



CHARTER TOWNSHIP OF HIGHLAND

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

REGULAR BOARD OF TRUSTEES MEETING AGENDA

DECEMBER 9, 2024 - 6:30 P.M.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval
Approve:
 - a) November 18, 2024 Board of Trustees Meeting Minutes
 - b) List of Bills dated 11/07/24 and plus additions
 - c) Budget Amendment for DDA Additional Revenue and Expense Adjustments
 - d) Budget Amendment DDA Executive Director Payroll Changes
 - e) Resolution 24-35 Bank Depositories 2025
 - f) Zoning Board of Appeals Appointments – Gerathy, Hoffman, Michaels
 - g) Authorization for Fire Fighter Physicals
 - h) Request to Purchase Turnout Gear Out of Savings in 402 Account
 - i) SCBA Grant Request
 - j) Re-Appointment for Board of Review Members
Receive and File:
Building Department Report - October 2024
Fire Department Report – November 2024
Ordinance Department Report – November 2024
Sheriff’s Department Report – November 2024
Treasurer’s Report – October 2024
6. Announcements and Information Inquiry:
 - a) Highland Township Offices will be closed Tuesday, December 24, 2024 and Wednesday, December 25, 2024 for the Christmas Holiday.
 - b) Highland Township Offices will be closed Tuesday, December 31, 2024 and Wednesday, January 1, 2025 for the New Year’s Eve and New Year Day Holiday.
 - c) Festival of Trees – December 1-31, 2024
7. Public Comment
8. Presentation:
 - a) DDA 2024 PA57 Information Meeting

9. Pending Business:
 - a) Adoption Ordinance No. Z-032, an Ordinance to Amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by Revising Article 9, District Specific Regulations to Increase the Maximum Allowable Lot Coverage in Highland Station Zoning District and Article 11, Access Management, Parking and Circulation to Reduce the Parking Requirement for Gas Stations.

10. New Business:
 - a) Comcast Uniform Video Service Local Franchise Agreement Request
 - b) Variance for Road Width and Cross Section for Polo Way
 - c) Introduction of Zoning Map amendment Z-032 and consideration of offer of conditions for Feldman Inventory Overflow lot for rezoning from C-2, General Commercial to C-3, Low Impact Commercial to allow for outdoor storage of privately owned recreational vehicles and dealership vehicle inventory overflow. Parcels 11-30-200-008, -009 and -030, 268 and 232 South Hickory Ridge Road, owner and applicant M59 Highland Properties, LLC.
 - d) Bid Results for Sale of 2015 GMC Sierra 1500 Double Cab 4WD

11. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/84495435326>.
Meeting ID: 844 9543 5326

Any member of the audience wishing to address the board will be asked to state his/her name and address. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's office at (248) 887-3791 prior to the meeting. Our staff will be pleased to make the necessary arrangements.

1. Call Meeting to Order

Time: _____

Number of Visitors: _____

2. Pledge of Allegiance

Township Board Meeting Roll

Date: December 9, 2024

Present

Absent

Board Member

Rick A. Hamill
Tami Flowers
Jenny Frederick
Grant Charlick
Brian Howe
Beth Lewis
Joseph Salvia

Start Time: _____ End Time: _____

4. Approval of Agenda

5a. Consent Agenda Approval

- a) November 18, 2024 Board of Trustees Meeting Minutes
- b) List of Bills dated 11/07/24 and plus additions
- c) Budget Amendment for DDA Additional Revenue and Expense Adjustments
- d) Budget Amendment DDA Executive Director Payroll Changes
- e) Resolution 24-35 Bank Depositories 2025
- f) Zoning Board of Appeals Appointments – Gerathy, Hoffman, Michaels
- g) Authorization for Fire Fighter Physicals
- h) Request to Purchase Turnout Gear Out of Savings in 402 Account
- i) SCBA Grant Request
- j) Re-Appointment for Board of Review Members

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
November 18, 2024 - 6:30 p.m.

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

Roll Call: Rick Hamill, Supervisor
Tami Flowers, Clerk
Jennifer Frederick, Treasurer
Judy Cooper, Trustee
Brian Howe, Trustee
Beth Lewis, Trustee
Joseph Salvia, Trustee – Arrived 6:42 p.m.

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

Visitors: 14

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, Cooper – yes, Howe – yes, and Lewis – yes.

Consent Agenda Approval:

- a) October 7, 2024 Board of Trustees Meeting Minutes
- b) List of Bills dated 10/17/24 and 11/07/24 plus additions
- c) Township 2025 Holiday and Meeting Dates
- d) Budget Amendment for Dust Control
- e) Budget Amendment for Metro Authority Adjustments
- f) Budget Amendment for Additional Fire Revenue and Expense Adjustments
- g) 2024-2025 Goyette Maintenance Plan for Highland Township
- h) WCA Assessing Contract Renewal
- i) Community Sharing-Public Purpose Service Contract
- j) Resolution 24-30 Authorize Road Closure for Tree Lighting
- k) Planning Commission Appointments – Charlick and Zeolla
- l) Hire Firefighter/EMT Blake Fotopoulos

Receive and File:

Activity Center Council Meeting Minutes - September 2024
Activity Center Council Treasurer's Report - September 2024
Activity Center Director's Report – September 2024
Building Department Report – September 2024
DDA Minutes – September 2024
Fire Department Report – October 2024
Library Board Minutes – October 2024

Library Director's Report – October 2024
Ordinance/Fire Marshal Report – October 2024
Planning Commission Minutes – September 19 and October 3, 2024
Sheriff's Department Report – September/October 2024
Treasurer's Report – September 2024
Zoning Board of Appeals Minutes – September 18 and October 2, 2024

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

Announcements and Information Inquiry:

- a) Highland Township Offices will be closed on November 28 and 29, 2024 in observance of the Thanksgiving Holiday
- b) Small Business Saturday – November 30, 2024
- c) Festival of Trees – December 1-31, 2024
- d) Kris Kringle Market and Tree Lighting – December 2, 2024

Cell tower is progressing at Duck Lake Pines and the township has started to receive payments. Inflation rate for 2025 will be 3.1 percent instead of 5 percent.

Presentation:

- a) Proclamation Honoring Judy Cooper

Proclamation was presented to Judy Cooper in recognition of her many years of service to the Township. .

- b) Swear-In:
Full Time FF/EMT Blake Fotopoulos
Probationary Fire Fighters to the Rank of Fire Fighter:
FF/EMT Hunter Sword – Badge #242
FF/EMT Alexa Leece – Badge #244
FF/EMT Drake Vachon – Badge #245

Fire personnel were sworn in by Clerk Flowers and helmets distributed by Chief George.

Public Comment:

Representatives from Lone Tree Acres spoke regarding the road repaving and requested assistance from the Township. Joe Salvia apologized for being late there was a Veteran's appreciation at the Huron Valley School Board.

Public Hearing:

a) Highland Township 2025 Proposed Budget

Public Hearing was opened at 6:57 p.m. and closed at 6:58 p.m. There were no comments.

b) 2025 Community Development Block Grant Application

Public Hearing was opened at 6:58 p.m. and closed at 6:59 p.m. There were no comments.

New Business:

a) Approve Highland Township 2025 Budget

Ms. Frederick moved to approve the Highland Township 2025 Budget as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

b) Resolution 24-31 Approving 2025 Community Development Block Grant Application

Ms. Frederick moved to approve Resolution 24-31 Approving 2025 Community Development Block Grant Application as presented. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

c) Resolution 24-33 General Appropriations Act

Mrs. Cooper moved to approve Resolution 24-33 General Appropriations Act as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

d) Resolution 24-34 to Opt-Out of the Provisions of PA 152 of 2011

Mr. Hamill moved to approve Resolution 24-34 to Opt-Out of the Provisions of PA 152 of 2011 as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

e) Introduce Ordinance No. Z-032, an Ordinance to Amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by Revising Article 9, District Specific Regulations to Increase the Maximum Allowable Lot Coverage in Highland Station Zoning District and Article 11, Access Management, Parking and Circulation to Reduce the Parking Requirement for Gas Stations.

Mr. Hamill moved to Introduce Ordinance No. Z-032, an Ordinance to Amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by Revising Article 9, District Specific Regulations to Increase the Maximum Allowable Lot Coverage in Highland Station Zoning District and Article 11, Access Management, Parking and Circulation to Reduce the Parking Requirement for Gas Stations. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

f) Resolution 24-32 Approving Road Vacation – S. Saint John Road

Mr. Hamill moved to approve Resolution 24-32 Approving Road Vacation as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

g) Adjust Hire Date for Jennifer Frederick on Record

Mr. Hamill moved to postpone this item indefinitely until the legal ramifications can be addressed including conversations with the township attorney. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

h) Fire Department Request to Purchase SCBA's and Bottles

Ms. Frederick moved to approve the Fire Department Request to Purchase five SCBA's and 20 Bottles in the amount of \$66,615.00 as presented. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

i) Fire Department Request to Purchase Stryker ProCare

Mr. Hamill moved to approve the Fire Department request to purchase Stryker ProCare as presented. Mrs. Flowers noted this is a single source item which eliminated the requirement for collecting bids. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

j) Move Amanda McClear to a Full Time Ordinance/Fire Department Assistant

Ms. Frederick moved to approve Amanda McClear move from part-time to full-time beginning January 1, 2025 as requested in the attached memo and to approve the budget adjustment. Mrs. Flowers clarified that in addition to salary, her benefits will also be split 60/40 between the township and Fire Department. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

Comment:

Mr. Salvia expressed his appreciation to the Highland Fire Department and Chief George for their assistance with the Flag Project on M-59.

Adjourn:

Supervisor Hamill adjourned the meeting at 8:14 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

UNAPPROVED

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-072.000 COUNTY OF OAKLAND					
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	OCT 2024	11/13/2024	353.00
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	OCT 24	11/13/2024	144.00
1159	TREASURER	101-RIDGEWOOD-OAK CTY	OCT2024	11/13/2024	214.50
101-000-075.000 HURON VALLEY SCHOOLS					
1159	TREASURER	101-HIGHLAND GREENS-HVS	OCT 2024	11/13/2024	1,412.00
1159	TREASURER	101-HIGHLAND HILLS HVS	OCT 24	11/13/2024	576.00
1159	TREASURER	101-RIDGEWOOD-HVS	OCT2024	11/13/2024	858.00
101-000-202.001 BUILDING BONDS PAYABLES					
4976	144 LLC	101-ESCROW/BUILDING	B23-00466	11/06/2024	250.00
4976	144 LLC	101-REINSPECTION FEE	B23-00466	11/06/2024	60.00-
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B24-00435	11/06/2024	250.00
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	BDEMO24-00006	11/06/2024	500.00
4982	ABC ROOFING AND REMODELING LLC	101-ESCROW/BUILDING	B24-00361	11/20/2024	500.00
6560	ARTISTIC POOLS & CONCRETE	101-ESCROW/BUILDING	B24-00002	11/06/2024	500.00
6560	ARTISTIC POOLS & CONCRETE	101-ESCROW/BUILDING	B24-00279	11/15/2024	500.00
4975	BLACHET, RAYMOND	101-ESCROW/BUILDING	B24-00245	11/06/2024	125.00
4975	BLACHET, RAYMOND	101-REINSPECTION FEE	B24-00245	11/06/2024	43.00-
4975	BLACHET, RAYMOND	101-REINSPECTION FEE	B24-00245	11/06/2024	45.00-
6091	C & L WARD BROS. CO.	101-ESCROW/BUILDING	B24-00234	11/06/2024	250.00
3204	COY CONSTRUCTION	101-ESCROW/BUILDING	B24-00380	11/15/2024	250.00
3204	COY CONSTRUCTION	101-ESCROW/BUILDING	B24-00400	11/20/2024	250.00
4986	DONOVAN CONSTRUCTION INC	101-ESCROW/BUILDING	B24-00383	11/20/2024	250.00
4985	FLORES-GALIOTE, BENITO DE JESUS	101-ESCROW/BUILDING	B22-00468	11/20/2024	125.00
4985	FLORES-GALIOTE, BENITO DE JESUS	101-REINSPECTION FEE	B22-00468	11/20/2024	60.00-
6704	FOUNDATION SYSTEMS OF MICHIGAN	101-ESCROW/BUILDING	B24-00352	11/20/2024	125.00
2035	GLASS DOCTOR OF MICHIGAN	101-ESCROW/BUILDING	B22-00670	11/06/2024	250.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00468	11/20/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00540	11/06/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00346	11/18/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00466	11/06/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00467	11/18/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00085	11/20/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00085	11/20/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00245	11/06/2024	43.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00245	11/06/2024	45.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00423	11/20/2024	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B22-00540	11/06/2024	225.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B23-00346	11/18/2024	210.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
4644	HOUSEPIAN, VAUGHN	101-ESCROW/BUILDING	B24-00457	11/20/2024	250.00
4977	JONES, MICHAEL	101-ESCROW/BUILDING	B22-00381	11/18/2024	575.00
7487	LEWIS, ROBERT	101-ESCROW/BUILDING	B24-00186	11/15/2024	250.00
4704	LYNCH, MARGARET	101-ESCROW/BUILDING	B22-00540	11/06/2024	2,000.00
4704	LYNCH, MARGARET	101-REINSPECTION FEE	B22-00540	11/06/2024	60.00-
4704	LYNCH, MARGARET	101-REFUSE FEE	B22-00540	11/06/2024	225.00-
4979	MANUS BUILDERS	101-ESCROW/BUILDING	B24-00434	11/18/2024	250.00
4980	MEI CONSTRUCTION	101-ESCROW/BUILDING	B23-00469	11/15/2024	125.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00388	11/15/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00390	11/15/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00401	11/15/2024	250.00
4974	O'BRIEN, GAYLE	101-ESCROW/BUILDING	B23-00297	11/06/2024	500.00
4983	ON TOP ROOFING	101-ESCROW/BUILDING	B24-00364	11/20/2024	125.00
6041	PELLA WINDOWS & DOORS INC.	101-ESCROW/BUILDING	B24-00370	11/20/2024	125.00
4978	PIETRAS, ANDREW	101-ESCROW/BUILDING	B24-00307	11/18/2024	125.00
4984	PRO METAL MICHIGAN ROOFING	101-ESCROW/BUILDING	B24-00471	11/20/2024	500.00
4915	R&T CONSTRUCTION	101-ESCROW/BUILDING	B24-00373	11/20/2024	500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B24-00312	11/06/2024	500.00
7555	ROOF COMPANY, THE	101-ESCROW/BUILDING	B24-00085	11/20/2024	125.00
7555	ROOF COMPANY, THE	101-REINSPECTION FEE	B24-00085	11/20/2024	60.00-
7555	ROOF COMPANY, THE	101-REINSPECTION FEE	B24-00085	11/20/2024	60.00-
6468	SAN JUAN POOLS OF MICHIGAN LLC	101-ESCROW/BUILDING	B22-00137	11/20/2024	500.00
6578	SPECTRUM CONSTRUCTION CO.	101-ESCROW/BUILDING	B24-00444	11/15/2024	250.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-ESCROW/BUILDING	B23-00346	11/15/2024	3,700.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-REINSPECTION	B23-00346	11/15/2024	60.00-
6632	STONE HOLLOW PROPERTIES & DEV.	101-REFUSE FEE	B23-00346	11/15/2024	210.00-
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B23-00467	11/15/2024	250.00
6102	WALLSIDE INC.	101-REINSPECTION FEE	B23-00467	11/15/2024	60.00-
4987	WATKINS, SUSAN	101-ESCROW/BUILDING	B24-00423	11/20/2024	125.00
4987	WATKINS, SUSAN	101-REINSPECTION FEE	B24-00423	11/20/2024	60.00-
4973	WHITEHOUSE, JAMES	101-ESCROW/BUILDING	B23-00326	11/06/2024	125.00
101-000-222.000	OAKLAND CO. ANIMAL CONTROL				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	11132024	11/13/2024	12.00
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	11132024	11/13/2024	72.50
Total :					19,417.00
ACCOUNTING					
101-191-820.000	ACCTG: DUES/ED/TRAVEL				
1471	MGFOA	101-MEMBERSHIP DUES-ORLANDO	10232024	10/23/2024	135.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ACCOUNTING:					135.00
CLERK					
101-215-730.000 CLERK: ELECTION EXPENSES SUPPL					
1521	CHASE CARDMEMBER SERVICE	101-FOOD FOR ELECTION WORKERS	10/09/24-11/08/24	11/09/2024	671.30
7550	CHURCH OF THE HOLY SPIRIT	101-ELECTION ROOM RENTAL	11142024	11/14/2024	100.00
2596	FIVE STAR ACE	101-EXTENTION CORDS	32041	11/03/2024	217.27
2375	GANNETT MICHIGAN LOCALIQ	101-VOTER REGISTRATION	0006736334	11/01/2024	345.12
2375	GANNETT MICHIGAN LOCALIQ	101-GENERAL ELECTION	0006736334	11/01/2024	409.83
1021	GILL-ROY'S HARDWARE	101-EXTENTION CORDS	2411-918697	11/03/2024	290.87
3152	KOPACKI, KRIS	101-DISTRIBUTE/PICKUP/STORE ELECTION EQUIPMENT	2077	11/18/2024	1,400.00
9221	MECKLENBORG, PAMELA	101-ELECTION DAY MILEAGE/MILEAGE TO OAK COUNTY	11152024	11/15/2024	124.62
9221	MECKLENBORG, PAMELA	101-REIMBURSE ELECTION DAY SNACKS	11152024	11/15/2024	210.42
2070	OAKLAND COUNTY	101-BALLOTS/FOLDING NOV 2024	C1048229	11/09/2024	918.00
1172	PRINTING SYSTEMS INC.	101-ELECTION POLL BOOKS	236367	11/04/2024	10.55
6208	THRIVE CHURCH	101-ELECTION ROOM RENTAL	11142024	11/14/2024	100.00
101-215-820.000 CLERK: DUES/ED/TRAVEL					
1274	MICH ASSOC OF MUNICIPAL CLERKS	101-2025 MEMBERSHIP-FLOWERS	10818	11/19/2024	100.00
1370	OAKLAND COUNTY CLERKS ASSOCIATION	101-WINTER MEETING-FLOWERS/MECKLENBORG/KABA	11212024	11/21/2024	140.00
Total CLERK:					5,037.98
GENERAL GOVERNMENT					
101-261-728.000 GEN GOV: OFFICE SUPPLIES					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-CONDEMNED STICKERS	78296	11/07/2024	71.64
1521	CHASE CARDMEMBER SERVICE	101-CLEANING SUPPLIES	10/09/24-11/08/24	11/09/2024	34.45
1172	PRINTING SYSTEMS INC.	101-ELECTION MASTER CARDS	236367	11/04/2024	112.00
1172	PRINTING SYSTEMS INC.	101-SHIPPING CHARGE	236367	11/04/2024	31.07
101-261-735.000 GEN GOV: POSTAGE					
1035	PITNEY BOWES GLOBAL FINANCIAL	101-MAILING SYS. QTRLY FEE ACCT#0011920249	3319936229	11/11/2024	402.09
101-261-801.001 GEN GOV: PROF SERVICES					
4988	CIVIC SYSTEMS LLC	101-ANNUAL CONTINUING DISCLOSURE FILING	BTMA26494	06/27/2024	1,000.00
101-261-803.000 GEN GOV: SNOWPLOW SERV					
2482	GOLDEN'S LANDSCAPING INC.	101- SNOW REMOVAL PAYMENT 1 OF 3	13636	11/11/2024	20,120.00
101-261-804.000 GEN GOV: LEGAL SERVICES					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53395	10/31/2024	2,271.25
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1082461	11/12/2024	310.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ASSESSING	1082461	11/12/2024	186.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SIX RIVERS	1082461	11/12/2024	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1082461	11/12/2024	46.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1114	ROSATI SCHULTZ JOPPICH ET AL	101-CLYDE RD CELL TOWER	1082461	11/12/2024	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1082461	11/12/2024	387.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA LEASE	1082461	11/12/2024	46.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ORDINANCE	1082461	11/12/2024	170.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ZONING ORDINANCE	1082463	11/12/2024	96.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1082464	11/12/2024	1,496.00
101-261-821.000	GEN GOV: MEMBER FEES				
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	10/09/24-11/08/24	11/09/2024	26.00
101-261-850.001	GEN GOV: PHONE SERVICE				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X111	11/06/2024	23.70
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X111	11/06/2024	47.08
101-261-900.001	GEN GOV: ADVERTISING				
2375	GANNETT MICHIGAN LOCALIQ	101-BID FOR ACT CTR PARTITIONS	0006736334	11/01/2024	172.56
2375	GANNETT MICHIGAN LOCALIQ	101-ADVERTISEMENTS-SYNOPSIS	0006736334	11/01/2024	86.28
2375	GANNETT MICHIGAN LOCALIQ	101-BID FOR ACT CTR PARTITIONS	0006736334	11/01/2024	172.56
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-BOARD OF TRUSTEES	0006736334	11/01/2024	86.28
101-261-920.000	GEN GOV: UTILITIES				
2216	COMCAST	101-3550 DUCK LK RD 0310657	12032024 0310657	11/01/2024	92.95
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	11122024 66330	11/13/2024	17.62
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	11122024 66959	11/13/2024	17.64
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	11122024 67072	11/13/2024	429.45
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	11122024 67460	11/13/2024	111.22
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	11122024 80059	11/13/2024	763.67
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	11122024 80661	11/13/2024	17.73
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	11122024 80786	11/13/2024	77.92
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	11122024 80885	11/13/2024	57.20
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE				
2262	BRIEN'S SERVICES INC.	101-LANDSCAPING-MEDIAN	50141	11/07/2024	386.00
2596	FIVE STAR ACE	101-PLUMBING	32069	11/11/2024	11.97
2596	FIVE STAR ACE	101-WORK GLOVES	32098	11/19/2024	17.99
1288	IVERSONS LUMBER COMAPNY LLC	101-TOWNSHIP MAINTENANCE	2407-247434	07/22/2024	14.99
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING-OCT	11123	11/01/2024	2,546.00
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	2969	11/04/2024	125.00
1642	PETER'S TRUE VALUE HARDWARE	101-BRUSH CUTTER/BLADE	K74963	11/08/2024	159.98
1642	PETER'S TRUE VALUE HARDWARE	101-CREDIT FOR BLADE	K74973	11/09/2024	3.00
6300	S&D SEASONAL SERVICES	101-TWP MOWING-M59 MEDIAN	34768	11/01/2024	605.00
9005	STATE OF MICHIGAN - MDEQ	101-WATER TESTING-TOWNSHIP	761-11286776	10/31/2024	100.00
101-261-937.000	GEN GOV: VEHICLE OP MAINT				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2145	10/31/2024	8.00
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
8385	AMERI-ALARM	101-FIRE ALARM MONITORING	080155	11/01/2024	75.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	10/09/24-11/08/24	11/09/2024	115.33
101-261-955.000	GEN GOV: MISCELLANEOUS				
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-TWP	89508021	11/04/2024	42.65
101-261-971.003	GEN GOV: COMPUTER SOFTWARE				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	10/09/24-11/08/24	11/09/2024	124.99
Total GENERAL GOVERNMENT:					33,264.16
GENERAL GOVERNMENT PERSONNEL B					
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN				
1731	LINCOLN FINANCIAL GROUP	101-DEFINED CONTRIB- BURKHART W41875030	4TH QTR 2024	11/11/2024	42.59
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	243130016105	11/08/2024	1,337.91
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	243130016105	11/08/2024	6,080.58
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	243130016105	11/08/2024	363.70
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	243130016105	11/08/2024	1,560.93
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	243130016105	11/08/2024	1,542.83
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001792104919	11/01/2024	46.20
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001792104919	11/01/2024	171.52
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001792104919	11/01/2024	158.74
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001792104919	11/01/2024	829.81
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001792104919	11/01/2024	40.23
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	12/01/24-12/31/24	11/01/2024	1,521.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	12/01/24-12/31/24	11/01/2024	467.28
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	12/01/24-12/31/24	11/01/2024	25.22
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	12/01/24-12/31/24	11/01/2024	284.12
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP COBRA	12/01/24-12/31/24	11/01/2024	100.96
Total GENERAL GOVERNMENT PERSONNEL B:					14,574.10
BUILDING					
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	10/30/24-11/18/24	11/19/2024	1,338.03
8149	WATKINS III, MITCHELL	101-INSPECTIONS	10/30/24-11/18/24	11/19/2024	2,599.87
Total BUILDING:					3,937.90
SOCIAL SERVICES					
101-670-880.000	SOC SERV: COMMUNITY PROMOTIONS				
4174	COMMUNITY SHARING	101-PUBLIC PURPOSE SERVICE CONTRACT	102924	10/29/2024	8,500.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total SOCIAL SERVICES:					8,500.00
ACTIVITY CENTER					
101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-BUSINESS CARDS-BEY	78338	11/14/2024	67.50
2541	STAPLES	101-PAPER	6015355796	10/26/2024	115.10
101-672-729.000 ACTIVITY CTR: OPER. SUPPLIES					
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL-ACT CTR	INV81668	10/31/2024	29.15
101-672-850.001 ACTIVITY CTR: INTERNET SERVICE					
1521	CHASE CARDMEMBER SERVICE	101-COMCAST	10/09/24-11/08/24	11/09/2024	107.98
101-672-900.000 ACTIVITY CTR: ADVERT./PRINTING					
1521	CHASE CARDMEMBER SERVICE	101-DDA TREE/ADVERTISING	10/09/24-11/08/24	11/09/2024	742.50
101-672-920.000 ACTIVITY CTR: UTILITIES					
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	11062024 66702	11/07/2024	440.49
101-672-920.002 STEEPLE HALL: UTILITIES					
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL 91000828013	11122024 80133	11/13/2024	258.05
101-672-936.000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	31058904	10/31/2024	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	89474919	10/08/2024	116.15
101-672-936.002 STEEPLE HALL: BUILDING MAINT					
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE MAINTENANCE-STEEPLE HALL	50144	11/11/2024	1,560.00
1910	WATER WHEEL SPRINKLER	101-WINTERIZE SYSTEMS - 205 W LIVINGSTON	66473	11/01/2024	75.00
Total ACTIVITY CENTER:					3,523.92
PLANNING & ORDINANCE					
101-701-820.000 PLNG: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-MSU PLNG CONFERENCE/APA REGISTRATION-LITTL	10/09/24-11/08/24	11/09/2024	400.00
Total PLANNING & ORDINANCE:					400.00
ZONING BOARD OF APPEALS (ZBA)					
101-702-900.000 ZBA: ADVERTISING					
2375	GANNETT MICHIGAN LOCALIQ	101-LEGAL ADVERTISEMENT-ZBA	0006736334	11/01/2024	194.13
2375	GANNETT MICHIGAN LOCALIQ	101-LEGAL ADVERTISEMENT-ZBA	0006736334	11/01/2024	215.70
Total ZONING BOARD OF APPEALS (ZBA):					409.83
PLANNING COMMISSION					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-703-900.000 PLNG COMM: ADVERTISING/PRTG					
9077	21ST CENTURY MEDIA-MICHIGAN	101-ADVERTISEMENT-PLN COMM	10202024	10/20/2024	279.25
Total PLANNING COMMISSION:					279.25
PARKS					
101-751-729.002 PARKS: HICKORY RIDGE					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	2969	11/04/2024	125.00
101-751-729.003 PARKS: DUCK LAKE PINES					
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	2969	11/04/2024	175.00
101-751-920.000 PARKS: UTILITIES					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	11122024 67551	11/13/2024	65.27
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	11122024 67940	11/13/2024	31.83
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	11132024 66587	11/14/2024	50.15
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	11132024 67205	11/14/2024	29.01
101-751-935.000 PARKS: MAINTENANCE					
1521	CHASE CARDMEMBER SERVICE	101-ANTIFREEZE	10/09/24-11/08/24	11/09/2024	29.16
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING PARKS-OCT	11123	11/01/2024	1,254.00
9005	STATE OF MICHIGAN - MDEQ	101-WATER TESTING DUCK LAKE RD	761-11286776	10/31/2024	100.00
Total PARKS:					1,859.42
Total GENERAL FUND:					91,338.56
ROAD FUND					
ROAD					
203-596-967.000 DUST CONTROL					
2158	ROAD COMMISSION FOR O.C.	203-2024 CHLORIDE PROGRAM 2 OF 2	104748	10/18/2024	29,579.60
Total ROAD:					29,579.60
Total ROAD FUND:					29,579.60
FIRE FUND					
FIRE					
206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	243130016105	11/08/2024	8,523.59
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0002 FIRE-GARRITY	243130070479	11/08/2024	358.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001792104919	11/01/2024	122.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001792104919	11/01/2024	803.22
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001792104919	11/01/2024	87.98

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001792104919	11/01/2024	40.23
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	12/01/24-12/31/24	11/01/2024	183.16
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	12/01/24-12/31/24	11/01/2024	25.22
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	12/01/24-12/31/24	11/01/2024	1,319.48
206-336-731.000	FIRE: MEDICAL SUPPLIES				
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85540233	10/29/2024	106.08
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85540234	10/29/2024	317.48
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85547887	11/05/2024	569.60
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85547888	11/05/2024	.02
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85547889	11/05/2024	164.70
1132	LINDE GAS & EQUIPMENT INC	206-MEDICAL OXYGEN EMS	46376925	11/19/2024	389.19
7576	STATE OF MICHIGAN	206-AGENCY RENEWAL - EMS LICENSING	00077096	11/19/2024	200.00
206-336-732.000	FIRE: UNIFORMS				
9276	HURON VALLEY GUNS LLC	206-UNIFORM - GEORGE	215329	10/28/2024	179.98
9276	HURON VALLEY GUNS LLC	206-UNIFORM - OLLILA	215336	10/28/2024	107.49
1457	STEVE'S LOCKSMITH	206-MABAS TAGS	240811-1T	11/08/2024	195.50
4989	SWORD, HUNTER	206-UNIFORM - SWORD	214775	10/22/2024	137.79
206-336-750.000	FIRE: VEHICLE GAS/OIL				
4883	BOSSMANS DIESEL REPAIR LLC	206-2014 FORD (RESCUE 211) OIL	115	10/31/2024	134.92
4883	BOSSMANS DIESEL REPAIR LLC	206-2014 FORD (RESCUE 211) OIL FILTER	115	10/31/2024	41.83
206-336-804.000	FIRE: LEGAL SERVICES				
7845	KELLER THOMA	206-EMPLOYEE MATTER	126772	11/01/2024	105.00
206-336-820.000	FIRE: DUES & EDUCATION				
2039	BOUND TREE MEDICAL LLC	206-TRAINING EQUIPMENT	85556375	11/12/2024	115.59
1521	CHASE CARDMEMBER SERVICE	206-ERSI-DAVID	10/09/24-11/08/24	11/09/2024	960.00
1521	CHASE CARDMEMBER SERVICE	206-CFPE RECERT-BELL	10/09/24-11/08/24	11/09/2024	180.00
1521	CHASE CARDMEMBER SERVICE	206-MFSIA CONF-GEORGE	10/09/24-11/08/24	11/09/2024	375.00
206-336-830.000	FIRE: INSURANCE/BONDS				
7848	VFIS	206-ACC./SICK-POC POLICY VFP 44238163E06	58661131	11/06/2024	3,469.00
206-336-920.000	FIRE: PUBLIC UTILITIES				
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X111	11/06/2024	90.00
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X111	11/06/2024	23.71
9027	AT&T MOBILITY	206-IPADS	287287294406X111	11/06/2024	422.89
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	12152024 0160011	11/12/2024	164.90
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	11112024 66207	11/12/2024	108.66
7996	GEORGE, NICHOLAS	206-CHIEFS CELL PHONE	11042024	11/04/2024	205.31
206-336-930.000	FIRE: VEHICLE REPAIR				
1103	AUTO VALUE HIGHLAND	206-2024 DODGE 2500 (B2)	272-1089964	11/07/2024	7.78
1103	AUTO VALUE HIGHLAND	206-VEHICLE REPAIR	272-1090596	11/16/2024	21.18
4883	BOSSMANS DIESEL REPAIR LLC	206-2007 PIERCE (E1) TRANSYND - GALLON	115	10/31/2024	313.15
4883	BOSSMANS DIESEL REPAIR LLC	206-2007 PIERCE (E1) TRANSMISSION SPEED SENSOR	115	10/31/2024	426.46

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
4883	BOSSMANS DIESEL REPAIR LLC	206-2007 PIERCE (E1) TRANSMISSION FILTER KIT	115	10/31/2024	130.28
4883	BOSSMANS DIESEL REPAIR LLC	206-2007 PIERCE (E1) LABOR	115	10/31/2024	2,025.00
1521	CHASE CARDMEMBER SERVICE	206-2024 DODGE WAGONEER CLEANING	10/09/24-11/08/24	11/09/2024	300.00
1642	PETER'S TRUE VALUE HARDWARE	206-VEHICLE TIE DOWNS	K74978	11/09/2024	26.99
206-336-936.000 FIRE: BLDG MAINT/REPAIR					
2596	FIVE STAR ACE	206-STN-1 REPAIRS - SINK REPAIRS	32042	11/04/2024	34.94
4772	OVERHEAD DOOR	206-REPAIR DOOR-FS2	1501314	08/12/2024	320.00
4772	OVERHEAD DOOR	206-REPAIR DOOR-FS1	1501347	08/14/2024	380.00
206-336-937.000 FIRE: EQUIP MAINT					
1642	PETER'S TRUE VALUE HARDWARE	206-BATTERIES - 16 PK AA	K74948	11/07/2024	19.49
206-336-955.000 FIRE: MISC EXPENSE					
1521	CHASE CARDMEMBER SERVICE	206-DUKES	10/09/24-11/08/24	11/09/2024	73.72
Total FIRE:					24,306.71
Total FIRE FUND:					24,306.71
POLICE FUND					
207-000-677.000 MISCELLANEOUS					
1194	PETTY CASH	207-POLICE COPIES	11132024	11/13/2024	10.00
Total :					10.00
POLICE					
207-301-920.000 POLICE: UTILITIES					
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	11122024 66454	11/13/2024	440.11
207-301-935.000 POLICE: SHERIFF'S MAINT					
1839	ABSOPURE WATER CO.	207-COOLER	31058119	10/31/2024	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	89474917	10/08/2024	24.25
Total POLICE:					468.36
Total POLICE FUND:					478.36
CAPITAL IMPROVEMENT FUND					
ANNEX					
401-523-971.000 STEEPLE HALL IMPROVEMENTS					
2173	DIEDRICH, RONALD W	401-STEEPLE HALL PHASE 2	2407C	11/11/2024	10,140.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ANNEX:					10,140.00
PARKS					
401-751-971.001 DUCK LAKE PARK IMPROVEMENT					
1288	IVERSONS LUMBER COMAPNY LLC	401-DUCK LAKE IMPROVEMENT-CREDIT	2406-238952	06/13/2024	34.78-
1288	IVERSONS LUMBER COMAPNY LLC	401-DUCK LAKE IMPROVEMENT	2410-270221	10/31/2024	229.12
Total PARKS:					194.34
Total CAPITAL IMPROVEMENT FUND:					10,334.34
FIRE CAPITAL FUND					
FIRE					
402-336-971.000 VEHICLES					
1103	AUTO VALUE HIGHLAND	402-NEW VEHICLE WIRING-2024 DODGE 2500 (B2)	272-1089358	10/31/2024	24.79
Total FIRE:					24.79
Total FIRE CAPITAL FUND:					24.79
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-728.000 DDA: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	494-ZOOM/PAPER	10/09/24-11/08/24	11/09/2024	109.19
494-729-801.000 DDA: PROF SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	494-PROFESSIONAL SERVICES	1082462	11/12/2024	573.50
494-729-880.001 DDA: PROMOTIONS					
4554	BLACKSTONE STABLES LLC	494-TREE LIGHTING WAGON RIDES	11062024	11/06/2024	950.00
4981	DESTINY CATERING & CONCESSIONS LLC	494-TREE LIGHTING SNACKS	000026	11/19/2024	750.00
2413	GUERRA, MARIO	494-TREE LIGHTING	2024-36	11/18/2024	500.00
3152	KOPACKI, KRIS	494-REMOVE/STORE SKELETONS	2076	11/18/2024	420.00
3152	KOPACKI, KRIS	494-PICK UP AND DELIVER XMAS ITEMS	2078	11/18/2024	105.00
494-729-880.002 DDA: ECONOMIC RESTRUCTURING					
1521	CHASE CARDMEMBER SERVICE	494-LADIES NIGHT OUT/SNACKS/TREES	10/09/24-11/08/24	11/09/2024	915.83
3152	KOPACKI, KRIS	494-BUILD/INSTALL LADIES DAY SIGNS	2074	11/18/2024	185.00
494-729-880.003 DDA: DESIGN					
2262	BRIEN'S SERVICES INC.	494-MAINTENANCE OF BEDS	50156	11/12/2024	1,186.50
1521	CHASE CARDMEMBER SERVICE	494-LIGHTED ARCH/NUTCRACKER	10/09/24-11/08/24	11/09/2024	348.73
1288	IVERSONS LUMBER COMAPNY LLC	494-SUPPLIES FOR MURAL	2407-245321B	07/12/2024	34.78
3152	KOPACKI, KRIS	494-REMOVE/REPLACE BANNERS	2073	11/18/2024	210.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3152	KOPACKI, KRIS	494-REMOVE/DISCARD FALL DECORATIONS	2075	11/18/2024	315.00
3152	KOPACKI, KRIS	494-INSTALL TUNNEL OF LIGHTS	2079	11/18/2024	375.00
6981	ODDS & INS	494-FACADE GRANT #1	2024-32	10/30/2024	5,000.00
6981	ODDS & INS	494-FACADE GRANT #2	2024-33	10/30/2024	5,000.00
494-729-900.000 DDA: ADVERTISING/PRINTING					
1045	ALLEGRA PRINT & IMAG HIGHLAND	494-SIGNS	78201	10/29/2024	54.90
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK AD	10/09/24-11/08/24	11/09/2024	31.35
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT	10/09/24-11/08/24	11/09/2024	88.00
494-729-900.001 DDA: FUNDRAISER EXPENSE					
2596	FIVE STAR ACE	494-FESTIVAL OF TREES	32067	11/10/2024	13.95
494-729-920.000 DDA: RENT/ UTILITIES					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	10/09/24-11/08/24	11/09/2024	214.92
494-729-967.000 DDA: FARMERS' MARKET					
4496	VIGNA, DAVID	494-ENTERTAINMENT AND SOUND	2024-22	08/14/2024	175.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					17,556.65
Total DOWNTOWN DEVELOPMENT FUND:					17,556.65
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000 HAAC: DEDUCTIONS					
1521	CHASE CARDMEMBER SERVICE	702-TICKETS-OCPHS	10/09/24-11/08/24	11/09/2024	80.00
1521	CHASE CARDMEMBER SERVICE	702-PARTY CITY/FOOD	10/09/24-11/08/24	11/09/2024	366.26
1521	CHASE CARDMEMBER SERVICE	702-ZEHNDERS	10/09/24-11/08/24	11/09/2024	16.91
1521	CHASE CARDMEMBER SERVICE	702-FOOD-OAK HILL CEMETERY	10/09/24-11/08/24	11/09/2024	29.93
1410	GORDON FOOD SERVICE INC.	702-FOOD/PARTY SUPPLIES	758227654	11/14/2024	627.28
7376	PENS.COM	702-TOTES	113937650	10/23/2024	1,120.90
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1126	11/20/2024	1,380.00
Total GENERAL GOVERNMENT:					3,621.28
Total HIGHLAND ADVISORY COUNCIL:					3,621.28
CURRENT TAX COLLECT					
703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE					
4268	CORELOGIC INC	703-TAX REFUND	H-11-09-431-001	11/20/2024	1,144.62
4268	CORELOGIC INC	703-TAX REFUND	H-11-14-226-019	11/20/2024	3,756.78
4268	CORELOGIC INC	703-TAX REFUND	H-11-15-253-009	11/20/2024	4,429.40
4268	CORELOGIC INC	703-TAX REFUND	H-11-21-151-021	11/12/2024	4,405.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					13,736.30
Total CURRENT TAX COLLECT:					13,736.30
DUCK LAKE ASSOC					
TRUST & AGENCY ADMIN					
764-255-956.000 DUCK LAKE: DEDUCTIONS					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	11122024 91144	11/13/2024	508.98
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	11132024 07439	11/14/2024	486.02
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	11132024 13643	11/14/2024	782.73
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	11132024 13650	11/14/2024	796.64
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	11132024 13668	11/14/2024	1,013.74
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	11132024 43164	11/14/2024	1,007.64
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	11132024 75436	11/14/2024	131.61
Total TRUST & AGENCY ADMIN:					4,727.36
Total DUCK LAKE ASSOC:					4,727.36
HIGHLAND LAKE ASSOC					
TRUST & AGENCY ADMIN					
765-255-956.000 HIGHLAND LAKE: DEDUCTIONS					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	11112024 67338	11/12/2024	26.29
Total TRUST & AGENCY ADMIN:					26.29
Total HIGHLAND LAKE ASSOC:					26.29
TAGGETT LAKE ASSOC					
TRUST & AGENCY ADMIN					
766-255-956.000 TAGGETT LAKE: DEDUCTIONS					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	11112024 80281	11/12/2024	14.47
Total TRUST & AGENCY ADMIN:					14.47
Total TAGGETT LAKE ASSOC:					14.47
KELLOGG LAKE ASSOC					
TRUST & AGENCY ADMIN					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
767-255-956.000 KELLOGG LAKE: DEDUCTIONS					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	11112024 80281	11/12/2024	8.50
Total TRUST & AGENCY ADMIN:					8.50
Total KELLOGG LAKE ASSOC:					8.50
CHARLICK LAKE ASSOC TRUST & AGENCY ADMIN					
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	11112024 80414	11/12/2024	45.10
Total TRUST & AGENCY ADMIN:					45.10
Total CHARLICK LAKE ASSOC:					45.10
WOODRUFF LAKE ASSOC TRUST & AGENCY ADMIN					
769-255-956.000 WOODRUFF LAKE: DEDUCTIONS					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	11112024 67676	11/12/2024	17.62
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	11112024 80547	11/12/2024	17.62
Total TRUST & AGENCY ADMIN:					35.24
Total WOODRUFF LAKE ASSOC:					35.24
LOWER PETTIBONE LAKE TRUST & AGENCY ADMIN					
775-255-956.000 LOW PETTIBONE LAKE: DEDUCTIONS					
2375	GANNETT MICHIGAN LOCALIQ	775-PETTIBONE LAKE ADVERTISEMENT	0006736334	11/01/2024	603.96
Total TRUST & AGENCY ADMIN:					603.96
Total LOWER PETTIBONE LAKE:					603.96
Grand Totals:					196,437.51

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
GENERAL GOVERNMENT					
101-261-802.000 GEN GOV: PAYROLL PROCESSING					
4868	ADP INC	101-PAYROLL SERVICES	673654714	10/25/2024	147.90
4868	ADP INC	101-TIME AND ATTENDANCE	674393521	11/01/2024	269.80
4868	ADP INC	101-PAYROLL SERVICES	674853256	11/08/2024	150.50
4868	ADP INC	101-WIRE FEES	675449499	11/15/2024	140.00
101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1676093	11/01/2024	823.00
101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT					
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2661514	11/11/2024	57.50
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	2661514	11/11/2024	5.01
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2661514	11/11/2024	67.76
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2662841	11/12/2024	112.32
Total GENERAL GOVERNMENT:					1,773.79
BUILDING					
101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	10/30/24-11/18/24	11/19/2024	3,006.00
Total BUILDING:					3,006.00
ACTIVITY CENTER					
101-672-938.000 ACTIVITY CTR: OFF. EQUIP MAINT					
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES- ACTIVITY CENTER	2670149	11/20/2024	2,234.47
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-ACT. CTR	2670149	11/20/2024	477.36
Total ACTIVITY CENTER:					2,711.83
PLANNING COMMISSION					
101-703-801.000 PLNG COMM: MASTER PLAN PROF.					
2240	CARLISLE WORTMAN ASSOC. INC.	101-2021 MASTER PLAN	2176210	11/11/2024	1,400.00
Total PLANNING COMMISSION:					1,400.00
Total GENERAL FUND:					8,891.62
Grand Totals:					8,891.62

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
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Total GENERAL FUND:	100,230.18
Total ROAD FUND:	29,579.60
Total FIRE FUND:	24,306.71
Total POLICE FUND:	478.36
Total CAPITAL IMPROVEMENT FUND:	10,334.34
Total FIRE CAPITAL FUND:	24.79
Total DOWNTOWN DEVELOPMENT FUND:	17,556.65
Total HIGHLAND ADVISORY COUNCIL:	3,621.28
Total CURRENT TAX COLLECT:	13,736.30
Total DUCK LAKE ASSOC:	4,727.36
Total HIGHLAND LAKE ASSOC:	26.29
Total TAGGETT LAKE ASSOC:	14.47
Total KELLOGG LAKE ASSOC:	8.50
Total CHARLICK LAKE ASSOC:	45.10
Total WOODRUFF LAKE ASSOC:	35.24
Total LOWER PETTIBONE LAKE:	603.96
	<hr/>
Grand Totals:	205,329.13
	<hr/> <hr/>

Payroll and Hand Check November 27, 2024 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT) 11/08/24 & 11/22/24	\$	72,807.51
General/Fire Payroll 11/08/24 & 11/22/24	\$	212,678.96
Equitable - Deferred Comp.	\$	500.00
Mission SQ - Deferred Comp.	\$	4,105.83
Flexible Savings Account	\$	758.15
401A Employee Loan Payment		
Highland Firefighters Assn	\$	1,085.00
Highland Firefighters Union Dues-Full-Time	\$	660.00
Highland Firefighters Union Dues-Part-Time	\$	561.00

BUDGET AMENDMENT WORKSHEET
2024 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 9, 2024

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>DDA FUND</u>				
Revenues:				
494-000-665.000 INTEREST EARNINGS	\$2,000.00	\$2,000.00	+	\$23,000.00 = \$25,000.00
Expenditures:				
494-729-728.000 DDA: OFFICE SUPPLIES	\$1,200.00	\$2,700.00	+	\$1,300.00 = \$4,000.00
494-729-705.000 DDA: PART-TIME SEASONAL	\$4,000.00	\$9,000.00	+	\$6,000.00 = \$15,000.00
494-729-710.000 DDA: EMPLOYER PAYROLL TAX	\$4,000.00	\$4,000.00	+	\$1,000.00 = \$5,000.00

Purpose of Amendment:

To record additional interest revenue and increased expenditures for office supplies and part-time seasonal help.
 Net effect = \$14,700 surplus



To: Highland Township Board of Trustees
From: A. Roscoe Smith, Highland Downtown Development Authority Chairperson
Date: December 9, 2024
Re: Executive Director Employment

Due to recent updates in employment guidelines from the State of Michigan, the HDDA has been instructed to reassess the Executive Director's employment structure. As a result, the position will transition to a full-time hourly HDDA employee. The new role will include benefits and will adhere to the Charter Township of Highland Employee Personnel Policy Handbook.

Motion to approve modified employment of HDDA Executive Director:

Candidate Name: Melissa K. Dashevich

Starting Date: January 1, 2025

Starting Hourly Wage: \$24.90 per hour

Classification: Full time

Exempt: No

Maximum Hours: 37.5 hours per week

Position Title: HDDA Executive Director

Regular Schedule: Yes

Anniversary Date: June 8, 2011

BUDGET AMENDMENT WORKSHEET
2025 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 9, 2024

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>DDA FUND</u>				
Expenditures:				
494-729-702.001 DDA: DIRECTOR	\$48,570.00	\$48,570.00 +	(\$15.00) =	\$48,555.00
494-729-710.000 DDA: EMPLOYER PAYROLL TAX	\$4,500.00	\$4,500.00 +	\$1,100.00 =	\$5,600.00
494-729-711.000 DDA: DEFINED CONTRIBUTION PLAN	\$0.00	\$0.00 +	\$2,428.00 =	\$2,428.00
494-729-712.000 DDA: HEALTH/DENTL/LIFE/DIS INS	\$0.00	\$0.00 +	\$1,265.00 =	\$1,265.00
494-729-715.000 DDA: CASH IN LIEU BENEF BUYOUT	\$6,000.00	\$6,000.00 +	\$2,546.00 =	\$8,546.00
494-729-718.000 DDA: PTO CASH PAYOUT	\$0.00	\$0.00 +	\$934.00 =	\$934.00
			<u>\$8,258.00</u>	

Purpose of Amendment:

To record additional expenses for the change in Executive Director pay and benefits.



**RESOLUTION 24-35
TO APPROVE BANK DEPOSITORIES FOR 2025**

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan (the “Township”), held on the 9th day of December 2024.

PRESENT: Rick A. Hamill, Tami Flowers, Jennifer Frederick, Grant Charlick, Brian Howe, Beth Lewis and Joe Salvia

ABSENT: None

The following resolution was offered by _____ and seconded by _____:

BE IT RESOLVED THAT the following bank depositories will be used by the Charter Township of Highland for the year 2025:

CIBC Bank	JP Morgan Chase
Comerica Bank	LPL Financial
Flagstar Bank	Michigan CLASS
Huntington Bank	Oakland County LGIP
Huron Valley State Bank	US Bank

BE IT FURTHER RESOLVED, that all such investments heretofore made are hereby ratified and validated.

The motion carried with the following roll call vote:

YEAS: Hamill, Flowers, Frederick, Charlick, Howe, Lewis, and Salvia
NAYS: None
ABSTENTIONS: None

RESOLUTION DECLARED ADOPTED

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Charter Township of Highland, Oakland County, Michigan, on the 9th day of December 2024, the original of which is on file in my office.

I further certify that notice of the meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

Clerk Tami Flowers, MiPMC
Charter Township of Highland



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill, Supervisor
Date: December 9, 2024
Re: Zoning Board of Appeals Appointment

I recommend that we re-appoint David Gerathy as a regular member of the Zoning Board of Appeals to another 3 year term ending January 1, 2028.

I recommend that we re-appoint Robert Hoffman as a regular member of the Zoning Board of Appeals to another 3 year term ending January 1, 2028.

I recommend that we re-appoint Mary Michaels as an alternate member of the Zoning Board of Appeals to another 3 year term ending January 1, 2028.

Warm inside. Great outdoors.





Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

SUBJECT: Authorization for annual physicals

DATE: December 4, 2024

It is the time of year to schedule next year's annual Firefighter physicals. We have a company, Bio-Care, who come in and perform the physicals yearly.

This year's cost for the physicals will be up to \$9650.00. This is on par with competitors and we have been using this company for 5+ years.

Thank you and let me know any questions you may have!



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

SUBJECT: Request to purchase Turnout Gear out of savings in 402 account.

DATE: December 4, 2024

This year we were awarded a grant for a second set of Turnout gear for our full-time employees. We have received most of the gear and have been invoiced for it.

The amount due will have to come out of the revenue balance in the 402 account and will be reimbursed by the State of Michigan. The reimbursement will not come till 2025.

I am requesting the board allow me to pay Phoenix Safety Outfitters, invoice # SI-151118 for the amount of \$39539.10.

Thank you and let me know any questions you may have!



Invoice #: SI-151118

(REMIT PAYMENT FROM THIS DOCUMENT)

Ship Date: 11 Nov 2024
 Invoice Date: 12 Nov 2024
 Payment Due Date: 27 Nov 2024
 Shipping Method: **Best Way**
 Account Rep: **Jim Reed**
 Accounting Questions:
cgrogan@phoenixoutfitters.com
 Accounting Phone: 614-203-0247

REMITTANCE ADDRESS

PHOENIX Safety Outfitters
 P.O. Box 20445
 Upper Arlington, OH 43220

Physical Address:

PHOENIX Safety Outfitters
 110 W Leffel Lane
 Springfield, Ohio 45506
 (937) 324-2537

EIN:

41-2241348

Bin Reference #:
 Sales Order #: **253110**

Sales Tax Registrations:
 Ohio (91-050790)
 Indiana (0158424336)
 Michigan (41-2241348)

Bill to:

NICK GEORGE
 CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT
 250 W. LIVINGSTON RD.
 HIGHLAND MI 48357
 UNITED STATES
 Customer Phone: 248-887-9050 (Chief @ #4)
 Customer Email: ngeorge@htfd.com

Ship to:

NICK GEORGE
 CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT
 1600 WEST HIGHLAND ROAD
 HIGHLAND MI 48357
 UNITED STATES
 Customer Phone: 248-887-9050 (Chief @ #4)
 Customer Email: ngeorge@htfd.com

Item ID	Item name	Qty	Item \$	Extended \$
CUSTPO	Customer Purchase Order Number: Verbal Dave Korponic	1	\$0.00	\$0.00
HIG(OAKMI)-ITXC	INNOTEX TURNOUT COAT CONFIGURED TO CUSTOMER SPEC // QUO-96453-Z4P9S <i>Verified: [0921] Valid Thru: [123121] Color: PER SPEC</i>	11	\$2133.60	\$23469.60
HIG(OAKMI)-ITXP	INNOTEX TURNOUT PANT CONFIGURED TO CUSTOMER SPEC // QUO-96453-Z4P9S <i>Verified: [0921] Valid Thru: [123121] Color: PER SPEC</i>	11	\$1424.50	\$15669.50
FRT-TBD-DROP	Freight FOB Mfg. to include Shipping, Handling TBDATOS // Reference Date Shipped in Header:	1	\$400.00	\$400.00
eMail Invoice	NOTE: This invoice is being sent via e-mail and is the ONLY copy that will be sent. Upon your approval and confirmation of rece <i>Verified: [0621]</i>	1	\$0.00	\$0.00

Subtotal \$39539.10

Not rated @ 0% \$0.00

MI - Tax Exempt 2017 @ 0% \$0.00

Total \$39539.10

Paid to date \$0.00

*402-971.002
 26
 12/4/24
 Journal
 Bill
 Grant*



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

SUBJECT: Request to apply for AFG Grant

DATE: December 4, 2024

AFG (Assistance to Firefighters Grant) has opened, and we would like to do a regional grant with Springfield Fire Department and possibly Clawson Fire department. We are working on starting the grant process. Highland will facilitate the grant, and the other departments will send us their portion of the cost.

We will put in the grant for new SCOTT SCBA's this will be brand new top-of-the-line packs with all the up-to-date safety functions and two SCBA bottles per pack. The grant cost will be 10 – 15% of the cost of the SCBA's.

I am requesting the board allow me to apply for the AFG grant. I will advise the cost of the project and what our 10-15% portion will be next board meeting.

Thank you and let me know any questions you may have!

NOTIFICATION OF GRANT/PROGRAM APPLICATION

Board Approval for Grant Applications and Renewals:

All applications for Grants or Programs must be approved, prior to application, by the Highland Township Board.

In order to submit your grant application for Board approval, please complete the following information and attach any additional paperwork and forward to the Highland Township Supervisors office.

The Township Board if approved will provide, depending on the requirements of the Grant; a simple Board Motion or Resolution.

Complete Name of Grant:	AFG
Submitted by:	Nick George
New Grant or Renewal?	New Grant
Award Notification Received?	Not till next year.
Amount:	Still determining at least \$500,000.
Fiscal Year:	2025 or 26
Duration (if more than one fiscal year)	
Name of Funding Source: (i.e. DNR)	FEMA
Federal, State or Local?	Federal
District Match Required? If yes please describe	10-15%
Board Resolution Required?	No
Brief Description of Grant:	Regional grant to replace all our SCBA's and up to 2 other departments.

SUPERVISOR _____ DATE RECEIVED _____



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: December 9th, 2024

Re: Recommendation for Re-Appointment for Board of Review Members

I recommend that we reappoint the current Board of Review members for a two-year term, expiring on December 31, 2026.

The members are:

- Nancy Simpson
- Joseph Cook
- Karen Provo

Alternate: Donna Charlick

Thank you for considering this recommendation.

Warm inside. Great outdoors.



5b. Receive and File:

Building Department Report - October 2024

Fire Department Report – November 2024

Ordinance Department Report – November 2024

Sheriff's Department Report – November 2024

Treasurer's Report – October 2024

*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
October 2024*

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2024 12:00:00 AM AND
10/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Commercial, New Building					
PB24-0464	4501 W HIGHLAND RD	KASABASIC, SPIRO	\$1000000	\$5216	
Commercial, New Building			\$1000000	\$5216	1
Commercial, Renovations					
PB24-0487	2377 N MILFORD RD	Affiliated Tradesman LLC	\$6200	\$120	
Commercial, Renovations			\$6200	\$120	1
Deck					
PB24-0467	352 ASBURY CT	Coy Construction Inc	\$27500	\$212	
PB24-0478	2810 ALLISON LN	Custom Deck Creations	\$49695	\$319	
PB24-0497	2661 BRIAR CLIFF DR	Manus Builders	\$22000	\$199	
PB24-0499	3407 Crystal Ridge	TROMBLEY, CAROL LYNNE	\$7800	\$113	
PB24-0502	542 SNYDER RD	DGS Construction	\$2975	\$88	
PB24-0507	2748 Boulder Ridge	Ruth Sullivan	\$2000	\$84	
Deck			\$111970	\$1015	6
Demolition					
PB24-0474	976 N MILFORD RD	A Better Exterior LLC	\$0	\$162	
Demolition			\$0	\$162	1
Electrical					
PE24-0402	2810 ALLISON LN	Quality Electric Services	\$0	\$240	
PE24-0403	3443 W CLARICE AVE	Osburn Services Inc	\$0	\$147	
PE24-0404	301 NAIRN CIR	Osburn Services Inc	\$0	\$108	
PE24-0405	3524 HIGH VIEW RD	Oak Electric Service Inc	\$0	\$71	
PE24-0407	2778 FISHERMANS DR	HP Electric LLC	\$0	\$118	
PE24-0408	766 BEAUMONT RD	Hartland Electric LLC	\$0	\$106	
PE24-0409	349 W LIVINGSTON RD	Don's Expert Service, Inc	\$0	\$54	
PE24-0410	4517 DESERT BRIDGE CT	DUQUETTE, EDWARD	\$0	\$118	
PE24-0411	3181 BEAUMONT DR	Kelley Brothers LC	\$0	\$146	
PE24-0412	2769 BAY VISTA DR	Accu-Temp Heating & A/C	\$0	\$64	
PE24-0413	700 ALLEN DR	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE24-0414	5507 EAGLE RD	C&C Heating and Air Conditioni	\$0	\$64	
PE24-0415	3642 N DUCK LAKE RD	Dominion Service Company	\$0	\$54	
PE24-0416	2050 HORSESHOE DR	SCHULTZ, MATTHEW E	\$0	\$71	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT**Permit by Category with Details**Permit.DateIssued Between 10/1/2024 12:00:00 AM AND
10/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE24-0417	2050 HORSESHOE DR	SCHULTZ, MATTHEW E	\$0	\$208	
PE24-0418	527 W LIVINGSTON RD	Bremray Electrical LLC	\$0	\$131	
PE24-0419	2749 LYNCH DR	Oak Electric Service Inc	\$0	\$131	
PE24-0420	721 TIERNEY AVE	Family Heating Co Inc	\$0	\$55	
PE24-0421	1547 BLUE HERON DR	Randazzo Mechanical Htg & Cl	\$0	\$54	
PE24-0422	2151 ELKRIDGE CIR	State Electic Company	\$0	\$90	
PE24-0423	543 TIMBER RIDGE DR	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE24-0424	6276 N TIPSICO LAKE RD	Osburn Services Inc	\$0	\$100	
PE24-0425	2037 PINE BLUFFS CT	D & G Heating & Cooling	\$0	\$64	
PE24-0426	4195 CLYDE RD	Cesarov, Sasha	\$0	\$128	
PE24-0427	1255 ESSAY LN	McChesney Electric Inc	\$0	\$123	
PE24-0428	2236 S MILFORD RD	Hagemeister, Daniel	\$0	\$329	
PE24-0429	5858 JADA DR	Oak Electric Service Inc	\$0	\$123	
PE24-0430	1135 N DUCK LAKE RD	Hillard Electric	\$0	\$188	
PE24-0431	1880 S STONE BARN	Flame Furnace	\$0	\$79	
PE24-0432	256 W Glengarry Ct	Lite Electric	\$0	\$87	
PE24-0433	273 W Glengarry Ct	Lite Electric	\$0	\$87	
PE24-0434	254 Highland Dr	Lite Electric	\$0	\$87	
PE24-0435	262 Highland Dr	Lite Electric	\$0	\$87	
PE24-0436	275 Highland Dr	Lite Electric	\$0	\$87	
PE24-0437	278 Highland Dr	Lite Electric	\$0	\$87	
PE24-0438	3024 CENTRAL BLVD	BLANCHET, RAYMOND	\$0	\$54	
PE24-0439	592 PERTHSHIRE CT	Shep's Electrical	\$0	\$111	
PE24-0440	3637 Taggett Lk Ct	Dubs Electric	\$0	\$467	
PE24-0441	3175 BEAUMONT DR	McChesney Electric Inc	\$0	\$116	
PE24-0442	901 DUNLEAVY DR	Floreno Electric LLC	\$0	\$105	
PE24-0443	2306 ELKRIDGE CIR	Dubs Electric	\$0	\$123	
PE24-0444	678 ALLEN DR	YOUNG JR, DALE E	\$0	\$247	
PE24-0445	275 Highland Dr	Capitol Supply & Service	\$0	\$81	
PE24-0446	209 Highland Dr	Capitol Supply & Service	\$0	\$81	
PE24-0447	262 Highland Dr	Capitol Supply & Service	\$0	\$81	
PE24-0448	254 Highland Dr	Capitol Supply & Service	\$0	\$81	
PE24-0449	2679 KATIE LN	Pat Walters & Sons	\$0	\$64	
Electrical			\$0	\$5425	47

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2024 12:00:00 AM AND
10/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Fence					
PB24-0462	3103 SHIRLEY ST	Cook, Phillip	\$6100	\$88	
PB24-0463	183 BRIARWOOD DR	Milford Fence LLC	\$23860	\$88	
PB24-0491	636 W BAKER RD	KERBY SR, TIMOTHY J	\$900	\$88	
PB24-0500	1119 RYAN CT	CHAPDELAINE, DAVID M	\$18000	\$88	
PB24-0503	3740 WOODLAND DR	Hunt, Joseph	\$1500	\$88	
PB24-0509	2023 SHEWCHENKO DR	LAGOWSKI, ARICK	\$3800	\$88	
			\$54160	\$528	6
Fire/Water Damage Repair -- Resid					
PB24-0501	3175 BEAUMONT DR	Belfor Property Restoration	\$77000	\$460	
			\$77000	\$460	1
Garage, attached					
PB24-0485	2165 WHITE LAKE RD	WATKINS, SUSAN	\$20000	\$174	
			\$20000	\$174	1
Mechanical					
PM24-0296	3443 W CLARICE AVE	Osburn Services Inc	\$0	\$84	
PM24-0297	301 NAIRN CIR	Osburn Services Inc	\$0	\$84	
PM24-0298		LICATA, SHAWN	\$0	\$128	
PM24-0299	349 W LIVINGSTON RD	Don's Expert Service, Inc	\$0	\$117	
PM24-0300	275 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0301	6010 Granite Ln	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0302	3181 BEAUMONT DR	Kelley Brothers LC	\$0	\$183	
PM24-0303	2769 BAY VISTA DR	Accu-Temp Heating & A/C	\$0	\$194	
PM24-0304	1041 Marble Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0305	1325 BLUE HERON DR	Randazzo Mechanical Htg & Cl	\$0	\$92	
PM24-0306	700 ALLEN DR	Randazzo Mechanical Htg & Cl	\$0	\$169	
PM24-0307	5507 EAGLE RD	C&C Heating and Air Conditioni	\$0	\$169	
PM24-0308	3642 N DUCK LAKE RD	Dominion Service Company	\$0	\$112	
PM24-0309	268 W HIGHLAND RD	JA Carney Plumbing Inc	\$0	\$84	
PM24-0310	2050 HORSESHOE DR	SCHULTZ, MATTHEW E	\$0	\$305	
PM24-0311	273 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0312	254 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0313	527 W LIVINGSTON RD	Northwood Mechanical	\$0	\$163	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2024 12:00:00 AM AND
10/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM24-0314	270 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0315	2749 LYNCH DR	Oak Electric Service Inc	\$0	\$129	
PM24-0316	721 TIERNEY AVE	Family Heating Co Inc	\$0	\$102	
PM24-0317	321 CARNOUSTIE	Fireclass LLC	\$0	\$231	
PM24-0318	3918 CLIFTON RDG	Family Heating Co Inc	\$0	\$55	
PM24-0319	1547 BLUE HERON DR	Randazzo Mechanical Htg & Cl	\$0	\$102	
PM24-0320	3458 MANTUA FARMS	HIS Mechanical	\$0	\$334	
PM24-0321	543 TIMBER RIDGE DR	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM24-0322		Williams Distributing Co	\$0	\$204	
PM24-0323	6276 N TIPSICO LAKE RD	Osburn Services Inc	\$0	\$84	
PM24-0324	282 Walnut	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0325	2037 PINE BLUFFS CT	D & G Heating & Cooling	\$0	\$179	
PM24-0326	136 INVERNESS	Mulligan Heating	\$0	\$139	
PM24-0327	136 INVERNESS	Mulligan Heating	\$0	\$139	
PM24-0328	321 CARNOUSTIE	Andy's Statewide Heating and A	\$0	\$281	
PM24-0329	5858 JADA DR	Oak Electric Service Inc	\$0	\$129	
PM24-0330	1880 S STONE BARN	Flame Furnace	\$0	\$241	
PM24-0331	1267 N LAKEVIEW LN	Clockwork Climate Control	\$0	\$84	
PM24-0332	3024 CENTRAL BLVD	BLANCHET, RAYMOND	\$0	\$102	
PM24-0333	263 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0334	222 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0335	6050 Granite Ln	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0336	6080 Granite Ln	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0337	268 W HIGHLAND RD	Vanguard Fire and Security Syst	\$0	\$82	
PM24-0338	592 PERTSHIRE CT	South Lyon Plumbing Inc	\$0	\$84	
PM24-0339	490 WOODRUFF LAKE RD	K & B Energy Solutions LLC	\$0	\$84	
PM24-0340	678 ALLEN DR	YOUNG JR, DALE E	\$0	\$135	
PM24-0341	275 Highland Dr	Capitol Supply & Service	\$0	\$102	
PM24-0342	209 Highland Dr	Capitol Supply & Service	\$0	\$102	
PM24-0343	262 Highland Dr	Capitol Supply & Service	\$0	\$102	
PM24-0344	254 Highland Dr	Capitol Supply & Service	\$0	\$102	
PM24-0345	2679 KATIE LN	Pat Walters & Sons	\$0	\$184	
Mechanical			\$0	\$6512	50
Miscellaneous					

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2024 12:00:00 AM AND
10/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB24-0493	6050 Granite Ln	RIDGEWOOD LLC	\$2880	\$88	
PB24-0494	6080 Granite Ln	RIDGEWOOD LLC	\$2880	\$88	
PB24-0512	3270 LAKEVIEW BLVD	Foundation Systems of Michiga	\$5000	\$99	
Miscellaneous			\$10760	\$275	3
Plumbing					
PP24-0122	527 W LIVINGSTON RD	Truflo Plumbing Inc	\$0	\$148	
PP24-0123	275 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0124	6010 Granite Ln	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0125	1041 Marble Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0126	3365 WHITE LAKE RD	DERWA-RICHARDSON, DEB	\$0	\$302	
PP24-0127	2050 HORSESHOE DR	SCHULTZ, MATTHEW E	\$0	\$218	
PP24-0128	2155 WOODRIDGE CT	Mrs. Michael	\$0	\$92	
PP24-0129	273 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0130	254 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0131	270 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0132	1720 PETTIBONE LAKE RD	Jenkins Contraction Services	\$0	\$79	
PP24-0133	1137 SAINT ANDREWS	Field Grading and Excavating	\$0	\$83	
PP24-0134	282 Walnut	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0135	3582 MANTUA FARMS	H & A Plumbing	\$0	\$483	
PP24-0136	263 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0137	222 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0138	6050 Granite Ln	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0139	6080 Granite Ln	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0140	678 ALLEN DR	YOUNG JR, DALE E	\$0	\$154	
Plumbing			\$0	\$2406	19
Pole Barn					
PB24-0481	2750 S DUCK LAKE RD	Midwest Pole Barns	\$70000	\$440	
PB24-0495	3251 MAPLE RIDGE AVE	Williamson, Craig	\$49000	\$319	
Pole Barn			\$119000	\$759	2
Res. Mobile Home					
PMH24-0043	275 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0044	6010 Granite Ln	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0045	1041 Marble Dr	Mobile & Modular Homes Inc	\$0	\$200	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2024 12:00:00 AM AND
10/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH24-0046	273 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0047	254 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0048	270 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0049	282 Walnut	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0050	263 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0051	222 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0052	6050 Granite Ln	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0053	6080 Granite Ln	Mobile & Modular Homes Inc	\$0	\$200	
Res. Mobile Home			\$0	\$2200	11
Res. Renovations					
PB24-0465	2985 LAKEVIEW BLVD	180 Contracting LLC	\$26526	\$213	
PB24-0466	4534 TIMBERLAKE TRL	Cornerstone Home Improvement	\$33710	\$264	
PB24-0468	2754 FISHERMANS DR	Rosbach, Brent and Madisyn (\$2400	\$88	
PB24-0469	846 N MILFORD RD	SCHLUM, DAVID	\$8000	\$116	
PB24-0470	4185 Emerald Park Dr	TROMBLEY, CAROL LYNNE	\$14000	\$146	
PB24-0471	2988 JACKSON BLVD	Renovations Roofing & Remod	\$12400	\$141	
PB24-0472	466 GLENEAGLES	Signature Home Pros LLC	\$28000	\$409	
PB24-0475	592 INVERNESS	Kearn brothers Inc.	\$40442	\$277	
PB24-0476	2266 TANBARK	Kearn brothers Inc.	\$36921	\$259	
PB24-0477	3401 MIDDLE RD	Renewal By Anderson LLC	\$11958	\$136	
PB24-0479	1316 GREBE RD	Wallside Inc	\$12740	\$141	
PB24-0480	3166 HIGHLAND BLVD	BROWN, DENNIS L	\$3800	\$93	
PB24-0483	1080 DUNLEAVY DR	Bottoms Up Contracting, Inc	\$2410	\$86	
PB24-0486	3997 LOCH DR	Renewal By Anderson LLC	\$15012	\$157	
PB24-0488	4556 TEAL CT	Renewal By Anderson LLC	\$25347	\$208	
PB24-0489	1579 S. Hickory Ridge Rd.	Mills Siding & Roofing	\$33821	\$249	
PB24-0490	1679 LOCKWOOD DR	A-BETTER EXTERIOR LLC	\$17842	\$163	
PB24-0492	3587 Crystal Ridge	Victors Roofing	\$23843	\$193	
PB24-0496	1060 DUNLEAVY DR	SULLIVAN, MICHAEL	\$5800	\$106	
PB24-0498	1111 STONE ROWE	A Better Exterior LLC	\$16725	\$162	
PB24-0504	4021 N DUCK LAKE RD	Erie Construction Mid-West	\$83100	\$504	
PB24-0505	4182 STONE BARN	SAPELAK, RANDALL L	\$2000	\$84	
PB24-0506	2585 BRIAR CLIFF DR	Victors Roofing	\$23000	\$189	
PB24-0508	2636 S MILFORD RD	Spectrum Construction Compan	\$20650	\$182	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB24-0510	3520 SHAGBARK LN	Gold Medal Roofing	\$40835	\$556	
PB24-0511	4156 FLYNN DR	Renovations Roofing & Remod	\$75000	\$450	
PB24-0513	1354 BLUE HERON DR	ABC Roofing and remodeling L	\$39000	\$269	
Res. Renovations			\$655282	\$5841	27
Res. Single Family					
PB24-0484	1137 SAINT ANDREWS	Michael J Driller	\$600000	\$3135	
Res. Single Family			\$600000	\$3135	1
Roof					
PB24-0482	915 HARLEQUIN CT	Ethical Exteriors	\$12974	\$139	
Roof			\$12974	\$139	1
Swimming Pools-Hot Tubs/Spas					
PB24-0473	5954 JADA DR	CRS Pools and Hardscapes INC	\$106000	\$620	
Swimming Pools-Hot Tubs/Spas			\$106000	\$620	1
Temporary Sign					
PTS24-0006	4501 W HIGHLAND RD	KASABASIC, SPIRO	\$500	\$67	
Temporary Sign			\$500	\$67	1
Zoning Land Use					
PLU24-0038	741 W LIVINGSTON RD	Matthew Oneil	\$0	\$0	
Zoning Land Use			\$0	\$0	1
Totals			\$2773846	\$35054	181

CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

MONTHLY REPORT

November-24



Last Year (2023)

This Year (2024)

Cost of Firefighter's by Station

Station One	\$9,253.90	\$13,828.79
Station Two	\$8,530.66	\$6,171.03
Station Three	\$7,272.41	\$3,011.49
Total	\$25,056.97	\$23,011.31

Cost of Firefighter's Last Month

\$ 80,524.97 → \$98,134.77

Alarms through Current Month

1590 1681

Total Alarms last Year

1731 Runs Ahead of Last Year **91**

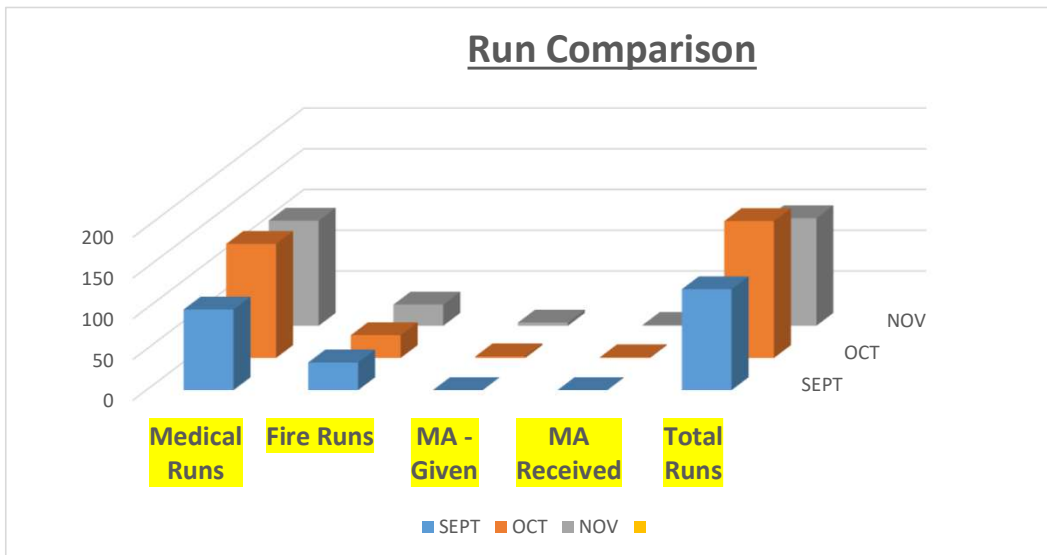
STATISTICS

LAST MONTH

This Month

Amount Endangered by Fire	\$360,000.00	\$8,000.00
Amount Lost by Fire	\$247,000.00	\$8,000.00
Fire Loss	69%	100%
Average Personnel Per Run	4.7	4
Medical Related Runs	140	129
Fire Related Runs	28	26
Mutual Aid - Given	2	4
Mutual Aid - Received	1	1
EMS Transports	88	71
Total Runs	168	132
Fire Staff Hours	2405.25	3674.25
Administration Staff Hours	386	353

Run Comparison



Submitted by...

Chief Nick George



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

Ordinance/Fire Marshal Report
2024

Enforcement Totals

November 2024	16
Year to Date	219

Inspected Rental Property Totals

November 2024	8
Year to Date	131



2024 MONTHLY ACTIVITY REPORT HIGHLAND TOWNSHIP

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
Calls for Service	2498	2085	2084	2030	2019	1973	1961	1824	1681	2084	2069		22308
Highland D.B.													
Warrants Submitted	5	5	9	9	7	4	14	12	10	13	9		97
Warrants Obtained	3	0	7	5	8	7	11	8	6	8	9		72
Court Appearances	5	6	8	6	9	14	11	14	10	11	9		103
New Cases	21	22	21	26	27	22	31	26	26	30	20		272
Closed Cases	27	20	17	22	22	20	26	21	17	25	19		236
Call Outs	8	1	2	0	3	3	2	4	4	2	1		30
School Liaison													
Incidents / Calls	9	15	9	15	17	0	0	0	18	10	11		104
Special Presentations	1	2	4	4	0	0	0	0	3	2	6		22
Traffic Enforcement													
Citations	93	96	68	89	112	113	64	53	61	160	97		1006
Warnings	74	88	54	92	139	126	65	75	51	128	137		1029
Substation Activity													
Citizen "walk ins"	46	43	49	33	35	35	35	27	21	41	23		388
Traffic Crashes													
59	31	34	37	36	43	27	32	35	45	38			417
Arrests													
Adults	13	18	14	11	17	18	30	15	11	21	23		191
Juveniles	0	0	0	1	1	0	0	0	1	1	1		5

TREASURER'S REPORT
October 31, 2024

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE	BANK STATEMENT
CHASE	GENERAL	CHECKING	101	29,354.04	3,648.30	704,553.96
CHASE	GENERAL	H.R.A.	101		65,892.43	*In Chase checking account
CHASE	GENERAL	F.S.A CHECKING	101		11,087.51	
CHASE	GENERAL	CHECKING (SAVINGS)	101		576,145.81	
CHASE	FIRE OPERATING	MONEY MARKET	206		68,800.96	
CHASE	ROAD	MONEY MARKET	203		7,778.37	
CHASE	HAUL ROUTE	MONEY MARKET	203		423,559.82	
CHASE	POLICE	MONEY MARKET	207		85,345.99	
CHASE	REFUSE	MONEY MARKET	227		211,347.85	
CHASE	OPIOID SETTLEMENT	CHECKING	284		14,319.68	
CHASE	HAAC	CHECKING	702		7,761.09	
CHASE	DDA	MONEY MARKET	494		20,604.35	
CHASE	WATERMAIN	CHECKING	591		73,325.04	
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		169,409.60	
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		71,629.81	
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		26,465.85	
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		39,049.27	
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		44,592.75	
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		43,419.14	
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		215,987.42	
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		506.12	
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		3,933.45	
CHASE	PENINSULA LAKE	MONEY MARKET	774		8,052.52	
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		3,537.77	
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		7,069.44	
COMERICA	CAPITAL IMP.	PBMM	401		178,639.28	
COMERICA	CAPITAL IMP.	JFUND	401		123,703.23	
COMERICA	GENERAL	JFUND	101		238,897.17	
FLAGSTAR	PERPETUAL FUND	CD	101		1,158.74	
FLAGSTAR	GENERAL	CD	101		444,384.96	
FLAGSTAR	POLICE	CD	207		325,716.41	
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		40,964.44	
FLAGSTAR	DDA	SAVINGS	494		322,611.14	
FLAGSTAR	FIRE	SAVINGS	206		1,371,614.81	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		7,303.30	
FLAGSTAR	GENERAL	SAVINGS	101		26,425.04	
FLAGSTAR	CURRENT TAX	CHECKING	703	8,122.96	115,042.23	Flagstar Bank Statement 123,165.19
FLAGSTAR	POLICE	SAVINGS	207		1,300,681.36	
HVSB	FIRE	CD	206		279,669.79	
HVSB	GENERAL	CD	101		228,591.93	
HVSB	HAUL ROUTE	CD	203		290,856.58	
HVSB	POLICE	CD	207		278,764.59	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		169,386.53	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		650,845.17	
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		2,436,292.91	
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		357,177.48	
MI CLASS	POLICE	INVESTMENT POOL	207		438,482.47	
MI CLASS	ROAD	INVESTMENT POOL	203		6,174.54	
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,192,535.22	
OAKLAND CO	FIRE	INVESTMENT POOL	206		24,442.61	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		10,115.00	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		23,980.13	
OAKLAND CO	POLICE	INVESTMENT POOL	207		154,102.80	
OAKLAND CO	REFUSE	INVESTMENT POOL	227		163,816.74	
CIBC	GENERAL	CD	101		282,719.91	
CIBC	FIRE	CD	206		177,875.17	
CIBC	POLICE	CD	207		286,844.48	
CIBC	POLICE	CD	207		493,429.32	
CIBC	CAPITAL IMP.	CD	401		376,067.98	
CIBC	ESCROW	CD	101		342,302.50	
CIBC	DDA	CD	494		131,639.26	
CIBC	DDA	CD	494		196,932.80	
HUNTINGTON	GENERAL	CD	101		224,590.69	
					<u>15,918,049.05</u>	

Fund 101 Chase Credit Cards in Transit -116.00

Transfer in Transit 332.50

CG 12/03/2024 Flagstar outstanding checks/transfers 8,122.96, -32.14, 988.36

Respectfully submitted,
Jennifer Frederick, Treasurer

6. Announcements and Information Inquiry

- a) Highland Township Offices will be closed Tuesday, December 24, 2024 and Wednesday, December 25, 2024 for the Christmas Holiday.
- b) Highland Township Offices will be closed Tuesday, December 31, 2024 and Wednesday, January 1, 2025 for the New Year's Eve and New Year Day Holiday.
- c) Festival of Trees – December 1-31, 2024

7. Public Comment

8. **Presentation:**

- a) DDA 2024 PA57 Information Meeting



Memorandum

To: Board of Trustees
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: November 12, 2024
Re: Zoning Text Amendments, Parking for Gas Service Stations and Maximum Lot Coverage in the Highland Station Zoning District.

The Planning Commission held a public hearing on November 7 for proposed text amendments that would

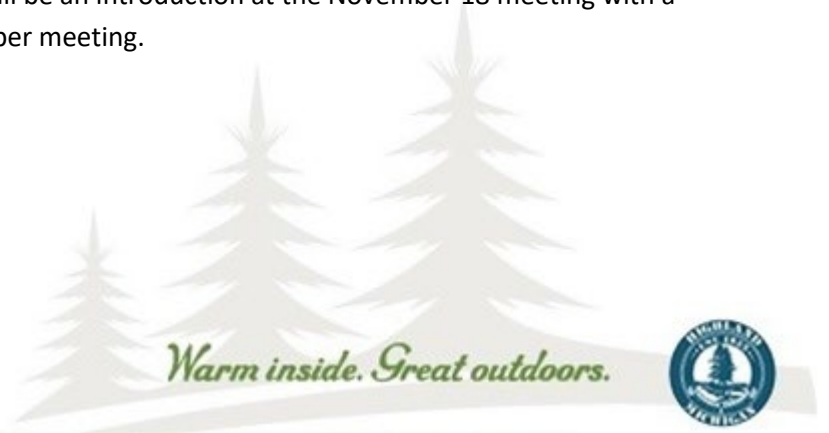
- a) Reduce the parking ratio for gas stations in every district from one space per 125 square feet net floor area to one space per 200 square feet gross floor area
- b) Increase the maximum allowable lot coverage in the Highland Station Zoning District

There was no public comment.

This ordinance amendment addresses issues that came to light in consideration of recent site plans. Modern gas stations tend to be larger than those of the past, with a significant retail sales space, similar to any convenience store. The plans that were conceptualized using the existing parking ratio resulted in “overparked” sites with unnecessary pavement unlikely to be used. A survey of the existing gas stations in Highland Township shows that none of them meet the current parking ratio regulation.

The second provision was simply an error in developing the ordinance. Given typical lot sizes in the Highland Station Zoning District, not even the existing homes meet the maximum lot coverage. The Planning Commission debated dropping the requirement altogether, since the infrastructure needs such as parking, septic and drainage systems self-limit the sites. They decided to go with 35% maximum lot coverage, which is inline with Lakes and Villages Zoning District and seems adequate for commercial as well.

The Planning Commission voted to recommend approval of the Ordinance as presented and move the Ordinance to the Board for further action. This will be an introduction at the November 18 meeting with a second reading and consideration at your December meeting.



**CHARTER TOWNSHIP OF HIGHLAND
ORDINANCE NO. Z-032**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 9, DISTRICT SPECIFIC REGULATIONS TO INCREASE THE MAXIMUM ALLOWABLE LOT COVERAGE IN HIGHLAND STATION ZONING DISTRICT AND ; ARTICLE 11, ACCESS MANAGEMENT, PARKING, AND CIRCULATION TO REDUCE THE PARKING REQUIREMENT FOR GAS STATIONS.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

Section 1. Amend Article 9. DISTRICT SPECIFIC REGULATIONS as follows:

Amend Section 9.05 Highland Station District, Subsection B.5 Dimensional requirements as follows:

5. The maximum lot coverage. ~~Twenty (20) percent~~ Thirty-five (35) percent.

Section 2. Amend Article 11. ACCESS MANAGEMENT, PARKING AND CIRCULATION as follows:

Amend TABLE 11.1 SCHEDULE OF REQUIRED OFF-STREET PARKING SPACES as follows:

Commercial Services

Vehicle gas filling stations <u>(including convenience store)</u>	1 space for each 125-200 square feet of <u>net gross</u> floor area, plus 2 parking spaces per fueling station
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Section 3. Savings Clause

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

Section 4. Severability

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

Section 5. Adoption

This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter

Township of Highland Township Board at a meeting thereof duly called and held on

Section 6. Effective Date

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

Rick A. Hamill, Township Supervisor

Tami Flowers MiPMC, Township Clerk

CERTIFICATION OF CLERK

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

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

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

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

Tami Flowers MiPMC, Township Clerk

Planning Commission Recommendation: November 7, 2024

Introduction:

Adoption:

Published:

Effective Date:

JOELLEN SHORTLEY
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Farmington Hills, Michigan 48331
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rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

MEMORANDUM

TO: Highland Township Board of Trustees

CC: Lisa Hamameh, Township Attorney

FROM: Joellen Shortley, Assistant Township Attorney

DATE: November 22, 2024

SUBJECT: Comcast Uniform Video Service Local Franchise Agreement Request ("Video Franchise Agreement")

On November 12, 2024, the Township received a request from Comcast to approve a renewal of their current Video Franchise Agreement, which expires on December 16, 2024. Video Franchise Agreements are standard form agreements approved by the Michigan Public Services Commission pursuant to the Uniform Video Services Local Franchise Act, Public Act 480 of 2006, MCL 484.3301 *et. seq.*, ("Act 480").

Under Act 480, the agreement remains in effect for a period of 10 years and may be renewed for an additional ten years at the request of the video provider. MCL 3302(7). The standard form agreements leave little discretion for a municipality. The Township is required under Act 480 to approve a fully completed franchise agreement within 30 days of the date it receives the franchise agreement from a video service provider. If the municipality does not notify a provider that its agreement is incomplete, or fails to approve an agreement within 30 days, the agreement is considered complete and approved. MCL 484.3303(3)

A video service provider is required to pay an annual video service fee. MCL 484.3306(1). At the expiration of an existing agreement, a municipality may not establish a franchise that exceeds 5% of gross revenue received by the provider. MCL 484.3306(1)(b). Comcast is currently assessed a 5% service fee by the Township. In addition to the franchise fee, a video provider is required to pay for the support of cost of public, educational and government access facilities ("PEG ") access fees, which may not exceed 2% of gross revenues of the provider and is to be determined based on a community needs assessment. MCL 484.3306(8)(b), (c).

The current agreement with Comcast contains a 5% franchise fee and a .50% PEG fee. If the Township would like to continue to charge a franchise fee of 5% to Comcast, that should be indicated by filling in Section VI.A.ii of the agreement. Comcast has filled in the PEG fee of .50% in Section VIII(1). Unless you have a documented need for a PEG fee greater than the current fee, the PEG fee should remain at .50%.

Video Service Local Franchise Agreement

November 22, 2024

Page 2

The agreement requires a description of the video service footprint. MCL 484.3302. Since Comcast was an incumbent provided at the time of the effective date of the Uniform Video Services Local Franchise Act, they may rely on what was set forth in their permit before the effective date of the Franchise Act, without providing more detailed information about their service footprint. MCL 484.3302(2)(e).

Since we have not identified any basis to deny the renewal of this agreement, we recommend approving the agreement with Comcast during the December 9, 2024, Board meeting to meet the required 30-day period for approval.

If you would like to follow these recommendations, we have provided a Resolution for you to approve a renewal of the Comcast Uniform Video Service Local Franchise Agreement with a 5% Franchise fee and a .50% PEG fee, for a 10-year term.

**CHARTER TOWNSHIP OF HIGHLAND
RESOLUTION TO APPROVE
UNIFORM VIDEO SERVICE LOCAL FRANCHISE
AGREEMENT WITH COMCAST**

RESOLUTION NO. 24-36

At a regular meeting of the Charter Township of Highland, Oakland County, Michigan, held on the 9th day of December 2024 in the Highland Township Hall, located at 205 N. John Street, Highland, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, the Michigan Legislature enacted the Uniform Video Service Local Franchise Act, 2006 PA 480 (“Act 480”), that significantly changed the approval and renewal of cable franchises; and

WHEREAS, if a video service provider seeks a new or renewed franchise agreement, the provider must complete an UVS Franchise Agreement and submit it to the Township; and

WHEREAS, the Township of Highland (“Township”) has an existing franchise with Comcast that was executed on December 17, 2014, and will soon expire; and

WHEREAS, Comcast submitted an application for a renewal of its UVS Franchise Agreement on November 12, 2024, which is attached as Exhibit A; and

WHEREAS, PA 480 provides that the Township has thirty (30) days after the submission of a complete UVS Franchise Agreement to approve the UVS Franchise Agreement; and

NOW, THEREFORE, the Township Board of the Township of Highland resolves as follows:

1. The Township shall complete the Uniform Video Franchise Agreement by including a 5% franchise fee in Section VIA.ii. and shall continue the .50% Public, Education, and Government (“PEG”) fee of .50% indicated in Section VIIIA 1 and 2.
2. With the terms of Paragraph 1 above sections completed as indicated, the Township approves the completed Uniform Video Franchise Agreement submitted by Comcast attached as Exhibit A of this Resolution.

3. The Township's approval of the Uniform Video Franchise Agreement is not a waiver of or an acknowledgement that Act 480 meets the requirements of the Michigan Constitution, United States Constitution, or other Federal or Michigan law. If it is later determined by a court of competent jurisdiction, the Michigan Public Service Commission, the Federal Communications Commission, or any other agency or tribunal with jurisdiction that Act 480 or any of its provisions are unconstitutional, unlawful or unenforceable, the Township reserves the right to take any action necessary, including but not limited to repealing this Resolution, to comply with any order, judgment or ruling involving Act 480 or any of its provisions.

4. The Township authorizes the Supervisor to sign the Uniform Video Franchise Agreement.

5. The Township Clerk is required to notify Comcast of this approval within 30 days of the date the Application was filed.

6. All actions by the Township inconsistent with this Resolution are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

The undersigned, the duly elected and qualified Clerk of Highland Township, does hereby certify that the foregoing is a true and complete copy of the Resolution approving the Uniform Video Service Local Franchise Agreement on the 9th day of December 2024.

Tami Flowers
Highland Township Clerk

EXHIBIT A



Sent via UPS

November 11, 2024

Ms. Tami Flowers, Clerk
Highland Charter Township
205 N. John Street
Highland Michigan 48357

Re: Michigan Uniform Video Service Local Franchise Agreement Renewal

Dear Ms. Flowers:

In accordance with the instructions set forth by the Michigan Public Service Commission in its provision of the Uniform Video Service Local Franchise Agreement, and with provisions set forth in Section 3(7) of Public Act 480 of 2006, enclosed please find two completed Renewal Uniform Video Service Local Franchise Agreements along with the necessary Attachment 1's thereto filed on behalf of Comcast Cable Communications Management, LLC. *Kindly return one executed copy of the Agreement to me in the self-addressed envelope.*

You will find several flags attached to the document indicating where the Franchising Entity is required to supply information. Please note that on page 9 of the UVSLFA in the box entitled, "Franchise Agreement (Franchising Entity to Complete), the "Date submitted" is the date the Franchising Entity receives the Agreement from Comcast and the "Date completed and approved" is when the Franchising Entity signs the Agreement.

If you have any questions, please contact me directly at (248) 924-4917 or Matt Kelley, Director, Government Affairs, at 317-771-2104.

Sincerely,

A handwritten signature in black ink that reads "Eric M. Woody".

Eric Woody
Manager, External Affairs
Comcast, Heartland Region
41112 Concept Dr.
Plymouth, MI 48170

Enclosure

INSTRUCTIONS FOR UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

Pursuant to 2006 Public Act 480, MCL 484.3301 *et seq.*, any Video Service Provider seeking to provide video service in one or more service areas in the state of Michigan after January 30, 2007, shall file an application for a Uniform Video Service Local Franchise Agreement with the Local Unit of Government ("Franchising Entity") that the Provider wishes to service. Pursuant to Section 2(2) of 2006 PA 480, "Except as otherwise provided by this Act, a person shall not provide video services in any local unit of government without first obtaining a uniform video service local franchise as provided under Section 3." Procedures applicable to incumbent video service providers are set forth below.

As of the effective date (January 1, 2007) of the Act, no existing franchise agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the agreement. The incumbent video Provider, at its option, may continue to provide video services to the Franchising Entity by electing to do one of the following:

1. Terminate the existing franchise agreement before the expiration date of the agreement and enter into a new franchise under a uniform video service local franchise agreement.
2. Continue under the existing franchise agreement amended to include only those provisions required under a uniform video service local franchise.
3. Continue to operate under the terms of an expired franchise until a uniform video service local franchise agreement takes effect. An incumbent video Provider with an expired franchise on the effective date has 120 days after the effective date of the Act to file for a uniform video service local franchise agreement.

On the effective date (January 1, 2007) of the Act, any provisions of an existing Franchise that are inconsistent with or in addition to the provisions of a uniform video service local Franchise Agreement are unreasonable and unenforceable by the Franchising Entity.

If, at a subsequent date, the Provider would like to provide video service to an additional Local Unit of Government, the Provider must file an additional application with that Local Unit of Government.

The forms shall meet the following requirements:

- The Provider must complete both the "Uniform Video Service Local Franchise Agreement" and "Attachment 1 - Uniform Video Service Local Franchise Agreement" forms if they are seeking a new/renewed Franchise Agreement, and send the forms by mail (certified, registered, first-class, return receipt requested, or by a nationally recognized overnight delivery service) to the appropriate Franchising Entity. Until otherwise officially notified by the Franchising Entity, the forms shall be sent to the Clerk or any official with the responsibilities or functions of the Clerk in the Franchising Entity. "**Attachment 2 - Uniform Video Service Local Franchise Agreement**" is not required to be filed at this time *unless* it is being used regarding amendments, terminations, or transfers pertaining to an existing Uniform Video Service Local Franchise Agreement. (Refer to Sections X to XII of the Agreement, as well as Section 3(4-6) of the Act.)
- Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL.**
 1. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:

"[insert PROVIDER'S NAME]
[CONFIDENTIAL INFORMATION]"
 2. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a

FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.

3. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

- Responses to all questions must be provided and must be amended appropriately when changes occur.
- All responses must be printed out, typed, signed/dated (where appropriate), and mailed (certified, registered, first class, return receipt requested, or by a national recognized overnight delivery service) to the appropriate party.
- The Agreement and Attachments are templates. Tab through the documents and fill in as appropriate, use the appropriate "dropdown box" (City/Village/Township) when indicated.
- For sections that need explanation, if the Provider runs out of space, the Provider should then submit the application with typed attachments that are clearly identified.
- The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by this Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the franchise agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- A Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under this subsection, the franchise agreement shall be considered complete and the Franchise Agreement approved. The Provider shall notify both the Franchising Entity and the Michigan Public Service Commission of such an approved and completed Agreement by completing **Attachment 3 - Uniform Video Service Local Franchise Agreement**.
- For changes to an existing Uniform Video Service Local Franchise Agreement (amendments, transfers, or terminations), the Provider must complete the "**Attachment 2 - Uniform Video Service Local Franchising Entity**" form, and send the form to the appropriate Franchising Entity.
- For information that is to be submitted to the Michigan Public Service Commission, please use the following address:

Michigan Public Service Commission
Attn: Video Franchising
6545 Mercantile Way
P.O. Box 30221
Lansing, MI 48909

Fax: (517) 284-8200

Questions should be directed to the Telecommunications Division, Michigan Public Service Commission at (517) 284-8190.

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT ("Agreement") is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq.* (the "Act") by and between Highland Charter Township, a Michigan municipal corporation (the "Franchising Entity"), and Comcast Cable Communications Management, LLC, a Delaware Limited Liability Company doing business as Comcast.

I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. "Cable Operator" means that term as defined in 47 USC 522(5).
- B. "Cable Service" means that term as defined in 47 USC 522(6).
- C. "Cable System" means that term as defined in 47 USC 522(7).
- D. "Commission" means the Michigan Public Service Commission.
- E. "Franchising Entity" means the local unit of government in which a provider offers video services through a franchise.
- F. "FCC" means the Federal Communications Commission.
- G. "Gross Revenue" means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. "Household" means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. "Incumbent video provider" means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider's existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. "IPTV" means internet protocol television.
- K. "Local unit of government" means a city, village, or township.
- L. "Low-income household" means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. "METRO Act" means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq.*
- N. "Open video system" or "OVS" means that term as defined in 47 USC 573.
- O. "Person" means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. "Public rights-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. "Term" means the period of time provided for in Section V of this Agreement.
- R. "Uniform video service local franchise agreement" or "franchise agreement" means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. "Video programming" means that term as defined in 47 USC 522(20).
- T. "Video service" means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. "Video service provider" or "Provider" means a person authorized under the Act to provide video service.
- V. "Video service provider fee" means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
 - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
 - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
 - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. **[If the Provider is using telecommunication facilities]** to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
- i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
 - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
 - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
 - iv. Natural disasters
 - v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

IV. Responsibility of the Franchising Entity

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
- i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
- i. The authorization or placement of a video service or communications network in public right-of-way.
 - ii. Access to a building owned by a governmental entity.
 - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the

permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.

- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by **(a)** the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or **(b)** the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**.

VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
 - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
 - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of _____% (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
 - 1. **Gross revenues shall include all of the following:**
 - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
 - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
 - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
 - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
 - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
 - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
 - 2. **Gross revenues do not include any of the following:**
 - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.
 - ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.
 - iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services,

- capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
 - iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
 - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
 - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
 - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barter, services, or other items of value shall be included in gross revenue.
 - viii. Sales of capital assets or surplus equipment.
 - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
 - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E. In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
- F. Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
- G. The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
- H. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- I. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- J. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
- K. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

VII. Public, Education, and Government (PEG) Channels

- A. The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B. Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C. The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.

- D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider *shall not* exercise any editorial control over any programming on any channel designed for public, education, or government use.
- E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
- F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.
- G. A PEG channel shall only be used for noncommercial purposes.

VIII. PEG Fees

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
 1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount 0.50%) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
 2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is 0.50% of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
 3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is -----% of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
 4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

IX. Audits

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.
- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

X. Termination and Modification

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XI. Transferability

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

XII. Change of Information

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XIII. Confidentiality

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL.**

- A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:
 "[insert PROVIDER'S NAME]
 [CONFIDENTIAL INFORMATION]"
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

XIV. Complaints/Customer Service

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(l) in the Act**.

XV. Notices

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

If to the Franchising Entity:
(must provide street address)

If to the Provider:
(must provide street address)

Highland Charter Township:

Attn: _____

Fax No.: _____

1.
41112 Concept Dr. _____
Plymouth, MI 48170 _____
Attn: VP of Government Affairs _____
Fax No.: 734-892-2159 _____

2.
2605 Circle 75 Pkwy SE _____
Atlanta, GA 30339 _____
Attn: Sr. Vice President, Government Relations _____

3.
One Comcast Center _____
Philadelphia, PA 19103 _____
Attn: Government Affairs Department _____

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

XVI. Miscellaneous

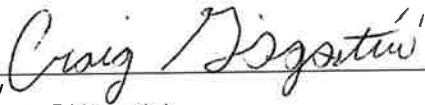
- A. **Governing Law.** This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B. The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.
- C. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute on and the same agreement.
- D. **Power to Enter.** Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E. The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

Highland Charter Township, a Michigan Municipal Corporation

**Comcast Cable Communications Management, LLC.
a Delaware Limited Liability Company doing
business as Comcast**

By
Print Name
Title
Address
City, State, Zip
Phone
Fax
Email

By 
Craig D'Agostini
Print Name
Vice President of Government and Regulatory Affairs
Title
41112 Concept Drive
Address
Plymouth, MI 48170
City, State, Zip
734 359-2240
Phone
734-892-2159
Fax
Craig_D'agostini@cable.comcast.com
Email

FRANCHISE AGREEMENT *(Franchising Entity to Complete)*

Date submitted:
Date completed and approved:

ATTACHMENT 1

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT (Pursuant To 2006 Public Act 480) (Form must be typed)

Date: November 6, 2024		
Applicant's Name: Comcast Cable Communications Management, LLC		
Address 1: 41112 Concept Dr.		
Address 2		Phone: 248-233-4700
City: Plymouth	State: MI	Zip: 48170
Federal I.D. No. (FEIN): 23-2837543		

Company executive officers:

Name(s): Craig D'Agostini
Title(s): Vice President of Government and Regulatory Affairs

Person(s) authorized to represent the company before the Franchising Entity and the Commission:

Name: Eric Woody		
Title: Manager, External Affairs		
Address: 41112 Concept Dr., Plymouth, MI 48170		
Phone: (248) 924-4917	Fax:	Email: Eric_Woody@comcast.com

Name: Matt Kelley		
Title: Director, Government Affairs		
Address: 720 Taylor St., Ft. Wayne, IN 46802		
Phone: 317-771-2104	Fax:	Email: Matthew_Kelley@cable.comcast.com

Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)

As an incumbent provider, Comcast, is satisfying this requirement by allowing a franchising entity to seek right-of-way related information comparable to that required by a permit under the metropolitan extension telecommunications rights-of-way oversight act, 2002 PA 48, MCL 484.3101 to 484.3120, as set forth in its last cable franchise entered before the effective date of this act.

[**Option A:** for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[**Option B:** for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[**Option C:** for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]

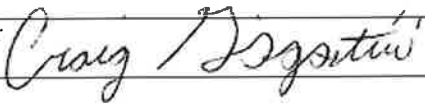
Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

Date:

For All Applications:

**Verification
(Provider)**

I, Craig D'Agostini, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Craig D'Agostini, Vice President of Government & Regulatory Affairs	
Signature: 	Date: November 1, 2024

(Franchising Entity)

Highland Charter Township, a Michigan municipal corporation

By

Print Name

Title

Address

City, State, Zip

Phone

Fax

Email

Date



Memorandum

To: Board of Trustees Members
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: December 8, 2024
Re: Variance for road width and cross section for Polo Way, Applicant Fran Zefi

Mr. Fran Zefi, the property owner at 3013 Polo Way, Parcel 11-33-400-013 has requested permission to divide his 36.417 acre parcel into 4 parcels as per the proposed survey sketch by BF Thompson. The divisions will require a dimensional variance in lot width for one parcel, which is under consideration by the Zoning Board of Appeals. The proposal also requires approval of variances from the maximum road width and standard cross section for a private road. This authority rests with the Township Board, under Section 20.22 of the General Code of Ordinances.

Polo Way was developed as a private road in 1991 to support a simple land division for 4 parcels. A cul-de-sac was constructed at the 750 foot mark from Rowe Road, but the right-of-way was extended an additional 765 feet to provide a future access to the subject site. Driveways were extended to each of the sites from the developed portion of Polo Way, including one to the subject site. The driveway to the subject site was planted with rows of pines on either side of the road to provide privacy and a “majestic” approach.

The applicant would like to continue to use the driveway with only minor improvements to bring the cross-section into compliance with the Fire Marshal’s minimum standards. The driveway is currently 11 to 12 feet wide, but the proposal would widen it to a 16 foot total width. This, in conjunction with minor dressing of slopes to assure proper drainage and trimming of branches to provide the necessary clearance, will allow a fire tanker to pass unhindered. See the proposed cross section on sheet 2/2 of the survey sketches.

The property owner would then propose to extend the road approximately 550 feet to the west and 330 feet to the west, terminating at T-turnarounds. The proposed cross-section here would mirror the cross-section proposed for the existing driveway improvements, except that there is room for a proper ditch on the north side of the road. The property owner would also develop appropriate stormwater management basins to address water quality concerns.

The total Polo Way right-of-way is currently 1470 lineal feet from Rowe Road to the south property line at 3013 Polo Way. The current private road ordinance limits the length of a private road to 1300 feet for a road serving 8 or more residential lots (**Sec 20-17 (2)**). This proposal would result in a total road length of 2340 lineal feet. In addition, whereas paving is not required for private roads serving fewer than 16 homesites, the ordinance does require that all other design elements conform with the subdivision street requirements of the Road Commission for Oakland County, such as the 24 foot roadbed with 2 foot deep ditches. (see attached)



**Variations for Polo Way from the Private Road Ordinance
December 8, 2024**

The following findings support a variance of the road length and of the cross-section:

- Review of existing development surrounding the lot reveals no practical alternative to provide a second point of access for a future road connection. **(Section 20-22.a)**
- The Fire Marshal has reviewed the existing conditions of the “roadbed” north of the cul-de-sac, as well as the geometry of the proposed turnarounds. He is satisfied that fire vehicles and apparatus will be afforded acceptable access to the road. **(Section 20-22.b)**
- The proposed cross-section varies in the width, but not in the depth of base or cross-slopes, resulting in a cross section that is structurally equivalent to the Township standard. **(Section 20-22.b)**
- The applicant has proposed an acceptable stormwater management plan. **(Section 20-22.b)**
- Strict conformance with the published standards would necessitate removal of the mature pine trees at considerable cost and the destruction of the privacy and wind protection they afford. **(Section 20-22.a)**

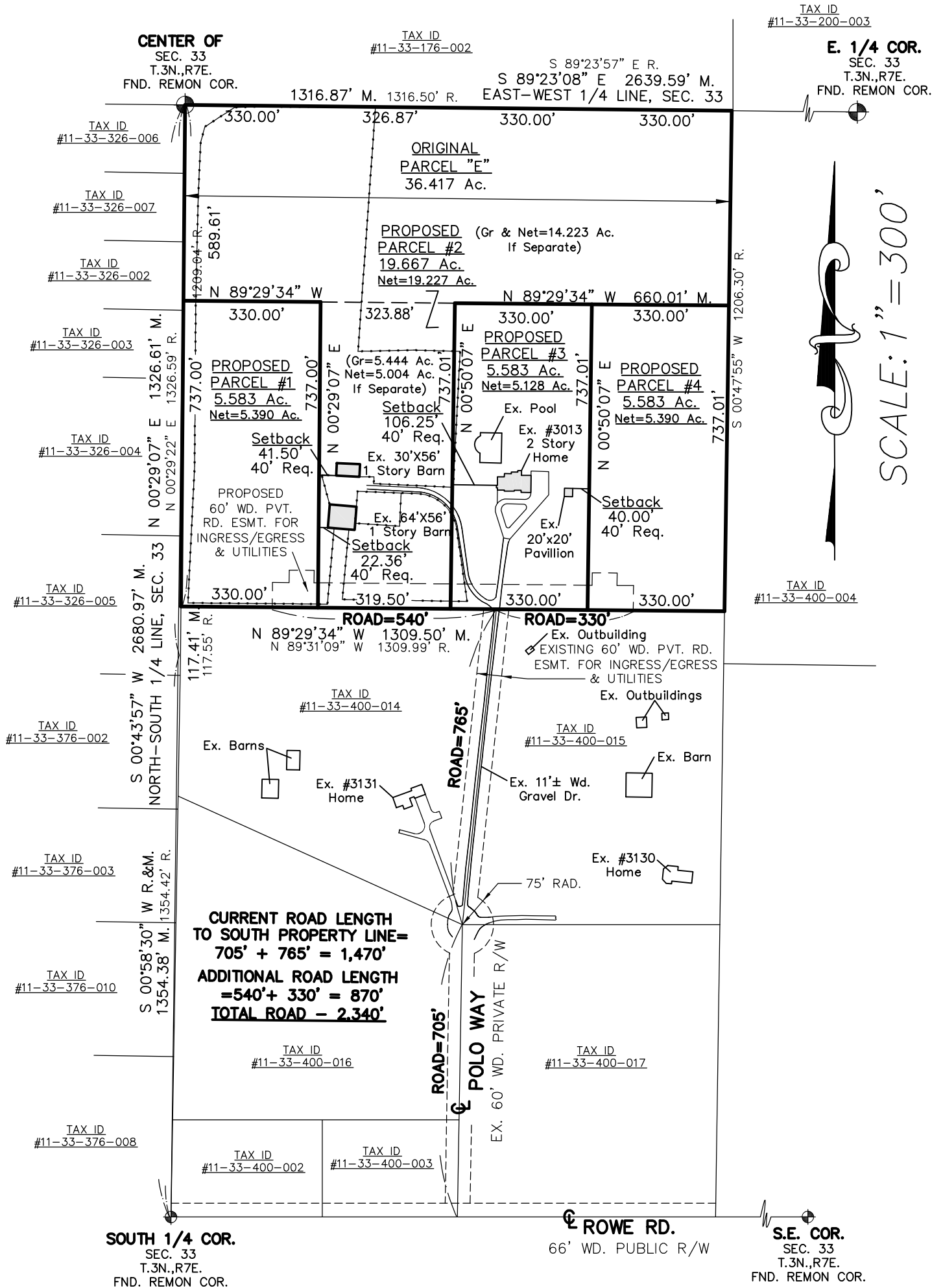
In addition, the following conditions of approval would apply, which should satisfy concerns about public health, safety and welfare, and preclude injury to neighboring properties **(Section 20-22.c)**:

- a) A private road maintenance agreement will be required in conformance with **Section 20-18, Maintenance Agreements**
- b) A marker approved by the Fire Marshal shall be installed along Polo Way at a point 1000 foot distance from the farthest home on the newly created splits to aid Fire Department personnel on executing response plans.

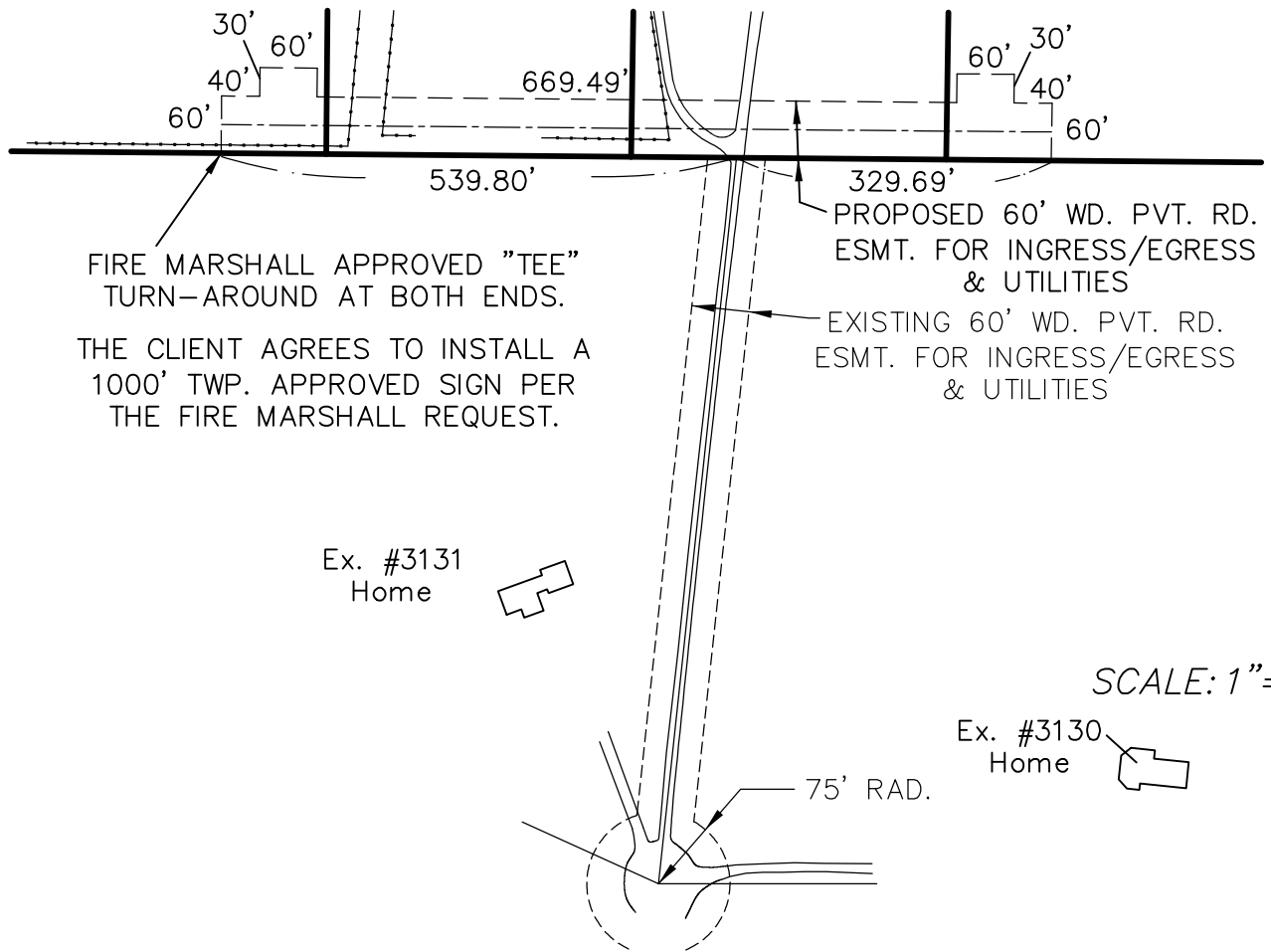
PROPOSED MOTION:

Moved to approve a variance from the strict interpretation of the Private Road Ordinance to allow the extension of Polo Way from the 1300 lineal foot maximum allowed by ordinance to 2340 lineal foot in accordance with the Survey Sketch by BF Thompson, dated 11-12-24 and further to allow variances in the road cross section from the required width of 22 foot road bed with 4 foot shoulders to 16 foot roadbed with 1 foot shoulders as noted on the referenced plan. These variances are based on findings noted in the Planning Director’s report of December 8, 2024 and discussed by the Board and conditioned upon development of an acceptable Private Road Maintenance Agreement and placement of a marker whose design and placement shall be approved by the Fire Marshal.

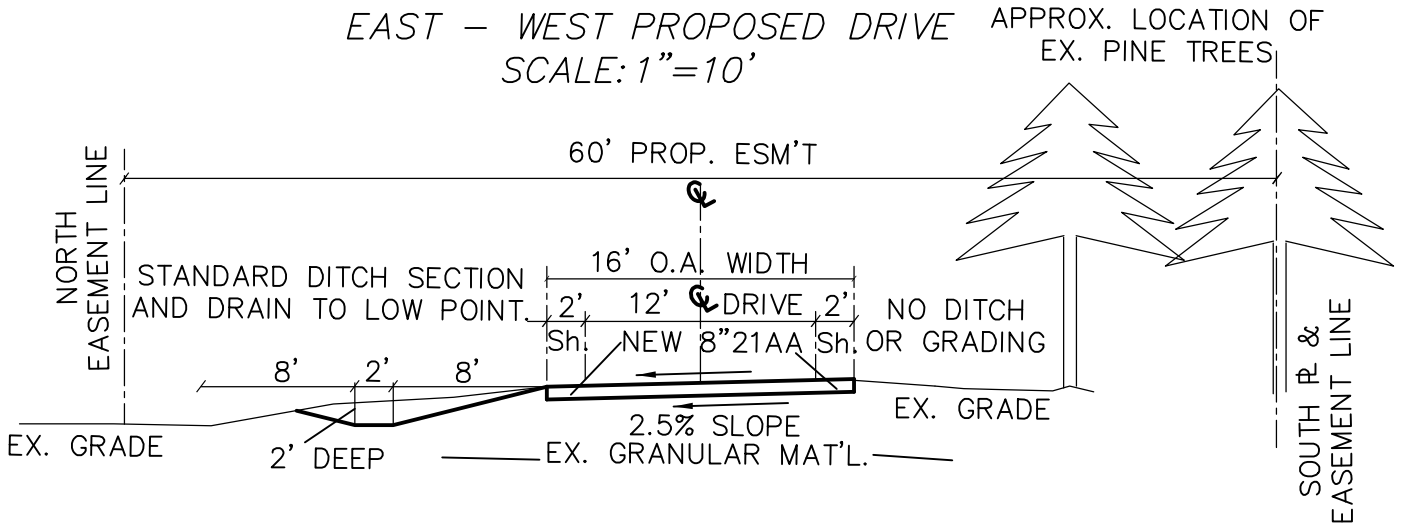
SKETCH OF PROPOSED DIVISIONS OF PARCEL ID #11-33-400-013 for HIGHLAND TWP. BOARD VARIANCE REQUEST of PRIVATE ROAD LENGTH



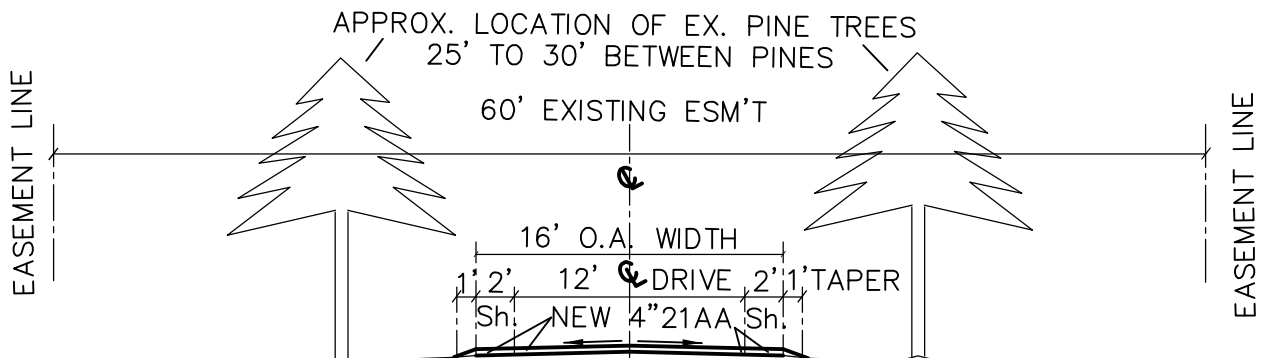
EAST - WEST PROPOSED DRIVE ESM'T. DIMENSIONS
NORTH-SOUTH EXISTING DRIVE EASEMENT



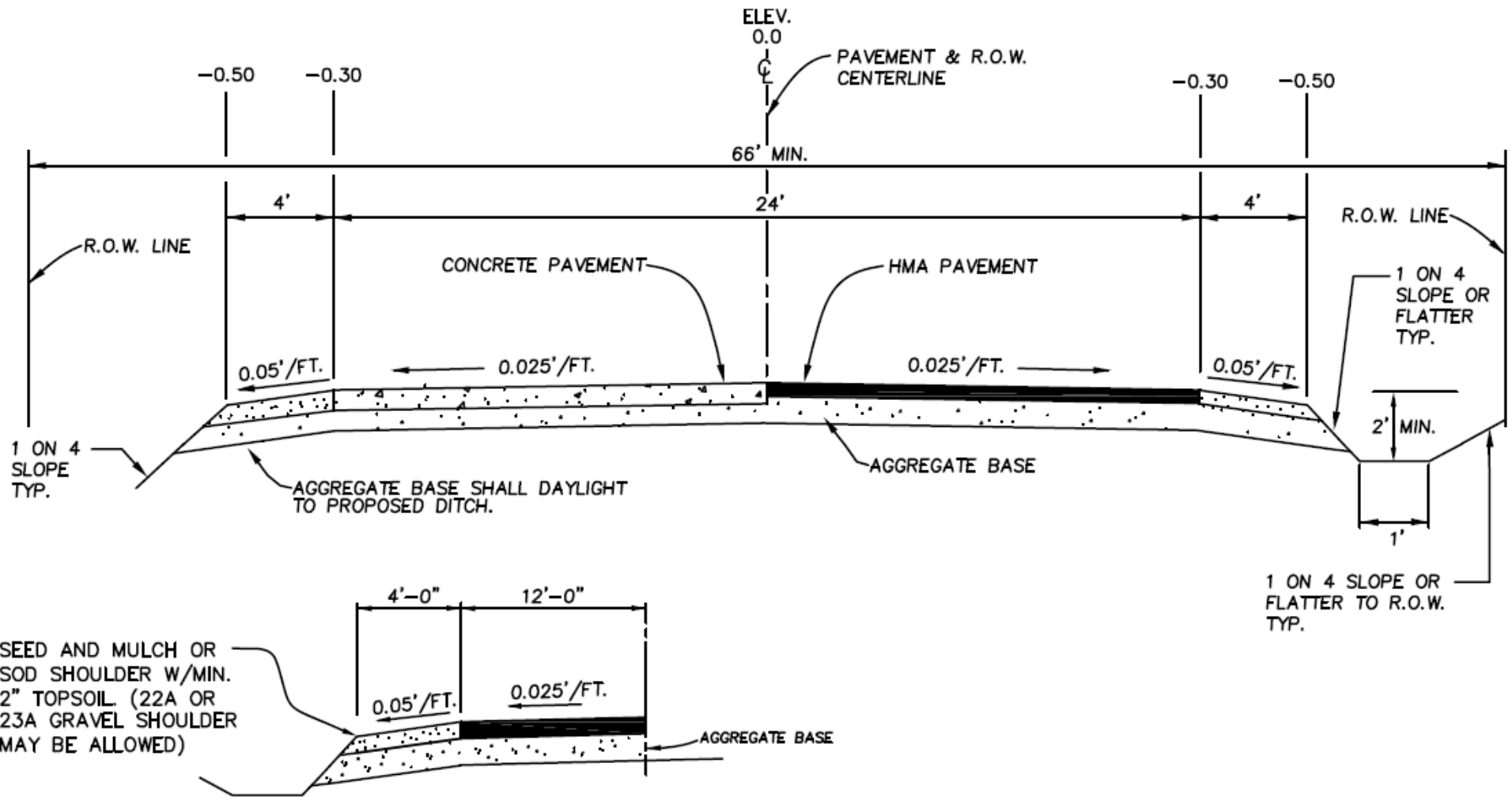
EAST - WEST PROPOSED DRIVE
SCALE: 1"=10'



NORTH-SOUTH EXISTING DRIVE IMPROVEMENT
SCALE: 1"=10'



NOTE: THE EX. DRIVE IS 11' TO 12' WIDE & ALREADY HAS SOME 21 AA STONE IN PLACE BUT UNCERTAIN OF DEPTH.



- NOTES: 1. THE FINISHED SURFACE OF THE SHOULDER SHALL NOT IMPEDE SURFACE DRAINAGE FROM THE ROAD.
 2. DITCHES SHALL BE DEEP ENOUGH TO ALLOW ADEQUATE COVER OVER FUTURE DRIVE CULVERTS.

ROAD COMMISSION FOR OAKLAND COUNTY
 SUBDIVISION STANDARD PLAN
 FOR
 TYPICAL CROSS SECTION
 UNCURBED RESIDENTIAL ROAD



Memorandum

To: Board of Trustees
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: December 9, 2024
Re: Conditional Rezoning to allow for the use of existing inventory overflow lot for outdoor storage of recreational vehicles

The Planning Commission held a public hearing on December 5, 2024 to consider a request to rezone the parcels on S. Hickory Ridge Road commonly identified as the Feldman Automotive Group inventory overflow lots. The request would move the parcels from C-2 General Commercial Zoning District to C-3, Low Impact Commercial District to allow for outdoor storage/self storage. The intent of the rezoning is to allow Feldman's to lease space to individuals for their storage of boats and other recreational vehicles. Due to changes in the automotive industry, dealerships no longer hold the inventory onsite that were required in 2019 when this site was originally developed. The applicant is not seeking to abandon the original use approvals, but rather add flexibility to whose vehicles are stored there. (see the memo in the Planning Commission packet for further explanation).

As expected, there was no response from the neighboring property owners, since a similar use is already established. Feldman's Automotive Group did offer some conditions to limit any further improvement of the site unless they first approach the Township for the proper approvals.

The Planning Commission recommended approval of the rezoning with the proposed conditions, with the understanding that no short term parking or storage of commercial vehicles should be allowed. They further requested that the applicant work with the Township to develop an effective landscape screen between this storage lot and the newly acquired park property to the south.

At the December 9, 2024 Board Meeting, this would be a first reading of the ordinance amendment and a discussion of the conditions of approval. No amendment could be approved until the second hearing at a subsequent meeting.

Your actions could include:

- a) Move to accept the conditions as offered and set a date for a second reading of the ordinance; or
- b) Move to return the matter to the Planning Commission upon a finding that the offer of conditions fails to address a concern relative to the rezoning action and proposed use.

Warm inside. Great outdoors.



CHARTER TOWNSHIP OF HIGHLAND
ORDINANCE NO. Z-032

An ordinance to amend the Charter Township of Highland Zoning Map of Ordinance Z-001 whose short title is the Zoning Ordinance of Highland Township.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

Section 1. That the Township Zoning Map, Ordinance Z-001 be amended as follows:

That the zoning map of Highland Township, Oakland County, State of Michigan, be changed from C-2, General Commercial Zoning District to C-3, Low Impact Commercial Zoning District with conditions to allow the property owner to accept lease agreements for outdoor storage of privately owned recreational vehicles in addition to the current use of vehicle overflow inventory storage.

Parcel # 11-30-200-008, -009, and -030 ; 268 and 232 South Hickory Ridge Road, approximately 5.0 gross acres

Section 2. That the voluntary Declaration of Conditions submitted by the applicant shall restrict the use of the property for outdoor storage/self-storage of recreational vehicles and for dealership inventory overflow and to limit further improvements to the site.

Section 3. All ordinances or parts of ordinances in conflict herewith are repealed only to the extent necessary to give this ordinance full force and effect.

Section 4. Savings Clause

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

Section 5. Severability

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

Section 6. Adoption

This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter Township of Highland Township Board at a meeting thereof duly called and held on the day of _____, 2025.

Section 7. Effective Date

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

Rick A. Hamill, Township Supervisor

Tami A. Flowers MiPMC, Township Clerk

CERTIFICATION OF CLERK

I hereby certify that the foregoing is a true and complete copy of a Zoning Ordinance amendment adopted by the Township Board of the Charter Township of Highland on _____, 2025, which was a regular meeting. I further certify that at said meeting there were present the following Board members:

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

I further certify that the following Board members:

voted for the adoption of said Zoning Ordinance amendment. The following Board members:

voted against the adoption of said Zoning Ordinance amendment.

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

Tami A. Flowers MiPMC, Township Clerk

Introduction: December 9, 2024
Adoption:
Published:
Effective Date:

**CONDITIONAL REZONING
STATEMENT OF CONDITIONS**

This Statement of Conditions made and entered into this _____ day of _____, 2025 by and between HIGHLAND CHARTER TOWNSHIP ("Township"), a Michigan municipal corporation, with its office located 205 N. John, Highland, MI 48357, and M-59 HIGHLAND PROPERTIES, LLC ("Owner"), whose address is 30400 Lyon Center Dr. E, New Hudson, MI 48165.

RECITALS

- A. The Highland Charter Township Code, Chapter 25 Zoning Ordinance, Section 19.03 et. Seq., Conditional Rezoning, was adopted consistent with the provisions of Section 405 of the Michigan Zoning Enabling Act, MCL 125.3405.
- B. Section 19.03 of the Zoning Ordinance recognizes that there are certain instances where it would be in the best interest of the Township, as well as advantageous to the Owner, that certain conditions could be imposed as part of a request for rezoning.
- C. On November 14, 2024, Owner applied for rezoning from C-2, General Commercial Zoning District to C-3, Low Impact Commercial District for vacant property located on the west side of South Hickory Ridge Rd, approximately 426 feet south of M-59. The subject property is more fully described below (the "Property").
- T3N, R7E, SEC. 30, PART OF NE ¼ BEG AT PT DIST S 00-31-44 W 262 FT FROM NE SEC COR, TH S 0-51-44W 150.50 FT, TH 2 330 FT, TH N00-31-44-3 150.50 FT, TH 3 330 FT TO BEG and
- T3N, R7E, SEC 30 S 82.50 FT OF N 495 FT OF 3 350 FT OF NE ¼ and
- T3N, R7E, SEC 30 S 143.22 FT OF N 638.22 FT OF 3 990 FT OF NE 1/4
- more commonly known as; 268 and 232 S. Hickory Ridge Road, parcels 11-30-200-008, -09, and -030 Approximately 5.0 gross acres
- D. At the public hearing before the Planning Commission on December 5, 2024, the Planning Commission reviewed conditions submitted by the Owner in writing pertaining to the use and development of the Property for which the rezoning was requested.
- E. On December 5, 2024, the Planning Commission, after public hearing, recommended approval of the rezoning with conditions.
- F. On _____, the Township Board approved the conditional rezoning subject to the certain Statement of Conditions. The minutes of the Township Board meeting are attached as **Exhibit A**.

- G. Under Section 19.06.D, the Statement of Conditions applicable to the conditional rezoning is required to be signed by Owner. By executing this Statement of Conditions, the Township and Owner to desire to set forth and confirm the conditions under which the Township granted conditional rezoning.

NOW, THEREFORE, Owner agrees:

1. Conditions running with the property. This Statement of Conditions covers the Property described herein. This Statement of Conditions shall be binding upon and inure to the benefit of Owner and the Township, and their heirs, successors, and assigns, and shall run with the Property.
2. List of conditions. The conditional rezoning was granted to Owner based upon conditions which were voluntarily offered by Owner. The conditions and limitations on use of the Property which formed the basis for the Township's grant of the conditional rezoning are as follows:
 - i. The use of the subject parcel shall be limited to inventory for Feldman Automotive Group and other privately owned recreational vehicles stored under contract with the property owner and/or authorized operator. The use of the site shall not include the short term parking and storage of commercial vehicles except as may be included in the inventory of the dealership.
 - ii. The use the subject parcel shall comply with the regulations of the C-3, Low Impact Zoning District as pertains to inventory lots and self-storage facilities.
 1. The subject parcel shall not be used for boat or vehicle repair
 2. No permanent structures are proposed. If structures are proposed in the future, the appropriate site planning and permitting processes will apply.
 3. The site will be maintained in compliance with the site plan previously approved by the Highland Township Planning Commission on October 3, 2019 for the existing inventory storage lot including the fencing, lighting and landscaping requirements.
3. Owner acknowledgment. Owner acknowledges that he voluntarily offered and consented to the provisions contained in this Statement of Conditions. Owner agrees that the conditions contained herein are fair, reasonable, and equitable requirements and conditions; agrees that the Statement of Conditions does not constitute a taking of property for any purpose or a violation of any constitutional rights; and agrees to be bound by each and every provision of the Statement of Conditions. Furthermore, it is agreed and acknowledged that any improvements and undertakings described herein are necessary and roughly proportional to the burdens imposed by the conditional rezoning, and are necessary to ensure the public services and facilities will be capable of accommodating the development and the increased service or facility loads caused by the development; to protect the natural environment and conserve natural resources; to ensure compatibility with adjacent uses of land; to promote use of the Property at a socially and

economical manner; and to achieve other legitimate objectives authorized by law.

4. Authority to execute. This Statement of Conditions has been authorized by all necessary action of Owner, and Owner states that he is the only party having an interest in the Property, and has the authority to execute this Statement of Conditions and bind the Property to its terms and conditions.
5. Obligation to obtain other approvals. Owner acknowledges that any use or development approved by the conditional rezoning that may require a special approval land use, a variance, or site plan approval under the terms of the Zoning Ordinance, may only be commenced if such special land use permit, variance, and/or site plan approval is ultimately granted in accordance with the terms of the Zoning Ordinance.
6. Amendment. This Statement of Conditions may only be amended in the same manner as required to obtain the original conditional rezoning and Statement of Conditions.
7. Compliance with Statement of Conditions. Owner shall continuously operate and maintain the development or use of the Property in full compliance with all of the conditions set forth in the Statement of Conditions. Any failure to comply with the conditions contained within the Statement of Conditions shall constitute a violation of the Zoning Ordinance, and be punished accordingly. Any such violation shall be deemed a nuisance *per se* and subject to judicial abatement as provided by law.
8. Township right to rezone. Owner acknowledges that nothing in the Statement of Conditions shall be deemed to prohibit the Township from rezoning all or a portion of the Property to another zoning classification, subject to the Statement of Conditions.

IN WITNESS WHEREOF, the parties have caused this Conditional Rezoning Statement of Conditions to be executed on the day and year recited above.

HIGHLAND CHARTER TOWNSHIP

By: Rick A. Hamill
Its: Township Supervisor

By: Tami Flowers
Its: Township Clerk

ACKNOWLEDGEMENT

STATE OF MICHIGAN)
) ss
COUNTY OF)

The foregoing Conditional Rezoning Statement of Conditions was acknowledged before me by Rick A. Hamill, Township Supervisor, and Tami Flowers, Township Clerk, on behalf of Highland Charter Township on the ____ day of _____, 2025.

Notary Public
Oakland County, Michigan
My Commission Expires:_____

M59 HIGHLAND PROPERTIES, LLC

By:
Its:

ACKNOWLEDGEMENT

STATE OF MICHIGAN)
) ss
COUNTY OF)

The foregoing Conditional Rezoning Statement of Conditions was acknowledged before me by _____ on the ____ day of _____, 2025

Notary Public
Oakland County, Michigan
My Commission Expires:_____

PLANNING COMMISSION PACKET FROM 12/05/2024



Memorandum

To: Planning Commission Members
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: November 27, 2024
Re: Conditional Rezoning to allow for the use of existing inventory overflow lot for outdoor storage of recreational vehicles

In 2019-20, Feldman purchased and developed three parcels on S. Hickory Ridge Road for use as an automobile inventory overflow lot. It was permitted in the C-2, General Commercial District as accessory to the dealership on the north side of M-59, even though the parcels were not contiguous. The site was fully developed in conformance with the approved site plan, and sits mostly unused due to shifts in the automotive industry, which no longer pushes massive inventories out to the dealerships.

Recently, staff was approached for permission to rent out spaces to individuals for storage of boats and similar recreational vehicles. This is not a use that is permitted in the C-2 Zoning District, but it seems the site may be perfectly suited to the use, particularly as there are few residential neighbors. The property owner is not seeking to vacate the existing approvals, but rather allow a flexible use of the already developed space.

After discussing the desired expanded use with the applicant, the Zoning Administrator has determined the use is most similar to those allowed in the C-3, Low-Impact Commercial District, namely a combination of vehicle inventory lot for new vehicles and self-storage facilities. Since the use of inventory storage lot is already established, the expanded use falls under the uses permitted by right in the C-3 District. The applicant has represented that there is no plan to build new structures and is willing to limit the use list within C-3 to the proposed use.

The site has been well-maintained and there have been no record of complaints. I see no objection to recommending the approval of the rezoning and expanded land use to the Board of Trustees.





**PUBLIC HEARING
CHARTER TOWNSHIP OF HIGHLAND
PLANNING COMMISSION
December 5, 2024
7:30 P.M.**

NOTICE IS HEREBY GIVEN that a public hearing will be held at the Highland Township Hall Auditorium, 205 N. John St. on Thursday, December 5, 2024, at 7:30 p.m.

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

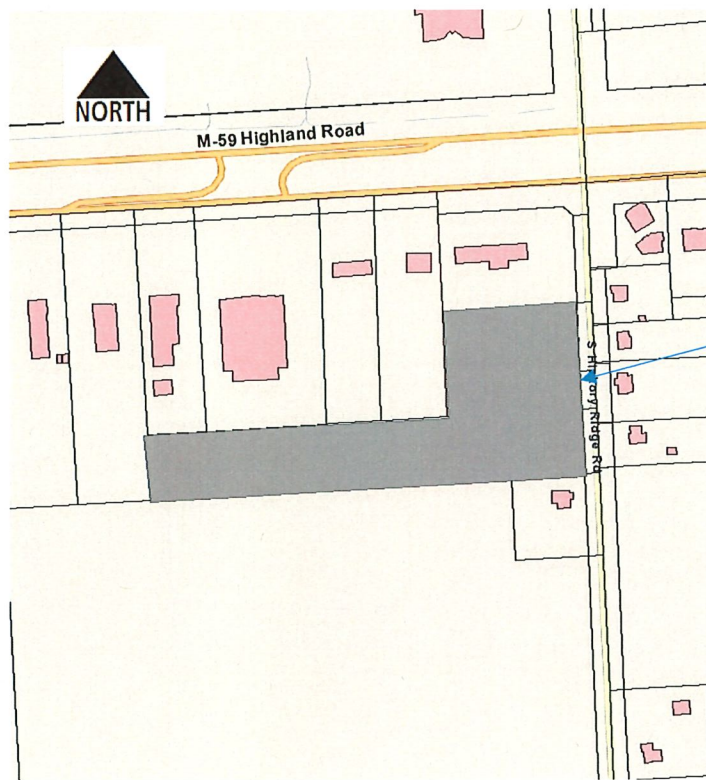
TO CONSIDER:

A request for rezoning submitted by M-59 Highland Properties, LLC (applicant/owner)

FROM: C-2 – General Commercial

TO: C-3 –Low Impact Commercial with an offer of conditions restricting the use to an outdoor storage of recreational vehicles and inventory overflow lot for automobile dealership

LOCATION: Parcels #11-30-200-008,-009 and -030; 268 and 232 S Hickory Ridge Rd (currently site of inventory overflow for Feldman Chevrolet)



Parcels to be considered for rezoning to allow use of inventory overflow lot for outdoor storage of recreational vehicles

Grant Charlick, Acting Chairman
Highland Township Planning Commission

(Publish: once before 11/20/2024)



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

PLAN REVIEW APPLICATION

Highland Township Planning Department, 205 N. John St, Highland, Michigan 48357 (248) 887-3791 Ext. 2

Date Filed: 11/14/24 Fee: 850- Escrow: -0- Case Number: R2 24-01*

NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

REQUIRED COPIES OF PLANS

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND .PDF COPY OF PLANS
 CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES AND .PDF COPY

1. APPLICANT INFORMATION

NAME: M 59 Highland Properties
 ADDRESS: 30400 LYON CENTER DR. E.
NEW HUDSON MI 48165
 PHONE: (248) 298-9280
 EMAIL: SSALTZ@feldmanAUTO.com

OWNER INFORMATION

NAME: JAY S. FELDMAN
 ADDRESS: 30400 LYON CENTER DR. E.
NEW HUDSON MI 48165
 PHONE: (248) 390-1816
 EMAIL: Jay@feldmanAUTO.com

2. PROPERTY INFORMATION

ADDRESS OR ADJACENT STREETS: 268 + 232 Hickory Ridge Rd
 LOT WIDTH: → LOT DEPTH: → LOT AREA: 2 ACRES
 PARCEL IDENTIFICATION NUMBER(S): H-11-30-200-008 AND H-11-30-200-009
and 11-30-200-030

3. PROJECT INFORMATION

PROJECT NAME: Hickory Rental
 PRESENT ZONING: C-2 PROPOSED ZONING: C-3 w/ conditions
 PRESENT USE: Inventory overflow PROPOSED USE: Inventory overflow and self storage

APPLICANT

SIGNATURE: [Signature]
 PRINT NAME: STEVE SALTZ

On the 25 day of Oct., 2024 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
 County Of Oakland

Notary Public: Carla M. Cook

OWNER

SIGNATURE: [Signature]
 PRINT NAME: Jay S. Feldman

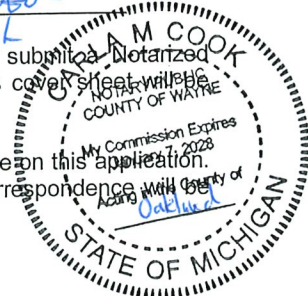
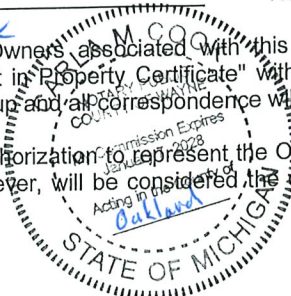
On the 30th day of October, 2024 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
 County Of Oakland

Notary Public: Carla M. Cook

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.



The Feldman Automotive Group is proposing to use our Storage Lot for Self-Storage, we would like to rent spaces to the public for the use of storing RV's, Boats and Personal Watercrafts Etc.

Our plan is to have a dedicated phone number for the customer to contact Feldman and will work with a dedicated salesperson on a Rental Agreement. The Renter will have an assigned Key Code or App and will have 24-hour access. The Renter will have an assigned space within our well light and monitored secured lot.



December 2, 2024

Elizabeth J. Corwin, PE, AICP
Planning Director
Highland Township
205 N. John St
Highland, MI 48357

To Whom It May Concern:

Please find the List of Conditions below in reference to the Planning Commission meeting on Thursday, December 5, 2024 at 7:30 pm EST.

1. List of Conditions.

- i. The use of the subject parcel shall be limited to inventory for Feldman Automotive Group and other privately owned recreational vehicles stored under contract with the property owner and/or authorized operator.
- ii. The use of the subject parcel shall comply with the regulations of the C-3, Low Impact Zoning District as pertains to inventory lots and self-storage facilities.
 1. The subject parcel shall not be used for boat or vehicle repair.
 2. No permanent structures are proposed. If structures are proposed in the future, the appropriate site planning and permitting processes will apply.
 3. The site will be maintained in compliance with the site plan previously approved by the Highland Township Planning Commission on October 3, 2019 for the existing inventory storage lot including the fencing, lighting and landscaping requirements.

Sincerely,

**FELDMAN AUTOMOTIVE GROUP
MARK WAHLBERG AUTOMOTIVE**

A handwritten signature in black ink, appearing to read 'Steven Saltz', is written over a light blue horizontal line.

Steven Saltz
Director of Real Estate & Facilities

cmc



APPROVED SITE PLAN--CONFORMING TO CONSTRUCTION RECORDS

screening since adjacent properties are used as residences. The sidewalk across the frontage will be extended. The Fire Marshal will require final review on the contractors' facility. The property is currently served by onsite well and septic. Oakland County Health Division will review the continued use of this system; it is assumed the storage building is not connected to the septic system.

Mr. Brad Thompson was in attendance representing the applicants. Mr. Thompson agreed to connect the marginal access by extending the "T" on the maneuvering lane to the property line. The landscaping plan will include a 2-1/2 foot high berm parallel to Milford Road. Also, supplemental plantings will be added to the north and south property lines in the front yard.

Mr. Smith requested that a variety of trees be used in the landscaping plan to ensure that some trees will sustain any outbreak of disease. He also inquired about fencing. There is some 4' chain link fencing with some wood privacy fencing and the applicant will be putting up additional fencing to ensure the storage yard is enclosed. Tiffany George, speaking as the business owner, was concerned that there should still be a walkway between the office and the property to the north, since their family interacts with that neighbor on a frequent basis. Mr. Beach stressed that a screen must be present where the industrial use abuts residential property.

Mr. Smith moved to approve the site plan with the conditional approval from the Zoning Board of Appeals and addressing the issues discussed. Mrs. Chynoweth supported, and the motion carried with the following voice vote: Green – yes, Beach – yes, Chynoweth – yes, Lewis – yes, Smith – yes, Tierney – yes (6 yes votes).

Agenda Item #2:

Parcel#:	11-30-200-008, -009, -030
Zoning:	C-2, General Commercial
Address:	232 and 268 South Hickory Ridge and vacant
File #:	SPR 19-09
Request:	Site plan review for vehicle inventory lot
Applicant:	Feldman Automotive
Owners:	Eugene Pallisco and 3365 W Highland, LLC

Mr. Beach introduced the conceptual plan for a vehicle inventory lot at the southwest corner of M-59 and Hickory Ridge. He explained that although the plan is not sufficiently detailed for final review, the Planning Commission can identify issues to guide the applicant in refining the plan.

Mr. Dave Katariski, COO of Feldman Automotive was present to represent the applicant. He ensured the Planning Commissioners that Feldman Automotive wants to partner with the Township to make the inventory lot as minimally invasive as possible. He stated that the Highland dealership was highly successful, and that they

wanted to find solutions to deal with the challenges that have come with growth, so that they could continue to prosper here.

Ms. Corwin asked the Planning Commission to address the use and its appropriateness in the C-2 Zoning District. Inventory overflow lots are defined in the pending ordinance for the C-3 zoning, but will not be listed in C-2 zoning. Typically, if a use is specifically defined in one zone but not other zones, it is excluded from consideration in other zones. Since there are no buildings, and the site will not be improved with all the amenities of a stand-alone dealership, the question is whether it is appropriate under the current use list, or if there should be either a rezoning to C-3 Zoning or an amendment to include vehicle inventory overflow lots (with conditions) in the C-2 Zoning District. Mr. Beach believed this could be considered merely as an accessory use to the existing nearby dealership under the C-2 zoning.

Items discussed were:

- a) The site should provide an adequate buffer (screen wall or landscaping) to protect adjacent residential properties from light trespass and noise pollution. Landscaped berms are preferred so that inventory vehicles would not encroach into buffer areas.
- b) Since this site is accessory to the existing dealership, north of M-59, there should be no signage or temporary displays such as inflatable gorillas. There should be no vehicles displayed along Hickory Ridge Road, rather a full berm or screen should be installed.
- c) There should be a properly paved circulation path capable of supporting a firetruck and allowing for turnaround. It was suggested that the aisles could be paved, but the parking spaces left as recycled asphalt millings. The plan must be reviewed and approved by the Fire Marshall. There was discussion of adding a second driveway so that vehicle carriers would easily navigate the site. The applicant stated that this was not necessary because of the way they intend to operate at the site.
- d) Mr. Katarski explained that vehicles will be received only at the existing dealership. There should be no instance where a vehicle carrier parks on Hickory Ridge Road to drop a load of cars.
- e) The inventory at this location will be duplicates only of cars already at the dealership. There will be no customer traffic to or from the site, only porters.
- f) Lighting levels will be minimum necessary for safety and security, avoiding the appearance of "stadium lights" that create a glow around the site, disturbing neighbors.
- g) Fencing will be required at least along the property line shared with the existing residence to the south. Although the applicant expressed little concern about security, the Planning Commission wants to discourage vandals or thieves from accessing the site through residential properties.

Mr. Katarski assured the Planning Commissioners that the objective of this project is to provide space for excess inventory in a convenient offsite location, thereby freeing up room on the dealership lot. Their intention is to unload vehicle carriers at the dealership and to complete the work of receiving new inventory where it could be properly processed. They will not show cars to the public on the inventory site, nor will they repair vehicles or store damaged vehicles on the inventory site. Every vehicle on the lot is an exact twin of a vehicle at the dealership. Porters will move cars early in the day to fill in “holes” at the dealership.

Mr. Green asked why the parking spaces were laid out in the manner proposed, when more vehicles could be stacked on the site. He was concerned that it appeared that customers could be allowed to circulate the site to view the inventory. Mr. Katarski said that although they would be delighted to maximize the site, they laid the lot out in a manner they believed would be more acceptable to the community. Mr. Beach preferred this proposed arrangement because a vehicle could be retrieved without moving multiple cars.

Mr. Green expressed concern about past experiences of inconvenience to the motoring public caused by vehicle carriers stopped and unloading inventory on the side of Hickory Ridge Road or M-59. Mr. Katarski reasserted that expanding storage onto this site would alleviate that concern.

Mr. Beach moved to table the site plan for Parcel #11-30-200-008, -009, -030 so items discussed could be incorporated into the site plan. Mrs. Lewis supported, and the motion carried with the following vote: Green – yes, Beach – yes, Chynoweth – yes, Lewis – yes, Smith – yes, Tierney – yes (6 yes votes).

Agenda Item #3:

Parcel#:	11-19-400-014
Zoning:	C-2. General Commercial
Address:	3372 Highland Rd
File #:	SPR 19-10
Request:	Site Plan Amendment for revisions to landscaping
Applicant:	Jay Feldman, Feldman Chevy Highland
Owner:	Jay-Mar Enterprises, LLC

Mr. Beach explained that the continuous low shrub landscaping screen was no longer required by the zoning ordinance. The burning bushes currently planted block vehicle inventory from view from the road. The dealership is amenable to working with the Chill at the Mill project team to transplant the burning bushes to the public park site.

Mr. Beach moved to approve the site plan amendment for removal of the low laying bushes along the frontage of the site, with all street trees to remain. Mrs. Chynoweth supported, and the motion carried with the following voice vote: Green – yes, Beach – yes, Chynoweth – yes, Lewis – yes, Smith – yes, Tierney - yes (6 yes votes).

**Highland Township Planning Commission
Record of the 1358th Meeting
Highland Township Auditorium
October 3, 2019**

Roll Call:

Scott Green, Chairperson (Absent)
Eugene H. Beach, Jr.
Mary Pat Chynoweth
Chris Gostek, Vice Chairperson
Beth Lewis (Absent)
Roscoe Smith
Jeffrey Stander (Absent)
Scott Temple
Russ Tierney (Absent)

Also Present:

Elizabeth J. Corwin, PE, AICP – Planning Director
Julie Kabalka, Recording Secretary

Visitors: 17

Mr. Gostek, Vice Chairperson, called the meeting to order at 7:30 p.m.

Mr. Gostek announced that the applicant asked that Agenda Item #1 be removed.
Also, Chill at the Mill Site Plan Review was added as item #3.

Public Hearing

Agenda Item #1:

Parcels #:	11-20-300-014 and -020
Zoning:	R1.5, Single Family Residential
Address:	Vacant, W Highland Road
File #:	RZ 19-03
Request:	Rezoning to C-2, General Commercial (IR)
Applicant:	Jay Feldman, Feldman Chevy Highland
Owner:	Highland Town Square, LLC

This item was removed at the request of the applicant – there was no Public Hearing.

Work Session:

Agenda Item #2:

Parcels #: 11-30-200-008, -009, -030
Zoning: C-2, General Commercial
Address: 232 and 268 South Hickory Ridge and vacant
File #: SPR 19-09
Request: Site plan review for vehicle inventory lot
Applicant: Feldman Automotive
Owners: Eugene Pallisco and 3365 W Highland, LLC

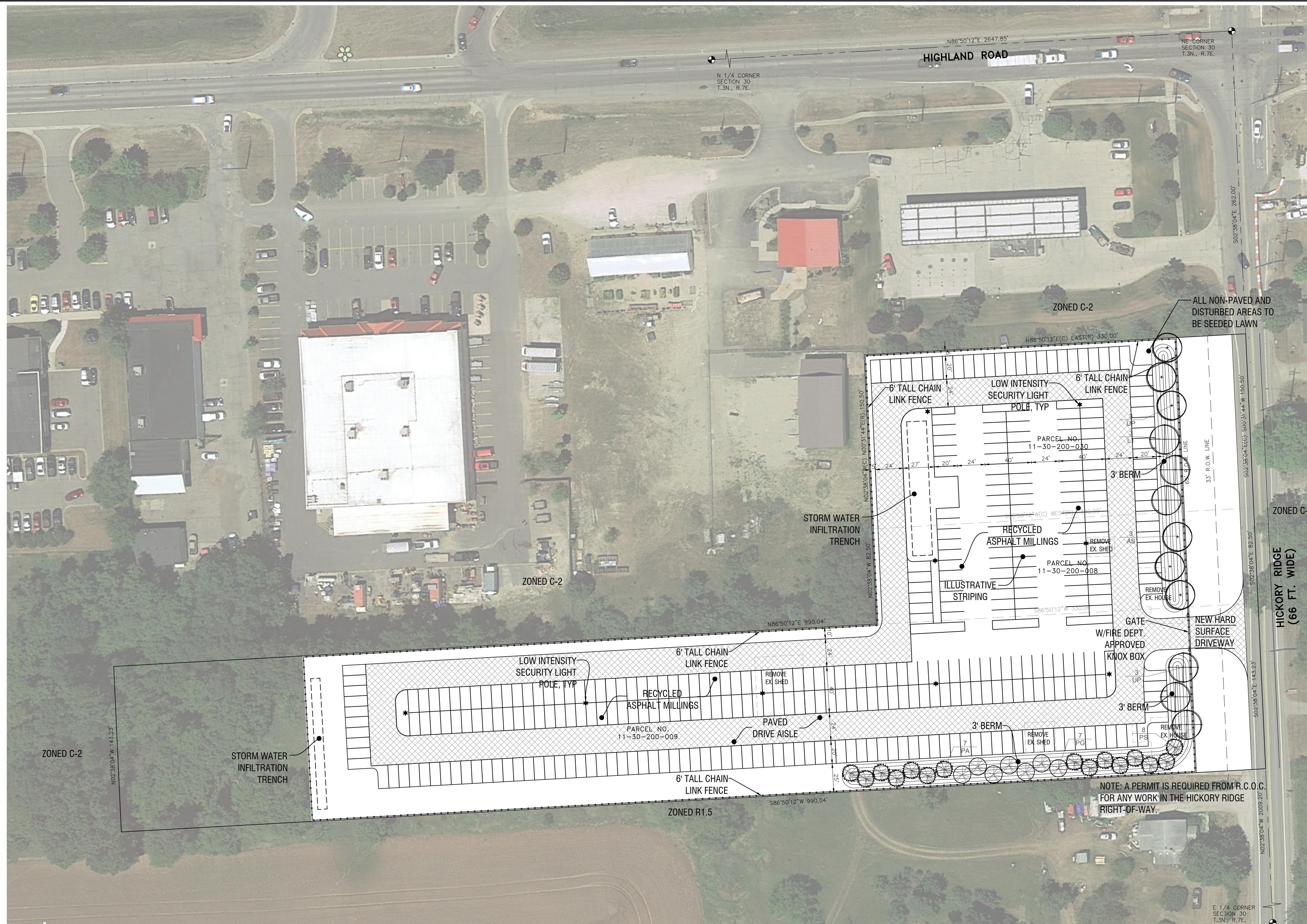
Mr. Beach introduced the site plan for a vehicle inventory lot on Parcel #11-30-200-008, -009, and -030, located south of the gas station on the west side of Hickory Ridge Road. The site plan presents a clear and concise request to utilize this property as an overflow inventory storage lot with no public activity. The revised plan now includes a landscaped berm across the Hickory Ridge Road frontage and the southern property line adjacent to the existing home. A hard surface loop road has been added throughout the site to ensure fire vehicles access and the capability to turn around. Inventory spaces will be gravel surfaced with reclaimed asphalt millings. Two storm water basins will be constructed on the site to ensure proper drainage. The lighting plan has been submitted and is compliant with the Township ordinance. The hours of operation at the inventory site will be limited to the dealership business hours. No vehicles will be delivered to or unloaded at this site. The revised site plan satisfies previously concerns addressed. Ms. Corwin stated that the engineers have reviewed the site plan and that grading and drainage concepts are sound.

The Planning Commission also reiterated that no shuttling of customers to and from this location will be allowed. The applicant assured that there will not be retail activity at this site and the it is just a storage lot with cars being removed and replenished in the early part of each day. The lot will be set up in designated and recorded slips so cars will be easily located without the assistance of key fob noise or flashing lights.

Mr. Beach moved to approve the revised site plan subject to final review by staff and with all stipulations and conditions discussed. Mrs. Chynoweth supported, and the motion carried with the following voice vote: Gostek – yes, Beach – yes, Chynoweth – yes, Smith – yes, Temple – yes (5 yes votes).

Agenda Item #3: Chill at the Mill Site Plan Review

Ms. Corwin reminded the Planning Commission that Supervisor Hamill had previously presented the Chill at the Mill concept plan, but that no action was taken at that time. The Building Official has since determined that a building permit should be issued to track inspections. The zoning ordinance requires a prerequisite land use permit, typically issued through Planning Commission action on a site plan review. In addition, the Planning Enabling Act requires the Planning Commission to review and approve the location, character and extent of specified improvements including



ALPINE ENGINEERING INC.
 CIVIL ENGINEERS & LAND SURVEYORS
 46892 WEST ROAD SUITE 109
 NOVI, MICHIGAN 48377
 (248) 926-3701 (BUS)
 (248) 926-3765 (FAX)
 WWW.ALPI-INC.NET

811
 Know what's below
 Call before you dig.

CLIENT: **FELDMAN AUTOMOTIVE, INC.**
CONCEPT SITE PLAN
 SECTION: 30 TOWNSHIP: 3 N RANGE: 7 E
 VEHICLE INVENTORY LOT
 HIGHLAND TOWNSHIP
 OAKLAND COUNTY
 MICHIGAN

REVISED	
8/23/2019	PER CLIENT
9/9/2019	PER CLIENT
9/18/2019	PER CLIENT

DATE: **8/13/2019**
 DRAWN BY:
 CHECKED BY:
 FBK: **1**
 CHF:
 SCALE: HOR 1" = 40 FT. VER 1" = 10 FT.
 19-346

LEGEND:

	PROP. STORM SEWER
	PROP. SPOT ELEV.
	PROP. DRAINAGE ARROW
	PROP. SILT FENCE
	ASPHALT PAVING

PLANT LIST

sym.	qty.	botanical name	common name	caliper	spacing	root	height
Greenbelt Trees							
AS	3	Acer saccharum 'Green Mountain'	Legacy Sugar Maple	2.5"	as shown	B&B	
LT	3	Liriodendron tulipifera	Tulip Tree	2.5"	as shown	B&B	
UP	6	Ulmus x 'Princeton'	Princeton Elm	2.5"	as shown	B&B	
Use Screen							
PA	7	Picea abies	Norway Spruce		as shown	B&B	6'
PG	7	Picea glauca	White Spruce		as shown	B&B	6'
PS	8	Pinus strobus	White Pine		as shown	B&B	6'

LEGAL DESCRIPTIONS

PARCEL NO. 11-30-200-030
 T3N, R7E, SEC 30 PART OF NE 1/4 BEG AT PT DIST S 00-31-44 W 262 FT FROM NE SEC COR, TH S 00-31-44 W 150.50 FT, TH W 330 FT, TH N 00-31-44 E 150.50 FT, TH E 330 FT TO BEG

PARCEL NO. 11-30-200-008
 T3N, R7E, SEC 30 S 82.50 FT OF N 495 FT OF E 330 FT OF NE 1/4

PARCEL NO. 11-30-200-009
 T3N, R7E, SEC 30 S 143.22 FT OF N 638.22 FT OF E 990 FT OF NE 1/4

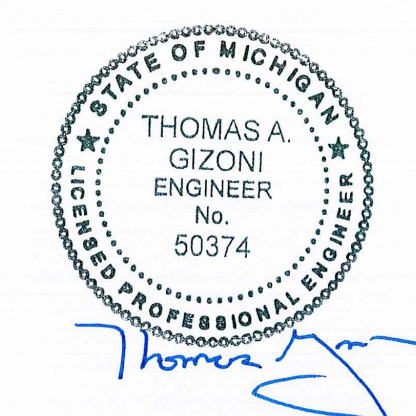
SITE DATA
 SITE AREA: 5.0 AC. GROSS (4.5 AC. NET, LESS 60' R.O.W.)
 ZONING: C-2, GENERAL COMMERCIAL
 373 VEHICLE INVENTORY PARKING SPACES

NOTES:

- NO LOUD SPEAKER OR PAGING SYSTEMS ARE ALLOWED.
- HOURS OF OPERATION SHALL BE LIMITED TO 7:00 A.M. TO 9:00 P.M.
- SITE LIGHTING TO BE PROVIDED IN ACCORDANCE WITH THE ZONING ORDINANCE, SECTION 13.03. FREESTANDING POLE LIGHTING WITH ADDITIONAL CONSIDERATIONS FOR NEIGHBORING RESIDENTIAL PROPERTIES. ALL POLES SHALL BE PLACED IN THE INTERIOR OF THE LOT, WITH NO PERIMETER POLES. POLE HEIGHT WILL BE LIMITED TO 20 FEET, USING ONLY THE NUMBER OF POLES NECESSARY TO ACHIEVE SECURITY AND SAFETY OBJECTIVES DURING OPERATION, WITH AN AVERAGE OF 5 FOOT CANDLES OVER THE SITE. THE LIGHTING SYSTEM WILL BE EQUIPPED WITH A CONTROL SYSTEM AND MOTION SENSORS SUCH THAT 90 PERCENT OF THE FIXTURES WOULD GO DARK AFTER CLOSE OF BUSINESS, UNLESS ACTIVATED BY MOVEMENT DETECTED BY MOTION SENSORS.
- ALL NEW VEHICLES WILL BE RECEIVED AND UNLOADED AT THE EXISTING DEALERSHIP, THERE WILL BE NO VEHICLE REPAIRS ON THIS SITE.
- SIGNAGE IS NOT REQUESTED AT THIS SITE.

SHEET INDEX:

1	CONCEPT PLAN
2	GRADING PLAN
3	PHOTOMETRIC PLAN



NOT FOR CONSTRUCTION



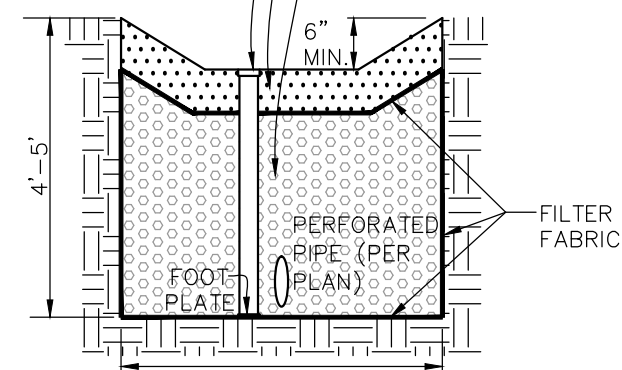
AERIAL VIEW (CLEARING/REMOVALS)
1"=100'

EXISTING ON-SITE SOILS
13B & 13C OSHTMO-BOYER LOAMY SANDS
(PER USDA WEB SOIL SURVEY)

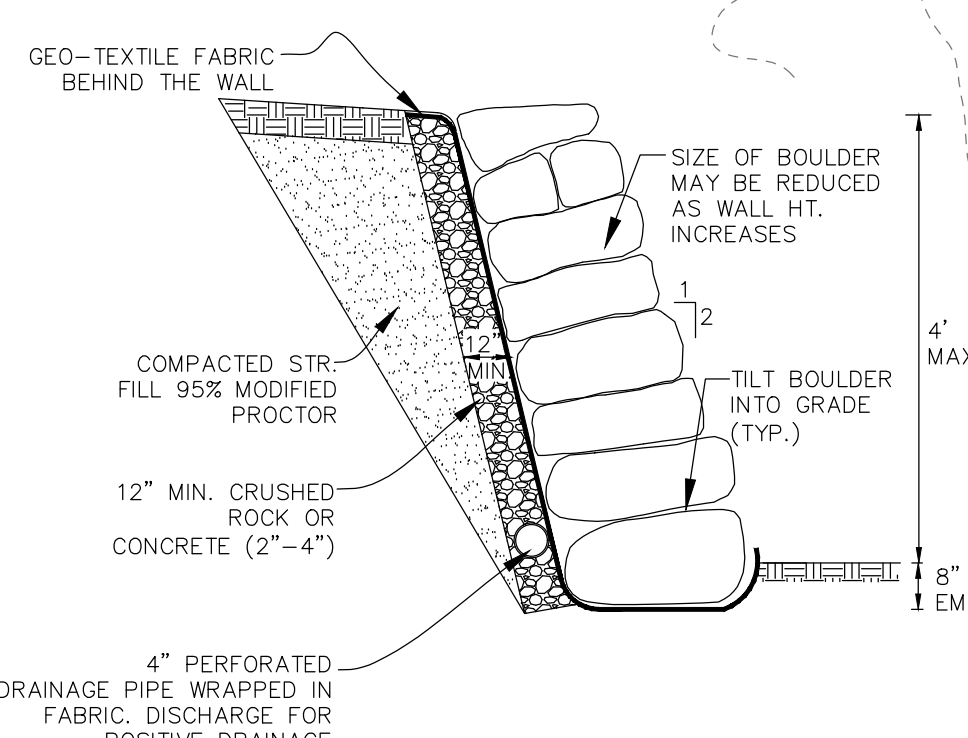
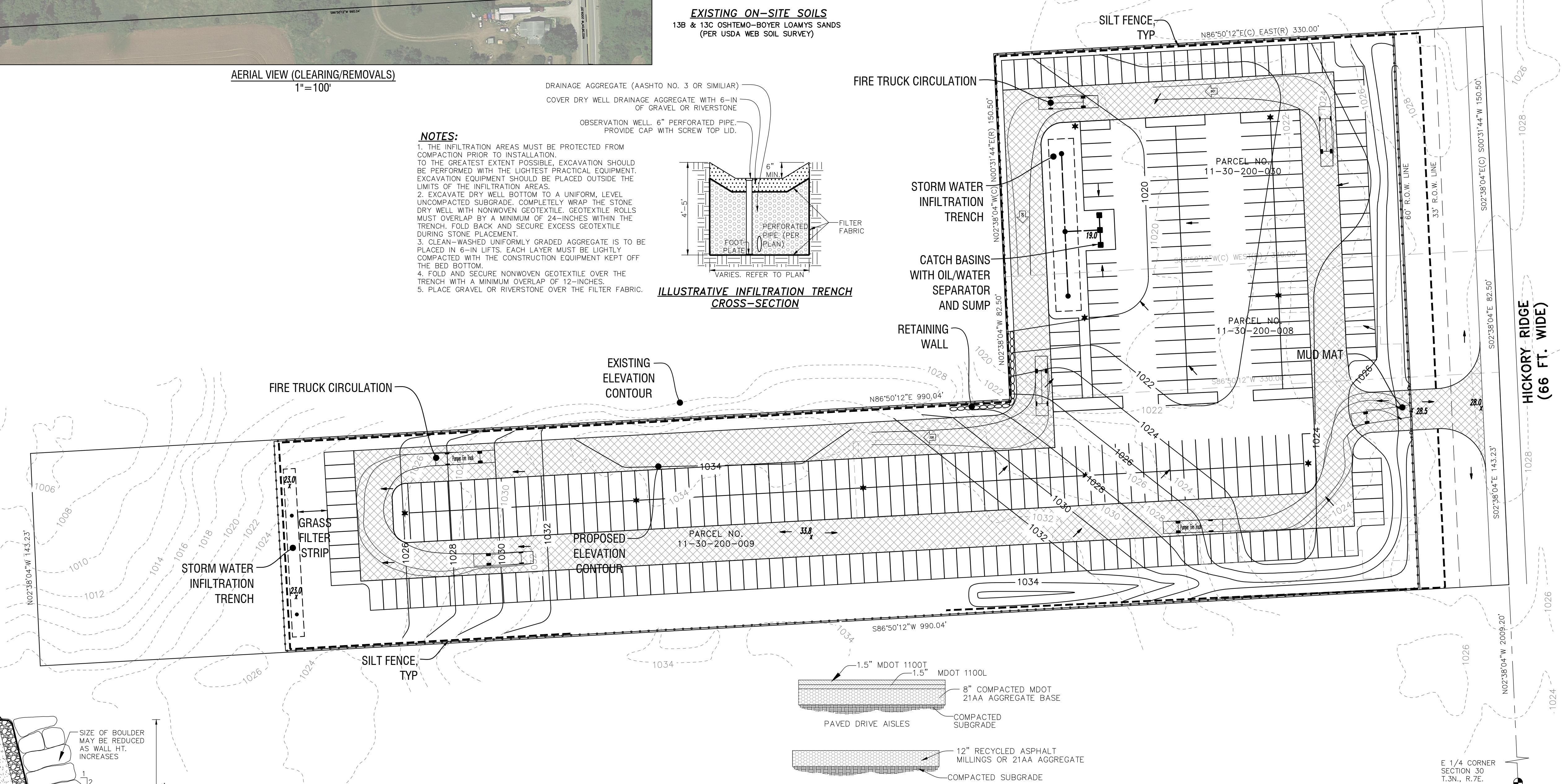
DRAINAGE AGGREGATE (AASHTO NO. 3 OR SIMILAR)
COVER DRY WELL DRAINAGE AGGREGATE WITH 6-IN. OF GRAVEL OR RIVERSTONE
OBSERVATION WELL, 6" PERFORATED PIPE, PROVIDE CAP WITH SCREW TOP LID.

NOTES:

1. THE INFILTRATION AREAS MUST BE PROTECTED FROM COMPACTION PRIOR TO INSTALLATION. TO THE GREATEST EXTENT POSSIBLE, EXCAVATION SHOULD BE PERFORMED WITH THE LIGHTEST PRACTICAL EQUIPMENT. EXCAVATION EQUIPMENT SHOULD BE PLACED OUTSIDE THE LIMITS OF THE INFILTRATION AREAS.
2. EXCAVATE DRY WELL BOTTOM TO A UNIFORM, LEVEL UNCOMPACTED SUBGRADE. COMPLETELY WRAP THE STONE DRY WELL WITH NONWOVEN GEOTEXTILE. GEOTEXTILE ROLLS MUST OVERLAP BY A MINIMUM OF 24-INCHES WITHIN THE TRENCH. FOLD BACK AND SECURE EXCESS GEOTEXTILE DURING STONE PLACEMENT.
3. CLEAN-WASHED UNIFORMLY GRADED AGGREGATE IS TO BE PLACED IN 6-IN. LIFTS. EACH LAYER MUST BE LIGHTLY COMPACTED WITH THE CONSTRUCTION EQUIPMENT KEPT OFF THE BED BOTTOM.
4. FOLD AND SECURE NONWOVEN GEOTEXTILE OVER THE TRENCH WITH A MINIMUM OVERLAP OF 12-INCHES.
5. PLACE GRAVEL OR RIVERSTONE OVER THE FILTER FABRIC.



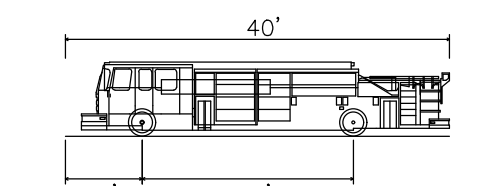
ILLUSTRATIVE INFILTRATION TRENCH CROSS-SECTION



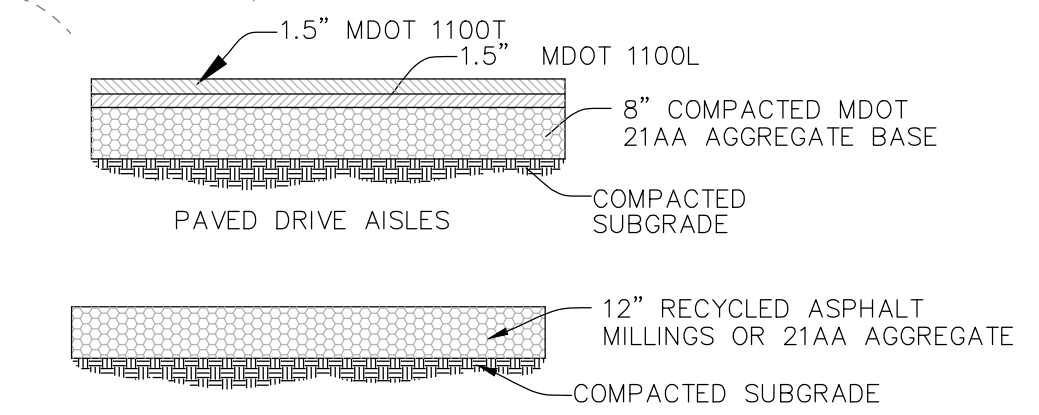
RETAINING WALL CROSS SECTION
NOT TO SCALE

LEGEND:

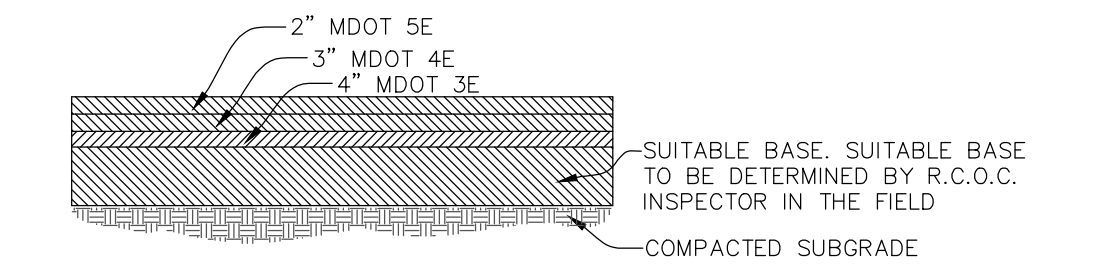
	PROP. STORM SEWER
	PROP. SPOT ELEV.
	PROP. DRAINAGE ARROW
	PROP. SILT FENCE
	ASPHALT PAVING



ILLUSTRATIVE PUMPER FIRE TRUCK
Overall Length 40.00ft
Overall Width 8.16ft
Overall Body Height 22.75ft
Min. Body Ground Clearance 8.66ft
Track Width 22.16ft
Lock-to-lock time 5:00s
Max. Wheel Angle 45.00°



ON-SITE PARKING LOT CROSS SECTION
NOT TO SCALE



PONTIAC TRAIL BITUMINOUS PAVEMENT CROSS-SECTION
(WITHIN THE HICKORY RIDGE ROAD RIGHT-OF-WAY)
NOT TO SCALE

ALPINE ENGINEERING INC.
CIVIL ENGINEERS & LAND SURVEYORS

RESIDENTIAL
SUBDIVISIONS
SITE CONDOMINIUM
MULTI-FAMILY
LOT PLANS
CONSTRUCTION LAYOUT

SURVEYING
ALTA SURVEYS
BOUNDARY SURVEYS
TOPOGRAPHIC SURVEYS
PARCEL SPLITS

COMMERCIAL
SITE PLANNING
SITE ENGINEERING
INDUSTRIAL & MULTI-UNIT
LAND SURVEYING
CONSTRUCTION LAYOUT

46892 WEST ROAD
SUITE 109
NOVI, MICHIGAN 48377

(248) 926-3701 (BUS)
(248) 926-3765 (FAX)
WWW.ALPI-INC.NET

811
Know what's below
Call before you dig.

CLIENT: **FELDMAN AUTOMOTIVE, INC.**

GRADING PLAN

SECTION: 30

VEHICLE INVENTORY LOT

TOWNSHIP: 3 N
HIGHLAND TOWNSHIP
OAKLAND COUNTY
MICHIGAN

RANGE: 7 E

REVISED: 9/18/2019 PER CLIENT

DATE: 8/13/2019

DRAWN BY:

CHECKED BY:

FBK:

CHF:

SCALE: HOR 1"=40 FT.
VER 1"=4 FT.

19-346

NOT FOR CONSTRUCTION



RSX2 LED Area Luminaire



Color Number	
Finish	
Age	

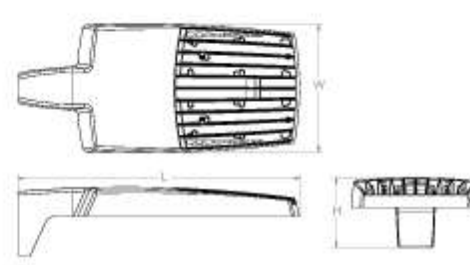
Introduction

The new RSX LED Area family delivers maximum value by providing significant energy savings, long life and outstanding photometric performance at an affordable price. The RSX2 delivers 11,000 to 31,000 lumens allowing it to replace 250W to 1000W HID luminaires.

The RSX features an integral universal mounting mechanism that allows the luminaire to be mounted on most existing drill hole patterns. This "no-drill" solution provides significant labor savings. An easy-access door on the bottom of mounting arm allows for wiring without opening the electrical compartment. A mast arm adaptor and an adjustable integral slip-fitter are also available.

Specifications

EPA (Ft²@0°): 0.69 Ft² (0.06 m²)
 Length: 29.3" (74.4 cm) (SPA mount)
 Width: 13.4" (34.0 cm)
 Height: 3.0" (7.6 cm) Main Body
 7.2" (18.3 cm) Arm
 Weight (max): 33.0 lbs (15.0 kg)



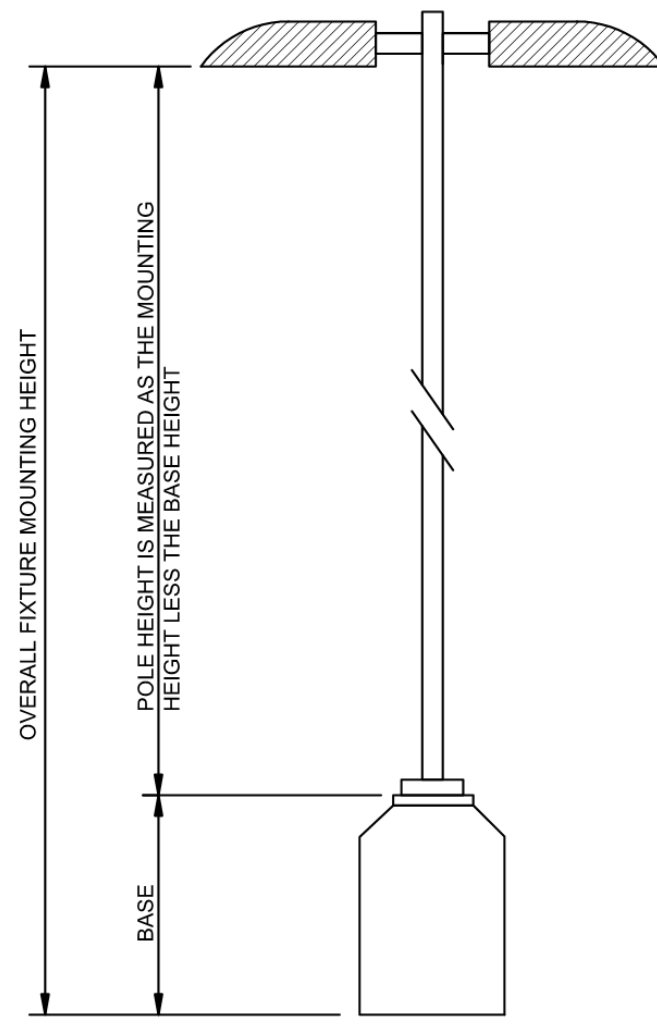
Ordering Information EXAMPLE: RSX2 LED P6 40K R3 MVOLT SPA DDBXD

Series	Performance Package	Color Temperature	Distinction	Voltage	Mounting
RSX2LED	P1	30K 3000K	R3 Type 3 Wide	MVOLT (120V-277V) ¹	SPA Square pole mounting (Min. 3.0" dia) for 1" or 1.5" (Min. 3.5" for 2, 3, 4" or 5")
	P2	40K 4000K	R4 Type 4 Wide	MVOLT (347V-480V) ¹	SPA Square pole mounting (Min. 3.0" dia) for 1" or 1.5" (Min. 3.5" for 2, 3, 4" or 5")
	P3	50K 5000K	R5 Type 5 Wide	Use specific voltage for options as noted	SPA Square pole mounting (1.7" min pole dia. for 1.25 or 1.4" or 5")
	P4		R5S Type 5 Short	120 ¹ 277 ¹	MA Mast arm adaptor (Min. 3.0" dia) (National mount)
	P5		AFR Automatic Reset Row	208 ¹ 347 ¹	IS Adjustable slip-fitter (for 2.5" or 3" hole)
	P6			240 ¹ 480 ¹	WBA Wall bracket

Options

Options	Finish
Shipped Installed	Shipped Installed
HS White-silver shield	DDBXD Dark Bronze
PE Photocell, dusk-to-dawn ^{1,2}	DBLXD Black
PEX Photocell, external threaded, adjustable ^{1,2}	DBKXD Natural Aluminum
PB7 Seven-wire two-lock receptacle only (no control) ^{1,2}	DBWXD White
D5 ¹ Dual switching	DBD1XD Textured Dark Bronze
CE34 Control relay 3/4" x 1" (Qty 2)	DBL2XD Textured Black
DF Single fuse (10, 277, 480) ¹	DBK2XD Textured Natural Aluminum
DF Double fuse (200, 480) ¹	DBW2XD Textured White
SP200KV 200V Surgepack (10KV standard)	
FAO Field adjustable output	
DMG 0-10V dimming ramp (pedestal only feature for use with external control, optional) ^{1,2}	
Shipped Separately (requires some field assembly)	Note: Sensor coverage pattern is affected when luminaire is tilted.
EGS External glare shield	
GGV General glare filter (300° around light aperture)	
BS Skylark ^{1,2}	

Lithonia Lighting One Lithonia Way • Conyers, Georgia 30012 • Phone: 800.279.8081 • www.lithonia.com
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Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	Avg/Max
OVERFLOW LOT	+	5.3 fc	13.2 fc	0.6 fc	22.0:1	8.8:1	0.4:1
ZONED C-2 PROPERTY LINE	+	1.7 fc	3.5 fc	0.0 fc	N/A	N/A	0.5:1
ZONED R1.5 PROPERTY LINE	+	0.3 fc	0.5 fc	0.0 fc	N/A	N/A	0.6:1

Schedule

Symbol	Label	QTY	Manufacturer	Description	Lamp	Mounting Height
+	A	9	Lithonia Lighting	RSX AREA LIGHT WITH PHOTOCCELL AND/OR MOTION SENSOR	LED	20'-0"

Mounting Height Note
 MOUNTING HEIGHT IS MEASURED FROM GRADE TO FACE OF FIXTURE. POLE HEIGHT SHOULD BE CALCULATED AS THE MOUNTING HEIGHT LESS BASE HEIGHT.

Drawing Note
 THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

General Note
 1. SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
 2. CALCULATIONS ARE SHOWN IN FOOT CANDLES AT: 0' - 0"

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIREMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT ASG@GASSERBUSH.COM OR 734-266-6705.

Ordering Note
 FOR INQUIRIES CONTACT GASSER BUSH AT QUOTES@GASSERBUSH.COM OR 734-266-6705.

Alternates Note
 THE USE OF FIXTURE ALTERNATES MUST BE RESUBMITTED TO THE CITY FOR APPROVAL.

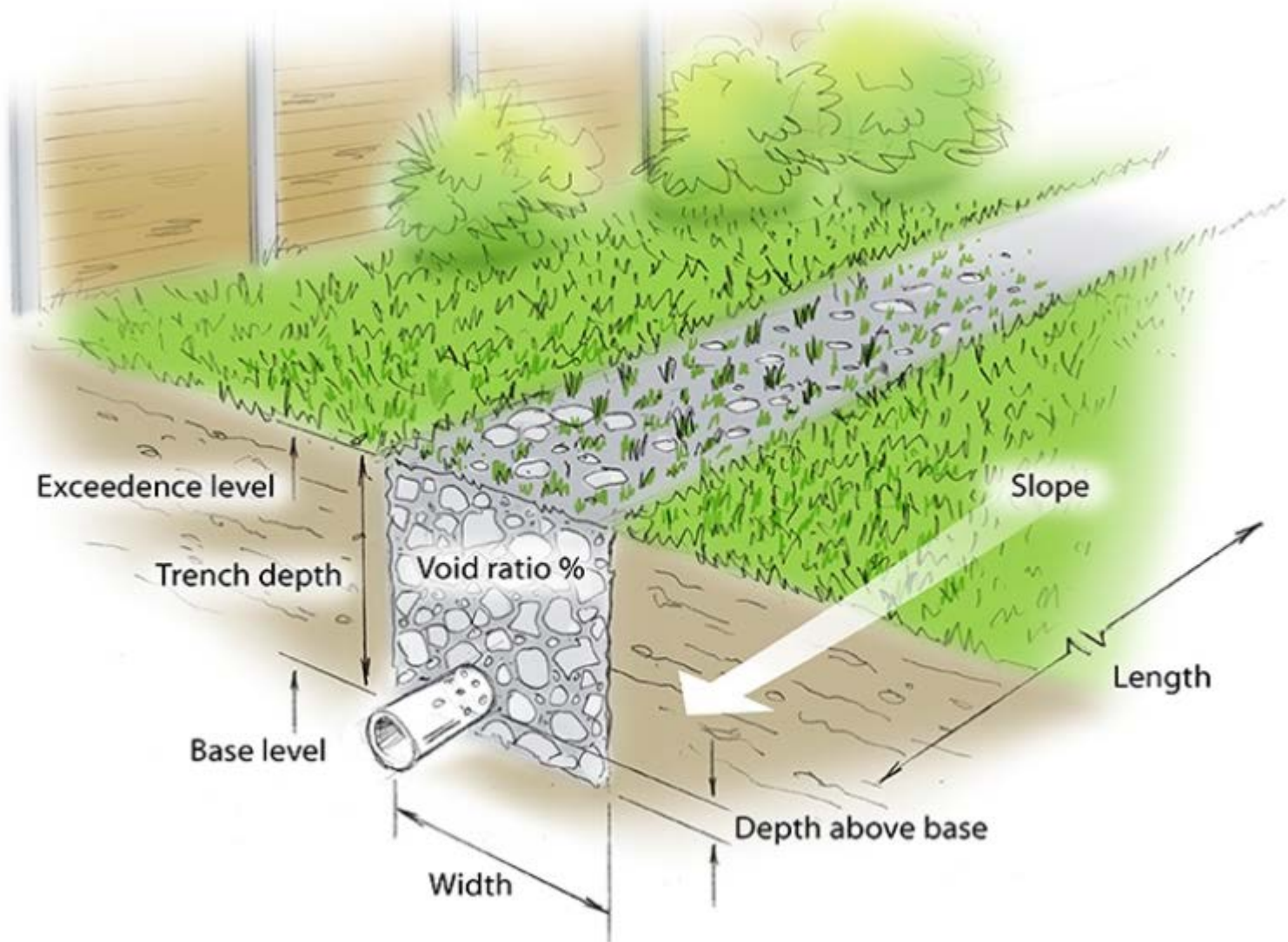


Plan View
 Scale - 1" = 40ft



VEHICLE OVERFLOW LOT - HIGHLAND TWP.
 PHOTOMETRIC SITE PLAN
 PREPARED FOR: ALPINE ENGINEERING
 GASSER BUSH ASSOCIATES
 WWW.GASSERBUSH.COM

Designer
 TV/KB
Date
 9/17/2019
Scale
 Not to Scale
Drawing No.
 #19-41902 V1
1 of 1



Exceedence level

Trench depth

Base level

Void ratio %

Width

Depth above base

Slope

Length

ADVERTISEMENT FOR EQUIPMENT SALE

2015 GMC Sierra 1500 Double Cab 4WD

This vehicle is being sold "as is" with a minimum bid of \$13,000.00

Sealed bids will be accepted by the Township of Highland's Clerk's Office, 205 N. John Street, Highland, Michigan, until 10:00 a.m. on Friday December 6th and will be opened on December 6th at 10:05 a.m. Sale will be awarded at the Regularly scheduled Board of Trustees meeting on Monday December 9th at 6:30 p.m. in the Township Auditorium. The sealed envelope must be marked "bid for 2015 GMC Sierra Pickup" Call 248-887-3791 x 6 for more information.

Category: Pickup

Style: Pickup 4D 6 1/2 ft

Engine: V6, EcoTec3, 4.3L FF

Transmission: Automatic, 6-Spd HD w/Overdrive

Drivetrain: 4WD

Mileage: 63,715

ADVERTISEMENT FOR EQUIPMENT SALE

2015 FORD F-150 Supercab 4WD

This vehicle is being sold "as is" with a minimum bid of \$13,000.00

Sealed bids will be accepted by the Township of Highland's Clerk's Office, 205 N. John Street, Highland, Michigan, until 10:00 a.m. on Friday December 6th and will be opened on December 6th at 10:05 a.m. Sale will be awarded at the Regularly schedule Board of Trustees meeting on Monday December 9th at 6:30 p.m. in the Township Auditorium. The sealed envelope must be marked "bid for 2015 Ford F-150 Pickup" Call 248-887-3791 x 6 for more information.

Category: Pickup

Style: XL Pickup 4D 6 1/2 ft

Engine: V6, EcoBoost, 2.7L

Transmission: Automatic, 6-Spd

Drivetrain: 4WD

Mileage: 55,598

11. Adjourn

Time: _____