



## CHARTER TOWNSHIP OF HIGHLAND

1600 W. Highland Road, Training Room, Highland, Michigan 48357 248/887-3791

### REGULAR BOARD OF TRUSTEES MEETING AGENDA January 10, 2022 - 6:30 p.m.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval  
Approve:
  - a) 12-06-21 Board of Trustees Minutes
  - b) List of Bills 12-28-21 and 01-11-22 plus additions

Receive and File:

Activity Center Advisory Council Board Minutes – November 11, 2021  
Activity Center Report and Stats – November 2021  
Financial Report – November 2021  
Fire Department Report – December 2021  
Fire Fighter Training Report - 2021  
Library Board Minutes – November 2021  
Library Director's Report – December 2021  
Ordinance/Fire Inspections and Enforcements – November and December 2021  
Treasurer's Report – November 2021
6. Announcements and Information Inquiry:
  - a) Township Offices will be closed Monday, January 17<sup>th</sup>, in observance of Martin Luther King, Jr. Day
  - b) New Probationary Fire Fighters McKenzie Chappell and Justin Beardon
7. Presentation:
  - a) Swearing in of Fire Fighter Tyler Martin (Badge # 224), Fire Fighter Emilio Fisher (badge #225) and Fire Fighter Kaleb Moreno (Badge #227)
8. Public Comment
9. Public Hearing:
  - a) Request for Revision of Use Requiring Special Approval 21-02 Parcel 11-20-278-000 (open space at NE corner of Cobblestone/NW corner of Timber Ridge) Applicant and Property Owner: Cobblestone Condominium Association Request: Installation of a gate at the public/private road boundary on Pine Bluffs Ct. between Cobblestone and Timber Ridge to close road to through traffic. **Applicant Requested Adjournment to February 10, 2022**

10. Pending Business:
  - a) Consider Adoption of Zoning Amendment Z-024 to rezone Parcel 11-34-326-002 (Vacant Parcel on South Milford Road, north of Briarwood 2.16 acres) from current zoning of OS, Office Service District to RM, Multiple Family Residential District with offer of conditions to restrict development to two single family detached homes. Applicant and Property Owner: 2675 Highland Holdings, LLC
  - b) Broadband Master Plan Agreement
  - c) Budget Amendment for Purchase of New Park Land
  
11. New Business:
  - a) Hire Part Time Clerical - Supervisor's Office
  - b) Resolution 22-01 2022 Poverty Exemption Policy, Guidelines and Determinations
  - c) Fire Fighters Annual Physicals
  - d) Hire Naomi Baksa as EMS Quality Assurance and Quality Improvement for Fire Department
  - e) Resolution 22-02 Fee Schedule for 2022
  - f) ARP funding for WOTA (Transportation) Assistance
  
12. Adjourn

This zoom connection may be available to the public: <https://us02web.zoom.us/j/84822098857>.  
Meeting ID: 848 2209 8857

It is not clear if we will be able to accept public comment via zoom due to technological limitations.

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: January 10, 2022

Present

\_\_\_\_\_  
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Absent

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Board Member

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

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

#### 4. Approval of Agenda

## 5a. Consent Agenda Approval

- a) 12-06-21 Board of Trustees Minutes
- b) List of Bills 12-28-21 and 01-11-22 plus additions

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
December 6, 2021 - 6:30 p.m.

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

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Jennifer Frederick, Treasurer  
Judy Cooper, Trustee  
Brian Howe, Trustee – arrived at 7:01 p.m.  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

Also Present: Ken Chapman, Fire Chief  
Lisa Hamameh, Township Attorney  
Matt Snyder, Lieutenant OCSO

Visitors: 6

**Approval of Agenda:**

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

**Consent Agenda Approval:**

- a) November 8, 2021 Board of Trustees Meeting Minutes
- b) List of Bills dated November 18, 2021, and December 2, 2021 plus correction and additions
- c) Michigan Municipal Risk Management Authority Insurance Renewal
- d) Board Approval for Grant Application – Fire Department
- e) ZBA Appointments

**Receive and File:**

Building Department Report – October and November 2021  
Financial Report – October 2021  
Fire Department Report – October 2021  
Library Board Minutes – October 5, 2021  
Library Director's Report – November 2021  
Sheriff's Department – November 2021  
Treasurer's Report – October 2021  
HVYBSL Financial Statements

Correction was made to November 8, 2021 Board of Trustees Meeting Minutes. Mrs. Cooper moved to approve the consent agenda with minutes corrected. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Lewis – yes, Salvia – yes.

**Announcements and Information Inquiry:**

- a) Highland Township Offices will be closed on Friday, December 24th, and Monday, December



27th, for the Christmas Holiday and Friday, December 31st and Monday, January 3rd for the New Year's Holiday

b) December 13th Tree Lighting at Veterans Park

**Public Comment:**

None.

**Presentation:**

a) Highland Downtown Development Authority Informational Meeting

Melissa Dashevich, Executive Director, Highland Downtown Development Authority, presented information regarding goals and directives of the Authority including projects to be undertaken in the coming year.

**Pending Business:**

a) **Six Rivers Land Conservancy Agreement**

Mr. Hamill moved to authorize the Supervisor to sign the Acquisition Agreement between the Six Rivers Land Conservancy, and the Charter Township of Highland. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**New Business:**

a) **Introduce Zoning Amendment Z-024 to rezone Parcel 11-34-326-002 (Vacant Parcel) from current zoning of OS, Office Service District to RM, Multiple Family Residential District with offer of conditions to restrict development to two single family detached homes. Applicant and Property Owner: 2675 Highland Holdings, LLC**

Mr. Hamill moved to introduce Zoning Amendment Z-024 to rezone Parcel 11-34-326-002 (Vacant Parcel) from current zoning of OS, Office Service District to RM, Multiple Family Residential District with offer of conditions to restrict development to two single family detached homes. Applicant and Property Owner: 2675 Highland Holdings, LLC. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

b) **2022 Blue Cross Blue Shield Renewal**

Mrs. Cooper moved to renew the current health plan with the increase as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

c) **Oakland County 2022-2024 Law Enforcement Services Agreement with Highland Township**

Mr. Hamill moved to approve the Oakland County Sheriff's Office 2022-2024 Law Enforcement Services Agreement with the Charter Township of Highland. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**d) Activity Center Staffing**

Mr. Hamill moved to promote the Activity Center Activities Coordinator to full time with an increase to \$16.50/hour and to increase the hours of the Activity Center Communications Coordinator to 29 hours per week. All changes to begin on January 1, 2022. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**e) Hazardous Waste Day 2022**

Mr. Hamill moved to hold the Hazardous Waste event on June 18, 2022. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**f) Resolution 21-22 American Aggregates of Michigan, Inc. Application for Early Termination of Farmland Development Rights Agreement**

Mr. Hamill moved to approve Resolution 21-22 American Aggregates of Michigan, Inc. Application for Early Termination of Farmland Development Rights Agreement as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**g) Resolution 21-23 to Approve Bank Depositories for 2022**

Mr. Hamill moved to approve Resolution 21-23 to Approve Bank Depositories for 2022 as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**h) Resolution 21-24 Approving Opting-In to the National Opioid Litigation Settlement**

Mr. Hamill moved to approve Resolution 21-24 Approving Opting-In to the National Opioid Litigation Settlement as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**i) Budget Amendment – Fire Payroll**

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

**j) Budget Amendment – Fire Capital**

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

### **Comments**

Mr. Hamill gave an update on the progress of the construction on the Township Hall and Sherrif Substation, also Community Sharing and Chill at the Mill.

### **Adjourn:**

Supervisor Hamill adjourned the meeting at 8:06 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	NOV 2021	12/06/2021	296.50
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	NOV 21	12/22/2021	60.50
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-HIGHLAND GREENS-HVS	NOV 2021	12/06/2021	1,186.00
1159	TREASURER	101-HIGHLAND HILLS HVS	NOV 21	12/22/2021	242.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
3838	4 TECH SIGNS	101-ESCROW/BUILDING	B20-00624	12/10/2021	125.00
8291	ALL AMERICAN REMOD LLC	101-ESCROW/BUILDING	B21-00853	12/03/2021	250.00
7886	ARMOUR CONSTRUCTION LLC	101-ESCROW/BUILDING	B21-00705	12/01/2021	500.00
7218	BATTLE, PETER	101-ESCROW/BUILDING	B20-00573	12/07/2021	750.00
6425	BETTER BUILT	101-REFUSE FEE	B20-00497	12/07/2021	179.00-
6425	BETTER BUILT	101-ESCROW/BUILDING	B20-00497	12/07/2021	1,619.00
6425	BETTER BUILT	101-REFUSE FEE	B21-00059	12/07/2021	179.00-
6425	BETTER BUILT	101-ESCROW/BUILDING	B21-00059	12/07/2021	1,684.00
2638	BEY, HEIDI S.	101-ESCROW/BUILDING	B21-00923	12/07/2021	125.00
8423	BLUE HERON BUILDING AND RENOVATIONS	101-ESCROW/BUILDING	B21-00715	12/10/2021	500.00
8425	CARPENTER, ADAM	101-ESCROW/BUILDING	B21-00821	12/21/2021	500.00
5420	CEDAR WORKS INC.	101-ESCROW/BUILDING	B21-00157	12/07/2021	250.00
7950	CERTIFIED FLOORING INSTALLATION	101-ESCROW/BUILDING	B21-00554	12/10/2021	125.00
1826	CURTIS BUILDERS	101-ESCROW/BUILDING	B21-00512	12/03/2021	500.00
6228	FITZROY, ROBERT	101-ESCROW/BUILDING	B21-00873	12/01/2021	125.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B21-00827	12/01/2021	250.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-PLUMBING INSPECTION	B21-00827	12/01/2021	114.00-
8417	GIBSON, MICHAEL	101-ESCROW/BUILDING	B20-00508	12/03/2021	500.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00424	12/21/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00936	12/07/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00938	12/01/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00939	12/01/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00940	12/01/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00943	12/01/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00962	12/01/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00963	12/01/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00964	12/01/2021	125.00
6093	GUSTAFSON, ERIC W.	101-BUILDING/ESCROW	B21-00955	12/10/2021	250.00
6761	HADLEY HOME BUILDERS INC.	101-REFUSE FEE	B21-00172	12/07/2021	179.00-
6761	HADLEY HOME BUILDERS INC.	101-ESCROW/BUILDING	B21-00172	12/07/2021	1,576.00
6761	HADLEY HOME BUILDERS INC.	101-REFUSE FEE	B21-00176	12/07/2021	179.00-
6761	HADLEY HOME BUILDERS INC.	101-ESCROW/BUILDING	B21-00176	12/07/2021	1,633.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6649	HALEY LAW FIRM	101-ESCROW/BUILDING	B21-00621	12/07/2021	250.00
8416	HARUTUNIAN, AARON	101-ESCROW/BUILDING	B20-00151	12/03/2021	125.00
8415	HICKOK, WALTER	101-ESCROW/BUILDING	B21-00843	12/07/2021	250.00
8415	HICKOK, WALTER	101-ESCROW/BUILDING	B21-00894	12/01/2021	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B19-00532	12/10/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00272	12/10/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00272	12/10/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00272	12/10/2021	57.00
1498	HIGHLAND TOWNSHIP	101-ADDITIONAL PLUMBING INSPECTION	B20-00272	12/10/2021	38.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00583	12/21/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00583	12/21/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00381	12/02/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00696	12/07/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00696	12/07/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00697	12/02/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00781	12/02/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00782	12/21/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00783	12/08/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00794	12/07/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00801	12/02/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00819	12/15/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00827	12/02/2021	114.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00837	12/09/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00856	12/02/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00864	12/16/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00865	12/21/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00913	12/21/2021	57.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00497	12/07/2021	179.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-00026	12/08/2021	179.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-00059	12/07/2021	179.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-00172	12/07/2021	179.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-00174	12/21/2021	179.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-00176	12/07/2021	179.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-00699	12/21/2021	179.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B21-00499	12/03/2021	125.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B21-00841	12/03/2021	125.00
5827	HSI	101-ESCROW/BUILDING	B21-00271	12/21/2021	250.00
5827	HSI	101-REINSPECTION FEE	B21-00381	12/02/2021	57.00
5827	HSI	101-ESCROW/BUILDING	B21-00381	12/02/2021	250.00
5827	HSI	101-ESCROW/BUILDING	B21-00647	12/21/2021	250.00
5827	HSI	101-ESCROW/BUILDING	B21-00652	12/10/2021	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
8421	KRESGE, VICTORIA	101-ESCROW/BUILDING	B21-00954	12/07/2021	125.00
7819	LOBBESTAEL, ANDREW	101-ESCROW/BUILDING	B20-00272	12/10/2021	500.00
7819	LOBBESTAEL, ANDREW	101-REINSPECTION FEE	B20-00272	12/10/2021	57.00-
7819	LOBBESTAEL, ANDREW	101-REINSPECTION FEE	B20-00272	12/10/2021	57.00-
7819	LOBBESTAEL, ANDREW	101-REINSPECTION FEE	B20-00272	12/10/2021	57.00-
7819	LOBBESTAEL, ANDREW	101-ADDITIONAL PLUMBING INSPEC	B20-00272	12/10/2021	38.00-
3801	M J WHELAN CONSTRUCTION	101-ESCROW/BUILDING	B21-00053	12/21/2021	1,535.00
5988	MAJIC WINDOW COMPANY	101-ESCROW/BUILDING	B21-00724	12/21/2021	500.00
7643	MARK SWIASTYN	101-ESCROW/BUILDING	B21-00908	12/01/2021	250.00
8424	MD LIGHTING SIGN SERVICE	101-ESCROW/BUILDING	B19-00461	12/10/2021	120.00
8424	MD LIGHTING SIGN SERVICE	101-ESCROW/BUILDING	B21-01109	12/22/2021	100.00
8424	MD LIGHTING SIGN SERVICE	101-ESCROW/BUILDING	B21-01110	12/22/2021	100.00
3240	MGE CARPENTRY	101-ESCROW/BUILDING	B21-00712	12/07/2021	500.00
8420	MICHAELS, CURT	101-ESCROW/BUILDING	B21-00624	12/07/2021	125.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B19-00532	12/10/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B19-00532	12/10/2021	500.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00583	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B20-00583	12/21/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B20-00583	12/21/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00293	12/10/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00345	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00473	12/07/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00476	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00478	12/16/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00483	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00488	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00489	12/15/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00490	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00491	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00495	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00617	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00696	12/07/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00696	12/07/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00696	12/07/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00697	12/02/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00697	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00734	12/06/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00781	12/02/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00781	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00782	12/21/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00782	12/21/2021	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00783	12/08/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00783	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00784	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00785	12/16/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00789	12/10/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00790	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00791	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00792	12/10/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00794	12/07/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00794	12/07/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00795	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00801	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00801	12/02/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00819	12/15/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00819	12/15/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00820	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00830	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00834	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00837	12/08/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00837	12/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00856	12/02/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00856	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00864	12/16/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00864	12/16/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00865	12/21/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00865	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00869	12/15/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00913	12/21/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00913	12/21/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00970	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00972	12/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00999	12/15/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	PP21-0156	12/08/2021	55.00
8426	MRS LAND HOLDINGS LLC	101-REFUSE FEE	B21-00174	12/21/2021	179.00-
8426	MRS LAND HOLDINGS LLC	101-ESCROW/BUILDING	B21-00174	12/21/2021	1,674.00
7058	NIESTROY, CHRISTOPHER	101-ESCROW/BUILDING	B20-00502	12/10/2021	100.00
8427	NORTHERN HOME BUILDERS LLC	101-REFUSE FEE	B21-00699	12/21/2021	179.00-
8427	NORTHERN HOME BUILDERS LLC	101-ESCROW/BUILDING	B21-00699	12/21/2021	1,244.00
6123	QUALITY HOME REMODELING	101-ESCROW/BUILDING	B21-00420	12/07/2021	500.00
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00984	12/10/2021	125.00
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00985	12/10/2021	125.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00986	12/07/2021	125.00
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00990	12/10/2021	125.00
6358	ROOF ONE LLC	101-ESCROW/BUILDING	B21-00965	12/07/2021	125.00
3339	SAPELAK, RANDALL	101-ESCROW/BUILDING	B20-00187	12/01/2021	125.00
8414	SEWELL JOHN	101-ESCROW/BUILDING	B21-00968	11/30/2021	500.00
8419	SLAVENS, MICHAEL	101-ESCROW/BUILDING	B21-00818	12/07/2021	125.00
7639	SLAY, MICHAEL	101-ESCROW/BUILDING	B21-00921	12/08/2021	250.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-ESCROW/BUILDING	B21-00026	12/08/2021	2,025.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-REFUSE FEE	B21-00026	12/08/2021	179.00-
6077	TROMBLEY, CAROL LYNNE	101-ESCROW/BUILDING	B21-00777	12/03/2021	250.00
8163	ULTIMATE CARE & MAINTENANCE	101-ESCROW/BUILDING	B21-00899	12/21/2021	125.00
6208	UNITED METHODIST CHURCH	101-ESCROW/BUILDING	B21-00850	12/10/2021	100.00
6208	UNITED METHODIST CHURCH	101-ESCROW/BUILDING	B21-00851	12/10/2021	100.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B21-00239	12/07/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B21-00630	12/10/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B21-00740	12/07/2021	125.00
8418	WASAK, MICHAEL	101-ESCROW/BUILDING	B21-00926	12/07/2021	125.00
<b>101-000-202.005</b>	<b>PLANNING BONDS PAYABLES</b>				
7922	BRANDENBROOKE INVESTMENTS	101-ESCROW REFUND 11-34-101-021/SPR 20-01 2218 S M	11-34-101-021/SPR	12/10/2021	5,558.13
<b>101-000-222.000</b>	<b>OAKLAND CO. ANIMAL CONTROL</b>				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	11302021	11/30/2021	8.50
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	11302021	11/30/2021	98.75
<b>101-000-231.002</b>	<b>STATE W/H</b>				
1106	STATE OF MICHIGAN	101-STATE W/H 38-6026891 SUW MONTHLY/QUARTERLY	DECEMBER 2021	12/21/2021	6,859.96
<b>101-000-412.000</b>	<b>DELINQUENT P. PROPERTY TAX</b>				
9086	HIGHLAND TOWNSHIP LIBRARY	101-DEL. PERS. PROP. TAX REFUND	12032021	12/03/2021	585.37
<b>101-000-491.000</b>	<b>BUILDING PERMITS</b>				
3117	MOBILE & MODULAR HOMES INC.	101-REFUND OF PERMIT FEES	PMH21-0099	12/08/2021	173.00
8414	SEWELL JOHN	101-REFUND OF PERMIT FEES	PB21-0724	11/30/2021	423.00
7639	SLAY, MICHAEL	101-REFUND PERMIT FEES	PB21-0675	12/08/2021	172.00
6208	UNITED METHODIST CHURCH	101-REFUND OF PERMIT FEES	PSG21-0010	12/08/2021	27.00
6208	UNITED METHODIST CHURCH	101-REFUND OF PERMIT FEES	PSG21-0011	12/08/2021	27.00
<b>101-000-491.001</b>	<b>HEATING PERMITS</b>				
7600	CAPITOL SUPPLY & SERVICE	101-MECHANICAL PERMIT REFUND	PM21-0584	11/30/2021	67.00
3117	MOBILE & MODULAR HOMES INC.	101-REFUND OF PERMIT FEES	PM21-0255	12/08/2021	61.60
<b>101-000-491.003</b>	<b>ELECTRICAL PERMITS</b>				
7600	CAPITOL SUPPLY & SERVICE	101-ELECTRICAL PERMIT REFUND	PE21-0681	11/30/2021	69.00
7985	LITE ELECTRIC	101-REFUND PERMIT FEES	PE21-0366	12/08/2021	61.60
<b>101-000-584.013</b>	<b>LOCAL COMMUNITY STABILIZ. AUTH</b>				
9086	HIGHLAND TOWNSHIP LIBRARY	101-LCSA/2021 DEL PP TAX	12032021	12/03/2021	1,422.55



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					54,689.46
<b>CLERK</b>					
<b>101-215-820.000 CLERK: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-MAP REGIONAL WORKSHOP HOTEL/MEALS-FLOWE	11/09/21-12/08/21	12/08/2021	686.59
1521	CHASE CARDMEMBER SERVICE	101-HOME OCCUPATION WEBINAR-FLOWERS	11/09/21-12/08/21	12/08/2021	25.00
3688	FLOWERS, TAMARA S.	101-MILEAGE TO CLERKS CONFERENCE	12062021	12/06/2021	129.92
9221	MECKLENBORG, PAMELA	101-MILEAGE TO OCCA QUARTERLY MTG.	12152021	12/15/2021	40.32
Total CLERK:					881.83
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	101-INK/MASKS	11/09/21-12/08/21	12/08/2021	72.46
1002	QUILL CORPORATION	101-RETURN DESK PADS	1564031	11/15/2021	15.86
1002	QUILL CORPORATION	101-RETURN DESK PADS	20324713	10/18/2021	15.86
1002	QUILL CORPORATION	101-BLACK INK	21266231	10/18/2021	52.94
1002	QUILL CORPORATION	101-ADHESIVE TABS	21488930	12/08/2021	18.57
1002	QUILL CORPORATION	101-COPY PAPER	21493836	12/08/2021	85.96
2541	STAPLES	101-STORAGE BOXES/FOLDERS/TABS/FASTENERS	3493709981	11/27/2021	55.54
<b>101-261-735.000 GEN GOV: POSTAGE</b>					
1035	PITNEY BOWES GLOBAL FINANCIAL	101-MAILING SYS. QTRLY FEE ACCT#0017067100	3314125409	08/26/2021	372.21
1035	PITNEY BOWES GLOBAL FINANCIAL	101-MAILING SYS. QTRLY FEE ACCT#0017067100	3314711530	11/25/2021	372.21
<b>101-261-801.001 GEN GOV: PROF SERVICES</b>					
2284	HUBBELL ROTH & CLARK INC.	101-OAKLAND CO. WATER SYSTEM STUDY PLAN	0192634	12/03/2021	6,276.47
<b>101-261-803.000 GEN GOV: SNOWPLOW SERV</b>					
2482	GOLDEN'S LANDSCAPING INC.	101- SNOW REMOVAL PAYMENT 2 OF 3	2252	12/02/2021	11,696.33
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
8409	HALLAHAN & ASSOCIATES PC	101-LEGAL-ASSESSING	19078	12/01/2021	519.43
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SIX RIVERS	1076667	12/08/2021	319.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SETTLEMENT NOTICES	1076667	12/08/2021	87.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-AMERICAN RESCUE PLAN	1076667	12/08/2021	43.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-OPIOD LITIGATION	1076667	12/08/2021	203.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1076667	12/08/2021	116.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-PA 116 AGREEMENT	1076667	12/08/2021	145.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP	1076667	12/08/2021	319.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE REMOTELY	1076667	12/08/2021	261.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-BROADBAND	1076667	12/08/2021	507.50
1407	SEGLUND GABE PAWLAK & GROTH PLC	101-PROSECUTION MATTERS	51789	12/01/2021	3,191.25

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-821.000</b>	<b>GEN GOV: MEMBER FEES</b>				
1521	CHASE CARDMEMBER SERVICE	101-SAMS CLUB	11/09/21-12/08/21	12/08/2021	45.00
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	11/09/21-12/08/21	12/08/2021	8.95
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X121	12/06/2021	23.78
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X121	12/06/2021	47.05
2652	SPRINT	101-CELL PHONES - TWP.	337192515-238	12/23/2021	68.52
2652	SPRINT	101-PURCHASE NEW PHONE-SUPVR DEPT	337192515-238	12/23/2021	399.99
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT-BOARD MEETING	34117	10/27/2021	204.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT HIGHLAND BOARD	34118	10/27/2021	369.75
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT HIGHLAND TOWNSHIP	34295	11/17/2021	1,460.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT-BOARD MEETING SYNOPSIS	34453	12/15/2021	178.50
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT HIGHLAND TOWNSHIP MEETING D	34455	12/15/2021	695.00
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-132	12/01/2021	400.00
<b>101-261-900.002</b>	<b>GEN GOV: PRINTING</b>				
1172	PRINTING SYSTEMS INC.	101-CHECKS AP	220906	11/19/2021	288.46
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
2216	COMCAST	101-TWP INTERNET 0159989	01222022 0159989	12/19/2021	158.47
2216	COMCAST	101-TWP INTERNET 0159989	12222021 0159989	11/19/2021	155.97
2216	COMCAST	101-TWP INTERNET 0159989	12222021 0159989	11/19/2021	155.97
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	12152021 66959	12/16/2021	157.92
1005	DTE ENERGY	101-250 W LIVINGSTON RD 910008267072	12152021 67072	12/16/2021	630.12
1005	DTE ENERGY	101-205 N. JOHN BLDG R 910008267791	12152021 67791	12/20/2021	19.73
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	12152021 80661	12/16/2021	1.25
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	12152021 80786	12/16/2021	88.99
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	12152021 80885	12/16/2021	93.14
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	12162021 66330	12/17/2021	14.91
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200043305852	12/01/2021	4,123.95
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
2596	FIVE STAR ACE	101-CABLE/NUTS/BOLTS	27022	12/07/2021	19.80
1021	GILL-ROY'S HARDWARE	101-ELECTRICAL TAPE/BOX	2112-607847	12/09/2021	1.68
1021	GILL-ROY'S HARDWARE	101-LIGHTER	2112-999888	12/07/2021	6.99
1541	HOME DEPOT CREDIT SERVICES	101-DISINFECTANT	1260135	11/17/2021	19.88
2382	J.W. FIELD SEPTIC SERVICES	101-PUMP SEPTIC TANK	25152	12/21/2021	510.00
3152	KOPACKI, KRIS	101-RESET GFIS ON LAMP POSTS	974	12/13/2021	150.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2331392	12/13/2021	94.35
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
1918	BERT OIL LLC	101-OIL CHANGE-2015 GMC	165405	12/02/2021	131.97
1521	CHASE CARDMEMBER SERVICE	101-TRACTOR MAINTENANCE	11/09/21-12/08/21	12/08/2021	83.46
1021	GILL-ROY'S HARDWARE	101-WINSHIELD WASHER FLUID	2112-607847	12/09/2021	4.89

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3056	HAMILL, RICK	101-GAS FOR TRACTOR	11302021	11/30/2021	14.71
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	1734	11/30/2021	7.00
2692	WEX BANK	101-GAS FOR TWP VEHICLE	76413500	11/30/2021	170.76
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1521	CHASE CARDMEMBER SERVICE	101-GO DADDY	11/09/21-12/08/21	12/08/2021	189.98
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/ICLOUD	11/09/21-12/08/21	12/08/2021	103.67
2021	GRACON SERVICES INC.	101-LAN EXTRA CARE HOURS	14318	12/13/2021	1,600.00
<b>101-261-955.000</b>	<b>GEN GOV: MISCELLANEOUS</b>				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-AXFORD ACRES OUTLOT TAXES	H-11-11-303-013	12/01/2021	104.39
<b>101-261-959.000</b>	<b>GEN GOV: METRO AUTHORITY EXP</b>				
2158	ROAD COMMISSION FOR O.C.	101-TRAF SIG MAINT. HARVEY LK WARDLW MILFRD CUS	2967	12/09/2021	129.36
<b>101-261-971.000</b>	<b>GEN GOV: EQUIP CAP OUTLAY</b>				
1521	CHASE CARDMEMBER SERVICE	101-5' SNOWPLOW BLADE FOR TRACTOR	11/09/21-12/08/21	12/08/2021	2,395.00
9228	M-2 AUTO PARTS OF HIGHLAND	101-PARTS FOR SNOWPLOW	101093	12/08/2021	7.00
9228	M-2 AUTO PARTS OF HIGHLAND	101-PARTS FOR SNOWPLOW	101104	12/07/2021	49.76
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP	11/09/21-12/08/21	12/08/2021	40.98
1712	CIVIC SYSTEMS LLC	101-ELECTRONIC FILING LICENSE FEE	CVC21214	12/02/2021	1,000.00
Total GENERAL GOVERNMENT:					41,339.42
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-TWP.	483184	12/12/2021	151.44
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-LIBRARY	483184	12/12/2021	5.60
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-ACT. CTR.	483184	12/12/2021	138.19
Total GENERAL GOVERNMENT PERSONNEL B:					295.23
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	11/24/21-12/14/21	12/15/2021	2,613.38
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	11/24/21-12/14/21	12/15/2021	3,176.72
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	11/23/21-12/14/21	12/15/2021	4,464.76
<b>101-371-820.000</b>	<b>BLDG: DUES/ED/TRAVEL</b>				
3254	TINO, STEVEN	101-REIMBURSEMENT INSPECTOR LICENSE FEE	12062021	12/06/2021	75.00
3254	TINO, STEVEN	101-REIMBURSEMENT INSPECTOR LICENSE FEE	12062021	12/06/2021	150.00
Total BUILDING:					10,479.86

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>SOCIAL SERVICES</b>					
<b>101-670-705.000</b>	<b>SOC SERV: CROSSING GUARDS</b>				
8253	AMAZON CAPITAL SERVICES	101-WHISTLES/BUBBLE LIGHTS FOR CROSSING GUARD	17R4-FFJC-T9GJ	12/01/2021	38.98
<b>101-670-880.000</b>	<b>SOC SERV: COMMUNITY PROMOTIONS</b>				
4174	COMMUNITY SHARING	101-PUBLIC PURPOSE SERVICE CONTRACT	120821	12/06/2021	7,500.00
<b>101-670-882.000</b>	<b>SOC SERV: DECOR-XMAS LIGHTS</b>				
3152	KOPACKI, KRIS	101-REPLACE BAD GARLAND LIGHTS	978	12/20/2021	125.00
Total SOCIAL SERVICES:					7,663.98
<b>SENIOR CENTER</b>					
<b>101-672-728.000</b>	<b>ACTIVITY CTR: OFFICE SUPPLIES</b>				
2541	STAPLES	101-WIPES/DISPENSER	3493710080	11/23/2021	111.48
<b>101-672-850.000</b>	<b>ACTIVITY CTR: PHONE SERVICE</b>				
2652	SPRINT	101-PURCHASE NEW PHONE-ACT.CTR	337192515-238	12/23/2021	399.99
2652	SPRINT	101-CELL PHONE-ACT. CTR.	337192515-238	12/23/2021	37.56
<b>101-672-850.001</b>	<b>ACTIVITY CTR: INTERNET SERVICE</b>				
2216	COMCAST	101-ACT CTR -UNRETURNED EQUIPMENT	01022022 0160458	12/01/2021	120.00-
2216	COMCAST	101-ACT CTR 153 N MILFORD RD 0160458	01022022 0160458	12/01/2021	234.23
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1005	DTE ENERGY	101-153 N MILFORD RD-ACT CTR 920034151463	12152021 51463	12/16/2021	88.99
<b>101-672-920.002</b>	<b>ANNEX: UTILITIES</b>				
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-ANNEX 910008280133	12152021 80133	12/16/2021	463.11
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	88138698	11/01/2021	20.80
2596	FIVE STAR ACE	101-ACTIVITY CTR-HOOKS/STAPLE/NUTS/NAILS	27021	12/07/2021	34.72
1021	GILL-ROY'S HARDWARE	101-SWIFFER CLOTHS-ACT CTR	2111-965728	11/29/2021	14.78
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2331394	12/13/2021	10.00
<b>101-672-936.002</b>	<b>ANNEX: BUILDING MAINT</b>				
9007	SERVPRO OF BRIGHTON/HOWELL	101-WATER DAMAGE RESTORATION-ANNEX	5167828	12/06/2021	15,359.03
Total SENIOR CENTER:					16,654.69
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-820.000</b>	<b>PLNG: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-HOME OCCUPATION WEBINAR-BURKHART	11/09/21-12/08/21	12/08/2021	25.00
Total PLANNING & ORDINANCE:					25.00
<b>PLANNING COMMISSION</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-703-900.000 PLNG COMM: ADVERTISING/PRTG</b>					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-PLNG COMM	34454	12/15/2021	331.75
Total PLANNING COMMISSION:					331.75
<b>PARKS</b>					
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
1506	GREAT LAKES ACE	101-GORILLA TAPE/GFI	1703/714	10/26/2021	82.61
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	12152021 67551	12/16/2021	109.13
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	12152021 67940	12/16/2021	505.54
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	12162021 66587	12/17/2021	27.75
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
1309	BRENDEL'S SEPTIC TANK SER LLC	101-MONTHLY RENTAL-HICKORY RIDGE PARK	200814	12/04/2021	110.00
1309	BRENDEL'S SEPTIC TANK SER LLC	101-MONTHLY RENTAL-DUCK LAKE PINES	200815	12/04/2021	195.00
Total PARKS:					1,030.03
Total GENERAL FUND:					133,391.25
<b>FIRE FUND</b>					
<b>206-000-638.000 EMS TRANSPORT</b>					
2631	STAR EMS	206-EMS BILLING SERVICE FEE	11-21-001H	12/07/2021	400.76
Total :					400.76
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
1057	AMERICAN FAMILY LIFE ASSUR.	206-AFLAC INSURANCE-FIRE	483184	12/12/2021	305.24
<b>206-336-713.000 FIRE: FIREFIGHTERS MEDICAL</b>					
8052	SPRINGFIELD URGENT CARE PLLC	206-COSSIN PRE EMPLOYMENT PHYSICAL	610	11/02/2021	352.50
<b>206-336-722.010 FIRE: INSTRUCTOR TRAINING</b>					
7996	GEORGE, NICHOLAS	206-FIRE INSTRUCTOR CONFERENCE HOTEL	12022021	12/02/2021	490.27
<b>206-336-727.000 FIRE: SUPPLIES</b>					
9202	CHAPMAN, KENNETH	206-ADMIN LUNCH MEETING	12012021	12/01/2021	45.58
1521	CHASE CARDMEMBER SERVICE	206-WATER/CUPS/PLATES/CUTLERY	11/09/21-12/08/21	12/08/2021	56.50
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K60512	12/02/2021	5.49
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84291717	11/16/2021	252.84
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84301912	11/24/2021	1,149.46

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84311023	12/03/2021	56.20
1132	LINDE GAS & EQUIPMENT INC	206-EMS O2	67339399	11/22/2021	14.70
<b>206-336-750.000 FIRE: VEHICLE GAS/OIL</b>					
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	76413500	11/30/2021	165.68
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	76413500	11/30/2021	2,723.56
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	76413500	11/30/2021	57.57-
<b>206-336-804.000 FIRE: LEGAL SERVICES</b>					
7845	KELLER THOMA	206-EMPLOYEE MATTER	121311	12/01/2021	113.75
<b>206-336-806.001 FIRE: COMPUTERS/SOFTWARE</b>					
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	11/09/21-12/08/21	12/08/2021	396.00
<b>206-336-820.000 FIRE: DUES &amp; EDUCATION</b>					
1521	CHASE CARDMEMBER SERVICE	206-MFIS CONFERENCE-BELL	11/09/21-12/08/21	12/08/2021	345.00
<b>206-336-851.000 FIRE: RADIO COMMUNICATIONS</b>					
2490	FRONTIER	206-DISPATCH LINE 616-001-6196	12192021 011603-5	12/20/2021	59.84
1029	OAKLAND COUNTY	206-DISPATCH SERVICES	SHF0006848	12/16/2021	3,886.94
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X121	12/06/2021	187.02
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X121	12/06/2021	23.78
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	01152022 0160011	12/12/2021	148.45
2216	COMCAST	206-ST#2 852910157 0115288	01292022 0115288	12/16/2021	131.57
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	12142021 66207	12/15/2021	232.46
1005	DTE ENERGY	206-ST#2 3570 N. DUCK LAKE RD 910008267205	12162021 67205	12/17/2021	178.24
2652	SPRINT	206-CELL PHONES - FIRE	337192515-238	12/23/2021	128.93
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
9228	M-2 AUTO PARTS OF HIGHLAND	206-2014 F250 (U1) CORE RETURN	062692	04/04/2020	36.00-
9228	M-2 AUTO PARTS OF HIGHLAND	206-2007 PIERCE (E31) LADDER RACK SWITCH RETURN	071527	09/01/2020	11.89-
9228	M-2 AUTO PARTS OF HIGHLAND	206-2014 F450 (R213) OIL DRY/55 DRUM	100628	11/30/2021	579.61
9228	M-2 AUTO PARTS OF HIGHLAND	206-2014 F450 (R213) WIPER	101015	12/06/2021	41.86
<b>206-336-936.000 FIRE: BLDG MAINT/REPAIR</b>					
9202	CHAPMAN, KENNETH	206-FS1 DEDICATION DISPLAY	2111-049918	11/17/2021	113.57
1642	PETER'S TRUE VALUE HARDWARE	206-FS1 DEDICATION DISPLAY	K60301	11/17/2021	81.25
1642	PETER'S TRUE VALUE HARDWARE	206-FS1 GARDEN HOSE REPAIR	K60544	12/04/2021	9.49
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
9257	R&R FIRE TRUCK REPAIR	206-SCBA FILL STATION SERVICE	61428	11/29/2021	254.26
6195	YOUNG, ROBERT	206-RECHARGABLE PAGER BATTERIES	12022021	12/02/2021	15.59
Total FIRE:					12,440.17
Total FIRE FUND:					12,840.93

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-807.000 POLICE: OAKLAND CO SHER CONT</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT	SHF0006848	12/16/2021	229,431.75
1029	OAKLAND COUNTY	207- CELL PHONE CHARGES	SHF0006848	12/16/2021	259.41
<b>207-301-807.004 POLICE: OVERTIME</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T.	SHF0006848	12/16/2021	11,478.27
<b>207-301-920.000 POLICE: UTILITIES</b>					
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	12152021 66454	12/16/2021	528.51
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO.	207-COOLER	59038068	11/30/2021	4.00
1839	ABSOPURE WATER CO.	207-5GALLON WATER	88138697	11/01/2021	38.80
1839	ABSOPURE WATER CO.	207-5GALLON WATER	88170215	11/29/2021	33.95
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2330411	11/15/2021	52.75
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2331393	12/13/2021	52.75
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - NOV.	1298	12/02/2021	675.00
<b>207-301-971.002 POLICE: BUILDING REN</b>					
7943	LINDHOUT ASSOCIATES ARCHITECTS	207-CONSTRUCTION ADMINISTRATION	2021-1202	12/01/2021	1,040.50
Total POLICE:					243,595.69
Total POLICE FUND:					243,595.69
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001 TOWNSHIP IMPROVEMENTS</b>					
8166	BOSS ENGINEERING	401-CONSTRUCTION DOCS-205 N JOHN	136251	12/09/2021	44.49
1521	CHASE CARDMEMBER SERVICE	401-FURNACE/DUCT CLEANING	11/09/21-12/08/21	12/08/2021	700.00
1005	DTE ENERGY	401-205 N JOHN ST 910008280059	12152021 80059	12/16/2021	540.78
7943	LINDHOUT ASSOCIATES ARCHITECTS	401-CONSTRUCTION ADMINISTRATION	2021-1201	12/01/2021	7,366.92
8388	THE SUMMIT COMPANY	401-TOWNSHIP BLDG CONSTRUCTION	6861	11/30/2021	275,911.25
<b>401-261-971.012 TOWNSHIP RELOCATION EXPENSES</b>					
8340	CAPITAL ALLIANCE CORP	401-STORAGE CONTAINER	369498	12/02/2021	100.00
1521	CHASE CARDMEMBER SERVICE	401-SHELVING FOR CLERKS	11/09/21-12/08/21	12/08/2021	160.98
<b>401-261-971.020 250 W LIVINGSTON IMPROVEMENTS</b>					
1541	HOME DEPOT CREDIT SERVICES	401-250 W LIVINGSTON IMPROVEMENTS	111419	10/29/2021	43.17
Total GENERAL GOVERNMENT:					284,867.59
Total CAPITAL IMPROVEMENT FUND:					284,867.59

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>FIRE CAPITAL FUND</b>					
<b>FIRE</b>					
<b>402-336-971.003 CONSTR IN PROCESS FIRE MIL ST1</b>					
2284	HUBBELL ROTH & CLARK INC.	402-FIRE STATION 1 WATER MAIN	0192636	12/03/2021	640.49
8189	REDFORD LOCK AND SECURITY	402-FS1 LOCK AND SECURITY SYSTEM	60165	11/01/2021	14,685.24
<b>402-336-971.004 CONSTR IN PROCESS FIRE MIL ST2</b>					
1005	DTE ENERGY	402-FS2-2550 E. WARDLOW 920037313714	12022021 13714	12/07/2021	48.87
2284	HUBBELL ROTH & CLARK INC.	402-FIRE STATION 2 CONSTRUCTION OBSERVATION	0192638	12/03/2021	1,092.20
7433	PARTNERS IN ARCH DESIGN/BUILD LLC	402-AXION FS2 CONSTRUCTION	18-122-018	11/01/2021	20,168.51
7433	PARTNERS IN ARCH DESIGN/BUILD LLC	402-AXION FS2 CONSTRUCTION	18-122-019	12/01/2021	330,512.29
7433	PARTNERS IN ARCH DESIGN/BUILD LLC	402-PIA A/E FEES FS2	18-122-019	12/01/2021	6,247.50
Total FIRE:					373,395.10
Total FIRE CAPITAL FUND:					373,395.10
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>494-000-677.001 DDA EVENTS FUND</b>					
1729	COMEBACK INN	494-UNITY DOLLARS	12162021	12/16/2021	200.00
Total :					200.00
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-BATTERIES/TAPE/INK/PAPER/STAPLES/ELEC CORD	11/09/21-12/08/21	12/08/2021	108.78
<b>494-729-808.000 DDA: CONSULTANT CASSIE BLASCYK</b>					
9249	BLASCYK, CASSIE R.	494-MONTHLY CONSULTATION FEE	411	12/01/2021	660.00
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	494-LIGHTS/BOWS/GIFT WRAP/EXT CORD/GARLAND/SA	11/09/21-12/08/21	12/08/2021	456.21
2596	FIVE STAR ACE	494-XMAS DECORATIONS/LIGHTS	26970	11/27/2021	86.78
2596	FIVE STAR ACE	494-EXT CORD	26972	11/28/2021	4.49
3152	KOPACKI, KRIS	494-PICKUP/DELIVER TREES	975	12/13/2021	100.00
3152	KOPACKI, KRIS	494-REPLACE LIGHTS ON TUNNEL OF LIGHTS	977	12/20/2021	150.00
<b>494-729-880.002 DDA: ECONOMIC RESTRUCTURING</b>					
1521	CHASE CARDMEMBER SERVICE	494-GIFT BAGS/ORNAMENTS/UNITY DOLLARS	11/09/21-12/08/21	12/08/2021	298.88
3152	KOPACKI, KRIS	494-INSTALL SMALL SHOP BANNER	971	11/26/2021	75.00
<b>494-729-880.003 DDA: DESIGN</b>					
3152	KOPACKI, KRIS	494-INSTALL TUNNEL OF LIGHTS	970	11/26/2021	525.00
9254	PRECISION TREE AND SHRUB SVCS INC.	494-STUMP GRINDING-DEPOT PARK	6459	09/27/2021	300.00
9254	PRECISION TREE AND SHRUB SVCS INC.	494-STUMP GRINDING-DEPOT PARK	6460B	09/27/2021	125.00



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1013	ABC PRINTING INC	494-LAWN SIGNS/FESTIVAL OF TREES	43251	11/30/2021	131.00
1013	ABC PRINTING INC	494-LAWN SIGNS/FESTIVAL OF TREES	43252	11/29/2021	295.75
1045	ALLEGRA PRINT & IMAG HIGHLAND	494-WORK PLANS	70980	09/15/2021	85.50
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT/FACEBOOK	11/09/21-12/08/21	12/08/2021	46.17
<b>494-729-900.001 DDA: FUNDRAISER EXPENSE</b>					
1521	CHASE CARDMEMBER SERVICE	494-XMAS TREES	11/09/21-12/08/21	12/08/2021	1,112.63
3152	KOPACKI, KRIS	494-VARIOUS DUTIES/FESTIVAL OF TREES	972	11/26/2021	950.00
3152	KOPACKI, KRIS	494-INSTALL EXT CORDS/FESTIVAL OF TREES	973	12/05/2021	95.00
1244	SNOOK'S BUTCHER SHOPPE	494-2-XMAS TREES/FESTIVAL OF TREES	2 TREES	12/04/2020	91.98
1244	SNOOK'S BUTCHER SHOPPE	494-XMAS TREE/FESTIVAL OF LIGHTS	TREE	12/07/2020	45.99
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	11/09/21-12/08/21	12/08/2021	199.00
<b>494-729-935.000 DDA: MAINTENANCE FOUR CORNERS</b>					
3152	KOPACKI, KRIS	494-DECORATE GATEWAY PARK/SUPPLIES	968	11/26/2021	270.35
3152	KOPACKI, KRIS	494-STORE OUTDOOR FURNITURE	969	11/26/2021	50.00
3152	KOPACKI, KRIS	494-REMOVE/INSTALL BANNERS	976	12/20/2021	285.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					6,548.51
Total DOWNTOWN DEVELOPMENT FUND:					6,748.51
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	702-BINGO SET/PING PONG BALLS	11/09/21-12/08/21	12/08/2021	149.69
8422	HIGHLAND DDA	702-FESTIVAL OF TREES	12022021	12/02/2021	35.00
Total GENERAL GOVERNMENT:					184.69
Total HIGHLAND ADVISORY COUNCIL:					184.69
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
4268	1511 CENLAR	703-TAX REFUND	H 11-11-155-004	12/21/2021	18.00
4052	BANK OF AMERICA	703-TAX REFUND	11-28-303-011	12/20/2021	5,425.93
4268	CORELOGIC CENTRALIZED REFUNDS	703-TAX REFUND	11-12-176-004	12/08/2021	1,806.67
8429	HOUND RESOURCES LLC	703-TAX REFUND-H 99-00-006-552	H 99-00-006-552/55	12/21/2021	15.56
8429	HOUND RESOURCES LLC	703-TAX REFUND-H 99-00-006-553	H 99-00-006-552/55	12/21/2021	16.13

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					7,282.29
Total CURRENT TAX COLLECT:					7,282.29
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	12152021 91144	12/16/2021	215.67
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	12162021 07439	12/17/2021	174.49
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	12162021 13643	12/17/2021	364.87
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	12162021 13650	12/17/2021	372.99
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	12162021 13668	12/17/2021	528.86
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	12162021 43164	12/17/2021	386.82
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	12162021 75436	12/17/2021	65.02
Total TRUST & AGENCY ADMIN:					2,108.72
Total DUCK LAKE ASSOC:					2,108.72
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	12142021 80281	12/15/2021	9.40
Total TRUST & AGENCY ADMIN:					9.40
Total TAGGETT LAKE ASSOC:					9.40
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	12142021 80281	12/15/2021	5.51
Total TRUST & AGENCY ADMIN:					5.51
Total KELLOGG LAKE ASSOC:					5.51
<b>CHARLICK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	768-EGLE PERMIT FEE-CHARLICK LAKE	11042021	11/04/2021	408.00
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	12142021 80414	12/15/2021	14.91
Total TRUST & AGENCY ADMIN:					422.91
Total CHARLICK LAKE ASSOC:					422.91
<b>WOODRUFF LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>769-255-956.000 WOODRUFF LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	769-EGLE PERMIT FEE-WOODRUFF LAKE	1142021	11/04/2021	816.00
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	12142021 80547	12/15/2021	14.91
1064	IMLAY CITY FISH FARM INC.	769-FISH STOCKING-WOODRUFF LAKE	3567	11/30/2021	2,500.00
Total TRUST & AGENCY ADMIN:					3,330.91
Total WOODRUFF LAKE ASSOC:					3,330.91
<b>WHITE LAKE IMPROVEMENT TRUST &amp; AGENCY ADMIN</b>					
<b>770-255-956.000 WHITE LAKE: DEDUCTIONS</b>					
1029	OAKLAND COUNTY	770-WHITE LAKE PATROL	SHF0006848	12/16/2021	1,640.27
Total TRUST & AGENCY ADMIN:					1,640.27
Total WHITE LAKE IMPROVEMENT:					1,640.27
Grand Totals:					1,069,823.77

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>101-261-801.001</b>	<b>GEN GOV: PROF SERVICES</b>				
2240	CARLISLE WORTMAN ASSOC. INC.	101-PLANNING CONSULTATION MEETING	2163351	12/13/2021	800.00
<b>101-261-850.000</b>	<b>GEN GOV: FIBER-OTHER COMMUNICA</b>				
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORKS	993102	12/01/2021	823.00
Total GENERAL GOVERNMENT:					1,623.00
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-801.000</b>	<b>PLNG: CONSULTANT PROF.</b>				
2240	CARLISLE WORTMAN ASSOC. INC.	101-CONSULTATION-CONTRACT WORK	2163352	12/13/2021	5,760.00
Total PLANNING & ORDINANCE:					5,760.00
Total GENERAL FUND:					7,383.00
Grand Totals:					7,383.00

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Total GENERAL FUND:	140,774.25
Total FIRE FUND:	12,840.93
Total POLICE FUND:	243,595.69
Total CAPITAL IMPROVEMENT FUND:	284,867.59
Total FIRE CAPITAL FUND:	373,395.10
Total DOWNTOWN DEVELOPMENT FUND:	6,748.51
Total HIGHLAND ADVISORY COUNCIL:	184.69
Total CURRENT TAX COLLECT:	7,282.29
Total DUCK LAKE ASSOC:	2,108.72
Total TAGGETT LAKE ASSOC:	9.40
Total KELLOGG LAKE ASSOC:	5.51
Total CHARLICK LAKE ASSOC:	422.91
Total WOODRUFF LAKE ASSOC:	3,330.91
Total WHITE LAKE IMPROVEMENT:	1,640.27
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Grand Totals:	1,077,206.77
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**Payroll and Hand Checks December 28, 2021 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	39,287.07
General/Fire Payroll 12/10/2021 & 12/23/2021	\$	119,852.97
Equitable - Deferred Comp.	\$	2,700.00
ICMA - Deferred Comp.	\$	3,063.27
Flexible Savings Account	\$	1,428.38
Garnishments	\$	600.00
Highland Firefighters Assn	\$	357.00
Highland Firefighters Union Dues-Full-Time	\$	350.00
Highland Firefighters Union Dues-Part-Time	\$	588.00
OPEB Monthly Transfer	\$	166.67
12/31/2021 DDA LOAN-Monthly	\$	3,771.83

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-084.000 DUE TO/FROM WOTA</b>					
1060	MICHIGAN MUNICIPAL RISK	101-WOTA INSURANCE M0001676	2022-1M	12/15/2021	9,927.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
8428	DIAZ, JONAS PAUL	101-ESCROW/BUILDING	B21-00862	12/22/2021	125.00
8432	FOREN, NICHOLAS	101-ESCROW/BUILDING	B21-00548	12/30/2021	125.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B21-00702	12/23/2021	125.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B21-01053	12/22/2021	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00154	12/30/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00942	12/30/2021	57.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B21-00154	12/30/2021	179.00
5827	HSI	101-ESCROW/BUILDING	B21-00149	12/23/2021	250.00
8431	KENSINGTON HOMES OF MICHIGAN LLC	101-ESCROW/BUILDING	B21-00154	12/30/2021	2,332.00
8431	KENSINGTON HOMES OF MICHIGAN LLC	101-REINSPECTION FEE	B21-00154	12/30/2021	57.00-
8431	KENSINGTON HOMES OF MICHIGAN LLC	101-REFUSE FEE	B21-00154	12/30/2021	179.00-
3801	M J WHELAN CONSTRUCTION	101-ESCROW/BUILDING	B21-00344	12/23/2021	500.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00446	12/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00626	12/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00746	12/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00786	12/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00885	12/30/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00978	12/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00996	12/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00997	12/30/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00998	12/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-01000	12/23/2021	250.00
8302	POLI CONSTRUCTION	101-REINSPECTION FEE	B21-00942	12/30/2021	57.00-
8302	POLI CONSTRUCTION	101-ESCROW/BUILDING	B21-00942	12/30/2021	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B21-00816	12/23/2021	250.00
8163	ULTIMATE CARE & MAINTENANCE	101-ESCROW/BUILDING	B21-01070	12/23/2021	125.00
8163	ULTIMATE CARE & MAINTENANCE	101-ESCROW/BUILDING	B21-01071	12/23/2021	125.00
<b>101-000-491.000 BUILDING PERMITS</b>					
6704	FOUNDATION SYSTEM OF MICHIGAN	101-BUILDING PERMIT REFUND	PB21-0524	12/23/2021	63.20
6704	FOUNDATION SYSTEM OF MICHIGAN	101-BUILDING PERMIT REFUND	PB21-0784	12/22/2021	69.00
<b>101-000-491.002 PLUMBING PERMITS</b>					
6704	FOUNDATION SYSTEM OF MICHIGAN	101-PLUMBING PERMIT REFUND	PP21-0235	12/23/2021	36.00
Total :					16,927.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>CLERK</b>					
<b>101-215-820.000</b>	<b>CLERK: DUES/ED/TRAVEL</b>				
1356	STATE OF MICHIGAN	101-NOTARY PUBLIC-KABALKA	12302021	12/30/2021	10.00
Total CLERK:					10.00
<b>GENERAL GOVERNMENT</b>					
<b>101-261-821.000</b>	<b>GEN GOV: MEMBER FEES</b>				
8184	STATE OF MICHIGAN	101-2022 MIDEAL RENEWAL	2022 MIDEAL	12/29/2021	230.00
<b>101-261-830.000</b>	<b>GEN GOV: GEN INSURANCE</b>				
1060	MICHIGAN MUNICIPAL RISK	101-INSURANCE M0001676	2022-1M	12/15/2021	19,655.00
1060	MICHIGAN MUNICIPAL RISK	101-INSURANCE R0001676	2022-1R	12/15/2021	3,750.00
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429211223	12/23/2021	276.20
<b>101-261-850.002</b>	<b>GEN GOV: WEBSITE</b>				
9049	WEB MATTERS	101-WEBSITE SECURITY YEARLY SUBSCRIPTION	6802	12/04/2021	600.00
<b>101-261-900.000</b>	<b>GEN GOV: TAX BILL PRINTING</b>				
2309	ADVANCED MARKETING PARTNERS	101-2021 TAX & INFO STATEMENTS	230263	11/30/2021	949.70
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT HIGHLAND BOARD	34469	12/22/2021	459.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT HIGHLAND BOARD	34489	12/29/2021	369.75
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-133	01/04/2022	400.00
<b>101-261-900.002</b>	<b>GEN GOV: PRINTING</b>				
1172	PRINTING SYSTEMS INC.	101-END OF THE YEAR TAX FORMS	220923	11/08/2021	224.78
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-TWP	201363167771	12/30/2021	601.55
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200003428939	01/01/2022	4,209.62
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
9208	HIGHLAND SUPPLY INC.	101-HAND SOAP	INV4172	12/30/2021	123.24
3152	KOPACKI, KRIS	101-RESET GFIS ON LAMP POSTS	979	12/30/2021	150.00
3152	KOPACKI, KRIS	101-RESET GFIS ON LAMP POSTS	980	12/31/2021	75.00
7436	S & L ELECTRIC INC	101-KITCHEN RENOVATIONS-205 N JOHN ST	12092021	12/09/2021	1,750.00
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
2692	WEX BANK	101-GAS FOR TWP VEHICLE	77321623	12/31/2021	311.63
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1712	CIVIC SYSTEMS LLC	101-SUPPORT FEE JAN-JUNE 2022	CVC21548	12/20/2021	6,149.00
2021	GRACON SERVICES INC.	101-LAN EXTRA CARE HOURS	14269	11/01/2021	1,600.00
Total GENERAL GOVERNMENT:					41,884.47



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	213410039709	12/09/2021	1,038.91
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	213410039709	12/09/2021	7,794.36
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	213410039709	12/09/2021	265.70
9116	COLONIAL LIFE PREMIUM PROCESSING	101-PREMIUM BCN-E4485801	44858011213087	12/13/2021	136.68
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001290128818	12/13/2021	42.90
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001290128818	12/13/2021	62.17
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001290128818	12/13/2021	155.61
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001290128818	12/13/2021	732.94
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001290128818	12/13/2021	34.71
Total GENERAL GOVERNMENT PERSONNEL B:					10,263.98
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	12/15/21-12/31/21	01/04/2022	862.13
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	12/15/2021-12/31/2	01/04/2022	3,757.63
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	12/15/21-12/31/21	01/04/2022	2,215.32
Total BUILDING:					6,835.08
<b>CEMETERY</b>					
<b>101-567-935.000 CEMETERY: SEXTON</b>					
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	JAN 2022	12/30/2021	3,535.00
Total CEMETERY:					3,535.00
<b>SENIOR CENTER</b>					
<b>101-672-729.000 ACTIVITY CTR: OPER. SUPPLIES</b>					
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL-ACT CTR	INV3667	12/21/2021	29.15
9208	HIGHLAND SUPPLY INC.	101-TOILET PAPER/MASK-ACT CTR	INV3915	12/23/2021	125.93
<b>101-672-820.000 ACTIVITY CTR: DUES/ED/TRAVEL</b>					
1739	HIGHLAND WHITE LAKE BUSINESS ASSOC.	101-2022 MEMBERSHIP HWLBA	10222	12/02/2021	75.00
<b>101-672-850.001 ACTIVITY CTR: INTERNET SERVICE</b>					
2216	COMCAST	101-ACT CTR 153 N MILFORD RD 0160458	02022022 0160458	01/01/2022	231.36
<b>101-672-850.002 ANNEX: INTERNET SERVICE</b>					
2216	COMCAST	101-ANNEX 8529 10 157 0100876	02082022 0100876	12/26/2021	341.88
<b>101-672-900.000 ACTIVITY CTR: ADVERT./PRINTING</b>					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT-ACT CTR	34292	11/17/2021	590.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT-ACT CTR	34444	12/16/2021	590.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-672-920.000 ACTIVITY CTR: UTILITIES</b>					
1375	CONSUMERS ENERGY	101-209 N JOHN ST ACTIVITY CENTER	201363167774	12/30/2021	569.93
1375	CONSUMERS ENERGY	101-153 N MILFORD-ACT CTR	202698000992	12/30/2021	57.08
<b>101-672-920.002 ANNEX: UTILITIES</b>					
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-ANNEX	201363167773	12/30/2021	285.37
<b>101-672-936.000 ACTIVITY CTR: BUILDING MAINT</b>					
2596	FIVE STAR ACE	101-ACTIVITY CTR-EXT CORD/GLUE/BROOM	27073	12/16/2021	53.02
2596	FIVE STAR ACE	101-ACTIVITY CTR-CLEANING SUPPLIES	27138	01/04/2022	12.58
<b>101-672-936.002 ANNEX: BUILDING MAINT</b>					
1642	PETER'S TRUE VALUE HARDWARE	101-SUMP PUMP FOR ANNEX	K60853	01/04/2022	310.00
8433	POWERVAC OF MICHIGAN	101-CLEANUP PARKING LOT	22891603	09/23/2021	1,360.00
<b>101-672-940.000 ACTIVITY CTR: RENT EXPENSE</b>					
8349	HIGHLAND HOLDING LLC	101-RENT 153 N. MILFORD RD STE 103-ACTIVITY CTR	FEB 2022	12/29/2021	1,500.00
Total SENIOR CENTER:					6,131.30
<b>ZONING BOARD OF APPEALS (ZBA)</b>					
<b>101-702-900.000 ZBA: ADVERTISING</b>					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-ZBA	34488	12/29/2021	280.50
Total ZONING BOARD OF APPEALS (ZBA):					280.50
<b>PARKS</b>					
<b>101-751-801.006 PARKS: FIREWORKS</b>					
6518	ACE PYRO LLC	101-RED WHITE BLUE FIREWORKS DEPOSIT	6260	01/04/2022	5,500.00
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
1309	BRENDEL'S SEPTIC TANK SER LLC	101-MONTHLY RENTAL-HICKORY RIDGE	201716	01/01/2022	110.00
1309	BRENDEL'S SEPTIC TANK SER LLC	101-MONTHLY RENTAL-DUCK LAKE PINES	201717	01/01/2022	195.00
Total PARKS:					5,805.00
Total GENERAL FUND:					91,672.53
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	213410039709	12/09/2021	4,134.45
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001290128818	12/13/2021	168.30
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001290128818	12/13/2021	439.52
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001290128818	12/13/2021	83.73
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001290128818	12/13/2021	34.72

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-727.000</b>	<b>FIRE: SUPPLIES</b>				
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K60789	12/27/2021	24.47
<b>206-336-731.000</b>	<b>FIRE: MEDICAL SUPPLIES</b>				
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84347055	01/03/2022	262.25
2343	J & B MEDICAL SUPPLY INC.	206-EMS SUPPLIES	7937386	12/14/2021	189.00
2343	J & B MEDICAL SUPPLY INC.	206-EMS SUPPLIES	7971847	12/28/2021	56.40
1132	LINDE GAS & EQUIPMENT INC	206-EMS O2	67915443	12/22/2021	16.85
9220	MEDPRO DISPOSAL LLC	206-BIOHAZARDOUS WASTE	10483	11/01/2021	535.00
1357	STATE OF MICHIGAN	206-QAAP TAX AMBULANCE ASSESSMENT	491-401474	12/06/2021	164.99
1250	ZOLL MEDICAL CORPORATION	206-AUTOPULSE BATTERIES	3416095	12/13/2021	1,237.50
<b>206-336-732.000</b>	<b>FIRE: UNIFORMS</b>				
9121	ALLIE BROTHERS	206-CLASS A N. GEORGE	85458	12/17/2021	744.70
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMETS PPE	2174818	11/15/2021	1,097.97
6345	WITMER PUBLIC SAFETY GROUP INC	206-PPE NOMEX HOODS	2174818	11/15/2021	485.90
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET SHIELD	2174818.001	12/10/2021	52.17
<b>206-336-750.000</b>	<b>FIRE: VEHICLE GAS/OIL</b>				
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	77321623	12/31/2021	78.51
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	77321623	12/31/2021	2,753.59
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	77321623	12/31/2021	55.34
<b>206-336-820.000</b>	<b>FIRE: DUES &amp; EDUCATION</b>				
1349	IAFC INT'L ASSOC. FIRE CHIEFS INC.	206-2022 IAFC MEMBERSHIP	2022 MEMBERSHI	12/30/2021	215.00
1516	MICHIGAN STATE FIREMEN'S ASSN.	206-MSFA 2022 DUES	2022 MEMBERSHI	01/04/2022	75.00
2389	OAKLAND CO. MUTUAL AID ASSOC.	206-2022 MABAS 3201 DUES	365	12/01/2021	3,300.00
<b>206-336-830.000</b>	<b>FIRE: INSURANCE/BONDS</b>				
1060	MICHIGAN MUNICIPAL RISK	206-INSURANCE M0001676	2022-1M	12/15/2021	19,720.00
1060	MICHIGAN MUNICIPAL RISK	206-INSURANCE R0001676	2022-1R	12/15/2021	2,500.00
<b>206-336-920.000</b>	<b>FIRE: PUBLIC UTILITIES</b>				
8385	AMERI-ALARM	206-ALARM MONTORING-FS1	070662	12/01/2021	75.00
2216	COMCAST	206-ST#3 852910157 0115262	02022022 0115262	12/20/2021	56.13
1375	CONSUMERS ENERGY	206-3550 DUCK LK RD ST#2	201363167772	12/30/2021	314.29
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	204477818757	12/30/2021	266.67
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND RD-FS1	204922790585	12/30/2021	996.75
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	12212021 05909	12/22/2021	2,541.57
9090	NET EXPRESS VOIP	206-VOIP MONTHLY	1605211223	12/23/2021	110.45
<b>206-336-930.000</b>	<b>FIRE: VEHICLE REPAIR</b>				
1103	AUTO VALUE HIGHLAND	206-2009 US TANKER (T1) OIL	272-1004119	12/12/2021	29.99
2596	FIVE STAR ACE	206-OIL CHANGE PAN	27086	12/19/2021	3.99
1102	HALT FIRE INC.	206-2018 PIERCE (E11) COOLANT LEAK	445677	12/15/2021	138.94
1102	HALT FIRE INC.	206-2007 PIERCE (E1) TURBO REPAIR	445678	12/15/2021	358.36
1102	HALT FIRE INC.	206-2018 PIERCE (E11) FRONT BRAKES	S0094750	12/15/2021	4,511.14
1102	HALT FIRE INC.	206-2018 PIERCE (E11) REAR BRAKES	S0094750	12/15/2021	252.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1102	HALT FIRE INC.	206-2018 PIERCE (E11) OIL CHANGE	S0094750	12/15/2021	560.00
1102	HALT FIRE INC.	206-2018 PIERCE (E11) PUMP SERVICE	S0094750	12/15/2021	460.00
1102	HALT FIRE INC.	206-2018 PIERCE (E11) OIL LEAK REPAIR	S0094750	12/15/2021	492.36
1102	HALT FIRE INC.	206-2018 PIERCE (E11) TRANS FLUID REPLACEMENT	S0094750	12/15/2021	1,251.25
1102	HALT FIRE INC.	206-2018 PIERCE (E11) POWER STEERING FLUID	S0094750	12/15/2021	177.76
1102	HALT FIRE INC.	206-2018 PIERCE (E11) MISC REPAIR	S0094750	12/15/2021	575.47
1084	TUFFY AUTO SERVICE CENTERS	206-2014 FORD F450 (R213) OIL CHANGE	85787	12/17/2021	180.42
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
9090	NET EXPRESS VOIP	206-VOIP EQUIPMENT	1605211223	12/23/2021	183.00
6345	WITMER PUBLIC SAFETY GROUP INC	206-FREIGHT	2174818	11/15/2021	80.00
Total FIRE:					51,930.22
Total FIRE FUND:					51,930.22
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1375	CONSUMERS ENERGY	207-165 N JOHN ST	201363167770	12/30/2021	259.65
Total POLICE:					259.65
Total POLICE FUND:					259.65
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001 TOWNSHIP IMPROVEMENTS</b>					
1005	DTE ENERGY	401-205 N JOHN ST 910008280059	12192021 80059	12/22/2021	141.67
8388	THE SUMMIT COMPANY	401-TOWNSHIP BLDG CONSTRUCTION	6864	11/30/2021	123,070.88
<b>401-261-971.012 TOWNSHIP RELOCATION EXPENSES</b>					
7436	S & L ELECTRIC INC	401-ELECTRICAL WORK- SHEDS/250 W LIVINGSTON	12102021	12/10/2021	9,750.00
<b>401-261-971.020 250 W LIVINGSTON IMPROVEMENTS</b>					
1457	STEVE'S LOCKSMITH	401-ELECTRONIC LOCKS-250 W LIVINGSTON RD	212012-1	12/20/2021	2,560.40
Total GENERAL GOVERNMENT:					135,522.95
Total CAPITAL IMPROVEMENT FUND:					135,522.95
<b>FIRE CAPITAL FUND</b>					
<b>FIRE</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>402-336-971.004 CONSTR IN PROCESS FIRE MIL ST2</b>					
1005	DTE ENERGY	402-FS2-2550 E. WARDLOW 920037313714	01032022 13714	01/04/2022	762.01
Total FIRE:					762.01
Total FIRE CAPITAL FUND:					762.01
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>494-000-677.001 DDA EVENTS FUND</b>					
1244	SNOOK'S BUTCHER SHOPPE	494-UNITY DOLLARS	01042022	01/04/2022	70.00
1244	SNOOK'S BUTCHER SHOPPE	494-UNITY DOLLARS	1042022	01/04/2022	370.00
Total :					440.00
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-808.000 DDA: CONSULTANT CASSIE BLASCYK</b>					
9249	BLASCYK, CASSIE R.	494-MONTHLY CONSULTATION FEE	412	01/01/2022	600.00
<b>494-729-880.003 DDA: DESIGN</b>					
3152	KOPACKI, KRIS	494-WATER FLOWER GARDENS	964	10/27/2021	165.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					765.00
Total DOWNTOWN DEVELOPMENT FUND:					1,205.00
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
8386	CISLO TITLE COMPANY	703-TAX REFUND	11-34-451-012/013	01/04/2022	277.03
4268	CORELOGIC CENTRALIZED REFUNDS	703-TAX REFUND	11-14-126-006	01/05/2022	3,495.45
Total :					3,772.48
Total CURRENT TAX COLLECT:					3,772.48
<b>POST-RETIREMENT BENEFITS</b>					
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>737-279-719.000 RETIREE OPEB EXPENSE</b>					
1958	AmWINS GROUP BENEFITS INC.	737-RETIREE HEALTH PREMIUMS	7139445	12/30/2021	450.00
2499	GIBSON, WANDA SUE	737-RETIREE HEALTH REIMBURSEMENT	JAN 2022	12/30/2021	203.19
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	JAN 2022	12/30/2021	200.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1314	LEWIS, MILDRED	737-RETIREE HEALTH REIMBURSEMENT QTRLY	10/2021-12/2021	12/30/2021	599.40
1314	LEWIS, MILDRED	737-RETIREE VISION REIMBURSEMENT	12162021	12/16/2021	300.00
1536	MCDONELL, MARY L.	737-RETIREE DENTAL REIMBURSEMENT	12072021	12/07/2021	1,000.00
1048	OLSON, GAYLE	737-RETIREE DENTAL REIMBURSEMENT	12072021	12/07/2021	19.20
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	JAN 2022	12/30/2021	202.63
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	JAN 2022	12/30/2021	379.59
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	DEC 2021	12/30/2021	213.54
1497	WEINBURGER, JOSEPH F.	737-RETIREE HEALTH REIMBURSEMENT	DEC 21	12/30/2021	13.97
1497	WEINBURGER, JOSEPH F.	737-RETIREE HEALTH REIMBURSEMENT	JAN 2022	12/30/2021	420.22
1497	WEINBURGER, JOSEPH F.	737-RETIREE HEALTH REIMBURSEMENT	NOV 2021	12/30/2021	415.82
Total GENERAL GOVERNMENT PERSONNEL B:					4,417.56
Total POST-RETIREMENT BENEFITS:					4,417.56
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	766-TAGGETT LAKE EGLE PERMIT FEE	110421	11/04/2021	816.00
Total TRUST & AGENCY ADMIN:					816.00
Total TAGGETT LAKE ASSOC:					816.00
<b>GOURD LAKE IMPROVEMENT</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>773-255-956.000 GOURD LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	713-2021 EGLE PERMIT FEE-GOURD LAKE	11012021	11/01/2021	76.50
Total TRUST & AGENCY ADMIN:					76.50
Total GOURD LAKE IMPROVEMENT:					76.50
Grand Totals:					290,434.90

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>ASSESSOR</b>					
<b>101-257-720.000 ASSESSING: CONTRACTUAL SVCS</b>					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	JAN 2022	12/29/2021	10,112.91
Total ASSESSOR:					10,112.91
<b>GENERAL GOVERNMENT</b>					
<b>101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA</b>					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORKS	1028398	01/01/2022	823.00
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED IMAGING	101-COPIER MAINT. CONTRACT-TWP	1866644	12/17/2021	194.00
2059	APPLIED IMAGING	101-ADDITIONAL PAGES	1866644	12/17/2021	660.51
2059	APPLIED IMAGING	101-FREIGHT	1866644	12/17/2021	25.64
Total GENERAL GOVERNMENT:					1,703.15
Total GENERAL FUND:					11,816.06
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-719.000 FIRE: POST PLAN</b>					
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 ANISSA GRABOWSKI	2021 CONTRIBUTI	12/30/2021	1,500.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 CORD SMITH	2021 CONTRIBUTI	12/30/2021	1,500.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 DAVID KORPONIC	2021 CONTRIBUTI	12/30/2021	1,500.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 GARY BONHAM	2021 CONTRIBUTI	12/30/2021	1,500.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 MIKE BECKER	2021 CONTRIBUTI	12/30/2021	1,500.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 NICK GEORGE	2021 CONTRIBUTI	12/30/2021	1,500.00
9285	CONSTELLATION TRUST COMPANY	206-ACCT# 45073-0090383 SHAWN BELL	2021 CONTRIBUTI	12/30/2021	1,500.00
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
2059	APPLIED IMAGING	206-COPIER MAINTENANCE	1868716	12/23/2021	84.25
2059	APPLIED IMAGING	206-ADDITIONAL PAGES	1868716	12/23/2021	271.39
2059	APPLIED IMAGING	206-FREIGHT	1868716	12/23/2021	10.67
Total FIRE:					10,866.31
Total FIRE FUND:					10,866.31
<b>REFUSE FUND</b>					
<b>REFUSE</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>227-526-801.000 REFUSE: CONTRACTOR</b>					
2676	GFL ENVIRONMENTAL USA	227-MONTHLY CONTRACT-JANUARY	1661549JAN22	01/01/2022	87,655.88
Total REFUSE:					87,655.88
Total REFUSE FUND:					87,655.88
Grand Totals:					110,338.25



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Total GENERAL FUND:	103,488.59
Total FIRE FUND:	62,796.53
Total POLICE FUND:	259.65
Total REFUSE FUND:	87,655.88
Total CAPITAL IMPROVEMENT FUND:	135,522.95
Total FIRE CAPITAL FUND:	762.01
Total DOWNTOWN DEVELOPMENT FUND:	1,205.00
Total CURRENT TAX COLLECT:	3,772.48
Total POST-RETIREMENT BENEFITS:	4,417.56
Total TAGGETT LAKE ASSOC:	816.00
Total GOURD LAKE IMPROVEMENT:	76.50
	<hr/>
Grand Totals:	400,773.15
	<hr/> <hr/>

**Payroll and Hand Checks January 11, 2022 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	21,216.21
General/Fire Payroll 1/7/2022	\$	62,442.41
Equitable - Deferred Comp.	\$	1,350.00
ICMA - Deferred Comp.	\$	1,719.03
Flexible Savings Account	\$	661.69
Garnishments	\$	300.00
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	350.00
Highland Firefighters Union Dues-Part-Time	\$	560.00
OPEB Monthly Transfer	\$	166.67
01/31/2022 DDA LOAN-Monthly	\$	3,771.83

**5b. Receive and File:**

Activity Center Advisory Council Board Minutes – November 11, 2021

Activity Center Report and Stats – November 2021

Financial Report – November 2021

Fire Department Report – December 2021

Fire Fighter Training Report - 2021

Library Board Minutes – November 2021

Library Director's Report – December 2021

Ordinance/Fire Inspections and Enforcements – November and December 2021

Treasurer's Report – November 2021

Highland Activity Center Advisory Council Meeting Minutes  
Tuesday, November 11, 2021  
Zoom Meeting

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Judi Crawford at 9:09 AM on Tuesday, November 11, 2021 via zoom.

PRESENT:

Judi Crawford, Dick Russell, Sharon Keenan, Darlene Sharpe, Terry Olexsy, Patti Janette, Carolyn Kress, Darlene Sharpe, Tami Flowers, Ray Polidori, Sue Anderson, Heidi Bey, Peter Werthmann and Steve Jagusch

ABSENT:

Chuck Sharpe

SECRETARY'S MINUTES:

The motion to approve the October Minutes as amended was made by Sharon Keenan and seconded by Patti Janette and was unanimously approved.

TREASURERS REPORT:

The Treasurers Report was read and a motion to accept was made by Sue Anderson, seconded by Terry Olexsy and was unanimously approved.

UPCOMING EVENTS:

November is the month to nominate new Board Member responsibilities. Linda Bonham is no longer interested in being the Treasurer not remaining on the Board. Peter Werthmann made a motion to accept Carolyn Kress with Sue Anderson seconding and it was unanimously approved..

The new office is working out fine; it is a little crowded.

A motion was made by Dick Russell, seconded by Sharon Keenan for all future Board meetings to be held on Tuesdays at 9:00 AM. The motion was unanimously accepted.

NEW BUSINESS:

Community Sharing is still coming slowly with 267 donors and over the ½ mark.

A motion was made to purchase some 250 pocket calendars at a price ranging from 63 to 69 cents each by Sharon Keenan, seconded by Carolyn Kress and was unanimously accepted  
Silver Sneakers is quite empty; there is room in a school for these classes.

MOTION TO ADJOURN:

A motion to adjourn the meeting at 10:0 am was made by Ray Polidori, seconded by Terry Olexsy and the meeting was adjourned with Board Members taking a tour of the new facility

Respectfully submitted,

Darlene Sharpe  
Secretary, Highland Advisory Council



Highland Activity Center  
Directors Activity Report  
November 2021  
Meeting Date  
December 14, 2021  
9:00 am

Stats for November 2021 = 6998.

November activities limited to the new Center due to the Annex being closed for remediation. All groups housed at the new location until December. The following groups will return to the Annex when permitted.

- ◆ The first Wednesday evening each month there is a quilting group.
- ◆ We have a Crotchet /Knitters that meet on Wednesday at 10AM.
- ◆ The First Thursday at 10AM Bible study group.
- ◆ Last Thursday is the "Happy Bookers" book club
- ◆ Mah Jong on Tuesdays at 10am
- ◆ Second Monday Book Club "Northside Club" at 1pm
- ◆ The two bands will meet wherever they fit. I have given them the choice of where they want to meet.

#### At the "New" Center

- ◆ We will have Highland Fitness Program from 9:30-10:30 on Monday, Wednesday and Friday.
- ◆ Movies on Tuesday at 12pm. Friday at 1pm (free).
- ◆ Monday and Wednesday there is Bingo at noon.
- ◆ Euchre on Friday at 1pm.
- ◆ Open enrollment for provided by RAM financial. Served 12 people.

#### FYI.

Meals on Wheels is doing well located at the concession stand.

Books in the bag for homebound has two new people (7 total)

Center was closed 11/17/2021– 11/29/2021 due to covid outbreak. One staff member and three patrons affected. Exposure due to patrons coming in "sick". Mask mandate Instituted as of 11/29/2021. Sign In and phone numbers are requested from anyone that enters the facility.

Please stay healthy and safe.

<b>Nov. 2021</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	
Ask the Lawyer	1																														1
Ask the Money Man																															0
Ask the Pharmacist																									T						0
Beautification/Garden Club																															0
Bible Study				7																											7
Bingo	13		10					9		12	C				8		5	C	C			C	C	C				5		62	
Blood Pressure																									H						0
Book Clubs/ 1&2																															0
Bridge																															0
Bread/Doughnuts	15	3	1	1	1			8	3	10					5	2												2		51	
Business Network																									A						0
Cards/Games		10							13		L				12		L	L			L	L	L								35
Class/ Zoom																															0
Coin Club																															0
Computer/Justin								1	2																N			8		11	
Copies/Faxes		1								2																					3
DLPOA																															0
Dogs		7							7		O				7		O	O			O	O	O								21
Donations	1		2							1															K						4
Ema's Massage			3							4						4															11
Euher					20							22																			42
Exercise-Tues/Thurs																															0
Exercise - M, W, F	14		14		13			14		14					12													10		91	
Festivals											S						S	S			S	S	S								0
Foot Doctor																															0
Get Hooked w/ Randi				2																					G						2
Ham Radio Club																															0
HDDA																12															12
Highland Historical Society											E						E	E			E	E	E								0
HVCA																									I						0
Knitters																															0
Meals on Wheels	45	45	45	45	45			45	45	45	45	45			45	45	45	45	45			135	45	135				45	45	1080	
Medical Shed	2									4		1																			7
Monday Evening Cards	10							8							6										V			8		32	



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
494-000-569.000	GRANT REVENUE	.00	6,500.00	9,000.00	.00 ( 2,500.00)	138.46
494-000-573.000	LOCAL COMMUNITY STABILIZATION	.00	.00	40,421.15	40,421.15 ( 40,421.15)	.00
494-000-665.000	INTEREST EARNINGS	1,080.00	486.00	768.78	70.60 ( 282.78)	158.19
494-000-677.000	MISCELLANEOUS	.00	10.00	10.00	.00 .00	100.00
494-000-677.001	DDA EVENTS FUND	.00	( 3,370.00)	( 3,870.00)	.00 500.00 (	114.84)
494-000-677.004	HIGHLAND STATION DONATIONS	.00	.00	200.00	.00 ( 200.00)	.00
494-000-677.005	FUNDRAISING	3,000.00	2,205.00	2,555.00	315.00 ( 350.00)	115.87
494-000-677.008	FARMERS MARKET RESERVATIONS	300.00	300.00	.00	.00 300.00	.00
494-000-677.010	TIF	274,000.00	173,900.00	164,414.77	1,148.88 9,485.23	94.55
494-000-692.000	APPROP FUND BALANCE	.00	20,000.00	.00	.00 20,000.00	.00
	<b>REVENUE</b>	<b>278,380.00</b>	<b>200,031.00</b>	<b>213,499.70</b>	<b>41,955.63 ( 13,468.70)</b>	<b>106.73</b>
	<b>TOTAL FUND REVENUE</b>	<b>278,380.00</b>	<b>200,031.00</b>	<b>213,499.70</b>	<b>41,955.63 ( 13,468.70)</b>	<b>106.73</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>						
494-729-702.001	DDA: DIRECTOR	48,144.00	48,144.00	44,628.44	3,732.62 3,515.56	92.70
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	3,683.00	3,683.00	3,388.35	285.55 294.65	92.00
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	700.00	.00 500.00	58.33
494-729-728.000	DDA: OFFICE SUPPLIES	1,500.00	835.00	640.44	21.75 194.56	76.70
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	.00	.00	.00 .00	.00
494-729-801.000	DDA: PROF SERVICES	7,000.00	200.00	188.50	.00 11.50	94.25
494-729-801.001	DDA: MASTER PLAN	5,000.00	.00	.00	.00 .00	.00
494-729-808.000	DDA: CONSULTANT CASSIE BLASCY	7,200.00	7,200.00	6,285.00	600.00 915.00	87.29
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	5,700.00	.00	.00	.00 .00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	4,500.00	2,008.00	1,424.67	216.28 583.33	70.95
494-729-850.000	DDA: WEBSITE	1,000.00	1,000.00	475.00	.00 525.00	47.50
494-729-880.001	DDA: PROMOTIONS	11,000.00	9,165.00	7,157.97	.00 2,007.03	78.10
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	9,750.00	24,434.00	21,245.50	.00 3,188.50	86.95
494-729-880.003	DDA: DESIGN	40,000.00	31,852.00	24,331.70	6,728.64 7,520.30	76.39
494-729-880.004	DDA: ORGANIZATION	3,000.00	1,000.00	.00	.00 1,000.00	.00
494-729-900.000	DDA: ADVERTISING/PRINTING	5,000.00	2,314.00	1,158.81	45.00 1,155.19	50.08
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	.00	1,171.06	213.95 ( 1,171.06)	.00
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	962.89	88.52 2,037.11	32.10
494-729-935.000	DDA: MAINTENANCE FOUR CORNER	6,000.00	2,680.00	1,090.00	285.00 1,590.00	40.67
494-729-936.000	DDA: LANDSCAPING	2,000.00	.00	.00	.00 .00	.00
494-729-967.000	DDA: FARMERS' MARKET	6,000.00	6,000.00	7,351.87	360.00 ( 1,351.87)	122.53
494-729-967.002	DDA: DDA SPONSORSHIPS	4,000.00	1,793.00	224.00	.00 1,569.00	12.49
494-729-967.007	DDA:CART PROJECT	2,500.00	.00	95.00	95.00 ( 95.00)	.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	10,000.00	.00	.00	.00 .00	.00
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00 38,752.00	.00
494-729-993.000	DDA: INTEREST EXPENSE	6,500.00	6,500.00	3,233.70	257.67 3,266.30	49.75
	<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>235,929.00</b>	<b>191,760.00</b>	<b>125,752.90</b>	<b>12,929.98 66,007.10</b>	<b>65.58</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	235,929.00	191,760.00	125,752.90	12,929.98	66,007.10	65.58
NET REVENUE OVER EXPENDITURES	42,451.00	8,271.00	87,746.80	29,025.65	79,475.80	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	200.71	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	5,700,921.94	
101-000-072.000	COUNTY OF OAKLAND	( 2,104.50)	
101-000-075.000	HURON VALLEY SCHOOLS	( 6,440.50)	
101-000-078.000	DUE FROM STATE REVENUES	289,690.00	
	TOTAL ASSETS		5,983,354.75

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.001	ESCROW BONDS&ENG. FEES PAYABLE	520,811.71	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	3,745.76	
101-000-202.003	ESCROW POLICE SAGINAW PIPELINE	2,356.46	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	( 816.00)	
101-000-231.000	PR W/H FICA	215.94	
101-000-231.002	STATE W/H	7,162.33	
101-000-339.000	UNEARNED REVENUE-FEDERAL GRANT	1,055,687.00	
	TOTAL LIABILITIES		1,589,163.20

FUND EQUITY

101-000-386.000	FUND BALANCE-ASSIGN CAPITAL IM	2,000,000.00	
101-000-390.000	FUND BALANCE	1,729,717.69	
	REVENUE OVER EXPENDITURES - YTD	664,473.86	
	TOTAL FUND EQUITY		4,394,191.55
	TOTAL LIABILITIES AND EQUITY		5,983,354.75

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
101-000-402.000	CURRENT PROPERTY TAX	500,000.00	500,000.00	507,578.90	.00 ( 7,578.90)	101.52
101-000-404.000	SALES TAX	1,600,000.00	1,600,000.00	1,627,676.00	.00 ( 27,676.00)	101.73
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	3,157.81	55.42 ( 3,157.81)	.00
101-000-423.000	MOBILE HOME TAXES	5,000.00	5,000.00	5,482.00	544.50 ( 482.00)	109.64
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	317,795.84	79,646.49 ( 17,795.84)	105.93
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	865.00	.00 635.00	57.67
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	3,314.50	374.00 1,685.50	66.29
101-000-491.000	BUILDING PERMITS	170,000.00	200,220.00	226,618.35	18,094.75 ( 26,398.35)	113.18
101-000-491.001	HEATING PERMITS	35,000.00	55,000.00	66,167.60	6,897.40 ( 11,167.60)	120.30
101-000-491.002	PLUMBING PERMITS	20,000.00	20,000.00	34,902.20	2,367.20 ( 14,902.20)	174.51
101-000-491.003	ELECTRICAL PERMITS	40,000.00	55,000.00	68,182.20	6,637.40 ( 13,182.20)	123.97
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	8,986.00	.00 41,014.00	17.97
101-000-528.000	OTHER FEDERAL GRANT REVENUE	.00	.00	36,739.00	.00 ( 36,739.00)	.00
101-000-528.001	ARPA FEDERAL GRANT REVENUE	.00	27,000.00	.00	.00 27,000.00	.00
101-000-584.005	METRO AUTHORITY	12,000.00	12,000.00	21,519.75	.00 ( 9,519.75)	179.33
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	15,000.00	15,000.00	7,070.24	.00 7,929.76	47.13
101-000-607.002	CONTRACTORS REGISTRATIONS	2,400.00	2,400.00	3,286.00	297.00 ( 886.00)	136.92
101-000-607.019	SUMMER TAX COLLECTION FEE	45,000.00	45,000.00	51,244.71	.00 ( 6,244.71)	113.88
101-000-607.022	ENHANCE ACCESS FEES	3,000.00	3,000.00	5,567.95	.00 ( 2,567.95)	185.60
101-000-607.034	ADMINISTRATION FEES	15,000.00	15,000.00	15,103.96	.00 ( 103.96)	100.69
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	41,104.93	5,636.64 8,895.07	82.21
101-000-628.014	REZONING FEES, PLANNING	.00	.00	750.00	.00 ( 750.00)	.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	9,900.00	1,100.00 ( 2,900.00)	141.43
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	7,372.00	15.00 ( 1,372.00)	122.87
101-000-633.000	BOND FORFEITURES	.00	.00	125.00	.00 ( 125.00)	.00
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	8,000.00	13,200.00	.00 ( 5,200.00)	165.00
101-000-651.007	ACTIVITY CENTER REVENUES	6,000.00	6,000.00	2,749.95	.00 3,250.05	45.83
101-000-657.000	VARIOUS FINES	.00	.00	75.00	.00 ( 75.00)	.00
101-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	11,973.86	1,186.33 ( 1,973.86)	119.74
101-000-667.001	PARK: RENTALS	.00	.00	650.00	.00 ( 650.00)	.00
101-000-667.010	ACTIVITY CTR ANNEX UTILITIES	5,000.00	5,000.00	3,359.80	83.00 1,640.20	67.20
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	25,666.63	2,333.33 2,333.37	91.67
101-000-676.018	ELECTION REIMBURSEMENT	.00	35,000.00	( 3,893.22)	( 745.33)	38,893.22 ( 11.12)
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	2,000.00	2,000.00	885.00	.00 1,115.00	44.25
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	5,800.00	5,800.00	6,666.90	.00 ( 866.90)	114.95
101-000-677.031	MISCELLANEOUS	10,000.00	10,000.00	12,657.12	685.00 ( 2,657.12)	126.57
101-000-692.000	APPROPRIATION FUND BAL.	.00	2,009,244.00	.00	.00 2,009,244.00	.00
<b>REVENUE</b>	<b>2,953,700.00</b>	<b>5,093,164.00</b>	<b>3,144,500.98</b>	<b>125,208.13</b>	<b>1,948,663.02</b>	<b>61.74</b>
<b>TOTAL FUND REVENUE</b>	<b>2,953,700.00</b>	<b>5,093,164.00</b>	<b>3,144,500.98</b>	<b>125,208.13</b>	<b>1,948,663.02</b>	<b>61.74</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>LEGISLATIVE</b>							
101-102-702.000	LEGISLATIVE: SALARIES	24,180.00	24,180.00	22,320.96	1,460.08	1,859.04	92.31
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	127.00	.00	5,873.00	2.12
	<b>TOTAL LEGISLATIVE</b>	<b>30,180.00</b>	<b>30,180.00</b>	<b>22,447.96</b>	<b>1,460.08</b>	<b>7,732.04</b>	<b>74.38</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	78,795.00	78,795.00	72,733.92	6,061.16	6,061.08	92.31
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	48,750.00	18,713.00	18,712.50	.00	.50	100.00
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,065.00	13,065.00	12,817.30	996.63	247.70	98.10
101-171-704.003	SUP DEPT: FLOATER (2) WAGE P-T	.00	9,750.00	.00	.00	9,750.00	.00
101-171-704.005	SUP DEPT: MAINT WAGE P-T	29,700.00	29,700.00	25,402.10	2,285.20	4,297.90	85.53
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	.00	.00	1,993.20	304.20	( 1,993.20)	.00
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	125.00	.00	2,375.00	5.00
	<b>TOTAL SUPERVISOR</b>	<b>172,810.00</b>	<b>152,523.00</b>	<b>131,784.02</b>	<b>9,647.19</b>	<b>20,738.98</b>	<b>86.40</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	54,600.00	54,600.00	50,327.39	4,200.00	4,272.61	92.17
101-191-704.001	ACCTG: P-T ASSISTANT	20,904.00	20,904.00	19,285.87	1,608.00	1,618.13	92.26
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	255.00	.00	2,745.00	8.50
	<b>TOTAL ACCOUNTING</b>	<b>78,504.00</b>	<b>78,504.00</b>	<b>69,868.26</b>	<b>5,808.00</b>	<b>8,635.74</b>	<b>89.00</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	74,855.00	74,855.00	69,097.20	5,758.10	5,757.80	92.31
101-215-703.001	CLERK: DEPUTY WAGE F-T	58,500.00	58,500.00	53,798.40	4,492.50	4,701.60	91.96
101-215-703.005	CLERK: CLERICAL WAGE F-T	39,360.00	39,360.00	36,315.16	3,028.51	3,044.84	92.26
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-721.007	CLERK: ELECTION INSPECTORS	.00	.00	( 115.00)	.00	115.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	.00	.00	2,232.66	805.66	( 2,232.66)	.00
101-215-820.000	CLERK: DUES/ED/TRAVEL	4,000.00	4,000.00	3,922.03	105.00	77.97	98.05
101-215-825.004	CLERK: CERTIFICATION	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	.00	35,000.00	15,365.79	13,007.61	19,634.21	43.90
101-215-957.001	CLERK: ELECTION WAGE TO REIMBU	.00	.00	2,914.33	2,385.20	( 2,914.33)	.00
	<b>TOTAL CLERK</b>	<b>181,515.00</b>	<b>216,515.00</b>	<b>183,530.57</b>	<b>29,582.58</b>	<b>32,984.43</b>	<b>84.77</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	74,855.00	74,855.00	69,097.20	5,758.10	5,757.80	92.31
101-253-703.000	TREAS: DEPUTY WAGE F-T	60,450.00	60,450.00	53,551.30	2,418.00	6,898.70	88.59
101-253-703.003	TREAS: CLERICAL WAGE F-T	40,990.00	40,990.00	37,829.35	3,153.00	3,160.65	92.29
101-253-705.004	TREAS: PART-TIME SEASONAL	7,375.00	7,375.00	.00	.00	7,375.00	.00
101-253-820.000	TREAS: DUES/ED/TRAVEL	4,000.00	4,000.00	1,741.23	.00	2,258.77	43.53
101-253-825.002	TREAS: CERTIFICATION	2,500.00	2,500.00	299.00	.00	2,201.00	11.96
	<b>TOTAL TREASURER</b>	<b>190,170.00</b>	<b>190,170.00</b>	<b>162,518.08</b>	<b>11,329.10</b>	<b>27,651.92</b>	<b>85.46</b>
<b>ASSESSOR</b>							
101-257-703.001	ASSESSING: CLERICAL WAGE F-T	25,935.00	22,435.00	20,369.98	2,624.99	2,065.02	90.80
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	122,000.00	122,000.00	109,909.20	9,790.60	12,090.80	90.09
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	565.00	.00	935.00	37.67
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
	<b>TOTAL ASSESSOR</b>	<b>150,035.00</b>	<b>146,535.00</b>	<b>130,844.18</b>	<b>12,415.59</b>	<b>15,690.82</b>	<b>89.29</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	11,000.00	11,000.00	5,178.25	401.37	5,821.75	47.08
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	5,215.78	.00	2,784.22	65.20
101-261-760.000	GEN GOV: MISC. GRANT EXPENSE	.00	.00	36,739.00	.00	( 36,739.00)	.00
101-261-760.002	ARPA FEDERAL GRANT EXPENSE	.00	27,000.00	.00	.00	27,000.00	.00
101-261-801.001	GEN GOV: PROF SERVICES	40,000.00	40,000.00	12,142.50	1,132.50	27,857.50	30.36
101-261-803.000	GEN GOV: SNOWPLOW SERV	36,000.00	36,000.00	23,392.66	.00	12,607.34	64.98
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	48,826.69	3,706.14	26,173.31	65.10
101-261-805.000	GEN GOV: AUDITING	70,000.00	70,000.00	65,685.00	.00	4,315.00	93.84
101-261-810.000	GEN GOV: COURT WITNESS FEES	500.00	500.00	( 26.88)	.00	526.88	( 5.38)
101-261-813.000	GEN GOV: STORM WATER PERMIT	800.00	800.00	500.00	.00	300.00	62.50
101-261-813.001	GEN GOV: WOTA	185,000.00	185,000.00	185,000.00	.00	.00	100.00
101-261-821.000	GEN GOV: MEMBER FEES	10,500.00	10,500.00	11,172.35	322.90	( 672.35)	106.40
101-261-822.000	GEN GOV: BANK FEES	4,000.00	4,000.00	5,009.58	.00	( 1,009.58)	125.24
101-261-830.000	GEN GOV: GEN INSURANCE	65,000.00	65,000.00	67,028.70	.00	( 2,028.70)	103.12
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	12,000.00	12,000.00	9,876.00	823.00	2,124.00	82.30
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	4,499.22	414.64	2,000.78	69.22
101-261-850.002	GEN GOV: WEBSITE	2,000.00	2,000.00	2,220.90	140.00	( 220.90)	111.05
101-261-900.000	GEN GOV: TAX BILL PRINTING	10,000.00	10,000.00	6,585.40	603.31	3,414.60	65.85
101-261-900.001	GEN GOV: ADVERTISING	22,500.00	22,500.00	13,772.46	2,367.64	8,727.54	61.21
101-261-900.002	GEN GOV: PRINTING	4,500.00	4,500.00	872.33	340.11	3,627.67	19.39
101-261-920.000	GEN GOV: UTILITIES	60,000.00	60,000.00	50,944.03	4,271.38	9,055.97	84.91
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	30,000.00	30,000.00	32,860.13	4,186.64	( 2,860.13)	109.53
101-261-937.000	GEN GOV: VEHICLE OP MAINT	3,000.00	3,000.00	2,313.92	193.54	686.08	77.13
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	44,777.07	2,044.67	5,222.93	89.55
101-261-955.000	GEN GOV: MISCELLANEOUS	10,000.00	10,000.00	4,806.06	30.00	5,193.94	48.06
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	12,000.00	26,157.00	26,751.68	.00	( 594.68)	102.27
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	38,000.00	38,000.00	31,348.97	.00	6,651.03	82.50
101-261-971.001	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	11,304.05	.00	( 1,304.05)	113.04
101-261-971.002	GEN GOV: COMMUNITY ROUND TABL	20,000.00	20,000.00	3,670.00	.00	16,330.00	18.35
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	5,000.00	5,000.00	10,205.46	40.98	( 5,205.46)	204.11
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	.00	2,000,000.00	.00	.00	2,000,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>801,300.00</b>	<b>2,842,457.00</b>	<b>722,671.31</b>	<b>21,018.82</b>	<b>2,119,785.69</b>	<b>25.42</b>
<b>GENERAL GOVERNMENT PERSONNE</b>							
101-279-710.000	GGP: EMPLR PAYROLL TAX	85,000.00	85,000.00	78,506.21	6,707.59	6,493.79	92.36
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	110,000.00	110,000.00	77,855.67	.00	32,144.33	70.78
101-279-712.000	GGP: HEALTH/DENTAL/LIFE/DIS INS	170,000.00	160,250.00	141,454.78	10,972.32	18,795.22	88.27
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	12,000.00	12,000.00	4,887.00	.00	7,113.00	40.73
101-279-714.004	GGP: MERIT INCREASES	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	61,000.00	61,000.00	49,764.56	4,541.65	11,235.44	81.58
101-279-716.002	GGP: TUITION REIMB	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	26,001.60	5,291.22	18,998.40	57.78
101-279-718.001	GGP: PTO CASH PAYOUT	.00	15,864.00	1,335.00	.00	14,529.00	8.42
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>496,000.00</b>	<b>502,114.00</b>	<b>379,804.82</b>	<b>27,512.78</b>	<b>122,309.18</b>	<b>75.64</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	61,460.00	61,460.00	57,592.47	4,901.36	3,867.53	93.71
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	37,348.00	37,348.00	34,478.60	2,872.51	2,869.40	92.32
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	35,329.00	35,329.00	31,368.60	2,718.00	3,960.40	88.79
101-371-705.000	BLDG: PART-TIME SEASONAL	.00	5,220.00	5,122.50	435.00	97.50	98.13
101-371-735.000	BLDG: POSTAGE	500.00	500.00	410.49	.00	89.51	82.10
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	75,000.00	135,000.00	113,720.08	9,230.06	21,279.92	84.24
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL	2,500.00	2,500.00	658.00	.00	1,842.00	26.32
	<b>TOTAL BUILDING</b>	<b>212,637.00</b>	<b>277,857.00</b>	<b>243,350.74</b>	<b>20,156.93</b>	<b>34,506.26</b>	<b>87.58</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	41,208.00	41,208.00	37,774.00	3,434.00	3,434.00	91.67
101-567-935.001	CEMETERY: MAINTENANCE	6,000.00	9,000.00	12,409.18	26.99	( 3,409.18)	137.88
101-567-955.000	CEMETERY: MISCELLANEOUS	4,500.00	4,500.00	.00	.00	4,500.00	.00
	<b>TOTAL CEMETERY</b>	<b>51,708.00</b>	<b>54,708.00</b>	<b>50,183.18</b>	<b>3,460.99</b>	<b>4,524.82</b>	<b>91.73</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	8,800.00	8,800.00	7,930.66	1,716.82	869.34	90.12
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	7,500.00	7,500.00	.00	.00	7,500.00	.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	7,500.00	7,500.00	7,500.00	.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	660.00	.00	1,840.00	26.40
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	8,986.00	.00	41,014.00	17.97
	<b>TOTAL SOCIAL SERVICES</b>	<b>76,300.00</b>	<b>76,300.00</b>	<b>25,076.66</b>	<b>1,716.82</b>	<b>51,223.34</b>	<b>32.87</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>SENIOR CENTER</b>							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	45,825.00	45,825.00	42,173.79	3,525.00	3,651.21	92.03
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	29,250.00	16,250.00	17,910.00	1,500.00	( 1,660.00)	110.22
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-	19,500.00	19,500.00	18,255.00	1,635.00	1,245.00	93.62
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	19,500.00	19,500.00	.00	.00	19,500.00	.00
101-672-704.006	ACTIVITY CTR: SECURITY P-T	4,097.00	4,097.00	.00	.00	4,097.00	.00
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	11,700.00	11,700.00	10,552.80	865.80	1,147.20	90.19
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	5,000.00	5,000.00	205.03	.00	4,794.97	4.10
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	1,346.76	.00	4,653.24	22.45
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	2.40	.00	2,497.60	.10
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	146.25	.00	1,053.75	12.19
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	851.37	89.75	648.63	56.76
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	2,006.94	344.23	493.06	80.28
101-672-850.002	ANNEX: INTERNET SERVICE	1,500.00	1,500.00	2,602.22	326.57	( 1,102.22)	173.48
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	6,500.00	6,500.00	7,024.40	590.00	( 524.40)	108.07
101-672-920.000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	5,569.70	15.84	3,430.30	61.89
101-672-920.002	ANNEX: UTILITIES	9,000.00	9,000.00	4,770.78	46.80	4,229.22	53.01
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	5,000.00	5,000.00	1,297.17	165.15	3,702.83	25.94
101-672-936.002	ANNEX: BUILDING MAINT	5,000.00	5,000.00	10,567.49	542.40	( 5,567.49)	211.35
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	1,980.25	.00	519.75	79.21
101-672-940.000	ACTIVITY CTR: RENT EXPENSE	.00	13,000.00	11,500.00	1,500.00	1,500.00	88.46
	<b>TOTAL SENIOR CENTER</b>	<b>187,072.00</b>	<b>187,072.00</b>	<b>138,762.35</b>	<b>11,146.54</b>	<b>48,309.65</b>	<b>74.18</b>
<b>PLANNING &amp; ORDINANCE</b>							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	75,266.00	75,266.00	69,660.30	5,790.00	5,605.70	92.55
101-701-703.003	PLNG: CLERICAL WAGE F-T	35,330.00	.00	.00	.00	.00	.00
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	51,010.00	51,010.00	47,419.83	4,054.80	3,590.17	92.96
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	24,256.00	24,256.00	22,050.09	1,843.00	2,205.91	90.91
101-701-801.000	PLNG: CONSULTANT PROF.	.00	68,867.00	29,440.00	11,900.00	39,427.00	42.75
101-701-820.000	PLNG: DUES/ED/TRAVEL	1,500.00	1,500.00	1,805.00	210.00	( 305.00)	120.33
101-701-825.002	PLNG: CERTIFICATION	2,000.00	2,000.00	110.00	25.00	1,890.00	5.50
101-701-935.000	OE: VIOLATION CORRECTIONS	5,000.00	5,000.00	1,075.00	.00	3,925.00	21.50
	<b>TOTAL PLANNING &amp; ORDINANCE</b>	<b>194,362.00</b>	<b>227,899.00</b>	<b>171,560.22</b>	<b>23,822.80</b>	<b>56,338.78</b>	<b>75.28</b>
<b>ZONING BOARD OF APPEALS (ZBA)</b>							
101-702-720.000	ZBA: MEETING PAY	8,880.00	8,880.00	5,270.00	960.00	3,610.00	59.35
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	152.00	.00	848.00	15.20
101-702-900.000	ZBA: ADVERTISING	2,500.00	2,500.00	5,256.50	293.25	( 2,756.50)	210.26
	<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>15,280.00</b>	<b>15,280.00</b>	<b>10,678.50</b>	<b>1,253.25</b>	<b>4,601.50</b>	<b>69.89</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>PLANNING COMMISSION</b>							
101-703-720.000	PLNG COMM: RECORDING SECTY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-703-720.001	PLNG COMM: COMMISSION	11,400.00	11,400.00	4,111.25	892.50	7,288.75	36.06
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	30,000.00	30,000.00	.00	.00	30,000.00	.00
101-703-801.001	PLNG COMM: ORDINANCE REVISION	10,000.00	10,000.00	7,154.91	.00	2,845.09	71.55
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	925.00	.00	1,075.00	46.25
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	3,500.00	3,500.00	3,213.00	969.00	287.00	91.80
	<b>TOTAL PLANNING COMMISSION</b>	<b>60,050.00</b>	<b>60,050.00</b>	<b>15,404.16</b>	<b>1,861.50</b>	<b>44,645.84</b>	<b>25.65</b>
<b>PARKS</b>							
101-751-729.000	PARKS: HIGHLAND STATION	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-729.001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	610.20	.00	1,889.80	24.41
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	564.34	.00	2,435.66	18.81
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	5,035.17	689.06	( 2,035.17)	167.84
101-751-920.000	PARKS: UTILITIES	3,000.00	3,000.00	1,438.40	( 569.63)	1,561.60	47.95
101-751-935.000	PARKS: MAINTENANCE	18,000.00	18,000.00	13,894.00	1,385.80	4,106.00	77.19
	<b>TOTAL PARKS</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>21,542.11</b>	<b>1,505.23</b>	<b>13,457.89</b>	<b>61.55</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>2,932,923.00</b>	<b>5,093,164.00</b>	<b>2,480,027.12</b>	<b>183,698.20</b>	<b>2,613,136.88</b>	<b>48.69</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>20,777.00</b>	<b>.00</b>	<b>664,473.86</b>	<b>( 58,490.07)</b>	<b>664,473.86</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

ROAD FUND

ASSETS

203-000-002.000 HAULING ROUTE SAVINGS ACCT.  
203-000-010.000 CASH - COMBINED SAVINGS

542,183.00  
31,930.35

TOTAL ASSETS

574,113.35

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.001 HAULING ROUTE PAYABLE

50,838.77

TOTAL LIABILITIES

50,838.77

FUND EQUITY

203-000-390.000 FUND BALANCE  
203-000-392.000 RESTRICTED FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

4,563.21  
491,344.23  
27,367.14

TOTAL FUND EQUITY

523,274.58

TOTAL LIABILITIES AND EQUITY

574,113.35

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**ROAD FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
203-000-665.000	1,500.00	1,500.00	8.96	.61	1,491.04	.60
203-000-699.401	100,000.00	100,000.00	100,000.00	.00	.00	100.00
<b>REVENUE</b>	<b>101,500.00</b>	<b>101,500.00</b>	<b>100,008.96</b>	<b>.61</b>	<b>1,491.04</b>	<b>98.53</b>
<b>TOTAL FUND REVENUE</b>	<b>101,500.00</b>	<b>101,500.00</b>	<b>100,008.96</b>	<b>.61</b>	<b>1,491.04</b>	<b>98.53</b>
<u>ROAD</u>						
203-596-967.000	60,000.00	60,000.00	32,860.82	1,750.00	27,139.18	54.77
203-596-967.001	40,000.00	40,000.00	39,781.00	.00	219.00	99.45
<b>TOTAL ROAD</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>72,641.82</b>	<b>1,750.00</b>	<b>27,358.18</b>	<b>72.64</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>72,641.82</b>	<b>1,750.00</b>	<b>27,358.18</b>	<b>72.64</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>27,367.14</b>	<b>( 1,749.39)</b>	<b>25,867.14</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

FIRE FUND

ASSETS

206-000-010.000 CASH - COMBINED SAVINGS

1,471,480.70

TOTAL ASSETS

1,471,480.70

LIABILITIES AND EQUITY

FUND EQUITY

206-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

1,343,646.15  
127,834.55

TOTAL FUND EQUITY

1,471,480.70

TOTAL LIABILITIES AND EQUITY

1,471,480.70

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
206-000-402.000	PROPERTY TAXES	1,137,266.00	1,137,266.00	1,143,557.96	.00 ( 6,291.96)	100.55
206-000-603.000	CONSULTING FEE	.00	.00	645.00	395.00 ( 645.00)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	.00	6,315.00	1,100.00 ( 6,315.00)	.00
206-000-638.000	EMS TRANSPORT	350,000.00	350,000.00	334,086.39	36,205.82 15,913.61	95.45
206-000-665.000	INTEREST ON INVESTMENTS	15,000.00	15,000.00	10,517.74	171.35 4,482.26	70.12
206-000-677.000	MISCELLANEOUS	15,000.00	15,000.00	1,571.00	100.00 13,429.00	10.47
206-000-692.000	APPROPRIATION FUND BAL.	.00	59,430.00	.00	.00 59,430.00	.00
206-000-693.000	ASSET SALE PROCEEDS	.00	.00	12,000.00	.00 ( 12,000.00)	.00
	<b>REVENUE</b>	<b>1,517,266.00</b>	<b>1,576,696.00</b>	<b>1,508,693.09</b>	<b>37,972.17 68,002.91</b>	<b>95.69</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,517,266.00</b>	<b>1,576,696.00</b>	<b>1,508,693.09</b>	<b>37,972.17 68,002.91</b>	<b>95.69</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**FIRE FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>FIRE</b>							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	74,504.00	74,504.00	69,447.12	5,787.26	5,056.88	93.21
206-336-703.000	FIRE: F-T WAGE OFFICER N.G.	60,632.00	62,451.00	57,647.73	4,803.92	4,803.27	92.31
206-336-703.001	FIRE:F-T WAGE OFFICER D.K.	59,116.00	60,889.00	55,914.45	4,683.08	4,974.55	91.83
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	60,632.00	62,451.00	57,839.49	4,803.92	4,611.51	92.62
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	50,986.00	52,186.00	48,974.08	4,040.72	3,211.92	93.85
206-336-703.004	FIRE:F-T WAGE MEDIC M.B.	50,986.00	48,574.00	43,254.08	3,837.20	5,319.92	89.05
206-336-703.005	FIRE:F-T WAGE MEDIC A.G.	50,986.00	48,574.00	43,648.53	3,837.20	4,925.47	89.86
206-336-703.013	FIRE: MARSHAL COMPENSATION	26,047.00	27,846.00	25,884.78	2,163.51	1,961.22	92.96
206-336-704.006	FIRE: P-T CLERICAL	15,382.00	15,912.00	14,532.90	1,208.70	1,379.10	91.33
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	375,000.00	415,000.00	370,439.02	27,327.39	44,560.98	89.26
206-336-707.007	FIRE: F-T OVERTIME	40,000.00	50,000.00	46,754.78	17,019.07	3,245.22	93.51
206-336-709.001	FIRE: CLOTHING ALLOWANCE	3,500.00	3,500.00	3,500.00	.00	.00	100.00
206-336-709.002	FIRE: FOOD ALLOWANCE	3,500.00	3,500.00	3,500.00	.00	.00	100.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	66,117.00	66,117.00	60,944.80	5,804.80	5,172.20	92.18
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	.00	24,200.00	24,200.00	.00	.00	100.00
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T	25,694.00	25,694.00	14,050.05	.00	11,643.95	54.68
206-336-712.001	FIRE:HEALTH/DENTAL/LIFE/DISINS	60,000.00	60,000.00	56,789.72	4,029.32	3,210.28	94.65
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	12,000.00	12,000.00	9,564.00	.00	2,436.00	79.70
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE:CASH IN LIEU BENEF BUYOUT	9,552.00	10,300.00	9,436.07	866.04	863.93	91.61
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	.00	.00	18,980.95	1,526.14	( 18,980.95)	.00
206-336-719.000	FIRE: POST PLAN	10,500.00	10,500.00	.00	.00	10,500.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	10,176.99	.00	( 178.99)	101.79
206-336-722.010	FIRE: INSTRUCTOR TRAINING	3,500.00	3,500.00	1,109.32	298.32	2,390.68	31.69
206-336-727.000	FIRE: SUPPLIES	8,000.00	8,000.00	7,165.52	593.21	834.48	89.57
206-336-731.000	FIRE: MEDICAL SUPPLIES	15,000.00	15,000.00	17,291.73	1,329.99	( 2,291.73)	115.28
206-336-732.000	FIRE: UNIFORMS	30,000.00	30,000.00	24,164.65	735.95	5,835.35	80.55
206-336-750.000	FIRE: VEHICLE GAS/OIL	30,000.00	30,000.00	25,293.25	2,967.58	4,706.75	84.31
206-336-801.000	FIRE: CODE ENFORCEMENT	10,000.00	10,000.00	.00	.00	10,000.00	.00
206-336-804.000	FIRE: LEGAL SERVICES	10,000.00	10,000.00	1,019.75	.00	8,980.25	10.20
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	4,673.92	467.99	( 2,173.92)	186.96
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,000.00	15,000.00	10,789.26	3.80	4,210.74	71.93
206-336-820.000	FIRE: DUES & EDUCATION	15,000.00	15,000.00	14,160.80	139.00	839.20	94.41
206-336-830.000	FIRE: INSURANCE/BONDS	100,000.00	100,000.00	103,381.00	.00	( 3,381.00)	103.38
206-336-851.000	FIRE: RADIO COMMUNICATIONS	48,500.00	48,500.00	34,625.03	4,170.27	13,874.97	71.39
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	2,609.22	.00	2,390.78	52.18
206-336-920.000	FIRE: PUBLIC UTILITIES	30,000.00	30,000.00	26,008.24	2,158.50	3,991.76	86.69
206-336-930.000	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	27,265.02	818.88	22,734.98	54.53
206-336-936.000	FIRE: BLDG MAINT/REPAIR	20,000.00	20,000.00	13,482.36	1,355.89	6,517.64	67.41
206-336-937.000	FIRE: EQUIP MAINT	15,000.00	15,000.00	16,096.88	267.98	( 1,096.88)	107.31
206-336-955.000	FIRE: MISC EXPENSE	10,000.00	10,000.00	4,309.00	585.00	5,691.00	43.09
206-336-967.000	FIRE: NEW PROJECTS	10,000.00	10,000.00	1,934.05	552.25	8,065.95	19.34
	<b>TOTAL FIRE</b>	<b>1,497,632.00</b>	<b>1,576,696.00</b>	<b>1,380,858.54</b>	<b>108,182.88</b>	<b>195,837.46</b>	<b>87.58</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,497,632.00</b>	<b>1,576,696.00</b>	<b>1,380,858.54</b>	<b>108,182.88</b>	<b>195,837.46</b>	<b>87.58</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**FIRE FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	19,634.00	.00	127,834.55	( 70,210.71)	127,834.55	
	19,634.00	.00	127,834.55	( 70,210.71)	127,834.55	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

POLICE FUND

ASSETS

207-000-004.000 PETTY CASH  
207-000-010.000 CASH - COMBINED SAVINGS

50.00  
3,101,384.15

TOTAL ASSETS

3,101,434.15

LIABILITIES AND EQUITY

FUND EQUITY

207-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

2,079,441.74  
1,021,992.41

TOTAL FUND EQUITY

3,101,434.15

TOTAL LIABILITIES AND EQUITY

3,101,434.15



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
207-000-402.000	CURRENT TAXES	2,820,618.00	2,820,618.00	2,835,175.03	.00 ( 14,557.03)	100.52
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	9,600.00	9,600.00	8,760.40	.00 839.60	91.25
207-000-528.000	OTHER FEDERAL GRANT REVENUE	.00	.00	22,542.92	.00 ( 22,542.92)	.00
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	8,504.26	.00 3,495.74	70.87
207-000-582.001	SCHOOL PARTICIPATION	105,000.00	105,000.00	75,646.56	.00 29,353.44	72.04
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	148,500.00	.00 13,500.00	91.67
207-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	12,487.49	254.93 2,512.51	83.25
207-000-677.000	MISCELLANEOUS	.00	.00	600.00	.00 ( 600.00)	.00
207-000-692.000	APPROPRIATION FUND BAL.	.00	310,000.00	.00	.00 310,000.00	.00
	<b>REVENUE</b>	<b>3,124,218.00</b>	<b>3,434,218.00</b>	<b>3,112,216.66</b>	<b>254.93 322,001.34</b>	<b>90.62</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,124,218.00</b>	<b>3,434,218.00</b>	<b>3,112,216.66</b>	<b>254.93 322,001.34</b>	<b>90.62</b>
<b>POLICE</b>						
207-301-704.001	POLICE: CLERICAL WAGE P-T	31,000.00	31,000.00	29,950.52	2,479.18 1,049.48	96.61
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	2,800.00	2,800.00	2,281.08	189.64 518.92	81.47
207-301-729.001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00 5,000.00	.00
207-301-807.000	POLICE: OAKLAND CO SHER CONT	2,648,182.00	2,648,182.00	1,839,433.72	229,431.75 808,748.28	69.46
207-301-807.002	POLICE: SCHOOL RESOURCE OFFICE	105,000.00	105,000.00	.00	.00 105,000.00	.00
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	12,000.00	.00	.00 12,000.00	.00
207-301-807.004	POLICE: OVERTIME	200,000.00	200,000.00	80,451.57	3,141.39 119,548.43	40.23
207-301-874.000	POLICE: RETIREE MEDICAL	1,500.00	1,500.00	.00	.00 1,500.00	.00
207-301-920.000	POLICE: UTILITIES	14,000.00	14,000.00	5,308.96	.00 8,691.04	37.92
207-301-935.000	POLICE: SHERIFF'S MAINT	20,000.00	20,000.00	10,900.22	720.20 9,099.78	54.50
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	25,666.63	2,333.33 2,333.37	91.67
207-301-955.000	POLICE: MISCELLANEOUS	10,000.00	10,000.00	145.00	.00 9,855.00	1.45
207-301-971.000	POLICE: RESERVE EQUIPMENT	1,500.00	1,500.00	.00	.00 1,500.00	.00
207-301-971.001	POLICE: EQUIP CAP OUTLAY	25,000.00	25,000.00	3,788.23	.00 21,211.77	15.15
207-301-971.002	POLICE: BUILDING REN	20,000.00	330,000.00	92,298.32	36,157.44 237,701.68	27.97
	<b>TOTAL POLICE</b>	<b>3,123,982.00</b>	<b>3,433,982.00</b>	<b>2,090,224.25</b>	<b>274,452.93 1,343,757.75</b>	<b>60.87</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,123,982.00</b>	<b>3,433,982.00</b>	<b>2,090,224.25</b>	<b>274,452.93 1,343,757.75</b>	<b>60.87</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>236.00</b>	<b>236.00</b>	<b>1,021,992.41</b>	<b>( 274,198.00) 1,021,756.41</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

REFUSE FUND

ASSETS

227-000-010.000 CASH - COMBINED SAVINGS

331,693.43

TOTAL ASSETS

331,693.43

LIABILITIES AND EQUITY

FUND EQUITY

227-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

202,212.91  
129,480.52

TOTAL FUND EQUITY

331,693.43

TOTAL LIABILITIES AND EQUITY

331,693.43

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**REFUSE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
227-000-626.000	REFUSE COLLECTION	1,096,425.00	1,096,425.00	1,105,499.76	.00 ( 9,074.76)	100.83
227-000-647.002	REFUSE CONTAINERS	1,000.00	1,000.00	15.00	.00 985.00	1.50
227-000-665.000	INTEREST EARNINGS	5,000.00	5,000.00	1,955.07	47.71 3,044.93	39.10
227-000-677.000	MISCELLANEOUS	.00	.00	2,760.00	207.00 ( 2,760.00)	.00
	<b>REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,110,229.83</b>	<b>254.71 ( 7,804.83)</b>	<b>100.71</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,110,229.83</b>	<b>254.71 ( 7,804.83)</b>	<b>100.71</b>
<b>REFUSE</b>						
227-526-703.000	REFUSE: CLERICAL WAGE F-T	11,115.00	11,115.00	8,730.02	1,125.01 2,384.98	78.54
227-526-710.000	REFUSE: EMPLR PAYROLL TAX	995.00	995.00	.00	.00 995.00	.00
227-526-801.000	REFUSE: CONTRACTOR	1,047,000.00	1,047,000.00	961,549.29	87,577.10 85,450.71	91.84
227-526-812.000	REFUSE: FUND ADMIN COSTS	10,470.00	10,470.00	10,470.00	.00 .00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	4,000.00	4,000.00	.00	.00 4,000.00	.00
	<b>TOTAL REFUSE</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>980,749.31</b>	<b>88,702.11 92,830.69</b>	<b>91.35</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>980,749.31</b>	<b>88,702.11 92,830.69</b>	<b>91.35</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>28,845.00</b>	<b>28,845.00</b>	<b>129,480.52</b>	<b>( 88,447.40) 100,635.52</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

BUS TRANSPORTATION

ASSETS

288-000-004.000	PETTY CASH	.00	
288-000-010.000	CASH - COMBINED SAVINGS	.00	
288-000-078.000	DUE FROM RECEIVABLES	.00	
		<hr/>	
	TOTAL ASSETS		<hr/> <hr/> .00

LIABILITIES AND EQUITY

LIABILITIES

288-000-202.000	ACCOUNTS PAYABLE	.00	
288-000-280.000	DEFERRED REVENUE	.00	
288-000-314.000	LOAN DUE TO GENERAL FUND	.00	
		<hr/>	
	TOTAL LIABILITIES		.00

FUND EQUITY

288-000-390.000	FUND BALANCE	40,429.65	
	REVENUE OVER EXPENDITURES - YTD	( 40,429.65)	
		<hr/>	
	TOTAL FUND EQUITY		<hr/> .00
	TOTAL LIABILITIES AND EQUITY		<hr/> <hr/> .00

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**BUS TRANSPORTATION**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
288-000-692.011	APPROPRIATION FUND BAL.	.00	40,429.65	.00	.00	40,429.65	.00
	REVENUE	.00	40,429.65	.00	.00	40,429.65	.00
	TOTAL FUND REVENUE	.00	40,429.65	.00	.00	40,429.65	.00
<u>TRANSPORTATION</u>							
288-596-801.000	BUS: WOTA SEMCOG GRANT MGMNT	.00	40,429.65	40,429.65	.00	.00	100.00
	TOTAL TRANSPORTATION	.00	40,429.65	40,429.65	.00	.00	100.00
	TOTAL FUND EXPENDITURES	.00	40,429.65	40,429.65	.00	.00	100.00
	NET REVENUE OVER EXPENDITURES	.00	.00	( 40,429.65)	.00	( 40,429.65)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000 CASH - COMBINED SAVINGS  
401-000-084.494 DUE TO/FROM DDA

4,121,412.80  
120,167.17

TOTAL ASSETS

4,241,579.97

LIABILITIES AND EQUITY

LIABILITIES

401-000-204.000 RETAINAGE PAYABLE

4,106.76

TOTAL LIABILITIES

4,106.76

FUND EQUITY

401-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

5,297,546.27  
( 1,060,073.06)

TOTAL FUND EQUITY

4,237,473.21

TOTAL LIABILITIES AND EQUITY

4,241,579.97

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
401-000-665.000	INTEREST EARNINGS	.00	27,000.00	6,505.53	415.02	20,494.47	24.09
401-000-665.001	INTEREST EARNINGS DDA LOAN	.00	.00	3,233.70	257.67	( 3,233.70)	.00
401-000-667.002	CELL TOWER LEASE	130,000.00	130,000.00	206,937.15	19,149.37	( 76,937.15)	159.18
401-000-692.000	APPROPRIATION FUND BAL.	4,730,000.00	943,000.00	.00	.00	943,000.00	.00
401-000-699.000	OPERATING TRANSFER IN	.00	2,000,000.00	.00	.00	2,000,000.00	.00
	<b>REVENUE</b>	<b>4,860,000.00</b>	<b>3,100,000.00</b>	<b>216,676.38</b>	<b>19,822.06</b>	<b>2,883,323.62</b>	<b>6.99</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,860,000.00</b>	<b>3,100,000.00</b>	<b>216,676.38</b>	<b>19,822.06</b>	<b>2,883,323.62</b>	<b>6.99</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	4,600,000.00	2,720,000.00	1,060,873.79	394,806.11	1,659,126.21	39.00
401-261-971.008	M59 BIKEPATHS	.00	.00	2,271.34	.00	( 2,271.34)	.00
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	.00	150,000.00	83,133.02	95.35	66,866.98	55.42
401-261-971.013	SEWER ANTICIPATION EXPENSE	100,000.00	20,000.00	.00	.00	20,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	.00	50,000.00	25,471.29	3,084.49	24,528.71	50.94
401-261-995.103	TRANSFER TO ROAD FUND	.00	100,000.00	100,000.00	.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>4,700,000.00</b>	<b>3,040,000.00</b>	<b>1,271,749.44</b>	<b>397,985.95</b>	<b>1,768,250.56</b>	<b>41.83</b>
<b>ANNEX</b>							
401-523-971.000	ANNEX IMPROVEMENTS	5,000.00	5,000.00	.00	.00	5,000.00	.00
	<b>TOTAL ANNEX</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>.00</b>
<b>CEMETERY</b>							
401-567-971.000	CEMETERY IMPROVEMENTS	30,000.00	10,000.00	.00	.00	10,000.00	.00
	<b>TOTAL CEMETERY</b>	<b>30,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>.00</b>
<b>PARKS</b>							
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	35,000.00	15,000.00	.00	.00	15,000.00	.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	90,000.00	20,000.00	.00	.00	20,000.00	.00
401-751-971.002	NEW PARK PROPERTY	.00	10,000.00	5,000.00	.00	5,000.00	50.00
	<b>TOTAL PARKS</b>	<b>125,000.00</b>	<b>45,000.00</b>	<b>5,000.00</b>	<b>.00</b>	<b>40,000.00</b>	<b>11.11</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>4,860,000.00</b>	<b>3,100,000.00</b>	<b>1,276,749.44</b>	<b>397,985.95</b>	<b>1,823,250.56</b>	<b>41.19</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 1,060,073.06)</b>	<b>( 378,163.89)</b>	<b>( 1,060,073.06)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

FIRE CAPITAL FUND

ASSETS

402-000-010.000 CASH - COMBINED SAVINGS

3,223,609.78

TOTAL ASSETS

3,223,609.78

LIABILITIES AND EQUITY

FUND EQUITY

402-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

6,782,179.72  
( 3,558,569.94)

TOTAL FUND EQUITY

3,223,609.78

TOTAL LIABILITIES AND EQUITY

3,223,609.78



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**FIRE CAPITAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
402-000-402.001	821,847.00	821,847.00	824,921.03	.00	( 3,074.03)	100.37
402-000-665.000	25,000.00	25,000.00	33,481.51	731.47	( 8,481.51)	133.93
402-000-692.000	.00	4,215,217.00	.00	.00	4,215,217.00	.00
<b>REVENUE</b>	<b>846,847.00</b>	<b>5,062,064.00</b>	<b>858,402.54</b>	<b>731.47</b>	<b>4,203,661.46</b>	<b>16.96</b>
<b>TOTAL FUND REVENUE</b>	<b>846,847.00</b>	<b>5,062,064.00</b>	<b>858,402.54</b>	<b>731.47</b>	<b>4,203,661.46</b>	<b>16.96</b>
<b>FIRE</b>						
402-336-971.000	.00	174,396.00	176,512.99	.00	( 2,116.99)	101.21
402-336-971.002	20,000.00	20,000.00	.00	.00	20,000.00	.00
402-336-971.003	.00	2,993,666.00	2,992,768.03	4,061.68	897.97	99.97
402-336-971.004	.00	1,330,000.00	703,191.46	275.50	626,808.54	52.87
402-336-991.000	410,376.00	270,000.00	270,000.00	.00	.00	100.00
402-336-993.001	133,626.00	274,002.00	274,000.00	.00	2.00	100.00
402-336-993.002	.00	.00	500.00	.00	( 500.00)	.00
<b>TOTAL FIRE</b>	<b>564,002.00</b>	<b>5,062,064.00</b>	<b>4,416,972.48</b>	<b>4,337.18</b>	<b>645,091.52</b>	<b>87.26</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>564,002.00</b>	<b>5,062,064.00</b>	<b>4,416,972.48</b>	<b>4,337.18</b>	<b>645,091.52</b>	<b>87.26</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>282,845.00</b>	<b>.00</b>	<b>( 3,558,569.94)</b>	<b>( 3,605.71)</b>	<b>( 3,558,569.94)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

DOWNTOWN DEVELOPMENT FUND

ASSETS

494-000-010.000 CASH - COMBINED SAVINGS  
494-000-019.000 TAXES RECEIVABLE

386,168.15  
63,000.00

TOTAL ASSETS

449,168.15

LIABILITIES AND EQUITY

LIABILITIES

494-000-280.000 DEFERRED REVENUE  
494-000-308.000 LONG-TERM LOAN

100,000.00  
120,167.17

TOTAL LIABILITIES

220,167.17

FUND EQUITY

494-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

141,254.18  
87,746.80

TOTAL FUND EQUITY

229,000.98

TOTAL LIABILITIES AND EQUITY

449,168.15

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
494-000-569.000	GRANT REVENUE	.00	6,500.00	9,000.00	.00 ( 2,500.00)	138.46
494-000-573.000	LOCAL COMMUNITY STABILIZATION	.00	.00	40,421.15	40,421.15 ( 40,421.15)	.00
494-000-665.000	INTEREST EARNINGS	1,080.00	486.00	768.78	70.60 ( 282.78)	158.19
494-000-677.000	MISCELLANEOUS	.00	10.00	10.00	.00 .00	100.00
494-000-677.001	DDA EVENTS FUND	.00	( 3,370.00)	( 3,870.00)	.00 ( 500.00)	( 114.84)
494-000-677.004	HIGHLAND STATION DONATIONS	.00	.00	200.00	.00 ( 200.00)	.00
494-000-677.005	FUNDRAISING	3,000.00	2,205.00	2,555.00	315.00 ( 350.00)	115.87
494-000-677.008	FARMERS MARKET RESERVATIONS	300.00	300.00	.00	.00 300.00	.00
494-000-677.010	TIF	274,000.00	173,900.00	164,414.77	1,148.88 9,485.23	94.55
494-000-692.000	APPROP FUND BALANCE	.00	20,000.00	.00	.00 20,000.00	.00
	<b>REVENUE</b>	<b>278,380.00</b>	<b>200,031.00</b>	<b>213,499.70</b>	<b>41,955.63 ( 13,468.70)</b>	<b>106.73</b>
	<b>TOTAL FUND REVENUE</b>	<b>278,380.00</b>	<b>200,031.00</b>	<b>213,499.70</b>	<b>41,955.63 ( 13,468.70)</b>	<b>106.73</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>						
494-729-702.001	DDA: DIRECTOR	48,144.00	48,144.00	44,628.44	3,732.62 3,515.56	92.70
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	3,683.00	3,683.00	3,388.35	285.55 294.65	92.00
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	700.00	.00 500.00	58.33
494-729-728.000	DDA: OFFICE SUPPLIES	1,500.00	835.00	640.44	21.75 194.56	76.70
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	.00	.00	.00 .00	.00
494-729-801.000	DDA: PROF SERVICES	7,000.00	200.00	188.50	.00 11.50	94.25
494-729-801.001	DDA: MASTER PLAN	5,000.00	.00	.00	.00 .00	.00
494-729-808.000	DDA: CONSULTANT CASSIE BLASCY	7,200.00	7,200.00	6,285.00	600.00 915.00	87.29
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	5,700.00	.00	.00	.00 .00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	4,500.00	2,008.00	1,424.67	216.28 583.33	70.95
494-729-850.000	DDA: WEBSITE	1,000.00	1,000.00	475.00	.00 525.00	47.50
494-729-880.001	DDA: PROMOTIONS	11,000.00	9,165.00	7,157.97	.00 2,007.03	78.10
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	9,750.00	24,434.00	21,245.50	.00 3,188.50	86.95
494-729-880.003	DDA: DESIGN	40,000.00	31,852.00	24,331.70	6,728.64 7,520.30	76.39
494-729-880.004	DDA: ORGANIZATION	3,000.00	1,000.00	.00	.00 1,000.00	.00
494-729-900.000	DDA: ADVERTISING/PRINTING	5,000.00	2,314.00	1,158.81	45.00 1,155.19	50.08
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	.00	1,171.06	213.95 ( 1,171.06)	.00
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	962.89	88.52 2,037.11	32.10
494-729-935.000	DDA: MAINTENANCE FOUR CORNER	6,000.00	2,680.00	1,090.00	285.00 1,590.00	40.67
494-729-936.000	DDA: LANDSCAPING	2,000.00	.00	.00	.00 .00	.00
494-729-967.000	DDA: FARMERS' MARKET	6,000.00	6,000.00	7,351.87	360.00 ( 1,351.87)	122.53
494-729-967.002	DDA: DDA SPONSORSHIPS	4,000.00	1,793.00	224.00	.00 1,569.00	12.49
494-729-967.007	DDA:CART PROJECT	2,500.00	.00	95.00	95.00 ( 95.00)	.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	10,000.00	.00	.00	.00 .00	.00
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00 38,752.00	.00
494-729-993.000	DDA: INTEREST EXPENSE	6,500.00	6,500.00	3,233.70	257.67 3,266.30	49.75
	<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>235,929.00</b>	<b>191,760.00</b>	<b>125,752.90</b>	<b>12,929.98 66,007.10</b>	<b>65.58</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	235,929.00	191,760.00	125,752.90	12,929.98	66,007.10	65.58
NET REVENUE OVER EXPENDITURES	42,451.00	8,271.00	87,746.80	29,025.65	79,475.80	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	427,232.78	
591-000-001.001	CASH - DEBT	1.41	
591-000-010.000	CASH - COMBINED SAVINGS	2,089.41	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	48,362.98	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST	81,886.16	
591-000-123.000	PREPAID EXPENSES	9,905.24	
591-000-152.000	WATERMAINS	8,000,969.53	
591-000-153.000	A/D WATER MAINS	( 358,705.55)	
	TOTAL ASSETS		<u>8,211,741.96</u>

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.001	ACCOUNTS PAYABLE VOUCHER	289.95	
591-000-209.000	INTEREST PAYABLE	2,653.68	
591-000-214.000	DUE TO OTHER FUNDS-INVENTORY	5,555.36	
591-000-251.000	ACCOUNTS PAYABLE ACCRUED INT	.65	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	66,000.00	
591-000-300.001	SPECIAL ASSESSMENT BOND	600,000.00	
591-000-399.000	UNRESTRICTED NET ASSETS	54,259.00	
	TOTAL LIABILITIES		728,758.64

FUND EQUITY

591-000-373.000	CONTRIBUTED CAPITAL NET POSITI	6,921,264.00	
591-000-390.000	NET POSITION	1,211,811.76	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	66,959.06	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED	77,058.94	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED	557,717.37	
591-000-392.003	RESTRICTED DEBT	( 56,168.51)	
	REVENUE OVER EXPENDITURES - YTD	( 1,295,659.30)	
	TOTAL FUND EQUITY		<u>7,482,983.32</u>

	TOTAL LIABILITIES AND EQUITY		<u>8,211,741.96</u>
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**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**WATER SYSTEM**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
591-000-082.000						
TRANSFER IN FROM OAKLAND CTY	.00	.00	65,286.06	.00	( 65,286.06)	.00
	.00	.00	65,286.06	.00	( 65,286.06)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>65,286.06</b>	<b>.00</b>	<b>( 65,286.06)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>65,286.06</b>	<b>.00</b>	<b>( 65,286.06)</b>	<b>.00</b>
<b>WATER</b>						
591-536-812.000						
FUND ADMINISTRATION COST	.00	.00	58,742.87	.00	( 58,742.87)	.00
591-536-921.000						
SYSTEMS	.00	.00	80,503.87	.00	( 80,503.87)	.00
591-536-921.001						
PLAN REVIEW & PERMITTING	.00	.00	5,160.22	.00	( 5,160.22)	.00
591-536-921.002						
MAPPING UNIT	.00	.00	7,383.94	.00	( 7,383.94)	.00
591-536-921.003						
BILLING SERVICES	.00	.00	10,881.37	.00	( 10,881.37)	.00
591-536-935.000						
MAINTENANCE	.00	.00	81,125.38	.00	( 81,125.38)	.00
591-536-938.001						
WATER SYSTEMS	.00	.00	42,419.79	.00	( 42,419.79)	.00
591-536-938.002						
WATER MAINTENANCE	.00	.00	151,199.63	.00	( 151,199.63)	.00
591-536-938.003						
PUMP MAINTENANCE	.00	.00	265,584.03	.00	( 265,584.03)	.00
591-536-991.000						
DEBT PAYMENT	.00	.00	66,000.00	.00	( 66,000.00)	.00
591-536-993.001						
INTEREST EXPENSE	.00	.00	13,368.54	.00	( 13,368.54)	.00
<b>TOTAL WATER</b>	<b>.00</b>	<b>.00</b>	<b>782,369.64</b>	<b>.00</b>	<b>( 782,369.64)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>782,369.64</b>	<b>.00</b>	<b>( 782,369.64)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 717,083.58)</b>	<b>.00</b>	<b>( 717,083.58)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000 CASH - COMBINED SAVINGS

16,094.16

TOTAL ASSETS

16,094.16

LIABILITIES AND EQUITY

FUND EQUITY

702-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

16,597.12

( 502.96)

TOTAL FUND EQUITY

16,094.16

TOTAL LIABILITIES AND EQUITY

16,094.16

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**HIGHLAND ADVISORY COUNCIL**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>					
702-000-674.000	.00	.00	7,378.11	1,352.86	( 7,378.11)	.00
	.00	.00	7,378.11	1,352.86	( 7,378.11)	.00
	.00	.00	7,378.11	1,352.86	( 7,378.11)	.00
	<u>GENERAL GOVERNMENT</u>					
702-261-729.000	.00	.00	7,881.07	1,498.65	( 7,881.07)	.00
	.00	.00	7,881.07	1,498.65	( 7,881.07)	.00
	.00	.00	7,881.07	1,498.65	( 7,881.07)	.00
	.00	.00	( 502.96)	( 145.79)	( 502.96)	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

CURRENT TAX COLLECT

ASSETS

703-000-010.000 CASH - COMBINED SAVINGS  
703-000-214.000 DUE TO/FR GENERAL FUND

31,257.52  
( 4,056.80)

TOTAL ASSETS

27,200.72

LIABILITIES AND EQUITY

LIABILITIES

703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE

28,686.79

TOTAL LIABILITIES

28,686.79

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD

( 1,486.07)

TOTAL FUND EQUITY

( 1,486.07)

TOTAL LIABILITIES AND EQUITY

27,200.72

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**CURRENT TAX COLLECT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
703-000-665.000	.00	.00	1,317.43	5.31	( 1,317.43)	.00
	.00	.00	1,317.43	5.31	( 1,317.43)	.00
	.00	.00	1,317.43	5.31	( 1,317.43)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
703-255-822.000	.00	.00	2,803.50	257.00	( 2,803.50)	.00
	.00	.00	2,803.50	257.00	( 2,803.50)	.00
	.00	.00	2,803.50	257.00	( 2,803.50)	.00
	.00	.00	( 1,486.07)	( 251.69)	( 1,486.07)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	254,916.08
737-000-017.001	MUTUAL FUNDS	648,424.15
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

952,200.23

LIABILITIES AND EQUITY

FUND EQUITY

737-000-390.000	FUND BALANCE	957,860.22
	REVENUE OVER EXPENDITURES - YTD	( 5,659.99)

TOTAL FUND EQUITY

952,200.23

TOTAL LIABILITIES AND EQUITY

952,200.23

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
737-000-665.000	.00	.00	15,930.19	1,305.44	( 15,930.19)	.00
737-000-669.001	.00	.00	21,721.25	( 16,614.91)	( 21,721.25)	.00
737-000-692.002	80,000.00	80,000.00	.00	.00	80,000.00	.00
<b>REVENUE</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>37,651.44</b>	<b>( 15,309.47)</b>	<b>42,348.56</b>	<b>47.06</b>
<b>TOTAL FUND REVENUE</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>37,651.44</b>	<b>( 15,309.47)</b>	<b>42,348.56</b>	<b>47.06</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	80,000.00	80,000.00	33,875.09	2,277.69	46,124.91	42.34
737-279-822.000	.00	.00	9,436.34	.00	( 9,436.34)	.00
<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>43,311.43</b>	<b>2,277.69</b>	<b>36,688.57</b>	<b>54.14</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>43,311.43</b>	<b>2,277.69</b>	<b>36,688.57</b>	<b>54.14</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 5,659.99)</b>	<b>( 17,587.16)</b>	<b>( 5,659.99)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS

139,244.84

TOTAL ASSETS

139,244.84

LIABILITIES AND EQUITY

FUND EQUITY

764-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

174,094.02  
( 34,849.18)

TOTAL FUND EQUITY

139,244.84

TOTAL LIABILITIES AND EQUITY

139,244.84

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**DUCK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
764-000-665.000						
INTEREST EARNINGS	.00	.00	31.42	1.13	( 31.42)	.00
	.00	.00	31.42	1.13	( 31.42)	.00
REVENUE	.00	.00	31.42	1.13	( 31.42)	.00
	.00	.00	31.42	1.13	( 31.42)	.00
TOTAL FUND REVENUE	.00	.00	31.42	1.13	( 31.42)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
764-255-812.000						
DUCK LAKE: ADMIN FEES	.00	.00	2,044.98	.00	( 2,044.98)	.00
764-255-956.000						
DUCK LAKE: DEDUCTIONS	.00	.00	32,835.62	.00	( 32,835.62)	.00
	.00	.00	34,880.60	.00	( 34,880.60)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	34,880.60	.00	( 34,880.60)	.00
	.00	.00	34,880.60	.00	( 34,880.60)	.00
TOTAL FUND EXPENDITURES	.00	.00	34,880.60	.00	( 34,880.60)	.00
	.00	.00	( 34,849.18)	1.13	( 34,849.18)	
NET REVENUE OVER EXPENDITURES	.00	.00	( 34,849.18)	1.13	( 34,849.18)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS

57,004.14

TOTAL ASSETS

57,004.14

LIABILITIES AND EQUITY

FUND EQUITY

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

56,453.14  
551.00

TOTAL FUND EQUITY

57,004.14

TOTAL LIABILITIES AND EQUITY

57,004.14

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**HIGHLAND LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
765-000-665.000						
INTEREST EARNINGS	.00	.00	8.67	.46	( 8.67)	.00
REVENUE	.00	.00	8.67	.46	( 8.67)	.00
TOTAL FUND REVENUE	.00	.00	8.67	.46	( 8.67)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-812.000						
HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	.00	( 270.31)	.00
765-255-956.000						
HIGHLAND LAKE: DEDUCTIONS	.00	.00	( 812.64)	.00	812.64	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	( 542.33)	.00	542.33	.00
TOTAL FUND EXPENDITURES	.00	.00	( 542.33)	.00	542.33	.00
NET REVENUE OVER EXPENDITURES	.00	.00	551.00	.46	551.00	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS

71,709.97

TOTAL ASSETS

71,709.97

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

80,222.38

( 8,512.41)

TOTAL FUND EQUITY

71,709.97

TOTAL LIABILITIES AND EQUITY

71,709.97

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**TAGGETT LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
766-000-665.000						
INTEREST EARNINGS	.00	.00	10.13	.58	( 10.13)	.00
REVENUE	.00	.00	10.13	.58	( 10.13)	.00
TOTAL FUND REVENUE	.00	.00	10.13	.58	( 10.13)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
766-255-812.000						
TAGGETT LAKE: ADMIN FEES	.00	.00	222.20	.00	( 222.20)	.00
766-255-956.000						
TAGGETT LAKE: DEDUCTIONS	.00	.00	8,300.34	9.40	( 8,300.34)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	8,522.54	9.40	( 8,522.54)	.00
TOTAL FUND EXPENDITURES	.00	.00	8,522.54	9.40	( 8,522.54)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 8,512.41)	( 8.82)	( 8,512.41)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000 CASH - COMBINED SAVINGS

41,042.61

TOTAL ASSETS

41,042.61

LIABILITIES AND EQUITY

FUND EQUITY

767-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

39,236.30  
1,806.31

TOTAL FUND EQUITY

41,042.61

TOTAL LIABILITIES AND EQUITY

41,042.61

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**KELLOGG LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-665.000						
INTEREST EARNINGS	.00	.00	5.71	.33	( 5.71)	.00
REVENUE	.00	.00	5.71	.33	( 5.71)	.00
TOTAL FUND REVENUE	.00	.00	5.71	.33	( 5.71)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-812.000						
KELLOGG LAKE: ADMIN FEES	.00	.00	163.10	.00	( 163.10)	.00
767-255-956.000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	( 1,963.70)	5.51	1,963.70	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	( 1,800.60)	5.51	1,800.60	.00
TOTAL FUND EXPENDITURES	.00	.00	( 1,800.60)	5.51	1,800.60	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,806.31	( 5.18)	1,806.31	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS

32,903.41

TOTAL ASSETS

32,903.41

LIABILITIES AND EQUITY

LIABILITIES

768-000-214.000 DUE TO CHARLICK LAKE BOARD-NO

200.00

TOTAL LIABILITIES

200.00

FUND EQUITY

768-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

43,959.11

( 11,255.70)

TOTAL FUND EQUITY

32,703.41

TOTAL LIABILITIES AND EQUITY

32,903.41

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**CHARLICK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
768-000-665.000						
INTEREST EARNINGS	.00	.00	6.32	.27	( 6.32)	.00
	.00	.00	6.32	.27	( 6.32)	.00
TOTAL FUND REVENUE	.00	.00	6.32	.27	( 6.32)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
768-255-812.000						
CHARLICK LAKE: ADMIN FEES	.00	.00	236.00	.00	( 236.00)	.00
768-255-956.000						
CHARLICK LAKE: DEDUCTIONS	.00	.00	11,026.02	209.91	( 11,026.02)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	11,262.02	209.91	( 11,262.02)	.00
TOTAL FUND EXPENDITURES	.00	.00	11,262.02	209.91	( 11,262.02)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 11,255.70)	( 209.64)	( 11,255.70)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000 CASH - COMBINED SAVINGS

44,455.49

TOTAL ASSETS

44,455.49

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

54,469.35

( 10,013.86)

TOTAL FUND EQUITY

44,455.49

TOTAL LIABILITIES AND EQUITY

44,455.49

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**WOODRUFF LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
769-000-665.000						
INTEREST EARNINGS	.00	.00	7.28	.36	( 7.28)	.00
	.00	.00	7.28	.36	( 7.28)	.00
REVENUE	.00	.00	7.28	.36	( 7.28)	.00
	.00	.00	7.28	.36	( 7.28)	.00
TOTAL FUND REVENUE	.00	.00	7.28	.36	( 7.28)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-812.000						
WOODRUFF LAKE: ADMIN FEES	.00	.00	308.38	.00	( 308.38)	.00
769-255-956.000						
WOODRUFF LAKE: DEDUCTIONS	.00	.00	9,712.76	14.91	( 9,712.76)	.00
	.00	.00	10,021.14	14.91	( 10,021.14)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	10,021.14	14.91	( 10,021.14)	.00
	.00	.00	10,021.14	14.91	( 10,021.14)	.00
TOTAL FUND EXPENDITURES	.00	.00	10,021.14	14.91	( 10,021.14)	.00
	.00	.00	( 10,013.86)	( 14.55)	( 10,013.86)	
NET REVENUE OVER EXPENDITURES	.00	.00	( 10,013.86)	( 14.55)	( 10,013.86)	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS

153,815.66

TOTAL ASSETS

153,815.66

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

117,693.70  
36,121.96

TOTAL FUND EQUITY

153,815.66

TOTAL LIABILITIES AND EQUITY

153,815.66

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**WHITE LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	45,805.00	.00	( 45,805.00)	.00
770-000-665.000	.00	.00	20.71	1.25	( 20.71)	.00
	.00	.00	45,825.71	1.25	( 45,825.71)	.00
	.00	.00	45,825.71	1.25	( 45,825.71)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,057.25	.00	( 1,057.25)	.00
770-255-956.000	.00	.00	8,646.50	2,082.59	( 8,646.50)	.00
	.00	.00	9,703.75	2,082.59	( 9,703.75)	.00
	.00	.00	9,703.75	2,082.59	( 9,703.75)	.00
	.00	.00	36,121.96	( 2,081.34)	36,121.96	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS

347.55

TOTAL ASSETS

347.55

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

638.25

( 290.70 )

TOTAL FUND EQUITY

347.55

TOTAL LIABILITIES AND EQUITY

347.55

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-665.000						
INTEREST EARNINGS	.00	.00	.37	.00	( .37)	.00
REVENUE	.00	.00	.37	.00	( .37)	.00
TOTAL FUND REVENUE	.00	.00	.37	.00	( .37)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
771-255-812.000						
TOMAHAWK LAKE: ADMIN FEES	.00	.00	45.50	.00	( 45.50)	.00
771-255-956.000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	245.57	.00	( 245.57)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	291.07	.00	( 291.07)	.00
TOTAL FUND EXPENDITURES	.00	.00	291.07	.00	( 291.07)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 290.70)	.00	( 290.70)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS

2,405.28

TOTAL ASSETS

2,405.28

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

2,749.33

( 344.05)

TOTAL FUND EQUITY

2,405.28

TOTAL LIABILITIES AND EQUITY

2,405.28

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**GOURD LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-665.000						
INTEREST EARNINGS	.00	.00	.45	.02	( .45)	.00
REVENUE	.00	.00	.45	.02	( .45)	.00
TOTAL FUND REVENUE	.00	.00	.45	.02	( .45)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
773-255-812.000						
GOURD LAKE: ADMIN FEES	.00	.00	36.25	.00	( 36.25)	.00
773-255-956.000						
GOURD LAKE: DEDUCTIONS	.00	.00	308.25	.00	( 308.25)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	344.50	.00	( 344.50)	.00
TOTAL FUND EXPENDITURES	.00	.00	344.50	.00	( 344.50)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 344.05)	.02	( 344.05)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

PENNINSULA LAKE

ASSETS

774-000-010.000 CASH - COMBINED SAVINGS

4,456.34

TOTAL ASSETS

4,456.34

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

6,321.19

( 1,864.85)

TOTAL FUND EQUITY

4,456.34

TOTAL LIABILITIES AND EQUITY

4,456.34

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**PENNINSULA LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
774-000-665.000						
INTEREST EARNINGS	.00	.00	.99	.04	( .99)	.00
REVENUE	.00	.00	.99	.04	( .99)	.00
TOTAL FUND REVENUE	.00	.00	.99	.04	( .99)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
774-255-812.000						
PENINSULA LAKE: ADMIN FEES	.00	.00	69.84	.00	( 69.84)	.00
774-255-956.000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	1,796.00	400.00	( 1,796.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	1,865.84	400.00	( 1,865.84)	.00
TOTAL FUND EXPENDITURES	.00	.00	1,865.84	400.00	( 1,865.84)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 1,864.85)	( 399.96)	( 1,864.85)	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
NOVEMBER 30, 2021

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS

4,038.39

TOTAL ASSETS

4,038.39

LIABILITIES AND EQUITY

FUND EQUITY

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

4,546.30

( 507.91)

TOTAL FUND EQUITY

4,038.39

TOTAL LIABILITIES AND EQUITY

4,038.39

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**LOWER PETTIBONE LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
775-000-665.000						
INTEREST EARNINGS	.00	.00	1.09	.03	( 1.09)	.00
REVENUE	.00	.00	1.09	.03	( 1.09)	.00
TOTAL FUND REVENUE	.00	.00	1.09	.03	( 1.09)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
775-255-812.000						
775-255-956.000						
LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	65.00	.00	( 65.00)	.00
LOW PETTIBONE LAKE: DEDUCTION	.00	.00	444.00	.00	( 444.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	509.00	.00	( 509.00)	.00
TOTAL FUND EXPENDITURES	.00	.00	509.00	.00	( 509.00)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 507.91)	.03	( 507.91)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
NOVEMBER 30, 2021

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000 CASH - COMBINED SAVINGS

1,973.43

TOTAL ASSETS

1,973.43

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

4,718.32  
( 2,744.89)

TOTAL FUND EQUITY

1,973.43

TOTAL LIABILITIES AND EQUITY

1,973.43

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021**

**DUNLEAVY/LEONARD LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
776-000-581.000	.00	.00	8,706.75	.00	( 8,706.75)	.00
776-000-665.000	.00	.00	.51	.02	( .51)	.00
	.00	.00	8,707.26	.02	( 8,707.26)	.00
	.00	.00	8,707.26	.02	( 8,707.26)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
776-255-812.000	.00	.00	115.15	.00	( 115.15)	.00
776-255-956.000	.00	.00	11,337.00	.00	( 11,337.00)	.00
	.00	.00	11,452.15	.00	( 11,452.15)	.00
	.00	.00	11,452.15	.00	( 11,452.15)	.00
	.00	.00	( 2,744.89)	.02	( 2,744.89)	

# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT

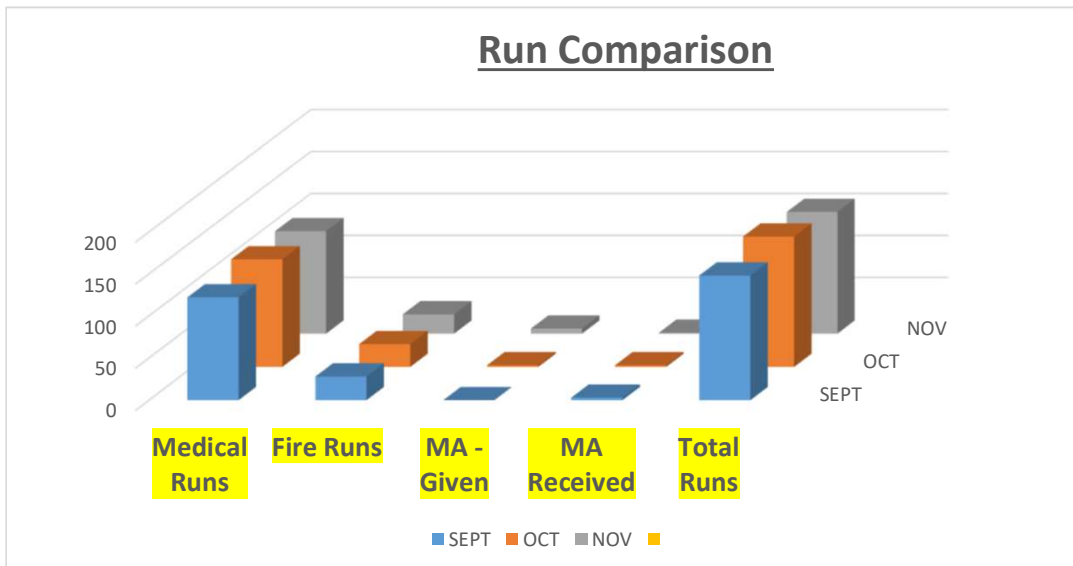
November-21



	<u>Last Year (2020)</u>	<u>This Year (2021)</u>
Cost of Firefighter's by Station		
Station One	<b>\$7,923.72</b>	<b>\$6,549.56</b>
Station Two	\$13,200.22	\$18,286.50
Station Three	\$12,413.01	\$7,976.25
Total	<b>\$33,536.95</b>	<b>\$32,812.31</b>
Cost of Firefighter's Last Month	\$ 59,672.11	<b>\$70,293.98</b>
Alarms through Current Month	1299	1587
Total Alarms last Year	1414	Runs Ahead of Last Year <b>288</b>

### STATISTICS

	<u>LAST MONTH</u>	<u>This Month</u>
Amount Endangered by Fire	\$316,000.00	\$494,000.00
Amount Lost by Fire	\$600.00	\$494,000.00
Fire Loss	0%	100%
Average Personnel Per Run	5	5.5
Medical Related Runs	128	122
Fire Related Runs	27	23
Mutual Aid - Given	2	6
Mutual Aid - Received	2	1
EMS Transports	77	78
Total Runs	155	145
Fire Staff Hours	3080.75	3462
Administration Staff Hours	401	320



# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT

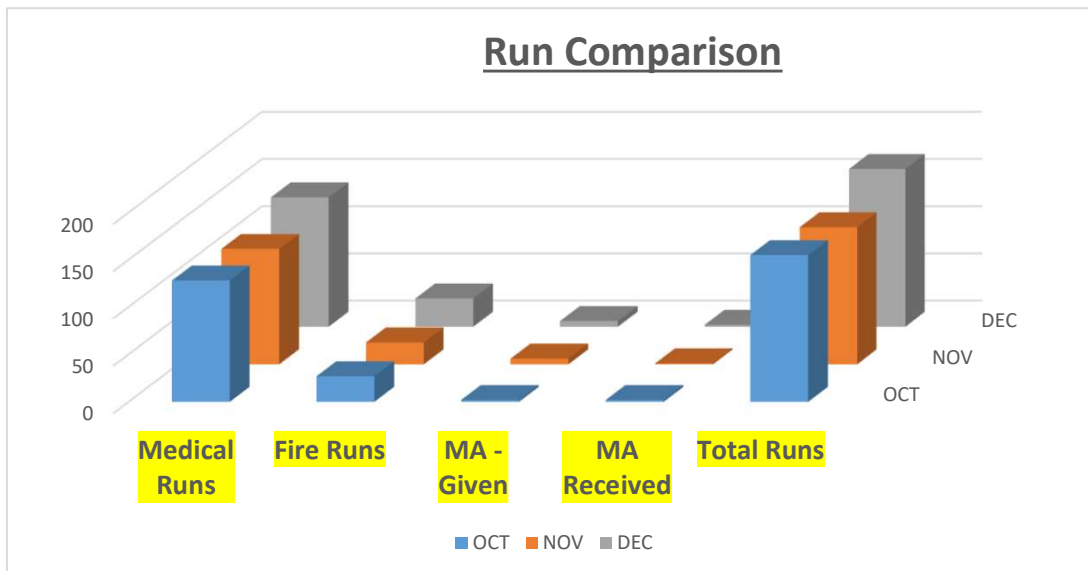


**December-21**

	<u>Last Year (2020)</u>	<u>This Year (2021)</u>
Cost of Firefighter's by Station		
Station One	\$ 7,840.16	\$ 7,490.39
Station Two	\$14,710.36	\$20,220.17
Station Three	\$12,871.60	\$10,716.94
<u>Total</u>	<b>\$35,422.11</b>	<b>\$38,427.50</b>
Cost of Firefighter's Last Month	→ <b>\$61,557.28</b>	<b>\$75,909.17</b>
Alarms through Current Month	1414	<b>1754</b>
Total Alarms last Year	1414	<b>Runs Ahead of Last Year 340</b>

### STATISTICS

	<u>This Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$494,000.00	\$2,300,000.00
Amount Lost by Fire	\$494,000.00	\$180,000.00
Fire Loss	100%	8%
Average Personel Per Run	5.5	6
Medical Related Runs	122	137
Fire Related Runs	23	30
Mutual Aid - Given	6	6
Mutual Aid - Received	1	2
EMS Transports	78	71
Total Runs	145	167
Fire Staff Hours	3462	3549
Administration Staff Hours	320	341





# Charter Township of Highland - Fire Department

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

TO: Highland Township Board  
FROM: Jeff Pazskowki, Battalion Chief – Training  
SUBJET: 2021 Training Report  
DATE: January 10, 2022

- January – Hitching, Rope & Knots, EMS documentation, Stair Chair, and CPR refresher.
- February – HAZMAT, Forcible entry, ACLS refresher and 12 Lead EKG.
- March – Chainsaw Operations, “In Honor of Charleston9” Presentation and EMS Documentation.
- April – Hose Line deployment. Documentation and Comm.
- May – Pump operations, hitching, drafting.
- June – No training COVID Protocol.
- July – HAZMAT De-con, vehicle extrication. Airway & Vent.
- August – No training COVID Protocol.
- September – Search & Rescue, Down FF, and Ventilation. Vehicle extrication
- October – No training COVID Protocol.
- November – No training COVID Protocol.
- December – Good Fellow operations. EMS eBridge and OCMCA Protocol’s.

Total hours of Training 700 + of which includes the following:

On-line Fire and EMS courses.

Lecture and Practical Fire Training.

Lecture and Practical EMS Training.

Vehicle Extrication Training with Multiple Fire Departments.

Procured Funds for County Wide Presentation of “In Honor of the Charleston 9” Presented by Dr. Griffin.

We have 2 FF/EMT-B’s in paramedic class

We had 4 FF’s complete Fire and EMS academy and all requirements to become Full FF’s.

Acquired a home that was being demolished for 2 days of Search and Rescue, Downed FF, and Ventilation.

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, November 2, 2021  
Meeting via Zoom**

**Members Present:** , J. Gaglio, C. Hamill, K. Polidori, and Director B. Dunseth

**Members Absent:** C. Dombrowski, J. Matthews, D. Mecklenborg

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:32 pm by K. Polidori.

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

**FYI:** Articles about library; Newsletter from community groups; Budget Report. Available electronically: Library Network and Oakland County Library Board minutes; Library Network newsletter; MLA Legislative update. MLN Strategic Plan.

**Motion:** C Hamill moved and J Gaglio seconded to approve the Board Meeting minutes of October 5, 2021. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for October, 2021 are \$74,272.84. Total bills for November, 2021 are \$33,879.36 with the addition of 2 Moms & A Mop, Applied Imaging, Digital Document Store, DTE Energy, Guardian, Loomis, and Midwest Tape, when received.

**Motion:** C Hamill moved and J Gaglio seconded to approve the October, 2021 and November, 2021 bills. Roll call - unanimous vote; motion carried.

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

**Communications:** An article by L. Andreassi was shared regarding the Community Sharing organization breaking ground near the Library.

### **UNFINISHED BUSINESS**

**Library Network Update:** There are a record number of job openings in libraries. Our updated pay scale from January 2020 seems to be in line with published rates but, may need to reexamine.

**Building Maintenance:** D. Clixby completed brick work to preclude the trip hazard near the Library entrance. Window cleaning scheduled for early November. Doors need restraining, not replacement.

**Fines Policy:** A reminder to Library patrons that despite the “fines free” status adopted by the Library Board, materials should be returned on a timely basis (15days) to accommodate the needs of the community. The Library will be invoicing for “lost” items and nonpayment results in ”shutdown” of library card.

**Furniture:** One study room is in need of a larger table and chairs. Ordering of Community Room



chairs have been put on hold. Sample staff chairs will be provided for inspection, current chairs have been in service 20 years.

**ARPA Grant:** Our application was denied but it appears that TLN received a significant grant that will be spread amongst the Network members. Stay tuned.

## **NEW BUSINESS**

**2021 Budget Amendment:** Discussed amendment for 2021 budget.

**In-Service:** Speakers from Community Sharing, Freedom Works, David in our Youth Department (speaking for the schools), and Angela on our staff (speaking from a social worker background) to generate discussion on outreach and change. As a group exercise the staff will be tackling Yo Yo tricks (something new for everyone). The hope is that the exercise will help staff gain an understanding of empathy, a much needed skill for collaboration.

**Personnel:** Approved candidate (current employee) for Youth Services Department Head along with a 5% hourly increase in wage rate to recognize increased responsibility. Director's compensation discussed and approved effective October 15<sup>th</sup>, 2021. Robert Hepke hired for position of Building Maintenance Coordinator starts November 4<sup>th</sup> for a 3 month trial, an experienced candidate that comes highly recommended. Robert will be available at least 10 hours/week.

**December Board Meeting:** The Board Meeting on December 7, 2021 will be at 5:30pm, via Zoom.

**Public Comment:** Will there be any holiday parties planned for the staff at the Library this year, keeping in mind Covid mitigation measures? Marion had suggested inclusion of an event with the Friends of the Library. As Board members we would also like to be included if an event is planned. Brenda will poll staff and express staff's desire to attend an after hour evening at the next Board meeting.

**Adjournment:** Meeting adjourned at 6:29 pm via unanimous desire.

Respectfully Submitted,

Cindy Dombrowski

### Programs & Reference

	Programs	People Attending
<b>Adult</b>	6	41
<b>Teen</b>	6	38
<b>Youth</b>	16	185
<b>Total</b>	28	264

Highlights: Teen Cupcakes & Youth/Adult Wreaths

#### Reference Questions

<b>Adult &amp; Teen</b>	551
<b>Youth</b>	346
<b>Total</b>	897

#### People Count

November: 3,396  
October: 4,179

Our busiest months are in summer. Oct. got a boost from the Friends sale.

### Circulation of Physical Items

September: 6,024		October: 6,000		November: 5,586	
<b>Books: Adult</b>	1,916	<b>Teen</b>	66 (Oct. 91)	<b>Youth</b>	2,194
<b>DVD</b>	686	<b>Realia</b>	40	<b>Board Games</b>	19

New Users: September: 53      October: 51      November 34

**Interlibrary Loan:**  
MeLCat Interloan Service: 51

### Digital Usage

	Current	Last Month
<b>Overdrive</b>		
e-books	966	932
e-audiobooks	713	758
e-magazines	95	66
New Users	14	10
Hoopla Patron Borrowing	140	130
Consumer Reports Page Views	698	411
Ancestry	23	27

Our OverDrive Download Destination group of libraries, passed 1,000,000 total circulations for calendar year 2021. This is about one month ahead of our pace for 2020.

### Public Computer Usage

#### November Computer Use

<b>Adult</b>	258
<b>Teen</b>	6
<b>Youth</b>	25
<b>AWE</b>	272

#### Wireless Use in November

310

In the morning, before the library is open, we notice patrons in the parking lot using library WiFi!

#### November Hotspot checkout

18

### Library Happenings

- The Friends book bundles are popular with patrons
- Jude Halloran, our former director, was honored at the Township Board meeting on Nov. 8th with a Proclamation in her name in recognition of her service to the Highland Community
- We have a new Youth Department Head. Liz Philipson has been working at our library almost 19 years and brings a great deal of experience and enthusiasm to the position
- Marion Reed who has been with the library 45 years will retire on January 14<sup>th</sup>.
- We have been selected to be a GREAT MICHIGAN READ partner! This is a statewide program that helps gather communities around a common conversation. The book title this year is *The Women of the Copper Country*, by Mary Doria Russell.
- Patron comment: I generally never vote for anything that will raise my taxes but I voted for the library because, in the end, it saves me a ton of money not having to buy the books I want. I also really like Hoopla and Libby (Download Destination) and save money on streaming services by using these library eResources.

# Enforcements By Category

12/03/21

## ANIMAL CODES

Enforcement Number	Status	Category	Filed	Closed
EE21-0242	CASE CLOSED	ANIMAL CODES	11/04/21	11/04/21
			<b>Total Entries: 1</b>	

## BLIGHT

Enforcement Number	Status	Category	Filed	Closed
EE21-0241		BLIGHT	11/03/21	
EE21-0246		BLIGHT	11/10/21	
EE21-0250		BLIGHT	11/12/21	
			<b>Total Entries: 3</b>	

## FIRE MARSHAL INSPECTION

Enforcement Number	Status	Category	Filed	Closed
EE21-0252	CASE CLOSED	FIRE MARSHAL I	11/18/21	11/18/21
EE21-0253	CASE CLOSED	FIRE MARSHAL I	11/18/21	11/18/21
EE21-0254	CASE CLOSED	FIRE MARSHAL I	11/18/21	11/18/21
EE21-0255		FIRE MARSHAL I	11/19/21	
			<b>Total Entries: 4</b>	

## PUBLIC NUISANCE

Enforcement Number	Status	Category	Filed	Closed
EE21-0263	CASE CLOSED	PUBLIC NUISAN	11/30/21	11/30/21
			<b>Total Entries: 1</b>	

## RENTALS

Enforcement Number	Status	Category	Filed	Closed
EE21-0256		Rentals	11/22/21	
EE21-0257		Rentals	11/22/21	
			<b>Total Entries: 2</b>	

## SIDEWALKS

Enforcement Number	Status	Category	Filed	Closed
EE21-0265	CASE CLOSED	SIDEWALKS	11/30/21	11/30/21
			<b>Total Entries: 1</b>	

## UNLIC/INOP VEHICLE

Enforcement Number	Status	Category	Filed	Closed
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# Enforcements By Category

12/03/21

EE21-0247

UNLIC/INOP VE

11/10/21

**Total Entries: 1**

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## Z - RV STORAGE

Enforcement Number	Status	Category	Filed	Closed
EE21-0249		Z - RV Storage	11/10/21	
EE21-0251	VIOLATIONS	Z - RV Storage	11/17/21	
EE21-0259		Z - RV Storage	11/29/21	
			<b>Total Entries: 3</b>	

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**Total Records: 16**

Population: All Records

Enforcement.CodeOfficer = ShawnBell/Ord-FireMarshal ANDEnforcement.Da

# Enforcements By Category

01/05/22

## ANIMAL CODES

Enforcement Number	Status	Category	Filed	Closed
EE21-0277	CASE CLOSED	ANIMAL CODES	12/02/21	12/06/21
EE21-0290		ANIMAL CODES	12/28/21	

**Total Entries: 2**

## BUILDING/NO PERMIT

Enforcement Number	Status	Category	Filed	Closed
EE21-0288	CASE CLOSED	BUILDING/NO P	12/21/21	12/22/21

**Total Entries: 1**

## GARBAGE CONTAINERS

Enforcement Number	Status	Category	Filed	Closed
EE21-0285		GARBAGE CONT	12/13/21	

**Total Entries: 1**

## PROP.MAINT.CODE

Enforcement Number	Status	Category	Filed	Closed
EE21-0283	CASE CLOSED	PROP.MAINT.CO	12/09/21	12/23/21

**Total Entries: 1**

## RENTALS

Enforcement Number	Status	Category	Filed	Closed
EE21-0284		Rentals	12/13/21	

**Total Entries: 1**

## SIDEWALKS

Enforcement Number	Status	Category	Filed	Closed
EE21-0266	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21
EE21-0267	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21
EE21-0268	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21
EE21-0269	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21
EE21-0270	NO VIOLATION	SIDEWALKS	12/01/21	12/01/21
EE21-0271	NO VIOLATION	SIDEWALKS	12/01/21	12/01/21
EE21-0272	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21
EE21-0273	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21
EE21-0274	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21
EE21-0275	CASE CLOSED	SIDEWALKS	12/01/21	12/01/21

# Enforcements By Category

01/05/22



EE21-0276

CASE CLOSED

SIDEWALKS

12/01/21

12/01/21

**Total Entries: 11**

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**Total Records: 17**

Population: All Records

Enforcement.CodeOfficer = ShawnBell/Ord-FireMarshal ANDEnforcement.Da

**TREASURER'S REPORT**  
**November 30, 2021**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE	BANK STATEMENT
CHASE	GENERAL	CHECKING	101	27,896.26	-14,827.55*	566,440.71
CHASE	GENERAL	H.R.A.	101		7,305.56	*In Chase checking account
CHASE	GENERAL	F.S.A CHECKING	101		8,745.76	
CHASE	GENERAL	CHECKING (SAVINGS)	101		535,188.43*	
CHASE	FIRE OPERATING	MONEY MARKET	206		27,405.75	
CHASE	ROAD	MONEY MARKET	203		1,146.57	CHASE
CHASE	HAUL ROUTE	MONEY MARKET	203		264,123.06	1,786,639.14
CHASE	POLICE	MONEY MARKET	207		252,610.53	COMERICA
CHASE	REFUSE	MONEY MARKET	227		87,389.43	659,589.48
CHASE	HAAC	CHECKING	702		16,094.16*	FLAGSTAR
CHASE	DDA	MONEY MARKET	494		45,970.92	1,998,104.48
CHASE	WATERMAIN	CHECKING	591		2,089.41*	HVSB
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		139,244.84	1,033,297.70
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		57,004.14	LEVEL ONE
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		71,709.97	903,855.37
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		41,042.61	LPL FINANCIAL
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		32,903.41	952,200.23
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		44,455.49	MI CLASS
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		153,815.66	4,414,948.96
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		347.55	OAKLAND COUNTY
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		2,405.28	6,269,646.09
CHASE	PENINSULA LAKE	MONEY MARKET	774		4,456.34	CIBC
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		4,038.39	2,214,111.21
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		1,973.43	TCF BANK
COMERICA	CAPITAL IMP.	PBMM	401		333,245.35	215,402.05
COMERICA	CAPITAL IMP.	JFUND	401		111,334.19	TOTAL
COMERICA	GENERAL	JFUND	101		215,009.94	<b>20,447,794.71</b>
FLAGSTAR	PERPETUAL FUND	CD	101		1,105.40	
FLAGSTAR	GENERAL	CD	101		417,283.88	
FLAGSTAR	POLICE	CD	207		308,755.92	
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		741,615.60	
FLAGSTAR	DDA	SAVINGS	494		340,197.23	
FLAGSTAR	FIRE	SAVINGS	206		16,065.08	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		50,406.95	
FLAGSTAR	GENERAL	SAVINGS	101		63,671.13	
FLAGSTAR	CURRENT TAX	CHECKING	703	77.36	31,257.52	Bank statement 31,334.88
FLAGSTAR	POLICE	SAVINGS	207		27,745.77	
HVSB	FIRE	CD	206		267,372.46	
HVSB	GENERAL	CD	101		221,502.09	
HVSB	HAUL ROUTE	CD	203		278,067.34	
HVSB	POLICE	CD	207		266,355.81	
LEVEL ONE	FIRE	CD	206		105,410.35	
LEVEL ONE	POLICE	CD	207		264,204.83	
LEVEL ONE	CAPITAL IMP.	CD	401		268,675.52	
LEVEL ONE	FIRE CAPITAL	CD	402		265,564.67	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		932,745.22	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		19,455.01	
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,939,605.26	
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		108,377.67	
MI CLASS	POLICE	INVESTMENT POOL	207		90,982.93	
MI CLASS	ROAD	INVESTMENT POOL	203		30,776.38	
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		2,245,206.72	
OAKLAND CO	FIRE	INVESTMENT POOL	206		889,308.45	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		2,799,260.49	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		1,185,975.41	
OAKLAND CO	POLICE	INVESTMENT POOL	207		1,150,797.74	
OAKLAND CO	REFUSE	INVESTMENT POOL	227		244,304.00	
CIBC	GENERAL	CD	101		261,711.17	
CIBC	FIRE	CD	206		165,918.61	
CIBC	POLICE	CD	207		739,930.62	
CIBC	CAPITAL IMP.	CD	401		726,936.88	
CIBC	ESCROW	CD	101		319,613.93	
TCF BANK	GENERAL	CD	101		215,402.05	
					<b>20,447,794.71</b>	

*Respectfully submitted,*  
**Jennifer Frederick, Treasurer**

	BANK/GL REC. SORTED BY		FUND						
	November 30, 2021					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		TOTAL	FUND NUMBER
CHASE	GENERAL	CHECKING	101			-14,827.55			
CHASE	GENERAL	H.R.A. CHECKING	101			7,305.56			
CHASE	GENERAL	F.S.A. CHECKING	101			8,745.76			
CHASE	GENERAL	CHECKING (SAVINGS)	101			535,188.43			
COMERICA	GENERAL	JFUND	101			215,009.94			
FLAGSTAR	GENERAL	MAX SAVINGS	101			63,671.13			
HVSB	GENERAL	CD	101			221,502.09			
OAKLAND CO	GENERAL	INVESTMENT POOL	101			1,185,975.41			
CIBC	GENERAL	CD	101			261,711.17			
CIBC	GENERAL - ESCROW	CD	101			319,613.93			
TCF BANK	GENERAL	CD	101			215,402.05			
FLAGSTAR	GENERAL	CD	101			417,283.88			
FLAGSTAR	PERPETUAL FUND	CD	101			1,105.40			
MBIA	STATE SHARED REV	INVESTMENT POOL	101	-19,115.12	5,702,009.04	2,245,206.72		5,682,893.92	101
CHASE	ROAD	SAVINGS	203			1,146.57			
MBIA	ROAD	INVESTMENT POOL	203			30,776.38			
CHASE	HAUL ROUTE	SAVINGS	203			264,123.06			
HVSB	HAUL ROUTE	CD	203	0.00	574,113.35	278,067.34		574,113.35	201
FLAGSTAR	FIRE	MAX SAVINGS	206			16,065.08			
HVSB	FIRE	CD	206			267,372.46			
LEVEL ONE	FIRE	CD	206			105,410.35			
OAKLAND CO	FIRE	INVESTMENT POOL	206			889,308.45			
CIBC	FIRE	CD	206			165,918.61			
CHASE	FIRE	SAVINGS	206	0.00	1,471,480.70	27,405.75		1,471,480.70	206
CHASE	POLICE	SAVINGS	207			252,610.53			
FLAGSTAR	POLICE	MAX SAVINGS	207			27,745.77			
FLAGSTAR	POLICE	CD	207			308,755.92			
HVSB	POLICE	CD	207			266,355.81			
LEVEL ONE	POLICE	CD	207			264,204.83			
MBIA	POLICE	INVESTMENT POOL	207			90,982.93			
OAKLAND CO	POLICE	INVESTMENT POOL	207			1,150,797.74			
CIBC	POLICE	CD	207	0.00	3,101,384.15	739,930.62		3,101,384.15	207
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			932,745.22			
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	952,200.23	19,455.01		952,200.23	211
CHASE	REFUSE	SAVINGS	227			87,389.43			
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	331,693.43	244,304.00		331,693.43	226
CHASE	HAAC	CHECKING	702	0.00	16,094.16	16,094.16		16,094.16	289
COMERICA	CAPITAL IMP.	PBMM	401			333,245.35			
COMERICA	CAPITAL IMP.	JFUND	401			111,334.19			



FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			741,615.60			
MBIA	CAPITAL IMP.	INVESTMENT POOL	401			1,939,605.26			
LEVEL ONE	CAPITAL IMP.	CD	401			268,675.52			
CIBC	CAPITAL IMP.	CD	401		4,121,412.80	726,936.88		4,121,412.80	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			50,406.95			
LEVEL ONE	FIRE CAPITAL	CD	402			265,564.67			
MBIA	FIRE CAPITAL	CONSTRUCTION	402			108,377.67			
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	3,223,609.78	2,799,260.49		3,223,609.78	402
CHASE	DDA	SAVINGS	494			45,970.92			
FLAGSTAR	DDA	MAX SAVINGS	494	0.00	386,168.15	340,197.23		386,168.15	495
CHASE	WATERMAIN	CHECKING	591	0.00	2,089.41	2,089.41		2,089.41	591
FLAGSTAR	TAX	CHECKING	703	0.00	31,257.52	31,257.52		31,257.52	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	139,244.84	139,244.84		139,244.84	704
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	57,004.14	57,004.14		57,004.14	705
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	71,709.97	71,709.97		71,709.97	706
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	41,042.61	41,042.61		41,042.61	707
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	32,903.41	32,903.41		32,903.41	708
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	44,455.49	44,455.49		44,455.49	709
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	153,815.66	153,815.66		153,815.66	710
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	347.55	347.55		347.55	711
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	2,405.28	2,405.28		2,405.28	713
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	4,456.34	4,456.34		4,456.34	714
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	4,038.39	4,038.39		4,038.39	715
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	1,973.43	1,973.43		1,973.43	716
<b>TOTAL</b>					-19,115.12	20,466,909.83	20,447,794.71	20,447,794.71	
AJL 12/13/2021	Fund 101 - Credit cards in transit on 11/30/21		-1,298.00						
	Fund 101 - Deposit in transit on 11/30/21		-15,471.35						
	Fund 101 - Fraudulent check rejected on 11/30/21		-2,400.00						
	Fund 101 - Michigan Class SSR deposit error		-855.77						
	Fund 101 - Fire union dues in transit		910.00						
			-19,115.12						

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

- a) Township Offices will be closed Monday, January 17th, in observance of Martin Luther King, Jr. Day
- b) New Probationary Fire Fighters McKenzie Chappell and Justin Beardon



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

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

TO: Highland Township Board  
FROM: Ken Chapman, Fire Chief  
SUBJECT: Probationary Fire Fighters  
DATE: January 10, 2022

It is my pleasure to announce the hiring of (2) new Probationary Fire Fighters:

- Probationary FF McKenzie Chappell
- Probationary FF Justin Beardon

Both employees have previous experience with other emergency services departments. They will need to complete training for Fire Fighter and EMT, as well as our Highland orientation with a FTO (Field Training Officer) prior to coming off probation.

## 7. Presentation:

- a) Swearing in of Fire Fighter Tyler Martin (Badge # 224), Fire Fighter Emilio Fisher (Badge #225) and Fire Fighter Kaleb Moreno (Badge #227)



# Charter Township of Highland - Fire Department

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

TO: Charter Township of Highland Board  
FROM: Ken Chapman, Fire Chief  
SUBJECT: Completion of Probationary process  
DATE: January 10, 2022

It is my pleasure to announce that three members of our department will progress from Probationary Fire Fighter, to the rank of Fire Fighter.

- FF Tyler Martin (Badge # 224)
- FF Emilio Fisher (badge #225)
- FF Kaleb Moreno (Badge #227)

On average, it takes roughly 12–18 months to achieve the required certification of Michigan Fire Fighter I & II, Emergency Medical Technician (EMT-B), logging hours of vehicle operation, and HTFD community & operations competency testing.

To put this into perspective, each candidate must complete:

- Approximately 700 hours of training, and testing (FF Certification, EMT Certification, HTFD department/community competency training)
- Maintain a minimum response to 15% of emergency calls (1,750 runs annually)
- **ALL while juggling their careers and family lives**

At the January 10, 2022 Charter Township of Highland Board meeting, I would like to respectfully request time on the agenda to:

- Recognize the staff members
- Have the Township Clerk Swear- In the new Fire Fighters
- Present the staff with their Fire Fighter helmet.

Should you have any questions and/or concerns, please feel free to contact me.

## 8. Public Comment

## **9. Public Hearing**

- a) Request for Revision of Use Requiring Special Approval 21-02 Parcel 11-20-278-000 (open space at NE corner of Cobblestone/NW corner of Timber Ridge) Applicant and Property Owner: Cobblestone Condominium Association Request: Installation of a gate at the public/private road boundary on Pine Bluffs Ct. between Cobblestone and Timber Ridge to close road to through traffic.

**Applicant Requested Adjournment to February 10, 2022**

**Begin Time:**

**End Time:**

**Comments:**



## Memorandum

To: Board of Trustees members  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: December 6, 2021  
Re: Rezoning request from OS, Office Services to RM, Multiple Family Residential  
Applicant: 2675 Highland Holding LLC  
Vacant, S. Milford Road, north of Briarwood  
PIN 11-34-326-002

---

Jeffrey Heyn of 2675 Highland Holding, LLC submitted a site sketch and narrative description which can be used as the basis of an agreement for conditional rezoning.

The Planning Commission held a public hearing on November 18, 2021. Their unapproved minutes are attached. The motion was unanimous recommendation for approval. No public comment was received. Mr. Heyn reported that he had discussed the proposal with the president of the adjacent

At your December 6, 2021 meeting, the ordinance will be introduced, but cannot be adopted until a subsequent meeting. When you deliberate on this application, you are also considering the Voluntary Statement of Conditions, which is included in your packet. Any substantive changes to the conditions must be referred back to the Planning Commission for a new public hearing.





CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NO. Z-024

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

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

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

That the zoning map of Highland Township, Oakland County, State of Michigan, be changed from OS, Office Service Zoning District to RM, Multiple-Family Zoning District with conditions to allow for development of two single family detached dwellings on a parcel described as follows:

Parcel # 11-34-326-002, Vacant parcel on South Milford Road, north of Briarwood; 2.16 acres

**Section 2.** That the voluntary Declaration of Conditions submitted by the applicant shall restrict the use of the property to two single family detached dwelling units.

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

**Section 4. Savings Clause**

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

**Section 5. Severability**

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

**Section 6. Adoption**

This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter Township of Highland Township Board at a meeting thereof duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Section 7. Effective Date**

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

\_\_\_\_\_  
Rick A. Hamill, Township Supervisor

\_\_\_\_\_  
Tami A. Flowers, Township Clerk

**CERTIFICATION OF CLERK**

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

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

I further certify that the following Board members: \_\_\_\_\_ voted for the adoption of said Zoning Ordinance amendment. The following Board members: \_\_\_\_\_ voted against the adoption of said Zoning Ordinance amendment.

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

\_\_\_\_\_  
Tami A. Flowers, Township Clerk

Introduction: December 6, 2021  
Adoption:  
Published:  
Effective Date:

CONDITIONAL REZONING  
STATEMENT OF CONDITIONS

This Statement of Conditions made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between HIGHLAND CHARTER TOWNSHIP ("Township"), a Michigan municipal corporation, with its office located 205 N. John, Highland, MI 48357, and 2675 HIGHLAND HOLDINGS, LLC ("**Owner**"), whose address is P.O. Box 535, Milford, Highland, MI 48381.

RECITALS

- A. The Highland Charter Township Code, Chapter 25 Zoning Ordinance, Section 19.03 et. Seq., Conditional Rezoning, was adopted consistent with the provisions of Section 405 of the Michigan Zoning Enabling Act, MCL 125.3405.
- B. Section 19.03 of the Zoning Ordinance recognizes that there are certain instances where it would be in the best interest of the Township, as well as advantageous to the Owner, that certain conditions could be imposed as part of a request for rezoning.
- C. On September 23, 2021, Owner applied for rezoning from OS, Office Service Zoning District, to RM, Multiple-Family Residential Zoning District for vacant property located at the northeast quadrant of the intersection of South Milford Rd and Briarwood Drive. The subject property is more fully described below (the "**Property**").  
  
T3N, R7E, SEC 34 PART OF SW 1/4 BEG AT PT DIST S 89-48-04 E 2394.70 FT & S 484.92 FT & W 358.71 FT FROM W 1/4 COR, TH S 13-13-16 E 200.00 FT, TH W 480.46 FT, TH N 13-13-16 W 200.00 FT, TH E 480.46 FT TO BEG 2.15 A (PIN 11-34-326-002)
- D. At the public hearing before the Planning Commission on November 18, 2021, the Planning Commission reviewed conditions submitted by the Owner in writing pertaining to the use and development of the Property for which the rezoning was requested.
- E. On November 18, 2021, the Planning Commission, after public hearing, recommended approval of the rezoning with conditions.
- F. On \_\_\_\_\_, the Township Board approved the conditional rezoning subject to the certain Statement of Conditions. The minutes of the Township Board meeting are attached as Exhibit A.
- G. Under Section 19.06.D, the Statement of Conditions applicable to the conditional rezoning is required to be signed by Owner. By executing this Statement of Conditions, the Township and Owner to desire to set forth and confirm the conditions under which the Township granted conditional rezoning.

NOW, THEREFORE, Owner agrees:

1. Conditions running with the property. This Statement of Conditions covers the Property described herein. This Statement of Conditions shall be binding upon

and inure to the benefit of Owner and the Township, and their heirs, successors, and assigns, and shall run with the Property.

2. List of conditions. The conditional rezoning was granted to Owner based upon conditions which were voluntarily offered by Owner. The conditions and limitations on use of the Property which formed the basis for the Township's grant of the conditional rezoning are as follows:
  - a. **The site would be zoned RM, Multiple Family Residential and will be developed for a two detached single-family houses on separate parcels fronting Briarwood Drive.**
  - b. **The lots will be roughly equal, with the dividing lot line running under the existing overhead utilities.**
  - c. **Setbacks will match the adjacent neighborhood:**
    - Front Yard: 40 feet**
    - Side Yards 15 feet least/30 feet total**
    - Rear Yard 40 feet**
3. Owner acknowledgment. Owner acknowledges that he voluntarily offered and consented to the provisions contained in this Statement of Conditions. Owner agrees that the conditions contained herein are fair, reasonable, and equitable requirements and conditions; agrees that the Statement of Conditions does not constitute a taking of property for any purpose or a violation of any constitutional rights; and agrees to be bound by each and every provision of the Statement of Conditions. Furthermore, it is agreed and acknowledged that any improvements and undertakings described herein are necessary and roughly proportional to the burdens imposed by the conditional rezoning, and are necessary to ensure the public services and facilities will be capable of accommodating the development and the increased service or facility loads caused by the development; to protect the natural environment and conserve natural resources; to ensure compatibility with adjacent uses of land; to promote use of the Property at a socially and economical manner; and to achieve other legitimate objectives authorized by law.
4. Authority to execute. This Statement of Conditions has been authorized by all necessary action of Owner, and Owner states that he is the only party having an interest in the Property, and has the authority to execute this Statement of Conditions and bind the Property to its terms and conditions.
5. Obligation to obtain other approvals. Owner acknowledges that any use or development approved by the conditional rezoning that may require a special approval land use, a variance, or site plan approval under the terms of the Zoning Ordinance, may only be commenced if such special land use permit, variance, and/or site plan approval is ultimately granted in accordance with the terms of the Zoning Ordinance.

6. Amendment. This Statement of Conditions may only be amended in the same manner as required to obtain the original conditional rezoning and Statement of Conditions.
7. Compliance with Statement of Conditions. Owner shall continuously operate and maintain the development or use of the Property in full compliance with all of the conditions set forth in the Statement of Conditions. Any failure to comply with the conditions contained within the Statement of Conditions shall constitute a violation of the Zoning Ordinance, and be punished accordingly. Any such violation shall be deemed a nuisance *per se* and subject to judicial abatement as provided by law.
8. Township right to rezone. Owner acknowledges that nothing in the Statement of Conditions shall be deemed to prohibit the Township from rezoning all or a portion of the Property to another zoning classification, subject to the Statement of Conditions.

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

HIGHLAND CHARTER TOWNSHIP

\_\_\_\_\_  
By: Rick A. Hamill  
Its: Township Supervisor

\_\_\_\_\_  
By: Tami Flowers  
Its: Township Clerk

ACKNOWLEDGEMENT

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF                    )

The foregoing Conditional Rezoning Statement of Conditions was acknowledged before me by Rick A. Hamill, Township Supervisor, and Tami Flowers, Township Clerk, on behalf of Highland Charter Township on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_

2675 HIGHLAND HOLDINGS, LLC

\_\_\_\_\_  
By:  
Its:

ACKNOWLEDGEMENT

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF                    )

The foregoing Conditional Rezoning Statement of Conditions was acknowledged before me by \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_



**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
November 18, 2021  
7:30 P.M.  
Electronic meeting via ZOOM**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held via electronic means on the Zoom platform on Thursday, November 18, 2021 at 7:30 p.m.

**Notice is further given** that during the current state of emergency regarding the COVID-19 virus, we encourage all interested parties to consider remote means of reviewing proposals and offering comment through the internet or mail. Case files may be viewed at <http://highlandtwp.net> under the Planning Commission e-packet tab. Comment may be submitted to [planning@highlandtwp.org](mailto:planning@highlandtwp.org), mailed to the Township offices or dropped in our secure drop box at the Clerk's entrance to the building. If you have any questions, please call 248-887-3791, ext. 2.

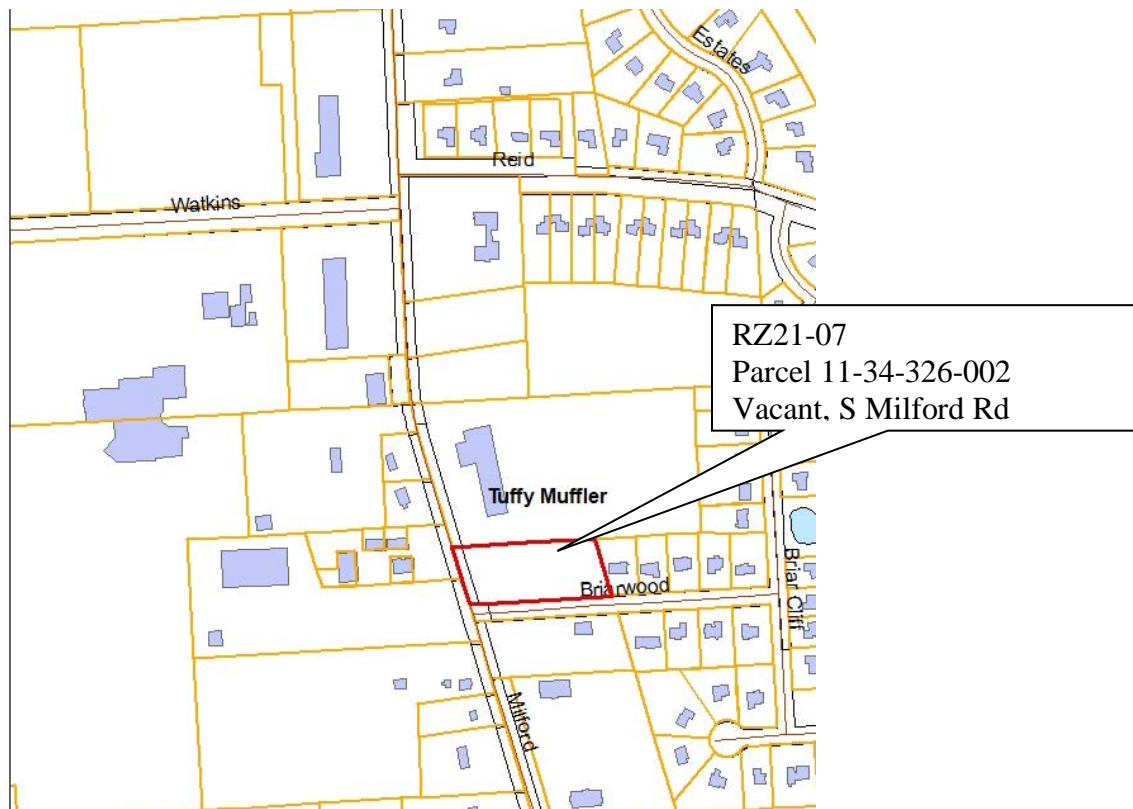
**TO CONSIDER:**

**Request for Rezoning** of the following parcel:

Case RZ21-07

Parcel 11-34-326-002 (Vacant Parcel). from current zoning of OS, Office Service District to RM, Multiple Family Residential District with offer of conditions to restrict development to two single family detached homes.

Applicant and Property Owner: 2675 Highland Holdings, LLC



**NOTICE IS FURTHER GIVEN** that information will be given and written comments will be received regarding the request during office hours Monday through Friday, until the date of the hearing. Telephone (248) 887-3791, extension 2.

The public may participate in the meeting through Zoom by computer, tablet or smart phone using the following link: <https://us06web.zoom.us/j/81158048532>

Meeting ID: 811 5804 8532

Dial by your location.

+1 312 626 6799 US (Chicago)  
+1 929 436 2866 US (New York)

Scott Green, Chairman  
Highland Township Planning Commission

**(Publish: November 3, 2021)**

**Highland Township Planning Commission  
Record of the 1379th Meeting  
November 18, 2021  
Electronic via ZOOM Platform**

**Roll Call:**

Scott Green, Chairperson  
Eugene H. Beach, Jr.  
Grant Charlick)  
Kevin Curtis  
Chris Heyn  
Beth Lewis  
Roscoe Smith  
Scott Temple  
Russ Tierney

**Also Present:**

Elizabeth J. Corwin, Planning Director  
Doug Lewan, Carlisle-Wortman Associates  
Justin Lado, Zoom moderator

**Visitors:**

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

*Public Hearing:*

**Agenda Item #1:**

Parcel #	11-34-326-002
Zoning:	OS, Office Service
Address:	Vacant, S Milford Rd
File#:	RZ 21-07 PH
Request:	Rezoning from OS to RM with offer of conditions
Applicant:	2675 Highland Holding LLC
Owner:	2675 Highland Holding LLC

Ms. Corwin introduced the request for rezoning of a vacant parcel on South Milford Road at Briarwood, just south of the Tuffy Muffler store. The request is to rezone from OS, Office Services to RM, Multiple Family Residential Zoning District with an offer of conditions. The stated intent of the applicant is to divide the parcels for two single family detached dwellings.

Ms. Corwin explained that staff had discovered an inconsistency with the Zoning Ordinance in that single family detached home is not a use explicitly listed in Article 4, Zoning District Regulations, and is explicitly dismissed in the intent statement of Article 4. Single family



dwelling is not excluded in an intent statement in Section 9.03 District Specific Regulations which includes regulations for single family detached dwellings. Further, past ordinances have always allowed single family detached dwellings in the RM District. Ms. Corwin believes that given the duplicate intent statements, the exclusion of single family detached dwellings was either a mistake or an oversight. If the Planning Commission supports the concept for this property, they can initiate an ordinance amendment. If the applicant is pressed to develop the property before such ordinance amendment is adopted, his recourse would be to ask for an interpretation from the Zoning Board of Appeals. She has discussed this finding with the applicant and he has noted his desire to proceed.

Mr. Chris Heyn recused himself due a familial connection with the applicant. The applicant was not present..

Mr. Green opened the public hearing at 7:37 p.m. No public comment was received. The public hearing was closed at 7:39 p.m.

Mr. Smith stated that this proposal was very satisfactory and provides a nice transition from the more intense commercial zoning to the existing single family residential development on Briarwood. He believed the neighbors would be pleased.

Mr. Beach noted that given the traffic concerns noted recently in discussions of other parcels on South Milford Road, he found this proposal to be very responsible and desirable.

Mr. Beach moved to recommend approval of the request for rezoning from OS, Office Services to RM, Multiple Family Residential Zoning District for parcel 11-34-326-002 with the offer of conditions to limit the development to two single family dwelling units on separate lots for the reasons stated in the record, including the nature of surrounding land use and traffic concerns. Mrs. Lewis supported the motion. Roll Call vote: Curtis-yes; Smith-yes, Charlick-yes; Beach-yes; Temple-yes; Tierney-yes; Green-yes; Lewis-yes. Motion carried. (8 affirmative votes.)

Mr. Chris Heyn returned to the discussion.

**Agenda Item #2:**

Parcel #	11-20-278-000
Zoning:	RCD, R1.5
Address:	Pine Bluffs Ct. at subdivision entrance
File#:	URSA 21-02
Request:	Amend Special Use Approval to close road
Applicant:	Cobblestone Condominium Association
Owner:	Cobblestone Condominium Association

Mr. Green introduced the application for amendment of the Special Use Approval for Cobblestone Condominium to allow placement of a gate at the interface between Cobblestone and Timber Ridge Subdivisions, at the point where the public ownership ends and private ownership begins.



# Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: November 2, 2021  
Re: Rezoning request from OS, Office Services to RM, Multiple Family Residential  
Applicant: 2675 Highland Holding LLC  
Vacant, S. Milford Road, north of Briarwood  
PIN 11-34-326-002

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Jeffrey Heyn of 2675 Highland Holding, LLC has prepared a site sketch and narrative description which can be used as the basis of an agreement for conditional rezoning.



## **Proposed Land Use Narrative**

Parcels 11-34-326-002

Vacant S. Milford

Applicant: 2675 Highland Holding

Jeffrey Heyn of 2675 Highland Holdings, has owned this and adjacent parcels on S. Milford Road for many years. As he has reported to the Planning Commission on numerous occasions, the market for office properties in this location is poor, and he has sought alternate zoning and special use approvals for his other adjacent parcels.

The subject parcel is zoned OS, Office Services and Master Planned for OLIC, Office and Local Commercial land uses. Spartan Custom Homes had a site plan approved about 15 years ago. That was not built, and there is no interest in an office use today.

The subject parcel is located at the entrance of a single-family residential neighborhood, consisting of Briarcliff and Bayview Village subdivisions. Mr. Heyn has come to know the officers of the Homeowners Association in those subdivisions through cooperative efforts to keep the sidewalk clear, to curtail trespass on his adjacent vacant land and through discussion about the proposed self storage behind Tuffy. He has come to believe that developing the subject parcel as single family homes, compatible with the existing neighborhood may be a better land use for that property than office or commercial land uses.

Although the parcel is currently designated for Office and Local Commercial use, the 2005 S. Milford micro-area analysis classified most of the properties lying east or west of commercial frontage as multiple family residential. Under that designation, a variety of housing styles may be accommodated, including single family detached homes, duplexes, townhouses and apartment buildings. The major constraint on density becomes the capacity for sewage disposal.

Mr. Heyn has proposed developing this site as two roughly equivalent one acre plus parcels with single family detached houses. This meets the Oakland County Health Division's standards for a septic system for a 3 bedroom single family home. It also respects the location of an overhead utility line that runs roughly north/south, bisecting the site. Although these individual parcels would be larger in area than the adjacent neighborhood, they would be no deeper, and could be made to appear very compatible with the existing setbacks, bulk and scale of the neighboring lots.

When considering other possibilities in the zoning scheme, we note that no new LV, Lakes and Villages Zoning is to be created, and that variances would be necessary to allow the land division in the R1.5 Zoning District. RM zoning accomplishes the stated goal, allows creation of conforming lots and is adequate for septic systems.

OFFER OF CONDITIONS:

- a) The site would be zoned RM, Multiple Family Residential and will be developed for a two detached single-family houses on separate parcels fronting Briarwood Drive.
- b) The lots will be roughly equal, with the dividing lot line running under the existing overhead utilities.
- c) Setbacks will match the adjacent neighborhood:
  - Front Yard: 40 feet
  - Side Yards 15 feet least/30 feet total
  - Rear Yard 40 feet
- d) The conditional rezoning agreed to herein can revert back to O-S, Office Service, if the proposed land use is not established within two years or is abandoned for 12 months.

2675 HIGHLAND HOLDING LLC.

Jeffrey A. Heym

# Vacant \_ S Milford Rd




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

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

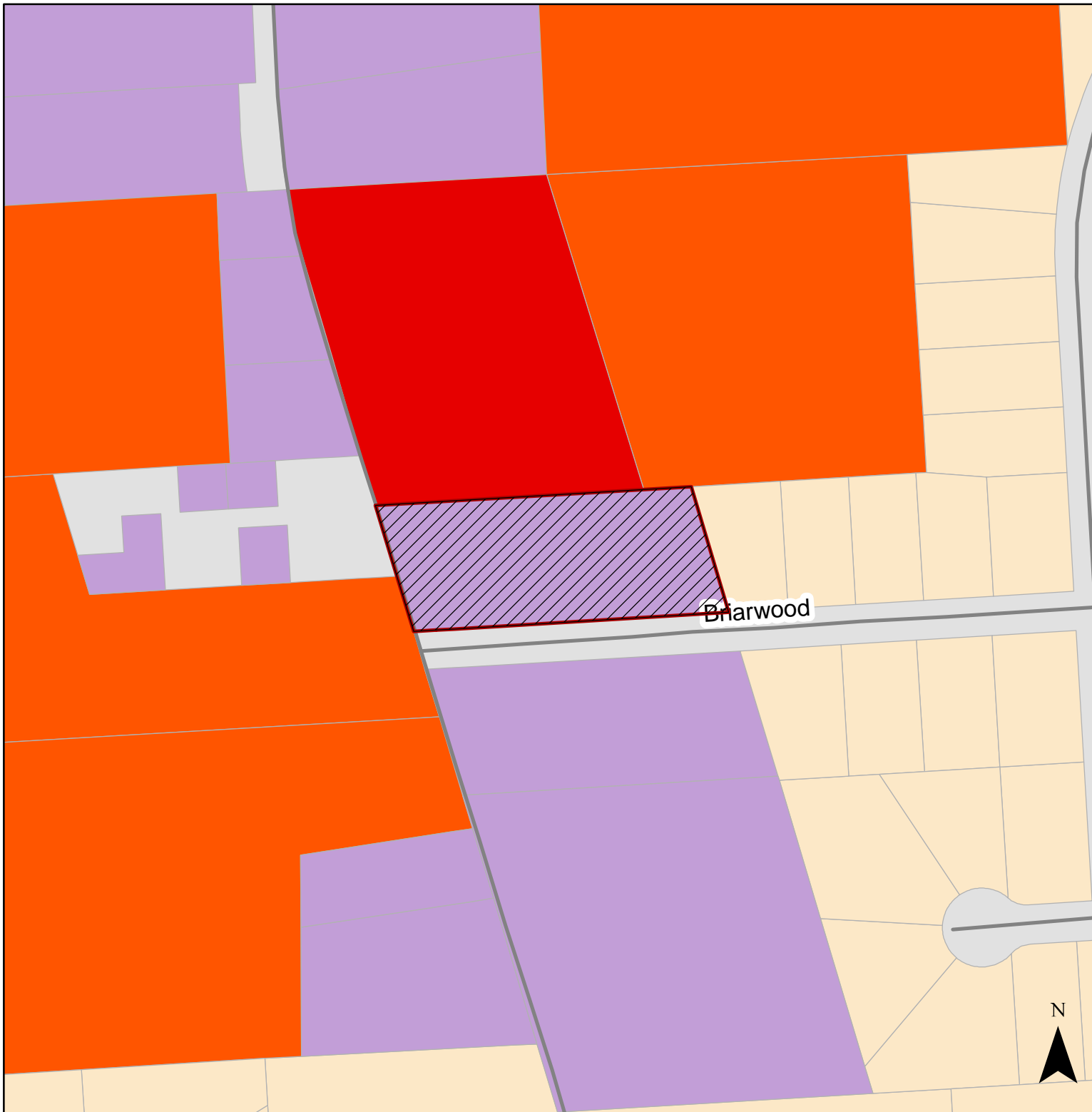
  
**David Coulter**  
 Oakland County Executive

Date Created: 11/4/2021

  
 NORTH  
 1 inch = 100 feet


# CASE RZ 21-07


## Hyne





 Vacant Property, S. Milford Rd

### Future Land Use


 Agricultural and Rural Residential


 Commercial Transition Zone


 General Commercial


 Highland Station

 Industrial


 Institutional

 Manufactured Housing Community


 Medium and Small Lot Residential (1.5 to 3 acre min. lot size)

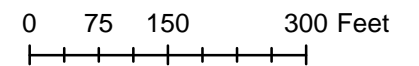
 Medium and Small Lot (LV Zoning)

 Multiple Family Residential

 Office and Low Intensity Commercial

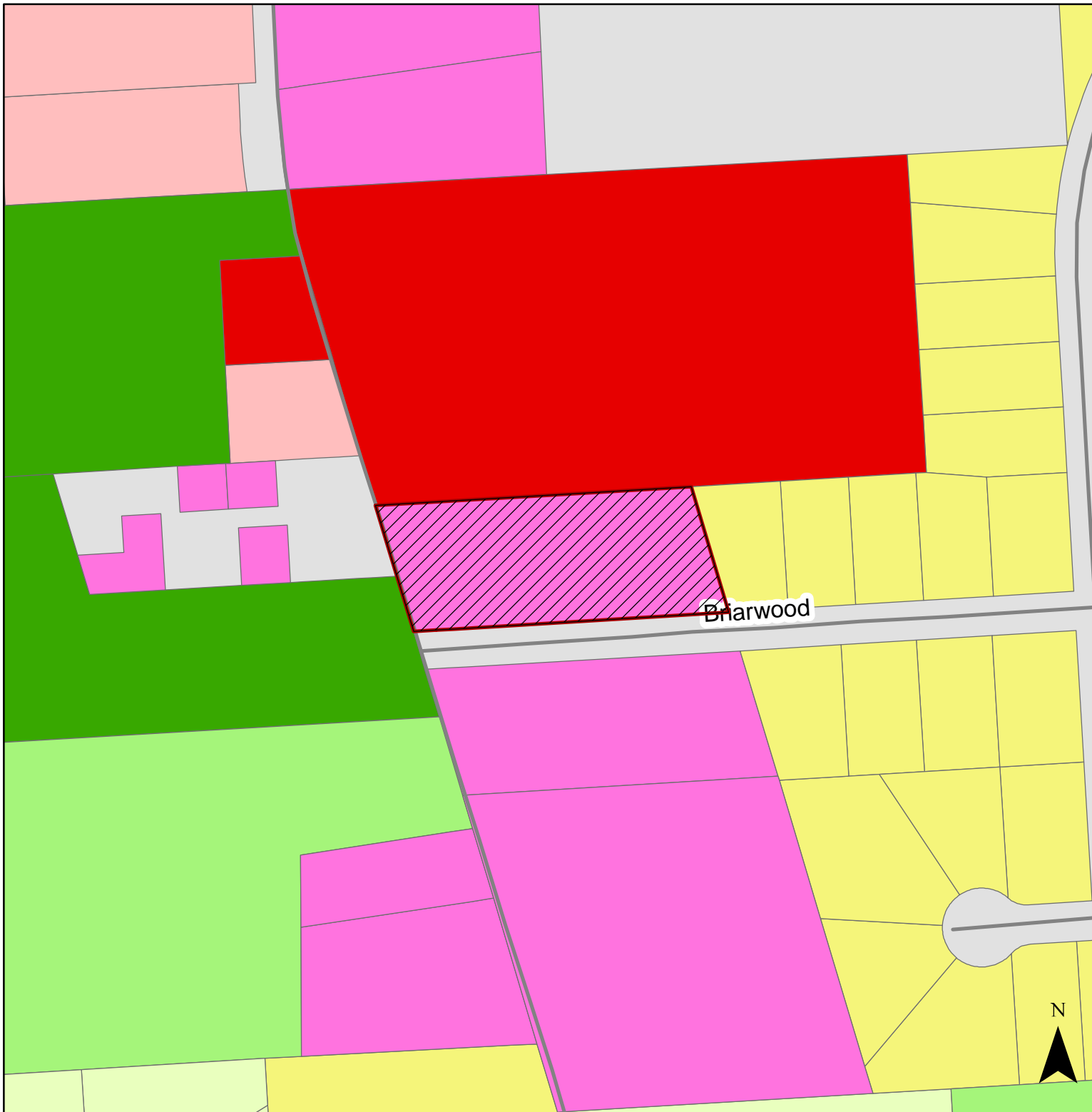
 Open Space Residential

 Parks and Recreation
















# CASE RZ 21-07

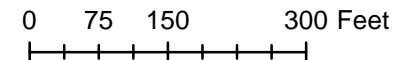
## Hyne



 Vacant Property, S. Milford Rd

### Zoning (2021)

-  ARR: Agricultural And Rural Residential
-  LV: Lakes and Villages
-  R1.5: Residential 1.5
-  R3: Residential 3
-  RM: Multiple Family
-  MH: Mobile Home Park
-  OS: Office Service
-  C-1: Local Commercial
-  C-2: General Commercial
-  C-3: Low-Impact Commercial
-  HS: Highland Station
-  TR: Technology and Research
-  IM: Industrial Manufacturing





<input type="checkbox"/>	Site Plan Review
<input checked="" type="checkbox"/>	Rezoning <i>w/conditions</i>
<input type="checkbox"/>	Use Requiring Special Approval
<input type="checkbox"/>	Land Division
<input type="checkbox"/>	Land Division & Combination
<input type="checkbox"/>	Road Profile
<input type="checkbox"/>	Other

**PLAN REVIEW APPLICATION**

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

Date filed: 9-23-21 Fee: \$850 Escrow: 0 Case Number: 21-07

**NOTICE TO APPLICANT AND OWNER**

*Receipt 1.052989*

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

**REQUIRED COPIES OF PLANS**

INITIAL REVIEW: 3 HARD COPIES OF PLANS AND .PDF COPY OF PLANS  
CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES AND .PDF COPY

**APPLICANT AND PROPERTY OWNER INFORMATION**

Applicant: JEFFREY HEYN  
 Phone: 586 206 8395 Email: JEFFHEYN@aol.com  
 Address: 1310 PETTIBONE LAKE RD. HIGHLAND MI. 48356  
 (Street) (City) (State) (Zip)  
 Property Owner: 2675 HIGHLAND HOLDING L.L.C. Phone: 586 206 8395  
 Address: P.O. BOX 535 MILFORD MI. 48381  
 (Street) (City) (State) (Zip)

**PROPERTY INFORMATION**

Address or Adjacent Streets: MILFORD RD. + BRIARWOOD DR.  
 Lot Width: 200' Lot Depth: 480' Lot Area: 2.16 ACRES  
 Tax Identification Number(s) (Sidwell): 11-34-326-002

**PROJECT INFORMATION**

Project Name: BRIARWOOD / CREEKWOOD  
 Existing Use: OS OFFICE (VACANT LAND) Current Zoning: OS  
 Proposed Use: RM RESIDENTIAL Proposed Zoning: RM

**APPLICANT**

SIGNATURE: Jeffrey Heyn  
 NAME: JEFFREY HEYN

On the 23 day of Sept, 2021 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan  
County Of Oakland

Notary Public: Julie A. Kabalka

**OWNER**

SIGNATURE: Jeffrey Heyn  
 NAME: JEFFREY HEYN

On the 23 day of SEPT, 2021 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan  
County Of Oakland

Notary Public: Julie A. Kabalka

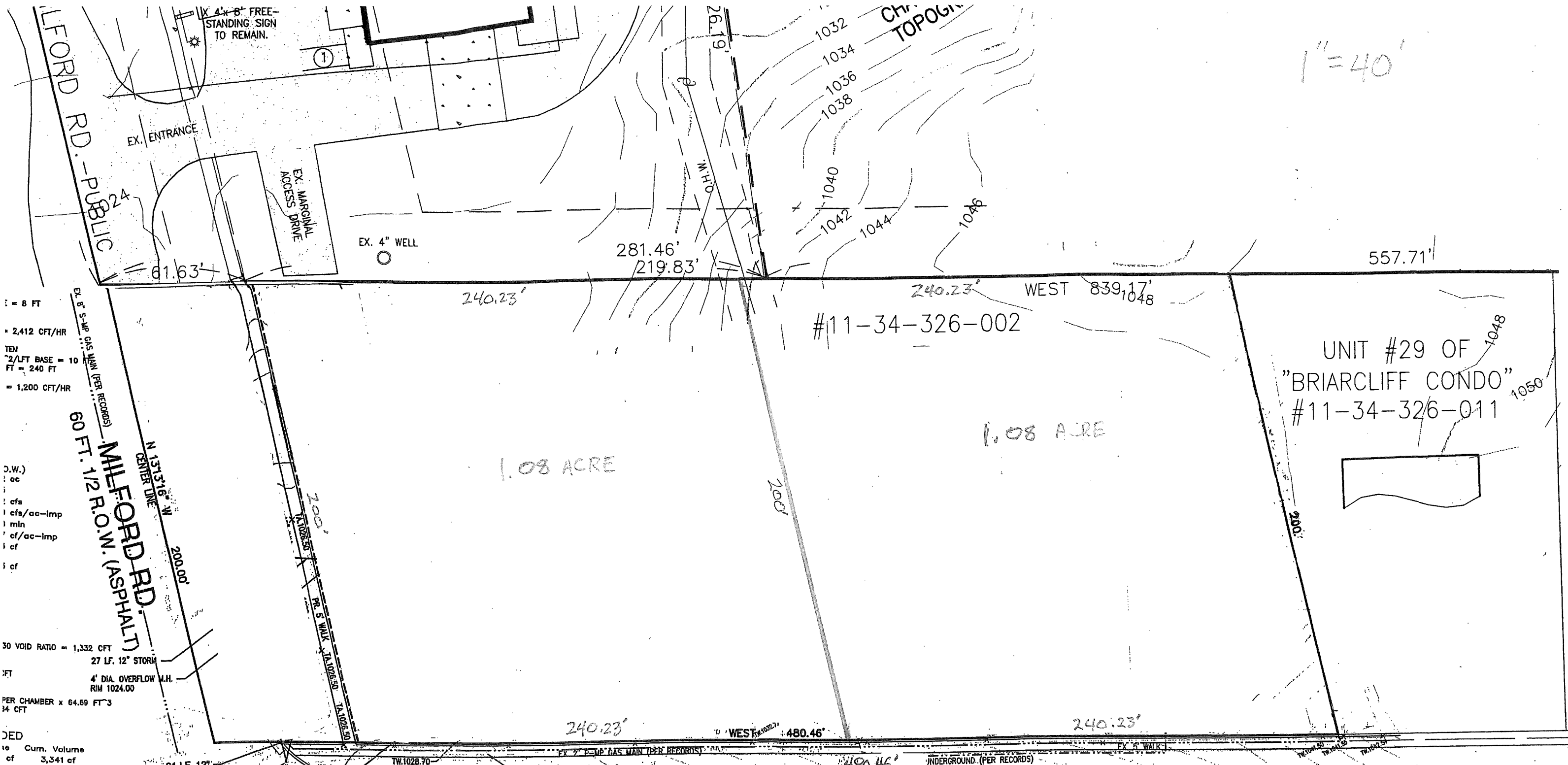
\* If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the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

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

**JULIE A. KABALKA**  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF OAKLAND  
 My Commission Expires Dec. 22, 2021  
 Acting in the County of Oakland



1" = 40'



1" = 8 FT  
 = 2,412 CFT/HR  
 TEM  
 2/LFT BASE = 10  
 FT = 240 FT  
 = 1,200 CFT/HR

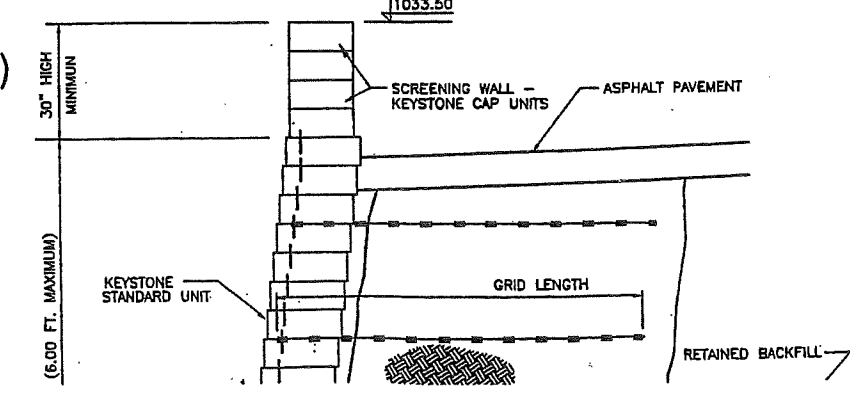
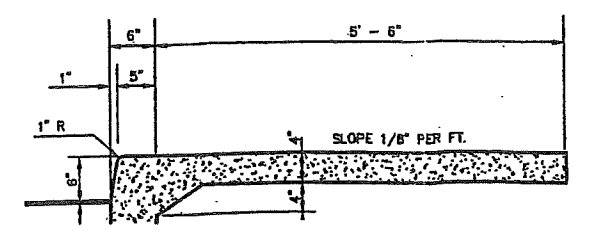
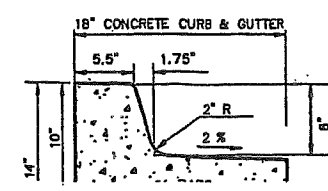
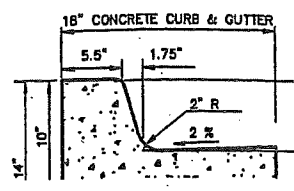
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 l min  
 cf/ac-imp  
 cf

30 VOID RATIO = 1,332 CFT  
 27 LF. 12" STORM  
 4" DIA. OVERFLOW M.H.  
 RIM 1024.00  
 PER CHAMBER x 64.69 FT<sup>3</sup>  
 34 CFT

DED  
 Cum. Volume  
 cf 3,341 cf  
 cf 2,174 cf  
 cf 104 cf

ES.  
 CHARGER PLASTIC STORMWATER

BASED ON TOPOGRAPHIC  
 F THIS INFORMATION PROVIDED  
 UCTION DRAWINGS, A  
 ID BY NOWAK & FRAUS.



**BRIARWOOD DR.**  
 30 FT. 1/2 R.O.W. (ASPHALT WITH CONC. C&GU)

ZONED OB



# Memorandum

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: 1/10/2022  
Re: Fiber Optic Broadband Master Plan agreement

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At our December 2021 meeting we approved the expenditure to move forward with EntryPoint Networks to develop a Broadband Master Plan for Highland Township.

EntryPoint and our attorney have approved the language for the contract to move forward.

Recommended Motion: to authorize the supervisor to sign the agreement with EntryPoint Networks to move forward with the Broadband Master Plan.



## CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement ("Agreement") is dated for reference as of January 5, 2021, between Entry Point, LLC, dba **EntryPoint Networks**, a Utah limited liability company ("Consultant") and the Charter Township of Highland, a Michigan Charter Township ("Municipality"). **Consultant and Municipality may be collectively referred to as ("Parties") or individually as a ("Party")**

- A. Consultant shall provide the Municipality with a Project Plan on the options and costs for providing broadband service throughout the entire boundary of the Municipality, as further described in the Scope of Work. **(the "Project")**.
- B. Consultant shall provide its expertise in technology, networking, security, and broadband system design to develop the Project Plan **(the "Services")**., and
- C. Municipality wants to receive the Services and retain Consultant as an independent contractor in accordance with the terms of this Agreement.

The parties therefore agree as follows:

1. SERVICES.

- (a) This Agreement governs the relationship of Consultant and Municipality for the Services.
- (b) Upon execution of this Agreement, Consultant will assist Municipality to create a plan for the Project **(the "Project Plan") inclusive of the Municipality's objectives, requirements, tasks, deliverables, milestones, and assumptions for the Project.** Consultant will assist Municipality to update the Project Plan from time to time as needed. Consultant will provide Services to Municipality in developing the Project Plan and as provided for in this Agreement. The Services will be performed at a location agreed by the Parties.
- (c) Municipality will designate a project manager for the Project, and Consultant will designate a primary contact for the Services.

2. FEES; EXPENSES; NOT-TO-EXCEED; PAYMENT TERMS.

- (a) Consultant will perform the Services for an hourly rate of \$200.00 per hour.
- (b) Municipality **shall pay the Consultant's reasonable and necessary out-of-pocket** expenses incurred for the Project, including travel pre-approved by Municipality inclusive of airfare, transportation, lodging, meals, and related travel **expenses, subject to Municipality's** expense and reimbursement policies. Consultant shall retain and provide legible receipts and documentation of expenses.
- (c) Fees and expenses will be billed on a monthly basis, and Municipality shall pay all undisputed invoices on a net-30 basis. The fees do not include federal, state, or local sales or use taxes, or any other taxes or fees assessed on, or in connection with the Services, which Consultant may invoice separately if required by applicable law.
- (d) Municipality shall pay Consultant for the fees and expenses stated in this Agreement, subject to an overall not-to-exceed amount for the fees of **\$27,000.00 (the "Not-to-Exceed Amount").** **The Not-to-Exceed Amount** shall be firm and fixed. Any costs of Services incurred by Consultant in excess of the Not-to-Exceed Amount shall be borne by Consultant without payment by Municipality. If the total cost amount incurred by Consultant in performance of **Consultant's obligations subject to a Not-to-Exceed Amount** is less than such Not-to-Exceed Amount, Consultant shall not be entitled to receive the difference in these amounts, or any portion thereof, and Municipality will not be obligated to make any additional payments to Consultant for such obligations.
- (e) Consultant shall deliver a signed W9 to Municipality upon execution of this Agreement.

3. TERM OF AGREEMENT.

- (a) The term of this Agreement commences on the Effective Date and continues for a period of two (2) years from the **Effective Date (the “Term”), unless terminated as provided in this section. The Term** may be extended for a period of one (1) year if requested by Municipality.
- (b) Either Party may terminate this Agreement for any reason including convenience, upon thirty (30) days after delivery of written notice of termination to the other Party. In the event of termination, Municipality will be responsible for payment for services rendered by Consultant up to the date of the termination.

4. INDEPENDENT CONTRACTOR. The relationship of the Parties is that of independent contractors and not an employment, joint venture, partnership, or agency relationship. Consultant has no authority to commit, act for or on behalf of Municipality, or bind Municipality to any obligation or liability. **None of Consultant’s employees or contractors will be** considered an employee of Municipality for any purpose. Consultant is solely responsible for payment of all compensation owed to its employees and contractors, including wages, benefits, insurance, leave, overtime, reimbursement of expenses, and any deductions for taxes and withholdings required by law. In no event will Consultant or Consultant employees or contractors be eligible for or entitled to any benefits of Municipality.

5. COMPLIANCE WITH LAW. Consultant shall comply with applicable law in performing the Services. Consultant has and shall maintain in effect all licenses, permissions, consents, and permits that it needs to perform the Services.

6. PROPRIETARY INFORMATION.

- (a) **“Proprietary Information” means, with respect to Consultant, any (i) intellectual property of Consultant or its suppliers and licensors, which constitutes a trade secret, trademark, copyright, or patent, and all rights and interests therein arising under state, federal, or international law; (ii) any trade secret or other data or information that may be treated as confidential under Michigan law.** Proprietary Information does not include the final Project Plan that will be provided by Consultant. Municipality may make copies and distribute the final version of the Project Plan as it deems necessary as long as it identifies Consultant as the author of the Project Plan.
- (b) **Municipality shall not use the Consultant’s Proprietary Information for any purpose other than for the Project or in accordance with this Agreement, and, except as provided by applicable law, Municipality shall not disclose the Consultant’s Proprietary Information to any person, except to its employees, contractors, representatives, professional advisers, and affiliates with a need to know that Proprietary Information.** Upon termination or expiration of this Agreement or upon the written request of the disclosing Party, the receiving party shall return all Proprietary Information or certify, in writing, the destruction thereof.

7. OWNERSHIP. This Agreement does not transfer ownership of, or grant any license to, Proprietary Information, including the EntryPoint Solution or any intellectual property rights of Consultant in the EntryPoint Solution, which may be licensed in accordance with the terms of a separate written agreement. Consultant retains all right, title, and interest in and to all Proprietary Information.

8. WARRANTY. Consultant warrants that all Services will be provided: (a) in accordance with the terms of this Agreement; (b) in a timely, workmanlike, and professional manner; and (c) in accordance with the generally recognized **industry standards in Consultant’s field. Municipality’s remedy for a breach of warranty will be to have Consultant reperform the Services or, in Consultant’s discretion, refund the fees attributable to that portion of the Services.**

9. REPRESENTATIONS. Consultant represents that Consultant, and its employees and contractors are not prohibited or restricted by any employment or independent contractor agreement or other relationship from providing Services under this Agreement.

10. INSURANCE. Consultant shall maintain the following insurance coverage at all times during this Agreement and shall provide proof of the following coverage to Municipality:

- (a) Commercial general liability insurance covering the Consultant and the Municipality and its agents, officials, and employees as additional insureds with not less than the following limits of liability; bodily injury or death, \$1,000,000

each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.

(b) **If required under the Worker's Disability Compensation Act of the State of Michigan, Worker's Compensation and Employer's Liability Insurance of at least \$500,000.**

(c) Professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses, naming the Municipality as additional insured.

11. INDEMNIFICATION. Consultant shall indemnify and hold harmless the Municipality for any third-party claim or liability caused by or arising out of **Consultant's** performance of this Agreement. In no event **will Consultant's liability** hereunder exceed the insurance coverage stated in Section 10.

12. MISCELLANEOUS.

(a) Entire Agreement. This Agreement constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior or contemporaneous understandings, agreements, representations, or warranties, written and oral, concerning such subject matter. No amendment of this Agreement is effective unless it is in writing, identified as an amendment to this Agreement, and signed by an authorized representative of each Party.

(b) Assignment. Neither Party will assign or otherwise transfer any of its rights or obligations under this Agreement without the other **Party's prior written consent. Subject to the foregoing, this Agreement is binding on and inures to** the benefit of the Parties hereto and their respective successors and permitted assigns.

(c) Severability. The terms of this Agreement are severable. If any term of this Agreement is held by a court of competent jurisdiction to be contrary to law, the term will be deemed null and void, and the remaining terms of this Agreement will remain in full force and effect.

(d) Feedback. Notwithstanding anything to the contrary in this Agreement, Consultant has not agreed to and does not **agree to treat as confidential any feedback, comment, suggestion, or idea of Municipality ("Feedback"), and nothing** in this Agreement or in the **Parties' dealings arising out of or related to this Agreement restricts Consultant's right to** use, profit from, disclose, publish, or otherwise exploit any Feedback, without compensation to Municipality.

(e) Force Majeure. No delay, failure, or default, other than a failure to pay fees or expenses when due, will constitute a breach of this Agreement to the extent caused by acts of war, terrorism, hurricanes, earthquakes, other acts of God or of nature, strikes or other labor disputes, riots or other acts of civil disorder, embargoes, or other causes beyond **the performing party's reasonable control.** The Party affected by the foregoing shall give prompt notice to the other Party and shall use reasonably diligent efforts to mitigate the delay, failure, or non-performance.

(f) Notices. Except as otherwise expressly set forth in this Agreement, any notice, request, consent, claim, demand, waiver, or other communication will have legal effect when made in writing and addressed as follows:

Notice to Consultant:      Entry Point, LLC  
   Attn: Jeff Christensen  
   1949 West Printers Row  
   Salt Lake City, Utah 84119  
   jchristensen@entpnt.com

Notice to Municipality:      Highland Township  
   Attn: Rick Hamill  
   205 N. John Street  
   Highland, Michigan 48357  
   rick.hamill@highlandtwp.org

Notices sent in accordance with this section will be deemed effectively given when received. Each party may designate another address or contact person from time to time in accordance with this section.

- (g) Governing Law. This Agreement is governed by and construed in accordance with the laws of Michigan without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of Michigan.
- (h) Jurisdiction and Venue. Jurisdiction and venue shall be in the appropriate state or federal courts in the state of Michigan as determined by Court rules.
- (i) Dispute Resolution; Attorney Fees. The Parties shall negotiate in good faith to settle any dispute, controversy, grievance, or claim arising out of or related to this Agreement or its interpretation, operation, breach, termination, or cancellation. If the Parties cannot settle, then it may be submitted to the courts. Either Party may exercise any legal right and remedy available to it, whether at law or in equity, to enforce any term of this Agreement.
- (j) Effective Date; Counterparts. This Agreement is effective when signed by the Parties as of the last date (the "Effective Date") **set forth in the signature block below. This Agreement may be executed in one or more** counterparts, each of which is an original, but all of which together constitute a single agreement. This Agreement may be executed electronically, and a signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission has the same legal effect as delivery of an original signed copy of this Agreement.

The Parties, by and through their respective duly authorized representatives, sign this Agreement as of the Effective Date.

Consultant:  
ENTRY POINT, LLC



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Name: Devin H. Cox  
Title: EVP Business Development  
Date: 01/05/2022

Municipality:  
HIGHLAND TOWNSHIP, MI

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Name: Rick Hamill  
Title: Supervisor  
Date:

# SCHEDULE A

## Scope of Work of the EntryPoint Solution

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Consultant shall provide Municipality with the following Scope of Work for analyzing the feasibility of deploying Township-wide fiber optic infrastructure. Consultant shall work with representatives of Municipality to develop the proposed detailed Feasibility Analysis and an actionable Broadband Master Plan:

### Education

- » Educate Municipality Leaders on Key Options for Strategy.
- » Hold 1 on 1 sessions with Municipality Board of Trustees and Department Heads.
- » Provide a comparison of available media (Fiber Optic, DSL, Coaxial Cable, Wireless).
- » Develop a list of key considerations for the Municipality.

### Community Engagement

- » Develop and conduct a statistically valid broadband survey of residents and businesses.
- » Develop a Community Engagement Plan including budget, timeline, and milestones.
- » Work with the **Municipality's** team to develop and deploy marketing and education messaging.

### Planning, Analysis & Documentation

- » Incorporate the specific legal structure indicated **by the Municipality's legal counsel** as available for municipal owned broadband, as part of the consideration of potential structures for providing Township-wide broadband service.
- » Work with the **Municipality's** Board and other Municipality leaders to create Operational Definitions of Success and document these definitions.
- » Work with the Municipality to Develop a Broadband Strategy.
- » Conduct a Market Analysis to clearly identify services, service providers, current average prices and speeds from the available carriers operating in Highland today.
- » Provide the Pros and Cons of available business models currently deployed in the U.S. including the incumbent model and successful / viable municipal broadband models as well as public-private partnerships.
- » Document community survey results.
- » Provide a comparison of the cost of Inside Plant and Outside Plant Equipment for the network for a passive Optical Network vs an Active Ethernet Network Design.
- » Conduct a Risk Analysis for all project phases.
- » Identify Potential Project Partners (Engineering, Construction, Middle Mile, ISP).
- » Establish initial pricing from multiple ISPs and Middle Mile Carriers.
- » Work with the Municipality to model a projected Monthly Network Operations Fee for residents and businesses.
- » Create a High-Level Network Design for a Fiber to the Business and Fiber to the Premise Network.
- » Prepare an analysis and recommendation on whether the Municipality should pursue pure aerial, pure underground, or a hybrid (aerial & underground).
- » Prepare a Cost Breakdown for Network Materials.
- » Prepare a Projected Cost Breakdown for Network Installation.

- » Create a Financial Pro-Forma based on Cost Structure.
- » Establish a projected cost per premise based on a breakdown of all cost variables.
- » Projection on engineering and construction costs will not be firm unless the Municipality conducts RFPs
- » After Municipality decides on a broadband solution to deploy, **develop draft RFP's for Design and Construction** or, Design/Build solution as indicated by Municipality.
- » Engage Potential Project Partners (Engineering, Construction, Middle Mile, ISP).
- » Provide Planning Assistance for Construction Financing and Long-Term Financing.
- » Work with the Municipality to identify potential sources for construction financing and long-term financing.
- » Determine options for financing the network. Develop recommendations for the funding path for the three financial categories:
  - » Infrastructure
  - » Operations and Maintenance of the network
  - » Service Providers
- » Develop a Broadband Plan and deliver report to the **Municipality's** Board and other Municipality leaders.
- » Develop a Next Steps Plan in conjunction with the Broadband Plan.



BUDGET AMENDMENT WORKSHEET  
 2022 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - January 10, 2022

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2022	AS AMENDED 12/31/2022		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
<b><u>CAPITAL IMPROVEMENT FUND</u></b>						
<b>Revenues:</b>						
401-000-692.000	APPROPRIATION FUND BAL.	\$4,187,000.00		\$4,187,000.00	+	\$115,000.00 = \$4,302,000.00
<b>Expenditures:</b>						
401-751-971.002	NEW PARK PROPERTY	\$0.00		\$0.00	+	\$115,000.00 = \$115,000.00

**Purpose of Amendment:**

To appropriate funds for the New Park Property Capital line.



## Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: December 28, 2021  
Re: Hire Part Time Clerical - Supervisor's Office

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Rick Hamill, Jennifer Frederick, and Karen Provo conducted interviews

I recommend Elaine Krimmel, for the open part time clerical position in the Supervisors office. I am recommending a start date of January 31, 2022, at a rate of \$16.25 per hour, for 25 hours on average and not to exceed 29 hours per week.

Elaine's background check was approved, and her application is on file in the Supervisor's Office for review.





**RESOLUTION #22-01: 2022 POVERTY EXEMPTION  
POLICY, GUIDELINES, AND DETERMINATIONS**

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held in the Township Hall on January 10, 2022 at 6:30 p.m.

Present: Rick A. Hamill, Tami Flowers, Jennifer Frederick, Judy Cooper, Brian Howe, Beth Lewis, and Joseph M. Salvia

Absent: None

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, the homestead or principal residence of a person who, in the judgment of the Supervisor and Board of Review, by reason of poverty, is unable to contribute to the public charges is eligible for exemption in whole or in part from the collection of taxes under the General Property Tax Act ("poverty exemption"); and

**WHEREAS**, the Township Board is required to determine and make available to the public, the policy and guidelines to be used for granting poverty exemptions under the General Property Tax Act, MCL 211.7u, which as amended by Public Act 253 of 2020, also allows the Township Board to permit:

- a. Poverty exemptions granted for the 2019 and/or 2020 tax years to be continued for the 2021, 2022, and 2023 tax years without reapplication if there is no change in the ownership or occupancy status of the person who was eligible for the poverty exemption; and
- b. Poverty exemptions granted for the first time in the 2021, 2022, or 2023 tax years to be continued for an additional 3 years after the initial year of exemption, without reapplication if:
  - (i) there is no change in the ownership or occupancy status of the person who was eligible for the poverty exemption, and
  - (ii) that person receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, subject to that person filing an affidavit with the Township rescinding the exemption within 45 days of no longer owning or occupying that principal residence or a change in household income or assets that defeats eligibility for the poverty exemption.

**WHEREAS**, MCL 211.7u, as amended by Public Act 253 of 2020, provides that if the Assessor determines that a principal residence for which a poverty exemption was granted for the 2019 or 2020 tax year is still eligible for that exemption, that poverty exemption shall remain in effect for the 2021 tax year if prior to February 15, 2021, the Township Board has adopted a Resolution that continues the poverty exemption for the 2021 tax year for all principal residences that had a poverty exemption for the 2019 and/or 2020 tax years subject to the owner of each such residence affirming the required ownership, occupancy, and poverty status to the Township on a State Tax Commission approved form.

**IT IS THEREFORE RESOLVED**, that the Board of Trustees, as the local governing body of the Charter Township of Highland, the local assessing unit, adopts the following policy and guidelines to be used by the Assessor and Board of Review in granting poverty exemptions under MCL 211.7u, which will take into account the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns filed in the current or immediately preceding year.

To be eligible for the poverty exemption, on an annual basis a person must:

1. Own and occupy the principal residence (homestead) for which the exemption is requested.
2. Unless not required by another provision of this Resolution, accurately and truthfully complete a State Tax Commission approved Application form and file that claim for the exemption with the Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence (homestead), including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Produce a valid drivers' license or other form of identification if requested.
4. Produce (if requested) a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
5. Meet the following poverty income guidelines hereby established as alternatives to the federal poverty income guidelines:

<u>PERSONS PER HOUSEHOLD</u>	<u>MAXIMUM INCOME</u>
1	\$19,000
2	\$24,260
3	\$30,626
4	\$36,993
5	\$43,361
6	\$49,727
7	\$56,095
8	\$62,461
For each additional person:	\$ 4,785

6. Not own a total of personal property, real property, and liquid assets exceeding \$50,000 in value. The homestead (principal residence) value and one vehicle with a value not to exceed \$20,000 are exempt from the \$50,000 maximum asset limit.

**IT IS FURTHER RESOLVED THAT** the Board of Review may require additional documentation or information to properly evaluate an exemption request.

**IT IS FURTHER RESOLVED THAT** the Board of Review shall follow the above stated policy and guidelines in granting or denying an exemption. If granting the exemption and as limited by MCL 211.7u, the Board of Review may grant a full exemption of 100% reduction in taxable value (TV of \$0) or a partial exemption equal to a 25% reduction or 50% reduction in taxable value.

**IT IS FURTHER RESOLVED THAT** as authorized by MCL 211.7u(6), poverty exemptions granted for the 2019 and/or 2020 tax years shall be continued for the 2021, 2022, and 2023 tax years without reapplication if no change in the ownership or occupancy status of the person who was eligible for the poverty exemption is documented annually by that person filing a completed Affidavit of Ownership and Occupancy to Remain Exempt by Reason of Poverty, State Tax Commission form with the Assessor no later than 2 days before the last day of the Board of Review for that tax year.

**IT IS FURTHER RESOLVED THAT** as authorized by MCL 211.7u(6), poverty exemptions granted for the first time in the 2021, 2022, or 2023 tax years shall be continued for an additional 3 tax years after the initial year of exemption, without reapplication if the person who was eligible for the poverty exemption annually files a completed Affidavit of Ownership and Occupancy to Remain Exempt by Reason of Poverty, State Tax Commission form with the Assessor no later than 2 days before the last day of the Board of Review for that tax year, affirming that there has been (i) no change in the ownership or occupancy status of the person who was eligible for the poverty exemption, and (ii) that person receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation.

**IT IS FURTHER RESOLVED THAT** a person receiving the extended exemption in the preceding paragraph is required to file an affidavit rescinding the exemption with the Assessor within 45 days of no longer owning or occupying the principal residence or a change in household income or assets that defeats eligibility for the poverty exemption.

**IT IS FURTHER RESOLVED** that as authorized by MCL 211.7u(8), poverty exemptions are continued for the 2021 tax year for all principal residences that had a poverty exemption for the 2019 and/or 2020 tax years, subject to the owner of each such residence affirming the required ownership, occupancy, and poverty status to the Township by filing a completed Affidavit of Ownership and Occupancy to Remain Exempt by Reason of Poverty, State Tax Commission form with the Assessor no later than 2 days before the last day of the Board of Review for the 2021 tax year.

**IT IS FURTHER RESOLVED THAT** as required by MCL 211.7u(9), the Township will develop and implement an audit program for the continued poverty exemptions provided for in this Resolution under MCL 211.7u(6) and MCL 211.7u(8), following State Tax Commission guidance.

Ayes: Hamill, Flowers, Frederick, Cooper, Salvia, Howe, Lewis  
Nays: None  
Abstentions: None

**RESOLUTION DECLARED ADOPTED**

\_\_\_\_\_  
Rick A. Hamill, Supervisor

\_\_\_\_\_  
Tami Flowers, MiPMC Clerk

STATE OF MICHIGAN )  
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified and elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing resolution was adopted by the Township Board of Trustees at a regular meeting held on the 10th day of January, 2022.

\_\_\_\_\_  
Tami Flowers, MiPMC Clerk



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

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

TO: Highland Township Board

FROM: Ken Chapman, Fire Chief

SUBJECT: Annual FF Physicals

DATE: January 10, 2022

Bio Care provides a mobile exam facility that provides a NFPA 1582 compliant physical for our staff. The company will locate the mobile unit on our property, and structure the schedule around my staff's availability. This has been very successful program for the past (6) years, and enables us to maintain MIOSHA requirements. The amount not to exceed \$9,000.

The amount will be paid from our 2021 Budget line 206-336-713.000.

Should you require any further information, please feel free to contact me.



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

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

TO: Highland Township Board

FROM: Ken Chapman, Fire Chief

SUBJECT: EMS Quality Assurance and Quality Improvement

DATE: January 10, 2022

Over the past decade, we have witnessed a collapse of the private EMS system. Watching trends, we were preparing for the inevitable. In August 2020, your Highland Township Firefighters assumed the role of primary ALS (Advanced Life Support) EMS provider for our community. We are a little over a year into providing this service, and have adapted very well.

We are not the only area fire department that have had to adapt to the void the collapse has created. In November of 2021, Springfield Township Fire Department also assumed the role of EMS transport for their community.

This has created an opportunity for our communities to share a position for someone to provide QA/QI for EMS runs. We would like to hire Naomi Baksa to review and provide improvement plans (if needed) for staff members at \$19.67 per hour. Ms. Baksa is a full time Flight Medic for MedStar Life Flight with years of experience as a paramedic in Michigan. Both Highland and Springfield Fire Departments utilize Imagetrend for our Fire and EMS reporting. Ms. Baksa will review the transport runs for both communities, and expects to commit 15-30 hours per month. By cooperating with Springfield Township Fire Department, sharing this service will be cost effective and aid both communities in streamlining their operations by sharing practices.



**RESOLUTION 22-02 FEE SCHEDULE  
FOR 2022**

At a regular meeting of the Charter Township of Highland Board of Trustees, Oakland County, Michigan, held via electronic means on January 10, 2022 at 6:30 p.m.:

Present:

Absent:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**WHEREAS**, the Board of Trustees is authorized by various Ordinances of the Township of Highland to establish a Fee Schedule; and

**WHEREAS**, it is necessary that an appropriate Fee Schedule be established sufficient to defray expenses that may be incurred by the Township in connection with consideration of the various applications and permits;

**NOW THEREFORE**; the Board of Trustees of the Charter Township of Highland, Oakland County does hereby establish the following Fee Schedule for various applications as regulated under the General Code of Ordinances:

**SECTION 1: FEES FOR BUILDING PERMITS**

In general, the cost of building permits is established to cover the costs of administration, plan review, and inspection.

1.) **PLAN REVIEW**

a) For residential construction (including construction of new homes, additions, alterations, repairs, garages, and accessory structures) the following fees apply:

New residential home	\$62.00
Other projects (garages, remodels, etc.)	\$27.00



b) For commercial and industrial construction:

Projects up to 1000 sq. ft.	\$116.00
1001 to 4000 sq. ft.	\$171.00
4001 to 10,000 sq. ft.	\$235.00
10,001 sq. ft and over	\$232.00 plus \$9.00 for each additional 1000 sq. ft.

c) Plan review fees are to be paid at the time of issuance of a permit. If the plans are altered and resubmitted after review is initiated, the Building Official may charge an additional plan review fee.

2) BUILDING PERMIT FEES

a) The cost of a permit for a new building or structure, in-ground swimming pool, addition, alteration or remodel of an existing building or structure shall be related to the probable cost of the improvement, as established by the Building Official. For new construction, the Building Official shall calculate the probable cost of the improvement based on current Building Valuation Data published biannually by the International Code Council. For alterations, repairs or demolitions, the Building Official may request the applicant provide documentation of probable costs, such as a detailed contractor’s estimate or detailed list of materials and costs for work to be completed by the homeowner.

b) Once the probable cost of the improvement is established by the Building Official, the cost of the building permit is established by entering the Building Department Fee Schedule (see attachment A).

c) Permit deposits are required, based on the probable cost of construction as follows:

\$0 to \$10,000	\$125.00
\$10,001 to \$25,000	\$250.00
\$25,001 to \$100,000	\$500.00
Over \$100,000	0.5% of probable cost of improvements

d) The permit fees and deposits for other activities requiring building permits are as follows:

TYPE OF APPLICATION	FEE	DEPOSIT
<b>BUILDING PERMITS</b>		
Temporary Sign	\$40	
Permanent Sign	\$100	
Permanent Sign with footing	\$160	
Agricultural Sign	\$40	
Fence Permits	\$61	\$125
Mobile Home Installation	\$173	\$250
Demolition Permits	\$135	\$500
Swimming Pool, Hot Tub, Spa—Above Ground	\$81	\$125
<b>LAND USE PERMIT</b>		
Land Use Permit (for accessory structures < 200 sq. ft. which are exempt from a building permit but must comply with building code).	\$61	\$125

e) Permit fees for specialized trades (mechanical, electrical and plumbing) are based on the anticipated number of units of work included in the project. See attachment B through D.

3) OTHER

a) **Application Fee.** Each application for building permit shall be accompanied by a non-refundable fee of \$27 or that equal to the review fee for that project, whichever is greater. This amount shall be deducted from the calculated plan review and permit fees payable at the time of permit issuance.

b) **Contractor's Registration Fee.** Each contracting business that works in Highland Township must register with the Building Department. This includes builders, plumbers, HVAC contractors, electricians, mobile home installers, and sign installers. Registration requires providing a copy of a valid license issued by the State of Michigan for each trade and a copy of a valid driver's license plus payment of a \$15.00 fee for each category. Each registration is valid for the duration of the contractor's current license.

c) **Penalty for work completed prior to obtaining permits.** The Building Official may levy double fees for work completed prior to issuance of a permit.

d) **Re-inspection fees.** The fee for re-inspection of work or for additional inspections required due to plan changes after permit issuance is \$60.00 per inspection for first occurrence and \$120 for re-inspection of subsequent occurrences of same issue.

e) **Refund policy.** If an applicant requests cancellation of a permit prior to commencement of work, the Building Official may authorize the release of a portion of monies collected in accordance with the following:

- i) Requests for refunds must be made within one (1) year from the date of issuance of the permit.
- ii) No portion of the plan review fees will be refunded after the plans have been examined.
- iii) An administrative fee equal to twenty percent (20%) of the building permit fee will be retained by the township to compensate for administrative services.
- iv). The cost of inspections completed prior to the refund request shall be retained by the township
- v) The decision of the Building Official as to the amount of a refund awarded to an applicant may be appealed to the (Supervisor/Board) whose decision shall be final.

## SECTION 2: FEES FOR ZONING ACTIVITIES

In general, the cost involved with zoning and land use activities is established to cover the costs of administration and public notices. The escrow deposit is established to cover the cost of consultants and professionals whose services may be required in the review and approval process of land use activities.

TYPE OF APPLICATION	FEE	INITIAL ESCROW DEPOSIT
Rezoning	\$750	--
Rezoning -- conditional	\$850	\$2,500
Use Requiring Special Approval	\$500	\$2,500
Use Requiring Special Approval Wireless Comm. *		
Site Specific Relief	\$850	\$2,500
Variance	\$275	--
Interpretation of Zoning Ordinance by ZBA	\$125	--
Administrative Appeal to ZBA	\$125	--
Site Plan/Sketch Plan (non-residential)	\$750	\$2,500
Modification of Approved Site Plan for projects involving building expansions greater than 1000 square feet and impacting site improvements (parking, utilities, landscaping, etc.)	\$375	\$1,250
Modification of Approved Site Plan for projects involving building expansions representing "infill" of footprint or with no significant impact to site improvements.	\$100	--
Site Plan (multiple family residential)	\$750	\$2,500
Single Family Residential Condominium Plan	\$600 + \$30/unit	\$2,500
Single Family Residential Subdivision Plat	\$600 + \$30/unit	\$2,500
Manufactured Homes located outside Manufactured Home Park	\$250	--
Highland Station Sign or Façade only review	\$100	--
Plot Plans requiring Administrative Approval (e.g. temporary uses, cell towers)	\$100	--
Plot Plans requiring Planning Commission Approval (e.g. temporary uses and Class "B" Farm Markets)	\$100	--
Zoning Land Use permit for occupation of space within existing commercial or industrial building with approved site plan on file	No charge	--
Private Road	\$250	\$2,500
Land Division or Division/Combination	\$250	--
Combination of existing tax parcels	\$15	--

\*Fee limited per MZEA

Fee entitles applicant to present project to approving body on two occasions (preliminary review and final approval). Any plan modification requiring additional appearance before approving body may be assessed an additional fee equivalent to 20% of the original fee.

Zoning Administrator may reduce initial escrow deposit by up to 50 percent if it is anticipated that expenses will be less than that of the otherwise required deposit.

For Uses Requiring Special Approval, the fee covers the process for use approval only. Where Site Plan Approval is required for proposed site improvements, those fees will also be assessed. As an example, a

Residential Cluster Development providing less than 50% open space would be assessed the Special Use Fee plus the appropriate site condominium plan or subdivision plat review fees.

**SECTION 3: OTHER PERMIT, FACILITY AND MATERIAL FEES**

1) PERMITS

For permits issued by the Township Clerk or Board of Trustees, a permit fee of \$100 is established. This applies to permits such as solicitor’s permit, ice cream trucks and nuisance exception permits. Please note the \$100 permit fee is for 4 maximum solicitors. If you have more than 4 solicitors, there will be an additional fee of \$10 for each person. Currently, there is no fee for an open burning permit.

2) USE OF TOWNSHIP-OWNED FACILITIES

Use of township-owned facilities such as the parks or auditorium is subject to rental fees and/or security deposits as follows:

Township Auditorium	\$50 security deposit
Township Parks (pavilion and bathroom facilities)	\$50 per use plus \$100 security deposit

3) CEMETERY

Purchase of burial rights for available gravesite by Township resident	\$500
Purchase of burial rights for available gravesite by non-resident	\$1,000
Transfer Fee for Deed to burial rights (per grave) to Township resident	\$20
Transfer Fee for Deed to burial rights (per grave) to non-resident	\$500

4) ADMINISTRATIVE SERVICES AND MATERIALS

Other fees for common services and materials are outlined in Attachment E.

**SECTION 4: FIRE DEPARTMENT FEE SCHEDULE**

The Charter Township of Highland Fire Department will attempt to provide a completion of plan review within 12 working days. If an accelerated plan review is desired, the following additional charges apply:

- 6 working day turnaround - Additional 50% surcharge
- 2 working day turnaround (prior notice must be given) - Additional 150% surcharge\*

1.) REVIEW FEES

Initial Fire Department Site Plan, 1 follow-up plan review, and our attendance at any necessary four (4) plan review staff meetings	\$400
Additional follow-up site plans (for corrections / additions)	\$50/hr.
Fire Alarm System Plan Review (panels, detection, control, and activation devices)	See SubSection 3
Suppression system plan review	See SubSection 4
Review Special Meeting; Attendance	\$50/hr.

2.) INSPECTION FEES

Circus, Fairs, and Carnivals - Stand by	Billed based on use
Fire Alarm / Fire Pump System Test	\$100
Fire watch	Billed based on use
Fireworks Show / Inspection / Permit/ Standby	\$500
Fireworks Show / Display - Standby	Billed based on use
Kitchen Cooking System Inspection	See SubSection 5
Business Inspection; General (first inspection free; second free if items are corrected) Third inspection charged as below:	\$0
Re-Inspection; General- Assembly Occupancy <10,000 sq. ft.	\$250
Re-Inspection; General -Assembly Occupancy >10,000 sq. ft.	\$300
Re-Inspection; General- High Hazard	\$300
Re-Inspection; General-Institutional	\$200
Re-Inspection; General- Mercantile & all others	\$100
Re-Inspection; General- Restaurant	\$200
Occupant Load Review, Calculations, and Posting	\$150
Occupant Load re-posting requests	\$100
Prescribed Burn Permits	\$100
Public Assembly- Special Event Usage	\$100
Smoke Detector Test	\$100
Sprinkler System Hydrostatic Flush (witnessed) .	\$100
Sprinkler System Hydrostatic Test (witnessed)	\$200
Violation – Exit / Egress Doors Blocked	\$200/each
Violation- Overcrowding; exceed occupant load	\$500
Violation – Fire or life safety systems and equipment not maintained	\$100
Violation -Failure to submit plans and/or obtain permit	\$100

3) FIRE ALARM SYSTEMS

**Fire Alarm Systems Plan Review (shop drawings)**

1 - 11 Fire Alarm Devices	\$255
12 - 45 Fire Alarm devices	\$375
46 - 75 Fire Alarm devices	\$495
76 - 100 Fire Alarm devices	\$625
101 - 125 Fire Alarm devices	\$745
126 – 150	\$870
Over 150 Fire Alarm Devices	\$870 plus \$1.30 per device over 150

4) FIRE SUPPRESSION SYSTEMS

**Hydraulically Designed Sprinkler Systems-NFPA 13(Wet, Dry,)**

Number of Sprinklers	Plan Review Cost
1-15	\$255
16-45	\$395
46-100	\$530
101-200	\$655
201-300	\$775
301-400	\$905
401-500	\$1020
Over 500	\$1020.00 Plus \$0.92 for each sprinkler over 500

5) SPECIAL INSPECTIONS

**Special Hazard Fire Suppression Systems**

West Chemical, Kitchen Hood Fire Suppression Systems:

Number of Systems	Plan Review Cost
1.0	\$380.00
2.0	\$505.00
Greater Than 3.0	\$505.00 Plus \$100.00 for every system over two

6) COST RECOVERY

*Cost Recovery HRLY (Personnel)*

Chief	\$50.00
Fire Marshal	\$45.00
Capt. FT 24hr	\$40.00
FF/Medic FT	\$35.00
POC Staff	\$30.00

*Cost Recovery HRLY (Non-personnel)*

Engine	\$500.00
Tanker	\$500.00
Ambulance BLS	\$250.00
Ambulance ALS	\$350.00
Command	\$100.00

Cost Recovery Administrative FINE/FEE  
Structure Fire \$500.00  
Grass Fire \$500.00

Supplies as Received

**SECTION 5: FEE SCHEDULE FOR RESIDENTIAL RENTAL CERTIFICATION**

1.) REGISTRATION FEE

The Registration fee is to be paid within 30 days of establishment of any new residential rental unit. \$10.00 per building plus \$2.00 for each dwelling unit within the building.

2.) ANNUAL OPERATION FEES FOR THREE-YEARS

\$150.00 per Rental Unit in Building for first 2 Rental Units  
\*\*25.00 for each additional unit in Building.

If the actual cost incurred by Highland Township in performing the required Rental Certification Inspections for any individual building exceeds the amount generated by the Annual Operating Fee the Township will invoice the property owner of the individual building for those additional costs.

3.) INSPECTION FEES

No Entry - Inspection Fee	\$ 50.00
Re-inspection Fee	\$ 70.00
Non-Compliance	\$500.00

**SECTION 6: EFFECTIVE DATE**

This fee resolution shall take effect immediately.

This resolution passed this 10th day of January, 2022 at a regular meeting of the Charter Township of Highland Board. The following vote was taken of the foregoing resolution:

Yeas:  
Nays:  
Abstain:

RESOLUTION DECLARED ADOPTED

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Rick A. Hamill  
Township Supervisor

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Tami Flowers, MiPMC  
Township Clerk



**Attachment A - BUILDING DEPARTMENT FEE SCHEDULE 2022**

Value		ApproxFee		Value		ApproxFee	
Up to	--	\$1000	\$ 53.00	50,001	--	\$51,000	\$ 308.00
1001	--	2000	\$ 58.00	51,001	--	52,000	\$ 314.00
2001	--	3000	\$ 63.00	52,001	--	53,000	\$ 319.00
3001	--	4000	\$ 68.00	53,001	--	54,000	\$ 324.00
4001	--	5000	\$ 73.00	54,001	--	55,000	\$ 329.00
5001	--	6000	\$ 79.00	55,001	--	56,000	\$ 334.00
6001	--	7000	\$ 84.00	56,001	--	57,000	\$ 339.00
7001	--	8000	\$ 89.00	57,001	--	58,000	\$ 344.00
8001	--	9000	\$ 94.00	58,001	--	59,000	\$ 349.00
9001	--	10,000	\$ 99.00	59,001	--	60,000	\$ 354.00
10,001	--	11,000	\$ 104.00	60,001	--	61,000	\$ 360.00
11,001	--	12,000	\$ 109.00	61,001	--	62,000	\$ 365.00
12,001	--	13,000	\$ 114.00	62,001	--	63,000	\$ 370.00
13,001	--	14,000	\$ 119.00	63,001	--	64,000	\$ 375.00
14,001	--	15,000	\$ 125.00	64,001	--	65,000	\$ 380.00
15,001	--	16,000	\$ 130.00	65,001	--	66,000	\$ 385.00
16,001	--	17,000	\$ 135.00	66,001	--	67,000	\$ 390.00
17,001	--	18,000	\$ 140.00	67,001	--	68,000	\$ 395.00
18,001	--	19,000	\$ 145.00	68,001	--	69,000	\$ 400.00
19,001	--	20,000	\$ 150.00	69,001	--	70,000	\$ 406.00
20,001	--	21,000	\$ 155.00	70,001	--	71,000	\$ 411.00
21,001	--	22,000	\$ 160.00	71,001	--	72,000	\$ 416.00
22,001	--	23,000	\$ 165.00	72,001	--	73,000	\$ 421.00
23,001	--	24,000	\$ 171.00	73,001	--	74,000	\$ 426.00
24,001	--	25,000	\$ 176.00	74,001	--	75,000	\$ 431.00
25,001	--	26,000	\$ 181.00	75,001	--	76,000	\$ 436.00
26,001	--	27,000	\$ 186.00	76,001	--	77,000	\$ 441.00
27,001	--	28,000	\$ 191.00	77,001	--	78,000	\$ 446.00
28,001	--	29,000	\$ 196.00	78,001	--	79,000	\$ 451.00
29,001	--	30,000	\$ 201.00	79,001	--	80,000	\$ 457.00
30,001	--	31,000	\$ 206.00	80,001	--	81,000	\$ 462.00
31,001	--	32,000	\$ 211.00	81,001	--	82,000	\$ 467.00
32,001	--	33,000	\$ 217.00	82,001	--	83,000	\$ 472.00
33,001	--	34,000	\$ 222.00	83,001	--	84,000	\$ 477.00
34,001	--	35,000	\$ 227.00	84,001	--	85,000	\$ 482.00
35,001	--	36,000	\$ 232.00	85,001	--	86,000	\$ 487.00
36,001	--	37,000	\$ 237.00	86,001	--	87,000	\$ 492.00
37,001	--	38,000	\$ 242.00	87,001	--	88,000	\$ 497.00
38,001	--	39,000	\$ 247.00	88,001	--	89,000	\$ 503.00
39,001	--	40,000	\$ 252.00	89,001	--	90,000	\$ 508.00
40,001	--	41,000	\$ 257.00	90,001	--	91,000	\$ 513.00
41,001	--	42,000	\$ 262.00	91,001	--	92,000	\$ 518.00
42,001	--	43,000	\$ 268.00	92,001	--	93,000	\$ 523.00
43,001	--	44,000	\$ 273.00	93,001	--	94,000	\$ 528.00
44,001	--	45,000	\$ 278.00	94,001	--	95,000	\$ 533.00
45,001	--	46,000	\$ 283.00	95,001	--	96,000	\$ 538.00
45,001	--	47,000	\$ 288.00	96,001	--	97,000	\$ 543.00
47,001	--	48,000	\$ 293.00	97,001	--	98,000	\$ 549.00
48,001	--	49,000	\$ 298.00	98,001	--	99,000	\$ 554.00
49,001	--	50,000	\$ 303.00	99,001	--	100,000	\$ 559.00

Add \$5.02 for each additional \$1,000.00 or fraction thereof. 01-06-2022

ATTACHMENT B  
Electrical Permit Fees 2022

	Price Each	Circle Each Item Needed	Price Each
Air Conditioner	\$7.00	Misc. / Steam Shower / EVCS	\$7.00
Alarm System (Fire / Burglar)	\$38.00	Mobile Home ( <i>includes one inspection</i> )	\$87.00
Circuit Breakers/120V	\$5.00	Motors	\$ Varies
Dishwasher	\$7.00	Power Outlet/2pole (220V)	\$19.00
Disposal	\$7.00	Pump - Grinder	\$7.00
Dryer	\$7.00	Pump – Sump	\$7.00
Electric Heat	\$ Varies	Pump - Well	\$7.00
Feeder / Busduct	\$ Varies	Range / Elevator	\$7.00
Furnace	\$7.00	<b>Registration</b> (contractor only)	\$15.00
Garage Door Opener	\$7.00	Service Size up to 200 amps	\$ Varies
Generator	\$ Varies	Service Size over 200 amps	\$ Varies
Geothermal	\$19.00	Sign circuit/connection	\$20.00
HVAC Unit (commercial)	\$25.00	Smoke Detector	\$7.00
<b>Inspections</b>	\$45.00	Swimming Pool	\$7.00
<b>Inspection-Underground</b> (separate from rough)	\$45.00	Transformers	\$ Varies
Light Fixtures	\$ Varies	Water Heater	\$7.00

Electric Heat: 1 unit = \$16.00; 2 units = \$22.00; 3 units = \$27.00; 4 units = \$31.00; 5 units = \$38.00; 6 units = \$41.00, over 6 units ask Dept.

Feeder/Busduct: up to 100ft = \$16.00; up to 200ft = \$23.00; up to 300ft = \$30.00, Up to 400ft = \$36.00, up to 500' = \$43.00, over 600' ask Dept

Generator (KW): up to 10KW = \$29.00; up to 20KW = \$39.00, up to 30KW = \$47.00, up to 40KW = \$57.00, up to 50 KW = \$66.00, over 50 KW ask Dept

Light Fixtures: 1-26 = \$12.00; 27-51 = \$18.00; 52-76 = \$24.00; above 76 call Bldg Dept

Motors (Horsepower): up to 10hp = \$11.00; up to 50hp = \$19.00; over 50hp = \$29.00

Service Size **up to** 200amps: up to 100 amps = \$29.00; up to 200 amps = \$39.00

Service Size **over** 200amps: up to 300amps = \$50.00; up to 400amps = \$62.00, up to 500amps = \$74.00; up to 600 amps = \$83.00, over 600 amps call Dept

Transformers (KV): 7.25KV = \$12.00; 37.5KV = \$19.00; up to 75KV = \$29.00, over 75KV call Dept

ATTACHMENT C

Mechanical Permit Fees 2022

<b>Item Needed</b>	<b>Each</b>	<b>Item Needed</b>	<b>Each</b>
AC - Two-piece	\$57.00	Heat pump	\$47.00
Air Cleaner	\$10.00	Heater Unit	\$47.00
Air Handling (Comm)	\$60.00	Humidifier	\$10.00
Bath Fan	\$7.00	Incinerator	\$47.00
Boilers	\$57.00	Inspections	\$45.00 ea
Chimney	\$10.00	Inspections (Underground)	\$45.00
Damper Fire	\$10.00	Misc. (Nonstandard Item)	\$7.00
Damper Vent	\$10.00	Mobile Home (incl. 1 inspection)	\$87.00
Ductwork/Baseboard	\$38.00	Range/oven	\$7.00
Fire Suppression	\$37.00	Refrigeration Unit	\$38.00
Fireplace (Gas)	\$57.00	Solar Array/Panels	\$47.00
Fireplace (Solid Fuel)	47.00	Sprinkler Head	\$2.00
Furnace	\$57.00	Tank	\$10.00
Gas Line	\$39.00	Vent/Exhaust Fan (Res)	\$10.00
Gas Pressure Test	\$45.00	Vent/Exhaust Fan (Comm)	\$29.00
Generator	\$39.00	Water Heater	\$47.00
Geothermal	\$47.00	Wood Stove	\$47.00

**ATTACHMENT D**

**Plumbing Permit Fees 2022**

<b>Item Needed</b>	<b>Each</b>	<b>Item Needed</b>	<b>Each</b>
Backflow Prev / Vac. Breaker	\$7.00	Mobile Home (incl 1 inspection)	\$77.00
Bathroom Sinks / Lavatories	\$7.00	Pool	\$67.00
Bathtub	\$7.00	Pump	\$10.00
Dishwasher	\$10.00	<b>Registration</b> (contractor only)	\$15.00
Drain Floor/Basement	\$5.00	Septic Connection	\$19.00
Drain Foundation	\$15.00	Sewage Ejector	\$10.00
Drain Storm	\$19.00	Shower Trap	\$7.00
Drinking Fountain	\$5.00	Sinks (non lavatories)	\$7.00
Garbage Grinder	\$10.00	Stack	\$7.00
Hose Connection	\$5.00	Sump	\$7.00
Humidifier	\$5.00	Toilet / Water Closet	\$7.00
<b>Inspections</b>	\$45.00	Urinal	\$7.00
<b>Inspection (Showerpan)</b>	\$45.00	Water Distribution)	<sup>3</sup> / <sub>4</sub> " \$15.00 1" \$20.00
<b>Inspection-Underground</b> (separate from rough)	\$45.00	Washing Machine	\$10.00
Insta Hot	\$5.00	Water Heater	\$47.00
Laundry Tray	\$5.00	Water Service	\$38.00
Manhole / Catch Basin	\$10.00	Water Softener	\$10.00
Misc / Steamer Shower	\$5.00		

## ATTACHMENT E

### FEES FOR COMMONLY REQUESTED SERVICES AND MATERIALS

<b>Election Materials</b>	
Precinct Map -Poster Size (22" by 34")	\$10.00
Precinct Map -Letter Size (8.5" by 11")	\$1.00
Disc with voter database	\$35.00
Mailing labels from voter database	\$1.25 per sheet
<b>Copies</b>	
Audio CD recordings of meetings	\$5.00 each
Data Discs (CD copies of documents or files)	\$5.00 each
Paper copies letter size (8-1/2" by 11") legal or tabloid size (8-1/2" by 14" or 11" by 17")	\$0.10 per page \$0.10 per page
Aerial photos from GIS system (letter to tabloid size) (poster size)	\$2.00 \$5.00
Special copies that must be prepared by service providers outside of the township office due to size, color requirements or other complexities will be invoiced at cost. A small fee for staff time may be added to the invoice. A deposit will be required to cover anticipated costs	\$10.00 base charge (for set up) PLUS \$3.50 per page for copies (orders over 20 pages additional fees may apply) OR \$5.00 for a flash drive AND \$2.00 per scanned page
<b>Publications</b>	
Master Plan or subarea studies	\$15.00 each
Zoning or Master Plan Maps (tabloid size)	\$5.00
Township Street Maps	\$5.00
<b>FOIA Requests (Freedom of Information Request)</b>	
Materials assembled and copies in response to a FOIA request will be invoiced as described above, plus charges for staff time. A 50% deposit may be required to cover anticipated costs	Varies



# Memorandum

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: January 5, 2022  
Re: ARP funding for WOTA (transportation) assistance

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The West Oakland Transportation Program (WOTA) is moving into its third year since it was formed with Highland, White Lake, Waterford and Walled Lake. The program has successfully expanded since its inception.

The inter-local agreement between the communities called for an increase in the investment from each community in years three and four based on a formulary that is calculated according to community usage. It turns out that there was not a way to project those increases realistically due to the lack of historical data that would be needed to do so. The amount of increases in investment by communities was far beyond what was expected due to heavy ridership. The partners in the program determined that we needed to rethink the process and also reduce the amount of increase that was calculated. White Lake, Waterford and Walled Lake would have had to come up with more resources than their boards were willing or able supply due to the ridership calculations. Highland would have had only a very minor increase. The WOTA board determined that it would request each entity increase their investment with the use of ARP funds for the year 2022. White Lake has approved an additional \$30,000 and Waterford has committed a similar amount. Walled Lake is in a different position because they are funded by millage and cannot increase their funding.

I am proposing that Highland approve an additional \$25,000 funding for the program to be used for operations only. The funds will come from ARP monies we have already received. Our annual payment for 2022 would then be \$210,000.

This program is very important to all of our communities and the people it serves. It absolutely needs our continued support.

*Warm inside. Great outdoors.*



SEE 1.8  
FOR USE BY  
A NON-PROFIT  
WOTA

**Coronavirus State and Local Fiscal Recovery Funds**

**Frequently Asked Questions**

**AS OF NOVEMBER 15, 2021**

This document contains answers to frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds (CSFRF / CLFRF, or Fiscal Recovery Funds). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the [Interim Final Rule](#) for additional information.

- For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>
- For general questions about CSFRF / CLFRF, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov)

Questions added 5/27/21: 1.5, 1.6, 2.13, 2.14, 2.15, 3.9, 4.5, 4.6, 10.3, 10.4 (noted with “[5/27]”)

Questions added 6/8/21: 2.16, 3.10, 3.11, 3.12, 4.7, 6.7, 8.2, 9.4, 9.5, 10.5 (noted with “[6/8]”)

Questions added 6/17/21: 6.8, 6.9, 6.10, 6.11 (noted with “[6/17]”)

Questions added 6/23/21: 1.7, 2.17, 2.18, 2.19, 2.20, 3.1 (appendix), 3.13, 4.8, 6.12 (noted with “[6/23]”)

Question added 6/24/21: 2.21 (noted with “[6/24]”)

Questions added 7/14/21: 1.8, 3.14, 3.15, 4.9, 4.10, 4.11, 4.12, 6.13, 6.14, 6.15, 6.16, 6.17, 10.3 updated (noted with “[7/14]”)

Question added 11/15/21: 12.1; Questions updated 11/15/21: 9.2

Answers to frequently asked questions on distribution of funds to non-entitlement units of local government (NEUs) can be found in this [FAQ supplement](#), which is regularly updated.

**1. Eligibility and Allocations**

**1.1. Which governments are eligible for funds?**

The following governments are eligible:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities
- Non-entitlement units, or smaller local governments

**1.2. Which governments receive funds directly from Treasury?**

Treasury will distribute funds directly to each eligible state, territory, metropolitan city, county, or Tribal government. Smaller local governments that are classified as non-entitlement units will receive funds through their applicable state government.

**1.3. Are special-purpose units of government eligible to receive funds?**

Special-purpose units of local government will not receive funding allocations; however, a state, territory, local, or Tribal government may transfer funds to a special-purpose unit of government. Special-purpose districts perform specific functions in the community, such as fire, water, sewer or mosquito abatement districts.

**1.4. How are funds being allocated to Tribal governments, and how will Tribal governments find out their allocation amounts?<sup>1</sup>**

\$20 billion of Fiscal Recovery Funds was reserved for Tribal governments. The American Rescue Plan Act specifies that \$1 billion will be allocated evenly to all eligible Tribal governments. The remaining \$19 billion will be distributed using an allocation methodology based on enrollment and employment.

There will be two payments to Tribal governments. Each Tribal government's first payment will include (i) an amount in respect of the \$1 billion allocation that is to be divided equally among eligible Tribal governments and (ii) each Tribal government's pro rata share of the Enrollment Allocation. Tribal governments will be notified of their allocation amount and delivery of payment 4-5 days after completing request for funds in the Treasury Submission Portal. The deadline to make the initial request for funds was June 21, 2021.

The second payment will include a Tribal government's pro rata share of the Employment Allocation. There is a \$1,000,000 minimum employment allocation for Tribal governments. In late-June, Tribal governments will receive an email notification to re-enter the Treasury Submission Portal to confirm or amend their 2019 employment numbers that were submitted to the Department of the Treasury for the CARES Act's Coronavirus Relief Fund. To receive an Employment Allocation, including the minimum employment allocation, Tribal governments must confirm employment numbers by July 23, 2021. Treasury will calculate employment allocations for those Tribal governments that confirmed or submitted amended employment numbers by the deadline. In August, Treasury will communicate to Tribal governments the amount of their portion of the Employment Allocation and the anticipated date for the second payment.

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<sup>1</sup> The answer to this question was updated on July 19, 2021.



**1.5. My county is a unit of general local government with population under 50,000. Will my county receive funds directly from Treasury? [5/27]**

Yes. All counties that are units of general local government will receive funds directly from Treasury and should apply via the [online portal](#). The list of county allocations is available [here](#).

**1.6. My local government expected to be classified as a non-entitlement unit. Instead, it was classified as a metropolitan city. Why? [5/27]**

The American Rescue Plan Act defines, for purposes of the Coronavirus Local Fiscal Recovery Fund (CLFRF), metropolitan cities to include those that are currently metropolitan cities under the Community Development Block Grant (CDBG) program but also those cities that relinquish or defer their status as a metropolitan city for purposes of the CDBG program. This would include, by way of example, cities that are principal cities of their metropolitan statistical area, even if their population is less than 50,000. In other words, a city that is eligible to be a metropolitan city under the CDBG program is eligible as a metropolitan city under the CLFRF, regardless of how that city has elected to participate in the CDBG program.

Unofficial allocation estimates produced by other organizations may have classified certain local governments as non-entitlement units of local government. However, based on the statutory definitions, some of these local governments should have been classified as metropolitan cities.

**1.7. In order to receive and use Fiscal Recovery Funds, must a recipient government maintain a declaration of emergency relating to COVID-19? [6/23]**

No. Neither the statute establishing the CSFRF/CLFRF nor the Interim Final Rule requires recipients to maintain a local declaration of emergency relating to COVID-19.

**1.8. Can non-profit or private organizations receive funds? If so, how? [7/14]**

Yes. Under section 602(c)(3) of the Social Security Act, a State, territory, or Tribal government may transfer funds to a “private nonprofit organization . . . , a Tribal organization . . . , a public benefit corporation involved in the transportation of passengers or cargo, or a special-purpose unit of State or local government.” Similarly, section 603(c)(3) authorizes a local government to transfer funds to the same entities (other than Tribal organizations). The Interim Final Rule clarifies that the lists of transferees in sections 602(c)(3) and 603(c)(3) are not exclusive, and recipients may transfer funds to constituent units of government or private entities beyond those specified in the statute. A transferee receiving a transfer from a recipient under sections 602(c)(3) and 603(c)(3) will be considered to be a subrecipient and will be expected to comply with all subrecipient reporting requirements.

The ARPA does not authorize Treasury to provide CSFRF/CLFRF funds directly to non-profit or private organizations. Thus, non-profit or private organizations should seek funds from CSFRF/CLFRF recipient(s) in their jurisdiction (e.g., a State, local, territorial, or Tribal government).

## **2. Eligible Uses – Responding to the Public Health Emergency / Negative Economic Impacts**

### **2.1. What types of COVID-19 response, mitigation, and prevention activities are eligible?**

A broad range of services are needed to contain COVID-19 and are eligible uses, including vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems; and other public health responses. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.

### **2.2. If a use of funds was allowable under the Coronavirus Relief Fund (CRF) to respond to the public health emergency, may recipients presume it is also allowable under CSFRF/CLFRF?**

Generally, funding uses eligible under CRF as a response to the direct public health impacts of COVID-19 will continue to be eligible under CSFRF/CLFRF, with the following two exceptions: (1) the standard for eligibility of public health and safety payrolls has been updated; and (2) expenses related to the issuance of tax-anticipation notes are not an eligible funding use.

### **2.3. If a use of funds is not explicitly permitted in the Interim Final Rule as a response to the public health emergency and its negative economic impacts, does that mean it is prohibited?**

The Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. The Interim Final Rule also provides flexibility for recipients to use Fiscal Recovery Funds for programs or services that are not identified on these non-exclusive lists but which meet the objectives of section

602(c)(1)(A) or 603(c)(1)(A) by responding to the COVID-19 public health emergency with respect to COVID-19 or its negative economic impacts.

**2.4. May recipients use funds to respond to the public health emergency and its negative economic impacts by replenishing state unemployment funds?**

Consistent with the approach taken in the CRF, recipients may make deposits into the state account of the Unemployment Trust Fund up to the level needed to restore the pre-pandemic balances of such account as of January 27, 2020, or to pay back advances received for the payment of benefits between January 27, 2020 and the date when the Interim Final Rule is published in the Federal Register.

**2.5. What types of services are eligible as responses to the negative economic impacts of the pandemic?**

Eligible uses in this category include assistance to households; small businesses and non-profits; and aid to impacted industries.

Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Assistance to small business and non-profits includes, but is not limited to:

- loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Technical assistance, counseling, or other services to assist with business planning needs

**2.6. May recipients use funds to respond to the public health emergency and its negative economic impacts by providing direct cash transfers to households?**

Yes, provided the recipient considers whether, and the extent to which, the household has experienced a negative economic impact from the pandemic. Additionally, cash transfers must be reasonably proportional to the negative economic impact they are intended to address. Cash transfers grossly in excess of the amount needed to address the negative economic impact identified by the recipient would not be considered to be a response to the COVID-19 public health emergency or its negative impacts. In particular, when

considering appropriate size of permissible cash transfers made in response to the COVID-19 public health emergency, state, local, territorial, and Tribal governments may consider and take guidance from the per person amounts previously provided by the federal government in response to the COVID crisis.

**2.7. May funds be used to reimburse recipients for costs incurred by state and local governments in responding to the public health emergency and its negative economic impacts prior to passage of the American Rescue Plan?**

Use of Fiscal Recovery Funds is generally forward looking. The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021.

**2.8. May recipients use funds for general economic development or workforce development?**

Generally, not. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency, including funds used for economic or workforce development. For example, job training for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

**2.9. How can recipients use funds to assist the travel, tourism, and hospitality industries?**

Aid provided to tourism, travel, and hospitality industries should respond to the negative economic impacts of the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel and hospitality industries and to districts that were closed during the COVID-19 public health emergency, as well as aid a planned expansion or upgrade of tourism, travel and hospitality facilities delayed due to the pandemic.

Tribal development districts are considered the commercial centers for tribal hospitality, gaming, tourism and entertainment industries.

**2.10. May recipients use funds to assist impacted industries other than travel, tourism, and hospitality?**

Yes, provided that recipients consider the extent of the impact in such industries as compared to tourism, travel, and hospitality, the industries enumerated in the statute. For example, nationwide the leisure and hospitality industry has experienced an approximately 17 percent decline in employment and 24 percent decline in revenue, on net, due to the COVID-19 public health emergency. Recipients should also consider whether impacts were due to the COVID-19 pandemic, as opposed to longer-term economic or industrial trends unrelated to the pandemic.

Recipients should maintain records to support their assessment of how businesses or business districts receiving assistance were affected by the negative economic impacts of the pandemic and how the aid provided responds to these impacts.

**2.11. How does the Interim Final Rule help address the disparate impact of COVID-19 on certain populations and geographies?**

In recognition of the disproportionate impacts of the COVID-19 virus on health and economic outcomes in low-income and Native American communities, the Interim Final Rule identifies a broader range of services and programs that are considered to be in response to the public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services are eligible uses when provided in a Qualified Census Tract (QCT), to families living in QCTs, or when these services are provided by Tribal governments.

Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic. In identifying these disproportionately-impacted communities, recipients should be able to support their determination for how the pandemic disproportionately impacted the populations, households, or geographic areas to be served.

Eligible services include:

- Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;
- Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;
- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and
- Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

**2.12. May recipients use funds to pay for vaccine incentive programs (e.g., cash or in-kind transfers, lottery programs, or other incentives for individuals who get vaccinated)?**

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to respond to the COVID-19 public health emergency, including

expenses related to COVID-19 vaccination programs. See 31 CFR 35.6(b)(1)(i). Programs that provide incentives reasonably expected to increase the number of people who choose to get vaccinated, or that motivate people to get vaccinated sooner than they otherwise would have, are an allowable use of funds so long as such costs are reasonably proportional to the expected public health benefit.

**2.13. May recipients use funds to pay “back to work incentives” (e.g., cash payments for newly employed workers after a certain period of time on the job)? [5/27]**

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to unemployed workers. See 31 CFR 35.6(b)(4). This assistance can include job training or other efforts to accelerate rehiring and thus reduce unemployment, such as childcare assistance, assistance with transportation to and from a jobsite or interview, and incentives for newly employed workers.

**2.14. The Coronavirus Relief Fund (CRF) included as an eligible use: "Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What has changed in CSFRF/CLFRF, and what type of documentation is required under CSFRF/CLFRF? [5/27]**

Many of the expenses authorized under the Coronavirus Relief Fund are also eligible uses under the CSFRF/CLFRF. However, in the case of payroll expenses for public safety, public health, health care, human services, and similar employees (hereafter, public health and safety staff), the CSFRF/CLFRF does differ from the CRF. This change reflects the differences between the ARPA and CARES Act and recognizes that the response to the COVID-19 public health emergency has changed and will continue to change over time. In particular, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, including first responders, to the extent that the employee's time that is dedicated to responding to the COVID-19 public health emergency.

For administrative convenience, the recipient may consider a public health and safety employee to be entirely devoted to mitigating or responding to the COVID-19 public health emergency, and therefore fully covered, if the employee, or his or her operating unit or division, is primarily dedicated (e.g., more than half of the employee's time is dedicated) to responding to the COVID-19 public health emergency.

Recipients may use presumptions for assessing whether an employee, division, or operating unit is primarily dedicated to COVID-19 response. The recipient should maintain records to support its assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence demonstrating work on the COVID-19 response. Recipients need not routinely track staff hours. Recipients should periodically reassess their determinations.

**2.15. What staff are included in “public safety, public health, health care, human services, and similar employees”? Would this include, for example, 911 operators, morgue staff, medical examiner staff, or EMS staff? [5/27]**

As discussed in the Interim Final Rule, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, for the portion of the employee’s time that is dedicated to responding to the COVID-19 public health emergency.

Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians, medical examiner or morgue staff) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel. Human services staff include employees providing or administering social services; public benefits; child welfare services; and child, elder, or family care, as well as others.

**2.16. May recipients use funds to establish a public jobs program? [6/8]**

Yes. The Interim Final Rule permits a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts from the pandemic. That can include public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker’s occupation or level of training. The broad range of permitted services can also include other employment supports, such as childcare assistance or assistance with transportation to and from a jobsite or interview.

The Interim Final Rule includes as an eligible use re-hiring public sector staff up to the government’s level of pre-pandemic employment. “Public sector staff” would not include individuals participating in a job training or subsidized employment program administered by the recipient.

**2.17. The Interim Final Rule states that “assistance or aid to individuals or businesses that did not experience a negative economic impact from the public health emergency would not be an eligible use under this category.” Are recipients required to demonstrate that each individual or business experienced a negative economic impact for that individual or business to receive assistance? [6/23]**

Not necessarily. The Interim Final Rule allows recipients to demonstrate a negative economic impact on a population or group and to provide assistance to households or businesses that fall within that population or group. In such cases, the recipient need only

demonstrate that the household or business is within the population or group that experienced a negative economic impact.

For assistance to households, the Interim Final Rule states, “In assessing whether a household or population experienced economic harm as a result of the pandemic, a recipient may presume that a household or population that experienced unemployment or increased food or housing insecurity or is low- or moderate-income experienced negative economic impacts resulting from the pandemic.” This would allow, for example, an internet access assistance program for all low- or moderate-income households, but would not require the recipient to demonstrate or document that each individual low- or moderate income household experienced a negative economic impact from the COVID-19 public health emergency apart from being low- or moderate income.

For assistance to small businesses, the Interim Final Rule states that assistance may be provided to small businesses, including loans, grants, in-kind assistance, technical assistance or other services, to respond to the negative economic impacts of the COVID-19 public health emergency. In providing assistance to small businesses, recipients must design a program that responds to the negative economic impacts of the COVID-19 public health emergency, including by identifying how the program addresses the identified need or impact faced by small businesses. This can include assistance to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency.

As part of program design and to ensure that the program responds to the identified need, recipients may consider additional criteria to target assistance to businesses in need, including to small businesses. Assistance may be targeted to businesses facing financial insecurity, with substantial declines in gross receipts (e.g., comparable to measures used to assess eligibility for the Paycheck Protection Program), or facing other economic harm due to the pandemic, as well as businesses with less capacity to weather financial hardship, such as the smallest businesses, those with less access to credit, or those serving disadvantaged communities. For example, a recipient could find based on local data or research that the smallest businesses faced sharply increased risk of bankruptcy and develop a program to respond; such a program would only need to document a population or group-level negative economic impact, and eligibility criteria to limit access to the program to that population or group (in this case, the smallest businesses).

In addition, recognizing the disproportionate impact of the pandemic on disadvantaged communities, the Interim Final Rule also identifies a set of services that are presumptively eligible when provided in a Qualified Census Tract (QCT); to families and individuals living in QCTs; to other populations, households, or geographic areas identified by the recipient as disproportionately impacted by the pandemic; or when these services are provided by Tribal governments. For more information on the set of presumptively eligible services, see the Interim Final Rule section on *Building Stronger Communities through Investments in Housing and Neighborhoods* and FAQ 2.11.



**2.18. Would investments in improving outdoor spaces (e.g. parks) be an eligible use of funds as a response to the public health emergency and/or its negative economic impacts? [6/23]**

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses; several are highlighted below, though there may be other ways that a specific investment in outdoor spaces would meet eligible use criteria.

First, in recognition of the disproportionate negative economic impacts on certain communities and populations, the Interim Final Rule identifies certain types of services that are eligible uses when provided in a Qualified Census Tract (QCT), to families and individuals living in QCTs, or when these services are provided by Tribal governments. Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic.

These programs and services include services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health. The Interim Final Rule provides a non-exhaustive list of eligible services to respond to the needs of communities disproportionately impacted by the pandemic, and recipients may identify other uses of funds that do so, consistent with the Rule’s framework. For example, investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.

Second, recipients may provide assistance to small businesses in all communities. Assistance to small businesses could include support to enhance outdoor spaces for COVID-19 mitigation (e.g., restaurant patios) or to improve the built environment of the neighborhood (e.g., façade improvements).

Third, many governments saw significantly increased use of parks during the pandemic that resulted in damage or increased maintenance needs. The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services” can constitute a negative economic impact of the pandemic.

**2.19. Would expenses to address a COVID-related backlog in court cases be an eligible use of funds as a response to the public health emergency? [6/23]**

The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services,” such as cuts to public sector staffing levels, can constitute a negative economic impact of the pandemic. During the COVID-19 public health emergency, many courts were unable to operate safely during the pandemic and, as a result, now face significant backlogs. Court backlogs resulting from inability of courts to safely operate during the COVID-19 pandemic decreased the government’s ability to administer services. Therefore, steps to reduce these backlogs, such as implementing COVID-19 safety measures to facilitate court operations, hiring additional court staff or

attorneys to increase speed of case resolution, and other expenses to expedite case resolution are eligible uses.

**2.20. Can funds be used to assist small business startups as a response to the negative economic impact of COVID-19? [6/23]**

As discussed in the Interim Final Rule, recipients may provide assistance to small businesses that responds to the negative economic impacts of COVID-19. The Interim Final Rule provides a non-exclusive list of potential assistance mechanisms, as well as considerations for ensuring that such assistance is responsive to the negative economic impacts of COVID-19.

Treasury acknowledges a range of potential circumstances in which assisting small business startups could be responsive to the negative economic impacts of COVID-19, including for small businesses and individuals seeking to start small businesses after the start of the COVID-19 public health emergency. For example:

- A recipient could assist small business startups with additional costs associated with COVID-19 mitigation tactics (e.g., barriers or partitions; enhanced cleaning; or physical plant changes to enable greater use of outdoor space).
- A recipient could identify and respond to a negative economic impact of COVID-19 on new small business startups; for example, if it could be shown that small business startups in a locality were facing greater difficulty accessing credit than prior to the pandemic, faced increased costs to starting the business due to the pandemic, or that the small business had lost expected startup capital due to the pandemic.
- The Interim Final Rule also discusses eligible uses that provide support for individuals who have experienced a negative economic impact from the COVID-19 public health emergency, including uses that provide job training for unemployed individuals. These initiatives also may support small business startups and individuals seeking to start small businesses.

**2.21. Can funds be used for eviction prevention efforts or housing stability services? [6/24]**

Yes. Responses to the negative economic impacts of the pandemic include “rent, mortgage, or utility assistance [and] counseling and legal aid to prevent eviction or homelessness.” This includes housing stability services that enable eligible households to maintain or obtain housing, such as housing counseling, fair housing counseling, case management related to housing stability, outreach to households at risk of eviction or promotion of housing support programs, housing related services for survivors of domestic abuse or human trafficking, and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing.

This also includes legal aid such as legal services or attorney’s fees related to eviction proceedings and maintaining housing stability, court-based eviction prevention or

eviction diversion programs, and other legal services that help households maintain or obtain housing.

Recipients may transfer funds to, or execute grants or contracts with, court systems, non-profits, and a wide range of other organizations to implement these strategies.

### **3. Eligible Uses – Revenue Loss**

#### **3.1. How is revenue defined for the purpose of this provision? [appendix added 6/23]**

The Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

General Revenue includes revenue from taxes, current charges, and miscellaneous general revenue. It excludes refunds and other correcting transactions, proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and revenue generated by utilities and insurance trusts. General revenue also includes intergovernmental transfers between state and local governments, but excludes intergovernmental transfers from the Federal government, including Federal transfers made via a state to a locality pursuant to the CRF or the Fiscal Recovery Funds.

Tribal governments may include all revenue from Tribal enterprises and gaming operations in the definition of General Revenue.

Please see the appendix for a diagram of the Interim Final Rule’s definition of General Revenue within the Census Bureau’s revenue classification structure.

#### **3.2. Will revenue be calculated on an entity-wide basis or on a source-by-source basis (e.g. property tax, income tax, sales tax, etc.)?**

Recipients should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for recipients, provides for greater consistency across recipients, and presents a more accurate representation of the net impact of the COVID-19 public health emergency on a recipient’s revenue, rather than relying on financial reporting prepared by each recipient, which vary in methodology used and which generally aggregates revenue by purpose rather than by source.

#### **3.3. Does the definition of revenue include outside concessions that contract with a state or local government?**

Recipients should classify revenue sources as they would if responding to the U.S. Census Bureau’s Annual Survey of State and Local Government Finances. According to the Census Bureau’s [Government Finance and Employment Classification manual](#), the following is an example of current charges that would be included in a state or local government’s general revenue from own sources: “Gross revenue of facilities operated by

a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, museums, zoos, etc.); auxiliary facilities in public recreation areas (camping areas, refreshment stands, gift shops, etc.); lease or use fees from stadiums, auditoriums, and community and convention centers; and rentals from concessions at such facilities.”

**3.4. What is the time period for estimating revenue loss? Will revenue losses experienced prior to the passage of the Act be considered?**

Recipients are permitted to calculate the extent of reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023. This approach recognizes that some recipients may experience lagged effects of the pandemic on revenues.

Upon receiving Fiscal Recovery Fund payments, recipients may immediately calculate revenue loss for the period ending December 31, 2020.

**3.5. What is the formula for calculating the reduction in revenue?**

A reduction in a recipient’s General Revenue equals:

$$\text{Max} \{ [\text{Base Year Revenue} * (1 + \text{Growth Adjustment})^{\frac{n_t}{12}}] - \text{Actual General Revenue}_t ; 0 \}$$

Where:

*Base Year Revenue* is General Revenue collected in the most recent full fiscal year prior to the COVID-19 public health emergency.

*Growth Adjustment* is equal to the greater of 4.1 percent (or 0.041) and the recipient’s average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency.

*n* equals the number of months elapsed from the end of the base year to the calculation date.

*Actual General Revenue* is a recipient’s actual general revenue collected during 12-month period ending on each calculation date.

Subscript *t* denotes the calculation date.

**3.6. Are recipients expected to demonstrate that reduction in revenue is due to the COVID-19 public health emergency?**

In the Interim Final Rule, any diminution in actual revenue calculated using the formula above would be presumed to have been “due to” the COVID-19 public health emergency. This presumption is made for administrative ease and in recognition of the broad-based economic damage that the pandemic has wrought.

**3.7. May recipients use pre-pandemic projections as a basis to estimate the reduction in revenue?**

No. Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency.

**3.8. Once a recipient has identified a reduction in revenue, are there any restrictions on how recipients use funds up to the amount of the reduction?**

The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. Government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

However, paying interest or principal on outstanding debt, replenishing rainy day or other reserve funds, or paying settlements or judgments would not be considered provision of a government service, since these uses of funds do not entail direct provision of services to citizens. This restriction on paying interest or principal on any outstanding debt instrument, includes, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt. In addition, the overarching restrictions on all program funds (e.g., restriction on pension deposits, restriction on using funds for non-federal match where barred by regulation or statute) would apply.

**3.9. How do I know if a certain type of revenue should be counted for the purpose of computing revenue loss? [5/27]**

As discussed in FAQ #3.1, the Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

Recipients should refer to the definition of “General Revenue” included in the Interim Final Rule. See 31 CFR 35.3. If a recipient is unsure whether a particular revenue source is included in the Interim Final Rule’s definition of “General Revenue,” the recipient may consider the classification and instructions used to complete the Census Bureau’s Annual Survey.

For example, parking fees would be classified as a Current Charge for the purpose of the Census Bureau’s Annual Survey, and the Interim Final Rule’s concept of “General

Revenue” includes all Current Charges. Therefore, parking fees would be included in the Interim Final Rule’s concept of “General Revenue.”

The Census Bureau’s Government Finance and Employment Classification manual is available [here](#).

**3.10. In calculating revenue loss, are recipients required to use audited financials? [6/8]**

Where audited data is not available, recipients are not required to obtain audited data. Treasury expects all information submitted to be complete and accurate. See 31 CFR 35.4(c).

**3.11. In calculating revenue loss, should recipients use their own data, or Census data? [6/8]**

Recipients should use their own data sources to calculate general revenue, and do not need to rely on published revenue data from the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients’ self-reported general revenue figures may differ somewhat from those published by the Census Bureau.

**3.12. Should recipients calculate revenue loss on a cash basis or an accrual basis? [6/8]**

Recipients may provide data on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology throughout the covered period and until reporting is no longer required.

**3.13. In identifying intergovernmental revenue for the purpose of calculating General Revenue, should recipients exclude all federal funding, or just federal funding related to the COVID-19 response? How should local governments treat federal funds that are passed through states or other entities, or federal funds that are intermingled with other funds? [6/23]**

In calculating General Revenue, recipients should exclude all intergovernmental transfers from the federal government. This includes, but is not limited to, federal transfers made via a state to a locality pursuant to the Coronavirus Relief Fund or Fiscal Recovery Funds. To the extent federal funds are passed through states or other entities or intermingled with other funds, recipients should attempt to identify and exclude the federal portion of those funds from the calculation of General Revenue on a best-efforts basis.

**3.14. What entities constitute a government for the purpose of calculating revenue loss? [7/14]**

In determining whether a particular entity is part of a recipient’s government for purposes of measuring a recipient’s government revenue, recipients should identify all the entities

included in their government and the general revenue attributable to these entities on a best-efforts basis. Recipients are encouraged to consider how their administrative structure is organized under state and local statutes. In cases in which the autonomy of certain authorities, commissions, boards, districts, or other entities is not readily distinguishable from the recipient's government, recipients may adopt the Census Bureau's criteria for judging whether an entity is independent from, or a constituent of, a given government. For an entity to be independent, it generally meets all four of the following conditions:

- The entity is an organized entity and possesses corporate powers, such as perpetual succession, the right to sue and be sued, having a name, the ability to make contracts, and the ability to acquire and dispose of property.
- The entity has governmental character, meaning that it provides public services, or wields authority through a popularly elected governing body or officers appointed by public officials. A high degree of responsibility to the public, demonstrated by public reporting requirements or by accessibility of records for public inspection, also evidences governmental character.
- The entity has substantial fiscal independence, meaning it can determine its budget without review and modification by other governments. For instance, the entity can determine its own taxes, charges, and debt issuance without another government's supervision.
- The entity has substantial administrative independence, meaning it has a popularly elected governing body, or has a governing body representing two or more governments, or, in the event its governing body is appointed by another government, the entity performs functions that are essentially different from those of, and are not subject to specification by, its creating government.

If an entity does not meet all four of these conditions, a recipient may classify the entity as part of the recipient's government and assign the portion of General Revenue that corresponds to the entity.

To further assist recipients in applying the forgoing criteria, recipients may refer to the Census Bureau's [\*Individual State Descriptions: 2017 Census of Governments\*](#) publication, which lists specific entities and classes of entities classified as either independent (defined by Census as "special purpose governments") or constituent (defined by Census as "dependent agencies") on a state-by-state basis. Recipients should note that the Census Bureau's lists are not exhaustive and that Census classifications are based on an analysis of state and local statutes as of 2017 and subject to the Census Bureau's judgement. Though not included in the Census Bureau's publication, state colleges and universities are generally classified as dependent agencies of state governments by the Census Bureau.

If an entity is determined to be part of the recipient's government, the recipient must also determine whether the entity's revenue is covered by the Interim Final Rule's definition of "general revenue." For example, some cash flows may be outside the definition of "general revenue." In addition, note that the definition of general revenue includes Tribal

enterprises in the case of Tribal governments. Refer to FAQ 3.1 (and the Appendix) for the components included in General Revenue.

**3.15. The Interim Final Rule’s definition of General Revenue excludes revenue generated by utilities. Can you please clarify the definition of utility revenue? [7/14]**

As noted in FAQs 3.1 and 3.9, the Interim Final Rule adopts a definition of “general revenue” that is based on, but not identical to, the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances. Recipients should refer to the definition of “general revenue” included in the Interim Final Rule. See 31 CFR 35.3. If a recipient is unsure whether a particular revenue source is included in the Interim Final Rule’s definition of “general revenue,” the recipient may consider the classification and instructions used to complete the Census Bureau’s Annual Survey.

According to the Census Bureau’s [Government Finance and Employment Classification manual](#), utility revenue is defined as “[g]ross receipts from sale of utility commodities or services to the public or other governments by publicly-owned and controlled utilities.” This includes revenue from operations of publicly-owned and controlled water supply systems, electric power systems, gas supply systems, and public mass transit systems (see pages 4-45 and 4-46 of the manual for more detail).

Except for these four types of utilities, revenues from all commercial-type activities of a recipient’s government (e.g., airports, educational institutions, lotteries, public hospitals, public housing, parking facilities, port facilities, sewer or solid waste systems, and toll roads and bridges) are covered by the Interim Final Rule’s definition of “general revenue.” If a recipient is unsure whether a particular entity performing one of these commercial-type activities can be considered part of the recipient’s government, please see FAQ 3.14.

## **4. Eligible Uses – General**

**4.1. May recipients use funds to replenish a budget stabilization fund, rainy day fund, or similar reserve account?**

No. Funds made available to respond to the public health emergency and its negative economic impacts are intended to help meet pandemic response needs and provide immediate stabilization for households and businesses. Contributions to rainy day funds and similar reserves funds would not address these needs or respond to the COVID-19 public health emergency, but would rather be savings for future spending needs. Similarly, funds made available for the provision of governmental services (to the extent of reduction in revenue) are intended to support direct provision of services to citizens. Contributions to rainy day funds are not considered provision of government services, since such expenses do not directly relate to the provision of government services.



**4.2. May recipients use funds to invest in infrastructure other than water, sewer, and broadband projects (e.g. roads, public facilities)?**

Under 602(c)(1)(C) or 603(c)(1)(C), recipients may use funds for maintenance of infrastructure or pay-go spending for building of new infrastructure as part of the general provision of government services, to the extent of the estimated reduction in revenue due to the public health emergency.

Under 602(c)(1)(A) or 603(c)(1)(A), a general infrastructure project typically would not be considered a response to the public health emergency and its negative economic impacts unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing in a Qualified Census Tract).

**4.3. May recipients use funds to pay interest or principal on outstanding debt?**

No. Expenses related to financing, including servicing or redeeming notes, would not address the needs of pandemic response or its negative economic impacts. Such expenses would also not be considered provision of government services, as these financing expenses do not directly provide services or aid to citizens.

This applies to paying interest or principal on any outstanding debt instrument, including, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt.

**4.4. May recipients use funds to satisfy nonfederal matching requirements under the Stafford Act? May recipients use funds to satisfy nonfederal matching requirements generally?**

Fiscal Recovery Funds are subject to pre-existing limitations in other federal statutes and regulations and may not be used as non-federal match for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements. For example, expenses for the state share of Medicaid are not an eligible use. For information on FEMA programs, please [see here](#).

**4.5. Are governments required to submit proposed expenditures to Treasury for approval? [5/27]**

No. Recipients are not required to submit planned expenditures for prior approval by Treasury. Recipients are subject to the requirements and guidelines for eligible uses contained in the Interim Final Rule.

**4.6. How do I know if a specific use is eligible? [5/27]**

Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

Recipients should consult Section II of the Interim Final Rule for additional information on eligible uses. For recipients evaluating potential uses under (a), the Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. See Section II of the Interim Final Rule for additional discussion.

For recipients evaluating potential uses under (c), the Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. See FAQ #3.8 for additional discussion.

For recipients evaluating potential uses under (b) and (d), see Sections 5 and 6.

**4.7. Do restrictions on using Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred beginning on March 3, 2021 apply to costs incurred by the recipient (e.g., a State, local, territorial, or Tribal government) or to costs incurred by households, businesses, and individuals benefiting from assistance provided using Coronavirus State and Local Fiscal Recovery Funds? [6/8]**

The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021. This limitation applies to costs incurred by the recipient (i.e., the state, local, territorial, or Tribal government receiving funds). However, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households, businesses, and individuals within the eligible use categories described in the Interim Final Rule for economic harms experienced by those households, businesses, and individuals prior to March 3, 2021. For example,

- Public Health/Negative Economic Impacts – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households – such as rent, mortgage, or utility assistance – for economic harms experienced or costs incurred by the household prior to March 3, 2021 (e.g., rental arrears from

preceding months), provided that the cost of providing assistance to the household was not incurred by the recipient prior to March 3, 2021.

- Premium Pay – Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- Revenue Loss – The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. The calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020. However, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- Investments in Water, Sewer, and Broadband – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to make necessary investments in water, sewer, and broadband. See FAQ Section 6. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the Coronavirus State and Local Fiscal Recovery Funds were incurred after March 3, 2021.

#### **4.8. How can I use CSFRF/CLFRF funds to prevent and respond to crime, and support public safety in my community? [6/23]**

Under Treasury’s Interim Final Rule, there are many ways in which the State and Local Fiscal Recovery Funds (“Funds”) under the American Rescue Plan Act can support communities working to reduce and respond to increased violence due to the pandemic. Among the eligible uses of the Funds are restoring of public sector staff to their pre-pandemic levels and responses to the public health crisis and negative economic impacts resulting from the pandemic. The Interim Final Rule provides several ways for recipients to “respond to” this pandemic-related gun violence, ranging from community violence intervention programs to mental health services to hiring of public safety personnel.

Below are some examples of how Fiscal Recovery Funds can be used to address public safety:

- In all communities, recipients may use resources to rehire police officers and other public servants to restore law enforcement and courts to their pre-pandemic levels. Additionally, Funds can be used for expenses to address COVID-related court backlogs, including hiring above pre-pandemic levels, as a response to the public health emergency. See FAQ 2.19.
- In communities where an increase in violence or increased difficulty in accessing or providing services to respond to or mitigate the effects of violence, is a result of the pandemic they may use funds to address that harm. This spending may include:

- Hiring law enforcement officials – even above pre-pandemic levels – or paying overtime where the funds are directly focused on advancing community policing strategies in those communities experiencing an increase in gun violence associated with the pandemic
- Community Violence Intervention (CVI) programs, including capacity building efforts at CVI programs like funding and training additional intervention workers
- Additional enforcement efforts to reduce gun violence exacerbated by the pandemic, including prosecuting gun traffickers, dealers, and other parties contributing to the supply of crime guns, as well as collaborative federal, state, and local efforts to identify and address gun trafficking channels
- Investing in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in gun violence resulting from the pandemic

As discussed in the Interim Final Rule, uses of CSFRF/CLFRF funds that respond to an identified harm must be related and reasonably proportional to the extent and type of harm experienced; uses that bear no relation or are grossly disproportionate to the type or extent of harm experienced would not be eligible uses.

- Recipients may also use funds up to the level of revenue loss for government services, including those outlined above.

Recognizing that the pandemic exacerbated mental health and substance use disorder needs in many communities, eligible public health services include mental health and other behavioral health services, which are a critical component of a holistic public safety approach. This could include:

- Mental health services and substance use disorder services, including for individuals experiencing trauma exacerbated by the pandemic, such as:
  - Community-based mental health and substance use disorder programs that deliver evidence-based psychotherapy, crisis support services, medications for opioid use disorder, and/or recovery support
  - School-based social-emotional support and other mental health services
- Referrals to trauma recovery services for crime victims.

Recipients also may use Funds to respond to the negative economic impacts of the public health emergency, including:

- Assistance programs to households or populations facing negative economic impacts of the public health emergency, including:
  - Assistance to support economic security, including for the victims of crime;
  - Housing assistance, including rent, utilities, and relocation assistance;
  - Assistance with food, including Summer EBT and nutrition programs; and
  - Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

- Assistance to unemployed workers, including:
  - Subsidized jobs, including for young people. Summer youth employment programs directly address the negative economic impacts of the pandemic on young people and their families and communities;
  - Programs that provide paid training and/or work experience targeted primarily to (1) formerly incarcerated individuals, and/or (2) communities experiencing high levels of violence exacerbated by the pandemic;
  - Programs that provide workforce readiness training, apprenticeship or pre-apprenticeship opportunities, skills development, placement services, and/or coaching and mentoring; and
  - Associated wraparound services, including for housing, health care, and food.

Recognizing the disproportionate impact of the pandemic on certain communities, a broader range of services are eligible in those communities than would otherwise be available in communities not experiencing a pandemic-related increase in crime or gun violence. These eligible uses aim to address the pandemic's exacerbation of public health and economic disparities and include services to address health and educational disparities, support neighborhoods and affordable housing, and promote healthy childhood environments. The Interim Final Rule provides a non-exhaustive list of eligible services in these categories.

These services automatically qualify as eligible uses when provided in Qualified Census Tracts (QCTs), low-income areas designated by HUD; to families in QCTs; or by Tribal governments. Outside of these areas, recipient governments can also identify and serve households, populations, and geographic areas disproportionately impacted by the pandemic.

Services under this category could include:

- Programs or services that address or mitigate the impacts of the COVID-19 public health emergency on education, childhood health and welfare, including:
  - Summer education and enrichment programs in these communities, which include many communities currently struggling with high levels of violence;
  - Programs that address learning loss and keep students productively engaged;
  - Enhanced services for foster youths and home visiting programs; and
  - Summer camps and recreation.
- Programs or services that provide or facilitate access to health and social services and address health disparities exacerbated by the pandemic. This includes Community Violence Intervention (CVI) programs, such as:
  - Evidence-based practices like focused deterrence, street outreach, violence interrupters, and hospital-based violence intervention models, complete with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance; and,
  - Capacity-building efforts at CVI programs like funding more intervention workers; increasing their pay; providing training and professional development for intervention workers; and hiring and training workers to administer the programs.

Please refer to Treasury’s Interim Final Rule for additional information.

**4.9. May recipients pool funds for regional projects? [7/14]**

Yes, provided that the project is itself an eligible use of funds and that recipients can track the use of funds in line with the reporting and compliance requirements of the CSFRF/CLFRF. In general, when pooling funds for regional projects, recipients may expend funds directly on the project or transfer funds to another government that is undertaking the project on behalf of multiple recipients. To the extent recipients undertake regional projects via transfer to another government, recipients would need to comply with the rules on transfers specified in the Interim Final Rule, Section V. A recipient may transfer funds to a government outside its boundaries (e.g., county transfers to a neighboring county), provided that the recipient can document that its jurisdiction receives a benefit proportionate to the amount contributed.

**4.10. May recipients fund a project with both ARP funds and other sources of funding (e.g., blending, braiding, or other pairing funding sources), including in conjunction with financing provided through a debt issuance? [7/14]**

Cost sharing or matching funds are not required under CSFRF/CLFRF. Funds may be used in conjunction with other funding sources, provided that the costs are eligible costs under each source program and are compliant with all other related statutory and regulatory requirements and policies. The recipient must comply with applicable reporting requirements for all sources of funds supporting the CSFRF/CLFRF projects, and with any requirements and restrictions on the use of funds from the supplemental funding sources and the CSFRF/CLFRF program. Specifically,

- All funds provided under the CSFRF/CLFRF program must be used for projects, investments, or services that are eligible under the CSFRF/CLFRF statute, Treasury’s Interim Final Rule, and guidance. See 31 CFR 35.6-8; FAQ 4.6. CSFRF/CLFRF funds may not be used to fund an activity that is not, in its entirety, an eligible use under the CSFRF/CLFRF statute, Treasury’s Interim Final Rule, and guidance. For example,
  - CSFRF/CLFRF funds may be used in conjunction with other sources of funds to make an investment in water infrastructure, which is eligible under the CSLFRF statute, and Treasury’s Interim Final Rule.
  - CSFRF/CLFRF funds could not be used to fund the entirety of a water infrastructure project that was partially, although not entirely, an eligible use under Treasury’s Interim Final Rule. However, the recipient could use CSFRF/CLFRF funds only for a smaller component project that does constitute an eligible use, while using other funds for the remaining portions of the larger planned water infrastructure project that do not constitute an eligible use. In this case, the “project” under this program would be only the eligible use component of the larger project.

- In addition, because CSFRF/CLFRF funds must be obligated by December 31, 2024, and expended by December 31, 2026, recipients must be able to, at a minimum, determine and report to Treasury on the amount of CSFRF/CLFRF funds obligated and expended and when such funds were obligated and expended.

**4.11. May Coronavirus State and Local Fiscal Recovery Funds be used to make loans or other extensions of credit (“loans”), including loans to small businesses and loans to finance necessary investments in water, sewer, and broadband infrastructure?  
[7/14]**

Yes. Coronavirus State and Local Fiscal Recovery Funds (“Funds”) may be used to make loans, provided that the loan is an eligible use and the cost of the loan is tracked and reported in accordance with the points below. See 31 CFR 35.6. For example, a recipient may use Coronavirus State and Local Fiscal Recovery Funds to make loans to small businesses. See 31 CFR 35.6(b)(6). In addition, a recipient may use Funds to finance a necessary investment in water, sewer or broadband, as described in the Interim Final Rule. See 31 CFR 35.6(e).

Funds must be used to cover “costs incurred” by the recipient between March 3, 2021, and December 31, 2024, and Funds must be expended by December 31, 2026. See Section III.D of the Interim Final Rule; 31 CFR 35.5. Accordingly, recipients must be able to determine the amount of Funds used to make a loan.

- For loans that mature or are forgiven on or before December 31, 2026, the recipient must account for the use of funds on a cash flow basis, consistent with the approach to loans taken in the Coronavirus Relief Fund.
  - Recipients may use Fiscal Recovery Funds to fund the principal of the loan and in that case must track repayment of principal and interest (i.e., “program income,” as defined under 2 CFR 200).
  - When the loan is made, recipients must report the principal of the loan as an expense.
  - Repayment of principal may be re-used only for eligible uses, and subject to restrictions on timing of use of funds. Interest payments received prior to the end of the period of performance will be considered an addition to the total award and may be used for any purpose that is an eligible use of funds under the statute and IFR. Recipients are not subject to restrictions under 2 CFR 200.307(e)(1) with respect to such payments.
- For loans with maturities longer than December 31, 2026, the recipient may use Fiscal Recovery Funds for only the projected cost of the loan. Recipients may estimate the subsidy cost of the loan, which equals the expected cash flows associated with the loan discounted at the recipient’s cost of funding. A recipient’s cost of funding can be determined based on the interest rates of securities with a similar maturity to the cash flow being discounted that were either (i) recently issued by the recipient or (ii) recently issued by a unit of state, local, or Tribal government similar to the recipient. Recipients that have adopted the Current Expected Credit Loss

(CECL) standard may also treat the cost of the loan as equal to the CECL-based expected credit losses over the life of the loan. Recipients may measure projected losses either once, at the time the loan is extended, or annually over the covered period.

Under either approach for measuring the amount of funds used to make loans with maturities longer than December 31, 2026, recipients would not be subject to restrictions under 2 CFR 200.307(e)(1) and need not separately track repayment of principal or interest.

Any contribution of Fiscal Recovery Funds to a revolving loan fund must follow the approach described above for loans with maturities longer than December 31, 2026. In other words, a recipient could contribute Fiscal Recovery Funds to a revolving loan fund, provided that the revolving loan fund makes loans that are eligible uses and the Fiscal Recovery Funds contributed represent the projected cost of loans made over the life of the revolving loan fund.

**4.12. May funds be used for outreach to increase uptake of federal assistance like the Child Tax Credit or federal programs like SNAP? [7/14]**

Yes. Eligible uses to address negative economic impacts include work “to improve efficacy of programs addressing negative economic impacts, including through use of data analysis, targeted consumer outreach, improvements to data or technology infrastructure, and impact evaluations.” See 31 CFR 35.6(b)(10). Of note, per the CSFRF/CLFRF [Reporting Guidance](#), allowable use of funds for evaluations may also include other types of program evaluations focused on program improvement and evidence building. In addition, recipients may use funds to facilitate access to health and social services in populations and communities disproportionately impacted by the COVID-19 pandemic, including benefits navigators or marketing efforts to increase consumer uptake of federal tax credits, benefits, or assistance programs that respond to negative economic impacts of the pandemic. See 31 CFR 35.6(b)(12).

**5. Eligible Uses – Premium Pay**

**5.1. What criteria should recipients use in identifying essential workers to receive premium pay?**

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.



The Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

**5.2. What criteria should recipients use in identifying third-party employers to receive grants for the purpose of providing premium pay to essential workers?**

Any third-party employers of essential workers are eligible. Third-party contractors who employ essential workers in eligible sectors are also eligible for grants to provide premium pay. Selection of third-party employers and contractors who receive grants is at the discretion of recipients.

To ensure any grants respond to the needs of essential workers and are made in a fair and transparent manner, the rule imposes some additional reporting requirements for grants to third-party employers, including the public disclosure of grants provided.

**5.3. May recipients provide premium pay retroactively for work already performed?**

Yes. Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.

**6. Eligible Uses – Water, Sewer, and Broadband Infrastructure**

**6.1. What types of water and sewer projects are eligible uses of funds?**

The Interim Final Rule generally aligns eligible uses of the Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).

Under the DWSRF, categories of [eligible projects](#) include: treatment, transmission and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.

Under the CWSRF, categories of [eligible projects](#) include: construction of publicly-owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

As mentioned in the Interim Final Rule, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.

**6.2. May construction on eligible water, sewer, or broadband infrastructure projects continue past December 31, 2024, assuming funds have been obligated prior to that date?**

Yes. Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have obligated the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

**6.3. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?**

Recipients may not use funds as a state match for the CWSRF and DWSRF due to prohibitions in utilizing federal funds as a state match in the authorizing statutes and regulations of the CWSRF and DWSRF.

**6.4. Does the National Environmental Policy Act (NEPA) apply to eligible infrastructure projects?**

NEPA does not apply to Treasury's administration of the Funds. Projects supported with payments from the Funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

**6.5. What types of broadband projects are eligible?**

The Interim Final Rule requires eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

**6.6. For broadband investments, may recipients use funds for related programs such as cybersecurity or digital literacy training?**

Yes. Recipients may use funds to provide assistance to households facing negative economic impacts due to Covid-19, including digital literacy training and other programs

that promote access to the Internet. Recipients may also use funds for modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

**6.7. How do I know if a water, sewer, or broadband project is an eligible use of funds? Do I need pre-approval? [6/8]**

Recipients do not need approval from Treasury to determine whether an investment in a water, sewer, or broadband project is eligible under CSFRF/CLFRF. Each recipient should review the Interim Final Rule (IFR), along with the preamble to the Interim Final Rule, in order to make its own assessment of whether its intended project meets the eligibility criteria in the IFR. A recipient that makes its own determination that a project meets the eligibility criteria as outlined in the IFR may pursue the project as a CSFRF/CLFRF project without pre-approval from Treasury. Local government recipients similarly do not need state approval to determine that a project is eligible under CSFRF/CLFRF. However, recipients should be cognizant of other federal or state laws or regulations that may apply to construction projects independent of CSFRF/CLFRF funding conditions and that may require pre-approval.

For water and sewer projects, the IFR refers to the EPA [Drinking Water](#) and [Clean Water](#) State Revolving Funds (SRFs) for the categories of projects and activities that are eligible for funding. Recipients should look at the relevant federal statutes, regulations, and guidance issued by the EPA to determine whether a water or sewer project is eligible. Of note, the IFR does not incorporate any other requirements contained in the federal statutes governing the SRFs or any conditions or requirements that individual states may place on their use of SRFs.

**6.8. For broadband infrastructure investments, what does the requirement that infrastructure “be designed to” provide service to unserved or underserved households and businesses mean? [6/17]**

Designing infrastructure investments to provide service to unserved or underserved households or businesses means prioritizing deployment of infrastructure that will bring service to households or businesses that are not currently serviced by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed. To meet this requirement, states and localities should use funds to deploy broadband infrastructure projects whose objective is to provide service to unserved or underserved households or businesses. These unserved or underserved households or businesses do not need to be the only ones in the service area funded by the project.

**6.9. For broadband infrastructure to provide service to “unserved or underserved households or businesses,” must every house or business in the service area be unserved or underserved? [6/17]**

No. It suffices that an objective of the project is to provide service to unserved or underserved households or businesses. Doing so may involve a holistic approach that provides service to a wider area in order, for example, to make the ongoing service of unserved or underserved households or businesses within the service area economical. Unserved or underserved households or businesses need not be the *only* households or businesses in the service area receiving funds.

**6.10. May recipients use payments from the Funds for “middle mile” broadband projects? [6/17]**

Yes. Under the Interim Final Rule, recipients may use payments from the Funds for “middle-mile projects,” but Treasury encourages recipients to focus on projects that will achieve last-mile connections—whether by focusing on funding last-mile projects or by ensuring that funded middle-mile projects have potential or partnered last-mile networks that could or would leverage the middle-mile network.

**6.11. For broadband infrastructure investments, what does the requirement to “reliably” meet or exceed a broadband speed threshold mean? [6/17]**

In the Interim Final Rule, the term “reliably” is used in two places: to identify areas that are eligible to be the subject of broadband infrastructure investments and to identify expectations for acceptable service levels for broadband investments funded by the Coronavirus State and Local Fiscal Recovery Funds. In particular:

- The IFR defines “unserved or underserved households or businesses” to mean one or more households or businesses that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speeds and 3 Mbps of upload speeds.
- The IFR provides that a recipient may use Coronavirus State and Local Fiscal Recovery Funds to make investments in broadband infrastructure that are designed to provide service to unserved or underserved households or businesses and that are designed to, upon completion: (i) reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds; or (ii) in limited cases, reliably meet or exceed 100 Mbps download speed and between 20 Mbps and 100 Mbps upload speed and be scalable to a minimum of 100 Mbps download and upload speeds.

The use of “reliably” in the IFR provides recipients with significant discretion to assess whether the households and businesses in the area to be served by a project have access to wireline broadband service that can actually and consistently meet the specified thresholds of at least 25Mbps/3Mbps—i.e., to consider the actual experience of current wireline broadband customers that subscribe to services at or above the 25 Mbps/3 Mbps threshold. Whether there is a provider serving the area that advertises or otherwise claims to offer speeds that meet the 25 Mbps download and 3 Mbps upload speed thresholds is not dispositive.

When making these assessments, recipients may choose to consider any available data, including but not limited to documentation of existing service performance, federal and/or state-collected broadband data, user speed test results, interviews with residents and business owners, and any other information they deem relevant. In evaluating such data, recipients may take into account a variety of factors, including whether users actually receive service at or above the speed thresholds at all hours of the day, whether factors other than speed such as latency or jitter, or deterioration of the existing connections make the user experience unreliable, and whether the existing service is being delivered by legacy technologies, such as copper telephone lines (typically using Digital Subscriber Line technology) or early versions of cable system technology (DOCSIS 2.0 or earlier).

The IFR also provides recipients with significant discretion as to how they will assess whether the project itself has been designed to provide households and businesses with broadband services that meet, or even exceed, the speed thresholds provided in the rule.

**6.12. May recipients use Funds for pre-project development for eligible water, sewer, and broadband projects? [6/23]**

Yes. To determine whether Funds can be used on pre-project development for an eligible water or sewer project, recipients should consult whether the pre-project development use or cost is eligible under the Drinking Water and Clean Water State Revolving Funds (CWSRF and DWSRF, respectively). Generally, the CWSRF and DWSRF often allow for pre-project development costs that are tied to an eligible project, as well as those that are reasonably expected to lead to a project. For example, the DWSRF [allows](#) for planning and evaluations uses, as well as numerous pre-project development costs, including costs associated with obtaining project authorization, planning and design, and project start-up like training and warranty for equipment. Likewise, the CWSRF [allows](#) for broad pre-project development, including planning and assessment activities, such as cost and effectiveness analyses, water/energy audits and conservation plans, and capital improvement plans.

Similarly, pre-project development uses and costs for broadband projects should be tied to an eligible broadband project or reasonably expected to lead to such a project. For example, pre-project costs associated with planning and engineering for an eligible broadband infrastructure build-out is considered an eligible use of funds, as well as technical assistance and evaluations that would reasonably be expected to lead to commencement of an eligible project (e.g., broadband mapping for the purposes of finding an eligible area for investment).

All funds must be obligated within the statutory period between March 3, 2021 and December 31, 2024, and expended to cover such obligations by December 31, 2026.

**6.13. May State and Local Fiscal Recovery Funds be used to support energy or electrification infrastructure that would be used to power new water treatment plants and wastewater systems? [7/14]**

The EPA’s [Overview of Clean Water State Revolving Fund Eligibilities](#) describes eligible energy-related projects. This includes a “[p]ro rata share of capital costs of offsite clean energy facilities that provide power to a treatment works.” Thus, State and Local Fiscal Recovery Funds may be used to finance the generation and delivery of clean power to a wastewater system or a water treatment plant on a pro-rata basis. If the wastewater system or water treatment plant is the sole user of the clean energy, the full cost would be considered an eligible use of funds. If the clean energy provider provides power to other entities, only the proportionate share used by the water treatment plant or wastewater system would be an eligible use of State and Local Fiscal Recovery Funds.

**6.14. How should states and local governments assess whether a stormwater management project, such as a culvert replacement, is an eligible project for State and Local Fiscal Recovery Funds? [7/14]**

FAQ 6.7 describes the overall approach that recipients may take to evaluate the eligibility of water or sewer projects. For stormwater management projects specifically, as noted in the EPA’s [Overview of Clean Water State Revolving Fund Eligibilities](#), “Stormwater projects must have a water quality benefit.” Thus, to be eligible under CSFRF/CLFRF, stormwater management projects should be designed to incorporate water quality benefits consistent with the goals of the Clean Water Act. [Summary of the Clean Water Act](#).

**6.15. May recipients use Funds for road repairs and upgrades that occur in connection with an eligible water or sewer project? [7/14]**

Yes, recipients may use State and Local Fiscal Recovery Funds for road repairs and upgrades directly related to an eligible water or sewer project. For example, a recipient could use Funds to repair or re-pave a road following eligible sewer repair work beneath it. However, use of Funds for general infrastructure projects is subject to the limitations described in FAQ 4.2. Water and sewer infrastructure projects are often a single component of a broader transportation infrastructure project, for example, the implementation of stormwater infrastructure to meet Clean Water Act established water quality standards. In this example, the components of the infrastructure project that interact directly with the stormwater infrastructure project may be funded by Fiscal Recovery Funds.

**6.16. May Funds be used to build or upgrade broadband connections to schools or libraries? [7/14]**

As outlined in the IFR, recipients may use Fiscal Recovery Funds to invest in broadband infrastructure that, wherever it is practicable to do so, is designed to deliver service that reliably meets or exceeds symmetrical upload and download speeds of 100 Mbps to households or businesses that are not currently serviced by a wireline connection that

reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed. Treasury interprets “businesses” in this context broadly to include non-residential users of broadband, including private businesses and institutions that serve the public, such as schools, libraries, healthcare facilities, and public safety organizations.

#### **6.17. Are eligible infrastructure projects subject to the Davis-Bacon Act? [7/14]**

The Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the CSFRF/CLFRF program, except for CSFRF/CLFRF-funded construction projects undertaken by the District of Columbia. The Davis-Bacon Act specifically applies to the District of Columbia when it uses federal funds (CSFRF/CLFRF funds or otherwise) to enter into contracts over \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Recipients may be otherwise subject to the requirements of the Davis-Bacon Act, when CSFRF/CLFRF award funds are used on a construction project in conjunction with funds from another federal program that requires enforcement of the Davis-Bacon Act. Additionally, corollary state prevailing-wage-in-construction laws (commonly known as “baby Davis-Bacon Acts”) may apply to projects. Please refer to FAQ 4.10 concerning projects funded with both CSFRF/CLFRF funds and other sources of funding.

Treasury has indicated in its Interim Final Rule that it is important that necessary investments in water, sewer, or broadband infrastructure be carried out in ways that produce high-quality infrastructure, avert disruptive and costly delays, and promote efficiency. Treasury encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions, not only to promote effective and efficient delivery of high-quality infrastructure projects, but also to support the economic recovery through strong employment opportunities for workers. Using these practices in construction projects may help to ensure a reliable supply of skilled labor that would minimize disruptions, such as those associated with labor disputes or workplace injuries.

Treasury has also indicated in its reporting guidance that recipients will need to provide documentation of wages and labor standards for infrastructure projects over \$10 million, and that these requirements can be met with certifications that the project is in compliance with the Davis-Bacon Act (or related state laws, commonly known as “baby Davis-Bacon Acts”) and subject to a project labor agreement. Please refer to the Reporting and Compliance Guidance, page 21, for more detailed information on the reporting requirement.

## **7. Non-Entitlement Units (NEUs)**

Answers to frequently asked questions on distribution of funds to NEUs can be found in this [FAQ supplement](#), which is regularly updated.

## 8. Ineligible Uses

### 8.1. What is meant by a pension “deposit”? Can governments use funds for routine pension contributions for employees whose payroll and covered benefits are eligible expenses?

Treasury interprets “deposit” in this context to refer to an extraordinary payment into a pension fund for the purpose of reducing an accrued, unfunded liability. More specifically, the interim final rule does not permit this assistance to be used to make a payment into a pension fund if both: (1) the payment reduces a liability incurred prior to the start of the COVID-19 public health emergency, and (2) the payment occurs outside the recipient’s regular timing for making such payments.

Under this interpretation, a “deposit” is distinct from a “payroll contribution,” which occurs when employers make payments into pension funds on regular intervals, with contribution amounts based on a pre-determined percentage of employees’ wages and salaries. In general, if an employee’s wages and salaries are an eligible use of Fiscal Recovery Funds, recipients may treat the employee’s covered benefits as an eligible use of Fiscal Recovery Funds.

### 8.2. May recipients use Fiscal Recovery Funds to fund Other Post-Employment Benefits (OPEB)? [6/8]

OPEB refers to benefits other than pensions (see, e.g., [Governmental Accounting Standards Board, “Other Post-Employment Benefits”](#)). Treasury has determined that Sections 602(c)(2)(B) and 603(c)(2), which refer only to pensions, do not prohibit CSFRF/CLFRF recipients from funding OPEB. Recipients of either the CSFRF/CLFRF may use funds for eligible uses, and a recipient seeking to use CSFRF/CLFRF funds for OPEB contributions would need to justify those contributions under one of the four eligible use categories.

## 9. Reporting

On November 5, 2021, Treasury released updated [Guidance on Recipient Compliance and Reporting Responsibilities for the Coronavirus State and Local Fiscal Recovery Funds](#). Recipients should consult this guidance for additional detail and clarification on recipients’ compliance and reporting responsibilities. A user guide will be provided with additional information associated with the submission of reports. .

### 9.1. What records must be kept by governments receiving funds?

Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury,



whichever is later. This includes those which demonstrate the award funds were used for eligible purposes in accordance with the ARPA, Treasury's regulations implementing those sections, and Treasury's guidance on eligible uses of funds.

## **9.2. What reporting will be required, and when will the first report be due?<sup>2</sup>**

Recipients will be required to submit an interim report, project and expenditure reports, and annual Recovery Plan Performance Reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

Interim reports: States (defined to include the District of Columbia), territories, metropolitan cities, counties, and Tribal governments will be required to submit one interim report. The interim report will include a recipient's expenditures by category at the summary level and for states, information related to distributions to non-entitlement units of local government must also be included in the interim report. The interim report covered activity from the date of award to July 31, 2021 and were due to Treasury by August 31, 2021 or 60 days after receiving funding if funding was received by October 15, 2021. Non-entitlement units of local government were not required to submit an interim report.

Project and Expenditure reports: State (defined to include the District of Columbia), territorial, metropolitan city, county, and Tribal governments will be required to submit project and expenditure reports. This report will include financial data, information on contracts and subawards over \$50,000, types of projects funded, and other information regarding a recipient's utilization of award funds.

Reports will be required quarterly for the following recipients:

- States and territories
- Metropolitan cities and counties with population over 250,000
- Metropolitan cities and counties with population less than 250,000 that received an award of more than \$10 million
- Tribal governments that received an award of more than \$30 million.

The initial project and expenditure report for quarterly recipients will be due January 31, 2022 and will cover the period of March 3, 2021 to December 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 days after the end of each calendar quarter.

Reports will be required annually for the following recipients:

- Metropolitan cities and counties with population less than 250,000 that received an award less than \$10 million,
- Tribal governments that received an award less than \$30 million
- Non-entitlement units of government

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<sup>2</sup> This question was updated on November 15, 2021

The initial project and expenditure report for annual filers will be due April 30, 2022 and will cover the period of March 3, 2021 to March 31, 2022. The subsequent annual reports must be submitted to Treasury by April 30 each year.

The reports will include the same general data as those submitted by recipients of the Coronavirus Relief Fund, with some modifications to expenditure categories and the addition of data elements related to specific eligible uses.

Recovery Plan Performance Reports: States (defined to include the District of Columbia), territories, metropolitan cities, and counties with a population that exceeds 250,000 residents will also be required to submit an annual Recovery Plan Performance Report to Treasury. This report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by Coronavirus State and Local Fiscal Recovery Funds program. The initial Recovery Plan Performance Report will cover activity from date of award to July 31, 2021 was due to Treasury by August 31, 2021 or 60 days after receiving funding. Thereafter, the Recovery Plan Performance Reports will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period. The second Recovery Plan Performance Report will cover the period from July 1, 2021 to June 30, 2022 and must be submitted to Treasury by July 31, 2022. Each annual Recovery Plan Performance Report must be posted on the public-facing website of the recipient. Local governments with fewer than 250,000 residents, Tribal governments, and non-entitlement units of local government are not required to develop a Recovery Plan Performance Report.

Please see the [Guidance on Recipient Compliance and Reporting Responsibilities](#) for more information.

**9.3. What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply?**

Most of the provisions of the Uniform Guidance (2 CFR Part 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer to the Assistance Listing for detail on the specific provisions of the Uniform Guidance that do not apply to this program. The Assistance Listing will be available on beta.SAM.gov.

**9.4. Once a recipient has identified a reduction in revenue, how will Treasury track use of funds for the provision of government services? [6/8]**

The ARPA establishes four categories of eligible uses and further restrictions on the use of funds to ensure that Fiscal Recovery Funds are used within the four eligible use categories. The Interim Final Rule implements these restrictions, including the scope of the eligible use categories and further restrictions on tax cuts and deposits into pensions. Reporting requirements will align with this structure.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of the reduction in revenue, recipients will be required to submit a description of services provided. As discussed in IFR, these services can include a broad range of services but may not be used directly for pension deposits, contributions to reserve funds, or debt service. Recipients may use sources of funding other than Fiscal Recovery Funds to make deposits to pension funds, contribute to reserve funds, and pay debt service, including during the period of performance for the Fiscal Recovery Fund award.

For recipients using Fiscal Recovery Funds to provide government services to the extent of reduction in revenue, the description of government services reported to Treasury may be narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for personnel costs and \$50 were used for pay-go building of sidewalk infrastructure.

In addition to describing the government services provided to the extent of reduction in revenue, all recipients will also be required to indicate that Fiscal Recovery Funds are not used directly to make a deposit in a pension fund. Further, recipients subject to the tax offset provision will be required to provide information necessary to implement the Interim Final Rule, as described in the Interim Final Rule. Treasury does not anticipate requiring other types of reporting or recordkeeping on spending in pensions, debt service, or contributions to reserve funds.

These requirements are further detailed in the guidance on reporting requirements for the Fiscal Recovery Funds available [here](#).

#### **9.5. What is the Assistance Listing and Catalog of Federal Domestic Assistance (CFDA) number for the program? [6/8]**

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) was published May 28, 2021 on SAM.gov. This includes the final CFDA Number for the program, 21.027.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The CFDA number is the unique 5-digit code for each type of federal assistance, and can be used to search for program information, including funding opportunities, spending on [usaspending.gov](https://www.usaspending.gov), or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines, Treasury issued initial payments under an existing CFDA number. If you have already received funds or captured the initial CFDA number in your records, please update your systems and reporting to reflect the final CFDA number 21.027. **Recipients must use the final CFDA number for all**

**financial accounting, audits, subawards, and associated program reporting requirements.**

To ensure public trust, Treasury expects all recipients to serve as strong stewards of these funds. This includes ensuring funds are used for intended purposes and recipients have in place effective financial management, internal controls, and reporting for transparency and accountability.

Please see [Treasury's Interim Final Rule](#) and the [Guidance on Recipient Compliance and Reporting Responsibilities](#) for more information.

## **10. Miscellaneous**

### **10.1. May governments retain assets purchased with Fiscal Recovery Funds? If so, what rules apply to the proceeds of disposition or sale of such assets?**

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds. If such assets are disposed of prior to December 31, 2024, the proceeds would be subject to the restrictions on the eligible use of payments.

### **10.2. Can recipients use funds for administrative purposes?**

Recipients may use funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency and its negative economic impacts. This includes, but is not limited to, costs related to disbursing payments of Fiscal Recovery Funds and managing new grant programs established using Fiscal Recovery Funds.

### **10.3. Are recipients required to remit interest earned on CSFRF/CLFRF payments made by Treasury? [5/27, updated 7/14]**

No. CSFRF/CLFRF payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 to remit interest to Treasury. CSFRF/CLFRF payments made by Treasury to local governments and Tribes are not subject to the requirement of 2 CFR 200.305(b)(8)-(9) to maintain balances in an interest-bearing account and remit payments to Treasury. Moreover, interest earned on CSFRF/CLFRF payments is not subject to program restrictions. Finally, States may retain interest on payments made by Treasury to the State for distribution to NEUs that is earned before funds are distributed to NEUs, provided that the State adheres to the statutory requirements and Treasury's guidance regarding the distribution of funds to NEUs. Such interest is also not subject to program restrictions.

Among other things, States and other recipients may use earned income to defray the administrative expenses of the program, including with respect to NEUs.

**10.4. Is there a deadline to apply for funds? [5/27]**

The Interim Final Rule requires that costs be incurred by December 31, 2024. Direct recipients are encouraged to apply as soon as possible. For direct recipients other than Tribal governments, there is not a specific application deadline.

Tribal governments do have deadlines to complete the application process and should visit [www.treasury.gov/SLFRPTribal](http://www.treasury.gov/SLFRPTribal) for guidance on applicable deadlines.

Non-entitlement units of local government should contact their state government for information on applicable deadlines.

**10.5. May recipients use funds to cover the costs of consultants to assist with managing and administering the funds? [6/8]**

Yes. Recipients may use funds for administering the CSFRF/CLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.

**11. Operations**

**11.1. How do I know if my entity is eligible?**

The Coronavirus State and Local Fiscal Recovery Funds American Rescue Plan Act of 2021 set forth the jurisdictions eligible to receive funds under the program, which are:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities (typically, but not always, those with populations over 50,000)
- Non-entitlement units of local government, or smaller local governments (typically, but not always, those with populations under 50,000)

**11.2. How does an eligible entity request payment?**

Eligible entities (other than non-entitlement units) must submit their information to the [Treasury Submission Portal](#). Please visit the [Coronavirus State and Local Fiscal Recovery Fund website](#) for more information on the submission process.

**11.3. I cannot log into the Treasury Submission Portal or am having trouble navigating it. Who can help me?**

If you have questions about the Treasury Submission Portal or for technical support, please email [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov).

#### **11.4. What do I need to do to receive my payment?**

All eligible payees are required to have a DUNS Number previously issued by Dun & Bradstreet (<https://www.dnb.com/>).

All eligible payees are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

And eligible payees must have a bank account enabled for Automated Clearing House (ACH) direct deposit. Payees with a Wire account are encouraged to provide that information as well.

More information on these and all program pre-submission requirements can be found on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

#### **11.5. Why is Treasury employing id.me for the Treasury Submission Portal?**

ID.me is a trusted technology partner to multiple government agencies and healthcare providers. It provides secure digital identity verification to those government agencies and healthcare providers to make sure you're you – and not someone pretending to be you – when you request access to online services. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is <https://help.id.me>.

#### **11.6. Why is an entity not on the list of eligible entities in Treasury Submission Portal?**

The ARPA statute lays out which governments are eligible for payments. The list of entities within the Treasury Submission Portal includes entities eligible to receive a direct payment of funds from Treasury, which include states (defined to include the District of Columbia), territories, Tribal governments, counties, and metropolitan cities.

Eligible non-entitlement units of local government will receive a distribution of funds from their respective state government and should not submit information to the Treasury Submission Portal.

If you believe an entity has been mistakenly left off the eligible entity list, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

#### **11.7. What is an Authorized Representative?**

An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid.

**11.8. How does a Tribal government determine their allocation?**

Tribal governments will receive information about their allocation when the submission to the Treasury Submission Portal is confirmed to be complete and accurate.

**11.9. How do I know the status of my request for funds (submission)?**

Entities can check the status of their submission at any time by logging into [Treasury Submission Portal](#).

**11.10. My Treasury Submission Portal submission requires additional information/correction. What is the process for that?**

If your Authorized Representative has not yet signed the award terms, you can edit your submission with in the into [Treasury Submission Portal](#). If your Authorized Representative has signed the award terms, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov) to request assistance with updating your information.

**11.11. My request for funds was denied. How do I find out why it was denied or appeal the decision?**

Please check to ensure that no one else from your entity has applied, causing a duplicate submission. Please also review the list of all eligible entities on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

If you still have questions regarding your submission, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

**11.12. When will entities get their money?**

Before Treasury is able to execute a payment, a representative of an eligible government must submit the government's information for verification through the [Treasury Submission Portal](#). The verification process takes approximately four business days. If any errors are identified, the designated point of contact for the government will be contacted via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that their submission has been verified. Payments are generally scheduled for the next business day after this verification email, though funds may not be available immediately due to processing time of their financial institution.

**11.13. How does a local government entity provide Treasury with a notice of transfer of funds to its State?**

For more information on how to provide Treasury with notice of transfer to a state, please email [SLRedirectFunds@treasury.gov](mailto:SLRedirectFunds@treasury.gov).

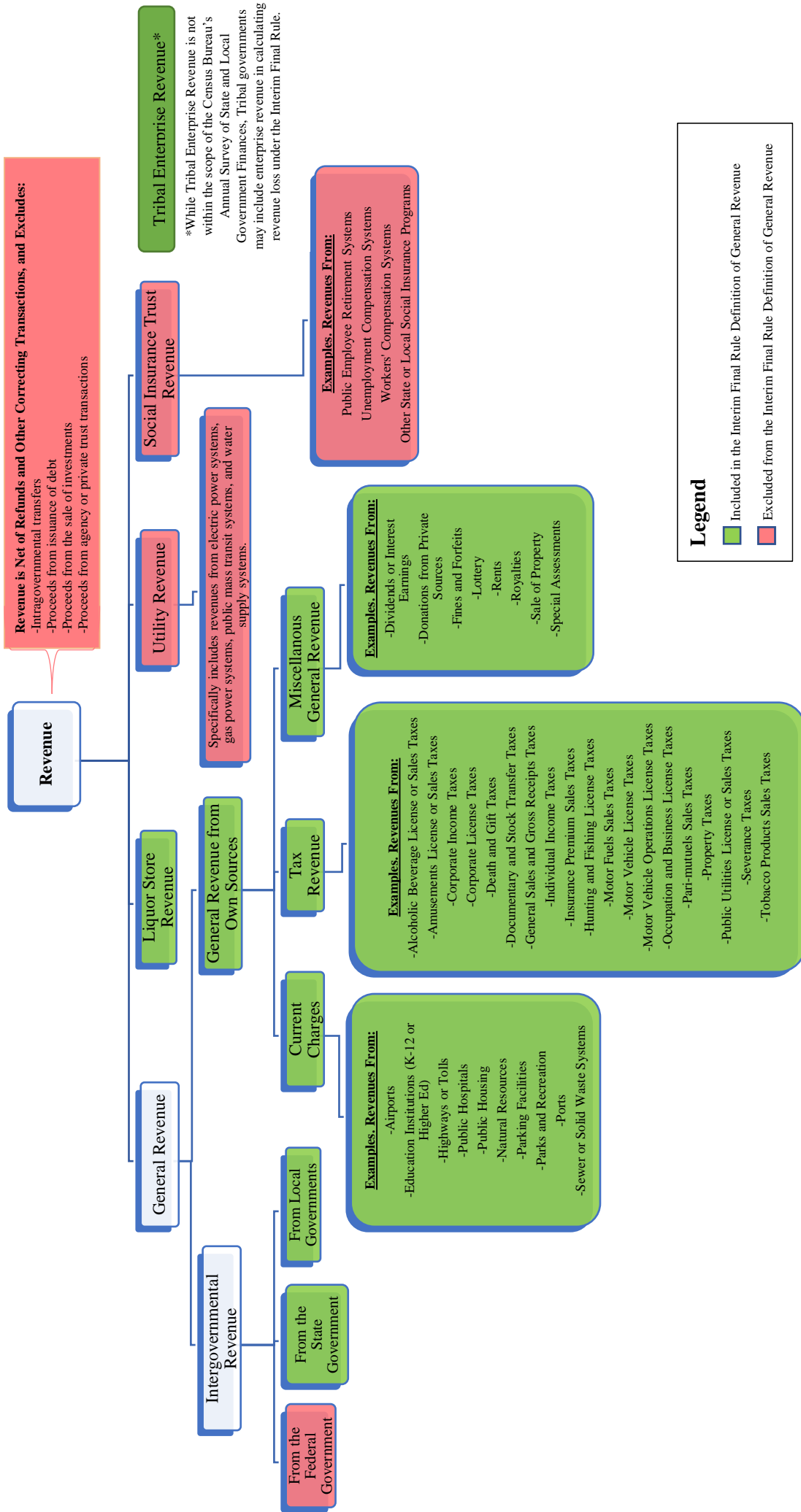
## **12. Tribal Governments**

### **12.1. Do Treasury's pandemic recovery program awards terms and conditions impose civil rights laws on Tribes?**

The award terms and conditions for Treasury's pandemic recovery programs, including the CSFRF, do not impose antidiscrimination requirements on Tribal governments beyond what would otherwise apply under federal law. Treasury is amending its reporting requirements with respect to the CSFRF, Treasury's Emergency Rental Assistance Program, and Homeowner Assistance Fund to reflect this clarification.



### Appendix: Interim Final Rule Definition of General Revenue Within the Census Bureau Classification Structure of Revenue



Source: U.S. Bureau of the Census Government Finance and Employment Classification Manual, 2006; Annual Survey of State and Local Government Finances

12. Adjourn

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