – Grand Rapids	1,494,623.19 270,486.00 87,257.00 79,104.00
Crumbl Cookie 3577 28th Street SE Grand Rapids, MI 49512 Attn: Chris Lemany (858) 442-9082	Crumbl Cookies – Grand Rapids Crumbl Cookies – Kalamazoo Crumbl Cookies – Holland Crumbl Cookies – Fenton Crumbl Cookies – Mt. Pleasant Crumbl Cookies – Muskegon Crumbl Cookies – Grandville Crumbl Cookies – Brighton Crumbl Cookies – Port Huron	243,734.11 300,691.00 410,232.64 366,308.12 220,000.00 215,000.00 410,880.54 397,035.52 290,030.63
NorthPoint Shelby Industrial, LLC 3315 N. Oak Trafficway Kansas City, MO 64116 Attn: Alex Jarzembowski (248) 921-6026 E: ajarzembowski@northpointkc.com	NorthPoint Building 3 Improvements Zhongli Tenant Improvements Northpoint CEVA Romulus Northpoint Romulus 300 Thai Summit Northpoint Romulus Hearn Northpoint Temco Northpoint Android Restroom	933,008.00 4,516,924.00 3,468,456.16 372,543.00 2,785,000.00 119,500.00 1,034,554.60 101,990.00
Planterra Corporation, Inc. 3821 Childs Lake Rd. Milford, MI 48381 Attn: Shane Pliska E: Spliska@planterra.com	Planterra Operations Planterra West Bloomfield Exterior Work	210,417.42 1,450,000.00 175,000.00
City of St Clair Shores 27600 Jefferson Ave St. Clair Shores, MI 48081 Attn: Renae Warnke E: Warnker@scsmi.net	LAC Sainte Clair Pool Pump House	1,020,799.00
Gerdom Realty 44725 Grand River Ave. Suite 102 Novi, MI 48375	F45 Toledo	129,965.00

CONTRACTORS, INC.

Attn: Michael Murphy
(248) 242-6766
E: mmurphy@gerdomrealty.com

Faurecia USA Holdings, Inc. 2800 High Meadow Circle Auburn Hills, MI 48326 Attn: Alex Jarzembowski (248) 921-6026 E: ajarzembowski@northpointkc.com	Faurecia – Highland Park Faurecia SCC Building 1	403,780.41 2,098,992.00
Diadem Dental Technologies 1010 Naughton Troy, MI 48083 Attn: Mike Girard (226) 280-2736	World HQ Build-Out	939,000.00
Mitchell Family Office 55 W. Maple Rd Suite 200 Birmingham, MI 48009 Attn: Chris Van Scyoc (248) 406-4900	Waterford Self Storage	2,141,098.15
Christ Church Ann Arbor 2301 S Industrial Hwy Ann Arbor, MI 48104 Attn: Ryan Arnold E: Ryarnold77@gmail.com	Christ Church	411,791.50
Ageless Image Aesthetic Services, PLC 2600 W. 12 Mile Rd. Berkley, MI 48072 Attn: Gabe Zientek (248) 212-0799	Ageless Image	601,299.33
Faithful Companion 4900 Fernlee Ave. Royal Oak, MI 48073 Attn: Thomas Rood (810) 300-9246	Faithful Companion	1,348,680.93
Stumblebum Beer Company, LLC 1965 West Maple Rd Troy, MI 48084 Attn: Eli Green	Stumblebum Beer Co.	734,475.00

CONTRACTORS, INC.

E: Eli@stumblebumbeer.com

AH Group 35550 Mound Rd. Sterling Heights, MI 48310 Attn: Madhu Naidu (248) 533-9898	AH Group New Office Location	306,559.00
Avenue Eleven LLC 111 Cadillac Square Suite 300 Detroit, MI 48220 Attn: Anthony Pecchia (313) 919-3149	Residential Apartments FarmHouse 321 FYFE Building Birmingham Condominiums	871,344.59 837,538.50 259,855.00 511,095.00
Redwood Dental 255 13 Mile Road Madison Heights, MI Attn: Robert Cliff AIA (248) 549-4500	Canton Office Build-Out Woodhaven Office Build-Out Troy Office Build Out Madison Heights Office Renovation	336,000.00 338,000.00 315,000.00 323,000.00
Johnson Pharmacy LLC 927 S. Saginaw Street Flint, MI 48502 Attn: Mark Johnson E: mj75264@gmail.com	Mark Johnson Pharmacy	158,475.00
RPPC Real Estate Howell, LLC 28455 Haggerty Road Suite 200 Novi, MI 48377 Attn: John Yeatman	Rehabilitation Physician Office	1,107,975.96
Meadowbrook Plaza 885 Rochester Rd. Try, MI 48085 Attn: Irvin Swider (248) 417-1707	Meadowbrook Plaza – Façade Renovation	122,696.00
Troy Medical Center/ MDVIP 1639 E Big Beaver Rd. Troy, MI 48083 Attn: Fred Schaard (517) 230-6424	Dr. Andrew Compton Office Renovation Dr. Calado Suite Renovation	441,020.98 289,000.00
Veritiv Corporation	Veritiv	197,607.80

CONTRACTORS, INC.

28401 Schoolcraft
Livonia, MI 48150
Attn: Gregory Garno

IFL Group, Inc. 6860 South Service Dr. Waterford, MI 48327 Attn: Chris Church (800) 521 – 4406	IFL Oakland Airport Office Renovation	211,740.50
Rindi LLC 6235 Concord St. Detroit, MI 48211 Attn: Mike McConnell (313) 965-3344	AVL Creative Detroit Office Expansion Event Décor Exterior Façade Inspection Exterior Recommended Work	320,526.55 294,033.00 142,050.00
Trucenta Properties, LLC 24517 John R Rd. Hazel Park, MI 48030 Attn: Nowfal Akash	Breeze Expansion	491,004.10
Massage Luxe LLC 22759 Heslip Dr. Novi, MI 48375 Attn: Reuben Levy	Massage Luxe – Bloomfield Hills Massage Luxe – Shelby Township	321,726.64 365,000.00
Fraza Group 6570 19 Mile Rd. Sterling Heights, MI 48314 Attn: Michael Runyan	Fraza – Rochester Hills	761,554.00
Stretch Lab 6893 Orchard Lake Rd. West Bloomfield, MI 48322 Attn: Shawn Byrnes	Stretch Lab West Bloomfield	107,855.00
Red Wagon Wine Shop 1613 Livernois Troy, MI 48084 Attn: Mr. Larry Farida (248) 404-9999	4,000 SF Store Renovation 3,500 Retail Center - Clawson 1,300SF Goodfella's Smoke Shop	200,000.00 450,000.00 85,000.00
Wayne State University 5454 Cass Avenue Detroit, MI 48202 (313) 319-0765	Life Science Building Renovation 51 W. Warren 3rd & 4th Floor Renovation Pontiac Building Renovations University Square Renovations	300,000.00 432,750.00 43,500.00 58,895.00

	Restroom Renovations	289,000.00
	Matthaei Building Renovation	950,000.00
The Lamphere Schools 31201 Dorchester Madison Heights, MI 48071 Attn: Patrick Dillon (248) 589-1990	Lamphere HS Athletic Buildings	1,264,759.80
Charter Township of Chesterfield 47275 Sugarbush Ave. Chesterfield, MI 48047 Attn: Josh Sonnenberg	Fire Station #1 Addition & Renovation Chesterfield Bathrooms	1,810,662.70 157,899.00
City of Fraser 33000 Garfield Rd. Fraser, MI 48026 Attn: Nick Schaefer	Fraser Senior Housing Balcony & Door Improvements	575,037.00
Dreamfields Michigan LLC 1727 E 8 Mile Rd. Hazel Park, MI 48030 Attn: Daniel Bouchard	Dream Fields 8 Mile	189,886.00
Royal Oak Recycling 12255 8 Mile Rd. Warren, MI 48089 Attn: Jim Demarco (586) 839-3005	Royal Oak 8 Mile	119,575.00
Modern Dental 500 Stephenson Hwy Troy, MI 48083 (226) 280-2736 Attn: Mike Girard	North American Headquarters	1,800,000.00
Eaton Corporation 600 Travis St. Suite 5400 Houston, TX 77002 Attn: Joseph Sencey (248) 386-6819	Office Renovation- Southfield, MI Lab Renovation Café Expansion	400,000.00 450,000.00 105,650.00
Great Expressions 300 E. Long Lake Suite 311	Great Expressions – Ren Cen Ohio Office Renovation	510,000.00 294,000.00

CONTRACTORS, INC.

Bloomfield Hills, MI 48304
Attn: Beth Rons

SL America Engineering Center 4375 Giddings Auburn Hills, MI 48326	Headquarters Renovation	475,000.00
Allenwest Group LLC 3500 W. 11 Mile Road Suite A Berkley, MI 48072 Attn: David Przygoda (313) 779-8736	Village of Woodhaven Shopping Center Kmart Redevelopment	16,000,000.00
Davis Plaza LLC 1490 Highwood E. Pontiac, MI 48340 Attn: Mike Curi	Shelby Twp. Exterior Remodel	167,989.00
Rayhaven Group 35901 Schoolcraft Rd. Livonia, MI 734-744-9260 Attn: Pete Heubner	Rayhaven Group Office Build Out	745,000.00
National City Bank (Now PNC Bank locations) 36111 Schoolcraft Livonia, MI 48150 Attn: Jim Stephens (248) 345-5189	6,000SF Hamtramck Branch Renovation Southgate Processing Renovations 55,000SF Office Renovation Birmingham, Michigan Branch 24 NCB Express Branch Renovations 1st Floor North Wing East Side Royal Oak	950,000.00 3,000.000.00 1,200,000.00 1,512,000.00 107,325.00
Detroit Renaissance Center Marriott Hotel International Attn: Kyle Bock (313) 568-8116	River Café Bar Renovation Great Steak & Potato 1,350SF Sbarros Renovation 2,800SF 1,200SF Kitchen Renovation President's Suite Renovations New Auto Door Entry Marriott Kitchen Ceiling Replacement	100,000.00 85,000.00 200,000.00 100,000.00 125,000.00 250,000.00 112,000.00
UTI Worldwide 27651 Hildebrandt Romulus, MI Attn: Robert Nagle	UTI – Romulus, MI Hub	855,000.00
Clarkston Swim Academy	Goldfish Swim School	956,000.00

CONTRACTORS, INC.

6340 Waldon Center Drive
Clarkston, MI 48346
Attn: Michael Mast

Benteler Automotive 2650 N. Opdyke Road Auburn Hills, MI Attn: Mark DeAngelo (248) 364-7301	Dyno Wall Chamber Removal Warehouse Demolition Owner Required – Lease Renovation Work	24,500.00 65,000.00 14,000.00 305,000.00
36th District Court 421 Madison ST. Suite 319 Detroit, MI 48226 Attn: Brenda Matthews	36th District Court Drinking Fountain	68,250.00
Telnet Worldwide 21005 Lahser Road Southfield, MI 48033	Telnet – 31700 Research Park Dr.	161,321.00

SUMMIT
Construction Management
General Contractor

Date: 09/23/26
Proposal No.: 26153

PROPOSAL

To: Charter Township of Highland
205 N. John Street
Highland, MI 48357

Attn: Cassie Blascyk

Project: Warming Kitchen Renovation

Location: Activities Center
209 N. John St., Highland, MI 48357
Arch/Eng'r: Lindhout Architects
Arch/Eng'r Project No.: 26044

We propose to provide the following described scope for the sum of..... **$189,000.00**

Labor, materials, and supervision to complete the Activities Center Warming Kitchen Renovation per the drawings and specifications dated 8/12/26, Addendum 1 dated 8/31/26, and Addendum 2 dated 9/10/26.

Please Note:

A) We assume the permit fees will be waived.
B) All kitchen equipment is excluded from our scope of work.
C) A $3,000 allowance for fire alarm work is included.
D) Sales tax is included in our pricing. Any tax-exempt purchases must be made directly by the owner using the owner's tax-except status. The contractor cannot make tax-exempt purchases on the owner's behalf.
E) If awarded the project, certain scopes of work will need to be reviewed and verified prior to proceeding.
F) The project start date will be determined by the door lead-time, which is currently estimated at 3-4 months following approval and ordering.

Proposal price includes **ALLOWANCE(S)** for:

Permits (e.g. bldg., sewer, water, R.O.W., soil erosion) and related fees (e.g. inspection, tap, assessment, review, surety) of **$0.00**

Public utility charges (including meters) of..... **$0.00**

Terms and Conditions

1. This proposal is based on:
   (a) Price(s) and fee(s) firm for 20 days (see item 1f for exceptions).
   (b) AIA Document A201 2007 edition General Conditions (unless stated otherwise in bid documents).
   (c) Construction performed during regular work hours (except minor tie-in work or specifically stated in proposal).
   (d) Payment terms net 30 days after our invoice is submitted.
   (e) Owner promptly providing to us a recorded Notice of Commencement and copies of all Notices of Furnishings and/or requests for Notices of Commencement.
   (f) CPI not increasing more than 1% and/or material/energy prices not increasing from date of this proposal.
2. This proposal excludes:
   (a) Building and site conditions such as dewatering, unstable ground, interferences (e.g. utilities, rock, concrete, conduits), locating utility lines or other problematic conditions.
   (b) Recognition, testing and/or removal of contaminated or hazardous gases/materials, including asbestos and lead (proposal assumes the owner will provide written notification to us if there are any contaminated or hazardous gases/materials, including asbestos and lead, on the premises with specific location(s) before construction begins).
   (c) Winter conditions and associated costs.
   (d) Liability in excess of our insurance coverage (proposal assumes property insurance by owner).
   (e) General conditions and supervision costs for scope changes and owner/architect caused delays.
   (f) Liability for any loss, damage or delay caused by acts beyond our control including acts of God, weather, failure of supplier/mfr. to perform and labor disputes.
   (g) 3rd party inspections/testing and SWPPP for stormwater.

This proposal shall be the contract agreement or this proposal shall be part of a separate owner/contractor agreement.

Purchaser: _____

Sign/Date: _____

The Summit Company, Inc.

Tony Dattilio

PROPOSAL-ALL TRADES

TO: Highland Township Clerks Department
205 N. John St.,
Highland, MI 48357

PROJECT: Highland Township's – Activities Center Warming Kitchen Renovation
209 N. John St.,
Highland, MI 48357

ARCHITECT: Lindhout Associates architects aia pc
10465 Citation Drive
Brighton, MI 48116

PROPOSALS

The Undersigned The Summit Company, Inc. proposes to furnish all of the material, labor, necessary tools, expendable equipment and all utility and transportation services necessary to complete in a workmanlike manner the General Contract for All Trades in accordance with the Contract Documents for:

BASE PROPOSAL Architects Comm. No. 26044 for the sum of:

One hundred eighty nine thousand Dollars ($ 189,000.00)

as BASE PROPOSAL. Applicable Sales and Use Taxes are included.

FEES FOR ADDITIONAL WORK

01 For additional work performed by sub-contractors upon instruction by the Owner, the charges will be the actual cost of the sub-contract work plus a fee of 10 percent, which fee includes all of the charges of the undersigned for overhead and profit.

02 For additional work performed by undersigned own forces, upon instructions of the Owner, the charges will be the actual cost of all labor and materials plus a fee of 10 percent, which fee includes all of the charges for overhead and profit, to which will be added the actual cost of the insurance and applicable taxes.

ADDENDA

The undersigned acknowledges the receipt of the following Addenda and has included them in his proposal.

Addendum No. 1 Dated August 31, 2026
Addendum No. 2 Dated September 10, 2026
Addendum No. _____ Dated _____

BASE BID SUBSTITUTIONS

The Undersigned proposes the following list of materials, products or methods as direct substitutions for the Base Bid items. See "Base Bid Specification", Page IB-2 (Contractor may attach additional sheets if necessary). It being understood that items listed herein will not be considered in determining low bidders.

PRODUCT	MANUFACTURER	COST DIFFERENTIAL (ADD OR DEDUCT)

COMPLETION TIME

The Undersigned agrees to complete the total project in 35 consecutive calendar days maximum.

SUBCONTRACTORS

It is agreed by the Undersigned that all other Subcontractors names used in this Proposal, together with a Schedule of Values, will be forwarded to Highland Township 24 hours upon notice.

BID GUARANTY

Accompanying this proposal is a certified check, or bid bond, payable to the Charter Township of Highland, which sum, it is agreed, shall be forfeited as liquidated damages to the Charter Township of Highland if the undersigned fails to execute the Contract for the above stated work after due notification of the award of Contract to the undersigned.

Oakland County CDBG Construction Bonding Requirements

Required bid bond for all construction or facility improvement contracts or subcontracts:

1. A bid guarantee is required from each bidder equivalent to 5% of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of their bid, execute such contractual documents as may be required within the time specified.
2. The above described bid guarantee or bid bond must be submitted at the time of the bid; If a contractor fails to deliver the required guarantee or bond, the bid will be rejected.

Additional required bonds for construction or facility improvement contracts or subcontracts exceeding $50,000.00:

1. A performance bond shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "performance bond" is executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

2. A payment bond (labor & material bond) shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

3. The above described performance and payment bonds must be submitted at the time of contract signing when construction or facility improvement contracts or subcontracts exceed $50,000.00.

ACCEPTANCE

In submitting this proposal, it is understood that the right is reserved by the Charter Township of Highland to reject any and all bids. It is agreed that bid may not be withdrawn for a period of 60 days after opening thereof.

DATE: September 23, 2026	FIRM NAME: The Summit Company, Inc.
BY: Tony Dattilio	TITLE: President
ADDRESS: 39395 Schoolcraft Road, Livonia, MI 48150	

Submission Checklist

- Bid Proposal Form
- Provide a detailed overview of the warranty of product and workmanship of the areas
- Bidders shall be a reputable, recognized organization with at least five years successful experience on work of this type.
- INSURANANCE CERTIFICATE INCLUDED
- ATTACHMENT B - SIGNED AND INCLUDED
- ATTACHMENT C - BID BOND INCLUDED
- This is a Federally Funded project. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. This municipality is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

Attachment B

SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the "Iran Economic Sanctions Act") and attach this form to the bid.

The Charter Township of Highland shall not accept any bid that does not include this sworn and notarized certification of statement.

The undersigned, the owner or authorized officer of The Summit Company, Inc. (the Bidder), pursuant to the compliance certification requirement provided in the Hartland Consolidated Schools Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the Hartland Consolidated Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

BIDDER'S FIRM NAME: The Summit Company, Inc.

BY (SIGNATURE): Anthony Dattilio

PRINTED NAME & TITLE: Tony Dattilio - President

DATE: September 23, 2026

STATE OF MICHIGAN COUNTY OF Michigan

Subscribe and sworn before me on this 23rd

Day of September, 2026, a Notary Public

In and for Wayne County,

Notary Public

My Commission expires 11/17/29

Sara King
Notary Public State of Michigan
Wayne County
My Commission Expires 11/17/2029
Acting in the County of Wayne

Highland Township
Warm inside. Great outdoors.

ADDENDUM NUMBER 1 to the BID DOUCMENTS
Date: August 31, 2026
Highland Township's - Activities Center Warming Kitchen Renovation
at 209 N. John St., Highland, MI 48357

A. **This Addendum shall be considered part of the bid documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence.**

B. **Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.**

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. Please include this sheet with the bid form.

BID PROJECT TIMELINE
Project Name: Activities Center Warming Kitchen Renovation

Bidder/Contractor: The Summit Company, Inc.

Bid Date: September 23,2026

PROPOSED PROJECT SCHEDULE
The Bidder shall provide the proposed project schedule below. The proposed schedule shall include the anticipated start date, total project duration, and proposed completion date.

PROJECT TIMELINE	**BIDDER'S PROPOSAL**
Proposed Start Date	February 8, 2027
Total Project Duration	5 Weeks
Proposed Completion Date	March 12, 2027

SCHEDULE REQUIREMENT
The Contractor shall complete the project within the proposed project duration identified above, subject to approved extensions of time as provided for in the contract documents.
The proposed completion date shall be calculated based on the proposed start date and total number of weeks required for project completion.

BIDDER CERTIFICATION
By signing below, the Bidder certifies that the proposed project schedule is achievable and that sufficient labor, materials, equipment, and resources will be available to meet the proposed timeline.

Authorized Representative: Tony Dattilio

Title: President

Signature: Anthony M Dattilio

Date: September 23,2026

If you need further information, please contact Cassie Blascyk blascykc@highlandtwp.org or 248-887-3791 x 6

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/14/2025

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 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	CONTACT NAME: Connie Tornow
VTC Insurance Group Troy Office 1175 W. Long Lake Ste. 200 Troy MI 48098-4960	PHONE (A/C, No, Ext): (248)828-3377 FAX (A/C, No): (248)828-3741 E-MAIL ADDRESS: ctornow@vtcins.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
The Summit Company Inc. 13191 Wayne Rd Livonia MI 48150	INSURER A: The Phoenix Insurance Company	25623
	INSURER B: The Standard Fire Insurance Co	19070
	INSURER C: Travelers Property Casualty Ins Co	36161
	INSURER D: The Travelers Indemnity Co. Of America	25666
	INSURER E: Allied World Assurance Company (US), Ir	19489
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 25-26 MASTER **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	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			COC0485568	11/24/2025	11/24/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 500,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			BAC0493034	11/24/2025	11/24/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
C	X UMBRELLA LIAB X OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			CUPC0498797	11/24/2025	11/24/2026	EACH OCCURRENCE AGGREGATE $	$ 10,000,000 $ 10,000,000 $
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			UBC0495992	11/24/2025	11/24/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
E A	Professional/Pollution Liab. Leased & Rented Equipment			03131129 COC0485568	11/24/2025 11/24/2025	11/24/2026 11/24/2026	Limit: Deductible: $1,000 // Limit:	$1,000,000 $150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Informational Purposes Only
****
****
****

CANCELLATION

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

Alan Chandler/CTORNO

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AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
The Summit Company Inc
39395 Schoolcraft Road
Livonia, MI 48150

SURETY:
(Name, legal status and principal place of business)
Hudson Insurance Company
100 William Street, 5th Floor
New York, NY 10038

OWNER:
(Name, legal status and address)
Charter Township Of Highland
205 North John Street
Highland, MI 48357
BOND AMOUNT: Five Percent of Amount Bid ----5%

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT:
(Name, location or address, and Project number, if any)
Activity Center Warming Kitchen Renovation

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 23rd day of September, 2026

(Witness)	The Summit Company Inc (Principal) (Seal)
	Scott M Dettling, President (Title)
(Witness)	Hudson Insurance Company (Surety) (Seal)
	Susan L Small, Attorney-in-Fact (Title)

Init.
/

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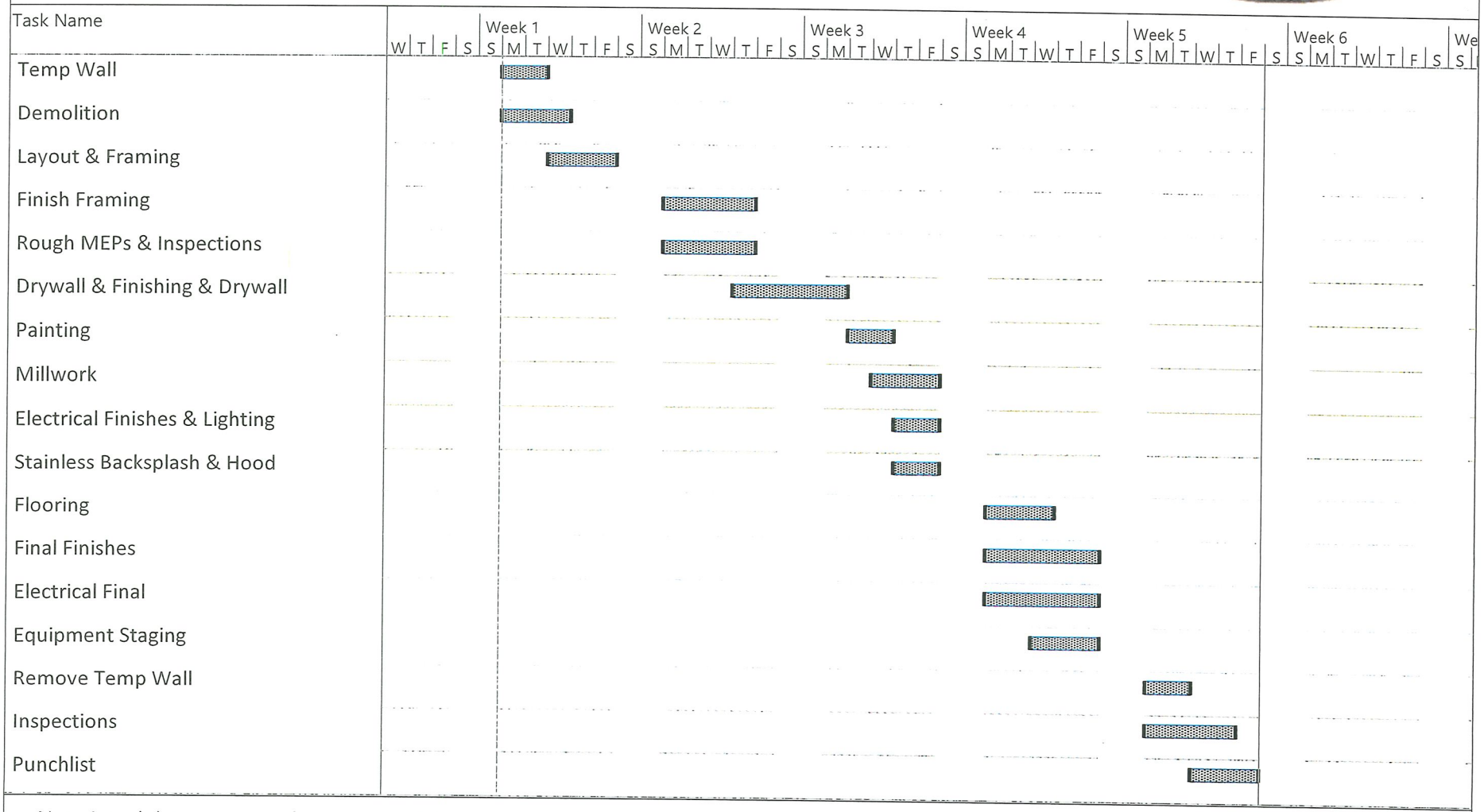
SUMMIT
Construction Management
General Contractor

Highland Township - Activity Center
Warming Kitchen Renovation
Project Timeline
Summit Proposal 26153
September 23, 2026

Highland Township



Note:Actual dates may vary from the schedule due to items beyond our control such as design, permits/plan review, inspections, equip/mat'l deliveries, labor availability, weather, unforseen conditions and add'l work/approval of change order & submittals.

OPAL General Contracting

OPAL General Contracting Group, LLC

Charter of Highland Township

ACTIVITIES CENTER WARMING KITCHEN RENOVATION

PROPOSAL-ALL TRADES

TO: Highland Township Clerks Department
205 N. John St.,
Highland, MI 48357

PROJECT: Highland Township's – Activities Center Warming Kitchen Renovation
209 N. John St.,
Highland, MI 48357

ARCHITECT: Lindhout Associates architects aia pc
10465 Citation Drive
Brighton, MI 48116

PROPOSALS

The Undersigned OPAL General Contracting Group,LLC proposes to furnish all of the material, labor, necessary tools, expendable equipment and all utility and transportation services necessary to complete in a workmanlike manner the General Contract for All Trades in accordance with the Contract Documents for:

BASE PROPOSAL Architects Comm. No. 26044 for the sum of:

Eighty- Seven Thousand, seventeen dollars and 50 cents Dollars ($ $87,017.50)

as BASE PROPOSAL. Applicable Sales and Use Taxes are included.

FEES FOR ADDITIONAL WORK

01 For additional work performed by sub-contractors upon instruction by the Owner, the charges will be the actual cost of the sub-contract work plus a fee of 5% percent, which fee includes all of the charges of the undersigned for overhead and profit.

02 For additional work performed by undersigned own forces, upon instructions of the Owner, the charges will be the actual cost of all labor and materials plus a fee of 0% percent, which fee includes all of the charges for overhead and profit, to which will be added the actual cost of the insurance and applicable taxes.

ADDENDA

The undersigned acknowledges the receipt of the following Addenda and has included them in his proposal.

Addendum No.	01	Dated	8/3/2026
Addendum No.	02	Dated	9/10/2026
Addendum No.		Dated	

BASE BID SUBSTITUTIONS

The Undersigned proposes the following list of materials, products or methods as direct substitutions for the Base Bid items. See "Base Bid Specification", Page IB-2 (Contractor may attach additional sheets if necessary). It being understood that items listed herein will not be considered in determining low bidders.

PRODUCT	MANUFACTURER	COST DIFFERENTIAL (ADD OR DEDUCT)
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

COMPLETION TIME

The Undersigned agrees to complete the total project in Sixty (60) consecutive calendar days maximum.

SUBCONTRACTORS

It is agreed by the Undersigned that all other Subcontractors names used in this Proposal, together with a Schedule of Values, will be forwarded to Highland Township 24 hours upon notice.

BID GUARANTY

Accompanying this proposal is a certified check, or bid bond, payable to the Charter Township of Highland, which sum, it is agreed, shall be forfeited as liquidated damages to the Charter Township of Highland if the undersigned fails to execute the Contract for the above stated work after due notification of the award of Contract to the undersigned.

Oakland County CDBG Construction Bonding Requirements

Required bid bond for all construction or facility improvement contracts or subcontracts:

1. A bid guarantee is required from each bidder equivalent to 5% of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of their bid, execute such contractual documents as may be required within the time specified.
2. The above described bid guarantee or bid bond must be submitted at the time of the bid; If a contractor fails to deliver the required guarantee or bond, the bid will be rejected.

Additional required bonds for construction or facility improvement contracts or subcontracts exceeding $50,000.00:

1. A performance bond shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "performance bond" is executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

2. A payment bond (labor & material bond) shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

3. The above described performance and payment bonds must be submitted at the time of contract signing when construction or facility improvement contracts or subcontracts exceed $50,000.00.

ACCEPTANCE

In submitting this proposal, it is understood that the right is reserved by the Charter Township of Highland to reject any and all bids. It is agreed that bid may not be withdrawn for a period of 60 days after opening thereof.

DATE: September 22, 2026	FIRM NAME: OPAL General Contracting Group, LLC
BY: John Grayson	TITLE: Operations Manager
ADDRESS: 6095 Wall Street, Sterling Heights, MI 48312	

Submission Checklist

- Bid Proposal Form
- Provide a detailed overview of the warranty of product and workmanship of the areas
- Bidders shall be a reputable, recognized organization with at least five years successful experience on work of this type.
- INSURANANCE CERTIFICATE INCLUDED
- ATTACHMENT B - SIGNED AND INCLUDED
- ATTACHMENT C - BID BOND INCLUDED
- This is a Federally Funded project. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. This municipality is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

OPAL General Contracting

6095 Wall Street
Sterling Heights, MI 48312
info@opalgc.com
(586) 825-9588

PRODUCT & WORKMANSHIP WARRANTY

Highland Township Activities Center – Warming Kitchen Remodel
209 N. John Street, Highland Township, MI 48357

OPAL General Contracting Group, LLC warrants the materials, products, and workmanship furnished and installed as part of the Warming Kitchen Remodel Project. In accordance with the Project Specifications, OPAL will correct, at its own expense, defects in material or workmanship that are not the result of ordinary wear or improper use and that develop within **one (1) year from the Owner's acceptance of the Work**, unless otherwise specified.

DIVISION 06 – CARPENTRY / MILLWORK

Millwork & Casework

- Plastic-laminate base and upper cabinetry
- Millwork pantry
- Plastic-laminate countertops and backsplash components
- ADA serving countertop and laminate waterfall feature
- Cabinet doors, drawers and adjustable shelving
- Cabinet hinges, pulls, catches, locks, drawer slides and related hardware
- Required wood blocking and supports

Products and materials shall conform to the specified AWI requirements, laminate grades, substrates, edge banding, hardware and approved manufacturers.

Workmanship Warranty: Installation is warranted against defects including loose or improperly secured cabinetry, countertops or hardware; improper alignment; defective installation of doors or drawers; separation of installed laminate or edge banding resulting from installation; and failure of installed components resulting from defective workmanship.

DIVISION 09 – FINISHES

Products/Materials

- American Olean Quarry Naturals 8" × 8" quarry tile

- American Olean Quarry Naturals 5" × 8" coved tile base
- Mapei tile grout
- Mannington 4" coved vinyl base
- Sherwin-Williams wall, accent, ceiling and hollow-metal-frame paint
- Panolam FRP wall paneling
- 5/8" gypsum board, including Type X where required
- CertainTeed Sand Micro acoustic ceiling tile and suspension grid
- Type 304 stainless-steel backsplash
- Construction Specialties stainless-steel corner guards

The drawings provide the specific finish selections and manufacturers for these materials.

Workmanship Warranty: Finish installations are warranted against defects attributable to workmanship, including loose or improperly installed tile/base, defective grout installation, peeling or improperly applied paint, improperly finished gypsum-board joints, loose FRP, improperly secured stainless-steel components, and improperly installed ceiling tile/grid.

DIVISION 15 – MECHANICAL

Products/Work

- Zephyr Ombra residential stainless-steel range hood
- 6-inch exhaust ductwork and exhaust extension
- Imperial VT0517 exterior exhaust-air hood
- Backdraft damper and screen
- Galvanized-steel exhaust, return and supply ductwork
- New 24" × 24" supply and return grilles
- Modification/reconnection of existing HVAC system
- HVAC system rebalancing associated with the renovation

The drawings require the mechanical contractor to provide a complete operational system and identify the range hood, exhaust system, grilles, ductwork and HVAC modifications.

Workmanship Warranty: Mechanical workmanship is warranted against defects in installation, connections, supports, ductwork, grilles, exhaust components and associated HVAC modifications. Installed systems shall operate as intended and be properly connected, sealed, supported and balanced.

DIVISION 16 – ELECTRICAL

Products/Work

- New surface-mounted electrical subpanel
- Dedicated appliance circuits

- GFCI receptacles
- Electrical connections for built-in oven, freezer, range hood, coffee station and other indicated equipment
- Copper wiring installed in conduit
- Stainless-steel device plates
- Lithonia CPX LED lighting panels
- Occupancy sensor
- Wall switches with dimming capability
- Emergency/exit lighting
- Connections associated with electronic magnetic door hold-opens/fire alarm system

The drawings require reconfiguration of the electrical system for the new kitchen layout, copper wiring, conduit and dedicated circuits for designated equipment.

Workmanship Warranty: Electrical workmanship is warranted against defects in installation, wiring, connections, devices, controls, lighting and equipment circuits. Installed electrical components shall be properly secured, connected, identified and operational in accordance with the Contract Documents.

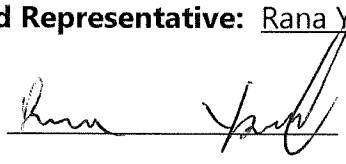
WARRANTY CONDITIONS

OPAL will repair or replace covered defective work attributable to materials or workmanship during the warranty period at no cost to the Owner. This workmanship warranty does not cover ordinary wear, abuse, misuse, improper operation, or damage caused by others, consistent with the Project Specifications.

Applicable **manufacturer warranties for products and equipment will be provided to the Owner as required by the Contract Documents**, and new equipment warranties become effective from the date of Owner acceptance.

Contractor: OPAL General Contracting Group, LLC

Authorized Representative: Rana Yousif, President

Signature: 

Date: 9/23/2026

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/23/2026

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	CONTACT NAME: CLIENT CONTACT CENTER	
FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060	PHONE (A/C, No, Ext): 888-333-4949	FAX (A/C, No): 507-446-4664
	E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM	
	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A: FEDERATED MUTUAL INSURANCE COMPANY	13935
INSURED	INSURER B:	
OPAL GENERAL CONTRACTING GROUP, LLC 6095 WALL ST STERLING HEIGHTS, MI 48312-1075	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 49** **REVISION NUMBER: 0**

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	1854910	03/01/2026	03/01/2027	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	EXCLUDED
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS & COMP/OP ACC	$2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y	Y	1854910	03/01/2026	03/01/2027	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per Person)	
							BODILY INJURY (Per Accident)	
							PROPERTY DAMAGE (Per Accident)	
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION						EACH OCCURRENCE	
							AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	1854915	03/01/2026	03/01/2027	[X] PER STATUTE [ ] OTHER	
							E.L EACH ACCIDENT	$500,000
							E.L DISEASE -EA EMPLOYEE	$500,000
							E.L DISEASE - POLICY LIMIT	$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED PAGE

CERTIFICATE HOLDER

ATTN: CLERK
CHARTER TOWNSHIP OF HIGHLAND
205 N JOHN ST
HIGHLAND, MI 48357-4531

49 0

CANCELLATION

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

Nicholas R. Zoeve

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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
FEDERATED MUTUAL INSURANCE COMPANY		OPAL GENERAL CONTRACTING GROUP, LLC 6095 WALL ST STERLING HEIGHTS, MI 48312-1075
POLICY NUMBER SEE CERTIFICATE # 49.0		
CARRIER SEE CERTIFICATE # 49.0	NAIC CODE	EFFECTIVE DATE: SEE CERTIFICATE # 49.0

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

205 NORTH JOHN STREET, HIGHLAND, MI 48357
NO SPECIFIC GENERAL LIABILITY EXCLUSIONS FOR: INDEPENDENT CONTRACTORS, BROAD FORM PROPERTY DAMAGE, AND X, C, U (EXPLOSION, COLLAPSE, UNDERGROUND)
CONTRACTUAL LIABILITY COVERAGE FOR LIABILITY FOR DAMAGES ASSUMED IN A CONTRACT OR AGREEMENT THAT IS AN "INSURED CONTRACT" IS PROVIDED PER THE CG 00 01, COMMERCIAL GENERAL LIABILITY COVERAGE FORM.
SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY, ADDITIONAL INSUREDS ALSO INCLUDES CHARTER TOWNSHIP OF HIGHLAND AND ITS OFFICIALS, EMPLOYEES, VOLUNTEERS AND AGENTS.
THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN CONSTRUCTION AGREEMENT WITH YOU ENDORSEMENT FOR GENERAL LIABILITY.
THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ON GENERAL LIABILITY SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS, LESSEES, OR CONTRACTORS - COMPLETED OPERATIONS ENDORSEMENT.
THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED BY CONTRACT ENDORSEMENT FOR BUSINESS AUTO LIABILITY.
INSURANCE PROVIDED BY THE GENERAL LIABILITY COVERAGE IS PRIMARY AND NONCONTRIBUTORY OVER OTHER INSURANCE SUBJECT TO THE CONDITIONS OF THE PRIMARY AND NONCONTRIBUTORY CLAUSE- OTHER INSURANCE CONDITION.
INSURANCE PROVIDED BY THE BUSINESS AUTO LIABILITY IS PRIMARY AND NONCONTRIBUTORY OVER OTHER INSURANCE SUBJECT TO THE CONDITIONS OF THE PRIMARY AND NONCONTRIBUTORY CLAUSE- OTHER INSURANCE CONDITION.
GENERAL LIABILITY CONTAINS A WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION) - AUTOMATIC ENDORSEMENT
BUSINESS AUTO LIABILITY CONTAINS A WAIVER OF SUBROGATION IN FAVOR OF THE CERTIFICATE HOLDER SUBJECT TO THE CONDITIONS OF THE WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION) - AUTOMATIC WHEN REQUIRED BY WRITTEN CONTRACT ENDORSEMENT.
WORKERS COMPENSATION CONTAINS A WAIVER OF SUBROGATION IN FAVOR OF THE CERTIFICATE HOLDER WHERE PERMITTED BY STATE STATUTE SUBJECT TO THE CONDITIONS OF THE WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT.
GENERAL LIABILITY COVERAGE CONTAINS CG 25 03 DESIGNATED CONSTRUCTION GENERAL AGGREGATE LIMIT ENDORSEMENT APPLICABLE TO EACH CONSTRUCTION PROJECT AS REQUIRED BY WRITTEN CONTRACT OR WRITTEN AGREEMENT.
FOR REASONS OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS NOTICE WILL BE PROVIDED TO THE CERTIFICATE HOLDER IN THE EVENT THAT THE ISSUING COMPANY CANCELS THE POLICY BEFORE THE EXPIRATION DATE OF THE POLICY.

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Attachment B

SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the "Iran Economic Sanctions Act") and attach this form to the bid.

The Charter Township of Highland shall not accept any bid that does not include this sworn and notarized certification of statement.

The undersigned, the owner or authorized officer of OPAL General Contracting Group, LLC (the Bidder), pursuant to the compliance certification requirement provided in the Hartland Consolidated Schools Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the Hartland Consolidated Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

BIDDER'S FIRM NAME: OPAL General Contracting Group, LLC

BY (SIGNATURE): [signature]

PRINTED NAME & TITLE: Rana Yousif, President

DATE: 9/23/2026

STATE OF MICHIGAN COUNTY OF MACOMB

Subscribe and sworn before me on this 23rd day

Day of September, 2026, a Notary Public

In and for Oakland County,

[signature]
Notary Public

My Commission expires 4/25/35

MACOMB

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

KENNETH D. WHITTINGTON; KYLE MCDONALD its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

KENNETH D. WHITTINGTON; KYLE MCDONALD may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 31st day of July, 2023.

Kenneth D. Whittington, President

Kyle P. McDonald, Assistant Secretary

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

On this 31st day of July, 2023, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:
April 21, 2027
Commission #: 11003620

Notary Public

GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

> "RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this September 23, 2026.

Kyle P. McDonald, Assistant Secretary

Signed and sealed this 23rd day of September, 2026.

	Opal General Contracting Group, LLC
	(Principal) *(Seal)*
(Witness)	*(Title)*
	Granite Re, Inc.
	(Surety) *(Seal)*
(Witness) Kyle McDonald, Assistant Secretary	*(Title)* Kenneth D. Whittington, Attorney-In-Fact

GRANITE RE, INC. CORPORATE SEAL MINNESOTA

Init.

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User Notes:
(1283017540)

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Opal General Contracting Group, LLC
6095 Wall Street
Sterling Heights, MI 48312

SURETY:
(Name, legal status and principal place of business)
Granite Re, Inc.
14001 Quailbrook Drive
Oklahoma City, OK 73134

OWNER:
(Name, legal status and address)
Highland Township Clerks Department
205 N. John Street
Highland, MI 48357

BOND AMOUNT: $ Five Percent of Bid Amount (5%)

PROJECT:
(Name, location or address, and Project number, if any)

Highland Township Activities Center Warming Kitchen Renovation, located at 209 N. John Street, Highland, MI 48357

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init.
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User Notes: (1283017540)

Highland Township
Warm inside. Great outdoors.

ADDENDUM NUMBER 1 to the BID DOUCMENTS
Date: August 31, 2026
Highland Township's - Activities Center Warming Kitchen Renovation
at 209 N. John St., Highland, MI 48357

A. **This Addendum shall be considered part of the bid documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence.**

B. **Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.**

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. Please include this sheet with the bid form.

BID PROJECT TIMELINE
Project Name: Highland Township-Activities Warming Center Renovation

Bidder/Contractor: OPAL General Contracting Group, LLC

Bid Date: September 22, 2026

PROPOSED PROJECT SCHEDULE
The Bidder shall provide the proposed project schedule below. The proposed schedule shall include the anticipated start date, total project duration, and proposed completion date.

PROJECT TIMELINE	**BIDDER'S PROPOSAL**
Proposed Start Date	TBD
Total Project Duration	(4) Four Weeks Weeks
Proposed Completion Date	TBD

SCHEDULE REQUIREMENT
The Contractor shall complete the project within the proposed project duration identified above, subject to approved extensions of time as provided for in the contract documents.
The proposed completion date shall be calculated based on the proposed start date and total number of weeks required for project completion.

BIDDER CERTIFICATION
By signing below, the Bidder certifies that the proposed project schedule is achievable and that sufficient labor, materials, equipment, and resources will be available to meet the proposed timeline.

Authorized Representative: John Grayson

Title: Operations Manager

Signature:

Date: September 23,2026

If you need further information, please contact Cassie Blascyk blascykc@highlandtwp.org or 248-887-3791 x 6

Contractor's Certification

Community Development Block Grant Program

Concerning Labor Standards and Prevailing Wage Requirements

TO: Peter Essenmacher, Supervisor
Contract Compliance Unit
Oakland County Neighborhood & Housing
Development,1200 North Telegraph Rd.,34E Pontiac
MI 48341-0414

PROJECT NAME: Activities Center Warming Kitchen Renovations	PROJECT NUMBER (if any) N/A

1. The undersigned, having executed a contract with Charter Township of Highland, MI

in the amount of $ $87,017.50 for the construction of the above-identified project, acknowledges that:

(a) The Federal Labor Standards Provisions are included in the aforesaid contract.

(b) Correction of any infractions of the aforesaid conditions, including infractions by any of his subcontractors and any lower tier subcontractors, is his responsibility.

2. He certifies that:

(a) Neither he nor any firm, partnership or association in which he has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act as amended (40 U.S.C. 276a-2(a)).

(b) No part of the aforementioned contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

3. He agrees to obtain and forward to the aforementioned recipient within ten days after the execution of any subcontract, including those executed by his subcontractors and any lower tier subcontractors, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the subcontractors.

4. He certifies that:

(a) Employer's IRS # is: 99-2500322

(b) Legal name and the business address of the undersigned are:

6095 Wall Street
Sterling Heights, MI 48312

(c) The undersigned is (**please check one**):

[ ] A Single Proprietorship	[ ] A Corporation Organized In The State of:
[ ] A Partnership	[X] Other Organization (Describe) Limited Liability Company

(d) Name, title and address of the owner, partners or officers of the undersigned are:

Name	Title	Address
Rana Yousif	President	1685 Maplewood Ct, Troy MI 48085
Fareed Yousif	Vice-President	1685 Maplewood Ct, Troy MI 48085
N/A	N/A	N/A
N/A	N/A	N/A

(e) The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

Name	Address	Nature of Interest
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

(f) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

Name	Address	Trade Classification

OPAL General Contracting Group, LLC
(Name of Contractor)

By _____
(Authorized Signature)

Date 9.23.2026

Date September 23, 2026 Municipality Charter Township of Highland

Agreement of Prime Contractor

WE HEREBY AGREE, and will require companies awarded subcontracts for this project to agree, to conform to the policy that during the performance of this contract:

1. We will not discriminate against any subcontractor, employee or applicant for employment because of race, creed, color, age, national origin, sex, height, weight, marital status or handicap as provided in Section 3 (A) Act 344, Public Acts of 1965 as amended by Act 349 Public Acts of 1966. We will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, age, national origin, sex, height, weight, marital status or handicap. This obligation includes, but is not limited to, the following: employment, upgrading, promotion or transfer; recruitment or recruitment advertising, lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. We agree to post notices that set forth the provisions of this nondiscrimination clause in conspicuous places, available to employees and applicants for employment, as required and provided by the municipality.
2. We will, in all solicitations or advertisements for employees placed by us or on our behalf, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, age, national origin, sex, height, weight, marital status or handicap.
3. We will send to each labor union or representative or workers with which we have a collective bargaining agreement, or other contract or understanding, a notice, to be provided by the municipality, advising the labor or worker's representative of our commitments under this Contract Compliance Plan and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. We will comply with and be bound by: all Ordinance provisions when applicable, Contract Compliance Provisions, and any other provisions included in the Specifications. We shall file, and shall cause each of our subcontractors to file, compliance reports with the municipality within such times and in such forms as the municipality shall prescribe. Compliance reports shall contain such information as that regarding the practices, policies, programs and employment statistics of the prime contractor and each subcontractor.
5. We will permit the municipality, the municipality's auditors, the Oakland County Community Development Division, the Oakland County Auditing Division and/or the U.S. Dept. of Housing and Urban Development access to our books, records and accounts for investigation purposes to ascertain observance of this Contract Compliance Plan.
6. We acknowledge that in the event of noncompliance with the nondiscrimination clauses of this contract, or with any applicable rules, regulations or orders, this contract may be cancelled, terminated, or suspended in whole or in part and that we may be declared ineligible for further municipal contracts in accordance with procedures authorized herein and such other sanctions as may be imposed and remedies involved as provided by ordinance, rule, regulation or as otherwise provided herein or by law.
7. We will include the provisions of paragraphs one through six in every subcontract let under this contract so that these provisions will be binding upon each subcontract, unless otherwise exempted by prior written authorization by the municipality. With respect to any subcontract, we will take such action as the municipality may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided that in the event we are threatened with, or become involved in litigation with a subcontractor or vendor as a result of such direction by the municipality, we may request the municipality to enter into such litigation to protect the interests of the municipality.

OPAL General Contracting Group, LLC

General Contractor

Signature President

Title

Opal General Contracting Group
6095 Wall St.
Sterling Heights, MI 48312

FORMAL BID PROPOSAL
Project: Activities Center Warming Kitchen Renovation
Location: 209 N. John St., Highland, MI 48357
Solicitation No: ITB-HT-26-02
Date: September 23, 2026

PROJECT SCOPE & BUDGET PROPOSAL

Opal General Contracting Group formally submits this comprehensive scope of work and cost proposal for the Highland Township Activities Center Warming Kitchen Renovation. This proposal is a firm, tax-exempt package compiled in absolute adherence to Oakland County CDBG regulations and Davis-Bacon Act (DBRA) labor standards.

I. General Compliance & Project Framework

- **Federal Labor Standards:** All construction activities strictly fulfill the Davis-Bacon Act rules. Labor rates and fringing reflect the mandatory minimum thresholds established in Oakland County Wage Determination **MI20260095**.
- **Tax Exemption:** In conformance with Section 9 of the ITB, all figures reflect a tax-exempt structure with zero sales tax applied.
- **County Site Laws:** All on-site mechanics and field crew personnel will participate daily in the mandatory county facility sign-in logs.
- **Fire-Rated Structural Assemblies:** Perimeter wall and ceiling reconstructions conform fully with 1-hour fire ratings detailed under **UL Design U305** (wood stud partition barriers) and **UL Design I504** (steel stud ceiling systems).

II. Itemized Trade Scope of Work

- **Division 1: General Conditions & Site Safety:** Establishment of standard continuous dust partitions and negative pressure spaces to secure the adjacent meeting halls. Coordination of a target trash dumpster in the parking lot and single-door material flow tracking.
- **Division 2: Selective Commercial Demolition:** Allocation of exactly 40 hours of common demolition labor. Continuous tear-out and off-site disposal of worn sheet linoleum, non-rated background drywall boundaries, old lights, and aged casework. Careful salvage and stabilization of the active three-compartment commercial sink infrastructure for full operational re-installation.
- **Division 6: Carpentry & Pass-Through Windows:** Structural framing modifications to provide a robust rough opening within the 1-hour wood stud divider wall line. Procurement and anchoring of a premium **Ready Access 275 Single Panel Sliding Window** unit. The system features a top-hung roller rail configuration, high-security interior hook-bolts, and 1/4" clear tempered safety glass, securing a 100% track-free, sanitary, fluid-resistant counter sill line.

- **Division 9: Institutional Finishes:** Scraping, leveling, and conditioning the concrete slab substrate. Installation of high-texture, slip-resistant commercial sheet vinyl rolls paired with pre-formed coved base tracking to eliminate senior fall risks in wet zones. Drywall taping, fire-caulk joint seal applications, and paint topcoats matching the Sherwin Williams color matrix.
- **Division 15: Mechanical & Plumbing:** Operational tie-back of salvaged commercial sink lines, line extensions for a dual-door commercial refrigerator, and secondary warming setups. Mount and exhaust a standard stainless steel kitchen range hood directly through the exterior CMU block boundary face.
- **Division 16: Electrical & Fire Safety:** Complete code-compliant replacement of the surface-mounted subpanel with a new 100A layout. Routing dedicated conduits for appliance branch circuits. Coordination of testing, disconnects, and line reconnections with fire system monitors **National Time and Signal** and **Ameri-Monitoring**. Installation of automatic electronic-magnetic door hold-opens integrated seamlessly into the active fire framework.

III. Itemized Base Bid Budget Matrix

The table below presents itemized material and prevailing wage labor breakdowns combined into a single unified matrix, matching a project base operational subtotal of $84,483.01 and a contract total of $87,017.50.

Project Division & Scope Line Item	Material Cost	Labor Cost	Total Combined
Division 1: General Conditions (Mgmt, Safety, Controls)	$1,500.00	$7,000.00	$8,500.00
Division 2: Selective Demolition (40 Hours Common Labor)	$0.00	$2,250.00	$2,250.00
Division 6: Carpentry & Pass-Through Slider (Window Unit)	$14,000.00	$5,000.00	$19,000.00
Division 9: Institutional Finishes (Sheet Vinyl, Paint, Drywall)	$6,400.00	$3,800.00	$10,200.00
Division 15: Mechanical, Plumbing Fittings & Hood Systems	$9,800.00	$7,650.00	$17,450.00
Division 16: Electrical Panel Upgrade & Fire Alarm Interfacing	$11,400.00	$15,683.01	$27,083.01
PROJECT BASE OPERATIONAL SUBTOTAL	**$43,100.00**	**$41,383.01**	**$84,483.01**
Add: 3% Corporate Performance & Payment Bond Premium	—	—	$2,534.49
TOTAL BASE BID CONTRACT VALUE (TAX EXEMPT)	**—**	**—**	**$87,017.50**

IV. Mandatory Addenda Acknowledgment Block

By signing below, the Undersigned formally acknowledges receipt and full inclusion of the following contract addenda within this proposal:

Addendum Number	Date Received	Core Content / Scope Clarification
Addendum No. 01	August 31, 2026	Incorporation of official Bid Project Timeline Form
Addendum No. 02	September 10, 2026	Clarified Sheet A3 wall views and corrected rated ceiling UL codes

V. Premium Holiday Execution Alternate (Bid Note)

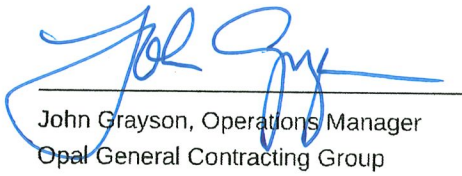
ADD ALTERNATE: HOLIDAY-PERIOD TIMELINE EXECUTION

To execute all on-site construction phases entirely within the planned facility shutdown window from **December 18, 2026, to January 11, 2027**, add a flat labor premium of **+$18,500.00**, bringing the total contract value to **$105,517.50**. This option utilizes accelerated shifts and accounts for mandatory federal holiday labor multipliers to compress scheduling blocks and eliminate public impact.

VI. Execution Timeline Commitment

Opal General Contracting Group commits to a maximum project duration of **28 consecutive calendar days (4 weeks)** under standard operating variables. Final completion dates will track precisely with the final contract timeline selection authorized by the Board of Trustees.

Submitted By (Contractor):



John Grayson, Operations Manager
Opal General Contracting Group
Date: September 23, 2026

Accepted By (Municipality):

Authorized Receiving Official
Charter Township of Highland
Date: _____, 2026

BUDGET AMENDMENT WORKSHEET

2026 PROPOSED BUDGET AMENDMENTS

BOARD MEETING - October 5, 2026

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2026	AS AMENDED 12/31/2026		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
GENERAL FUND							
Revenue:							
101-000-522.003	SOC SERV: C D B G REVENUE	$50,000.00	$50,000.00	+	$3,651.00	=	$53,651.00
Expenditures:							
101-670-967.005	SOC SERV: CDBG EXPENSES	$50,000.00	$50,000.00	+	$3,651.00	=	$53,651.00
					$0.00		
CAPITAL IMPROVEMENT FUND							
Revenue:							
401-000-699.000	OPERATING TRANSFER IN	$0.00	$0.00	+	$47,419.00	=	$47,419.00
401-000-692.000	APPROPRIATION FUND BAL.	$422,600.00	$499,000.00	+	$107,614.00	=	$606,614.00
Expenditures:							
401-261-971.021	209 N JOHN ST IMPROVEMENTS	$20,000.00	$20,000.00	+	$155,033.00	=	$175,033.00
					$0.00		

Purpose of Amendment:
Amendment to budget for Activity Center kitchen remodeling project.

10. Adjourn

Time: _____