



CHARTER TOWNSHIP OF HIGHLAND

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

REGULAR BOARD OF TRUSTEES MEETING AGENDA

MARCH 3, 2025 - 6:30 P.M.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval
Approve:
 - 1) February 3, 2025 Board of Trustees Meeting Minutes
 - 2) February 6, 2025 Joint Board of Trustees, Planning Commission, Zoning Board of Appeals & Highland Downtown Development Authority Meeting Minutes
 - 3) List of Bills dated February 27, 2025 plus additions
 - 4) Appointment for Board of Review Alternate Member Jacob ProbeReceive and File:
 - 1) Building Department Report – January 2025
 - 2) Library Board Meeting Minutes – January 2025
 - 3) Library Director's Report – January 2025
 - 4) Planning Commission Minutes – January 23, 2025 and February 6, 2025
 - 5) Sheriff's Department Report – January 2025
 - 6) Zoning Board of Appeals Minutes – January 15, 2025 and February 5, 2025
 - 7) Plante & Moran Pre-Audit Letter
6. Announcements:
 - a) The Oakland County Treasurer's Office is in their final stretch of their foreclosure prevention efforts. The tax foreclosure deadline for the 2022 and/or prior year taxes is on March 31, 2025. That means if these taxes aren't paid off by March 31st or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.
7. Public Comment:
8. Pending Business:
 - a) Partnership Agreement for Highland Station Boardwalk Project
9. New Business:
 - a) Oakland County Sheriff – School Resource Officer Addendum
 - b) Cost Participation Agreement 2025 Gravel Road Program
 - c) Award Bid for Activity Center Window Treatments
10. Possible Closed Session
 - a) Closed session to consider attorney/client privileged communication in accordance with MLC 15.268(1)(h).
11. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/83980506131>

Meeting ID: 839 8050 6131

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: March 3, 2025

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

- 1) February 3, 2025 Board of Trustees Meeting Minutes
- 2) February 6, 2025 Joint Board of Trustees, Planning Commission, Zoning Board of Appeals & Highland Downtown Development Authority Meeting Minutes
- 3) List of Bills dated February 27, 2025 plus additions
- 4) Appointment for Board of Review Alternate Member Jacob Probe

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
February 3, 2025 - 6:30 p.m.

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

Roll Call: Rick Hamill, Supervisor
Tami Flowers, Clerk
Jennifer Frederick, Treasurer
Grant Charlick, Trustee
Brian Howe, Trustee
Beth Lewis, Trustee – Left meeting at 11:00 p.m.
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George
Lieutenant Matt Snyder
Joellen Shortley, Township Attorney
Beth Corwin, Township Planner

Visitors: 112

Approval of Agenda:

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

Consent Agenda Approval:

- 1) January 6, 2024 Board of Trustees Meeting Minutes
- 2) List of Bills dated January 9, 2025, January 23, 2025 and February 6, 2025 plus additions
- 3) Early Voting Facility License Agreement
- 4) Resolution 25-02 Performance Resolution for Michigan Department of Transportation
- 5) Resolution 25-03 Amended Fee Schedule
- 6) Resolution 25-04 to Approve Goose Roundup & Nest Destruction Activities on Harvey Lake
- 7) 2025 Activity Center Rental Contract – Price Change
- 8) Zoning Board of Appeals Appointment – Jacob Probe and Chuck Benke

Receive and File:

- 1) Activity Center Council Minutes – December 2024
- 2) Activity Center Treasurer’s Report – December 2024
- 3) Activity Center Director’s Report – 2025 Events and Trips
- 4) Building Department Report – December 2024 and 2024 Year-End
- 5) Library Board Minutes – December 3, 2024
- 6) Library Director’s Report – December 3, 2024
- 7) Planning Commission Minutes – December 18, 2024
- 8) Treasurer’s Report – December 2024
- 9) ZBA Minutes – December 18, 2024
- 10) Letter of support from Senator Gary C. Peters for the Highland Township Fire Department Grant Application for SCBA units

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, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

Announcements and Information Inquiry:

- a) Thursday, February 6, 2025 at 6:30 p.m. Joint Board Meeting – Board of Trustees, Planning Commission, Zoning Board of Appeals and Highland Downtown Development Authority
- b) Township Offices will be closed Monday, February 17th, in observance of President’s Day
- c) 2024 Fire Fighter of the Year

It was with great pleasure Chief George recognized Fire Fighter/Paramedic Michael Moore as the 2024 Highland Township Fire Department’s Fire Fighter of the Year.

Public Comment:

Several comments were received regarding Special Approval of Land Use for both gas stations.

Pending Business:

- a) URSA 24-06 Special Approval of Land Use for gas station; Vacant W Highland Road (bounded by N. Milford, Ruggles and N. John) PIN 11-22-352-005, -006, -010, and -011; Applicant: Skilken/Gold; Property Owner: Hannah and Hannah Investments, LLC

Mr. Charlick reported that the Planning Commission found the project satisfies all required standards for special use approval as outlined in Zoning Ordinance Section 6.03H. The Board reviewed and discussed each of the required findings, as outlined in a Planning Department document summarizing the analyses of the Planning Consultant and Planning Commission. The Board also concluded that the standards of approval were satisfied. Mr. Hamill moved to approve URSA 24-06 Special Approval of Land Use for gas station; Vacant W Highland Road (bounded by N. Milford, Ruggles and N. John) PIN 11-22-352-005, -006, -010, and -011; Applicant: Skilken/Gold; Property Owner: Hannah and Hannah Investments, LLC. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

- b) URSA 24-01 Special Approval of Land Use for gas station; vacant NE corner of N Milford/E Wardlow, PIN 11-15-326-017; Applicant Sarmed Raouf; Property Owner RIMA Properties, LLC

Mr. Charlick reported that the Planning Commission found the project satisfies all required standards for special use approval as outlined in Zoning Ordinance Section 6.03H. The Board reviewed and discussed each of the required findings, as outlined in a Planning Department document summarizing the analyses of the Planning Consultant and Planning Commission. The Board also concluded that the standards of approval were satisfied. Mr. Hamill moved to approve URSA 24-01 Special Approval of Land Use for gas station; vacant NE corner of N Milford/E Wardlow, PIN 11-15-326-017; Applicant Sarmed Raouf; Property Owner RIMA Properties, LLC. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

c) Ambulance Purchase

Ms. Frederick moved to authorize the ambulance purchase, cost for ambulance 2 and 3 will be \$771,976.00 (385,988/each unit). The cost will be out of capital fund, one for each budget year 2027 and 2028. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

New Business:

a) DDA Project

Mr. Charlick requested that he abstain from voting on this issue because the DDA awarded his company the contract for the boardwalk. Mr. Hamill moved to allow Grant Charlick to recuse himself and abstain from voting on this issue. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

Mr. Hamill moved that Highland Township make a commitment of \$250,000 to be either partnered and paid in full or loaned to the DDA depending on the results of research with our attorneys. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

b) Budget Amendment – DDA Project

Ms. Frederick moved the Budget Amendment – DDA Project as amended. Revenue from the DDA Capital Improvement Project will be \$375,000.00 and DDA expenditures from the Appropriation Fund Balance of \$375,000.00 for the Boardwalk Project. Mr. Hamill supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

c) Hire Full Time Fire Fighter Alexa Leece

Ms. Frederick moved to Hire Full Time Fire Fighter Alexa Leece. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

d) Duck Lake Pines Park Improvements

Ms. Frederick moved to approve the demolition of the rink and repurpose of the space into an RC car track. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

e) Purchase and Installation of Security Cameras at Steeple Hall

Ms. Frederick moved to authorize the Supervisor to sign the proposal from SSD Cabling not to exceed \$8,000.00 to approve the purchase and installation of security camera for Steeple Hall. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

f) Revised Personnel Policy

Mr. Charlick moved to adopt the newly revised Personnel Policy with the exception that if any of the state laws change or if the Board sees fit, that we consider revising the policy again. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

g) Full-time Maintenance Supervisor Position

Mr. Hamill moved to approve the job posing for a Full-time Maintenance Supervisor Position. This position will report directly to the Township Supervisor and will be responsible for both general and skilled labor in a variety of maintenance and repair tasks. These duties will include maintaining public land, parks and playgrounds, township facilities, motor equipment, snow plowing, and removal as well as any other tasks assigned by the Township Supervisor's Office or Board. The starting salary for this position will be up to \$30.00 per hour, based on experience. The successful applicant will be considered a full-time hourly employee, working up to 37.5 hours per week, with benefits for full-time employees. Mr. Charlick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

h) Move Ashley Valdez to a Full-Time Activity Center Office Clerical

Ms. Frederick moved to approve promoting Ashley Valez to full-time Activity Center Office Clerical starting February 10, 2025. The applicant will be classified as a full-time employee and will accrue paid time off and benefits on a 37.5-hour work week schedule. The proposed salary is \$18.84 per hour. Ms. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

i) Budget Amendment – Activity Center Wages

Mr. Hamill moved to approve the Budget Amendment – Activity Center Wages as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

j) 2025-2027 Law Enforcement Services Agreement

Ms. Frederick moved to authorize the Supervisor to sign the new (2) year Oakland County Sheriff Contract as presented. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

k) Budget Amendment – Law Enforcement

Ms. Frederick moved to approve the Budget Amendment – Law Enforcement as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

Possible Closed Session:

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

Mr. Hamill moved to recess into Closed Session, pursuant to MCL 15.268(1)(e), to discuss settlement strategy in Scott Rhodes v. Charter Township of Highland et. al., the open discussion of which would have a detrimental financial effect on the Township's settlement position. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

The Board went into closed session from 11:01 p.m. to 11:10 p.m.

Open Session:

Ms. Frederick moved to go into open session. Mr. Hamill supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Salvia – yes.

Mr. Hamill moved to decline the Offer to Settle in Scott Rhodes v. Charter Township of Highland. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Salvia – yes.

Adjourn:

Supervisor adjourned the meeting at 11:15 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

Joint Meeting
Highland Township Board of Trustees
Highland Township Planning Commission
Highland Township Zoning Board of Appeals
Highland Downtown Development Authority
Record of the 1426th Meeting of the Planning Commission
Highland Township Auditorium
February 6, 2025

Roll Call:

Rick Hamill, Supervisor	Dave Gerathy, ZBA Chairman
Tami Flowers, Clerk	Michael Borg
Jennifer Frederick, Treasurer	Gary Childs
Grant Charlick, Trustee	Peter Eichinger
Brian Howe, Trustee (absent)	Robert Hoffman
Beth Lewis, Trustee(absent)	Anthony Raimondo
Joseph Salvia, Trustee	Chuck Benke
	Jacob Probe (absent)
Kevin Curtis, PC Chairman	
Roscoe Smith, Secretary	Michael Zurek (absent)
Chris Heyn	Christina Hamill
Mike O’Leary	Taylor DeHaan
Scott Temple	Cassie Blascyk
Russ Tierney (absent)	Andy West
Guy York	Dale Feigley (absent)
Michael Zeolla	

Also Present:

Elizabeth J. Corwin, PE, AICP – Planning Director
Kariline Littlebear, Zoning Administrator
Missy Dashevich, Highland DDA Executive Director

Visitors: 9

Supervisor Rick Hamill called the meeting to order at 7:15 pm. He thanked the participants for participating in the meeting, which was an opportunity to draw the active boards and commissions together to share progress and discuss the future.

Missy Dasevich started the discussion by highlighting projects that the HDDA and its various committees had undertaken in 2024, and statistics concerning investments and growth in the district. She announced that the HDDA Board had begun its process of updating the Highland Station Master Plan in anticipation of the renewal of the HDDA tax capture agreement with Oakland County. They are not requesting any changes to the zoning ordinance, but rather focusing on projects such as sidewalks and improving walkability and public art.

Cassie Blascyk described the HDDA project for the boardwalk across the Milford Road

frontage at the “Colasanti Pond”. The boardwalk is an important part of implementing the HDDA Master plan and the Township’s pathways plan. The contract has been awarded, and construction should start this month. The boardwalk will be built of steel helical piers with a concrete deck and timber guard rails. This will provide an important link between the residential properties in Highland Station and the commercial district along South Milford Road. Mr. Smith noted that this is an important link for the DDA goal of providing pedestrian walkways from Highland Station to the high school. The boardwalk will be eight foot wide and fully accessible.

Jenny Frederick noted that \$600,000 is budgeted for the project from the HDDA fund balance and the Township Capital Improvements fund. The HDDA collects about \$287,000 through tax increment financing in a year. The HDDA portion of the project is from savings and other fund raising as well. Tami Flowers noted that it has not been determined whether the \$250,000 from the Township Capital Improvements fund will be a loan to the HDDA or full participation.

Kevin Curtis and Grant Charlick described proposed changes to the Zoning Ordinance currently under study. One amendment that has been adopted in the last year a short term rental ordinance, that restricts “Air BnB” activity to the commercial districts. Rentals under 30 days are considered short term. Other rentals are covered by the Fire Marshal’s rental certification program.

Other topics under study include

- Event venues (Wedding barns) on agricultural properties.
- Commercial and recreational vehicle parking in residential zones
- Food trucks, especially as a temporary land use

Mr. Charlick asked the Zoning Board of Appeals to offer any areas of concern that they encounter regularly and would like to see revisited. Several members suggested a review of the high-water setback. Mr. Hoffman also suggested there should be more latitude for staff to approve minor “in-fill” projects for improvements that do not encroach farther into the setbacks than the current homes.

Ms. Blascyk asked for clarification on the thoughts about food trucks in the HDDA District. Mr. Charlick noted that one vendor had pushed and pushed the limits on temporary land use with a food truck on unimproved commercial property. Feedback from other business owners indicates that there is resentment that the temporary vendors are operating with a smaller investment and looser regulations.

Ms. Corwin explained that food trucks in the Highland Station district operate under a different 30-day permit that was staff approved. The Planning Commission is considering removing the 30-day permit from the ordinance. The HDDA would still be able to sponsor events and include food trucks at any festival or promotion. The food truck would be covered by the HDDA approval—an individual could not apply for a permit apart from the

sponsored event.

Taylor DeHaan asked if there was consideration of a food truck court option, such as Traverse City or the City of Ann Arbor offers. Mr. Charlick and Ms. Blascyk agreed that temporary food trucks are appropriate for events, but that Highland needs to encourage investment in its brick-and-mortar businesses. A permanent food truck installation would be counterproductive.

Guy York expressed his appreciation for the thorough design documents for the Highland Station area. He was very encouraged by the cooperation between the HDDA Design Committee and the Planning Commission and thought there was cohesive and synergetic energies in the collaboration with Sheetz. He regretted that the Sheetz organization did not see the benefit to offering a more attractive front to Ruggles Road.

Ms. Flowers encouraged the Planning Commission and all boards to participate in the development of a Capital Improvements Plan. Mr. Hamill noted that the administration comes and goes, but the Planning Commission can provide a more forward-looking program to guide investment and maintenance programs.

Supervisor Hamill explained his thoughts about the future of the parks. He noted that in Duck Lake Pines Park, they had recently installed pickle ball courts which have proven to be massively popular. The next focus is the outdoor skating rink, which has never effectively held water. He has tried repeatedly to find community partners to volunteer to correct the deficiencies. An alternative approach to repairing the rink is to tear out the pavement and convert it to a remote control (RC) vehicle arena, where participants can operate their RC vehicles.

Supervisor Hamill noted that over his tenure, he has had a very hands-on approach to facility maintenance. With the cooperation of others in the community, the Township has been able to implement many projects they would not have been able to afford otherwise. He recognizes that the Township needs to bring on a full time staff member with a wide range of skills to oversee and implement the maintenance needs of the community.

Supervisor Hamill also described the plan for reconfiguring Veterans Park at Livingston Road and John Street. With the new Sheetz project, the ticket station structure will be moved to Veterans Park for use as a stage. Ms. Blascyk and Michael Zeolla are helping to design a new layout.

At the Township properties near the library, there are areas that need to be cleared of invasive weeds to accommodate dog walkers. There are other invasive species efforts ongoing at other parks. Supervisor Hamill also applauded the efforts of the volunteer skate club that did all the fund raising and provided the labor to develop the skate area near the Chill at the Mill with no public funding.

Ms. Blascyk also highlighted preservation efforts underway at Steeple Hall, a new septic system and a new parking lot on the adjacent parcel.

Supervisor Hamill presented some slides that demonstrate the history of the corner of Highland Road, Milford Road, Ruggles and John Street. He reviewed the Master Plan from the Highland Station Master Plan and Design Guidelines, and the vision for the corner. He demonstrated that the Sheetz use is less densely developed and provides more green space than has been in the past or was envisioned to be in the future. He expressed his opinion that the community will find the site to be convenient and inviting and complimented all who had worked together to help Sheetz mold their plan to meet Highland Township needs.

Supervisor Hamill also shared images of the new mural on the east side of the old Fire Station (currently WOTA) at Veteran Park.

Supervisor Hamill called for public comment. Jim Lloyd noted that while he was not excited to see a gas station at the corner, he was pleased with the layout and the inclusion of a restaurant within the gas station. Given the layout, the site could still be useful in the future if society relies less on gas powered automobiles. Supervisor Hamill explained how he was helping the designers of the Sheetz site reconsider the plant materials and layout to provide a more appropriate landscape design for our area.

Supervisor Hamill took this opportunity to issue a public apology to Jane Lahring for his characterization of “rural character” linked to decaying barns. He respects the importance of working farms and their role in preserving the character of Highland.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

A. Roscoe Smith, Secretary
ARS/ejc

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-072.000 COUNTY OF OAKLAND					
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	JAN 2025	02/06/2025	144.00
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	JAN 25	02/06/2025	372.50
1159	TREASURER	101-RIDGEWOOD-OAK CTY	JAN2025	02/06/2025	215.50
101-000-075.000 HURON VALLEY SCHOOLS					
1159	TREASURER	101-HIGHLAND HILLS HVS	JAN 2025	02/06/2025	576.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	JAN 25	02/06/2025	1,490.00
1159	TREASURER	101-RIDGEWOOD-HVS	JAN2025	02/06/2025	862.00
101-000-202.001 BUILDING BONDS PAYABLES					
5041	BTC CONSTRUCTION	101-ESCROW/BUILDING	B24-00296	02/11/2025	125.00
6091	C & L WARD BROS. CO.	101-ESCROW/BUILDING	B24-00454	02/14/2025	250.00
9213	D G S CONSTRUCTION	101-ESCROW/BUILDING	B24-00525	02/14/2025	250.00
5042	GREEN SHIELD HOME LLC	101-ESCROW/BUILDING	B24-00488	02/14/2025	500.00
5042	GREEN SHIELD HOME LLC	101-REINSPECTION FEE	B24-00488	02/14/2025	60.00-
5917	HANSON'S WINDOW & CONST.	101-ESCROW/BUILDING	B24-00100	02/06/2025	125.00
5917	HANSON'S WINDOW & CONST.	101-ESCROW/BUILDING	B24-00309	02/14/2025	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00196	02/14/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00366	02/06/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00366	02/06/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00426	02/06/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00488	02/14/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00012	02/14/2025	60.00
4933	INSTALL PARTNERS	101-ESCROW/BUILDING	B24-00511	02/14/2025	125.00
6230	J A OLTHOFF CONSTRUCTION CO.	101-ESCROW/BUILDING	B23-00196	02/14/2025	975.00
6230	J A OLTHOFF CONSTRUCTION CO.	101-REINSPECTION FEE	B23-00196	02/14/2025	60.00-
5043	JENSEN, WILLIAM	101-ESCROW/BUILDING	Bdemo25 00001	02/14/2025	250.00
4791	KACZMARCZYK, ANET	101-ESCROW/BUILDING	B25-00012	02/14/2025	125.00
4791	KACZMARCZYK, ANET	101-REINSPECTION FEE	B25-00012	02/14/2025	60.00-
5988	MAJIC WINDOW COMPANY	101-ESCROW/BUILDING	B24-00229	02/14/2025	250.00
5037	MEANEY, DANIELLE	101-ESCROW/BUILDING	B23-00426	02/05/2025	125.00
5037	MEANEY, DANIELLE	101-REINSPECTION FEE	B23-00426	02/05/2025	60.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00404	02/06/2025	250.00
5032	PALMER, JUILE	101-ESCROW/BUILDING	B25-00023	02/05/2025	125.00
5034	RANSDSELL, ANGELA	101-ESCROW/BUILDING	B23-00366	02/06/2025	500.00
5034	RANSDSELL, ANGELA	101-REINSPECTION FEE	B23-00366	02/06/2025	60.00-
5034	RANSDSELL, ANGELA	101-REINSPECTION FEE	B23-00366	02/06/2025	60.00-
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B24-00491	02/06/2025	125.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B24-00518	02/07/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B24-00519	02/14/2025	500.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00001	02/14/2025	250.00
5036	SPRINGER, DANIEL	101-ESCROW/BUILDING	B25-00018	02/06/2025	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00474	02/14/2025	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00478	02/14/2025	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00479	02/14/2025	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00493	02/14/2025	250.00
101-000-222.000	OAKLAND CO. ANIMAL CONTROL				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	02202025	02/20/2025	140.00
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	02202025	02/20/2025	1,195.00
101-000-491.000	BUILDING PERMITS				
5032	PALMER, JUILE	101-REFUND PERMIT FEES	PB25-0052	02/05/2025	61.00
Total :					11,281.00
SUPERVISOR					
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL				
1521	CHASE CARDMEMBER SERVICE	101-LEARNINGLUNCH-BLASCYK/LLOYD	1/09/25-2/08/25	02/09/2025	24.00
Total SUPERVISOR:					24.00
CLERK					
101-215-820.000	CLERK: DUES/ED/TRAVEL				
1521	CHASE CARDMEMBER SERVICE	101-ELECTION CENTER	1/09/25-2/08/25	02/09/2025	459.00
1754	MTA	101-WEBINAR-FLOWERS	377880	01/08/2025	25.00
1754	MTA	101-WEBINAR-MECKLENBORG	395250	02/06/2025	25.00
1370	OAKLAND COUNTY CLERKS ASSOC	101-2025 DUES-FLOWERS	2025 MEMBERSHI	02/19/2025	35.00
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR				
5050	MDI LLC	101-FOLD UP CARTS	6667	02/24/2025	2,195.00
Total CLERK:					2,739.00
GENERAL GOVERNMENT					
101-261-728.000	GEN GOV: OFFICE SUPPLIES				
6331	PITNEY BOWES INC	101- INK CARTRIDGE	1026889760	02/04/2025	265.58
1002	QUILL CORPORATION	101-COPY PAPER	42706053	02/04/2025	74.78
2541	STAPLES	101-YELLOW ENVELOPES	6023966824	02/08/2025	58.77
101-261-735.000	GEN GOV: POSTAGE				
1035	PITNEY BOWES GLOBAL FINANCIAL	101-MAILING SYS. QTRLY FEE ACCT#0011920249	3320331427	02/08/2025	402.09
101-261-804.000	GEN GOV: LEGAL SERVICES				
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53413	01/30/2025	3,478.75
1114	ROSATI SCHULTZ JOPPICH ET AL	101-BOARDWALK	1082966	02/11/2025	170.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1082966	02/11/2025	263.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-HVS	1082966	02/11/2025	108.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-INDUSTRIAL FACILITIES TAX EXEMPT	1082966	02/11/2025	403.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1082966	02/11/2025	434.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SOUTH BAY SHORES	1082966	02/11/2025	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1082966	02/11/2025	372.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA	1082966	02/11/2025	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ORDINANCE	1082966	02/11/2025	46.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTERS	1082968	02/11/2025	1,292.00
101-261-821.000	GEN GOV: MEMBER FEES				
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	1/09/25-2/08/25	02/09/2025	26.00
101-261-850.001	GEN GOV: PHONE SERVICE				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X021	02/06/2025	23.71
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X021	02/06/2025	47.08
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429250223	02/23/2025	267.54
101-261-850.002	GEN GOV: WEBSITE				
9049	WEB MATTERS	101-TECHNICAL LABOR/WEBSITE TRAINING	6645	02/10/2025	403.75
101-261-900.001	GEN GOV: ADVERTISING				
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-TWP BOARD	1434153	01/31/2025	132.85
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-TWP BOARD	1434153	01/31/2025	262.27
2375	GANNETT MICHIGAN LOCALIQ	101-BID FOR ACT CTR WINDOW TREATMENTS	1434153	01/31/2025	197.56
101-261-920.000	GEN GOV: UTILITIES				
2216	COMCAST	101-3550 DUCK LK RD 0310657	03032025 0310657	02/01/2025	153.90
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	02132025 66330	02/14/2025	17.65
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	02132025 66959	02/14/2025	17.67
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	02132025 67072	02/14/2025	574.56
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	02132025 67460	02/14/2025	17.65
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	02132025 80059	02/14/2025	1,163.18
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	02132025 80661	02/14/2025	18.85
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	02132025 80786	02/14/2025	117.48
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	02132025 80885	02/14/2025	112.39
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE				
5049	FIBERCLASS INSULATION	101-INSULATION-250 W LIVINGSTON	7255147	02/21/2025	2,000.00
4579	GUARDIAN SEALCOAT & PAVING	101-PATCH HOLES TOWN CENTER BLVD-FINAL PAYMEN	1822	06/17/2024	1,000.00
9208	HIGHLAND SUPPLY INC.	101-FORKS/SPOONS/MULTIFOLD TOWELS	INV90163	02/12/2025	135.04
2368	MICHIGAN TREE TECHNOLOGIES	101-FUNGICIDE ON AUSTRIAN PINES POST OFFICE	02032025	02/03/2025	228.00
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	3161	02/04/2025	125.00
5046	SITEONE LANDSCAPE SUPPLY	101-TWP MAINTENANCE	150030899-001	02/18/2025	311.83
101-261-937.000	GEN GOV: VEHICLE OP MAINT				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2164	01/31/2025	24.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT					
8385	AMERI-ALARM	101-FIRE ALARM MONITORING	080886	02/01/2025	75.00
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT/PADDLE	1/09/25-2/08/25	02/09/2025	170.28
1521	CHASE CARDMEMBER SERVICE	101-YEARLI	1/09/25-2/08/25	02/09/2025	358.12
2256	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUT	101-MAINTENANCE FEE-ARCGIS DESKTOP	94899004	01/31/2025	810.00
101-261-955.000 GEN GOV: MISCELLANEOUS					
1839	ABSOPURE WATER CO.	101-CREDIT-TWP	88082095	03/13/2021	21.00-
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-TWP	88344939	04/18/2022	36.70
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-TWP	89051011	10/30/2023	39.70
4845	DISPLAYSALES	101-HIGHLAND TWP FLAGS	INV5988	02/17/2025	652.00
101-261-959.000 GEN GOV: METRO AUTHORITY EXP					
2158	ROAD COMMISSION FOR O.C.	101-TRAFFIC SIGNAL MAINT.	8262	12/31/2024	52.19
101-261-971.001 GEN GOV: COMP CAP OUTLAY					
1521	CHASE CARDMEMBER SERVICE	101-LAPTOP-ACT CTR	1/09/25-2/08/25	02/09/2025	899.94
101-261-971.003 GEN GOV: COMPUTER SOFTWARE					
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	1/09/25-2/08/25	02/09/2025	124.99
Total GENERAL GOVERNMENT:					17,992.35
GENERAL GOVERNMENT PERSONNEL B					
101-279-711.000 GGP: DEFINED CONTRIBUTION PLAN					
1731	LINCOLN FINANCIAL GROUP	101-DEFINED CONTRIB- BURKHART W41875030	1ST QTR 2025	02/10/2025	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	250350049428	02/04/2025	1,510.33
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	250350049428	02/04/2025	6,905.16
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	250350049428	02/04/2025	421.04
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	250350049428	02/04/2025	1,756.50
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	250350049428	02/04/2025	1,762.58
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001847784373	02/17/2025	46.20
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001847784373	02/17/2025	181.44
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001847784373	02/17/2025	162.55
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001847784373	02/17/2025	885.58
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001847784373	02/17/2025	43.10
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	3/01/25-3/31/25	02/01/2025	1,551.74
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	3/01/25-3/31/25	02/01/2025	467.28
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	3/01/25-3/31/25	02/01/2025	25.22
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	3/01/25-3/31/25	02/01/2025	284.12
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP COBRA	3/01/25-3/31/25	02/01/2025	100.96
Total GENERAL GOVERNMENT PERSONNEL B:					16,146.39

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
BUILDING					
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	01/28/25-02/18/25	02/19/2025	354.36
8149	WATKINS III, MITCHELL	101-INSPECTIONS	01/28/25-02/18/25	02/19/2025	927.38
Total BUILDING:					1,281.74
ACTIVITY CENTER					
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES				
1521	CHASE CARDMEMBER SERVICE	101-SOFTWARE	1/09/25-2/08/25	02/09/2025	104.94
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES				
2399	AIRGAS USA LLC	101-HELIUM LEASE	5514307721	02/01/2025	112.55
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL/CUPS/TP/LINERS/MOP HEADS/BUCK	INV90856	02/20/2025	355.48
101-672-850.000	ACTIVITY CTR: PHONE SERVICE				
9090	NET EXPRESS VOIP	101-PHONE SERVICE-ACT CTR	429250223	02/23/2025	64.34
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE				
1521	CHASE CARDMEMBER SERVICE	101-COMCAST	1/09/25-2/08/25	02/09/2025	107.98
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING				
7376	PENS.COM	101-ACTIVITY CENTER- PENS	ONZL6UM-51T18-8	02/05/2025	945.90
101-672-920.000	ACTIVITY CTR: UTILITIES				
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	02072025 66702	02/10/2025	471.17
101-672-920.002	STEEPLE HALL: UTILITIES				
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL 91000828013	02132025 80133	02/14/2025	285.36
101-672-936.000	ACTIVITY CTR: BUILDING MAINT				
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	31218845	01/31/2025	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	89607778	01/27/2025	116.15
2596	FIVE STAR ACE	101-CLEANER/RUBBER CEMENT-ACT CTR	32381	02/06/2025	15.58
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202502404	02/03/2025	34.60
101-672-936.002	STEEPLE HALL: BUILDING MAINT				
8492	SSD CABLING & CAMERAS LLC	101-CAMERA/SURVEILLANCE INSTALLATION-STEEPLE H	15324	02/10/2025	3,388.54
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT				
1521	CHASE CARDMEMBER SERVICE	101-ZOOM	1/09/25-2/08/25	02/09/2025	169.49
Total ACTIVITY CENTER:					6,184.08
PLANNING & ORDINANCE					
101-701-820.000	PLNG: DUES/ED/TRAVEL				
1226	APA	101-TRANSPORTATION BONANZA-CORWIN	4577	02/10/2025	60.00
1226	APA	101-WEBINAR SERIES-CORWIN	4591	02/10/2025	150.00
1521	CHASE CARDMEMBER SERVICE	101-APA MEMBERSHIP/MI PROF LICENSING-CORWIN	1/09/25-2/08/25	02/09/2025	934.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total PLANNING & ORDINANCE:					1,144.00
ZONING BOARD OF APPEALS (ZBA)					
101-702-820.000 ZBA: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-BOOK-LITTLEBEAR	1/09/25-2/08/25	02/09/2025	39.00
101-702-900.000 ZBA: ADVERTISING					
2375	GANNETT MICHIGAN LOCALIQ	101-LEGAL ADVERTISEMENT-ZBA	1434153	01/31/2025	175.99
Total ZONING BOARD OF APPEALS (ZBA):					214.99
PLANNING COMMISSION					
101-703-801.000 PLNG COMM: MASTER PLAN PROF.					
9077	21ST CENTURY MEDIA-MICHIGAN	101-MASTER PLAN	01222025	01/22/2025	279.25
Total PLANNING COMMISSION:					279.25
PARKS					
101-751-729.002 PARKS: HICKORY RIDGE					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	3161	02/04/2025	125.00
101-751-729.003 PARKS: DUCK LAKE PINES					
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	3161	02/04/2025	175.00
101-751-920.000 PARKS: UTILITIES					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	02132025 67551	02/14/2025	48.94
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	02132025 67940	02/14/2025	34.27
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	02142025 66587	02/17/2025	21.13
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	02142025 66835	02/17/2025	17.65
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	02142025 67205	02/17/2025	29.60
Total PARKS:					451.59
Total GENERAL FUND:					57,738.39
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	250350049428	02/04/2025	9,362.69
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001847784373	02/17/2025	92.40
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001847784373	02/17/2025	1,077.69
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001847784373	02/17/2025	90.15
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001847784373	02/17/2025	43.11

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	3/01/25-3/31/25	02/01/2025	183.16
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	3/01/25-3/31/25	02/01/2025	25.22
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	3/01/25-3/31/25	02/01/2025	1,339.66
206-336-727.000	FIRE: SUPPLIES				
1521	CHASE CARDMEMBER SERVICE	206-CLEANING SUPPLIES	1/09/25-2/08/25	02/09/2025	185.15
9208	HIGHLAND SUPPLY INC.	206-SUPPLY CREDIT TOILET BOWL CLEANER TBC	CM3581	01/29/2025	110.12-
9208	HIGHLAND SUPPLY INC.	206 - SUPPLY CREDIT	CM3623	06/24/2024	93.00-
9208	HIGHLAND SUPPLY INC.	206-FLOOR CLEANER NEUTRAL UNIVERSAL LEMON SCE	INV89016	01/29/2025	173.76
9208	HIGHLAND SUPPLY INC.	206-SQUEEGEE 18"HANDLE/HEAD COMBO	INV89016	01/29/2025	96.48
9208	HIGHLAND SUPPLY INC.	206-TOILET BOWL CLEANER TBC	INV89016	01/29/2025	110.12
9208	HIGHLAND SUPPLY INC.	206-OURFRESH - SPICED APPLE	INV89016	01/29/2025	200.10
9208	HIGHLAND SUPPLY INC.	206-MOP HEAD LOOP END - BLUE STRIPE	INV89016	01/29/2025	54.00
9208	HIGHLAND SUPPLY INC.	206-PAPER TOWEL - 8X600 KRUGER WHITE SUPREME	INV89016	01/29/2025	126.00
9208	HIGHLAND SUPPLY INC.	206-CAN LINER 60 GALLON BLACK 1.2 MEDIUM	INV89016	01/29/2025	45.50
9208	HIGHLAND SUPPLY INC.	206-TOILET PAPER WRAPPED 2PLY STANDARD 96 ROLL	INV89016	01/29/2025	140.00
9208	HIGHLAND SUPPLY INC.	206-TOILET BOWL CLEANER TBC	INV89122	01/30/2025	110.12
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K76128	02/15/2025	6.27
2541	STAPLES	206-COPY PAPER	6023966822	02/08/2025	157.96
5031	VESCO OIL CORPORATION	206- STATION SUPPLIES	5717861-00	02/04/2025	303.85
206-336-731.000	FIRE: MEDICAL SUPPLIES				
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85634177	01/23/2025	181.89
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85648616	02/04/2025	85.40
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85661520	02/13/2025	247.80
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85661521	02/13/2025	93.08
9180	STRYKER	206-POWER CORD	9208373367	01/30/2025	140.61
206-336-732.000	FIRE: UNIFORMS				
9276	HURON VALLEY GUNS LLC	206-UNIFORM - FOTOPOULOS BOOTS	223688	01/02/2025	149.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM - READ	224231	01/06/2025	455.95
9276	HURON VALLEY GUNS LLC	206- WHITE UNIFORMS	224245	01/06/2025	406.95
9276	HURON VALLEY GUNS LLC	206-UNIFORM - SMITH	225867	01/22/2025	95.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM PEARCE	226565	01/30/2025	454.95
9276	HURON VALLEY GUNS LLC	206- CASE UNIFORM	227329	02/07/2025	232.97
9276	HURON VALLEY GUNS LLC	206-UNIFORM - KENWORTHY	227730	02/11/2025	445.95
9188	PHOENIX SAFETY OUTFITTERS	206-FIRE GLOVES LARGE	SI-153155	01/30/2025	947.60
206-336-809.000	FIRE: SOFTWARE MAINTENANCE				
9190	LEXIPOL LLC	206-LEXIPOL POLICY MANUAL	INVPR11248403	02/01/2025	2,780.40
206-336-820.000	FIRE: DUES & EDUCATION				
1521	CHASE CARDMEMBER SERVICE	206-PHTLS-WHITE	1/09/25-2/08/25	02/09/2025	157.50
1521	CHASE CARDMEMBER SERVICE	206-NFPA-BELL	1/09/25-2/08/25	02/09/2025	225.00
5039	DORSEY COLLEGE - EMS/AHA	206-AHA ACLS AND BLS CARDS	5563	01/27/2025	158.00
5039	DORSEY COLLEGE - EMS/AHA	206-AHA BLS CARDS	5565	01/30/2025	34.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
5039	DORSEY COLLEGE - EMS/AHA	206-CPR CARDS PUBLIC	5567	02/11/2025	76.00
5033	LIVINGSTON COUNTY EMS	206- EMT CLASS WEHBY	INV-0020	01/08/2025	1,000.00
206-336-920.000 FIRE: PUBLIC UTILITIES					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X021	02/06/2025	90.02
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X021	02/06/2025	23.71
9027	AT&T MOBILITY	206-IPADS	287287294406X021	02/06/2025	422.89
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	03152025 0160011	02/12/2025	169.90
2216	COMCAST	206-ST#3 852910157 0115262	04022025 0115262	02/20/2025	56.13
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	02032025 06488	02/05/2025	1,541.50
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	02122025 66207	02/13/2025	122.95
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	022025 05909	02/21/2025	2,680.52
206-336-930.000 FIRE: VEHICLE REPAIR					
7285	GREEN OAK TIRE INC.	206-2019 FORD E450 FRONT TIRES	1-146254	01/31/2025	520.52
7326	HAROLD'S FRAME SHOP INC.	206-2019 FORD F-450 (R211) FRONT END WORK	109426	01/28/2025	1,974.64
9228	NAPA AUTO PARTS	206- 2 YEAR WTY BATTERY	148265	12/13/2024	178.84
9228	NAPA AUTO PARTS	206 - CORE DEPOSIT FROM INVOICE 148265	148272	12/13/2024	18.00-
9257	R&R FIRE TRUCK REPAIR	206-2007 PIERCE (E1) ENFORCER PUMPER	70106	01/31/2025	672.16
9257	R&R FIRE TRUCK REPAIR	206-2018 PIERCE (E11) REPAIR	70135	01/31/2025	546.43
6241	SZOTT M59 CHRYSLER DODGE RAM	206-2024 DODGE, 2500'S (B1, B2, U1)	128198	01/28/2025	548.25
4922	ULTRA BRIGHT LIGHTZ LLC	206-2024 DODGE 2500 (B2) HEADACHE RACK MOUNT	W191063	12/20/2024	38.00
206-336-936.000 FIRE: BLDG MAINT/REPAIR					
2285	CUMMINS SALES AND SERVICE	206-FS2 GENERATOR SERVICE	S6-250136867	01/25/2025	279.16
6338	TRI-COUNTY SUPPLY INC.	206-FIX SOAP DISPENSER	0000038011	02/05/2025	112.99
206-336-937.000 FIRE: EQUIP MAINT					
2461	BREATHING AIR SYSTEMS	206-SCBA COMPRESSOR MAINTENANCE	INV-OH73-1903	01/30/2025	873.88
Total FIRE:					32,924.79
Total FIRE FUND:					32,924.79
POLICE FUND					
POLICE					
207-301-920.000 POLICE: UTILITIES					
2216	COMCAST	207-165 N. JOHN 0179656	03242025 0179656	02/21/2025	128.90
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	02132025 66454	02/14/2025	502.06
207-301-935.000 POLICE: SHERIFF'S MAINT					
1839	ABSOPURE WATER CO.	207-COOLER	31218137	01/31/2025	4.00
2285	CUMMINS SALES AND SERVICE	207-SUBSTATION GENERATOR MAINTENANCE	S6-250136868	01/25/2025	526.11
207-301-955.000 POLICE: MISCELLANEOUS					
9097	MICHIGAN DEPT. OF AGRICULTURE	207-WHEEL LOAD WEIGHER CALIBRATION	791-11316259	02/10/2025	145.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total POLICE:					1,306.07
Total POLICE FUND:					1,306.07
FIRE CAPITAL FUND					
FIRE					
402-336-971.002 CAPITAL EQUIPMENT					
9188	PHOENIX SAFETY OUTFITTERS	402- 5 FIRE HELMETS	SI-153262	02/04/2025	1,750.00
Total FIRE:					1,750.00
Total FIRE CAPITAL FUND:					1,750.00
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-712.000 DDA: HEALTH/DENTL/LIFE/DIS INS					
1967	MUTUAL OF OMAHA	494-LIFE,DENTAL,DISAB. INS. DDA	001847784373	02/17/2025	63.82
9094	STANDARD INSURANCE CO.	494-DENTAL INSURANCE-DDA	3/01/25-3/31/25	02/01/2025	100.96
494-729-728.000 DDA: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	494-ZOOM/ADOBE/STAPLES	1/09/25-2/08/25	02/09/2025	164.82
494-729-801.000 DDA: PROF SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	494-PROFESSIONAL SERVICES	1082967	02/11/2025	93.00
494-729-808.000 DDA: MARKETING CONSULTANT					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2027	02/20/2025	925.00
494-729-820.000 DDA: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	494-HWLBA MEMBERSHIP	1/09/25-2/08/25	02/09/2025	75.00
1521	CHASE CARDMEMBER SERVICE	494-NATIONAL MAIN ST	1/09/25-2/08/25	02/09/2025	50.00
494-729-880.001 DDA: PROMOTIONS					
1521	CHASE CARDMEMBER SERVICE	494-TREE LIGHTING	1/09/25-2/08/25	02/09/2025	400.00
494-729-880.002 DDA: ECONOMIC RESTRUCTURING					
1013	ABC PRINTING INC	494-POSTERS/FLYERS/LAWN SIGNS-BURGER BATTLE	45304	02/06/2025	424.50
494-729-880.003 DDA: DESIGN					
1521	CHASE CARDMEMBER SERVICE	494-GARDENS	1/09/25-2/08/25	02/09/2025	688.43
494-729-900.000 DDA: ADVERTISING/PRINTING					
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT	1/09/25-2/08/25	02/09/2025	88.00
494-729-920.000 DDA: RENT/ UTILITIES					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	1/09/25-2/08/25	02/09/2025	214.92
9090	NET EXPRESS VOIP	494-PHONE SERVICE DDA	429250223	02/23/2025	6.77
494-729-967.000 DDA: FARMERS' MARKET					
1521	CHASE CARDMEMBER SERVICE	494-WEBBSITE/WEEBLY	1/09/25-2/08/25	02/09/2025	144.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DOWNTOWN DEVELOPMENT AUTHORITY:					3,439.22
Total DOWNTOWN DEVELOPMENT FUND:					3,439.22
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000 HAAC: DEDUCTIONS					
1521	CHASE CARDMEMBER SERVICE	702-DETROIT TIGERS	1/09/25-2/08/25	02/09/2025	214.50
1521	CHASE CARDMEMBER SERVICE	702-MEADOWBROOK	1/09/25-2/08/25	02/09/2025	222.60
1521	CHASE CARDMEMBER SERVICE	702-1ST CONGREGATIONAL CHURCH	1/09/25-2/08/25	02/09/2025	416.00
1521	CHASE CARDMEMBER SERVICE	702-BELLE ISLE	1/09/25-2/08/25	02/09/2025	123.60
1521	CHASE CARDMEMBER SERVICE	702-PORT HURON MUSEUMS	1/09/25-2/08/25	02/09/2025	250.00
1521	CHASE CARDMEMBER SERVICE	702-BAVARIAN INN	1/09/25-2/08/25	02/09/2025	40.92
1521	CHASE CARDMEMBER SERVICE	702-DETROIT HISTORY TOURS	1/09/25-2/08/25	02/09/2025	450.00
1521	CHASE CARDMEMBER SERVICE	702-PARTY SUPPLIES	1/09/25-2/08/25	02/09/2025	302.63
1521	CHASE CARDMEMBER SERVICE	702-VACUUM	1/09/25-2/08/25	02/09/2025	350.00
1521	CHASE CARDMEMBER SERVICE	702-RENTAL VANS	1/09/25-2/08/25	02/09/2025	584.86
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	758230193	02/10/2025	187.82
5038	JOHNSON, KIM	702-ST PATTYS DAY PERFORMER	103	01/17/2025	300.00
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1131	02/11/2025	1,380.00
Total GENERAL GOVERNMENT:					4,822.93
Total HIGHLAND ADVISORY COUNCIL:					4,822.93
CURRENT TAX COLLECT					
703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE					
7711	CONNOLLY, MELANIE	703-TAX REFUND	H-11-11-252-014	02/18/2025	1,000.00
5047	MACK, MICHAEL	703-TAX REFUND	H-11-20-277-014	02/18/2025	305.00
5048	NIELSON, JERRY	703-TAX REFUND	H-11-27-377-002	02/18/2025	9.00
5045	POP, RADU DORU	703-TAX REFUND	H-11-27-155-003	02/18/2025	18.71
Total :					1,332.71
Total CURRENT TAX COLLECT:					1,332.71
DUCK LAKE ASSOC					
TRUST & AGENCY ADMIN					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
764-255-956.000 DUCK LAKE: DEDUCTIONS					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	02132025 91144	02/14/2025	17.65
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	02142025 07439	02/17/2025	17.65
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	02142025 13643	02/17/2025	18.73
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	02142025 13650	02/17/2025	17.65
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	02142025 13668	02/17/2025	17.65
Total TRUST & AGENCY ADMIN:					89.33
Total DUCK LAKE ASSOC:					89.33
HIGHLAND LAKE ASSOC TRUST & AGENCY ADMIN					
765-255-956.000 HIGHLAND LAKE: DEDUCTIONS					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	02122025 67338	02/13/2025	27.77
Total TRUST & AGENCY ADMIN:					27.77
Total HIGHLAND LAKE ASSOC:					27.77
TAGGETT LAKE ASSOC TRUST & AGENCY ADMIN					
766-255-956.000 TAGGETT LAKE: DEDUCTIONS					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	02122025 80281	02/13/2025	14.56
Total TRUST & AGENCY ADMIN:					14.56
Total TAGGETT LAKE ASSOC:					14.56
KELLOGG LAKE ASSOC TRUST & AGENCY ADMIN					
767-255-956.000 KELLOGG LAKE: DEDUCTIONS					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	02122025 80281	02/13/2025	8.56
Total TRUST & AGENCY ADMIN:					8.56
Total KELLOGG LAKE ASSOC:					8.56
CHARLICK LAKE ASSOC TRUST & AGENCY ADMIN					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	02122025 80414	02/13/2025	17.65
Total TRUST & AGENCY ADMIN:					17.65
Total CHARLICK LAKE ASSOC:					17.65
WOODRUFF LAKE ASSOC					
TRUST & AGENCY ADMIN					
769-255-956.000 WOODRUFF LAKE: DEDUCTIONS					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	02122025 67676	02/13/2025	17.65
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	02122025 80547	02/13/2025	17.65
Total TRUST & AGENCY ADMIN:					35.30
Total WOODRUFF LAKE ASSOC:					35.30
Grand Totals:					103,507.28

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-202.005 PLANNING ESCROW PAYABLES					
2240	CARLISLE WORTMAN ASSOC. INC.	101-SHEETZ	2177659	02/13/2025	2,705.00
Total :					2,705.00
ASSESSOR					
101-257-720.000 ASSESSING: CONTRACTUAL SVCS					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	MARCH 2025	02/17/2025	11,485.00
Total ASSESSOR:					11,485.00
GENERAL GOVERNMENT					
101-261-802.000 GEN GOV: PAYROLL PROCESSING					
4868	ADP INC	101-TIME AND ATTENDANCE	682118376	01/31/2025	280.45
4868	ADP INC	101-WIRE FEES	683234543	02/14/2025	175.00
4868	ADP INC	101-VOIDS/STOP PAYMENTS	683234543	02/14/2025	75.00
4868	ADP INC	101-PAYROLL SERVICES	683234543	02/14/2025	132.30
4868	ADP INC	101-YEAR END TAX REPORTING/W2	683730912	02/19/2025	763.00
101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1748042	02/01/2025	823.00
101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT					
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2740257	02/11/2025	57.50
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2740257	02/11/2025	41.44
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	2740257	02/11/2025	3.96
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2742218	02/12/2025	112.32
Total GENERAL GOVERNMENT:					2,463.97
GENERAL GOVERNMENT PERSONNEL B					
101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS					
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004444274	01/23/2025	219.90
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004444274	01/23/2025	248.45
Total GENERAL GOVERNMENT PERSONNEL B:					468.35
BUILDING					
101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	01/28/25-02/18/25	02/19/2025	1,335.37

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total BUILDING:					1,335.37
ACTIVITY CENTER					
101-672-938.000 ACTIVITY CTR: OFF. EQUIP MAINT					
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-ACT. CTR	2745174	02/17/2025	477.36
2059	APPLIED INNOVATION	101-ADDITONAL PAGES- ACTIVITY CENTER	2745174	02/17/2025	1,389.95
Total ACTIVITY CENTER:					1,867.31
PLANNING COMMISSION					
101-703-801.000 PLNG COMM: MASTER PLAN PROF.					
2240	CARLISLE WORTMAN ASSOC. INC.	101-2021 MASTER PLAN	2177658	02/13/2025	1,370.00
Total PLANNING COMMISSION:					1,370.00
Total GENERAL FUND:					21,695.00
FIRE FUND					
206-000-231.006 EMPLOYEE 401A LOAN - MSQ					
1502	MISSIONSQUARE RET CLIENTS-109785	206-109785 - MISSIONSQUARE DEF COMP LOAN - YOUN	03072025	03/07/2025	68.62
Total :					68.62
FIRE					
206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS					
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004444290	01/23/2025	311.78
206-336-719.000 FIRE: POST PLAN					
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - BECKER, M.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - BELL, S.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - BONHAM, G.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - DAVID, M.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - FOTOPOULOS, B.	2024 CONTRIBUTI	02/19/2025	166.67
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - GRABOWSKI, A.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - KENWORTHY, H.	2024 CONTRIBUTI	02/19/2025	500.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - KIDD, R.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - KORPONIC, D.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - MARTIN, T.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - MOORE, M.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - MORENO, K.	2024 CONTRIBUTI	02/19/2025	1,666.67

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - SMITH, C.	2024 CONTRIBUTI	02/19/2025	2,000.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 - YOUNG, R.	2024 CONTRIBUTI	02/19/2025	1,166.67
Total FIRE:					23,811.79
Total FIRE FUND:					23,880.41
REFUSE FUND					
REFUSE					
227-526-801.000 REFUSE: CONTRACTOR					
4887	PRIORITY WASTE LLC	227-MONTHLY CONTRACT-FEB	INV783168	02/01/2025	91,787.28
Total REFUSE:					91,787.28
Total REFUSE FUND:					91,787.28
Grand Totals:					137,362.69

Total GENERAL FUND:	79,433.39
Total FIRE FUND:	56,805.20
Total POLICE FUND:	1,306.07
Total REFUSE FUND:	91,787.28
Total FIRE CAPITAL FUND:	1,750.00
Total DOWNTOWN DEVELOPMENT FUND:	3,439.22
Total HIGHLAND ADVISORY COUNCIL:	4,822.93
Total CURRENT TAX COLLECT:	1,332.71
Total DUCK LAKE ASSOC:	89.33
Total HIGHLAND LAKE ASSOC:	27.77
Total TAGGETT LAKE ASSOC:	14.56
Total KELLOGG LAKE ASSOC:	8.56
Total CHARLICK LAKE ASSOC:	17.65
Total WOODRUFF LAKE ASSOC:	35.30
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Grand Totals:	240,869.97
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Payroll and Hand Check February 27, 2025 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT) 2/14/2025	\$	31,757.30
General/Fire Payroll 2/14/2025	\$	82,267.04
Equitable - Deferred Comp.	\$	250.00
Mission SQ - Deferred Comp.	\$	2,345.17
Flexible Savings Account	\$	796.65
Friend of the Court	\$	35.17
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	720.00
Highland Firefighters Union Dues-Part-Time	\$	561.00

The following was added to the List of Bills dated 2/06/2025:

1. ADP Fund 101 for \$ 169.20



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: March 3rd, 2025

Re: Recommendation for Appointment for Board of Review Alternate Member

I recommend that we appoint Jacob Probe to the Board of Review as an Alternate Member with a term, expiring on December 31, 2026.

Alternate position: Jacob Probe

Thank you for considering this recommendation.



5b. Receive and File:

- 1) Building Department Report – January 2025
- 2) Library Board Meeting Minutes – January 2025
- 3) Library Director's Report – January 2025
- 4) Planning Commission Minutes – January 23, 2025 and February 6, 2025
- 5) Sheriff's Department Report – January 2025
- 6) Zoning Board of Appeals Minutes – January 15, 2025 and February 5, 2025
- 7) Plante & Moran Pre-Audit Letter

*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
JANUARY 2025*

HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

January 2025

TOTAL (forward)..... \$24,986

Additional fees:

Building..... \$79

Electric..... \$60

Plumbing..... \$60

Heating..... \$60

Licenses & Misc Fees..... \$29

sub total: \$288

MONTH-END GRAND TOTAL REVENUE..... \$25,274

Total number of all Permits to date This Year: 162
Last Year: 89

Total number of all Electric, Plumbing,
& Heating This Year: 83
Last Year: 50

Total number of Building permits to date: This Year: 79
Last Year: 39

Total number of New Single-Family Units: This Year: 3
Last Year: 2

Total number of Land Use Permits This Year: 4
Last Year: 1

Respectfully Submitted:

STEVE ITINO
Building Official
Ordinance Dept Supervisor

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 1/1/2025 12:00:00 AM AND
1/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Commercial, Renovations					
PB25-0019	2370 S MILFORD RD	AT&T	\$15000	\$184	
Commercial, Renovations			\$15000	\$184	1
Deck					
PB25-0027	131 CLYDE RD	Custom Deck Creations	\$15000	\$149	
PB25-0030	3231 RAMADA DR	Coy Construction Inc	\$54360	\$346	
PB25-0031	3810 KINGSWAY DR	Coy Construction Inc.	\$14300	\$145	
PB25-0070	3691 BURWOOD LN	C & L Ward Bros. Co.	\$37000	\$259	
PB25-0071	3458 MANTUA FARMS	R N Construction INC	\$39000	\$284	
PB25-0073	4642 MALLARDS LNDG	Green Shield Home LLC	\$39491	\$272	
Deck			\$199151	\$1455	6
Demolition					
PB25-0029	4655 MIDDLE RD	JENSEN, WILLIAM R	\$0	\$162	
PB25-0067	247 Spruce	A.M.H.S Inc	\$0	\$162	
PB25-0068	96 Locust	A.M.H.S Inc	\$0	\$162	
Demolition			\$0	\$486	3
Electrical					
PE24-0521	2932 E Highland Road A	Just Sign & Lighting	\$0	\$70	
PE25-0001	3818 HIGHLAND CT	M & D Electric	\$0	\$74	
PE25-0002	1925 N DUCK LAKE RD	AT&T	\$0	\$179	
PE25-0003	3519 W HIGHLAND RD	Bright Electric	\$0	\$67	
PE25-0004	2240 Douglas	Chapple Electric Inc	\$0	\$74	
PE25-0005	188 PENINSULA LAKE DR	Randazzo Mechanical (electrical	\$0	\$54	
PE25-0006	2216 ESTATES DR	Family Heating Co Inc	\$0	\$69	
PE25-0007	2174 NORTH ST	Arbor Electric	\$0	\$159	
PE25-0008	1739 IMPERIAL DR	Oak Electric Service Inc	\$0	\$121	
PE25-0009	2330 MacLaren Dr.	Chapple Electric Inc	\$0	\$74	
PE25-0010	2734 E Murray	Chapple Electric Inc	\$0	\$74	
PE25-0011	2266 MacLaren Dr.	Chapple Electric Inc	\$0	\$74	
PE25-0012	2376 Mac Laren	Chapple Electric Inc	\$0	\$74	
PE25-0013	2322 Mac Laren	Chapple Electric Inc	\$0	\$74	
PE25-0014	2797 Mac Duff	Chapple Electric Inc	\$0	\$74	
PE25-0015	2507 W Lindsay	Chapple Electric Inc	\$0	\$74	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT**Permit by Category with Details**Permit.DateIssued Between 1/1/2025 12:00:00 AM AND
1/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE25-0016	2350 S Dundee Ct.	Chapple Electric Inc	\$0	\$74	
PE25-0017	3995 CHANDA CT	R&D Electrical	\$0	\$212	
PE25-0018	1447 ANCHOR LN	Family Heating Co Inc	\$0	\$54	
PE25-0019	3577 GRANDVIEW	Family Heating Co Inc	\$0	\$66	
PE25-0020	2270 Mac Laren	Chapple Electric Inc	\$0	\$74	
PE25-0021	2375 Douglas Dr.	Chapple Electric Inc	\$0	\$74	
PE25-0022	2379 Douglas Dr.	Chapple Electric Inc	\$0	\$74	
PE25-0023	2326 Mac Laren	Chapple Electric Inc	\$0	\$74	
PE25-0024	2248 MacLaren Dr.	Chapple Electric Inc	\$0	\$74	
PE25-0025	2488 Loch Lomond	Chapple Electric Inc	\$0	\$74	
PE25-0026	2788 Boulder Ridge	PG Electric	\$0	\$139	
PE25-0027	4500 TEAL CT	TruHome Pros	\$0	\$59	
PE25-0028	2905 SHIRLEY ST	Family Heating Co Inc	\$0	\$84	
PE25-0029	269 W Glengarry Ct	Chapple Electric Inc	\$0	\$74	
PE25-0030	2383 Douglas	Chapple Electric Inc	\$0	\$74	
PE25-0031	2342 S Dundee	Chapple Electric Inc	\$0	\$74	
PE25-0032	2374 N Baird Dr	Chapple Electric Inc	\$0	\$74	
PE25-0033	2416 Loch Lomond	Chapple Electric Inc	\$0	\$74	
PE25-0034	34 N Shetland Ct	Chapple Electric Inc	\$0	\$74	
PE25-0035	2474 E Duncan	Chapple Electric Inc	\$0	\$74	
PE25-0036	2543 Mead	Chapple Electric Inc	\$0	\$74	
PE25-0037	2700 Steward	Chapple Electric Inc	\$0	\$74	
PE25-0038	2258 MaClaren Dr.	Chapple Electric Inc	\$0	\$74	
PE25-0039	245 Kelly Ct	Chapple Electric Inc	\$0	\$74	
PE25-0040	2215 Douglas	Chapple Electric Inc	\$0	\$74	
PE25-0041	2219 Douglas	Chapple Electric Inc	\$0	\$74	
PE25-0042	2231 Douglas Dr.	Chapple Electric Inc	\$0	\$74	
PE25-0043	2395 Douglas	Chapple Electric Inc	\$0	\$74	
PE25-0044	256 Norman	Chapple Electric Inc	\$0	\$74	
PE25-0045	248 Norman	Chapple Electric Inc	\$0	\$74	
PE25-0046	2368 Mac Laren	Chapple Electric Inc	\$0	\$74	
PE25-0047	2364 Mac Laren	Chapple Electric Inc	\$0	\$74	
PE25-0048	2352 MacLaren	Chapple Electric Inc	\$0	\$74	
PE25-0049	280 Norman	Chapple Electric Inc	\$0	\$74	
PE25-0050	236 Norman	Chapple Electric Inc	\$0	\$74	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 1/1/2025 12:00:00 AM AND
1/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE25-0051	276 Norman	Chapple Electric Inc	\$0	\$74	
PE25-0052	216 Norman	Chapple Electric Inc	\$0	\$74	
PE25-0053	2263 Douglas	Chapple Electric Inc	\$0	\$74	
PE25-0054	2236 S MILFORD RD	Universal Signs	\$0	\$70	
PE25-0055	2291 OVERBROOK	Mrs. Michael	\$0	\$105	
PE25-0056	880 W LIVINGSTON RD	FLEISHMAN, ADAM	\$0	\$78	
PE25-0057	2280 HARVEY LAKE RD	Hartland Electric LLC	\$0	\$93	
PE25-0058	3464 LIDO DR	Family Heating Co Inc	\$0	\$54	
PE25-0059	328 INVERNESS	Income Power LLC	\$0	\$105	
PE25-0060	3145 MIDDLE RD	William Brasaaw	\$0	\$183	
Electrical			\$0	\$5055	61
Fence					
PB25-0011	3166 HIGHLAND BLVD	BROWN, DENNIS L	\$2500	\$88	
Fence			\$2500	\$88	1
Finished Basement					
PB25-0065	1473 GLENEAGLES	Foundation Systems of Michiga	\$11596	\$132	
Finished Basement			\$11596	\$132	1
Fire/Water Damage Repair -- Resid					
PB25-0003	1720 PETTIBONE LAKE RD	OVERBERG, MARK J	\$10000	\$124	
PB25-0054	3145 MIDDLE RD	BRASHAW, WILLIAM F	\$40000	\$521	
Fire/Water Damage Repair -- Resid			\$50000	\$645	2
Garage, detached					
PB25-0008	3582 MANTUA FARMS	Hill Building & Properties	\$150000	\$826	
Garage, detached			\$150000	\$826	1
Mechanical					
PM25-0001	120 PENINSULA LAKE DR	Thornton & Grooms, Inc	\$0	\$92	
PM25-0002	3637 Taggett Lk Ct	Moving Air Heating and Cooling	\$0	\$288	
PM25-0003	188 PENINSULA LAKE DR	Randazzo Mechanical Htg & Cl	\$0	\$112	
PM25-0004	2216 ESTATES DR	Family Heating Co Inc	\$0	\$102	
PM25-0005	2159 ADDALEEN RD	Professional Htg & Clg (elec)	\$0	\$551	
PM25-0006	1739 IMPERIAL DR	Oak Electric Service Inc	\$0	\$129	

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM25-0007	2383 CANTERWOOD	Randazzo Mechanical Htg & Cl	\$0	\$92	
PM25-0008	2025 CLYDE RD	First Choice Htg. & Cooling	\$0	\$102	
PM25-0009	1447 ANCHOR LN	Family Heating Co Inc	\$0	\$102	
PM25-0010	3577 GRANDVIEW	Family Heating Co Inc	\$0	\$102	
PM25-0011	2236 S MILFORD RD	Fire Systems of Michigan, Inc	\$0	\$97	
PM25-0012	1231 ESSAY LN	Hutchison Mechanical	\$0	\$298	
PM25-0013	3464 LIDO DR	Family Heating Co Inc	\$0	\$112	
PM25-0014	3145 MIDDLE RD	William Brasaaw	\$0	\$293	
Mechanical			\$0	\$2472	14
Miscellaneous					
PB25-0006	2352 MacLaren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0009	2368 Mac Laren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0010	256 Norman	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0012	2247 Douglas Dr.	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0013	2231 Douglas Dr.	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0014	2251 Douglas	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0015	278 Sutherland Dr	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0016	2258 MaClaren Dr.	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0017	248 Norman	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0018	2364 Mac Laren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0020	2374 N Baird Dr	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0021	2700 Steward	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0022	2556 Loch Lomond	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0023	2416 Loch Lomond	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0025	1114 SAINT ANDREWS	Anet Maria Kaczmarczyk	\$10000	\$124	
PB25-0036	2350 S Dundee Ct.	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0037	2383 Douglas	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0038	2379 Douglas Dr.	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0039	2375 Douglas Dr.	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0040	2797 Mac Duff	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0041	2488 Loch Lomond	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0042	2270 Mac Laren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0043	2395 Douglas	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0044	2342 S Dundee	Ultimate Care & Maintenance	\$2800	\$88	

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PB25-0045	2543 Mead	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0047	34 N Shetland Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0048	2474 E Duncan	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0049	2219 Douglas	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0050	245 Kelly Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0051	2215 Douglas	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0055	5767 Macduff Ct.	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0056	2734 E Murray	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0057	2507 W Lindsay	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0058	2549 Loch Lomond	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0059	2227 Douglas	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0060	2260 Mac Laren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0061	2682 Mead Blvd	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0062	2224 Mac Laren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0063	2263 Douglas	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0064	280 Norman	Ultimate Care & Maintenance	\$2800	\$88	
Miscellaneous			\$119200	\$3556	40
Plumbing					
PP25-0001	700 ROWE RD	Thornton & Grooms, Inc	\$0	\$50	
PP25-0002	3995 CHANDA CT	North Star Water Mgmt LLC	\$0	\$347	
PP25-0003	1231 ESSAY LN	CUDWORTH, RYAN	\$0	\$320	
PP25-0004	2174 NORTH ST	JS Waterworks	\$0	\$112	
PP25-0005	468 S MILFORD RD	ABLE PLUMBING AND CON	\$0	\$240	
PP25-0006	1039 Troon	Stone Hollow Properties & Dev	\$0	\$83	
PP25-0007	3145 MIDDLE RD	William Brasaaw	\$0	\$133	
PP25-0008	1473 GLENEAGLES	Foundation Systems of Michiga	\$0	\$57	
Plumbing			\$0	\$1342	8
Pole Barn					
PB25-0005	2281 WHITE LAKE RD	PRIME, DOUGLAS A	\$98000	\$565	
PB25-0007	2144 DAVISTA DR	Brian Joseph Christian	\$128000	\$731	
Pole Barn			\$226000	\$1296	2
Res. Renovations					
PB25-0001	5697 ZANDER LN	Renewal By Anderson LLC	\$21311	\$180	

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PB25-0002	2400 MIDDLE RD	A Better Exterior LLC	\$27400	\$218	
PB25-0028	3683 N DUCK LAKE RD	Wallside Inc	\$12700	\$141	
PB25-0035	3488 CRYSTAL RIDGE DRIVE	BLS Contracting	\$1458	\$85	
PB25-0066	3200 BROWNS LN	Install Partners	\$4850	\$100	
PB25-0069	5996 JADA DR	ATA Residential Solution	\$95000	\$565	
Res. Renovations			\$162719	\$1289	6
Res. Single Family					
PB25-0004	775 S Milford Rd	Vangordon Land Solutions LLC	\$300000	\$1614	
PB25-0033	3175 Oakridge Dr	OakBridge Development LLC	\$207300	\$1164	
PB25-0034	1124 ROWE RD	Broadstone Homes LLC	\$350000	\$1880	
Res. Single Family			\$857300	\$4658	3
Roof					
PB25-0024	2643 BRIAR CLIFF DR	Maciej Ogonowski	\$11625	\$136	
PB25-0046	3103 SHIRLEY ST	Smolyanov Home Improvement	\$30761	\$233	
Roof			\$42386	\$369	2
Shed					
PB25-0032	920 HARLEQUIN	Daniel Springer	\$6000	\$104	
PB25-0052	3337 HIGHLAND CT	PALMER, JULIE MAY	\$1200	\$88	
PB25-0053	3337 HIGHLAND CT	PALMER, JULIE MAY	\$1400	\$88	
Shed			\$8600	\$280	3
Solar Panels-Roof					
PB25-0026	4500 TEAL CT	TruHome Pros	\$58444	\$367	
Solar Panels-Roof			\$58444	\$367	1
Temporary Sign					
PTS25-0001	268 W HIGHLAND RD	ROUTE 59 INVESTMENT LL	\$0	\$67	
Temporary Sign			\$0	\$67	1
Wall Mounted Sign					
PSG24-0016	2932 E Highland Road A	Just Sign & Lighting	\$0	\$142	
Wall Mounted Sign			\$0	\$142	1

HIGHLAND TOWNSHIP BUILDING DEPARTMENT**Permit by Category with Details**

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Windows					
PB25-0072	3057 N HICKORY RIDGE RD	Weathergard Window, Co., Inc.	\$19700	\$177	
Windows			\$19700	\$177	1
Zoning Land Use					
PLU25-0002	1575 S MILFORD RD 101	Shell Gas Station	\$0	\$0	
PLU25-0003	268 W HIGHLAND RD	ROUTE 59 INVESTMENT LL	\$0	\$0	
PLU25-0004	3385 W Highland Rd	Powers Flowers - Temporary	\$0	\$100	
PLU25-0005	728 W HIGHLAND RD	Alcohol & Drug Compliance Ser	\$0	\$0	
Zoning Land Use			\$0	\$100	4
Totals			\$1922596	\$24986	162

**Highland Township Public Library
Board Meeting Minutes
Tuesday, January 14, 2025**

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

Members Absent: None

Guests: None

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

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

Motion: J. Matthews moved and K. Polidori seconded to approve the Board Meeting minutes for December 3, 2024. Roll call - unanimous vote; motion carried.

Bills: Total bills for December, 2024 are \$186,698.73. Total bills for January, 2025 are \$175,668.06 with the addition of Applied Innovations, Baker & Taylor, Consumers Energy, Digital Document Store, DTE , Overdrive, when received.

Motion: J. Matthews moved and J. Gaglio seconded to approve the December, 2024 and January, 2025 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: J. Strong expressed appreciation for the use of the Community Room for her wedding. A child was very appreciative of the assistance J. Fenton provided her. Shared an article, "Worden Company: 'Becoming' More After 75 Years in Business.

UNFINISHED BUSINESS

Library Network: J. Fenton requested a sample RFID scanner for the Circulation department to practice with. The Library has access to the Homeless Training classes through TLN and Niche Academy.

Building Maintenance: The HVAC and generator are in place and the control board is being updated. The new boiler is keeping up with the cold weather, making the Library temperate. There are still problems with the staff break room. The elevator is now in compliance. A building insurance refund and an explanation of the refund, was received from Michigan Municipal Risk Management Authority.

NEW BUSINESS

Board Officers: Board Officers were sworn in for a four year term.

Budget Amendment: The director requested a budget amendment to correct the placement of the charges for the new boiler and AC equipment.

Motion: K. Polidori moved and J. Gaglio seconded to approve the budget amendment to correct the placement of the charges for the new boiler and AC equipment as presented.. Roll call - unanimous vote; motion carried.

Procedures: A counselor at Huron Valley Schools asked if a homeless student who loves to read, could check out books.

Motion: J. Matthews moved and J. Gaglio seconded to issue a borrower's card to homeless students using the school as a liason. Unanimous vote; motion carried.

Policies: M. Blum, an attorney with Foster, Swift, Collins and Smith, P.C. reviewed the Sick Leave Policy. He recommended an alternative policy to be more up-to-date with state and federal requirements.

Personnel: Discussed adding a new position called Library Assistant, between Page and Clerk.

Motion: J. Matthews moved and K. Polidori seconded to have a new position called Library Assistant, added to the pay scale as agreed upon. Roll call - unanimous vote; motion carried.

Payscale: The pay scale needs to be adjusted.

February Meeting: The February 4, 2025 Library Board Meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Gaglio moved and J. Matthews seconded to adjourn. Meeting adjourned at 7:11 pm.

Respectfully Submitted,

Cindy Dombrowski

Programs & Reference

Nov	Programs	#	
Adult	7	91	
Teen	3	30	
Youth	6	78	
Total	16	199	
Nov	36	325	
Passive Yth	3	271	
Reference			
Adult & Teen		562	
Youth		319	
Total		881	
Last Month		1,053	
People Count		3,738	
Last year		3,600	
Last Month		4,706	
Covid Tests	25	(18)	

Public Computer Usage

Computers	
Adult	246
Teen	2
Youth	12
AWE	417
ABC Mouse	1
Wireless:	408
Approx. each day	26

Website

MAP passes: Families 5
 Free Entrance given to:
Kensington Metropark
Belle Isle Park

Circulation of Physical Items

	Oct. 6,131	Nov 5,873	Dec 4,846
Books: Adult	1,833 (1,811)	Teen 62 (158)	Youth 1,831(2,729)
DVD	582(631)	Realia 51(37)	Board Games 27(22)
Total Users: 2024: 6,213 2023: 5,952			
Interlibrary Loan:			
Other TLN Library material to Highland: 839			
Highland Materials to other TLN Libraries: 1,463			
MeLCat Interloan Service: 18			

Digital Usage

	Nov.	Dec.
Overdrive		
Overall	2,458	2,475
e-books	1,066	1,053
e-audiobooks	1,059	1,128
e-magazines	333	294
New Users	20	24
Unique User	570	549
Libby Users	2,283	2,301
Hoopla Borrows	713	721
Kanopy Plays	23	29
Consumer Reports Page View	260	316
Mango Languages	0	20
Brainfuse	39	3
World Book	13	7
Ancestry	27	5

Library Happenings

- Our library network is changing over to RFID scanning technology to help make checking books in and out more efficient
- A state inspection showed that the emergency phone in our elevator was not working; it has been repaired.
- Our library board will be sworn into office on January 14th. Welcome board members!
- We are updating our Personnel Policy to reflect changes in sick leave laws and others that make our current policy outdated.
- Our pay scale will be updated to reflect the new Michigan Minimum Wage requirements

**Highland Township Planning Commission
Record of the 1424th Meeting
Highland Township Auditorium
January 23, 2025**

Roll Call:

Grant Charlick
Kevin Curtis, Chairman
Chris Heyn
Mike O'Leary
Roscoe Smith
Scott Temple (absent)
Russ Tierney (absent)
Guy York
Michael Zeolla

Also Present:

Elizabeth J. Corwin, Planning Director

Visitors: 12

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

Agenda Item #1: Call to the Public: Opportunity for anyone to bring forward issues of interest or concern for Planning Commission consideration. Each participant limited to 3 minutes.

Mr. Charles Ahmed, property owner at 1575 S. Milford Road, owns and operates the Shell gas station. He is concerned about impacts to the community by the introduction of a large, out of state corporation such as Sheetz and is concerned that local businesses, such as his, will be driven out. It is his opinion that there is not enough business to support additional gas stations in Highland Township.

Mr. Brendan Robinson, property owner at 2650 S. Milford Road, owns and operates the Citgo gas station. He notes that he has served the local community for years and reiterated Mr. Ahmed's concern that there is not enough business to support an additional gas station in Highland Township.

Public Hearing:

Agenda Item #2:

Parcel #	11-22-352-005, -006, -010, -011
Zoning:	HS, Highland Station Business District
Address:	Vacant W Highland Rd
File#:	URSA 24-06
Request:	Use Requiring Special Approval for gas station
Applicant:	Skilken/Gold
Owner:	Hannah & Hannah Investments, LLC

Chairman Curtis introduced agenda item #2, a request for special use approval for a Sheetz gas station and convenience store with drive-thru for parcels in the block bounded by Highland Road, Milford Road, Ruggles Road and John Street.

Mr. Alexander Siwicki of Sheetz provided a brief presentation introducing Sheetz to the audience, explaining the company's history and culture. He stressed that Sheetz is family owned and that the family is actively involved in the business. He highlighted the "Made to Order" model for food service and coffee, as well as convenience store offerings of groceries and household staples. He provided an overview of the architecture and site layout, including 3-dimensional perspectives of the developed site. He noted that Sheetz will be investing \$10 million in developing the site and creating 30 to 35 full time jobs.

Chairman Curtis opened the public hearing at 7:45 p.m.

Mr. Isaac Hannah, Hannah & Hannah Investments, LLC, property owner. He explained that he opened his first business in Highland Township in 1991 as a family-owned business. He is excited to bring this development to the community which will provide a modern, innovative, technology driven business the Township can be proud of.

There are letters from the Chaldean American Chamber of Commerce and the Middle East and North Africa American Chamber of Commerce opposing the Sheetz development.

Chairman Curtis closed the public hearing at 7:48 p.m.

Ms. Corwin briefly explained the difference between the Special Use Approval recommendation and the Site Plan review and approval process. A conceptual site plan is necessary to demonstrate whether and how a proposal complies with the standards of approval for a Special Land Use, but the Planning Commission should limit their review to big picture issues like site circulation, architectural character and its compatibility with the Master Plans. Details like the number of parking places or the size of signs are site plan issues that will be discussed under the next agenda item.

Mr. Charlick reflected on the seven standards of approval required for Special Use Approval as outlined in Section 6.03H of the Zoning Ordinance. The Planning Commission will base its recommendations on how and whether the proposal addresses those standards that deal with health, safety and welfare of the community and compatibility with planning documents.

Mr. Curtis called on Cassie Blaczyk, the Highland Downtown Development Authority's (HDDA's) design committee chairman to explain her review letter. She described how the applicant had met with the HDDA on multiple occasions to work to understand the masterplan, and complimented Sheetz on their cooperation and creativity in crafting a plan that met the HDDA's objectives, as expressed in the Highland Station master plan and design guidelines. The HDDA is pleased with the materials of construction, the scale of the building and the fine details of the site such as the canopy columns and trusswork. One item that is still under consideration is the landscaping plan. The plan submitted by Sheetz meets ordinance guidelines, but also has the potential to wall off the development from the remainder of the district. The Supervisor is developing recommendations for some plant species that are currently prevalent in the district, and a layout that would open the site up and create a welcoming space to invite the public to explore Highland Station. The HDDA is still working with the applicant to provide a welcoming entrance detail at the site of the former "Ticket Station" on the corner. The Township is also considering replacing the existing digital sign with a larger sign to occupy the space dedicated to the Township on the Sheetz monument sign.

Mr. York questioned whether the Ruggles Road frontage had been overlooked. He had hoped to see a double fronted store, with parking on Ruggles and an inviting public face, with opportunities for pedestrians to access the store from the south. While the building is attractive, the south wall is sparse and

the drive-thru windows less appealing. He would like the site to be better integrated into the community with multiple accesses from all directions.

Mr. Charlick commented that the setbacks are established by the Planning Commission. Ms. Corwin noted that in the Highland Station District, the Planning Commission is charged with reviewing the proposal and considering its compatibility with its surroundings. She noted that this is a unique block within Highland Station, and that it would be up to the Planning Commission to judge the appropriateness since it could not be based on the model of any other block. Mr. York asked why the Ruggles Road frontage did not include a more public face and entrance.

Mr. Siwicki explained that the single sidewalk allows pedestrian access to the site at the southwest corner of the site. Mr. York noted that the main entrance to the store and the outdoor dining is on the northeast corner of the building, which is a considerable hike. He acknowledged the challenges of crossing the drive-through lane.

Mr. Siwicki noted that the design includes a significant landscape buffer between the south elevation of the building and Ruggles Road, since this is where the nearest residential neighbors lie. Supervisor Hamill has taken a keen interest in this site landscaping in his role on the HDDA Design Committee and is preparing detailed recommendations about species and placement of planting material. Ms. Corwin suggested that the Planning Commission should disregard the Carlisle-Wortman Associates (CWA) letter regarding the landscaping. CWA's report includes an analysis of how the proposed landscaping plan meets the letter of the ordinance. However, the Design Committee will likely recommend a significantly different plan with more perennial plantings and fewer trees that would thrive in our community and echo a residential character, especially on Ruggles Road. The detailed landscaping review can wait for site plan review with an acknowledgment that the applicants are working with the HDDA to comply with the Highland Station Design Guidelines.

Mr. York appreciates the 3-D perspective drawings of the site, especially given that they include the adjacent credit union. He thought this was a useful tool for visualizing the design.

Mr. Charlick commented that given the placement of the drive-through, he thought the dumpster placement, in conjunction with denser plantings, helps to buffer the adjacent residential from noise and sweep of headlights from the drive-through windows. The lights from the cars at the ordering station will shine into the credit union instead. Since there are four front yards, something must give, and he thinks the layout is thoughtfully considered.

Mr. Siwicki shared a concept for a "Welcome to Highland Station" monument sign they will offer the community in the northeast corner of the site.

Mr. Charlick agreed with Mr. York that the Ruggles Road frontage should be more inviting. He suggested that perhaps a half wall as a backdrop to plantings might open the site up compared to a dense wall of trees. Mr. Zeolla suggested something to break up the south façade, such as faux windows.

Mr. Siwicki agreed to add "blacked out" windows and thought it was an excellent idea to open up views into the site more. Their design was intended to shield the adjacent residents to the south.

Mr. York asked about the Carlisle-Wortman report, which includes significant comments on other areas of the site design. Ms. Corwin noted that there are other misinterpretations of the ordinance for such items such as signage and parking. The letter was released only a few days before the meeting. She directed the Planning Commissioners to the standards of review and approval of the Special Use, which is a valid analysis, and offered that she would address other issues as they arose in the site plan review agenda item.

Mr. Charlick asked about the hours of operation for both gas sales and the retail store/food service. Mr. Siwicki noted that all Sheetz stations are 24 hour/7 day a week/365 days a year operation. This is part of their business model, to serve the needs of the traveling public. Mr. Charlick noted that the Planning Commission had imposed limits on the hours of operation at Wardlow Road. Ms. Corwin replied that this was in the Local Commercial zoning district and Wardlow was not a state trunkline. Mr. O'Leary also noted the concerns of the residential neighborhood at Wardlow Road. Ms. Corwin could not recall whether any other gas stations in Highland Township are operating with restrictions on the hours of operation.

Mr. York noted the lack of the required two longer parking areas, which he considers as a use issue, not just a site plan specific. He noted that these spots are to accommodate trucks with trailers, busses, or other vehicles that might frequent the site. He asked how this traffic is accommodated at other Sheetz locations. Mr. Siwicki noted that given the constraints of the site, he saw no good area to designate the longer parking spots. Mr. Charlick noted that there are areas where one could park a trailer and run into the store for a brief stop and asked about on street parking on Ruggles Road. Mr. Siwicki noted that Ruggles Road is a county road, and they will not permit parking on the road. Mr. York asked if this could be appealed. Ms. Corwin noted that the HDDA and Township had gone to bat with the Road Commission for Oakland County for parking on Milford Road, but did not think this on-street parking for this site was worth pursuing.

Mr. O'Leary asked why the longer parking spots had not come up in recent discussions of other gas stations. Mr. York recalled that in the past discussions, it was acknowledged that some gas station attracts the landscaping trades because of easy access to and from the road. Given the orientation of the pumps and drive access to the secondary roads and not Highland Road, perhaps this site would not have the same appeal to landscapers. Ms. Corwin explained that the requirement for the longer spaces is tied to the drive-through windows and not the gas stations, but perhaps the Planning Commission might reconsider whether the requirement should also apply to gas stations as they revisit ordinances in the future.

Mr. Siwicki noted that Sheetz has very strict dimensional standards about their site circulation, such as the 65 foot separation between the building and the canopies. After building nearly 800 stores across the nation, they are confident they understand the needs of the customers and that trucks with trailers will be able to navigate the site safely and are welcome. Mr. Charlick asked about the mix of products and whether diesel was sold. Mr. Siwicki explained the variety of products offered, including ethanol mixes and auto diesel. Auto diesel is offered at every pump.

Mr. Charlick was satisfied that the standards of approval had been met. He referred to the CWA report. He offered the following findings:

- 1) The site has been designed, located, planned and will be operated so that the public health, safety and welfare will be protected. The Planning Commission has discussed and is satisfied that the placement of the drive-through and dumpster enclosure, along with appropriate landscaping will protect the neighboring residential properties.
- 2) The land use is consistent with the intent of the Highland Station Zoning District intent.
- 3) The land use is compatible with surrounding land uses and the Highland Downtown Development Authority Design Committee has offered an analysis and recommendations showing the plan complies with the Master Plan and Design Guidelines.
- 4) The site provides for safe and convenient traffic flows. The applicant has provided a traffic study, which will be reviewed in more detail under the site plan review, which finds the use will not impact traffic based on the existing and anticipated traffic volumes.
- 5) The site plan layout and the characteristics of the touch screen minimizes potential negative impacts to the residential neighbors. The touch screen system mitigates the potential impacts of the 24-hour operations by reducing the noise typically associated with drive-through window operations.

- 6) The site will not create an undue burden on public services. The applicant is extending water service to the school and has worked out an agreement with the school district to construct the septic system on the adjacent parcel.
- 7) There are no other special provisions in the ordinance to be considered.

He concluded that given the site's location on Highland Road and not the interior of the district, he believes the site satisfies the criteria for approval of the Special Land Use.

Mr. Smith agreed with the findings. Mr. Zeolla asked about left turns onto Milford Road. Ms. Corwin noted that the traffic study showed lengthy delays during peak hours where motorists will probably self-select to leave the Ruggles driveway. Ms. Corwin explained that the intersection of Milford Road and Highland Road is not impacted by the new traffic and that the assignment of trips to the driveways is merely assumptions. Motorists will choose whatever driveway seems most convenient at any given moment. These are typically just interruptions in a trip already present on the road network, and result in changes to turning movements. Mr. Siwicki concurred with that assessment. Generally, 75 percent or more of the trips into the gas station are already present on the network.

Mr. Charlick moved to recommend approval of the Special Use for a gas station with convenience store and drive-through for parcels 11-22-352-005, -006, -010, and -011, based on the facts and findings articulated earlier and the report by Carlisle-Wortman Associates dated December 18, 2024. These findings are further based on the preliminary site plan prepared by Kimley Horn of Michigan, dated December 18, 2024, and architectural plans by Sheetz Incorporated, updated December 19, 2024. Mr. York supported the motion. Roll call vote: O'Leary, yes; Zeolla, yes; York, yes; Charlick, yes; Heyn, yes; Smith, yes; Curtis, yes. Motion carried (7 yes votes, 0 no votes).

Work Session:

Agenda Item #3:

Parcel #	11-22-352-005, -006, -010, -011
Zoning:	HS, Highland Station Business District
Address:	Vacant W Highland Rd
File#:	URSA 24-06
Request:	Use Requiring Special Approval for gas station
Applicant:	Skilken/Gold
Owner:	Hannah & Hannah Investments, LLC

Chairman Curtis introduced the application for site plan review for a gas station and convenience store with drive-through for the Sheetz on the block bounded by Highland Road, Milford Road, Ruggles Road and North John.

Mr. Charlick asked if all the Sheetz facilities have a similar brick façade. Mr. Siwicki said all the Sheetz facilities have similar colors and materials.

Mr. Charlick asked about the trusses on the canopy. He asked if they were timber or painted to look like timber. Mr. Siwicki explained that they were steel, but a dark brown paint.

Mr. Charlick asked about the lighting, particularly for the canopy. He asked if the canopy was backlight, or if there were visible lighting fixtures, or if it glowed through the canopy, and asked about the color. Mr. Siwicki explained that the lighting fixtures were fully shielded and contained under the canopy and precisely aimed at the pumps. The canopy fascia is a narrow concave band and there is a narrow strip of

lighting hidden from sight that downwashes across the canopy. The photometric plan shows the reflection of that light. The lights are white and do not change color. There is a similar band under the parapet on the building on the north, east and west sides, but not on the south side facing the residential neighbors.

Mr. Charlick asked about the underground stormwater system. He asked if environmental and geotechnical studies had been done. The specific concern is whether the introduction of added stormwater through infiltration would impact migration of any free product that might be present now or in the future, especially given contamination on the site on the east side of Milford Road. Mr. Siwicki explained that studies have been completed and that any contamination detected on any of the Sheetz sites is mitigated prior to construction. He explained that there are strict controls to contain spills, and to protect groundwater. The stormwater system includes multiple stormwater quality components such as oil/water separators in the stormwater structures.

Mr. O'Leary complimented Mr. Siwicki on the thoroughness and quality of the submittal. He appreciates the mansard roof and how the mechanicals are hidden from view. He likes the shed roof over the canopy and the exposed truss work. He finds nothing to take exception with on the building.

Mr. O'Leary did ask about the loading zone, and potential conflicts with traffic for the trash enclosure. Mr. Siwicki explained that the traffic conflicts between those facilities can be managed through scheduling. The plans will be amended to show a striped area at the underground storage field where the semi-trucks will stop to fill the tanks.

Mr. Zeolla noted that he had visited a Sheetz facility with nearly an identical site layout in Cincinnati and found that the site was attractive and that the traffic flowed smoothly. He thought the use and layout was a good fit for Highland Township.

Ms. Corwin asked Mr. Siwicki about the flagpole height, which he stated would be 30 feet high. She noted that the CWA report stated that flood lights are not permitted, but the ordinance does allow for uplighting on a flagpole, provided they are specifically directed to the flag and the light does not spill over. Mr. Smith also pointed out the height of the flagpole dictates the setback, so that if the flagpole falls, no part of it would land in the right-of-way. Ms. Corwin noted the location was 35 feet south of the Highland Road right-of-way, so a 30-foot pole was appropriate. Mr. Siwicki acknowledged the lighting provisions and assured the Planning Commission that Sheetz is very sensitive to the issue and places the floodlight so that it safe from vehicle traffic that might knock it out of alignment. The height of the pole should be noted on the siteplan.

Mr. Heyn asked about the fieldstone on the wainscot on the building and columns and asked if it was like the fieldstone on the Township Hall. Mr. Siwicki was not exactly sure, but it will have a similar character. Mr. Smith asked where the field stone salvaged from the little existing house would be utilized. Mr. Siwicki noted that it would be used for the monument sign. He thought the color of the fieldstone planned for the building was accurately represented on the drawings submitted and offered to provide a sample if that was important to the Planning Commission. Mr. Heyn noted that the new Fire Station also has used fieldstone, and that it would provide a cohesiveness if all were similar. Mr. Charlick asked if all Sheetz used the same stone, since he could appreciate that it would be to their benefit to standardize colors and materials. Mr. Siwicki explained that Sheetz does all their own maintenance on their facilities, so standardization is important to them.

Mr. Charlick asked if Sheetz had a construction department too, and if they did their own project management. Mr. Siwicki reported that they do and will have daily onsite supervision from a Sheetz employee. They will provide contact information to the Township and to neighbors so that they can be very responsive in troubleshooting should issues arise.

Mr. Charlick asked about the status of the ticket station. Ms. Corwin explained that the ticket station project is independent of the Sheetz proposal, and that the property owner has retained a contractor to replicate the station at Veteran Park based on the original plans. Ms. Blaczyk explained that the ticket station will become a stage feature of the Veteran Park to transform it into a better event venue.

Mr. Charlick noted that once the ticket structure is gone, there will be an expanse of grass from where it once stood to the intersection. Ms. Corwin explained that much of that expanse of grass is an MDOT required clear vision triangle. Ms. Blaczyk commented that much of the improvements on the site had been salvaged by the Township as part of the land transfer, including brick pavers, lighting and signage off the building. These have been preserved to be reutilized elsewhere in the Township.

Mr. Charlick commented on the expanse of pavement, and asked how Sheetz will manage the snow. Mr. Siwicki noted that they typically remove the snow from the site and truck it elsewhere.

Ms. Corwin directed the conversation to signage. She explained that in analyzing the sign packet, the Planning Commission must consider both Article 14 signs and the Highland Station specific standards in Section 9.05.H. She cautioned that the CWA report interpreted the ordinance differently than staff has consistently applied the ordinance. For instance, CWA did not apply proper standards to the menu board stations. Since drive-throughs were not envisioned in the Highland Station District, the rules in Section 14 apply. She asked about the height of the order boards.

Mr. Siwicki explained that the height of the structure is due to the canopy that covers the order screen and provides some shelter for the customer. Ms. Corwin thought this could be considered an accessory structure, and that the signage requirements would apply only to the menu board and any signage attached to the structure, not to the canopy itself. She also noted that the clearance bar is a directional sign and is permitted by right, provided it is not internally lit. Mr. Siwicki explained that Sheetz removed the graphics from the canopies were possible so that they did not act as a sign.

Mr. York asked about the double lanes on the south side of the building. Mr. Siwicki explained that the southernmost lane is a bypass lane. Mr. York asked average wait time. Mr. Siwicki explained that in most stores, the drive through traffic is minimal. The peak hour at noon of their busiest location is only 8 orders. Most customers enter the store. Mr. York asked if Sheetz promotes online ordering. Mr. Siwicki said there was an app which allows the customer to skip the order station entirely. Ms. Corwin noted that the site plan should denote the 10 required queuing spaces. The applicant agreed.

Mr. Heyn asked how grease would be handled. He noted the connection to the septic system. Mr. Siwicki explained that the advanced filter is different than a grease trap. That is for grease that comes off dishwashing, not for the fryer grease. Mr. Siwicki explained that there are two underground tanks, one for used oil and one for new oil. These are serviced by a pump truck. Mr. Charlick asked if Sheetz has other stores on septic systems. Mr. Siwicki explained that they do.

Ms. Corwin noted that there are three building mounted signs, totaling 55 square feet. They are entitled for one square foot per lineal feet, which is about 110 feet. Even with the canopy signage included, the building mounted signage appears to comply with the ordinance. The free mounting signage must meet the C2 district standards. The monument sign could meet the signage restrictions, but they have voluntarily enlarged the sign to incorporate the Township's changeable message sign. Given that the sign is a de facto Township sign, the standards will not comply, provided the Planning Commission finds the size, character and placement to be consistent with the Highland Station Master Plan.

Mr. York asked about the signage on the pumps. Ms. Corwin believes that the signage on the pumps is not limited, unless it is so sized and directed to draw attention from the street. Mr. York asked if the pumps would have a video screen. Mr. Siwicki said they use a small screen that provides direction to the user and

shows some internal advertising. Mr. York asked how the volume was controlled and asked if they typically get complaints from neighbors. Mr. Siwicki said the screen volume is easily adjusted by management and that only one screen comes on at a time.

Mr. York asked why they chose 14 pumps. Mr. Siwicki explained it is a function of what they think they can sell from a site and site constraints.

Mr. Smith asked if provisions were made for electric charging stations. Mr. Siwicki explained that Sheetz "future plan" sites by providing electrical supply to possible future charging sites but are not deploying them now. They partner with several third-party vendors to provide chargers, which would be independent of the Sheetz fuel sales.

Mr. Charlick asked if Mr. Siwicki has knowledge about the lease terms with the school since this facility is fully dependent on the septic system. Mr. Siwicki understands the lease to be in perpetuity. Mr. York asked if the lease goes with the property, or with Sheetz. Mr. Hannah explained the lease runs with the property. Mr. Hannah said the lease is tied to the provision of public water to the school, which solves a different problem for the school.

Mr. York asked about paper signage on the inside of the windows. Mr. Siwicki said they would comply with ordinance requirements. He said that typically, the signs are limited to help wanted, or a specific sale, and typically. They do not pepper their windows with gaudy signage for beer and wine for instance.

Mr. York asked if beer, wine and liquor sales are anticipated. Mr. Siwicki said if Sheetz is able to secure a license, they will sell beer, wine and liquor. There will be no onsite consumption.

Mr. Charlick asked about the 8-inch watermain extension to the school. Ms. Corwin noted that there are still some details to work out, such as where tees and blind flanges, valves and hydrants are places. This layout should be considered conceptual.

Ms. Corwin noted that there are review letters from the Township Engineer, mostly pointing out what other permitting is required. The Fire Marshal also provided a letter, although Ms. Corwin is certain he understood the location of the hydrant.

Mr. Charlick asked about how site development will proceed, and whether Mr. Hannah is responsible for the demolition and clearing the site, or if Sheetz is taking on the whole project. Mr. Siwicki explained that Sheetz will project manage the entire site demolition and development. Typically, there will about a six-month period where permits are obtained and plans refined before they can break ground. It may take a little longer in this case because of permitting for the watermain and septic system.

Mr. York asked if the height of the canopy has been addressed. He noted that it is 14 feet to the top of the masonry and another 18 inches to the underside of the structure (trusses), then another 8-inch to the bottom of the soffit. Mr. Charlick explained that the ordinance had been drafted tightly to encourage creativity in design. Ms. Corwin referred to the ordinance, noting the maximum height is 18 feet unless the design incorporates design elements to complement the architecture of the main building and meets the character intent of the Master Plan. Mr. York noted that the height inches exceed the ordinance height by 3 feet 7 inches.

Mr. Siwicki explained that while Sheetz is not catering to semi-truck traffic, they require a minimum height of 15 feet 6 inches to accommodate their own delivery trucks.

Mr. O'Leary noted that he is satisfied that the shed roof and open truss design, and the masonry wrapped columns does satisfy the ordinance requirement. Mr. Charlick also noted that the slim red band of the

canopy is attractive and unusual. Mr. Curtis asked if accepting this height set a precedent for other properties. Ms. Corwin noted that there are only a few parcels this applies to, since this is for Highland Station only. The Planning Commission approved a height exception for the site at the southeast corner of Highland Road and Milford Road, although not quite as high.

Mr. Charlick asked if the high side of the canopy faces Highland Road or the store. Mr. Siwicki explained the trusses will be exposed more on the roadside. Mr. Heyn appreciates the design and asked if there are other stores that utilize this design. He asked Mr. Siwicki to forward some pictures to the Planning Department.

Mr. Smith commented on the landscaping. He thought the more intense landscaping proposed on the back side of the building facing Ruggles Road was a positive element to lessen car headlights from the drive through lanes onto the neighboring properties.. Mr. Charlick stated that there is merit to opening the site to the Highland Station district has merit as well. Mr. Curtis and Mr. Heyn noted that there are residential neighbors on the south that should be screened. Mr. Charlick noted that most of the Ruggles frontage is taken up by the Legacy Credit Union, which would not require much screening. Mr. Smith asked why the Planning Commission would ask for faux windows if they were not concerned with the view. Mr. Zeolla said faux windows would break up the expanse of the wall, regardless of how many plantings might screen the building. Mr. Siwicki said Sheetz could provide the windows and agreed to work with staff to work out the landscaping details.

Ms. Blaczyk explained the HDDA Design Committee's recommendations about the landscaping. Much of their concern was in the species of trees selected, some of which are very tall, and others that may not thrive in this environment. The HDDA concern is that the site would appear to be a welcoming entry into the district, drawing motorists in, rather than walling it off. The building is attractive, and the first impression of motorists, especially westbound, should be that of an active site, not just a stand of trees.

Ms. Corwin summarized the discussion as follows with some input from planning commissioners: 1) The planning commission is satisfied with the setbacks as proposed; 2) the loading/unloading zones and placement of the dumpster enclosure location in the southeast corner of the site is satisfactory since this site has four front yards and it must be placed somewhere; 3) the freestanding sign is compatible with the character of the district and is providing a public benefit by housing the Township's digital sign, negating the need to strictly conform with the size restrictions of the district due to its public use; 4) the lighting appears to comply with the ordinance; 5) the parking appears to comply with the ordinance; 6) the drive-through operation is satisfactory; 6) the canopy height is satisfactory since it complements the building architecture; 7) the traffic circulation is acceptable and supported by the traffic impact study; 8) the watermain provides added public benefit to the community; 9) there are findings of support in the reports of the Fire Marshal, Township Engineer and Planning Consultant. Ms. Corwin noted that the findings seem sufficient to support a motion of preliminary approval.

Mr. Siwicki also added that Sheetz would like clarification if the two longer spaces are required. Mr. York noted he still is concerned about parking trailers. He said unless parking is prohibited, he thought he would likely park a trailer against the curb running northwest/southeast or park on Ruggles Road and run into the store from the rear. Mr. Siwicki acknowledged that might happen, but did not want to encourage that parking by striping a space.

Mr. York offered the following motion: To grant preliminary approval for parcels 11-22-352-005, -006, -010 and -011, Highland Station Business District, SPR 24-11 based on findings previously summarized by Ms. Corwin regarding the adequacy of the parking, appropriateness of the height of canopy and architecture, lighting, signage, setbacks on all four streets, loading and unloading zones and dumpster location and acknowledging that the applicant can work out details with staff regarding a number of items discussed such as the height and location of the flagpole, landscaping, a welcoming appearance on the south

elevation that provides the security that is necessary and recognizing the public benefit arising from the install of the watermain and monument sign. Mr. Charlick supported the motion. Roll call vote: Charlick - yes; O'Leary - yes; Zeolla - yes; Heyn - yes; Curtis - yes; York - yes; Smith - yes.

Agenda Item #4: Master Plan Discussion. Review changes proposed from comment period and prepare for public hearing and adoption

Ms. Corwin explained that the comment period was noticed, opened and closed in accordance with the Planning Enabling Act. Response letters were received from the Road Commission for Oakland County and the Oakland County Planning Commission. Carlisle-Wortman made minor edits in accordance with the County recommendations, including refining the road classification definitions and incorporating references to existing partnerships such as participation in the invasive species elimination initiatives and household hazardous waste collection. The updated Master Plan is online.

The public hearing is scheduled for February 6, 2025, at 6:30 p.m. It is probable that the Planning Commission could adopt the Master Plan at that time. Ms. Corwin will prepare a resolution for ease of approval. The Planning Commissioners were encouraged to review the draft one more time prior to the meeting and forward comments to Ms. Corwin prior to the meeting.

The meeting will be followed immediately by a joint boards meeting with the Planning Commission, Township Board, Zoning Board of Appeals and Highland Downtown Development Authority. The tentative agenda includes updates from the HDDA on their master plan process and proposed projects for 2025 as well as the Planning Commission sharing status of ordinance amendments currently under consideration.

Agenda Item #5 Committee Updates

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

Committee updates and future agendas were discussed.

Agenda Item #6: Minutes: December 19, 2024

Mr. Charlick offered a motion to approve the minutes of December 5, 2024, as presented. Mr. Zeolla supported the motion which was approved by voice vote (all ayes, no nays)

Adjournment:

Mr. York moved to adjourn the meeting at 10:00 p.m. Mr. Charlick supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

A. Roscoe Smith, Secretary
ARS/ejc

**Highland Township Planning Commission
Record of the 1425th Meeting
Highland Township Auditorium
February 6, 2025**

Roll Call:

Grant Charlick
Kevin Curtis, Chairman
Chris Heyn
Mike O'Leary
Roscoe Smith
Scott Temple
Russ Tierney (absent)
Guy York
Michael Zeolla

Also Present:

Elizabeth J. Corwin, Planning Director
Megan Masson-Minnock, Carlisle-Wortman Associates

Visitors: 30

Chairman Curtis called the meeting to order at 6:35 p.m.

Agenda Item #1: Call to the Public: Opportunity for anyone to bring forward issues of interest or concern for Planning Commission consideration. Each participant limited to 3 minutes.

No public comment was offered.

Agenda Item #2: Highland Township Master Plan presentation by Megan Masson-Minnock, Principal Planner with Carlisle-Wortman Associates followed by opportunity for public comment.

Ms. Masson-Minnock of Carlisle-Wortman Associates presented a brief summary of the Master Plan process. She explained how the proposed updated Master Plan varies from the previously approved plan, which was published in 1999, as well as the various micro-area analyses that had modified the plan to date. The map had last been updated in 2013 to compile the results of micro-area analyses to date, including incorporation of the Highland Station Master Plan. She also explained that the plan had been distributed to neighboring communities, utilities and other agencies with permission of the Board of Trustees, and that some suggestions from County agency reviews were incorporated into the plan.

Ms. Masson-Minnock explained the public input efforts of the Planning Commission during preparation of the plan, which included a resident opinion survey, that was mailed out to approximately one quarter of households in 2022. This survey affirmed the findings of previous survey efforts, demonstrating the community commitment to preservation of a rural atmosphere and preference to support local business. Ms. Masson-Minnock also described the visioning session held in 2023, where 63 residents joined the Planning Commission in discussing issues relative to residential development, business, natural features, and transportation/utilities.

The updated plan upholds long accepted planning policies of the Township, and more clearly defines goals and objectives, creating an actionable plan. Map changes are offered to acknowledge existing development patterns, and to simplify map designations. The former classification of Agricultural and Rural Residential is divided into two categories to better support agricultural activities, especially in respect to eligibility for state and federal grants and programs and to provide areas of the Township where property owners choose large lot living to protect natural resources.

Ms. Corwin noted that this plan does not alter the existing zoning scheme, but is a blueprint to move forward to the future.

Mr. Curtis opened the public hearing at 6:55 p.m.

Mr. Jay Pistana, resident of Highland Valley Subdivision asked about the designation of consent judgment at Hickory Ridge, north of M-59. Mr. Charlick explained that the decisions about redevelopment of the mining parcels had been established through the courts. The number and size of residential lots that is set in a judgment, that can only be modified through the courts. Ms. Corwin explained that the rules that apply to those parcels differ from those in our zoning ordinance such as lot sizes and setbacks, and that these properties do not neatly fit into the land use designations. Other obligations of both parties are set in the judgment as well.

Mr. Anthony Raimondo, 2148 North Hickory Ridge Road, asked about the multiple micro-area analyses for the Hickory Ridge area in west Highland Township. Ms. Masson-Minnock explained that the current micro-area plans are still valid and incorporated by reference into the 2025 Master Plan update.

Mr. Curtis closed the public hearing at 7:00 p.m.

Mr. Charlick noted that the updated plan continues to respect the wishes of the public and does not include significant changes in policies. He noted that one emerging issue is for large scale utility use of solar and wind energy. He noted one goal is to develop a solar utility ordinance.

Mr. Charlick noted further that there was considerable discussion about office land use, and its viability in the future, given the movement toward online commerce. He explained that one policy had been added to allow consideration of single-family attached housing such as duplexes or townhouses as a viable transition between commercial and single-family residential uses, either through conversion of vacant space or reclassification of office/low intensity commercial parcels.

Agenda Item #3: To consider adoption of Resolution PC25-01, Adoption of 2024 Master Plan Update.

Ms. Masson-Minnock explained that Michigan Planning Enabling Act establishes that the responsibility for developing the Master Plan lies with the Planning Commission. The Board of Trustees may, by resolution, reserve the right to approve the plan. But since the Highland Township Board has not adopted such a resolution, the Planning Commission will be the adopting body.

Mr. Charlick moved to adopt Resolution PC25-01, Adoption of the Master Plan as presented. Mr. Curtis supported the motion.

Mr. York commended staff and consultants for providing the clear language of the resolution, which documents all the efforts expended in developing the plan and seeking community input in accordance with state law.

Roll call vote: Charlick -yes; O’Leary – yes; Zeolla – yes; Heyn – yes; Curtis – yes; York - yes; Smith - yes.

Agenda Item #4: Minutes: January 23, 2025

Mr. Charlick offered a motion to approve the minutes of January 23, 2025, as presented. Mr. York supported the motion which was approved by voice vote (all ayes, no nays)

Adjournment:

Mr. Charlick moved to adjourn the meeting at 7:10 p.m. Mr. York supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

A. Roscoe Smith, Secretary
ARS/ejc



**HIGHLAND CHARTER TOWNSHIP
OAKLAND COUNTY, MICHIGAN
Resolution No. PC25-01**

**PLANNING COMMISSION RESOLUTION TO ADOPT
MASTERPLAN**

WHEREAS, the Michigan Planning Enabling Act (MPEA) authorizes the Planning Commission to prepare a Master Plan for the use, development and preservation of all lands in the Township; and

WHEREAS, the Planning Commission prepared a proposed an updated Master Plan and submitted the plan to the Township Board for review and comment; and

WHEREAS, on October 7, 2024, the Highland Township Board received and reviewed the proposed Master Plan prepared by the Planning Commission and authorized distribution of the Master Plan to the Notice Group entities identified in the MPEA; and

WHEREAS, notice was provided to the Notice Group entities as provided in the Michigan Planning Enabling Act; and

WHEREAS, the Planning Commission held a public hearing on February 6, 2025 to consider public comment on the proposed updated Master Plan, and to further review and comment on the updated Master Plan; and

WHEREAS, the Planning Commission finds that the proposed updated Master Plan is desirable and proper and furthers the use, preservation, and development goals and strategies of the Township;

THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

1. **Adoption of 2025 Master Plan.** The Planning Commission hereby approves and adopts the proposed 2025 Master Plan, including all of the chapters, figures, maps and tables contained therein.

2. **Distribution to Township Board and Notice Group.** Pursuant to MCL 125.3843 the Township Board has not asserted by resolution its right to approve or reject the proposed Master Plan and therefore the approval granted herein is the final step for adoption of the plan as provided in MCL 125.3843 and therefore the plan is effective as of the date of this resolution. In addition, the Planning Commission approves distribution of the adopted amendments to the Township Board and Notice Group.

3. **Findings of Fact.** The Planning Commission has made the foregoing determination based on a review of existing land uses in the Township, a review of the existing Master Plan provisions and maps, input received from the community through surveys, a public visioning session held May 18, 2024, the Township Board and public hearing, and with the assistance of Carlisle-Wortman Associates and Highland Township Planning Department staff, and finds that the updated Master Plan will accurately reflect and implement the Township's goals and strategies for the use, preservation, and development of lands in Highland Township.

4. **Effective Date.** The Master Plan shall be effective as of the date of adoption of this resolution.

The foregoing resolution offered by Planning Commissioner Charlick

Support offered by Planning Commissioner Curtis.

Upon roll call vote the following voted::

"Aye": :Heyn, O'Leary, Smith, Temple, York, Zeolla, Charlick, Curtis

"Nay": none:

The Chair declared the resolution adopted.

A. Roscoe Smith, Secretary

CHARTER TOWNSHIP OF HIGHLAND
ZONING BOARD OF APPEALS
APPROVED MINUTES
January 15, 2025

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

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

ROLL CALL:

David Gerathy, Chair
Michael Borg, Vice Chair
Anthony Raimondo, Secretary
Michael Zeolla, P.C. Liaison
Peter Eichinger
Robert Hoffman
Gary Childs

Kariline P. Littlebear, Zoning Administrator

Visitors: 11

Chairman Gerathy welcomed the new ZBA member, Mr. Gary Childs, to the board. He then welcomed the public to the meeting and reviewed the procedures for addressing the Board, stating that four affirmative votes are required to approve a variance. If a variance is approved, the applicant has one year to act upon the variance.

OLD BUSINESS:

1. CASE NUMBER: 24-24
ENFORCEMENT: EE23-0280 (Tabled from 11/20/24, tabled from 12/04/24)
ZONING: LV – Lake and Village Residential District
PARCEL #: 11-12-104-003
PROPERTY ADDRESS: 2485 Jackson Blvd
APPLICANT: Keith Sizemore
OWNER: Keith Sizemore
VARIANCE REQUESTED: A 18.3-foot variance from the required 33-foot front yard setback to 14.7-feet provided,
(Sec. 9.02.B.a.)
This request is for the construction of a house with covered porches; and
A 23.3-foot variance from the required 33-foot front yard setback to 9.7-feet provided.
(Sec. 9.02.B.a.)
This request is for the construction of an addition.

Motion:

Mr. Raimondo made a motion to remove Case 24-24 from the table. Mr. Hoffman supported the motion and it was approved with a unanimous voice vote.

Chairman Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium.

Discussion from the Applicant:

Layla Sizemore, the daughter of and representative for the applicant, Keith Sizemore, went over the case. She stated that most of the neighbors along Oakland Dr are closer to the right-of-way than the regulations allow so this request is in keeping with the characteristics of the neighborhood. She noted that the road is a dead end just three doors down from this property and the only traffic on the road are the few neighbors accessing their properties.

Discussion from the Public:

None was offered.

Discussion from the Board:

Mr. Borg noted that Mr. Sizemore stated at the last meeting that he is a licensed builder. He asked the Zoning Administrator if Mr. Sizemore had worked on other construction projects in Highland and did he apply for building permits before work started. Mrs. Littlebear stated that Mr. Sizemore has worked on several projects in Highland Township and a few of those projects were started without permits.

Mr. Raimondo asked the applicant how the installation of the engineered septic system was going. Ms. Sizemore stated that the quote for the work is ready, and the septic permit does not expire until the end of February. Mr. Sizemore stated that the septic contractor, King Septic, has staked the site and will be starting the job soon.

Mr. Gerathy asked what is happening with the well. Ms. Sizemore stated that they may put an access panel in the floor above the well or move the well. Mr. Zeolla asked if a panel would be approved by OCHD. Mrs. Littlebear stated that she has spoken to OCHD Sanitarian who is reviewing the well to determine whether a new well will be required.

Mr. Hoffman stated that since the well and septic falls under the jurisdiction of OCHD, the ZBA does not need to focus on that too much. He stated that the two front yards are a practical difficulty.

Mr. Zeolla stated that if the house was built to match the originally approved site plan then variances would not be needed and thus the practical difficulty was self-created. He also noted that there were multiple stop work orders for the addition that were ignored by Mr. Sizemore over the last year.

Mrs. Littlebear went over the history of the property as described during the past two hearings and in the staff memo included with the case packet noting that the house built under a permit issued in 2020 had all of the necessary inspections but that the addition built without a permit over the last year or so had not had any safety inspections.

Mr. Childs stated that he felt that due to mistakes made during the pandemic, that the house itself should be granted the variance.

Motion:

Mr. Hoffman made a motion in Case #24-24, parcel # 11-12-104-003, commonly known as 2485 Jackson Blvd., to approve an 18.3-foot variance from the required 33-foot Oakland Dr front yard setback to 14.7-feet provided for the construction of a house with covered porches. Mr. Raimondo supported the motion.

Facts and Findings:

This is an existing lot of record.

The request will not be harmful to the community.

Mistakes in process were made during the pandemic by the applicant and the township.

The location of the engineered septic system prevents the house from moving closer to the south lot line.

Roll Call Vote: Mr. Eichinger-yes, Mr. Hoffman-yes, Mr. Raimondo-yes, Mr. Zeolla-no, Mr. Gerathy-yes, Mr. Borg-yes, Mr. Childs-yes (6 yes votes, 1 no vote). The motion carried and the variance was approved.

Motion:

Mr. Hoffman made a motion in Case #24-24, parcel # 11-12-104-003, commonly known as 2485 Jackson Blvd., to approve a 23.3-foot variance from the required 33-foot Oakland Dr front yard setback to 9.7-feet provided for the construction of an addition. Mr. Borg supported the motion.

Facts and Findings:

This is an existing lot of record.

This lot has two required front yards.

The request will not be harmful to the community.

The location of the engineered septic system prevents the house from moving closer to the south lot line.

Roll Call Vote: Mr. Eichinger-yes, Mr. Hoffman-yes, Mr. Raimondo-yes, Mr. Zeolla-no, Mr. Gerathy-no, Mr. Borg-no, Mr. Childs-yes (4 yes votes, 3 no votes). The motion carried and the variance was approved.

NEW BUSINESS:

2. CASE NUMBER: 25-01
ENFORCEMENT:
ZONING: LV – Lake and Village Residential District
PARCEL #: 11-12-432-023
PROPERTY ADDRESS: 3165 Beaumont Dr
APPLICANT: Jeff & Deann Craw
OWNER: Jeff & Deann Craw
VARIANCE REQUESTED: A 2.2-foot variance from the required 15-foot total side yard setback to 12.8-feet provided; (Sec. 9.02.B.b.) and
A 5-foot variance from the required 38-foot rear yard setback to 33-feet provided. (Sec. 9.02.B.c.)
This request is for the construction of a house, covered porch, and attached garage.

Chairman Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium.

Discussion from the Applicant:

Deann Craw, applicant, went over the case as presented stating that the original house was destroyed in a fire in September 2024. The request is to rebuild the house using the existing foundation. She stated that Mr. Tino, the Building Official, has inspected the foundation and has stated that it is in good condition and can safely be reused. She stated that rebuilding the house in the same location that it has stood for the last 70 years will not adversely affect the neighborhood. She further noted that the lot is shallow and narrow thus creating a practical difficulty for rebuilding their home.

Discussion from the Public:

Mr. Gerathy read into record an email from Felicia Beauvais, 3565 Lakeview Dr, in support of this request. He also read into record an email from Henry Patterson, 3155 Beaumont Dr, in support of this request. Haleigh Kenworthy, 3175 Beaumont Dr, spoke in opposition to the variance request stating that maintaining the side yard setbacks will help protect neighbors in the event of possible future housefires.

Discussion from the Board:

Mr. Borg asked the applicant if there would need to be steps or a landing to get into the backyard from the bedroom. Mrs. Craw stated that it would only be one step down from the door. Mr. Borg asked if that step

changes the variance request. Mrs. Littlebear stated that it would not change the request. Mr. Borg then asked if the shed is compliant. Mrs. Littlebear stated that the shed is considered a legal non-conformity as a permit was legally issued when it was built but would not be allowed now. Legal non-conformities are allowed to continue to be used only until such time as they need to be replaced or are destroyed. Mr. Borg further asked if a roof overhang must be considered regarding setbacks. Mrs. Littlebear explained that the ordinance states that roof overhangs can encroach into setbacks 2 inches for every 1 feet of yard, which is in keeping with the proposed structure. Mr. Borg then stated that he felt that the garage could be redesigned to meet the setback requirement and still provide plenty of room for vehicles and storage.

Mr. Zeolla and Mr. Eichinger agreed with Mr. Borg that redesigning the garage would eliminate the need for a variance. Mr. Zeolla also noted that the other houses in this neighborhood have a garage.

Mr. Eichinger stated that maintaining the side yard setback is important for public safety by creating more space between structures in the event of structure fires.

Mr. Raimondo asked if the applicants will be building the home themselves. Mrs. Crow stated that they have hired a licensed builder for the job. He also asked why they want to reuse the existing foundation instead of doing a new foundation. Mrs. Crow stated that the existing foundation has been inspected and is in good condition and doing all new foundation would be cost prohibitive.

Mr. Raimondo asked for clarification of the need for a variance. Mr. Borg stated that the variance for the total side yard is because of the new attached garage and the need for the rear yard variance is due in part to the shallowness of the lot as well as the location of the septic field in the front yard.

Mr. Borg noted that this is an LV lot of record measuring 59.95 ft by 124.65 ft, the requested rear yard setback is similar to other homes in the neighborhood, and the requested rear yard variance will not negatively impact the community.

Motion:

Mr. Borg made a motion in Case #25-01, parcel # 11-12-432-023, commonly known as 3165 Beaumont Dr, to approve a 2.2-foot variance from the required 15-foot total side yard setback to 12.8-feet provided for the construction of a house, covered porch, and attached garage. Mr. Hoffman supported the motion.

Facts and Findings:

This is an existing LV parcel of record.

The practical difficulty is self-created.

The garage can be redesigned to meet the side yard setback requirements.

The request is not the minimum necessary.

The request may be harmful to the community.

Roll Call Vote: Mr. Eichinger-no, Mr. Hoffman-yes, Mr. Raimondo-no, Mr. Zeolla-no, Mr. Gerathy-no, Mr. Borg-no, Mr. Childs-no (1 yes votes, 6 no votes). The motion failed and the variance was denied.

Motion:

Mr. Borg made a motion in Case #25-01, parcel # 11-12-432-023, commonly known as 3165 Beaumont Dr, to approve a 5-foot variance from the required 38-foot rear yard setback to 33-feet provided for the construction of a house, covered porch, and attached garage. Mr. Hoffman supported the motion.

Facts and Findings:

This is an existing LV parcel of record.

The practical difficulty is not self-created.

The parcel is very shallow.

The location of the septic field in the front yard creates a practical difficulty.

The request is the minimum necessary.

The request will not be harmful to the community.

Roll Call Vote: Mr. Eichinger-yes, Mr. Hoffman-yes, Mr. Raimondo-yes, Mr. Zeolla-yes, Mr. Gerathy-yes, Mr. Borg-yes, Mr. Childs-yes (7 yes votes). The motion carried and the variance was approved.

3. CASE NUMBER: 25-02
ENFORCEMENT:
ZONING: ARR – Agricultural and Rural Residential (5-acre min)
PARCEL #: 11-33-400-013
PROPERTY ADDRESS: 3013 Polo Way
APPLICANT: BF Thompson, P.C.
OWNER: Fran & Blerta Zefi
VARIANCE REQUESTED: A 10.5-foot variance from the required 330-foot minimum lot width to 319.5-feet provided; and
A 17.64-foot variance from the required 40-foot side yard setback to 22.36-feet provided.
(Sec. 4.15.)
This request is for the completion of a land division request to allow for one of the new parcels to have a lesser lot width and a lesser side yard setback for an existing accessory structure.

Chairman Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium.

Discussion from the Applicant:

Brad Thompson, applicant, and Fran Zefi, property owner, went over the case as presented. Mr. Thompson stated that they met with the Planning & Zoning Department several times over the last couple of months to go over possible development of the parcel. The Zefi's finally decided to go with a simple division of ARR sized parcels. Mr. Thompson explained that the lot width of an ARR parcel is based on the division of a standard square 40-acre parcel. In this case the parcel is short by 10.5 feet creating a practical difficulty. Further, there is an existing accessory structure that would end up being only 22.36 feet from the new side lot line instead of the required 40 feet. He stated that because the land and the structures existed when the property was purchased that the practical difficulties are not self-created.

Discussion from the Public:

David Belaen, 3131 Polo Way, expressed his concern with an increase in traffic on the private road, the accessibility of the garbage trucks for the new parcels, and drainage from the road onto his property. Mr. Gerathy read into record an email from Karen Coloske, 2250 Rowe Rd, in opposition to this request.

Discussion from the Board:

Mr. Hoffman asked how wide the driveway is from the cul-de-sac of Polo Way to the parcel addressed as 3013 Polo Way. He also asked if there is a road right-of-way and if so, how wide. Mrs. Littlebear stated that there is currently an 11-foot-wide driveway from the cul-de-sac to the 36-acre parcel but that the driveway runs roughly in the center of a 60-foot private road right-of-way easement that has been in place since the initial creation of Polo Way.

Mr. Hoffman also asked whether a parcel is allowed to have accessory structures without a house. Mrs. Littlebear explained that the accessory structures would be considered legally non-conforming, and she discussed zoning ordinance article 16 which explains what that means and how it is regulated.

Mr. Hoffman noted that 3 of the 4 proposed parcels are fully compliant. Mrs. Littlebear also noted that the non-compliant proposed parcel is also the largest of the four proposed parcels at over 19 acres and there could only be a maximum of 3 additional houses built back there after the land division is completed.

Mr. Hoffman stated that he felt that these variance requests are the minimum necessary and would not negatively affect the characteristics of the neighboring community.

Mr. Borg asked whether the size of those structures would affect how large any future house on that parcel would have to be. Mrs. Littlebear explained that because that is the largest proposed parcel at over 19 acres that there would not be any concern regarding the size of any proposed house. She also discussed what maximum lot coverage is and how that could affect the size of a future house.

Mr. Borg then asked about the proposed road right-of-way. Mr. Thompson stated that the proposed road right-of-way is 60 feet wide per the township requirements. Mrs. Littlebear explained that the reason that road rights-of-way are required to be that size is because that accommodates a paved road with additional space along the pavement for utilities, sidewalks, control of drainage, etc. She noted that the Fire Marshal has already done a preliminary approval of the road because he has made sure that it meets the minimum safety standards for access by emergency vehicles.

Mr. Borg asked if the applicant had considered moving the barn so that a side yard variance is not required.

Mr. Thompson stated that it would be cost prohibitive but perhaps 18 feet of the barn can be removed to make the barn smaller.

Mr. Raimondo asked why the land division isn't being reviewed by the Planning Commission. Mrs. Littlebear explained that because this is a simple land division it does not need PC review. If every parcel was fully compliant then she would have been able to approve it without additional review. The only reason that it was before the ZBA was because one of the parcels needs variances before the land division can be completed by staff.

Mr. Raimondo asked if he understood correctly that the applicants had owned the property for only about two years and the applicant confirmed that. He asked the applicant if they were farmers and did they own horses like the last property owner. Mr. Zefi said that he does own a few cows and chickens but no horses.

Mr. Raimondo asked if the reason the land division is being pursued is to sell the parcels. Mr. Zefi stated that he would like to sell at least two of the four proposed parcels.

Mr. Raimondo read into record the intent of the ARR zoning district and stated that he felt that dividing the parcel and building it up is in opposition to the ARR intent.

Mr. Zeolla agreed that building multiple houses would contrast with the intent of ARR. He also noted that if the parcel is only divided into 3 parcels, then there would be no variances required.

Mr. Childs asked if the applicant would get rid of his farm animals if he sold the parcel that had the two barns on it. Mr. Thompson stated that Mr. Zefi planned to sell only proposed parcels #1 and #4 initially but that if he did sell proposed parcel #2 then he would just build a pole barn for his animals on proposed parcel #3 on which his house currently sits.

Mr. Thompson noted that he met with Beth Corwin, Planning Director and licensed civil engineer, to discuss how best to design the proposed private road in order to accommodate drainage from the pavement ensuring that drainage does not encroach onto neighboring parcels and in a way to preserve as many trees along all of the property lines.

Motion:

Mr. Raimondo made a motion in Case #25-02, parcel # 11-33-400-013, commonly known as 3013 Polo Way, to approve a 10.5-foot variance from the required 330-foot minimum lot width to 319.5-feet provided for the completion of a land division request to allow for one of the new parcels to have a lesser lot width.

Mr. Hoffman supported the motion.

Facts and Findings:

The width of the existing parcel creates a practical difficulty.

The practical difficulty is not self-created.

Three of the four proposed lots exceed all of the zoning requirements.

The request is the minimum necessary.

The request will not be harmful to the community.

Roll Call Vote: Mr. Eichinger-yes, Mr. Hoffman-yes, Mr. Raimondo-no, Mr. Zeolla-no, Mr. Gerathy-no, Mr. Borg-yes, Mr. Childs-yes (4 yes votes, 3 no votes). The motion carried and the variance was approved.

Motion:

Mr. Raimondo made a motion in Case #25-02, parcel # 11-33-400-013, commonly known as 3013 Polo Way, to approve a 17.64-foot variance from the required 40-foot side yard setback to 22.36-feet provided for the completion of a land division request to allow for a lesser side yard setback for an existing accessory structure. Mr. Hoffman supported the motion.

Facts and Findings:

The practical difficulty is self-created.
The request is not the minimum necessary.
The request may be harmful to the community.

Roll Call Vote: Mr. Eichinger-no, Mr. Hoffman-yes, Mr. Raimondo-no, Mr. Zeolla-no, Mr. Gerathy-no, Mr. Borg-no, Mr. Childs-yes (2 yes votes, 5 no votes). The motion failed and the variance was denied.

MINUTES:

Mr. Borg made a motion to approve the minutes of December 18, 2024, as presented. Mr. Raimondo supported the motion, and it was approved with six (6) yes votes with an abstention by Mr. Childs.

DISCUSSION:

Election of Officers:

Mr. Hoffman nominated Mr. Gerathy as Chair. Mr. Borg seconded the nomination, and it was approved with a unanimous voice vote.

Mr. Gerathy nominated Mr. Borg as Vice Chair. Mr. Raimondo seconded the nomination, and it was approved with a unanimous voice vote.

Mr. Gerathy nominated Mr. Raimondo as Secretary. Mr. Borg seconded the nomination, and it was approved with a unanimous voice vote.

Mrs. Littlebear reminded the board members that the Township Supervisor, Rick Hamill, has called for a joint meeting of the Board of Trustees, Zoning Board of Appeals, Planning Commission, and Highland Downtown Development Authority to be held in the Township Auditorium at 6:30pm on Thursday, February 6, 2025.

She also advised the board that Mr. Hamill has interviewed two candidates for the ZBA and will request that the Board of Trustees appoint Mr. Jacob Probe and Mr. Chuck Benke as the new ZBA alternate members at their regular meeting on February 3, 2025. If the Board of Trustees approves those appointments, then they will be joining the ZBA at the February 5, 2025 meeting.

ADJOURN:

At 9:11 p.m., Mr. Raimondo made a motion to adjourn the meeting. Mr. Childs supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,

Anthony Raimondo
AR/kpl

CHARTER TOWNSHIP OF HIGHLAND
ZONING BOARD OF APPEALS
APPROVED MINUTES
February 5, 2025

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

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

ROLL CALL:

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

Kariline P. Littlebear, Zoning Administrator

Visitors: 2

Chairman Gerathy welcomed the two new alternate ZBA members, Chuck Benke and Jacob Probe, to the board. He then welcomed the public to the meeting and reviewed the procedures for addressing the Board, stating that four affirmative votes are required to approve a variance. If a variance is approved, the applicant has one year to act upon the variance.

NEW BUSINESS:

1. CASE NUMBER: 25-03
ENFORCEMENT:
ZONING: LV – Lake and Village Residential District
PARCEL #: 11-09-404-019
PROPERTY ADDRESS: 891 Woodruff Lake Dr
APPLICANT: James Sweeney
OWNER: James & Rita Sweeney
VARIANCE REQUESTED: An 11-foot variance from the calculated 60-foot ordinary high-water mark setback to 49-feet provided. (Sec. 9.02.D.)
A 9-inch variance from the required 10-foot west side yard setback to 9-feet 3-inches provided; (Sec. 9.02.B.b.) and
A 3-foot 1-inch variance from the required 25-foot total side yard setback to 21-feet 11-inches provided; (Sec. 9.02.B.b.).
This request is for the construction of an 8-foot by 27-foot 3-inch residential addition.

Chairman Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium. Mr. Gerathy asked the Zoning Administrator if there was anything additional to add. Mrs. Littlebear stated that she has nothing new to add.

Discussion from the Applicant:

James Sweeney, applicant, went over the case as presented noting that his garage is pass-through and has full-sized doors on both the front and the rear to provide easy access to the rear yard. Rita Sweeney, stated that this house will be their forever home and they are planning to keep the house a ranch to facilitate aging safely in their home.

Discussion from the Public:

Mr. Gerathy read into record a letter from Jim and Karen Chrostowski, 905 Woodruff Lake Dr, in support of this request.

Discussion from the Board:

Mr. Borg asked the zoning administrator if there were any previous variances on this property. Mrs. Littlebear stated that she did not find any records of previous variance requests. He then asked if the three sheds on the property are compliant. Mrs. Littlebear stated that there is a permit from 2015 for the small shed that is located where the addition is proposed. She stated that her review of the historic aerial views of the property show that the other two sheds were placed on the property sometime between 2017 and now. She stated that those two sheds do not have permits and do not meet the setback requirements.

Mr. Hoffman stated that the house itself is non-conforming, and the proposed addition is not intended to extend closer to the water than the house already does. He stated that this request will not be harmful to the neighborhood and so he does not have an issue with it.

Mr. Raimondo asked if the applicant had built the garage and Mr. Sweeney confirmed that he had a permit to build the garage in 2017. Mr. Raimondo read the applicants' worksheet in which the applicant states that this parcel is a standard lot within the neighborhood, that the practical difficulty was due to the covid virus requiring him to change jobs and work from home, and that the request will not be harmful to the neighborhood and barely noticeable. Mr. Raimondo stated that jobs can change and the current neighbors that approve of the request may not always live there but that a variance lasts forever. He noted that the other neighboring parcel is an out lot for the neighborhood to access the lake but that is not the side that the variance request is on. He stated that the difficulty is self-created. He noted that maybe the existing screened-in porch could be made into the home office instead of building an addition.

Mr. Zeolla stated that he agreed with Mr. Raimondo that there is no practical difficulty, there are other ways to redesign the project to reduce or remove the need for a variance. He stated that he is also reluctant to approve side yard setback variances because of the concern for fire safety.

Mr. Eichinger noted that there is quite a distance from the proposed addition and the neighboring structures.

Mr. Borg noted that this is an existing LV lot of record and that the southern portion of the property is underwater. He noted that the septic system is in front of the house thus preventing an addition to be built toward the road. He stated that he feels that maintaining side yard setbacks for fire safety is important, the request is of a personal nature, and there does not appear to be a practical difficulty.

Mr. Raimondo asked the zoning administrator to verify the required side yard setback requirements. Mrs. Littlebear confirmed that because this parcel is approximately 95 feet wide, that the required setbacks are 10 feet on the smallest side yard with a total side yard setback of 25 feet when both side yards are added together. He suggested that the side yard requests be a separate motion from the high-water mark request.

Mr. Hoffman stated that he felt that it would not make sense to separate the motions because they are integral to each other. He stated that this request is in keeping with the neighboring homes and would not interfere with the view of the lake.

Motion:

Mr. Raimondo made a motion in Case #25-03, parcel # 11-09-404-019, commonly known as 891 Woodruff Lake Dr, to approve an 11-foot variance from the calculated 60-foot ordinary high-water mark setback to 49-feet provided, a 9-inch variance from the required 10-foot west side yard setback to 9-feet 3-inches provided, and a 3-foot 1-inch variance from the required 25-foot total side yard setback to 21-feet 11-inches provided

for the construction of an 8-foot by 27-foot 3-inch residential addition with the condition that the accessory structures on the west side of the house be removed. Mr. Borg supported the motion.

Facts and Findings:

This is an existing LV parcel of record.
The request is the minimum necessary.
The request is in keeping with the neighborhood.
The request will not interfere with the view of the lake.
The request will not be harmful to the community.

Roll Call Vote: Mr. Eichinger-yes, Mr. Hoffman-yes, Mr. Raimondo-yes, Mr. Zeolla-no, Mr. Gerathy-yes, Mr. Borg-no, Mr. Childs-yes (5 yes votes, 2 no votes). The motion carried and the variance was approved.

MINUTES:

Mr. Borg made a motion to approve the minutes of January 15, 2025, as corrected. Mr. Eichinger supported the motion, and it was approved with a unanimous voice vote.

DISCUSSION:

Mrs. Littlebear reminded the board members that the Township Supervisor, Rick Hamill, has called for a joint meeting of the Board of Trustees, Zoning Board of Appeals, Planning Commission, and Highland Downtown Development Authority to be held in the Township Auditorium at 6:30pm on Thursday, February 6, 2025.

ADJOURN:

At 7:48 p.m., Mr. Hoffman made a motion to adjourn the meeting. Mr. Raimondo supported the motion, and it was approved with a unanimous voice vote.

Respectfully submitted,

Anthony Raimondo
AR/kpl

February 7, 2025

Township Board of Trustees
Charter Township of Highland
205 N. John Street
Highland, MI 48357

Dear Board of Trustees:

We are in the process of planning for the audit of the financial statements of Charter Township of Highland ("The Township") for the year ended December 31, 2024. An important aspect of planning for the audit is communication with those who have responsibility for overseeing the strategic direction of the Township and obligations related to the accountability of the Township. At Township, these responsibilities and obligations are held by the Township Board of Trustees, collectively and individually; therefore, it is important for us to communicate with each of you in your role as a member of the Township Board of Trustees.

As part of this communication process, we have spoken at length with Supervisor Rick Hamill, Clerk Tami Flowers, and Treasurer Jennifer Frederick regarding our responsibilities under generally accepted auditing standards and the planned scope and timing of our audit. The purpose of this letter is to provide each of you with a summary of those discussions and to provide you with the opportunity to communicate with us on matters that may impact our audit.

Our Responsibility Under Generally Accepted Auditing Standards

As stated in our engagement letter addressed to Rick Hamill and dated December 13, 2024, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

The Township is evaluating the impact of new accounting standards required to be adopted for the year ended December 31, 2024. Should these new standards be determined to have a significant impact, we would include an emphasis of matter paragraph in the auditor's report informing the users of the financial statements about the implementation of GASB Statement No. 101, *Compensated Absences*, during the year ended December 31, 2024. The proposed wording of the emphasis of matter paragraph follows:

As described in Note X to the financial statements, the Township adopted the provisions of GASB Statement No. 101, Compensated Absences, as of December 31, 2024. Our opinion is not modified with respect to this matter.

Overview of the Planned Scope and Timing of the Audit

Pamela Hill is the engagement partner responsible for supervising our services performed as part of this engagement. Our audit fieldwork will include three phases. The planning and preliminary information-gathering phase will occur during January and February 2025; the risk assessment phase in February 2025; and the rest of our audit procedures will be performed during March 2025.

To plan an effective audit, we must identify significant risks of misstatement in the financial statements, including those related to changes in the financial reporting framework or changes in the entity's environment, financial condition, or activities, and design procedures to address those risks.

Because management is in a unique position to perpetrate fraud due to its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively, generally accepted auditing standards require that we always consider this to be a significant risk. In addition, we identified the following significant risks of misstatement:

- Proper accounting treatment of federal grant revenue received by the Township.
- Appropriate termination of general ledger access and access to cash accounts for employees that have left the Township during the year.

In response to these identified significant risks, we will perform the following:

- Testing of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.
- Obtain and review any grant agreements to ensure proper accounting treatment and completeness of federal grant revenue.
- Ensure that access to financial information and assets was removed timely for employees the left the Township during the year.

We will gain an understanding of accounting processes and key internal controls through a review of the accounting procedures questionnaires and control procedures questionnaires prepared by management. We will confirm through observation and inspection procedures that accounting procedures and controls included in the questionnaires have been implemented. We will not express an opinion on the effectiveness of internal control over financial reporting; however, we will communicate to you significant deficiencies and material weaknesses identified in connection with our audit.

The concept of materiality is inherent in our work. We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

Information from You Relevant to Our Audit

An important aspect of this communication process is the opportunity for us to obtain from you information that is relevant to our audit. Your views about any of the following are relevant to our audit:

- The Township's objectives and strategies and the related business risks that may result in material misstatements
- Matters that you consider warrant particular attention during the audit and any areas where you want to request additional procedures be undertaken
- Concerns about the Township's internal control and its importance to the Township, including how the Township Board oversees the effectiveness of internal control and the detection or possibility of fraud
- Significant communications between the Township and regulators

- Understanding of the Township's relationships and transactions with related parties that are significant to the Township and any concerns regarding those relationships or transactions
- The attitudes, awareness, and actions concerning:
 - the Township's internal control and its importance to the Township, including how the Township Board oversees the effectiveness of internal control and the detection or possibility of fraud
 - The detection or possibility of fraud, including whether the Township Board has knowledge of any actual, suspected, or alleged fraud affecting the Township
 - Any significant unusual transactions the Township has entered into
- The actions of the Township Board in response to developments in accounting standards, regulations, laws, previous communications from us, and other related matters and the effect of such developments on, for example, the overall presentation, structure, and content of the financial statements, including the following:
 - The relevance, reliability, comparability, and understandability of the information presented in the financial statements
 - Whether all required information has been included in the financial statements and whether such information has been appropriately classified, aggregated or disaggregated, and presented

If you have any information to communicate to us regarding the above or any other matters you believe are relevant to the audit, or if you would like to discuss the audit in more detail, please call me at 810-766-6022 or Amanda Cronk at 810-766-6045 as soon as possible.

Thank you for your time and consideration in this important aspect of the audit process. You can expect to hear from us again after the completion of our audit when we will report to you the significant findings from the audit.

Very truly yours,

Plante & Moran, PLLC



Pamela L. Hill, CPA
Partner

6. Announcements

- a) Oakland County Treasurer's Office Foreclosure Prevention



1200 N. Telegraph Road, Dept. 479
Pontiac, MI 48341-0479
(248) 858-0611
oakgov.com/treasurer

Robert Wittenberg, Treasurer

Jody Weissler DeFoe, Chief Deputy Treasurer

Oakland County Treasurer's Office Foreclosure Prevention

The Oakland County Treasurer's Office is in the final stretch of our foreclosure prevention efforts. The tax foreclosure deadline for the 2022 and/or prior year taxes is on March 31, 2025. That means if these taxes aren't paid off by March 31st or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.

Since December of 2024, the Treasurer's office has conducted over a thousand Taxpayer Assistance Meetings to assist taxpayers with keeping their properties by working with them to get on a repayment schedule and/or by identifying resources that may be beneficial to them and their situation. We are here to help and strongly encourage taxpayers to contact us before the tax foreclosure deadline if they have delinquent taxes for 2022 and/or prior tax years. Taxpayers interested in scheduling a Taxpayer Assistance Meeting may call us at 248-858-0611 or they may visit www.oakgov.com/treasurer

Thank you!

A handwritten signature in black ink, appearing to be "Robert Wittenberg".

Robert Wittenberg
Oakland County Treasurer

7. Public Comment



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: March 3, 2025

Re: Authorization to sign Partnership Agreement for Highland Station Boardwalk Project

At the meeting held on February 3rd, 2025, the Board reached an agreement to collaborate with the Highland DDA on the Highland Station Boardwalk infrastructure improvement project.

Our attorney has prepared a partnership agreement between Highland Township and the Highland DDA for this project for your review and approval.

Recommended Motion: That the Supervisor be authorized to sign the partnership agreement between Highland Township and the Highland DDA for the Highland Station Boardwalk project.

Enclosure:

Charter Township of Highland and Highland DDA Partnership Agreement

**AGREEMENT BETWEEN THE CHARTER TOWNSHIP OF HIGHLAND
AND THE HIGHLAND TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
REGARDING RESPONSIBILITIES AND COST ALLOCATION
FOR THE HIGHLAND STREETScape BOARDWALK PROJECT**

THIS AGREEMENT FOR THE HIGHLAND STREETScape BOARDWALK PROJECT (hereinafter the "Agreement"), is between the CHARTER TOWNSHIP OF HIGHLAND, Oakland County, Michigan, a Michigan municipal corporation located at 205 N. Johns Street, Highland, Michigan 48357 (hereinafter referred to as the "Township"), and the HIGHLAND DOWNTOWN DEVELOPMENT AUTHORITY, a public body corporate established by the Township under Act No. 57, Public Acts of Michigan, 2018, as amended (hereinafter referred to as the "DDA"), located at 205 W Livingston, Highland, Michigan 48357;

RECITALS:

WHEREAS, the Township established the DDA pursuant to Act No. 57, Public Acts of Michigan, 2018, as amended ("Act 57"), for the purpose of aiding in the economic growth of the downtown district of the DDA and with all the powers and duties of a downtown development authority as set forth in Act 57; and

WHEREAS, pursuant to Act 57, the Board of the Township has adopted various proceedings for approval of the DDA Development Plan, Downtown Management Plan and Tax Increment Financing Plan (the "Plan"), which Plan sets forth the projects in the DDA Development Area for which tax increment revenues collected by the DDA may be expended; and

WHEREAS, the Plan designates and provides for, among other things, improvements consisting of the construction of pathways along the western side of South Milford Road, between McPherson Street and Ayershire Drive, located in Highland Township, known as the "Highland Streetscape Boardwalk Project" (the "Project"). The DDA has obtained proposals for the construction of the Project and has determined that the total estimated cost will be Six-Hundred and Ten Thousand Dollars (\$610,000.00); and

WHEREAS, the Township's Non-Motorized Pathway Master Plan, adopted on January 24, 2021, expresses the Township's commitment to provide connected pathways throughout the Township, including on Milford Road, and to appropriate funds for priority and future pathway improvements. This Project serves the interests of the community by providing additional non-motorized connectivity within the Township and DDA district; and

WHEREAS, the Township and DDA have agreed to work cooperatively to construct the Project in the most efficient manner and at the lowest possible cost. The parties have determined that the Township shall contribute Two-hundred and fifty thousand dollars (\$250,000.00) to the DDA to pay part of the costs to complete the Project in accordance with the terms of this

Agreement. The DDA shall be responsible for using tax increment revenues received by the DDA, to pay the remaining costs of the Project; and

NOW, THEREFORE, the parties agree as follows:

1. Project Construction. The Township and DDA shall undertake and complete the construction of the Project in accordance with the terms of this Agreement. The scope of the construction is described in the Request for Proposals and Contract Documents for the Highland Downtown Development Authority Highland Streetscape Boardwalk prepared for the DDA by Nowak & Fraus Engineers, which is incorporated by reference into this Agreement.
2. Contract. The DDA will enter into a contract with the contractor for the Project. The DDA will administer the contract with the contractor and related work for the completion of the project. The DDA shall require the contractor to indemnify the Township for any claims, demands, lawsuits, expenses and judgments by third parties against the Township arising from contractor's work and shall require the contractor to cover the Township as an additional insured on its general liability and automobile insurance policies.
3. Term of Agreement. This Agreement shall become effective upon the signing of both Parties, ("Effective Date") and shall remain in effect until the later of the completion of the Project or September 30, 2025, at which time it shall expire without any further act of notice.
4. Contribution of Township Funds. The Township shall contribute \$250,000.00 to the DDA to finance part of the costs of the Project. The Township shall provide the funds to the DDA within sixty (60) days of the Effective Date of this agreement.
5. DDA Project Cost Responsibilities. The DDA shall maintain accurate records relating to the costs of the Project. The DDA may submit monthly progress reports to the Township once construction work has commenced. The reports shall indicate the progress of the construction performed to date. The DDA shall apply the funds from the Township only to pay for costs of the Project in accordance with the provisions of the Project plan. Upon completion of the Project, the DDA shall provide a final report on the status of the Project. The Parties understand that the Project costs of \$610,000.00 is an estimate of the Project costs and actual Project costs may differ. In no event shall the Township be responsible to contribute more than \$250,000.00 toward the Project. Any cost increases beyond the estimated Project cost of \$610,000.00 shall be the responsibility of the DDA.
6. Review of Construction. The Township's Building Department shall be responsible for all inspections, permits and approvals required for the Project. Upon completion of the construction, the Township shall have the right to inspect the construction to confirm it was built in compliance with the specifications of the DDA's contract with the contractor.

7. Duty to Maintain Improvements. Upon confirmation of satisfactory completion of the Project, the DDA shall be the owner of the pathway improvements and shall maintain them in accordance with applicable law.
8. Responsibility for Claims. Each party to this Contract will remain responsible for any and all claims arising out the acts or omissions of its employees during the performance of this Agreement, as provided by law. This is not intended to increase or decrease either party's liability for or immunity from tort claims. This Agreement is not intended to, nor will it be interpreted as giving either party a right of indemnification by contract or law, for claims arising out of the performance of this Agreement.
9. Reservation of Rights. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation or duty of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity.
10. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Michigan.
10. Amendments. This Agreement may only be amended by a written amendment approved by the Board of Trustees and DDA Board.
11. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the Township and the DDA, and their respective successors and assigns. Neither party shall assign its rights and responsibilities under this Agreement without the consent of the other party.
12. Severability. If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.
13. Counterparts. This Agreement may be executed in one or more counterparts, which together shall constitute one and the same Agreement.
14. Entire Agreement. This Agreement represents the entire agreement and understanding of the Parties regarding the Township contribution to the Project. This Agreement supersedes all other oral or written understandings related to the subject matter of this Agreement.

IN WITNESS WHEREOF, the Township and the DDA have executed this Agreement effective as of the date and year first above written.

CHARTER TOWNSHIP OF HIGHLAND

BY: _____
Rick Hamill
Supervisor

BY: _____
Tami Flowers
Clerk

HIGHLAND TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY

BY: _____
Roscoe Simth
Chairperson



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: March 3, 2025

Re: Recommendation to sign new Oakland County Sheriff – School Resource Officer Addendum

We have sent the Huron Valley Schools the School Resource Officer Addendum to be signed. In the meantime, we need to approve the addendum to submit with the OAKLAND COUNTY SHERIFF'S OFFICE 2025-2027 LAW ENFORCEMENT SERVICES AGREEMENT that the Board approved at our last meeting.

Upon recommendation from our attorney, we will have to draft an additional agreement with Huron Valley Schools for reimbursement of the payments required in the School Resource Officer Addendum.

2024 Rate for School Resource Officer services was \$157,072

The new contract rate increases are as follows:

2025 \$ 187,116

2026 \$ 204,144

2027 \$ 222,721

Recommended Motion: To authorize the Supervisor to sign the new (3) year School Resource Officer Addendum for Oakland County Sheriff Contract.

Enclosure:

School Resource Officer Addendum

SRO ADDENDUM
SCHOOL RESOURCE OFFICER (SRO) AGREEMENT
BETWEEN
OAKLAND COUNTY,
OAKLAND COUNTY SHERIFF,
HURON VALLEY SCHOOLS, AND THE CHARTER TOWNSHIP OF HIGHLAND

I. PARTIES

This SRO Agreement ("SRO Agreement") is made and entered into by and between the **HURON VALLEY SCHOOLS** ("School"), whose address is 2390 S. Milford Road Highland, MI 48357, **THE CHARTER TOWNSHIP OF HIGHLAND**, a constitutional and municipal corporation and political subdivision of the State of Michigan, located within Oakland County, whose address is **205 N. John Street Highland, MI 48357** ("Public Body"), and the **COUNTY OF OAKLAND** ("County"), a Michigan Constitutional and Municipal Corporation, whose address is 1200 North Telegraph Road, Pontiac, Michigan 48341. In this SRO Agreement, the County is also represented by the **OAKLAND COUNTY SHERIFF, MICHAEL J. BOUCHARD** ("Sheriff"), in his official capacity as a Michigan Constitutional Officer, whose address is 1200 North Telegraph Road, Bldg. 38 East, Pontiac, Michigan 48341. In this SRO Agreement, the County and the Sheriff are collectively referred to as the Oakland County Sheriff's Office ("OCSO"). The OCSO, Public Body, and School may be individually referred to as a "Party" or collectively referred to as the "Parties."

II. PURPOSE

The purpose of this SRO Agreement is to establish and define the rights, responsibilities, and obligations of the Parties regarding OCSO's placement of one or more School Resource Officer(s) ("SRO") in a School's location. The objective of placing SRO in School is to foster a safe, supportive learning environment for all students and to promote strong partnership and communication between school administration and law enforcement.

This SRO Agreement is an exhibit to the Law Enforcement Services Agreement ("LES Agreement") between the OCSO and the Public Body, the terms of which are fully incorporated herein by reference. To the extent there is a conflict between the terms and conditions set forth in the LES Agreement and this SRO Agreement, the terms in the SRO Agreement take precedence and shall apply.

III. TERM AND TERMINATION

This SRO Agreement is effective when signed by the Parties, by and through their duly authorized representatives, and remains in effect from January 1, 2025 through December 31, 2027, unless terminated early as hereinafter set forth.

Any Party may terminate this SRO Agreement for any reason by providing at least forty-five (45) days advance written notice of termination to the non-terminating Parties.

IV. GENERAL ROLES AND RESPONSIBILITIES OF PARTIES

1. OCSO Responsibilities:

- A.** OCSO will place one or more School Resource Officer(s) (SRO) on School premises to provide Law Enforcement Services. SRO will be a sworn Oakland County Sheriff's Deputy. The specific number(s) and rank(s) of SRO assigned to the School is set forth in the LES Agreement.
- B.** The Sheriff will select and provide appropriate oversight of the SRO, via Sheriff's chain of command. The selection of SRO is at the sole discretion of the Sheriff, and the specific person serving as SRO may change from time to time, as determined by the Sheriff.
- C.** OCSO will provide SRO with any required law enforcement equipment.

2. School Responsibilities:

- A.** The School will name "County of Oakland and its Agents" as additional insureds and certificate holders on its Commercial General Liability insurance policy, which must carry a minimum per occurrence coverage of \$5 million. The School will provide OCSO with evidence of such insurance upon OCSO's request and before OCSO provides Services under this SRO Agreement. The School's policy(s) of insurance shall be on a primary, non-contributory basis with any other insurance or self-insurance carried by the OCSO. The insurance company(s) issuing the policy(s) shall have no recourse against the OCSO for subrogation (policy endorsed written waiver), premiums, deductibles, or assessments under any form. All policies shall be endorsed to provide a written waiver of subrogation in favor of the OCSO. Any and all deductibles or self-insured retentions shall be assumed by and be at the sole risk of the School.
- B.** The School will provide SRO with a secure workspace on School premises for SRO to perform Law Enforcement Services under this SRO Agreement.
- C.** The School will ensure that its staff fully communicate and cooperate with SRO. The School will hold regular meetings at mutually agreeable intervals with SRO and key School staff to discuss topics relevant for providing Law Enforcement Services under this SRO Agreement. The School will advise OCSO if it desires SRO to attend and/or participate in any other meetings (e.g., school-parent safety meetings).
- D.** The School will include SRO in all threat-assessments and, as applicable,

inquiries about a student's access to dangerous instrumentalities and firearms, and behavioral assessments involving suicidal ideation, suicidal behavior, and/or belief of harm to self or others.

- E. The School will grant SRO free and open access to all premises, areas, and spaces on School property.
- F. The School will provide SRO with any required school equipment (e.g., school software programs, school radio, school key card, etc.). The School will submit a list of the specific equipment to OCSO and must receive written approval from OCSO before providing to SRO. School-provided equipment will be returned to School at the end of this SRO Agreement or earlier upon the School's request. School-provided equipment is provided to SRO at the School's sole risk and expense, including any expenses for maintaining, general wear and tear, and replacing the equipment.

3. Public Body Responsibilities:

A. The Public Body will pay the County for the Services provided by OCSO under this SRO Agreement at the rates set forth in the LES Agreement and in accordance with the terms set forth in this SRO Agreement and the LES Agreement. The Public Body will also pay for training in accordance with Section VII below, any additional hours of work, overtime, and holiday pay costs incurred by OCSO in providing Services. Charges are not intended to result in any net financial gain or profit for County, but to offset all costs incurred by County in providing the Services.

B. Public Body, as part of the consideration for the value it receives for the Services provided under this Agreement, will pay \$1 per student (not to exceed a total of \$5,000), per calendar year, to be applied to Oakland County's Safer Communities Fund, which will be used in accordance with the public purpose of that fund.

C. If Public Body requires the School to pay for or reimburse the Public Body for paying for the Services and other costs described in this SRO Agreement, Public Body is solely responsible for contracting with and collecting payment from the School.

D. Public Body agrees to the following: (i) Public Body wants the OCSO to provide the Services described in this SRO Agreement to the School; (ii) Public Body is provided with valid and sufficient consideration for its duties and obligations under this SRO Agreement; (iii) Public Body discharges, releases, and waives any and all claims and defenses against the OCSO asserting that this SRO Agreement lacks sufficient consideration.

V. SRO's HOURS AND POLICY MATTERS

1. **Per OCSO policy, SRO shall not be involved in enforcing school discipline.** SRO will only provide Law Enforcement Services at the School, as determined and directed by the Sheriff. For the purposes of this SRO Agreement, "Law Enforcement Services" or "Services" means the prevention and detection of crime and the enforcement of the criminal and traffic laws of this state. Examples of Law Enforcement Services for an SRO may include, but are not limited to:

- Crime prevention, investigation, and apprehension.
- Participating in threat assessments and behavioral assessments involving suicidal ideation, suicidal behavior, or belief of harm to self or others to provide a law enforcement perspective.
- Responding to an emergency or non-emergency involving public safety or a breach of peace.
- Handling requests for calls for service in and around School property.
- Responding to unauthorized persons on School property.
- Serving as liaisons between the School and other police agencies or investigative units.

Per OCSO policy, the administration of student discipline, including student code of conduct violations and student misbehavior, is the responsibility of school administrators unless the violation or misbehavior involves criminal conduct for which law enforcement intervention is required, as determined and directed by the Sheriff.

2. Subject to the LES Agreement, each SRO will provide 80 hours of Law Enforcement Services for the School during a biweekly period at the locations agreed to by the Sheriff. Subject to the LES Agreement, each SRO will work an 8-hour shift Monday through Friday, as determined by Sheriff after discussing with and receiving input from the School. SRO may work additional hours, if requested by the School, Public Body, and authorized by the Sheriff, or as required by a situation and authorized by the Sheriff. Public Body will pay County for any additional hours that the SRO works at the rates set forth in the LES Agreement. School understands that the SRO is a "no-fill" position as set forth in the LES Agreement.
3. SRO is an employee of OCSO. SRO will report to, receive job instructions from, and be supervised by the Sheriff's chain-of-command. The School may provide feedback or information to SRO, but may not direct or otherwise attempt to control SRO under any circumstance. The School may communicate to OCSO regarding SRO's performance by contacting the OCSO Point of Contact listed in this Agreement.
4. SRO must follow all OCSO policies, including policies involving searches, arrests, and the use of body cameras. The School will allow SRO to use body cameras on school property in a manner that complies with OCSO policy.

5. School and Public Body understand and agree that there may be days or times when the Sheriff, in his sole discretion and judgment, may be unable to assign SRO to provide services under this SRO Agreement on account of the prioritization of law enforcement resources to best serve the citizens of Oakland County (e.g., emergencies where deputies are needed elsewhere, etc.). The School and Public Body agree to discharge, release, and waive any claim against OCSO that arise in connection with, or as a result of, any alleged failure to assign SRO to provide Law Enforcement Services under this SRO Agreement.

VI. RECORDS AND INFORMATION SHARING

1. The School will designate SRO as a "school official" as provided in the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. SRO may be provided access to student records information maintained by the School only as needed by the SRO to perform their duties as a SRO. SRO may also be granted access to student records information in the event of an emergency threatening the health or safety of a student or other individual. SRO may only re-disclose student records information consistent with FERPA.
2. Records created or maintained by SRO belong to OCSO and shall not be considered student records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by SRO as those regulated under FERPA. OCSO has sole management and control over such records. Upon the School's request, OCSO may grant the School access to OCSO records and will process such requests in accordance with the Michigan Freedom of Information Act.

VII. SRO TRAINING REQUIREMENTS AND FUNDING OBLIGATION

SRO shall receive such training as is necessary to permit the SRO to effectively advance the School's educational mission in the context of their duties as SRO. Training topics, goals, objectives, and attendance shall be determined jointly by the School and Sheriff. Public Body agrees to pay the OCSO for SRO to receive a minimum of 40 hours of SRO-specific training per calendar year along with any other necessary training determined by the OCSO.

VIII. POINTS OF CONTACT

The points of contact for the administration of this SRO Agreement are indicated below. All notices or other written communications shall be addressed as indicated below or as specified by a subsequent written notice delivered by the Party whose address or authorized representative has changed.

Notices or other written communications required by or related to this SRO Agreement shall be in writing and shall be delivered in one of the following manners:

1. In person;
2. By certified registered mail, return receipt requested, with all postage or charges prepaid; or
3. By electronic mail from an e-mail account for a point of contact indicated below to an e-mail account for a point of contact indicated below.

For the School:
Dr. Paul Salah
Superintendent
2390 S. Milford Rd.
Highland, MI 48357
248-684-8244

For the OCSO:
Gaia Piir
Sheriff Fiscal Officer
1200 N. Telegraph Rd. Bldg. 38E
Pontiac, MI 48341
piirg@oakgov.com
248-858-5512

For the Public Body:
Rick Hamill
Supervisor
205 N. John Street
Highland, MI 48357

IX. SPECIAL EVENTS

If the School desires additional Law Enforcement Services for a special event that is beyond those contracted for in this SRO Agreement, the School or Public Body may submit to the Sheriff and Public Body a Request for Supplemental Law Enforcement Service Form (attached to the LES Agreement). The Sheriff, subject to the terms of this SRO Agreement, may assign deputies for the special event in the Sheriff's sole discretion. The Public Body agrees to pay the applicable Hourly Overtime Rate or Holiday Overtime Rate listed in the LES Agreement for each deputy assigned.

In addition to and without limiting any of the School's other insurance obligations, if the School purchases or otherwise obtains a special event insurance policy or other similar insurance policy for a special event, the School shall name the "County of Oakland and its Agents" as additional insureds and certificate holders on the insurance policy and comply with all of the requirements and obligations in paragraph IV, 2, A. (above).

X. NO ASSIGNMENT

No Party may assign, delegate, or subcontract any of its duties, obligations, or rights under this SRO Agreement without the prior written consent of the other Parties.

XI. LIABILITY

Except for the School's insurance obligations set forth in this SRO Agreement, liability for acts or omissions of a Party remain with that Party and will not be transferred, assigned, or assumed by the other Party. Each Party will be responsible for its own acts or omissions and the acts or omissions of its employees or agents. OCSO shall not be responsible under any circumstance for the acts or omissions of the School, School employees, or School agents. Neither the School nor Public Body will have any right against OCSO for indemnification, contribution, subrogation, or any other similar right to be reimbursed by OCSO for any claim that arises out of the Services performed under this SRO Agreement.

For any claims that may arise from the performance of this SRO Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including any attorney fees.

The School and Public Body agree that this SRO Agreement does not transfer, delegate, or assign to the OSCO any civil or legal responsibility, obligation, duty of care, or liability associated with the ownership, maintenance, or operation of the School. The School is solely and exclusively responsible for any costs, obligations, and civil liabilities associated with owning and operating the School.

XII. NO WARRANTY AND NO SPECIAL RIGHT TO LAW ENFORCEMENT SERVICES

There is no warranty, promise, or guaranty, either express or implied, of any kind whatsoever, in favor of the School or Public Body, their agents, or any person attending the School or on School property, that the Services provided by OCSO under this SRO Agreement will result in any specific reduction or prevention of any criminal activity at the School or any other performance-based outcome.

There is no obligation, duty, promise, benefit, or special right of any kind whatsoever in favor of the School or Public Body, their agents, or any person attending the School or on School property to any Law Enforcement Services. OCSO and its agents, including any Sheriff's deputy, are not obligated under this SRO Agreement in any way to undertake any special activity or duty on behalf of the School or Public Body or to provide any particular or specific service or benefit for the School or Public Body, their agents, or any person attending the School or on School property.

The Services provided under this Agreement are strictly limited to those governmental law enforcement functions authorized by law and are exclusively governmental activities and functions of the type and nature that would be normally supported by tax dollars. This SRO Agreement simply acknowledges and intends to address the unusual circumstances and increased law enforcement needs created by the School and the corresponding increased financial and resource burden on government law enforcement agencies created by the School.

XIII. ENTIRE AGREEMENT AND AMENDMENTS

This SRO Agreement and the LES Agreement, to the extent the LES Agreement is referenced or described in this SRO Agreement, are the complete and exclusive agreement between the Parties with respect to the subject matter thereof and supersedes all prior negotiations, representations, proposals, agreements, and other communications between the Parties either oral or written with respect to the subject matter thereof.

This SRO Agreement may only be amended by a written document signed by the Parties, by and through their duly authorized representatives.

XIV. SIGNATURES

Each individual signing this SRO Agreement certifies by their signature that they are authorized to sign this SRO Agreement on behalf of the Party for whom they are signing and by doing so does hereby bind the Party to the terms of this SRO Agreement.

The Parties, by and through their duly authorized representatives, sign their names as evidence of their approval of this SRO Agreement and promise to be bound.

FOR THE COUNTY:

David Woodward
Chairperson, Oakland County Board of Commissioners

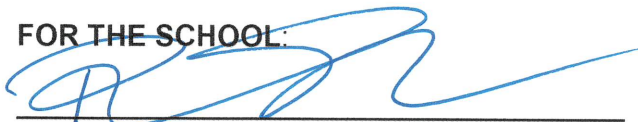
Date

FOR THE SHERIFF:

Michael Bouchard
Oakland County Sheriff

Date

FOR THE SCHOOL:



Dr. Paul Salah
Superintendent

2-25-2025
Date

FOR THE PUBLIC BODY:

Rick Hamill Date _____
Supervisor of the **Charter Township of Highland**, hereby acknowledges that they have been authorized by a resolution of the Public Body's governing body to execute this Agreement on behalf of the Public Body and hereby accepts and binds the Public Body to the terms and conditions of this Agreement



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: March 3, 2025
Re: Participate in the 2025 RCOC Tri-Party Program

Attached is the RCOC's annual letter and Cost Participation Agreement requesting Highland Township to participate in the 2025 Tri-Party Program.

The Tri-Party Participation Program (Gravel Haul) will require Highland to contribute \$37,370.00 as one third of the \$112,111.00 commitment. We have participated in this program the last few years and it seems prudent to continue the commitment to our constituents to help maintain the gravel roads at the highest level possible. These funds will go directly to the expense of procuring the gravel with the RCOC supplying the labor and equipment to distribute and grade the gravel.

If the Board should choose to participate:

Motion to authorize the Supervisor to sign the RCOC Cost Participation Agreement for the 2025 Gravel Haul Program.

Warm inside. Great outdoors.



COST PARTICIPATION AGREEMENT

2025 GRAVEL ROAD PROGRAM

Charter Township of Highland

Board Project No. 58142

This Agreement, made and entered into this _____ day of _____, 2025, by and between the Board of County Road Commissioners of the County of Oakland, Michigan, hereinafter referred to as the BOARD, and the Charter Township of Highland, hereinafter referred to as HIGHLAND, provides as follows:

WHEREAS, the BOARD and HIGHLAND have agreed to program the spreading of gravel and chloride on various county roads under the jurisdiction of the BOARD, as described in Exhibit "A", attached hereto, and made a part hereof, the roads selected will be mutually agreed upon by the BOARD and HIGHLAND, which are hereinafter referred to as the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is \$113,617; and

WHEREAS, the PROJECT involves certain designated and approved Tri-Party Program funding in the amount of \$113,617 which amount shall be paid through equal contributions by the BOARD, HIGHLAND, and the Oakland County Board of Commissioners, hereinafter referred to as the COUNTY; and

WHEREAS, HIGHLAND and the BOARD have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, it is hereby agreed between HIGHLAND and the BOARD that:

1. The BOARD shall forthwith undertake and complete the PROJECT, as above described, and shall perform all engineering, inspection and administration in reference thereto.

2. The actual total cost of the PROJECT shall include total payments to the contractor. Any costs incurred by the BOARD prior to this agreement date shall be allowable.
3. The estimated total PROJECT cost of \$113,617 shall be allocated as follows:
 - a. Tri-Party Program funding in the amount of \$113,617.
 - b. Any PROJECT costs above the Tri-Party Program funding of \$113,617 will be funded 100% by the BOARD.
4. Upon execution of this Agreement, the BOARD shall submit an invoice to HIGHLAND in the amount of \$37,872 (being 100% of HIGHLAND'S Tri-Party contribution).
5. Upon execution of this agreement and approval by the COUNTY, the BOARD shall submit an invoice to the COUNTY in the amount of \$37,872 (being 100% of the COUNTY'S Tri-Party contribution).
 - a. The invoice shall be sent to:

Manager of Fiscal Services
Executive Office Building
2100 Pontiac Lake Road, Building 41 West
Waterford, MI 48328
6. Upon receipt of said invoice(s), HIGHLAND and the COUNTY shall pay to the BOARD the full amount thereof, within thirty (30) days of such receipt.

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

BOARD OF ROAD COMMISSIONERS OF THE
COUNTY OF OAKLAND
A Public Body Corporate

By _____

Its _____

CHARTER TOWNSHIP OF HIGHLAND

By _____

Its _____

EXHIBIT A

TRI - PARTY PROGRAM

2025 Gravel Road Program

Charter Township of Highland

Board Project No. 58142

Spreading of gravel and chloride on various county roads within the township.

ESTIMATED PROJECT COST

Contractor Payments: **\$113,617**

COST PARTICIPATION BREAKDOWN

	HIGHLAND	COUNTY	BOARD	TOTAL
TRI-PARTY PROGRAM	\$37,872	\$37,872	\$37,873	\$113,617
TOTAL SHARES	\$37,872	\$37,872	\$37,873	\$113,617



MEMORANDUM

To: Highland Township Board of Trustees
From: Rick Hamill
Date: March 3, 2025
Re: Purchase of new window treatments for Activity Center

I am recommending that Highland Township award the CDBG bid for new roller shade window treatments at the Activity Center to Allied Building Service.

This project was put out for competitive bidding in accordance with CDBG requirements, and we received a single bid. The total cost for the project is \$12,587.00

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

- 2024: \$25,243.00

Please find the bid package attached for your review.

Thank you for considering this recommendation.

Enclosure: Bid Package



ADVERTISEMENT FOR BIDS FOR INTERIOR WINDOW TREATMENTS

AT HIGHLAND ACTIVITY CENTER

CHARTER TOWNSHIP OF HIGHLAND

Issued January 2nd, 2025

Submission Deadline is 4:00pm on January 23, 2025

Objective:

The Charter Township of Highland is currently seeking competitive bids to install roller shades at the Highland Activity Center located at 209 N. John Street, Highland, MI.

Project Timeline:

Bid Issued:	January 2, 2025
Deadline for email clarification:	January 14, 2025 at 5:00pm
Clarification response posted:	January 16, 2025
Sealed Bid Due Date:	January 23, 2025 4:00pm
Opening of Bids Date:	January 23, 2025 at 4:05pm
Bids submitted to Board of Trustees:	February 3, 2025 at 6:30pm

All bids shall conform to specifications on file in the Clerk's Office. Bidders must submit complete and detailed description of goods or services. The Township reserves the right to alter or change specifications and to reject any or all bids received or to waive any informality in bidding. The Township also reserves the right not to open bids at the designated meeting and to extend the bidding period.

Proposal Submission

1. **Interested parties shall submit a copy of their bid in a sealed envelope by 4:00pm, Thursday, January 23, 2025 to:**

Charter Township of Highland
Clerks Office
RE: Bid for Activity Center Window Treatments
205 N. John Street,
Highland, MI 48357

2. A copy of your insurance **must** be included with your submission, or you will be fortified from the bidding process. Insurance Certificate should list the Township as an additional insured. **(It is understood and agreed that the following shall be Additional Insureds: The Charter Township of Highland and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.)**
3. Bonding Requirements See Attachment C
4. This is a Federally Funded project. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. This municipality is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

Visit link for additional information: <https://www.oakgov.com/community/neighborhood-housing-development/grants-funding/community-development-block-grants-cdbg-contractors>
5. The Charter Township of Highland reserves the right to reject any and all responses resulting from their RFB Late responses will not be accepted and will be returned to the submitting company unopened.
6. The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Bid is valid for a minimum of 90 days.
7. The Charter Township of Highland is not responsible for any costs incurred by the firm in preparing or submitting the RFB Proposal.
8. The Charter Township of Highland is a tax-exempt entity. All proposals should reflect no sales tax included in the final submission.
9. Email Clarifications: The Charter Township of Highland intends to communicate with contractors via email (example: clarifications and addendums). Except for the delivery of the proposal itself. Questions regarding RFP must be submitted to Cassie Blascyk at blascykc@highlandtwp.org by January 14th at 5:00pm with a Subject line: **Activity Center Window Treatments**. All responses will be posted on the Townships website. It is each Contractor's responsibility to check the Townships website prior to the RFB Due Date to ensure that it has received all of the information, including, but not limited to, all Addendums to this RFB.

Insurance: Listing the TWP as an additional insured. (It is understood and agreed that the following shall be Additional Insureds: The Charter Township of Highland and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.)

INSURANCE REQUIREMENTS

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

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

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

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

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

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

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

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

Vendor Responsibilities:

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

Exclusions:

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

SPECIFICATIONS: *No substitutions.*

Draper Solar Screen Shades: SW2400 (2410) Pearl Grey 3%

Fascia: White

ATTACHMENT B

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

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

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

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

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

BIDDER'S FIRM NAME: Allied Building Service Company of Detroit, Inc.

BY (SIGNATURE): 

PRINTED NAME & TITLE: Jim Siwula - Director of Operations

DATE: 21 JAN 2025

STATE OF MICHIGAN COUNTY OF Wayne

Subscribe and sworn before me on this _____

Day of 1/22, 2025, a Notary Public

In and for Wayne County,

Notary Public

Angela Christopher

My Commission expires

10-11-2027

ANGELA CHRISTOPHER
Notary Public, State of Michigan
County of Wayne
My Commission Expires 10-11-2027
Acting in the County of Wayne

Bid Proposal Form-Activity Center Window Treatments

Company Name: Allied Building Service Company of Detroit, Inc.

Name: Jim Siwula

Signature: 

Date: 21 JAN 2025 RFP valid for a minimum of 90 days

Title: Director of Operations

Address: 1801 Howard St. Detroit, MI 48216

Work Phone: 313-230-0800

Cell Phone: 734-460-9608 Ted Sadler - Acct Rep

To furnish labor and materials for new roller shade window treatments at the Highland Activity Center per specifications contained in these bidding documents. Upon acceptance of the proposal, no adjustments to the price may be made for the full term of the contract.

TOTAL: \$ 12,587.00

Submission Checklist

- Bid Proposal Form
- Provide a detailed overview of the warranty of product and workmanship of the areas
- Bidders shall be a reputable, recognized organization with at least five years successful experience on work of this type.
- INSURANCE CERTIFICATE INCLUDED
- ATTACHMENT B - SIGNED AND INCLUDED
- ATTACHMENT C - BID BOND INCLUDED
- This is a Federally Funded project. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. This municipality is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

Attachment C

Oakland County CDBG Construction Bonding Requirements

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

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

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

1. A **performance bond** shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "performance bond" is executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
2. A **payment bond** (labor & material bond) shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
3. The above described performance and payment bonds must be submitted at the time of contract signing when construction or facility improvement contracts or subcontracts exceed \$50,000.00.

Scope

Warranty Information from Allied

1 year labor on craftsmanship and installation.
Manufacturers Warranty honored.

Warranty Information from Supplier

Standard 3 Year Warranty

We extend the following warranty to the original purchaser of window treatments.

What is covered:

Manufacturer defects and shipping damage (reported within 15 calendar days)

Materials, operating mechanisms (including cords and ladders), and other parts are covered for 3 years from date of delivery, provided window covering is installed to specifications in installation instructions.

Proof of purchase is required.

Products ordered through our Professional Installation Shutter Program and our products labeled as Quick Ship have specialized warranties.

Please refer to your trusted service provider's warranty documentation for the Professional Installation Shutter Program Warranty and to the Quick Ship 1 Year Warranty if you ordered from one of these programs.

What is not covered:

Variations in texture, construction or color of natural products, slight warping of wood products, and natural color changes to materials that take place over time.

Product failure due to any of the following:

Improper installation, operation, or cleaning.

Normal wear and tear as a result of time and repetitive daily habits. Examples of normal wear and tear include faded blinds/shades from continued exposure to the sun or a frayed pull string that has worn out through normal use.

Excessive exposure to heat, sunlight, or moisture.

Damage from children, pets, or insects.

Improper cleaning.

Alteration of any kind.

Products that exceed size recommendations or are outside of product specifications (as shown on product page).

Stock / Quick Ship products.

Resolution of Warranty Issues:

Repair or Replace: We will determine, at our discretion, whether the product will be repaired or replaced.

Product Discontinuation: If a product replacement is needed for a discontinued product still under warranty, we will provide a substitute product that matches as closely as possible. In the event that there are multiple products in the same room, only the defective product will be repaired or replaced. Every effort will be made to match the original specifications.

Shipping Costs: After a 1 year period, the customer is responsible for any shipping costs associated with warranty repair.

After Warranty Expiration: Unfortunately, once your warranty has expired, we will not be able to replace or repair your original window covering. However, we will be happy to help you purchase a new product that meets your needs.

Resolution Procedures: Call the number on our website, and provide your original order number.

This warranty takes the place of all other stated warranties, whether written or oral. In no event shall we be liable for incidental or consequential damages that may result from any defect in product or breach of this warranty. We reserve the right to inspect any part or component prior to replacements. In order for repair or replacement to be made, a Bill of Sale, canceled check, or other payment record verifying the original purchase date must be presented to us. The exclusion or limitation of incidental or consequential damages may vary according to the state of purchase, therefore the above limitations or exclusions may not be applicable to you. This warranty gives you specific legal rights and may also include other rights which may vary from state to state.

Quick Ship Warranty

We extend the following warranty to the original purchaser of window treatments labeled as "Quick Ship".

What is covered:

Manufacturer defects and shipping damage (reported within 15 calendar days)

Materials, operating mechanisms (including cords and ladders), and other parts are covered for 1 year from date of delivery, provided window covering is installed to specifications in installation instructions.

Proof of purchase is required.

What is not covered:

Variations in texture, construction or color of natural products, slight warping of wood products, and natural color changes to materials that take place over time.

Product failure due to any of the following:

Improper installation, operation, or cleaning.

Normal wear and tear as a result of time and repetitive daily habits. Examples of normal wear and tear include faded blinds/shades from continued exposure to the sun or a frayed pull string that has worn out through normal use.

Excessive exposure to heat, sunlight, or moisture.

Damage from children, pets, or insects.

Alteration of any kind.

Resolution of Warranty Issues:

Repair or Replace: We will determine, at our discretion, whether the product should be repaired or replaced.

Product Discontinuation: If a product replacement is needed for a discontinued product still under warranty, we will provide a substitute product that matches as closely as possible. In the event that there are multiple products in the same room, only the defective product will be repaired or replaced. Every effort will be made to match the original specifications.

After Warranty Expiration: Unfortunately, once your warranty has expired, we will not be able to replace or repair your original window covering. However, we will be happy to help you purchase a new product that meets your needs.

This warranty takes the place of all other stated warranties, whether written or oral. In no event shall we be liable for incidental or consequential damages that may result from any defect in product or breach of this warranty. We reserve the right to inspect any part or component prior to replacements. In order for repair or replacement to be made, a Bill of Sale, canceled check, or other payment record verifying the original purchase date must be presented to us. The exclusion or limitation of incidental or consequential damages may vary according to the state of purchase, therefore the above limitations or exclusions may not be applicable to you. This warranty gives you specific legal rights and may also include other rights which may vary from state to state.

Allied Building Service Company of Detroit, Inc. is a family based, women-owned company focused on solving problems related to our Client's facilities, buildings and systems.

Since 1971 we've proudly served Clients in the Public, Commercial and Non-Profit sectors all across S.E. Michigan. Our Customer Service team - also always 'in-house', is available 24 hours / 7 days for emergency call-outs.

With Allied at the ready, you are never alone - we're here to help.

Fielding five in-house self-performing teams, we carry training and licensing very seriously for our Electrical, HVAC Mechanical, Plumbing, Dock & Door and Carpentry Technicians.

Having inspected all items and issues related to this bid, we are confident in our ability to not only 'do the work' but to complete the project on time and in budget.

If or when we ever run into an 'unknown' issue that no one expected, we always stop, reassess and communicate clearly with our Client to forge the best Next Steps plan.

If awarded this project, the Next Steps would include:

- > Providing any additional needed documentation
- > Scheduling a site-visit with the Service Manager and Lead Tech
- > Collaborating with on-site Client staff to plan out work steps and schedule
- > Establish communication lines, contacts and expectations

We appreciate the opportunity to serve your team so they can continue to serve your Clients.

You'll find attached a Service Quote from the Estimator with the details regarding equipment, materials, labor, etc.

As for our Techs & Tools - see the attached sheet... as for Who do we serve - also see the attached sheet for References and details.

Please direct any questions regarding this package to:

Ted Sadler - 734.460.9608 - tsadler@teamallied.com

ALLIED BUILDING SERVICE COMPANY OF DETROIT, INC.

1801 HOWARD STREET ~ DETROIT, MICHIGAN 48216

313-230-0800

ALLIED BUILDING SERVICE COMPANY OF DETROIT, INC

Solving Problems : In-Advance and In-Response

CLIENT REFERENCES

~~~T R A D E S~~~

ELECTRICAL HVAC MECH DOCKDOOR PLUMBING CARPENTRY

ENTITY CITY STERLING HEIGHTS X X X  
CITY ST STERLING HEIGHTS, MICHIGAN  
CONTACT TODD MACOVIS  
EMAIL [TMACOVIS@STERLING-HEIGHTS.NET](mailto:TMACOVIS@STERLING-HEIGHTS.NET)  
PHONE 586.446.2360  
NOTES

ENTITY NEW HORIZONS REHABILITATION SERVICES X X X  
CITY ST AUBURN HILLS, MICHIGAN  
CONTACT MARISSA BURREL  
EMAIL [mburrel@newhorizonsrehab.org](mailto:mburrel@newhorizonsrehab.org)  
PHONE 248.340.0559  
NOTES

ENTITY CITY DEARBORN X X X  
CITY ST DEARBORN, MI  
CONTACT BRENT LAKIN  
EMAIL [BLAKIN@CL.DEARBORN.MI.US](mailto:BLAKIN@CL.DEARBORN.MI.US)  
PHONE 313.801.8510  
NOTES

ENTITY MACOMB DEPT OF ROADS X  
CITY ST MT CLEMENS, MI  
CONTACT LEO CLAVATTA  
EMAIL [LCLAVATTA@RCMCWEB.ORG](mailto:LCLAVATTA@RCMCWEB.ORG)  
PHONE 586.463.8671  
NOTES

ENTITY DANTeC - DETROIT METRO AIRPORT X X X X X  
CITY ST ROMULUS, MI  
CONTACT BILL KILDUFF  
EMAIL [BKILDUFF@AIRPORTSYNERGYGROUP.COM](mailto:BKILDUFF@AIRPORTSYNERGYGROUP.COM)  
PHONE 734.247.1063  
NOTES

ENTITY DETROIT CHASSIS X X X X  
CITY ST DETROIT, MI  
CONTACT RICK BOTT  
EMAIL [RBOTT@DETROITCHASSIS.COM](mailto:RBOTT@DETROITCHASSIS.COM)  
PHONE 313.743.2346  
NOTES

**ALLIED BUILDING SERVICE COMPANY OF DETROIT, INC.**

1801 HOWARD STREET, DETROIT, MI 48216 ~ 313.230.0800 WWW.TEAMALLIED.COM



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                      |  |                                                                                                                                                                             |  |
|----------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Allied Insurance Managers Inc.<br>1055 South Blvd. East<br>Suite #110<br>Rochester Hills MI 48307 |  | <b>CONTACT NAME:</b> Deanne Seifert<br><b>PHONE (A/C, No, Ext):</b> (248) 853-0930 <b>FAX (A/C, No):</b> (248) 853-1512<br><b>E-MAIL ADDRESS:</b> dseifert@alliedinsmgr.com |  |
|                                                                                                                      |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                                                                        |  |
|                                                                                                                      |  | <b>NAIC #</b>                                                                                                                                                               |  |
|                                                                                                                      |  | INSURER A: Cincinnati Insurance Co. 10677                                                                                                                                   |  |
|                                                                                                                      |  | INSURER B: Accident Fund General Ins Co 12304                                                                                                                               |  |
|                                                                                                                      |  | INSURER C: Travelers Casualty & Surety 19038                                                                                                                                |  |
|                                                                                                                      |  | INSURER D: Travelers Preoperty Casualty of America 25674                                                                                                                    |  |
|                                                                                                                      |  | INSURER E:                                                                                                                                                                  |  |
|                                                                                                                      |  | INSURER F:                                                                                                                                                                  |  |
| <b>INSURED</b><br>Allied Building Service Company Of Detroit, INC.<br>1801 Howard St<br>Detroit MI 48216-1920        |  |                                                                                                                                                                             |  |

**COVERAGES**      **CERTIFICATE NUMBER: 24-25 Master**      **REVISION NUMBER: 0002**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR                           | TYPE OF INSURANCE                                                                                         | ADDL INSD                                           | SUBR WVD                              | POLICY NUMBER            | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                          |                                          |
|------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------|--------------------------|-------------------------|-------------------------|---------------------------------------------------------------------------------|------------------------------------------|
| A                                  | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                                          |                                                     |                                       | ENP 0703171              | 1/1/2024                | 1/1/2025                | EACH OCCURRENCE \$ 1,000,000                                                    |                                          |
|                                    | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |                                                     |                                       |                          |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000                            |                                          |
|                                    | <input checked="" type="checkbox"/> Blkt AI, WOS & PNC                                                    |                                                     |                                       |                          |                         |                         | MED EXP (Any one person) \$ 10,000                                              |                                          |
|                                    | <input checked="" type="checkbox"/> XCU Not Excluded                                                      |                                                     |                                       |                          |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                              |                                          |
| GEN'L AGGREGATE LIMIT APPLIES PER: |                                                                                                           |                                                     |                                       |                          |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                                  |                                          |
|                                    | <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                                                     |                                       |                          |                         |                         | PRODUCTS - COM/OP AGG \$ 2,000,000                                              |                                          |
|                                    | OTHER:                                                                                                    |                                                     |                                       |                          |                         |                         | BI Exp To Poli Excl \$                                                          |                                          |
| A                                  | AUTOMOBILE LIABILITY                                                                                      |                                                     |                                       | ENP 0703171              | 1/1/2024                | 1/1/2025                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                                |                                          |
|                                    | <input checked="" type="checkbox"/> ANY AUTO                                                              |                                                     |                                       |                          |                         |                         | BODILY INJURY (Per person) \$                                                   |                                          |
|                                    | <input type="checkbox"/> ALL OWNED AUTOS                                                                  | <input type="checkbox"/> SCHEDULED AUTOS            |                                       |                          |                         |                         | BODILY INJURY (Per accident) \$                                                 |                                          |
|                                    | <input checked="" type="checkbox"/> HIRED AUTOS                                                           | <input checked="" type="checkbox"/> NON-OWNED AUTOS |                                       |                          |                         |                         | PROPERTY DAMAGE (Per accident) \$                                               |                                          |
|                                    | <input checked="" type="checkbox"/> Blkt AI                                                               | <input checked="" type="checkbox"/> Blkt WOS & PNC  |                                       |                          |                         |                         | BABE \$                                                                         |                                          |
| A                                  | <input checked="" type="checkbox"/> UMBRELLA LIAB                                                         |                                                     |                                       | ENP 0703171              | 1/1/2024                | 1/1/2025                | EACH OCCURRENCE \$ 5,000,000                                                    |                                          |
|                                    | <input type="checkbox"/> EXCESS LIAB                                                                      | <input type="checkbox"/> OCCUR                      |                                       |                          |                         |                         | AGGREGATE \$ 5,000,000                                                          |                                          |
|                                    | <input type="checkbox"/> DED                                                                              | <input type="checkbox"/> CLAIMS-MADE                |                                       |                          |                         |                         | \$                                                                              |                                          |
|                                    | RETENTION \$ 10000                                                                                        |                                                     |                                       | Follow Form AI, PNC, WOS |                         |                         |                                                                                 |                                          |
| B                                  | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                                             |                                                     |                                       | 100092923                | 4/21/2024               | 4/21/2025               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |                                          |
|                                    | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                               | <input type="checkbox"/> Y                          | <input checked="" type="checkbox"/> N |                          |                         |                         | N/A                                                                             | E.L. EACH ACCIDENT \$ 1,000,000          |
|                                    | If yes, describe under DESCRIPTION OF OPERATIONS below                                                    |                                                     |                                       |                          |                         |                         |                                                                                 | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000  |
|                                    |                                                                                                           |                                                     |                                       |                          |                         |                         |                                                                                 | E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| C                                  | Crime Coverage/3rd Party                                                                                  |                                                     |                                       | 107557649                | 1/1/2024                | 1/1/2025                | Limit \$250,000                                                                 |                                          |
| D                                  | Leased and Rented Equipment                                                                               |                                                     |                                       | P-630-4N166712           | 1/1/2024                | 1/1/2025                | Limit \$456,000                                                                 |                                          |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Charter Township of Highland is named as additional insured with respect to the General Liability coverage, pertaining to work and/or services performed by the named insured.

### CERTIFICATE HOLDER

### CANCELLATION

|                                                                          |                                                                                                                                                                |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Charter Township of Highland<br>205 N. John Street<br>Highland, MI 48357 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                                          | AUTHORIZED REPRESENTATIVE<br><br>William Sheldon/DES <i>W.S.</i>                                                                                               |

# AIA<sup>®</sup> Document A310<sup>™</sup> – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)  
Allied Building Service Company of  
Detroit, Inc.  
1801 Howard St.  
Detroit, MI 48216

**SURETY:**

(Name, legal status and principal place  
of business)  
Hudson Insurance Company  
100 William Street, 5th Floor  
New York, NY 10038

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

(Name, legal status and address)  
Charter Township Of Highland  
205 North John Street  
Highland, MI 48357  
**BOND AMOUNT: Five Percent (5%) of Amount Bid**

**PROJECT:**

(Name, location or address, and Project number, if any)  
**Community Center Window Blinds - New Window Treatments In The Community Center**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **21st** day of **January, 2025**



(Witness)

**Allied Building Service Company of Detroit, Inc.**

(Principal)

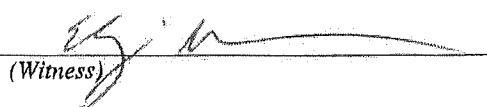
(Seal)

(Title)

**Hudson Insurance Company**

(Surety)

(Seal)

  
(Witness)

(Title)

**Susan L Smali, Attorney-in-Fact**

Init.



**BID BOND POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Alan P. Chandler, Robert Trobec, Jeffrey A. Chandler, Ian J. Donald,

Susan L. Small, John L. Budde, Krista L. Pocket

of the State of Michigan

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds for any and all purposes.

Such bid bonds, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized on this 15th day of November, 2024, at New York, New York.



(Corporate seal)

Attest: *[Signature]*  
Dina Daskalakis, Corporate Secretary

HUDSON INSURANCE COMPANY

By: *[Signature]*  
Andrew A. Dickson, Senior Vice President

STATE OF NEW YORK  
COUNTY OF NEW YORK      SS.

On the 15th day of November, 2024, before me personally came Andrew A. Dickson to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the Company described herein and which executed the above instrument, that he knows the seal of said Company, that the seal affixed to said instrument is the corporate seal of said Company, that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order.



(Notarial Seal)

*[Signature]*  
ANN M. MURPHY  
Notary Public, State of New York  
No. 01MU6067553  
Qualified in Nassau County  
Commission Expires December 10, 2025

**CERTIFICATION**

STATE OF NEW YORK  
COUNTY OF NEW YORK      SS.

The undersigned Dina Daskalakis hereby certifies:

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27<sup>th</sup>, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorney-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorney-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds, obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the future thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.



Witness the hand of the undersigned and the seal of said Company this 21st day of January, 2025

By: *[Signature]*  
Dina Daskalakis, Corporate Secretary



COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 1240  
DETROIT, MICHIGAN 48226  
PHONE 313•224•4950 TTY 313•224•4960  
FAX 313•224•3434  
[WWW.DETROITMI.GOV](http://WWW.DETROITMI.GOV)

October 21, 2024

Allied Building Service Company of Detroit Inc dba Allied Eagle Supply Company  
1801 Howard St  
Detroit, MI 48216

**RE: DETROIT BUSINESS CERTIFICATION- APPROVAL**  
(Approval Date: 10/21/2024- 10/21/2025)

Dear Applicant:

Congratulations! This letter shall serve as your notification that this office has completed its evaluation of the Certification Application and supporting documents submitted by your company.

**Based upon our review it has been determined that your company meets the eligibility criteria of the Detroit Business Opportunity Program. Therefore, your company's certification status as a *Detroit Based Business, and Woman-Owned Business Enterprise, is effective for a period of one (1) year.***

Please keep this office apprised of any changes that may affect the status of your company's certification, i.e., ownership, management, location, etc. In addition, this office may request additional information at any time to verify your continued eligibility.

**Remember to visit our web page for any updates to the program, resources, events, and most current application for next year at [detroitmi.gov/crrio](http://detroitmi.gov/crrio). In addition, Detroit Means Business is an initiative that is here to support Detroit Businesses as they pursue success and continue to scale. Find out more information on Detroit Means Business and get connected to more resources at: <http://detroitmeansbusiness.org>**

*Stay connected on how we are working daily to ensure equity and inclusion on behalf of Detroiters at <https://www.facebook.com/criondepartment>*

Your continued interest in and support of the Detroit Business Opportunity Program is greatly appreciated.

Sincerely,

Kevin Jones  
Business Opportunity Program Manger  
Civil Rights, Inclusive and Opportunity (CRIO)

**FY 2024 – 2025**

## **Detroit Business Certification Program**

This is to certify the business below has met all requirements set forth by the City of Detroit, Civil Rights, Inclusion & Opportunity Department as

---

*Allied Building Service Company of Detroit Inc  
dba Allied Eagle Supply Company*

---

**Detroit Based Business (DBB)  
Woman-Owned Business Enterprise (WBE)**

Commencing **October 21, 2024**, expiring on **October 21, 2025**



DocuSigned by:

*Tenika Griggs*

FF584CDB98E341A...

**Tenika R. Griggs, Esq., Deputy Director  
Civil Rights, Inclusion & Opportunity**

**City of Detroit  
Michael E. Duggan, Mayor**

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
 requester. Do not  
 send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | <p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>Allied Building Service Company of Detroit, Inc.</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                        | <p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor            <input type="checkbox"/> C corporation            <input checked="" type="checkbox"/> S corporation            <input type="checkbox"/> Partnership            <input type="checkbox"/> Trust/estate<br/> <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____<br/> <i>Note:</i> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br/> <input type="checkbox"/> Other (see instructions) _____       </p> <p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/></p> |
|                                                        | <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                        | <p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>1801 Howard St</b></p> <p><b>6</b> City, state, and ZIP code</p> <p><b>Detroit, MI 48216</b></p> <p><b>7</b> List account number(s) here (optional)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                        | Requester's name and address (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |   |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|---|
| Social security number         |   |   |   |   |   |   |   |   |   |
|                                |   |   |   |   |   |   |   |   |   |
| or                             |   |   |   |   |   |   |   |   |   |
| Employer identification number |   |   |   |   |   |   |   |   |   |
| 3                              | 8 | - | 2 | 0 | 2 | 9 | 6 | 7 | 6 |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                          |                       |
|------------------|--------------------------|-----------------------|
| <b>Sign Here</b> | Signature of U.S. person | Date <b>6/26/2024</b> |
|------------------|--------------------------|-----------------------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**Prevailing Wage Information:**

"General Decision Number: MI20240095 11/15/2024

Superseded General Decision Number: MI20230095

State: Michigan

Construction Type: Building

County: Oakland County in Michigan.

**BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).**

**Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.**

**Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).**

---

**| If the contract is entered |. Executive Order 14026 |  
| into on or after January 30, | generally applies to the |  
| 2022, or the contract is | contract. |  
| renewed or extended (e.g., an |. The contractor must pay |  
| option is exercised) on or | all covered workers at |  
| after January 30, 2022: | least \$17.20 per hour (or |  
| | the applicable wage rate |**

| listed on this wage |  
| determination, if it is |  
| higher) for all hours |  
| spent performing on the |  
| contract in 2024. |  
|\_\_\_\_\_||

|If the contract was awarded on|. Executive Order 13658 |  
|or between January 1, 2015 and| generally applies to the |  
|January 29, 2022, and the | contract. |  
|contract is not renewed or |. The contractor must pay all|  
|extended on or after January | covered workers at least |  
|30, 2022: | \$12.90 per hour (or the |  
| applicable wage rate listed|  
| on this wage determination,|  
| if it is higher) for all |  
| hours spent performing on |  
| that contract in 2024. |  
|\_\_\_\_\_||

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number    Publication Date

- 0 01/05/2024
- 1 01/19/2024
- 2 04/05/2024
- 3 05/31/2024
- 4 07/05/2024
- 5 07/12/2024
- 6 07/26/2024
- 7 08/23/2024
- 8 09/06/2024
- 9 10/11/2024
- 10 10/25/2024
- 11 11/15/2024

**ASBE0025-002 06/01/2023**

Rates Fringes

**ASBESTOS WORKER/HEAT & FROST**

INSULATOR.....\$ 37.98 34.27

---

**BOIL0169-001 01/01/2024**

Rates Fringes

BOILERMAKER.....\$ 39.65 35.68

---

**BRMI0001-001 06/01/2022**

Rates Fringes

BRICKLAYER.....\$ 38.87 25.18

TILE FINISHER.....\$ 30.75 22.67

TILE SETTER.....\$ 37.88      22.67

---

CARP0687-003 06/01/2024

Rates      Fringes

CARPENTER (Including  
Acoustical Ceiling  
Installation, Drywall  
Hanging, Form Work, Metal  
Stud Installation & Scaffold  
Building).....\$ 41.11      30.23

---

CARP1045-001 06/01/2024

Rates      Fringes

CARPENTER (Floor Layer -  
Carpet, Resilient, & Vinyl  
Flooring).....\$ 34.09      20.81

---

CARP1102-002 06/01/2024

Rates      Fringes

MILLWRIGHT.....\$ 36.47      40.52

---

ELEC0058-011 07/02/2024

Rates      Fringes

ELECTRICIAN

**Excludes Alarm**

**Installation & Low Voltage**

Wiring.....\$ 51.32      28.54

**Low Voltage Wiring**

Installer.....\$ 31.64      17.72

Technician.....\$ 39.93      17.97

---

**ELEV0036-002 01/01/2024**

**Rates      Fringes**

**ELEVATOR MECHANIC.....\$ 62.36      37.885+a+b**

**FOOTNOTES:**

**A. PAID HOLIDAYS: New Years Day; Memorial Day; Independence Day; Labor Day; Veterans' Day; Thanksgiving Day; the Friday after Thanksgiving Day; and Christmas Day.**

**B. Employer contributes 8% basic hourly rate for 5 years or more of service of 6% basic hourly rate for 6 months to 5 years of service as vacation pay credit.**

---

**ENGI0324-017 06/01/2024**

**Rates      Fringes**

**OPERATOR: Power Equipment**

**GROUP 1.....\$ 49.54      25.35**

**GROUP 2.....\$ 48.04      25.35**

**GROUP 3.....\$ 46.54      25.35**

|                     |                 |              |
|---------------------|-----------------|--------------|
| <b>GROUP 4.....</b> | <b>\$ 46.24</b> | <b>25.35</b> |
| <b>GROUP 5.....</b> | <b>\$ 45.42</b> | <b>25.35</b> |
| <b>GROUP 6.....</b> | <b>\$ 44.56</b> | <b>25.35</b> |
| <b>GROUP 7.....</b> | <b>\$ 43.59</b> | <b>25.35</b> |
| <b>GROUP 8.....</b> | <b>\$ 41.88</b> | <b>25.35</b> |
| <b>GROUP 9.....</b> | <b>\$ 31.79</b> | <b>25.35</b> |

**FOOTNOTES:**

**Tower cranes: to be paid the crane operator rate determined by the combined length of the mast and the boom. If the worker must climb 50 ft. or more to the work station, \$.25 per hour additional.**

**Derrick and cranes where the operator must climb 50 ft. or more to the work station, \$.25 per hour additional to the applicable crane operator rate.**

**POWER EQUIPMENT OPERATOR CLASSIFICATIONS**

**GROUP 1: Crane with boom and jib or leads 400' or longer**

**GROUP 2: Crane with boom and jib or leads 300' or longer**

**GROUP 3: Crane with boom and jib or leads 220' or longer**

**GROUP 4: Crane with boom and jib or leads 140' or longer**

**GROUP 5: Crane with boom and jib or leads 120' or longer**

**GROUP 6: Regular crane operator, and concrete pump with boom operator**

**GROUP 7: Backhoe/Excavator/Trackhoe, bobcat/skid Loader,  
broom/sweeper, bulldozer, grader/blade, highlift, hoist,  
loader, roller, scraper, tractor & trencher**

**GROUP 8: Forklift & extend-a-boom forklift**

**GROUP 9: Oiler**

---

**IRON0025-019 06/01/2024**

**Rates      Fringes**

**IRONWORKER**

**REINFORCING.....\$ 33.43      37.15**

**STRUCTURAL.....\$ 35.55      35.83**

---

**IRON0025-022 06/01/2022**

**Rates      Fringes**

**IRONWORKER STRUCTURAL (Metal**

**Building Erection Only).....\$ 25.81      26.43**

---

**LABO0259-002 08/01/2024**

**Rates      Fringes**

**LABORER: Asbestos Abatement**

**(Removal from Floors, Walls &**

**Ceilings).....\$ 36.53      15.92**

---

LABO0334-005 06/01/2024

Rates Fringes

LABORER: Landscape &

Irrigation

GROUP 1.....\$ 28.60 11.60

GROUP 2.....\$ 26.34 11.60

CLASSIFICATIONS

GROUP 1: Landscape specialist, including air, gas and diesel equipment operator, lawn sprinkler installer, skidsteer (or equivalent)

GROUP 2: Landscape laborer: small power tool operator, material mover, truck driver and lawn sprinkler installer tender

---

LABO1076-003 06/01/2024

Rates Fringes

LABORER

Common or General; Grade

Checker; Mason Tender -

Brick/Cement/Concrete;

Pipelayer; Sandblaster.....\$ 35.34 17.75

---

PAIN0022-003 06/01/2022

**Rates      Fringes**

**PAINTER: Brush and Roller.....\$ 32.85      20.41**

**PAINTER: Drywall**

**Finishing/Taping.....\$ 32.85      20.41**

**PAINTER: Spray.....\$ 26.86      17.66**

---

**PAIN0357-002 06/01/2024**

**Rates      Fringes**

**GLAZIER.....\$ 40.00      25.20**

**PAID HOLIDAYS: New Year's Day, Decoration Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day; provided that the employee has worked the last full regular scheduled work day prior to the holiday, and the first full regular scheduled work day following the holiday, provided the employee is physically able to work.**

---

**PLAS0067-001 04/01/2014**

**Rates      Fringes**

**CEMENT MASON/CONCRETE FINISHER...\$ 30.63      14.07**

---

**PLAS0067-004 04/01/2014**

**Rates      Fringes**

**PLASTERER.....\$ 30.63      14.07**

---

**PLUM0098-001 06/01/2023**

**Rates      Fringes**

**PLUMBER, Excludes HVAC Pipe  
and Unit Installation.....\$ 35.79      28.28**

---

**PLUM0636-011 06/05/2023**

**Rates      Fringes**

**PIPEFITTER (Includes HVAC  
Pipe Installation; Excludes  
HVAC System Installation).....\$ 44.70      35.37**

---

**\* ROOF0149-001 07/01/2024**

**Rates      Fringes**

**ROOFER.....\$ 42.68      28.75**

---

**SFMI0704-001 08/01/2024**

**Rates      Fringes**

**SPRINKLER FITTER (Fire  
Sprinklers).....\$ 52.16      33.46**

---

**SHEE0080-001 06/01/2024**

**Rates      Fringes**

**SHEET METAL WORKER, Includes**

**HVAC Duct and Unit**

Installation.....\$ 42.51      35.77

-----  
TEAM0247-001 06/01/2024

**Rates      Fringes**

**TRUCK DRIVER**

**GROUP 1**

Flatbed; Pickup; Dump &

Tandem.....\$ 30.35      0.70+a+b

**GROUP 2**

Semi.....\$ 30.50      0.70+a+b

**GROUP 3**

Lowboy.....\$ 30.60      0.70+a+b

**PAID HOLIDAYS: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If any of the above holidays fall on a Sunday, the following Monday shall be considered the holiday and, if work is performed, the rate shall be double time.**

**FOOTNOTE:**

a. \$456.70 per week, plus \$67.10 per day.

-----  
\* SUMI2011-020 02/01/2011

**Rates      Fringes**

|                                          |             |      |
|------------------------------------------|-------------|------|
| ELECTRICIAN (Alarm<br>Installation)..... | \$ 24.31    | 5.53 |
| INSTALLER - OVERHEAD DOOR.....           | \$ 27.98    | 0.00 |
| IRONWORKER, ORNAMENTAL.....              | \$ 18.48    | 7.93 |
| TRUCK DRIVER: Tractor Haul<br>Truck..... | \$ 13.57 ** | 1.18 |

-----

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

=====

**\*\* Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.20) or 13658 (\$12.90). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.**

**Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year.**

Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

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

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

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the

wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### **Union Average Rate Identifiers**

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

#### **State Adopted Rate Identifiers**

Classifications listed under the ""SA"" identifier indicate that the prevailing wage rate set by a state (or local) government was adopted under 29 C.F.R. 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an

internal number used in producing the wage determination.  
01/03/2024 reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

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#### **WAGE DETERMINATION APPEALS PROCESS**

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

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

**Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor**

200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

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

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

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

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

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION"

## **10. Closed Session**

a) Closed session to consider attorney/client privileged communication in accordance with MLC15.268(1)(h).

**Beginning Time:**

**Ending Time:**

**11. Adjourn**

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