



## CHARTER TOWNSHIP OF HIGHLAND

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

### REGULAR BOARD OF TRUSTEES MEETING AGENDA

January 8, 2024 - 6:30 P.M.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval  
Approve:
  - a) December 11, 2023 Board of Trustees Meeting Minutes
  - b) List of Bills dated December 21, 2023 and January 4, 2024 plus additions
  - c) Highland Township Returned Check Policy

Receive and File:

Activity Center Director's Report – November 2023  
Activity Council Minutes – November 2023  
Building Department Report – November 2023  
DDA Board Minutes – September, October, and November 2023  
Financial Report – October 2023  
Fire Department Report – December 2023  
Library Board Meeting Minutes – November 2023  
Library Director's Report – November 2023  
Sheriff's Department Report – December 2023  
Treasurer's Report – October 2023  
Ordinance for Recreational Marijuana in Highland Township

6. Announcements and Information Inquiry:
  - a) Township Offices will be closed Monday, January 15th, in observance of Martin Luther King, Jr. Day
  - b) Special Joint Meeting on Wednesday, January 24, 2024 with Highland Township Board of Trustees, Planning Commission, Zoning Board of Appeals, and the Downtown Development Authority
7. Public Comment:
8. Presentation:
  - a) Swearing in of Firefighter Firefighter/Paramedic Ryan Kidd
9. Pending Business:
  - a) Adoption of Zoning Ordinance Amendment Z-030, Short Term Rentals, Farm Markets and other Minor Corrections
  - b) Township Newsletter

10. New Business:

- a) Introduce Board Ordinance 472 Private Road Ordinance Amendment
- b) South Bay Shores Property Transfer Request
- c) Karen Genson Consultant Compensation

11. Possible Closed Session:

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

12. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/88322647981>.

Meeting ID: 883 2264 7981

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 8, 2024

Present

\_\_\_\_\_  
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\_\_\_\_\_  
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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) December 11, 2023 Board of Trustees Minutes
- b) List of Bills dated January 4, 2024 plus additions
- c) Highland Township Returned Check Policy

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
December 11, 2023 - 6:30 p.m.

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

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Jennifer Frederick, Treasurer  
Judy Cooper, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George  
Lieutenant Matt Snyder  
Anne McClorey McLaughlin, Township Attorney

Visitors: 5

**Approval of Agenda:**

Mr. Hamill postponed New Business Item 9g) LPI Newsletter Agreement to the January Board Meeting. New Business Item 9 k) Process for Transition in Bookkeeping Department was added to the agenda. Mrs. Cooper moved to approve the agenda as amended. 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.

**Consent Agenda Approval:**

- a) November 6, 2023 Board of Trustees Meeting Minutes
- b) List of Bills dated December 14, 2023 plus additions
- c) 2024 Meeting/Holiday Calendar
- d) Re-Appointment of Michael Borg and John Jickling to Zoning Board of Appeals
- e) Budget Amendment Fire Capital 2024
- f) Budget Amendment for 2023 Planning Dues, Education, and Travel and 2024
- g) Budget Amendment Assessing Contractual Services 2023 and 2024
- h) Budget Amendment Elections 2023 Expenses
- i) Michigan Municipal Risk Management Authority Insurance Renewal

**Receive and File:**

Activity Center Stats – September and October 2023  
Activity Council Minutes and Treasurer's Report – September and October 2023  
Building Department Report – October 2023  
Fire Department Report – November 2023  
Library Board Meeting Minutes - October 2023  
Library Director's Report - October 2023  
Sheriff's Department Report – November 2023  
Activity Center Temporary Position – Mary Jeffrey



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

**Announcements and Information Inquiry:**

- a) Highland Township Offices will be closed on Monday, December 25th, and Tuesday, December 26th, for the Christmas Holiday. The office will also be closed Monday, January 1, 2024, for the New Year's Holiday.
- b) Festival of Trees – December 1-31, 2023

**Public Comment:**

Ms. Frederick thanked the Supervisor for his efforts to correct the electrical issues to keep the tree lights on for the Festival of Trees. Mr. Howe has received several favorable comments from residents regarding our new Township Hall and the funding for construction without an additional bond. Comment from Mr. Salvia that visibility of the word "Highland" needs to be improved because of the type of lettering.

**Presentation:**

Highland Downtown Development Authority PA57 Informational Meeting

Mrs. Dashevich, Executive Director, of the HDDA presented information regarding the Highland Downtown Development Authority and their projects.

**New Business:**

- a) Introduce Zoning Ordinance Amendment Z-030, Short Term Rentals/ Farm Markets and other Minor Corrections

Mr. Hamill moved to Introduce Zoning Ordinance Amendment Z-030, Short Term Rentals/ Farm Markets and other Minor Corrections as presented. 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.

- b) Communications and Community Engagement Specialist Position

Mr. Hamill moved to hire Christina Lloyd to fill the position of Communications and Community Engagement Specialist at a starting salary of \$21.05 per hour, Grade 2 – Part Time, not to exceed 29 hours per week, start date will be December 12, 2023. 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.

- c) Budget Amendment Communications New Hire

Mrs. Cooper moved to approve the Budget Amendment Communications New Hire 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.

d) Hire Sandra Blagg for Floating/Security Position

Mr. Hamill moved to hire Sandra Blagg for Floating/Security Position, starting pay \$17.60 per hour, part-time not to exceed 29 hours per week, start date will be December 12, 2023. 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.

e) Budget Amendments for Floating/Security Position 2023 and 2024

Mr. Hamill moved to approve the Budget Amendments for Floating/Security Position 2023 and 2024 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.

f) Highland Activity Rental Contract

Mrs. Cooper moved to approve the Highland Activity Rental Contract as presented with changes indicated. 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.

g) LPI Newsletter Agreement – postponed to January 8, 2024 Board of Trustees Meeting

h) Hazardous Waste - ERG Environmental Contract

Ms. Frederick moved to approve Household Hazardous Waste Day on June 15, 2024 using ERG Environmental Services and authorize the Supervisor to sign the contract. 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) Agreement between Charter Township of Highland and Highland Township Professional Fire Fighters Union, International Association of Fire Fighters Local 5267

Ms. Frederick moved to approve the Agreement between Charter Township of Highland and Highland Township Professional Fire Fighters Union, International Association of Fire Fighters Local 5267 as presented with the addition of the amendment of Article 32 – Bereavement Leave. 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.

j) Agreement between Township of Highland and Highland Township Fire Fighters Association Michigan Association of Fire Fighters

Mr. Hamill moved to postpone the Contract Between Charter Township of Highland and Michigan Association of Fire Fighters to the January 8, 2024 Board of Trustees Meeting. 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.

k) Process for Transition in Bookkeeping Department

Mr. Salvia moved to authorize the in-house officials to search for an Accountant with a pay rate that falls within grade 5 of our pay structure. 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.

Mr. Hamill moved to waive the Board policy and allow the in-house officials to pre-approve the hiring either of a bookkeeper within the grade 4 pay scale or an Accountant within the grade 5 pay scale without specific approval from the board. 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.

Mr. Hamill moved to approve the in-house officials select a payroll service provider to be used for at least the first half of 2024 and to enter into an agreement after review and approval of legal counsel. 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.

Comment – Mrs. Flowers asked people to participate in the Highland Township Kindness Campaign. It is an important time for people to think about kindness.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 7:59 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>101-000-202.001 BUILDING BONDS PAYABLES</b>					
8095	AMAZING POOLZ	101-ESCROW/BUILDING	B22-00432	12/15/2023	500.00
7886	ARMOUR CONSTRUCTION LLC	101-ESCROW/BUILDING	B23-00401	12/12/2023	250.00
7266	EASTBROOK CONSTRUCTION INC.	101-ESCROW/BUILDING	B23-00350	12/19/2023	250.00
4611	HOME INSPECTION PLUS	101-ESCROW/BUILDING	B23-00377	12/12/2023	250.00
7924	JOHN MCCARTER CONSTRUCTION LLC	101-ESCROW/BUILDING	B23-00340	12/19/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00558	12/12/2023	250.00
7458	OAK ELECTRIC SERVICE INC	101-ESCROW/BUILDING	B23-00378	12/12/2023	500.00
6041	PELLA WINDOWS & DOORS INC.	101-ESCROW/BUILDING	B23-00398	12/12/2023	250.00
4781	R 2 RENOVATIONS LLC	101-ESCROW/BUILDING	B23-00375	12/19/2023	500.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B23-00428	12/12/2023	250.00
7749	SMOLYANOV HOME IMPROVEMENT	101-ESCROW/BUILDING	B23-00447	12/19/2023	250.00
<b>101-000-202.005 PLANNING ESCROW PAYABLES</b>					
9240	SIMPLIFILE	101-FILING FEE-PRIME TIME	MITQ GK-11302023	11/20/2023	33.25
<b>101-000-231.002 STATE W/H</b>					
1106	STATE OF MICHIGAN	101-STATE W/H 38-6026891 SUW MONTHLY/QUARTERLY	DECEMBER 2023	12/18/2023	8,277.22
<b>101-000-412.000 DELINQUENT P. PROPERTY TAX</b>					
9086	HIGHLAND TOWNSHIP LIBRARY	101-DEL. PERS. PROP. TAX REFUND	12142023	12/14/2023	1,347.78
Total :					13,158.25
<b>CLERK</b>					
<b>101-215-820.000 CLERK: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-MAMC CONF-FLOWERS/MECKLENBORG	11/09/23-12/08/23	12/09/2023	747.47
1521	CHASE CARDMEMBER SERVICE	101-MTA WEBINAR/MAMC MEMBERSHIP-FLOWERS/MEC	11/09/23-12/08/23	12/09/2023	175.00
9221	MECKLENBORG, PAMELA	101-MILEAGE TO TRAINING	12182023	12/18/2023	64.46
9221	MECKLENBORG, PAMELA	101-MILEAGE TO STATE TRAINING	12182023	12/18/2023	67.20
9221	MECKLENBORG, PAMELA	101-MILEAGE TO EARLY VOTING	12182023	12/18/2023	37.07
9221	MECKLENBORG, PAMELA	101-MILEAGE TO LUNCHEON	12182023	12/18/2023	21.88
Total CLERK:					1,113.08
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
2541	STAPLES	101-SHARPIES/POUCHES/DYMO	3554465568	12/04/2023	251.88
<b>101-261-803.000 GEN GOV: SNOWPLOW SERV</b>					
2482	GOLDEN'S LANDSCAPING INC.	101- SNOW REMOVAL PAYMENT 2 OF 3	12492	12/11/2023	14,210.67
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-PROPERTY	1080546	12/07/2023	46.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1080546	12/07/2023	434.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ELECTION	1080546	12/07/2023	93.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-STRETCHER SALE	1080546	12/07/2023	279.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1080546	12/07/2023	77.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1080546	12/07/2023	465.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-EMPLOYEE MATTER	1080546	12/07/2023	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1080548	12/07/2023	1,071.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP	1080549	12/07/2023	64.00
<b>101-261-821.000</b>	<b>GEN GOV: MEMBER FEES</b>				
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS/SAMS	11/09/23-12/08/23	12/09/2023	76.00
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X121	12/06/2023	23.69
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X121	12/06/2023	47.07
2652	T-MOBILE	101-CELL PHONES - TWP.	12162023 28344	12/16/2023	52.89
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
2065	CUSTOM PLUS INC.	101-KINDNESS STICKY NOTES	12598	12/08/2023	140.00
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-SYNOPSIS-TWP BOARD	0006085502	11/30/2023	58.56
<b>101-261-900.002</b>	<b>GEN GOV: PRINTING</b>				
1172	PRINTING SYSTEMS INC.	101-END OF THE YEAR TAX FORMS	229989	12/16/2023	226.24
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	12122023 9100082	12/15/2023	746.39
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	12142023 66330	12/15/2023	14.87
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	12142023 66959	12/15/2023	14.90
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	12142023 67072	12/15/2023	508.70
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	12142023 67460	12/15/2023	14.87
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	12142023 80661	12/15/2023	22.26
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	12142023 80786	12/15/2023	112.41
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	12142023 80885	12/15/2023	107.00
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	12152023 67205	12/18/2023	31.45
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
1521	CHASE CARDMEMBER SERVICE	101-SPOT LIGHT/SHELVING/TRACTOR PARTS	11/09/23-12/08/23	12/09/2023	1,699.91
1021	GILL-ROY'S HARDWARE	101-LIGHT BULBS	2312-738023	12/11/2023	18.99
3056	HAMILL, RICK	101-REIMBURSE FOR PARKING LOT STRIPING	12182023	12/18/2023	171.66
3056	HAMILL, RICK	101-REIMBURSE FOR WEED WACKER TRIMER HEADS	12182023	12/18/2023	42.38
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2357328	12/11/2023	97.00
7436	S & L ELECTRIC INC	101-ELECTRICAL WORK AT 165 N JOHN	12142023	12/14/2023	1,520.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	11/09/23-12/08/23	12/09/2023	110.03
<b>101-261-971.000</b>	<b>GEN GOV: EQUIP CAP OUTLAY</b>				
1521	CHASE CARDMEMBER SERVICE	101-POST PULLER/FLAIL MOWER	11/09/23-12/08/23	12/09/2023	4,800.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-971.001</b>	<b>GEN GOV: COMP CAP OUTLAY</b>				
9144	NEWEGG BUSINESS INC.	101-MONITORS	1304797198	12/01/2023	258.56
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/WINDOWS 11 PRO UPGRADE	11/09/23-12/08/23	12/09/2023	280.38
Total GENERAL GOVERNMENT:					28,204.26
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	12/5/23-12/19/23	12/19/2023	909.86
8149	WATKINS III, MITCHELL	101-INSPECTIONS	12/06/23-12/19/23	12/19/2023	3,373.49
Total BUILDING:					4,283.35
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000</b>	<b>ACTIVITY CTR: OFFICE SUPPLIES</b>				
1521	CHASE CARDMEMBER SERVICE	101-3 TABLES-IKEA	11/09/23-12/08/23	12/09/2023	874.42
<b>101-672-729.000</b>	<b>ACTIVITY CTR: OPER. SUPPLIES</b>				
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL-ACT CTR	INV53038	12/08/2023	29.15
9208	HIGHLAND SUPPLY INC.	101-TOILET PAPER-ACT CTR	INV53038	12/08/2023	70.00
<b>101-672-850.000</b>	<b>ACTIVITY CTR: PHONE SERVICE</b>				
2652	T-MOBILE	101-CELL PHONE-ACT. CTR.	12162023 28344	12/16/2023	19.42
<b>101-672-850.001</b>	<b>ACTIVITY CTR: INTERNET SERVICE</b>				
1521	CHASE CARDMEMBER SERVICE	101-FOLDING CHAIRS	11/09/23-12/08/23	12/09/2023	107.98
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	12082023 66702	12/11/2023	368.18
<b>101-672-920.002</b>	<b>STEEPLE HALL: UTILITIES</b>				
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-ANNEX 910008280133	12142023 80133	12/15/2023	355.47
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	30427812	11/30/2023	12.00
2596	FIVE STAR ACE	101-ACTIVITY CENTER-RUST REMOVER	30693	12/08/2023	69.98
2596	FIVE STAR ACE	101-ACTIVITY CENTER-KEYS/PADLOCK/BURNER COVER	30703	12/11/2023	129.91
1021	GILL-ROY'S HARDWARE	101-CLEANING SUPPLIES-ACT CTR	2312-744904	12/12/2023	32.04
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2357332	12/11/2023	34.00
<b>101-672-936.002</b>	<b>STEEPLE HALL: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO.	101-COOLER-ANNEX	30424867	11/30/2023	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-STEEPLE	89101159	12/11/2023	4.80
Total ACTIVITY CENTER:					2,119.35

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>PLANNING COMMISSION</b>					
<b>101-703-900.000 PLNG COMM: ADVERTISING/PRTG</b>					
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-PH PLANNING COMM	0006085502	11/30/2023	117.12
Total PLANNING COMMISSION:					117.12
<b>PARKS</b>					
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	12142023 67940	12/15/2023	17.05
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	12142023 67551	12/15/2023	103.08
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	12152023 66587	12/18/2023	20.01
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	12152023 66835	12/18/2023	14.87
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
9254	PRECISION TREE AND SHRUB SVCS INC.	101-CLEAR WALKING PATH-HIGHLAND SOCCER FIELD	7379	12/18/2023	7,200.00
Total PARKS:					7,355.01
Total GENERAL FUND:					56,350.42
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-727.000 FIRE: SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	206-STATION SUPPLIES	11/09/23-12/08/23	12/09/2023	23.94
1002	QUILL CORPORATION	206-COPY PAPER	36247867	12/19/2023	182.45
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85108971	10/03/2023	1,579.88
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85181116	12/11/2023	20.64
1132	LINDE GAS & EQUIPMENT INC	206-EMS OXYGEN	37638590	08/12/2023	358.89
1132	LINDE GAS & EQUIPMENT INC	206-EMS OXYGEN	38842175	10/17/2023	424.97
1132	LINDE GAS & EQUIPMENT INC	206-EMS OXYGEN	39294378	11/04/2023	220.45
7576	STATE OF MICHIGAN	206-QAAP TAX	491-431924	12/04/2023	654.04
4782	USA BIO CARE LLC	206-HAZARDOUS WASTE PICK UP	03012553	12/06/2023	60.00
<b>206-336-732.000 FIRE: UNIFORMS</b>					
9276	HURON VALLEY GUNS LLC	206-UNIFORM - KIDD	273756	12/07/2023	134.99
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET SHIELDS	INV383176	12/19/2023	54.99
<b>206-336-750.000 FIRE: VEHICLE GAS/OIL</b>					
9228	NAPA AUTO PARTS	206-2019 FORD (R212) OIL CHANGE	136399	12/12/2023	51.62
<b>206-336-804.000 FIRE: LEGAL SERVICES</b>					
7845	KELLER THOMA	206-NEGOTIATIONS	125186	12/01/2023	437.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-806.001</b>	<b>FIRE: COMPUTERS/SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	11/09/23-12/08/23	12/09/2023	415.80
<b>206-336-820.000</b>	<b>FIRE: DUES &amp; EDUCATION</b>				
1521	CHASE CARDMEMBER SERVICE	206-PARAMEDIC BOOKS-MOORE	11/09/23-12/08/23	12/09/2023	655.21
1521	CHASE CARDMEMBER SERVICE	206-INSPECTORS CONF-GEORGE	11/09/23-12/08/23	12/09/2023	378.40
1521	CHASE CARDMEMBER SERVICE	206-MFIS MEMBERSHIP-BELL	11/09/23-12/08/23	12/09/2023	41.50
1521	CHASE CARDMEMBER SERVICE	206-REFUND SAM REGISTRATION RENEWAL	11/09/23-12/08/23	12/09/2023	600.00-
1288	IVERSON'S LUMBER COMPANY	206-TRAINING DOOR WOOD	2312-202585	12/09/2023	25.90
9404	M&K CONSULTING	206-ACLS/BLS CLASS	125	12/11/2023	97.00
4778	MI RESCUE RESOURCES LLC	206-BUS EXTRICATION CLASS	23-1705	12/07/2023	3,000.00
<b>206-336-851.000</b>	<b>FIRE: RADIO COMMUNICATIONS</b>				
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-NOV	CI030331	11/30/2023	4,122.75
<b>206-336-920.000</b>	<b>FIRE: PUBLIC UTILITIES</b>				
8385	AMERI-ALARM	206-ALARM MONTORING-FS1	077388	12/01/2023	75.00
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X121	12/06/2023	137.33
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X121	12/06/2023	23.69
9027	AT&T MOBILITY	206-IPADS	287287294406X121	12/06/2023	317.92
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	12132023 66207	12/14/2023	128.36
<b>206-336-930.000</b>	<b>FIRE: VEHICLE REPAIR</b>				
1521	CHASE CARDMEMBER SERVICE	206-TIRES	11/09/23-12/08/23	12/09/2023	327.05
1102	HALT FIRE INC.	206-2018 PIERCE (E11) FUSE ISSUE	S0101371	12/06/2023	378.50
7326	HAROLD'S FRAME SHOP INC.	206-2014 F250 (U1) PLOW REPAIR - CONTROLER	106315	12/14/2023	441.00
9410	MOTOR CITY TRUCK AND TRAILER LLC	206-2014 FORD (R213) ENGINE	1475B	05/30/2023	4,237.77
9410	MOTOR CITY TRUCK AND TRAILER LLC	206-2014 FORD (RESCUE 211) ENGINE	1583B	10/30/2023	2,566.58
<b>206-336-936.000</b>	<b>FIRE: BLDG MAINT/REPAIR</b>				
2534	OVERHEAD DOOR WEST COMMERCIAL	206 - FS1 OVERHEAD DOOR	45501	11/30/2023	465.00
<b>206-336-937.000</b>	<b>FIRE: EQUIP MAINT</b>				
9257	R&R FIRE TRUCK REPAIR	206-SCBA COMPRESSOR ATTEMPTED REPAIR	66110	08/18/2023	1,603.65
Total FIRE:					23,042.77
Total FIRE FUND:					23,042.77
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-807.000</b>	<b>POLICE: OAKLAND CO SHER CONT</b>				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-NOV	CI030331	11/30/2023	251,999.83
<b>207-301-807.004</b>	<b>POLICE: OVERTIME</b>				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. NOV	CI030331	11/30/2023	11,545.62
<b>207-301-920.000</b>	<b>POLICE: UTILITIES</b>				
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	12142023 66454	12/15/2023	384.74



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO.	207-COOLER	30426884	11/30/2023	4.00
2285	CUMMINS SALES AND SERVICE	207-SUBSTATION GENERATOR PM	S6-17753	12/08/2023	511.50
2285	CUMMINS SALES AND SERVICE	207-SUBSTATION GENERATOR	S6-17939	12/13/2023	670.94
1021	GILL-ROY'S HARDWARE	207-LIGHTS	2312-746818	12/13/2023	5.98
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2356420	11/13/2023	75.00
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2357329	12/11/2023	75.00
Total POLICE:					265,272.61
Total POLICE FUND:					265,272.61
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001 TOWNSHIP IMPROVEMENTS</b>					
4742	DOUGLAS ELECTRIC COMPANY	401-ELECTRICAL WORK	47858	12/18/2023	6,490.00
3056	HAMILL, RICK	401-REIMBURSE FOR IRRIGATION TIMERS	12182023	12/18/2023	158.95
3056	HAMILL, RICK	401-REIMBURSE FOR LANDSCAPE MARKING PAINT	12182023	12/18/2023	81.93
<b>401-261-972.000 PROPERTY PURCHASE</b>					
4000	CHARTER TOWNSHIP OF HIGHLAND	401-146 N JOHN ST. PROPERTY TAXES	11-27-103-006	12/18/2023	180.00
Total GENERAL GOVERNMENT:					6,910.88
<b>PARKS</b>					
<b>401-751-971.001 DUCK LAKE PARK IMPROVEMENT</b>					
3056	HAMILL, RICK	401-REIMBURSE FOR PICKLEBALL NET	12182023	12/18/2023	434.54
Total PARKS:					434.54
Total CAPITAL IMPROVEMENT FUND:					7,345.42
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-720.002 DDA: RECORDING SECRETARY</b>					
3793	BEARDSLEY, KAREN	494-RECORDING SECRETARY-JAN 2023	2023-43	12/21/2023	100.00
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-BATTERIES/ORANGE CONE/TABLECLOTHS/TABLES/I	11/09/23-12/08/23	12/09/2023	1,266.59
<b>494-729-808.000 DDA: MARKETING CONSULTANT</b>					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2001	10/01/2023	500.00
<b>494-729-808.001 DDA: SPECIAL PROJ CONSULTANT</b>					
4646	GLOBERSON, JAMIE	494-CONSULTANT FEES	011	12/20/2023	160.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1013	ABC PRINTING INC	494-BANNER	44573	12/07/2023	281.25
1521	CHASE CARDMEMBER SERVICE	494-FIRE PITS/TRAFFIC CONES/DIGITAL FLYER/ORNAME	11/09/23-12/08/23	12/09/2023	349.42
3152	KOPACKI, KRIS	494-FRAME/INSTALL/REMOVE/STORE SIGNS	2012	12/13/2023	265.00
3152	KOPACKI, KRIS	494-TREE LIGHTING DUTIES	2014	12/13/2023	320.00
<b>494-729-880.003 DDA: DESIGN</b>					
1521	CHASE CARDMEMBER SERVICE	494-OUTDOOR LIGHTS	11/09/23-12/08/23	12/09/2023	823.14
4494	CURTIS, ZACHARY	494-INSURANCE REIMBURSEMENT	2023-42	12/20/2023	2,943.76
3152	KOPACKI, KRIS	494-REPAIR/MAINTAIN TUNNEL OF LIGHTS	2015	12/13/2023	165.00
6353	MILFORD DENTAL	494-SIGNAGE GRANT REIMBURSEMENT	2086	12/18/2023	1,500.00
2446	NOWAK & FRAUS ENGINEERS	494-COLASANTI BOARDWALK	120123	12/18/2023	3,123.50
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK ADS/CONSTANT CONTACT	11/09/23-12/08/23	12/09/2023	72.00
<b>494-729-900.001 DDA: FUNDRAISER EXPENSE</b>					
1521	CHASE CARDMEMBER SERVICE	494-XMAS TREES	11/09/23-12/08/23	12/09/2023	1,130.69
3152	KOPACKI, KRIS	494-PICK UP/INSTALL TREES	2013	12/13/2023	210.00
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	11/09/23-12/08/23	12/09/2023	214.92
<b>494-729-935.000 DDA: MAINTENANCE STREETScape</b>					
1521	CHASE CARDMEMBER SERVICE	494-EXTENTION CORDS/LIGHTPOLE OUTLETS	11/09/23-12/08/23	12/09/2023	882.88
<b>494-729-967.000 DDA: FARMERS' MARKET</b>					
1521	CHASE CARDMEMBER SERVICE	494-WEBSITE	11/09/23-12/08/23	12/09/2023	29.95
Total DOWNTOWN DEVELOPMENT AUTHORITY:					14,338.10
Total DOWNTOWN DEVELOPMENT FUND:					14,338.10
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	702-FOOD TRIPS	11/09/23-12/08/23	12/09/2023	43.09
1521	CHASE CARDMEMBER SERVICE	702-PARADE TICKETS/FOOD	11/09/23-12/08/23	12/09/2023	435.58
9208	HIGHLAND SUPPLY INC.	702-CUPS	INV53038	12/08/2023	59.95
9208	HIGHLAND SUPPLY INC.	702-PLATES	INV53038	12/08/2023	49.10
9208	HIGHLAND SUPPLY INC.	702-CUPS	INV53138	12/11/2023	45.81
9079	HOMETOWN CATERING-MEALS ON WHEELS	702-THANKSGIVING DINNER	111723	11/17/2023	300.00
4780	MILFORD ROTARY FOUNDATION	702-POINSETTA PLANTS	100	11/14/2023	225.00
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1117	12/13/2023	1,280.00
Total GENERAL GOVERNMENT:					2,438.53

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total HIGHLAND ADVISORY COUNCIL:					2,438.53
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
4783	BUTLER, DORIS	703-TAX REFUND	11-03-400-004	12/13/2023	1,011.75
4268	CORELOGIC	703-TAX REFUND	11-09-404-014	12/13/2023	2,122.35
4268	CORELOGIC	703-TAX REFUND	11-09-426-012	12/13/2023	1,667.58
4784	KOHUT, DANIELLE	703-TAX REFUND	11-14-252-013	12/19/2023	3,164.92
4353	LERETA LLC	703-TAX REFUND	11-19-376-044	12/13/2023	1,076.81
4786	PRZEKORA, GERALD	703-TAX REFUND	11-10-205-003	12/19/2023	1,633.82
7222	RUGG, TIMOTHY	703-TAX REFUND	11-17-252-010	12/13/2023	649.98
4787	SMITH, RILEY	703-TAX REFUND	11-10-126-001	12/19/2023	1,024.20
4785	WEBER, JOHN R	703-TAX REFUND	11-19-177-007	12/13/2023	1,653.84
Total :					14,005.25
Total CURRENT TAX COLLECT:					14,005.25
<b>DUCK LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	12142023 91144	12/15/2023	193.76
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	12152023 07439	12/18/2023	173.47
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	12152023 13643	12/18/2023	404.28
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	12152023 13650	12/18/2023	430.81
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	12152023 13668	12/18/2023	566.27
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	12152023 43164	12/18/2023	477.02
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	12152023 75436	12/18/2023	45.90
Total TRUST & AGENCY ADMIN:					2,291.51
Total DUCK LAKE ASSOC:					2,291.51
<b>HIGHLAND LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	12132023 67338	12/14/2023	24.23
Total TRUST & AGENCY ADMIN:					24.23

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total HIGHLAND LAKE ASSOC:					24.23
<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	12112023	11/27/2023	892.50
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	12132023 80281	12/14/2023	9.37
Total TRUST & AGENCY ADMIN:					901.87
Total TAGGETT LAKE ASSOC:					901.87
<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	12132023 80281	12/14/2023	5.50
Total TRUST & AGENCY ADMIN:					5.50
Total KELLOGG LAKE ASSOC:					5.50
<b>CHARLICK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	12132023 80414	12/14/2023	14.87
Total TRUST & AGENCY ADMIN:					14.87
Total CHARLICK LAKE ASSOC:					14.87
<b>WOODRUFF LAKE ASSOC</b>					
<b>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	12092023	11/27/2023	892.50
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	12132023 67676	12/14/2023	14.87
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	12132023 80547	12/14/2023	14.87
Total TRUST & AGENCY ADMIN:					922.24
Total WOODRUFF LAKE ASSOC:					922.24

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Grand Totals:					<u>386,953.32</u>

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004149466	12/23/2023	219.90
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004149466	12/23/2023	248.45
Total GENERAL GOVERNMENT PERSONNEL B:					<u>468.35</u>
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	12/05/23-12/19/23	12/19/2023	2,587.99
Total BUILDING:					<u>2,587.99</u>
Total GENERAL FUND:					<u>3,056.34</u>
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004149487	12/23/2023	311.78
Total FIRE:					<u>311.78</u>
Total FIRE FUND:					<u>311.78</u>
Grand Totals:					<u><u>3,368.12</u></u>

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Total GENERAL FUND:	59,406.76
Total FIRE FUND:	23,354.55
Total POLICE FUND:	265,272.61
Total CAPITAL IMPROVEMENT FUND:	7,345.42
Total DOWNTOWN DEVELOPMENT FUND:	14,338.10
Total HIGHLAND ADVISORY COUNCIL:	2,438.53
Total CURRENT TAX COLLECT:	14,005.25
Total DUCK LAKE ASSOC:	2,291.51
Total HIGHLAND LAKE ASSOC:	24.23
Total TAGGETT LAKE ASSOC:	901.87
Total KELLOGG LAKE ASSOC:	5.50
Total CHARLICK LAKE ASSOC:	14.87
Total WOODRUFF LAKE ASSOC:	922.24
	<hr/>
Grand Totals:	390,321.44
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**Payroll and Hand Check December 28, 2023 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 12/22/2023	\$	25,630.84
General/Fire Payroll 12/22/2023	\$	75,853.31

Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	1,780.69
Flexible Savings Account	\$	732.13
Garnishments		
Highland Firefighters Assn	\$	1,110.00

Highland Firefighters Union Dues-Full-Time  
Highland Firefighters Union Dues-Part-Time

12/31/2023 DDA LOAN-Monthly	\$	3,771.83
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## Memorandum

To: Highland Township Board of Trustees  
From: Jennifer Frederick, Treasurer  
Date: January 8, 2024  
Re: Returned Check Policy (NSF)

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Currently, Highland Township doesn't have a written returned check or non sufficient fund (NFS) policy. This policy describes our process if a check is returned from the bank, we charge the check maker the amount of the check plus \$15 to cover our bank fees.



**Highland Township Returned Check Policy:**

If a payment is received by check, and the check is returned for any reason, such as, Non-Sufficient Funds, Account Closed, or Refer to Maker, etc., the maker will be responsible for the original check amount in addition to a \$15.00 service charge for items returned. Once notice is received of the returned check, this office will contact the maker of the returned check by phone or by letter. Service charges may increase to reflect the amount charged to Charter Township of Highland from the bank. Payment must be made within 30 days of notification or litigation may be taken by Highland Township.

**5b. Receive and File:**

Activity Center Director's Report – November 2023

Activity Council Minutes – November 2023

Building Department Report – November 2023

DDA Board Minutes – September, October, and November 2023

Financial Report – October 2023

Library Board Meeting Minutes – November 2023

Library Director's Report – November 2023

Sheriff's Department Report – December 2023

Treasurer's Report – October 2023

Ordinance for Recreational Marijuana in Highland Township



Highland Activity Center

Directors Activity Report

September & October Activity Report

Meeting: Tuesday, November 14, 2023 at 9:00am (Auditorium)

## Stats for November 10,930

Exercise with Matt \$\$\$ . Next session starts 1/8

Hula Hoop, Tai Chi & Yoga. Starting in January

Free Balance class starts 1/9 at 12:30

Renewal Courses. Tuesdays at 10:30

Hair Cuts starting 1/8 by appointment.

Last Tuesday at 12:30 Jan = Back Health, Feb= Shoulder Health

**Christmas Party 12/22 at 12PM, \$10**

**Dinner & a Show 1/22 \$15 .**

**Doors open at 5:30**

**Dinner at 6PM**

**Presentation at 7PM**

**Please sign up to help**

### FYI

#### New employees-

Sandy Blagg -weekend security and cleaning

Mary Jeffery- Interim Administrative Assistant

#### **36-40+ for Bingo every Mon & Wed**

Crafting with Greens 50+

Broadview Tre Farm free lunch 12/7, 23 attended.

Chair massage- 9+ every week

Thanksgiving lunch, 75 participants.

Soldiers Wish list packing, ongoing. First Thursday of every month at 11am.

**HDDA Tree on McPhearson & Milford Rd.**

**Advertising Contract. Example attached**

**Wreaths Across America. Placement on 12/16/23 10am**

Thank you to Sue & Bill Anderson for the donation of \$500.

Milford Rotary \$250

**Heidi Gone on vacation-12/23-1/8**



Highland Activity Center

Directors Activity Report

July Activity Report

Meeting: Tuesday, September 12, 2023 at 9:00am (Auditorium)

### **DAILY ACTIVITIES**

- \* Exercise M,W & F.
- \* Monday night cards at 4pm. 6-8 ppl. Open to the public.
- \* Bingo M&W at 12. GROWNIG 30-45 ppl.
- \* Mah Jongg Tuesday at 10am –8-16 ppl. Will teach for those want to participate.
- \* Puppy class on Tuesday at 6pm.
- \* Coin Club 2nd Wednesdays at 6:30. Doors open at 6:15..
- \* Thursday, Knitters at 10am. 3-6 ppl.
- \* Movies: Friday at noon.
- ◆ Friday Euchre at new time 12:00pm - 30+ ppl.
- \* Friday Bridge. Noon, 12 people.
- \* Free bread after 10:30 M-F
- ◆ Bible Study group first Thursday at 10AM. At Highland Library.
- \* The Happy Bookers meeting at B2. Last Thursdays at 10am. 6 –10 people.
- \* The Quilters on the 1st Wednesday of the month at 6pm. 7 people.
- \* Big dogs training, changing back to Fridays at 6pm.
- \* Chair Massage on Wednesday by appointment. Starts at 10am. \$
- \* Books in a bag delivery for home bound (6ppl).
- ◆ Ask the Lawyer consults AND ask The Money Man consults (By phone or Face to Face)  
New Lawyer Lise Beatty.
- \* Technical help with devices, phones, and how to Zoom, by Justin. Call for appointment. 248-887-1707
- ◆ Oakland Audiology hearing tests by appointment (Next date– Dec.11)

Nov. 2023	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		
	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH		
Ask the Lawyer		1											1		1	1												2			6	
Ask the Money Man								2						1									T					1			4	
Beautification/Garden Club										V																					0	
Bible Study																															0	
Bingo	38					29		36					32		25						33		25	H			32		34		284	
Blood Pressure	3							2		E					2								2		C			1		3		13
Book Clubs/ 1&2																													8		8	
Bridge			12																				A								26	
Bread/Doughnuts	3	1	2			15	10	1	3	T			15	7	3	1	10				15	3	5				15	2	10	7	128	
Business Network																								I							0	
Cards/Games																							N								0	
Classes/Misc										E																	8		8		16	
Classes W/Justin							1																					2	30		33	
Coin Club								30															K	O							30	
Copies							1			R																			5		6	
Crafting																7															7	
Dogs/Puppies										12							12						S									24
DLOPA										A					45									S								45
Donations	1		1																				3						20		25	
Ema's Massage	8							11							11								11	G								41
Eucher			24							N																						24
Exercise-Tues/Thurs							4							5								5		E								14
Exercise - M, W, F						17		19					17		17		17				15			I			18		18			138
Festivals/Events										S																						0
Get Hooked w/ Randi		4							4							5													2			15
Golden Light Church					20							20								20				V	D		20					80
Ham Radio Club										D						7																7
Hearing Test																																0
HDDA/B2																								I								0
HOA										A																						0
HVCA																																0
Knitters For Knockers/zoom																								N								0
Majong							4			Y																						4
Meals on Wheels	21	23	37			48	35	24	33				25	22	25	19	37				48	21	38				25	22	26	19		548
Medical Shed	2					1																		G						125		128
Monday Evening Cards						8																					6					14



## Highland Activity Center Advisory Council Meeting Minutes

Tuesday September 12<sup>th</sup>, 2023

### CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Carolyn Kress at 9:03 am on Tuesday November 14<sup>th</sup>, 2023

### PRESENT:

Heidi Bey, Carolyn Kress, Patti Janette, Sue Anderson, Jennifer Frederick, Chuck Sharpe & Ray Polidori

### ABSENT:

Lisa Jagusch, Dick Russell,  
Steve Jagusch & Peter Werthmann

### SECRETARY'S MINUTES:

Motion to approve the Secretary's Minutes from September 12<sup>th</sup> was made by Chuck Sharpe, seconded by Sue Anderson, unanimously approved by all.

Motion to approve Secretary's Minutes from October 10<sup>th</sup> was made by Ray Polidori, seconded by Sue Anderson

### TREASURERS'S REPORT:

Motion to approve the Treasurer's Report from September 12<sup>th</sup> was made by Chuck Sharpe, seconded by Patti Janette, unanimously approved by all.

Motion to approve the Treasurers Report from October 10<sup>th</sup> was made by Ray Polidori, seconded by Patti Janette

### DIRECTOR'S ACTIVITY REPORT:

Motion to accept \$35.00 towards the Festival of Trees made by Jennifer Frederick, seconded by Sue Anderson.

Motion to accept purchase of 10 Poinsettias from the Milford Rotary was made by Jennifer Frederick, seconded by Sue Anderson.

Wreaths Across America is available again this year. See our newsletter for more details.

Printing for our newsletter is now done in-house.

### UPCOMING EVENTS:

Gene Beach Presentation History of Highlands 1<sup>st</sup> Highway ~ Jan 22, 2024. He is donating his fee of \$250.00 to the Historical Society.

Most presentations will be posted on the website, Facebook & the PNW newspaper.

### FUNDRAISING EFFORTS:

Heidi introduced some great advertising swag for our ongoing fundraising efforts: Goal is \$15,000.

Discuss t-shirts with the HAC Logo. Discuss 10% of sales from Sparkies or Come Back Inn or Bakers?

\*January 22<sup>nd</sup>, 2024, 7:00 pm. Eugene Beach's presentation History of Highlands 1<sup>st</sup> Highway. This will be a great fundraiser; we will serve chili & cornbread. Limit to 50 people. Currently Patti is sponsoring a large fruit tray, Sue & Bill Anderson made a donation to the event, Steve & Lisa Jagusch is sponsoring the main meal. We do need a salad sponsor. Dessert is in the freezer. Milford Rotary is donating \$250.00 to the event as well.

\$15.00 per person. Carryout leftovers are \$5.00. Motion was approved in September.

### NEW BUSINESS:

Christmas luncheon will be on December 22<sup>nd</sup>. Venue to be determined.

### MOTION TO ADJOURN:

Motion to adjourn the meeting was made at 10:15am by Ray Polidori, seconded by Patti Janette, unanimously approved by all.

Respectfully submitted,



*Patti*

Patti Janette Secretary,  
Highland Advisory Council

*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
November 2023*

HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

November 2023

TOTAL (forward)..... \$33,627

Additional fees:

Building.....	\$149
Electric.....	\$400.00
Plumbing.....	0
Heating.....	\$244
Licenses & Misc Fees.....	\$250
sub total:	\$1,043

MONTH-END GRAND TOTAL REVENUE..... \$34,670

Total number of all Permits to date	This Year:	1802
	Last Year:	2718
Total number of all Electric, Plumbing, & Heating	This Year:	1159
	Last Year:	1796
Total number of Building permits to date:	This Year:	593
	Last Year:	1004
Total number of New Single-Family Units:	This Year:	14
	Last Year:	26
Total number of Land Use Permits	This Year:	34
	Last Year:	20

Respectfully Submitted:

STEVE ITINO  
 Building Official  
 Ordinance Dept Supervisor

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

Permit.DateIssued Between 11/1/2023 12:00:00 AM AND  
11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Commercial, Renovations</b>					
PB23-0425	290 N JOHN ST	Thompson Phelan Group	\$1100000	\$5751	
PB23-0431	2230 E HIGHLAND RD	Daniel Rankin	\$106000	\$655	
PB23-0440	1155 S MILFORD RD	ELLEMBEE LLC	\$25000	\$199	
<b>Commercial, Renovations</b>			\$1231000	\$6605	3
<b>Deck</b>					
PB23-0432	4015 Emerald Park Dr	Allied Construction and restorati	\$4000	\$94	
PB23-0442	1363 KINGSWAY DR	Cedar Works Inc.	\$22000	\$184	
PB23-0443	1078 BLUE HERON DR	WILLIAMS, MARSHA	\$1500	\$135	
PB23-0465	5171 Millstone Ln	TROMBLEY, CAROL LYNNE	\$24400	\$196	
PB23-0468	6140 JADA DR	Down Home Construction LLC	\$89576	\$538	
PB23-0469	2346 HUFF PL	HAMEL TRUSTEE, LAURA	\$1000	\$79	
<b>Deck</b>			\$142476	\$1226	6
<b>Electrical</b>					
PE23-0487	3206 GIDDINGS BLVD	Lakeside Service Co Inc	\$0	\$68	
PE23-0488	4235 MIDDLE RD	Westborn Electric LLC	\$0	\$84	
PE23-0489	999 LAKEVIEW BLVD	Westborn Electric LLC	\$0	\$84	
PE23-0490	3407 S WOODLAND DR	DUNCAN, TIFFANY C	\$0	\$181	
PE23-0491	3378 KINGSWAY DR	MAJESKE, JILL	\$0	\$109	
PE23-0492	424 INVERNESS	Family Heating Co Inc	\$0	\$197	
PE23-0493	1501 W WARDLOW RD	Family Heating Co Inc	\$0	\$84	
PE23-0494	4330 N TIPSICO LAKE RD	Amber Electric Inc	\$0	\$79	
PE23-0495	1100 S MILFORD RD Ste 110	Bright Light Electric	\$0	\$57	
PE23-0496	8 Cedar Ave	Lenny's Home Services	\$0	\$55	
PE23-0497	6 Cedar Ave	Lenny's Home Services	\$0	\$55	
PE23-0498	13 Cedar Ave	Lenny's Home Services	\$0	\$55	
PE23-0499	262 Spruce	Lenny's Home Services	\$0	\$55	
PE23-0500	270 Spruce	Lenny's Home Services	\$0	\$55	
PE23-0501	302 Tamarack Blvd	Lenny's Home Services	\$0	\$55	
PE23-0502	10 Cedar Ave	Lenny's Home Services	\$0	\$55	
PE23-0503	81 Elm Ave	Lenny's Home Services	\$0	\$55	
PE23-0504	109 Beech Ave	Lenny's Home Services	\$0	\$55	
PE23-0505	117 Beech Ave	Lenny's Home Services	\$0	\$55	

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

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11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE23-0506	3 Sycamore	Lenny's Home Services	\$0	\$55	
PE23-0507	184 Oak Ave	Lenny's Home Services	\$0	\$55	
PE23-0508	16 Pine	Lenny's Home Services	\$0	\$55	
PE23-0509	154 Beech Ave	Lenny's Home Services	\$0	\$55	
PE23-0510	133 Oak Ave	Lenny's Home Services	\$0	\$55	
PE23-0511	89 Elm Ave	Lenny's Home Services	\$0	\$55	
PE23-0512	128 Elm Ave	Lenny's Home Services	\$0	\$55	
PE23-0513	120 Beech Ave	Lenny's Home Services	\$0	\$55	
PE23-0514	82 Elm Ave	Lenny's Home Services	\$0	\$55	
PE23-0515	112 Beech Ave	Lenny's Home Services	\$0	\$55	
PE23-0516	15 Pine Ave	Lenny's Home Services	\$0	\$55	
PE23-0517	4744 STRATHCONA	Mister Sparky	\$0	\$84	
PE23-0518	55 Linden Ave	Lenny's Home Services	\$0	\$55	
PE23-0519	129 Elm Ave	Lenny's Home Services	\$0	\$55	
PE23-0520	111 Beech Ave	Lenny's Home Services	\$0	\$55	
PE23-0521	97 Locust Ave	Lenny's Home Services	\$0	\$55	
PE23-0522	99 Sycamore Ave	Lenny's Home Services	\$0	\$55	
PE23-0523	107 Beech Ave	Lenny's Home Services	\$0	\$55	
PE23-0524	5 Cedar Ave	Lenny's Home Services	\$0	\$55	
PE23-0525	2795 LAKEWAY DR	Robin Aire Htg & Clg	\$0	\$64	
PE23-0526	4 Cedar Ave	Lenny's Home Services	\$0	\$55	
PE23-0527	56 Linden Ave	Lenny's Home Services	\$0	\$55	
PE23-0528	101 Sycamore Ave	Lenny's Home Services	\$0	\$55	
PE23-0529	24 Sycamore Ave	Lenny's Home Services	\$0	\$55	
PE23-0530	306 Fir Ct	Lenny's Home Services	\$0	\$55	
PE23-0531	246 Spruce	Lenny's Home Services	\$0	\$55	
PE23-0532	232 Mac Laren Ct	Chapple Electric Inc	\$0	\$74	
PE23-0533	18 N Shetland	Chapple Electric Inc	\$0	\$74	
PE23-0534	2828 Mead	Chapple Electric Inc	\$0	\$74	
PE23-0535	2901 W Loch Lomond	Chapple Electric Inc	\$0	\$74	
PE23-0536	2616 Loch Lomond	Chapple Electric Inc	\$0	\$74	
PE23-0537	1775 W WARDLOW RD	Family Heating Co Inc	\$0	\$54	
PE23-0538	2411 Mead	Chapple Electric Inc	\$0	\$74	
PE23-0539	2373 ESTATES DR	Family Heating Co Inc	\$0	\$54	
PE23-0540	244 E Heather	Randazzo Mechanical Htg & Cl	\$0	\$64	

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11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE23-0541	2070 N MILFORD RD	ESHKANIAN, RYAN	\$0	\$107	
PE23-0542	2707 DEAN DR	Mr. Electric	\$0	\$84	
PE23-0543	1120 ORBAN RD	Hartland Electric LLC	\$0	\$84	
PE23-0544	3479 HIGHLAND BLVD	Dominion Service Company	\$0	\$64	
PE23-0545	101 EMMYLOU LN	Electrical & Temperature Syste	\$0	\$218	
PE23-0546	1400 WATERBURY RD	Andrea Heating/Cooling & Plum	\$0	\$54	
PE23-0547	3084 WEST ST	SNOVER, SHAUN	\$0	\$84	
PE23-0548	910 W LIVINGSTON RD	Triple H Electric	\$0	\$84	
PE23-0549	3131 POLO WAY	Macson Electric LLC	\$0	\$113	
PE23-0550	1760 PHINNEY LN	Westborn Electric LLC	\$0	\$84	
PE23-0551	3464 LONE TREE RD	Westborn Electric LLC	\$0	\$84	
PE23-0552	4720 LONE TREE RD	Westborn Electric LLC	\$0	\$92	
PE23-0553	2501 HARVEY LAKE RD	Dominion Service Company	\$0	\$54	
PE23-0554	4665 ORCHARD DALE CT	Family Heating Co Inc	\$0	\$54	
PE23-0555	4665 ORCHARD DALE CT	Family Heating Co Inc	\$0	\$54	
PE23-0556	5855 BUCKHORN LAKE RD	Robin Aire Htg & Clg	\$0	\$68	
PE23-0557	2396 JACKSON BLVD	Artero Electric Inc.	\$0	\$285	
PE23-0558	2800 BLUE BRIAR TRL	Don's Electrical Service Inc	\$0	\$129	
PE23-0559	3432 S WOODLAND DR	Don's Electrical Service Inc	\$0	\$139	
PE23-0560	1025 WOODRUFF LAKE DR	Waug's Electrical Service	\$0	\$129	
PE23-0561	683 INVERNESS	Robin Aire Htg & Clg	\$0	\$64	
PE23-0562	2084 JACKSON BLVD	Randazzo Mechanical Htg & Cl	\$0	\$64	
<b>Electrical</b>			\$0	\$5769	76
<b>Fence</b>					
PB23-0437	5630 N TIPSICO LAKE RD	WADDINGTON, SCOTT A	\$3000	\$88	
PB23-0439	1155 S MILFORD RD	Lisa Wiley	\$500	\$88	
PB23-0448	1835 LA SALLE BLVD	Paramount Fence Company	\$3324	\$88	
PB23-0451	4796 WOODSIDE DR	MEANEY, DANIELLE	\$3500	\$88	
PB23-0452	1280 GARDENIA CT	SOBIECK, SARAH MARIE	\$6500	\$88	
PB23-0459	3367 CAPITOL WAY	COVALLE REV TRST	\$300	\$88	
<b>Fence</b>			\$17124	\$528	6
<b>Mechanical</b>					
PM23-0401	542 SNYDER RD	Classic Water Cond Inc	\$0	\$99	

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11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM23-0402	3206 GIDDINGS BLVD	Lakeside Service Co Inc	\$0	\$149	
PM23-0403	4235 MIDDLE RD	Osburn Services Inc	\$0	\$84	
PM23-0404	999 LAKEVIEW BLVD	Osburn Services Inc	\$0	\$84	
PM23-0405	3378 KINGSWAY DR	MAJESKE, JILL and Wiggle Ro	\$0	\$83	
PM23-0406	3835 HIGHLAND CT	Perfect Comfort Systems	\$0	\$212	
PM23-0407	8 Cedar Ave	Lenny's Home Services	\$0	\$102	
PM23-0408	6 Cedar Ave	Lenny's Home Services	\$0	\$102	
PM23-0409	13 Cedar Ave	Lenny's Home Services	\$0	\$102	
PM23-0410	262 Spruce	Lenny's Home Services	\$0	\$102	
PM23-0411	270 Spruce	Lenny's Home Services	\$0	\$102	
PM23-0412	302 Tamarack Blvd	Lenny's Home Services	\$0	\$102	
PM23-0413	10 Cedar Ave	Lenny's Home Services	\$0	\$102	
PM23-0414	81 Elm Ave	Lenny's Home Services	\$0	\$102	
PM23-0415	109 Beech Ave	Lenny's Home Services	\$0	\$102	
PM23-0416	117 Beech Ave	Lenny's Home Services	\$0	\$102	
PM23-0417	3 Sycamore	Lenny's Home Services	\$0	\$102	
PM23-0418	184 Oak Ave	Lenny's Home Services	\$0	\$102	
PM23-0419	16 Pine	Lenny's Home Services	\$0	\$102	
PM23-0420	154 Beech Ave	Lenny's Home Services	\$0	\$102	
PM23-0421	133 Oak Ave	Lenny's Home Services	\$0	\$102	
PM23-0422	89 Elm Ave	Lenny's Home Services	\$0	\$102	
PM23-0423	128 Elm Ave	Lenny's Home Services	\$0	\$102	
PM23-0424	120 Beech Ave	Lenny's Home Services	\$0	\$102	
PM23-0425	82 Elm Ave	Lenny's Home Services	\$0	\$102	
PM23-0426	112 Beech Ave	Lenny's Home Services	\$0	\$102	
PM23-0427	15 Pine Ave	Lenny's Home Services	\$0	\$102	
PM23-0428	55 Linden Ave	Lenny's Home Services	\$0	\$102	
PM23-0429	2999 SUMMIT DR	Plymouth Plumbing, Inc.	\$0	\$99	
PM23-0430	129 Elm Ave	Lenny's Home Services	\$0	\$102	
PM23-0431	111 Beech Ave	Lenny's Home Services	\$0	\$102	
PM23-0432	97 Locust Ave	Lenny's Home Services	\$0	\$102	
PM23-0433	99 Sycamore Ave	Lenny's Home Services	\$0	\$102	
PM23-0434	107 Beech Ave	Lenny's Home Services	\$0	\$102	
PM23-0435	5 Cedar Ave	Lenny's Home Services	\$0	\$102	
PM23-0436	2795 LAKEWAY DR	Robin Aire Htg &Clg	\$0	\$159	

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

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11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM23-0437	4 Cedar Ave	Lenny's Home Services	\$0	\$102	
PM23-0438	56 Linden Ave	Lenny's Home Services	\$0	\$102	
PM23-0439	101 Sycamore Ave	Lenny's Home Services	\$0	\$102	
PM23-0440	24 Sycamore Ave	Lenny's Home Services	\$0	\$102	
PM23-0441	306 Fir Ct	Lenny's Home Services	\$0	\$102	
PM23-0442	246 Spruce	Lenny's Home Services	\$0	\$102	
PM23-0443	1775 W WARDLOW RD	Family Heating Co Inc	\$0	\$102	
PM23-0444	2373 ESTATES DR	Family Heating Co Inc	\$0	\$112	
PM23-0445	244 E Heather	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM23-0446	2707 DEAN DR	Steven Gentilcore	\$0	\$123	
PM23-0447	1120 ORBAN RD	Kelko Heating & Cooling	\$0	\$123	
PM23-0448	3479 HIGHLAND BLVD	Dominion Service Company	\$0	\$159	
PM23-0449	1400 WATERBURY RD	Andrea Heating/Cooling & Plum	\$0	\$102	
PM23-0450	6660 N MILFORD RD	Coleman Mechanical Co	\$0	\$99	
PM23-0451	3900 N DUCK LAKE RD	Martin Mech-HVAC	\$0	\$99	
PM23-0452	3835 HIGHLAND CT	BRANNOCK, LORI	\$0	\$278	
PM23-0453	3131 POLO WAY	Macson Mechanical	\$0	\$99	
PM23-0454	1760 PHINNEY LN	Osburn Services Inc	\$0	\$84	
PM23-0455	3464 LONE TREE RD	Osburn Services Inc	\$0	\$84	
PM23-0456	4720 LONE TREE RD	Osburn Services Inc	\$0	\$84	
PM23-0457	1678 NOTTINGHAM DR	Adkisson & Sons Htg & Clg Inc	\$0	\$102	
PM23-0458	2407 Mead	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0459	2501 HARVEY LAKE RD	Dominion Service Company	\$0	\$131	
PM23-0460	2411 Mead	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0461	18 N Shetland	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0462	2 Highland Dr.	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0463	4665 ORCHARD DALE CT	Family Heating Co Inc	\$0	\$102	
PM23-0464	4665 ORCHARD DALE CT	Family Heating Co Inc	\$0	\$102	
PM23-0465	5855 BUCKHORN LAKE RD	Robin Aire Htg & Clg	\$0	\$149	
PM23-0466	2616 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0467	2487 Mead	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0468	2499 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0469	2828 Mead	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0470	2901 W Loch Lomond	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0471	232 Mac Laren Ct	Mobile & Modular Homes Inc	\$0	\$87	



## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit.DateIssued Between 11/1/2023 12:00:00 AM AND  
11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM23-0472	2800 BLUE BRIAR TRL	Don's Electrical Service Inc	\$0	\$129	
PM23-0473	3432 S WOODLAND DR	Don's Electrical Service Inc	\$0	\$129	
PM23-0474	2486 OVERBROOK	Conditioned Air LLC	\$0	\$135	
PM23-0475	683 INVERNESS	Robin Aire Htg & Clg	\$0	\$159	
PM23-0476	2084 JACKSON BLVD	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM23-0477	2396 JACKSON BLVD	WILSON, KELLY	\$0	\$179	
PM23-0478	2228 Mac Laren	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0479	300 KNOBBY VW	Parkers Propane Gas Co	\$0	\$94	
PM23-0480	4235 MIDDLE RD	Parkers Propane Gas Co	\$0	\$94	
<b>Mechanical</b>			\$0	\$8765	80
<b>Miscellaneous</b>					
PB23-0427	1746 S HICKORY RIDGE RD	Anet Maria Kaczmarczyk	\$4200	\$110	
PB23-0444	4361 W HIGHLAND RD	Diamond Creek Homes, Inc.	\$4395	\$111	
PB23-0463	6030 Granite Ln	RIDGEWOOD LLC	\$3000	\$89	
PB23-0464	1021 Marble Drive	RIDGEWOOD LLC	\$3000	\$89	
<b>Miscellaneous</b>			\$14595	\$399	4
<b>Permit Renewal</b>					
PB23-0449	881 DUNLEAVY DR	TEAGAN, ALLAN TRUST	\$0	\$79	
<b>Permit Renewal</b>			\$0	\$79	1
<b>Plumbing</b>					
PP23-0109	724 W HIGHLAND RD	Black Diamond Plumbing LLC	\$0	\$262	
PP23-0110	5035 Harvey Lk Rd	MI Plumber LLC	\$0	\$367	
PP23-0111	2407 Mead	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0112	2411 Mead	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0113	18 N Shetland	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0114	2 Highland Dr.	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0115	2616 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0116	2487 Mead	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0117	2499 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0118	2828 Mead	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0119	2901 W Loch Lomond	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0120	101 EMMYLOU LN	No Fear Plumbing Co.	\$0	\$256	
PP23-0121	232 Mac Laren Ct	Mobile & Modular Homes Inc	\$0	\$77	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 11/1/2023 12:00:00 AM AND  
11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PP23-0122	2228 Mac Laren	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0123	1155 S MILFORD RD	Tokar Mechanical	\$0	\$112	
<b>Plumbing</b>			\$0	\$1844	15
<b>Res. Additions</b>					
PB23-0462	1010 MIDDLE RD	Cost Plus Construction LLC	\$140000	\$791	
PB23-0470	1681 S LAKEVIEW LN	CHARLES, BRADLEY D	\$60000	\$375	
<b>Res. Additions</b>			\$200000	\$1166	2
<b>Res. Misc. Accessory Structure</b>					
PB23-0436	1630 N DUCK LAKE RD	KEYES, JEFFREY LEE	\$2700	\$147	
<b>Res. Misc. Accessory Structure</b>			\$2700	\$147	1
<b>Res. Mobile Home</b>					
PMH23-0027	2407 Mead	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0028	2411 Mead	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0029	18 N Shetland	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0030	2 Highland Dr.	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0031	2616 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0032	2487 Mead	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0033	2499 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0034	2828 Mead	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0035	2901 W Loch Lomond	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0036	232 Mac Laren Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0037	2228 Mac Laren	Mobile & Modular Homes Inc	\$0	\$200	
<b>Res. Mobile Home</b>			\$0	\$2200	11
<b>Res. Renovations</b>					
PB23-0424	2994 CLOVERDALE	COOPER, BRIAN D	\$3000	\$89	
PB23-0426	2274 N DUCK LAKE RD	Roof Rite Inc.	\$15000	\$152	
PB23-0429	3536 CHEVRON DR	Allied Construction and restorati	\$15000	\$149	
PB23-0430	5630 N TIPSICO LAKE RD	WADDINGTON, SCOTT A	\$40000	\$279	
PB23-0433	182 JEREMY CT	Wallside Inc	\$2650	\$90	
PB23-0434	2301 ELKRIDGE CIR	Wallside Inc	\$25390	\$208	
PB23-0435	3565 GRANDVIEW	C & L Ward Bros. Co.	\$15103	\$157	
PB23-0438	1078 BLUE HERON DR	WILLIAMS, MARSHA	\$15000	\$152	

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 11/1/2023 12:00:00 AM AND  
11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB23-0441	216 TIMBER RIDGE DR	Majic Window Company	\$26365	\$228	
PB23-0445	700 SCOTT DR	Mr Roof	\$17484	\$167	
PB23-0446	2492 FOXGROVE DR	Renewal By Anderson LLC	\$16221	\$162	
PB23-0447	2342 N DUCK LAKE RD	Roof Rite Inc.	\$6700	\$111	
PB23-0450	3548 Crystal Ridge Drive	Renovations Roofing & Remod	\$14000	\$146	
PB23-0454	850 WATERBURY RD	Roof Rite Inc.	\$14140	\$152	
PB23-0455	4821 RAILROAD ST	Rashid Construction Company	\$14300	\$152	
PB23-0456	2012 OAKLAND DR	Wallside Inc	\$14280	\$146	
PB23-0457	3134 BEL AIRE DR	Miles Bradley Bldg & Remod In	\$50500	\$327	
PB23-0458	3965 CLYDE RD	A Better Exterior LLC	\$10180	\$131	
PB23-0460	3790 KINGSWAY DR	Oakland all weather Constructio	\$84755	\$514	
PB23-0461	2717 DUNLEAVY CT	Peck Contracting LLC	\$8500	\$136	
PB23-0466	3445 PLEASANT VIEW DR	Smolyanov Home Improvement	\$30000	\$224	
<b>Res. Renovations</b>			\$438568	\$3872	21
<b>Shed</b>					
PB23-0428	4460 WOODCOCK WAY	ALBERTA, EMILY J	\$4000	\$88	
PB23-0453	1000 TALL PINES TRL	HAMILL, RICK	\$10000	\$124	
PB23-0467	1985 E WARDLOW	OLARI, JAMES	\$12000	\$241	
<b>Shed</b>			\$26000	\$453	3
<b>Signs</b>					
PS/F23-0007	3700 HARVEY LAKE RD	HOLY SPIRIT PARISH HIGHL	\$0	\$187	
PTS23-0005	2230 E HIGHLAND RD	Health Source of Highland	\$0	\$67	
PTS23-0006	3224 MIDDLE RD	Adam Ward	\$0	\$40	
PTS23-0007		HIGHLAND TOWN SQUARE	\$0	\$40	
PTS23-0008	4501 W HIGHLAND RD	Adam Ward	\$0	\$40	
PTS23-0009	4235 MIDDLE RD	GWIZDALA, JOHN L REV LV	\$0	\$40	
PTS23-0010	280 N HICKORY RIDGE RD	PETERSON, GORDON B	\$0	\$40	
PTS23-0011	3310 MIDDLE RD	TRESTAIN, MARK	\$0	\$40	
PTS23-0012	1555 N MILFORD RD	Huff Tree Farm	\$0	\$40	
PTS23-0013	3254 W WARDLOW RD	Huff Tree Farm	\$0	\$40	
<b>Signs</b>			\$0	\$574	10
<b>Zoning Land Use</b>					
PLU23-0024	1155 S MILFORD RD	ELLEMWEE LLC	\$0	\$0	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 11/1/2023 12:00:00 AM AND  
11/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PLU23-0036	1635 ORBAN RD	ROSS, AMY M	\$0	\$0	
PLU23-0037	724 W HIGHLAND RD	Dollar Tree Stores	\$0	\$0	
PLU23-0038	2330 S Milford Road Ste 112	MILFORD SHOPPING CTRL	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$0	4
<b>Totals</b>			<b>\$2072463</b>	<b>\$33627</b>	<b>243</b>

CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the September 13, 2023, Regular Board Meeting

APPROVED.

Members Present: Chris Hamill, Cassie Blascyk, Roscoe Smith, Jennifer Frederick, Supervisor Hamill

Members Absent: Michael Zurek, Dale Feigley, Matt Barnes

Staff Absent: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6: 25 pm

Approve Minutes of the Regular Board Meeting dated August 16, 2023

JENNIFER FREDERICK MOVED TO APPROVE the Regular Board Meeting Minutes of August 16, 2023. CASSIE BLASCYK SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote (5 yes votes).

DIRECTOR'S REPORT

Mrs. Dashevich was absent due to illness and no Director's Report was given.

TREASURER'S REPORT

Mrs. Hamill reported that the DDA has \$465,758 cash on hand and is approximately \$100,000 behind in TIF received. Ms. Frederick noted that taxes were due today and most likely DDA TIF money was received and will be reflected in the September Financial reports. Mrs. Hamill also stated our loan is at \$48,000 and \$16,270 was added to fund balance year to date (revenue over expenses). We are not exceeding the budget at all and there was just over \$38,000 in expenses this month.

MS. FREDERICK MOVED TO ACCEPT the Treasurer report as presented. MRS. BLASCYK SUPPORTED THE MOTION and the MOTION CARRIED with a voice vote: Frederick-yes; Smith-yes; Blascyk-yes, C. Hamill-yes; R. Hamill-yes (5 yes votes).

NEW BUSINESS

*Storage Unit Rent Increase*

Look Self Storage rent was increased from \$199.00 to \$214.92. This will go into effect on 10/9/2023.

*Development Plan/Update*

Ms. Frederick reviewed the Development Plan and the TIF Key Facts that are incorporated in the TIF Binder. This was originally prepared by Ms. Beth Corwin. Mrs. Blascyk stated she has met with Ms. Corwin and there is no set guidelines on how often this to be updated but should be done regularly.

Supervisor Hamill expressed concern with opening this up again as it could be turned down. Ms. Frederick clarified we are not changing the TIF but the question tonight is to decide to hire a consultant to update the Development Plan or ask Ms. Corwin to update.

MS. FREDERICK MOVED to start the review and update the Development Plan, in house, with our Planner Director's help by October, 2024. SUPPORTED BY MR. SMITH AND THE MOTION CARRIED with a voice vote: Frederick-yes; Smith-yes; Blascyk-yes, C. Hamill-yes; R. Hamill-yes (5 yes votes).

#### *Flagstar Grant/Banner Purchase for Haunted Highland (Skeleton Project)*

Ms. Blascyk reviewed the banner idea with the board. She stated that we received the \$2,500 matching grant from Flagstar. When the grant was presented to the board, banners were not encompassed in pricing for marketing. The Board, however, initially approved \$6,000 for the project, so the promotion could move forward with or without the grant. The promotion committee is asking for the board's blessing for the streetscape banners, selfie station spots, signs with QR codes and posters for around town and the farmers' market.

MS. FREDERICK MOVED to add marketing material to the Skeleton Project not to exceed \$2500. SUPPORTED BY SUPERVISOR HAMILL and the MOTION CARRIED with a roll call vote: Frederick-yes; Smith-yes; Blascyk-yes, C. Hamill-yes; R. Hamill-yes (5 yes votes).

#### *Downtown Days Promotion*

Is a new promotion to honor the Downtown Days established by Michigan's Governor. An amount of \$1,500 is needed for marketing. The Board reviewed the budget and it was discussed that time is running out for the C Art project to take place in 2023.

MS. FREDERICK MOVED to approve marketing for Downtown Days in the amount of \$1,500 to be applied to C-ART 967 007. SUPPORTED BY MS. BLASCYK and the MOTION CARRIED with a roll call vote: Frederick-yes; Smith-yes; Blascyk-yes, C. Hamill-yes; R. Hamill-yes (5 yes votes).

#### *Budget Discussion*

The budget and the work plans were reviewed and discussed by the Board. Projects such as the Railroad Viaduct Mural will take place in 2024 and the money earmarked for that in 2023 will be placed in the Appropriations Fund for 2024. New projects for 2024 were also discussed. Supervisor Hamill raised a question that Appropriations may not be the correct way to reflect this. Ms. Frederick will confirm with bookkeeping.

#### *Possible Approval of 2024 Budget*

It was decided by the Board to table the budget discussion.

#### OLD BUSINESS

##### *Colasanti's Boardwalk/Bridge Discussion:*

Mr. Hamill stated this probably won't happen in 2024 that more research and quotes are needed. Ms. Blascyk suggested the boardwalk structure be removed for safety purposes.

##### *Status Update on Railroad Viaduct Mural:*

Ms. Blascyk stated it's been submitted for review with road commission, CSX.

## Community Festivals:

### Farmers' Market Manager Assistance Discussion

Mrs. Blascyk stated that our current farm market manager, Jamie Globerson would be a good fit to assist with Red White & Blues and Founders Day and suggested another part-time seasonal position be created. Jamie Globerson has been approached and is interested in with coordinating the Red White & Blues and Founders Day.

MS FREDERICK MOVED to approve the position for a Community Festivals Coordinator to manage 2024 festivals and events, to be paid part-time, seasonal. SUPPORTED BY MS. BLASCYK. MOTION CARRIED with a voice vote: Frederick-yes; Smith-yes; Blascyk-yes, C. Hamill-yes; R. Hamill-yes (5 yes votes).

### *Lights on Livingston (Solar Garden Lights)*

Garden Lights have been placed on Livingston and positive feedback have been received.

### Haunted Highland

Ms. Blascyk reported that we are on target and installation will be the last week in September.

### BOARD MEMBER COMMENTS:

Mr. Smith asked to Summarize Highland's concert series. Ms. Blascyk reported positive comments have been and attendance was better this year. Marketing helped; people from outside of Highland attended. Mr. Smith asked if we were going to have movie night, Mrs. Blascyk stated no. Oakland County never got back to the Highland DDA with information pertaining to the movie screen which is a pop grant. The screen is \$10,000 without the grants.

### COMMITTEE REPORTS

There were no individual reports on Committees this evening.

### OAKLAND COUNTY/MSOC

Mrs. Blascyk stated that Mrs. Dashevich asked for a vote for the 2024 Tech Visit. This is a benefit of being part of Main Street Oakland County Community. Ms. Frederick suggested pedestrian Way finding and or Gateway of approximately \$7,000

MRS. HAMILL MOVED to propose the \$7,000 tech visit benefit be applied to a wayfinding/gateway project for 2024. SUPPORTED BY MS. BLASCYK. MOTION CARRIED with a voice vote: Frederick-yes; Smith-yes; Blascyk-yes, C. Hamill-yes; R. Hamill-yes (5 yes votes).

### DISTRICT DEVELOPMENT

Mr. Smith patroned The Lift since it reopened and stated it was nice. They are now members of the Highland White Lake Business Association.

Ms. Blascyk is finalizing the transformation strategy part of the accreditation that has to be done for the Main Street Evolution. Create a destination with a goal to get people downtown through storytelling, beautification, and design.

COMMUNITY REPORTS None given

CALL TO THE PUBLIC - None

ADJOURN Regular Board Meeting at 8:30pm

BOARD RETREAT

Went into session 8:35 pm.

HDDA. APPROVED Minutes - Regular Board Meeting of September 13, 2023



CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the October 4, 2023, Special Board Meeting

APPROVED

Members Present: Chris Hamill, Cassie Blascyk, Roscoe Smith, Jennifer Frederick, Michael Zurek, Dale Feigley, Matt Barnes

Members Absent: Supervisor Hamill

Staff Present: Melissa Dashevich, Executive A P P R O V E D Director; Cathy Tiddering, Recording Secretary

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

Approve Minutes of the Regular Board Meeting dated September 13, 2023

Board Meeting Minutes of September 13, 2023, being updated. Review for approval was tabled.

NEW BUSINESS

*No new business was discussed.*

OLD BUSINESS

*Review of the current Engineering Proposal for the Colasanti's Boardwalk/Bridge*

As requested by the board, Mrs Blascyk consulted with previous engineering company, Nowak and Fraus, regarding the Colasanti's Boardwalk. She noted some preliminary work has already been completed such as boring and construction. An estimate was given for current engineering costs to be \$11,332.

The new owner of Colasanti's has expressed interest in working with the DDA and contributing funds to the board walk. It is currently blocked off to pedestrian traffic for safety reasons. Discussion took place amongst all the board members stating the board walk was part of the DDA plan originally, during streetscape construction in 2013/2014. Mrs. Dashevich felt it important to state that in the initial sidewalk construction, the attorney advised the DDA to not connect to the existing boardwalk as it was, because of liability. It was stated by Mrs. Blascyk that the township attorney has currently been consulted and has no concerns of the DDA's involvement with the new construction.

Questions were raised on the expense involved and it was also discussed in 2012 the construction of the boardwalk was \$112,000 and was ADA compliant. Funding was not available to address the board walk at that time. Questions were raised what it would cost to continue the sidewalk to the south and the possibility of obtaining a grant. It was reported the last sidewalk initiative was Safe Routes to Schools and the cost was \$600,000 to construct a sidewalk to the High School with \$120,000 in engineering fees. The Safe Routes to School Grant does not pay for engineering costs.

More investigation is needed. The next steps are to obtain bids and then a contract. Once information and costs are received a conversation needs to take place with Colasanti's.

MR. FEIGLEY MOVED to approve the engineering proposal not to exceed \$11,332. MR. BARNES SUPPORTED THE MOTION.

*Discussion on the Motion:*

MS FREDERICK noted the expense is to applied to the Design Line Item 880.003 and also noted this adds to the budget because of the mural. Mr. Smith suggested increasing this b proposed amount to \$12,000.

MR. FEIGLEY AMENDED THE MOTION not to exceed \$12,000. MR. BARNES SUPPORTED and THE AMENDED MOTION and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, Zurek-yes, Frederick-yes, Smith-yes, Blascyk-yes, Mrs. Hamill-yes (7 yes votes).

*Review and approval of 2024 Proposed Budget:*

Work plans were reviewed, and some changes were made. Budget and Master Plans were also discussed.

MS. FREDERICK MOVED TO APPROVE the 2024 Budget as presented. MR. ZUREK SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, Zurek-yes, Frederick-yes, Smith-yes, Blascyk-yes, Mrs. Hamill-yes (7 yes votes).

Ms. Frederick reported DDA received nearly \$10,000 in funding. She asked Mrs Dashevich if that was grants.. Ms. Dashevich replied the funds received are the annual Tech Visit and In Your Town Benefit offered by Oakland County Main Street and the National Trust.

Mrs. Blascyk said the shopping and dining guides are being distributed to local businesses. Coupons will be on the inside of the brochure. It is budgeted again for next year.

Ms. Frederick reported that the CD expires on October 24, 2023; if we renew it at \$300,000, we get 5.4%. This will add \$13,000 to the budget. Mr. Zurek said to split it 50/50.

MR. ZUREK MADE A MOTION TO PUT \$125,000 into a six-month CD and \$125,000 into a 12 month CD and the remaining \$50,000 in a best rate at a six month or 12 month. MS. FREDERICK SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Feigley-yes, Barnes-yes, Zurek-yes, Frederick-yes, Smith-yes, Blascyk-yes, Mrs. Hamill-yes (7 yes votes).

COMMUNITY REPORTS -None

CALL TO THE PUBLIC - None

Mrs. Dashevich noted that the regular Board Meeting scheduled on October 18, 2023, is canceled. The next Board Meeting is on November 15, 2023.

ADJOURN

Ms. Frederick called to adjourn the meeting. Mr. Feigley seconded. The meeting was adjourned at 7:49 pm.

HDDA Minutes - Special Board Meeting of October 4, 2023. APPROVED MINUTES

CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the November 15, 2023, Regular Board Meeting

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Dale Feigley

Members Absent: Jennifer Frederick, Matt Barnes, Michael Zurek

Staff Present: Melissa Dashevich, Executive Director, Jamie Globerson, Farmers Market Manager/Festivals' Director and Cathy Tiderington, Recording Secretary

Mr. Smith called the meeting to order at 6:15 pm

FARMERS' MARKET REPORT BY JAMIE GLOBERSON

Ms. Globerson reported on the Farmers' Market stating current procedures in place were a good foundation. She improved Vendor communication with a platform called Slack and this gave the Vendors a voice and it was appreciated. She continued that the Farmers' Market is growing. Special Events such as sidewalk chalk promotions was a huge success and it was the biggest week. To Improve upon the Farmers' Market she suggested to possibly add more family friendly items, i.e., a bounce house. The more family friendly, the more notoriety the Market is getting.

In conclusion word is getting out and this Market is becoming a destination. Some constructive feedback received asking why does the Farmers' Market start so late in the season? Ms. Globerson stressed it is due to the fresh produce we are receiving at that time. We want to pride ourselves on locally sourced produce.

Approve minutes of the Regular Board Meeting dated September 13, 2023

SUPERVISOR HAMILL MOVED TO APPROVE the Regular Board Meeting Minutes of September 13, 2023. MRS. HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote; Supervisor Hamill-yes; C. Hamill-yes; R. Smith-yes; C. Blascyk-yes; D. Feigley-yes (5 yes votes).

APPROVE MINUTES OF THE SPECIAL BOARD MEETING DATED OCTOBER 4, 2023

MRS. HAMILL MOVED TO APPROVE the Special Board Meeting Minutes of October 4, 2023. MRS. BLASCYK SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote; Supervisor Hamill-yes; C. Hamill-yes; R. Smith-yes; C. Blascyk-yes; D. Feigley-yes (5 yes votes).

DIRECTOR'S REPORT

Mrs. Dashevich attended a webinar, General Motors on Main Street. Since Oakland County has the GM Proving Grounds, it opens Highland to a \$50,000 non-matching, place making grant (i.e. boardwalk with an art element). Five communities will get \$50,000 each. It is nationwide.

TREASURER'S REPORT

Mrs. Hamill reported the Year to date revenue is \$238,524, favorable by \$25,000 over budget.

Our Program Services is on budget, Farmers' Market and maintenance are exceeding what we budgeted and Advertising now \$11,353. At this point \$71,142 added to our Fund Balance and the Revenue over expense is \$93,000. In October, we added \$10,000. More revenue will be coming in for winter tax bills and our cashflow is up about \$10,000 revenue over expense year to date. Mrs. Hamill continued at the end of October, we have \$578,632 in the bank account. Long term loan down to \$40,976. Supervisor Hamill suggested it be paid off, rather than paying interest. Mrs. Blascyk stated some money is tied up in CD's and may need the cashflow depending on the boardwalk project. Mrs. Blascyk asked that Ms. Frederick investigate.

Mrs. Dashevich added she consulted with Ms. Frederick before the meeting, referencing the October 31, 2023 Financials. Mrs. Dashevich confirmed the TIF received by that time was \$217,164.20 TIF. This is a variance of \$17,000. Mrs. Dashevich reported she asked Ms. Frederick if she estimated we would receive that by the end of December 31, 2023? Ms. Frederick's opinion was we would received that variance. Mrs. Dashevich concluded DDA has received a stabilization of \$49,778, from Midwest Glass. Our total revenue year to date actual as of October 31, 2023, is \$300,000. Actual expenses \$163,500, variance of \$205,779 through October 31, 2023.

#### NEW BUSINESS

##### *Billboard Advertisement for 2024:*

It was discussed the billboard advertisement has increased over \$2,000 with a longer advertisement period. The advertisement this year would run from June 3, 2024 to September 29 2024 with a total expense of \$7,600. Last year, although it ran for a shorter time frame, it was \$5,200. The bill board advertised the Farmers' Market and Sounds Like Summer Concert Series. The group discussed if the increase in expense was worth it. Although there was increased attendance in both Farmer Market and concerts, mailers were also sent to the residents of Highland advertising the events. Options discussed such as putting sign on the M59 right-of-way. The board members were in agreement with spreading out the \$7,000 expense amongst various mediums of advertisement. Mr. Smith stated this does not require a vote.

##### *Annual Information Meetings PA57 for 2023:*

Mrs. Dashevich stated we must have two meetings PA57 for the DDA, proposing December 11, 2023, and December 13, 2023, and doesn't believe we have to have a quorum. It's a public hearing. This presentation is to inform the public of what we have accomplished and plan to accomplish in the coming year. Supervisor Hamill suggested in the future conducting the DDA meeting in June and another one at the end of the year.

MRS. BLASCYK MOVED to move the December Board Meeting to December 13, 2023. MR. FEIGLEY SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote: Supervisor Hamill-yes; C. Hamill-yes; R. Smith-yes; C. Blascyk-yes; D. Feigley-yes (5 yes votes).

#### OLD BUSINESS

Final Highland 2024 DDA Budget was in the board packets for informational purposes.

#### COMMUNITY REPORTS

*Design: Way Finding Signage: Mrs. Blascyk has received positive comments on the way finding signs. Supervisor Hamill stated the burgundy is hard to see. Mrs. Blascyk suggested possibly it be re-evaluated in a year or two.*

*DIA Inside Out for 2024:* Mrs. Blascyk reported the DIA awarded Highland with the DIA Inside Out program outdoor art installation. Ten sites have been chosen and Cassie will attend a symposium in March.

Signage Grant-Milford Dental: Mrs. Blascyk stated the Design Committee met and approved a signage grant of \$1,500 to Milford Dental.

*Façade Grant Odds & Ins/MSOC:* Mrs. Blascyk met with owners at Odds & Ins and worked with Main street Oakland County, Ron Campbell a historic preservation architect, on the site. He did a sketch rendering of some concepts for them. He's proposing hardy cement board and awnings. Mrs. Blascyk stated there are two matching grants for \$5,000 each available and we have not given out one in the last 10 years. Odds and Ins is requesting to get all \$10,000 because it's a huge project. He's also replacing all the rafters and the roof. This grant is limited to the historic district only. He has six months to get work done from the grant award. Mrs. Blascyk will have them apply for two, now and in May 2024.

SUPERVISOR HAMILL MOVED to require the second grant be written to Odds & Ins to two matching grants up to \$10,000. MR. FEIGLEY SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Supervisor Hamill-yes; C. Hamill-yes; R. Smith-yes; C. Blascyk-yes; D. Feigley-yes (5 yes votes).

*Gateway Park-Plaque installed:* Mrs. Blascyk stated a new plaque is installed at Gateway Park. Gateway Park has seen many improvements this year, it was painted, plaque updated, lampposts painted, landscaping updated and added furnishings to Farmers' Market.

*Demolition of 146 N. John Street:* Mrs. Blascyk said demo of property is beginning November 16, 2023. Supervisor Hamill stated if the cost of the storage unit went up from \$199 to \$215, he proposes we look at building a storage unit on this site instead of renting a storage unit.

#### Economic Restructuring:

Mrs. Dashevich stated Quick Book Class or classes will be announced, and date or dates set in 2024. Mrs. Dashevich noted this is the 2023 education benefit. Quick Books was selected by business owner during the Business owner's round table; Highland/White Lake Business Association will also bring in their business who are interested. This is to be held in Highland.

*Ladies Night Out Recap:* Mrs. Tiderington gave a recap of the successful evening. Several of the local businesses were visited by attendees. There were approximately 75-100 attendees at Steeple Hall. The food drive went well with food donations and \$150 raised in addition.

*Shop Small:* Mrs. Blascyk stated Shop Small is on November 25, 2023, which is the Saturday after Thanksgiving. Oakland County is doing a contest for all of November.

#### Organization:

*New Swag Bags Needed:* Mrs. Dashevich noted that the Township hands out the bags to new residents, advertising the Highland DDA. They are reusable shopping bags. Supervisor Hamill suggested obtaining them locally, Ellembee Gifts. Mrs. Dashevich noted funds for this come from our Organization Budget and this year \$579 was spend year to date actual with a couple thousand left, no motion is needed.

*Festival of Tree Sponsors:* Mrs. Blascyk stated a little under 50% have been sold. Trees are obtained from Menards. Szott is the primary sponsor, and we pick up the cost of trees.

*Haunted Highland Recap:* Mrs. Blascyk stated this was the best placemaking we've ever done. It was a grant from Mainstreet Oakland County that we were awarded, and we budgeted for next year buying more skeletons.

Kris Kringle and Tree Lighting, December 4, 2023: Mrs. Blascyk stated we have the street closed, and Mrs. Dashevich has the children's choir set up. There will be horse and wagon rides, popcorn, and hot cocoa. Mrs. Blascyk noted that we are a Hallmark community and to make it Hallmark-esq, is to have two firepits. Get two wood burning pits and put them in the parking lot while having hot cocoa and encourage families to come inside Steeple Hall. Also, string lights for Veterans Park with poles we could buy and string lights across to add ambiance. Supervisor Hamill wants to see lights in Veteran's Park and Steeple Hall parking lot. Supervisor Hamill said further discussion can take place regarding the type of fire pits. Mrs. Hamill said this spending should not exceed \$3,000.

MRS. HAMILL MOVED TO NOT EXCEED A SPEND OF \$3,000 FOR LIGHTING AND FIRE PITS.  
MRS. BLASCYK SUPPORTED THE MOTION.

DISCUSSION:

Mrs. Dashevich reminded the board a motion of what line item is to be used for this extra expense. Mrs. Blascyk suggested the funds should come from design, MR. FEIGLEY SUPPORTED THAT MOTION and the MOTION CARRIED with a roll call vote: Supervisor Hamill-yes; C. Hamill-yes; R. Smith-yes; C. Blascyk-yes; D. Feigley-yes (5 yes votes).

CALL TO THE PUBLIC

ADJOURN

MR. FEIGLEY MADE A MOTION TO ADJOURN and SUPERVISOR HAMILL SECONDED THE MOTION.

Meeting Adjourned at 7:58 PM.

HDDA Minutes - Board Meeting Unapproved of November 15, 2023.

ct/RS

APPROVED

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	96.92	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,565,589.65	
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	363,804.00	
101-000-084.477	DUE TO/FROM CABLE TV FEES	79,128.00	
	TOTAL ASSETS		5,001,160.67

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.001	BUILDING BONDS PAYABLES	194,046.00	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	8,614.75	
101-000-202.005	PLANNING ESCROW PAYABLES	424,381.12	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	( 335.15)	
101-000-231.000	PR W/H FICA	215.94	
101-000-231.002	STATE W/H	7,895.72	
101-000-339.000	UNEARNED REVENUE-FEDERAL GRANT	1,408,057.63	
	TOTAL LIABILITIES		2,042,876.01

FUND EQUITY

101-000-390.000	FUND BALANCE	3,427,341.74	
	REVENUE OVER EXPENDITURES - YTD	( 469,057.08)	
	TOTAL FUND EQUITY		2,958,284.66
	TOTAL LIABILITIES AND EQUITY		5,001,160.67

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
101-000-402.000	CURRENT PROPERTY TAX	556,656.00	556,656.00	565,104.80	.00 ( 8,448.80)	101.52
101-000-404.000	SALES TAX	2,051,127.00	2,051,127.00	1,766,023.00	398,609.00 285,104.00	86.10
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	6,894.88	314.83 ( 6,894.88)	.00
101-000-423.000	MOBILE HOME TAXES	5,000.00	5,000.00	6,816.00	689.50 ( 1,816.00)	136.32
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	233,000.78	.00 66,999.22	77.67
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	1,568.40	76.50 ( 68.40)	104.56
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	6,122.00	2,066.00 ( 1,122.00)	122.44
101-000-491.000	BUILDING PERMITS	220,000.00	220,000.00	135,520.00	20,538.00 84,480.00	61.60
101-000-491.001	HEATING PERMITS	65,000.00	65,000.00	56,504.09	6,826.00 8,495.91	86.93
101-000-491.002	PLUMBING PERMITS	45,000.00	45,000.00	16,848.00	1,388.00 28,152.00	37.44
101-000-491.003	ELECTRICAL PERMITS	65,000.00	65,000.00	52,131.40	4,584.00 12,868.60	80.20
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	5,780.00	.00 44,220.00	11.56
101-000-528.001	ARPA FEDERAL GRANT REVENUE	710,000.00	710,000.00	.00	.00 710,000.00	.00
101-000-584.005	METRO AUTHORITY	27,000.00	27,000.00	22,271.18	.00 4,728.82	82.49
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	612.28	.00 ( 612.28)	.00
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	3,105.00	345.00 ( 105.00)	103.50
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	50,924.16	.00 ( 924.16)	101.85
101-000-607.022	ENHANCE ACCESS FEES	3,000.00	3,000.00	8,523.20	3,747.38 ( 5,523.20)	284.11
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	32,861.96	.00 9,138.04	78.24
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	59,970.04	4,764.11 ( 9,970.04)	119.94
101-000-628.014	REZONING FEES, PLANNING	.00	.00	850.00	.00 ( 850.00)	.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	6,875.00	275.00 125.00	98.21
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	3,340.00	.00 2,660.00	55.67
101-000-633.000	BOND FORFEITURES	.00	.00	68,432.36	.00 ( 68,432.36)	.00
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	11,000.00	1,000.00 ( 6,000.00)	220.00
101-000-644.028	ASSET SALE PROCEEDS	.00	.00	5,496.51	.00 ( 5,496.51)	.00
101-000-651.007	ACTIVITY CENTER REVENUES	3,000.00	3,000.00	5,930.00	1,450.00 ( 2,930.00)	197.67
101-000-657.000	VARIOUS FINES	.00	.00	403.00	.00 ( 403.00)	.00
101-000-658.000	ZONING FINES	.00	.00	300.00	150.00 ( 300.00)	.00
101-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	135,891.64	11,026.61 ( 120,891.64)	905.94
101-000-666.001	MMRMA DISTRIBUTION	.00	.00	51,975.00	.00 ( 51,975.00)	.00
101-000-667.001	PARK: RENTALS	.00	.00	450.00	.00 ( 450.00)	.00
101-000-667.010	ACT CTR STEEPLE HALL UTILITIES	5,000.00	5,000.00	3,383.19	83.00 1,616.81	67.66
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	23,333.30	2,333.33 4,666.70	83.33
101-000-667.288	WOTA RENT	.00	.00	25,000.00	.00 ( 25,000.00)	.00
101-000-674.001	CEMETERY FENCE DONATIONS	.00	.00	250.00	.00 ( 250.00)	.00
101-000-676.018	ELECTION REIMBURSEMENT	.00	.00	10,268.88	.00 ( 10,268.88)	.00
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	7,000.00	7,000.00	.00	.00 7,000.00	.00
101-000-677.031	MISCELLANEOUS	15,000.00	15,000.00	15,292.82	350.81 ( 292.82)	101.95
101-000-692.000	APPROPRIATION FUND BAL.	.00	1,584,980.00	.00	.00 1,584,980.00	.00
	<b>REVENUE</b>	<b>4,340,283.00</b>	<b>5,925,263.00</b>	<b>3,399,052.87</b>	<b>460,617.07 2,526,210.13</b>	<b>57.37</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,340,283.00</b>	<b>5,925,263.00</b>	<b>3,399,052.87</b>	<b>460,617.07 2,526,210.13</b>	<b>57.37</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>LEGISLATIVE</b>							
101-102-702.000	LEGISLATIVE: SALARIES	25,899.00	26,179.00	22,080.40	2,047.92	4,098.60	84.34
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	.00	.00	6,000.00	.00
	<b>TOTAL LEGISLATIVE</b>	<b>31,899.00</b>	<b>32,179.00</b>	<b>22,080.40</b>	<b>2,047.92</b>	<b>10,098.60</b>	<b>68.62</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	84,389.00	85,298.00	71,951.56	6,673.24	13,346.44	84.35
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	52,211.00	25,211.00	25,371.78	.00	( 160.78)	100.64
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	.00	27,000.00	22,711.00	3,900.00	4,289.00	84.11
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,996.00	8,614.00	5,656.68	.00	2,957.32	65.67
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	22,181.00	23,757.00	15,817.95	1,947.75	7,939.05	66.58
101-171-704.005	SUP DEPT: MAINT WAGE P-T	31,803.00	32,151.00	26,768.28	2,483.51	5,382.72	83.26
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	.00	.00	376.74	.00	( 376.74)	.00
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	.00	600.00	.00	.00	600.00	.00
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	.00	25,000.00	11,500.00	2,040.00	13,500.00	46.00
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-	.00	5,532.00	73.76	.00	5,458.24	1.33
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>207,080.00</b>	<b>235,663.00</b>	<b>180,352.75</b>	<b>17,044.50</b>	<b>55,310.25</b>	<b>76.53</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	58,476.00	59,106.00	50,047.12	4,624.51	9,058.88	84.67
101-191-704.001	ACCTG: P-T ASSISTANT	22,394.00	24,654.00	20,154.40	2,016.00	4,499.60	81.75
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	205.00	130.00	2,795.00	6.83
	<b>TOTAL ACCOUNTING</b>	<b>83,870.00</b>	<b>86,760.00</b>	<b>70,406.52</b>	<b>6,770.51</b>	<b>16,353.48</b>	<b>81.15</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	80,169.00	81,032.00	68,354.10	6,339.58	12,677.90	84.35
101-215-703.001	CLERK: DEPUTY WAGE F-T	62,653.00	63,328.00	51,870.47	4,954.50	11,457.53	81.91
101-215-703.005	CLERK: CLERICAL WAGE F-T	42,158.00	42,618.00	35,871.65	3,334.96	6,746.35	84.17
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	.00	5,000.00	1,097.91	1,097.91	3,902.09	21.96
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	4,636.50	419.00	2,363.50	66.24
101-215-935.000	CLERK: VOTING EQUIP MAINT	7,050.00	7,050.00	.00	.00	7,050.00	.00
	<b>TOTAL CLERK</b>	<b>200,830.00</b>	<b>207,828.00</b>	<b>161,830.63</b>	<b>16,145.95</b>	<b>45,997.37</b>	<b>77.87</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	80,169.00	81,032.00	68,354.10	6,339.58	12,677.90	84.35
101-253-703.000	TREAS: DEPUTY WAGE F-T	64,741.00	64,741.00	55,457.64	4,350.00	9,283.36	85.66
101-253-703.003	TREAS: CLERICAL WAGE F-T	43,898.00	43,898.00	37,312.61	2,850.00	6,585.39	85.00
101-253-705.004	TREAS: PART-TIME SEASONAL	10,000.00	10,069.00	2,059.57	196.02	8,009.43	20.45
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	3,500.21	939.68	2,999.79	53.85
101-253-825.002	TREAS: CERTIFICATION	.00	.00	299.00	.00	( 299.00)	.00
	<b>TOTAL TREASURER</b>	<b>205,308.00</b>	<b>206,240.00</b>	<b>166,983.13</b>	<b>14,675.28</b>	<b>39,256.87</b>	<b>80.97</b>
<b>ASSESSOR</b>							
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	130,000.00	132,000.00	110,685.04	( 5,000.00)	21,314.96	83.85
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	530.00	.00	970.00	35.33
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
	<b>TOTAL ASSESSOR</b>	<b>132,100.00</b>	<b>134,100.00</b>	<b>111,215.04</b>	<b>( 5,000.00)</b>	<b>22,884.96</b>	<b>82.93</b>
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	10,888.68	1,055.72	4,111.32	72.59
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	3,184.74	.00	4,815.26	39.81
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	9,581.37	3,577.50	15,418.63	38.33
101-261-803.000	GEN GOV: SNOWPLOW SERV	40,000.00	40,000.00	33,933.34	.00	6,066.66	84.83
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	49,572.84	10,988.50	25,427.16	66.10
101-261-805.000	GEN GOV: AUDITING	70,000.00	70,000.00	82,277.50	.00	( 12,277.50)	117.54
101-261-810.000	GEN GOV: COURT WITNESS FEES	500.00	500.00	.00	.00	500.00	.00
101-261-813.000	GEN GOV: STORM WATER PERMIT	800.00	800.00	500.00	.00	300.00	62.50
101-261-813.001	GEN GOV: WOTA	185,000.00	185,000.00	.00	.00	185,000.00	.00
101-261-821.000	GEN GOV: MEMBER FEES	13,000.00	13,000.00	12,473.14	677.00	526.86	95.95
101-261-822.000	GEN GOV: BANK FEES	6,000.00	6,000.00	2,819.98	.00	3,180.02	47.00
101-261-830.000	GEN GOV: GEN INSURANCE	68,000.00	68,000.00	60,326.00	.00	7,674.00	88.71
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	8,230.00	823.00	4,770.00	63.31
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	3,343.54	347.84	3,156.46	51.44
101-261-850.002	GEN GOV: WEBSITE	2,500.00	2,500.00	1,673.65	.00	826.35	66.95
101-261-900.000	GEN GOV: TAX BILL PRINTING	12,000.00	12,000.00	7,615.57	.00	4,384.43	63.46
101-261-900.001	GEN GOV: ADVERTISING	20,000.00	20,000.00	8,268.71	487.84	11,731.29	41.34
101-261-900.002	GEN GOV: PRINTING	4,500.00	4,500.00	1,028.34	61.11	3,471.66	22.85
101-261-920.000	GEN GOV: UTILITIES	75,000.00	75,000.00	57,366.53	3,790.45	17,633.47	76.49
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	45,000.00	45,000.00	69,828.67	9,047.45	( 24,828.67)	155.17
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,000.00	5,000.00	6,373.94	352.94	( 1,373.94)	127.48
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	45,145.86	1,027.71	4,854.14	90.29
101-261-955.000	GEN GOV: MISCELLANEOUS	20,000.00	20,000.00	3,208.69	30.87	16,791.31	16.04
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	27,000.00	27,000.00	28,475.49	690.20	( 1,475.49)	105.46
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	25,000.00	25,000.00	1,120.00	1,120.00	23,880.00	4.48
101-261-971.001	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	11,225.09	.00	( 1,225.09)	112.25
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	8,000.00	8,000.00	10,002.00	9,533.00	( 2,002.00)	125.03
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	.00	1,500,000.00	1,500,000.00	.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>829,800.00</b>	<b>2,329,800.00</b>	<b>2,028,463.67</b>	<b>43,611.13</b>	<b>301,336.33</b>	<b>87.07</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVERNMENT PERSONNE</b>							
101-279-710.000	GGP: EMPLR PAYROLL TAX	91,667.00	92,767.00	85,542.18	8,485.67	7,224.82	92.21
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	115,000.00	115,000.00	82,845.16	.00	32,154.84	72.04
101-279-712.000	GGP: HEALTH/DENTAL/LIFE/DIS INS	160,000.00	160,000.00	134,878.97	12,285.37	25,121.03	84.30
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	.00	.00	6,113.80	.00	( 6,113.80)	.00
101-279-714.004	GGP: MERIT INCREASES	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	62,000.00	62,000.00	65,708.77	6,437.08	( 3,708.77)	105.98
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	20,811.10	.00	24,188.90	46.25
101-279-718.001	GGP: PTO CASH PAYOUT	18,000.00	18,000.00	1,228.88	.00	16,771.12	6.83
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>504,667.00</b>	<b>505,767.00</b>	<b>397,128.86</b>	<b>27,208.12</b>	<b>108,638.14</b>	<b>78.52</b>
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	65,827.00	66,532.00	56,023.61	5,222.35	10,508.39	84.21
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	40,008.00	40,436.00	34,035.90	3,163.50	6,400.10	84.17
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	37,837.00	38,250.00	30,211.59	2,463.83	8,038.41	78.98
101-371-705.000	BLDG: PART-TIME SEASONAL	8,000.00	8,090.00	.00	.00	8,090.00	.00
101-371-735.000	BLDG: POSTAGE	600.00	600.00	310.61	.00	289.39	51.77
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	175,000.00	175,000.00	101,687.26	7,067.82	73,312.74	58.11
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL	12,500.00	12,500.00	.00	.00	12,500.00	.00
	<b>TOTAL BUILDING</b>	<b>340,272.00</b>	<b>341,908.00</b>	<b>222,268.97</b>	<b>17,917.50</b>	<b>119,639.03</b>	<b>65.01</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	43,632.00	43,632.00	36,360.00	3,636.00	7,272.00	83.33
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	11,987.29	.00	3,012.71	79.92
	<b>TOTAL CEMETERY</b>	<b>58,632.00</b>	<b>58,632.00</b>	<b>48,347.29</b>	<b>3,636.00</b>	<b>10,284.71</b>	<b>82.46</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	15,000.00	15,237.00	10,455.94	1,619.41	4,781.06	68.62
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	5,780.00	.00	44,220.00	11.56
	<b>TOTAL SOCIAL SERVICES</b>	<b>84,500.00</b>	<b>84,737.00</b>	<b>33,235.94</b>	<b>1,619.41</b>	<b>51,501.06</b>	<b>39.22</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>ACTIVITY CENTER</b>							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	49,078.00	49,603.00	41,755.58	3,880.50	7,847.42	84.18
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	33,783.00	19,911.00	18,870.85	.00	1,040.15	94.78
101-672-703.002	ACT CTR: COMMUNICATION WAGE F-	.00	13,163.00	7,312.50	2,925.00	5,850.50	55.55
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	.00	9,657.00	5,050.50	2,146.00	4,606.50	52.30
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-	28,652.00	18,983.00	18,983.40	.00	(.40)	100.00
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	24,874.00	25,454.00	16,188.00	1,972.00	9,266.00	63.60
101-672-704.006	ACTIVITY CTR: SECURITY P-T	6,435.00	7,185.00	760.75	.00	6,424.25	10.59
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	12,870.00	13,020.00	10,674.73	1,020.00	2,345.27	81.99
101-672-704.008	ACT CTR: FLOATER WAGE P-T	.00	600.00	.00	.00	600.00	.00
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	2,500.00	2,500.00	3,536.18	.00	(1,036.18)	141.45
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	1,925.04	71.66	4,074.96	32.08
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	9.48	.00	2,490.52	.38
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	.00	.00	1,200.00	.00
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	695.98	71.51	804.02	46.40
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	618.37	.00	1,881.63	24.73
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,500.00	3,500.00	2,774.92	276.62	725.08	79.28
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	5,964.15	961.24	2,035.85	74.55
101-672-920.000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	5,504.89	135.82	3,495.11	61.17
101-672-920.002	STEEPLE HALL: UTILITIES	7,000.00	7,000.00	4,936.61	20.93	2,063.39	70.52
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	4,000.00	4,000.00	4,694.92	1,106.09	(694.92)	117.37
101-672-936.002	STEEPLE HALL: BUILDING MAINT	5,000.00	20,000.00	18,617.59	5,322.50	1,382.41	93.09
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	1,639.98	.00	860.02	65.60
<b>TOTAL ACTIVITY CENTER</b>		<b>210,892.00</b>	<b>227,776.00</b>	<b>170,514.42</b>	<b>19,909.87</b>	<b>57,261.58</b>	<b>74.86</b>
<b>PLANNING &amp; ORDINANCE</b>							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	80,610.00	81,480.00	68,709.28	6,375.00	12,770.72	84.33
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	45,045.00	45,533.00	38,851.20	3,562.50	6,681.80	85.33
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	54,627.00	55,220.00	46,580.32	4,327.20	8,639.68	84.35
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	25,982.00	26,252.00	21,796.44	2,076.23	4,455.56	83.03
101-701-820.000	PLNG: DUES/ED/TRAVEL	4,000.00	4,500.00	3,621.03	603.99	878.97	80.47
101-701-825.002	PLNG: CERTIFICATION	.00	.00	.00	(55.00)	.00	.00
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	1,239.78	175.00	1,760.22	41.33
<b>TOTAL PLANNING &amp; ORDINANCE</b>		<b>213,264.00</b>	<b>215,985.00</b>	<b>180,798.05</b>	<b>17,064.92</b>	<b>35,186.95</b>	<b>83.71</b>
<b>ZONING BOARD OF APPEALS (ZBA)</b>							
101-702-720.000	ZBA: MEETING PAY	8,880.00	8,880.00	6,170.00	740.00	2,710.00	69.48
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	487.00	.00	513.00	48.70
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	3,261.75	102.48	1,738.25	65.24
<b>TOTAL ZONING BOARD OF APPEALS</b>		<b>17,780.00</b>	<b>17,780.00</b>	<b>9,918.75</b>	<b>842.48</b>	<b>7,861.25</b>	<b>55.79</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**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	3,960.00	357.50	7,440.00	34.74
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	20,000.00	20,000.00	9,077.50	120.00	10,922.50	45.39
101-703-801.001	PLNG COMM: ORDINANCE REVISION	8,000.00	8,000.00	.00	.00	8,000.00	.00
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	1,717.54	992.54	282.46	85.88
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	5,500.00	5,500.00	815.56	.00	4,684.44	14.83
	<b>TOTAL PLANNING COMMISSION</b>	<b>50,050.00</b>	<b>50,050.00</b>	<b>15,570.60</b>	<b>1,470.04</b>	<b>34,479.40</b>	<b>31.11</b>
<b>PARKS</b>							
101-751-729.000	PARKS: HIGHLAND STATION	3,500.00	3,500.00	.00	.00	3,500.00	.00
101-751-729.001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	836.56	.00	1,663.44	33.46
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	3,095.78	1,350.78	( 95.78)	103.19
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	23,000.00	21,122.49	285.00	1,877.51	91.84
101-751-801.006	PARKS: FIREWORKS	13,500.00	13,500.00	11,000.00	.00	2,500.00	81.48
101-751-920.000	PARKS: UTILITIES	5,000.00	5,000.00	933.02	144.80	4,066.98	18.66
101-751-935.000	PARKS: MAINTENANCE	20,000.00	20,000.00	12,007.08	2,981.81	7,992.92	60.04
	<b>TOTAL PARKS</b>	<b>50,500.00</b>	<b>70,500.00</b>	<b>48,994.93</b>	<b>4,762.39</b>	<b>21,505.07</b>	<b>69.50</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,221,444.00</b>	<b>4,805,705.00</b>	<b>3,868,109.95</b>	<b>189,726.02</b>	<b>937,595.05</b>	<b>80.49</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,118,839.00</b>	<b>1,119,558.00</b>	<b>( 469,057.08)</b>	<b>270,891.05</b>	<b>( 1,588,615.08)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

ROAD FUND

ASSETS

203-000-002.000	HAULING ROUTE SAVINGS ACCT.	642,616.06
203-000-010.000	CASH - COMBINED SAVINGS	41,180.32
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00

TOTAL ASSETS

692,196.38

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.001	HAULING ROUTE PAYABLE	55,302.14
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TOTAL LIABILITIES

55,302.14

FUND EQUITY

203-000-390.000	FUND BALANCE	163,949.37
203-000-392.000	RESTRICTED FUND BALANCE	491,344.23
	REVENUE OVER EXPENDITURES - YTD	( 18,399.36)

TOTAL FUND EQUITY

636,894.24

TOTAL LIABILITIES AND EQUITY

692,196.38

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**ROAD FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
203-000-604.000	55,000.00	55,000.00	.00	.00	55,000.00	.00
203-000-665.000	.00	.00	2,377.04	175.96	( 2,377.04)	.00
203-000-699.401	19,000.00	50,000.00	50,000.00	.00	.00	100.00
	<u>74,000.00</u>	<u>105,000.00</u>	<u>52,377.04</u>	<u>175.96</u>	<u>52,622.96</u>	<u>49.88</u>
	<u>74,000.00</u>	<u>105,000.00</u>	<u>52,377.04</u>	<u>175.96</u>	<u>52,622.96</u>	<u>49.88</u>
<u>ROAD</u>						
203-596-967.000	34,000.00	34,000.00	31,498.20	28,685.70	2,501.80	92.64
203-596-967.001	40,000.00	40,000.00	38,908.00	( 27,460.70)	1,092.00	97.27
203-596-971.001	.00	.00	370.20	.00	( 370.20)	.00
	<u>74,000.00</u>	<u>74,000.00</u>	<u>70,776.40</u>	<u>1,225.00</u>	<u>3,223.60</u>	<u>95.64</u>
	<u>74,000.00</u>	<u>74,000.00</u>	<u>70,776.40</u>	<u>1,225.00</u>	<u>3,223.60</u>	<u>95.64</u>
	<u>.00</u>	<u>31,000.00</u>	<u>( 18,399.36)</u>	<u>( 1,049.04)</u>	<u>( 49,399.36)</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

FIRE FUND

ASSETS

206-000-010.000 CASH - COMBINED SAVINGS

1,599,897.04

TOTAL ASSETS

1,599,897.04

LIABILITIES AND EQUITY

FUND EQUITY

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

1,479,169.98  
120,727.06

TOTAL FUND EQUITY

1,599,897.04

TOTAL LIABILITIES AND EQUITY

1,599,897.04



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
206-000-402.000	CURRENT PROPERTY TAX	1,240,417.00	1,251,299.00	1,250,244.14	.00	1,054.86	99.92
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	1,364.39	.00 (	1,364.39)	.00
206-000-603.000	CONSULTING FEE	.00	.00	650.00	.00 (	650.00)	.00
206-000-604.000	COST RECOVERY	.00	.00	833.09	263.09 (	833.09)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	10,000.00	1,050.00	150.00	8,950.00	10.50
206-000-638.000	EMS TRANSPORT	350,000.00	350,000.00	390,469.99	47,062.73 (	40,469.99)	111.56
206-000-665.000	INTEREST ON INVESTMENTS	10,000.00	32,509.00	45,354.57	3,978.15 (	12,845.57)	139.51
206-000-677.000	MISCELLANEOUS	.00	.00	775.99	.00 (	775.99)	.00
206-000-692.000	APPROPRIATION FUND BAL.	437,263.00	437,263.00	.00	.00	437,263.00	.00
	<b>REVENUE</b>	<b>2,037,680.00</b>	<b>2,081,071.00</b>	<b>1,690,742.17</b>	<b>51,453.97</b>	<b>390,328.83</b>	<b>81.24</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,037,680.00</b>	<b>2,081,071.00</b>	<b>1,690,742.17</b>	<b>51,453.97</b>	<b>390,328.83</b>	<b>81.24</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**FIRE FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>FIRE</b>							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	79,794.00	76,271.00	63,565.39	6,309.86	12,705.61	83.34
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	68,852.00	30,113.00	18,088.09	.00	12,024.91	60.07
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	67,131.00	67,131.00	56,690.18	5,162.20	10,440.82	84.45
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	68,852.00	68,852.00	59,633.45	5,295.76	9,218.55	86.61
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	57,899.00	57,899.00	49,263.26	4,454.12	8,635.74	85.08
206-336-703.004	FIRE: F-T WAGE OFFICER M.B.	57,899.00	63,688.00	54,510.13	5,030.76	9,177.87	85.59
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	57,899.00	57,899.00	37,993.90	.00	19,905.10	65.62
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	57,899.00	53,556.00	30,768.54	.00	22,787.46	57.45
206-336-703.007	FIRE: F-T WAGE MEDIC K.M.	57,899.00	52,217.00	30,901.39	.00	21,315.61	59.18
206-336-703.008	FIRE: F-T WAGE MEDIC T.M.	57,899.00	52,217.00	30,259.27	.00	21,957.73	57.95
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	.00	10,000.00	.00	.00	10,000.00	.00
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	.00	12,025.00	.00	.00	12,025.00	.00
206-336-703.013	FIRE: MARSHAL COMPENSATION	30,700.00	37,125.00	26,889.90	2,341.28	10,235.10	72.43
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	.00	12,025.00	.00	.00	12,025.00	.00
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	4,000.00	6,062.00	4,445.75	392.35	1,616.25	73.34
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	500,000.00	450,000.00	390,097.31	39,941.60	59,902.69	86.69
206-336-707.007	FIRE: F-T OVERTIME	45,000.00	90,000.00	82,427.58	8,005.44	7,572.42	91.59
206-336-709.001	FIRE: CLOTHING ALLOWANCE	5,000.00	5,000.00	5,000.00	.00	.00	100.00
206-336-709.002	FIRE: FOOD ALLOWANCE	5,000.00	5,000.00	4,500.00	.00	500.00	90.00
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	23,364.00	15,802.00	.00	.00	15,802.00	.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	94,958.00	93,551.00	69,595.29	5,655.95	23,955.71	74.39
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	25,000.00	25,000.00	.00	.00	25,000.00	.00
206-336-711.001	FIRE: DEFINED CONTRIBUTION F-T	33,136.00	33,136.00	18,451.09	.00	14,684.91	55.68
206-336-712.001	FIRE: HEALTH/DENTAL/LIFE/DISINS	80,000.00	80,000.00	61,814.75	5,388.63	18,185.25	77.27
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	16,000.00	16,000.00	10,909.71	417.50	5,090.29	68.19
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE: CASH IN LIEU BENEF BUYOUT	14,000.00	14,000.00	9,912.31	963.76	4,087.69	70.80
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	21,175.26	.00	8,824.74	70.58
206-336-719.000	FIRE: POST PLAN	15,000.00	15,000.00	.00	.00	15,000.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	.00	.00	.00	.00	.00
206-336-722.010	FIRE: INSTRUCTOR TRAINING	5,000.00	5,000.00	564.00	.00	4,436.00	11.28
206-336-727.000	FIRE: SUPPLIES	9,000.00	9,000.00	10,559.55	2,632.36	( 1,559.55)	117.33
206-336-731.000	FIRE: MEDICAL SUPPLIES	20,000.00	27,000.00	18,533.83	1,651.42	8,466.17	68.64
206-336-732.000	FIRE: UNIFORMS	15,000.00	15,000.00	10,124.41	718.03	4,875.59	67.50
206-336-750.000	FIRE: VEHICLE GAS/OIL	50,000.00	50,000.00	29,755.36	2,669.62	20,244.64	59.51
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	633.50	.00	4,366.50	12.67
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	2,500.00	6,000.00	6,623.74	415.80	( 623.74)	110.40
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,000.00	22,000.00	16,039.13	.00	5,960.87	72.91
206-336-820.000	FIRE: DUES & EDUCATION	20,000.00	30,000.00	26,315.72	758.84	3,684.28	87.72
206-336-830.000	FIRE: INSURANCE/BONDS	120,000.00	120,000.00	122,273.00	.00	( 2,273.00)	101.89
206-336-851.000	FIRE: RADIO COMMUNICATIONS	53,000.00	53,000.00	33,280.73	4,200.75	19,719.27	62.79
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	490.93	95.93	4,509.07	9.82
206-336-920.000	FIRE: PUBLIC UTILITIES	60,000.00	60,000.00	47,821.25	3,081.39	12,178.75	79.70
206-336-930.000	FIRE: VEHICLE REPAIR	50,000.00	75,000.00	76,962.87	254.76	( 1,962.87)	102.62
206-336-936.000	FIRE: BLDG MAINT/REPAIR	15,000.00	20,000.00	15,185.50	332.76	4,814.50	75.93
206-336-937.000	FIRE: EQUIP MAINT	20,000.00	20,000.00	15,682.27	1,747.32	4,317.73	78.41
206-336-955.000	FIRE: MISC EXPENSE	2,500.00	17,500.00	2,254.11	.00	15,245.89	12.88
206-336-967.000	FIRE: NEW PROJECTS	2,500.00	2,500.00	22.66	22.66	2,477.34	.91
	<b>TOTAL FIRE</b>	<b>2,037,679.00</b>	<b>2,076,569.00</b>	<b>1,570,015.11</b>	<b>107,940.85</b>	<b>506,553.89</b>	<b>75.61</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	2,037,679.00	2,076,569.00	1,570,015.11	107,940.85	506,553.89	75.61
NET REVENUE OVER EXPENDITURES	1.00	4,502.00	120,727.06	( 56,486.88)	116,225.06	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00
207-000-010.000	CASH - COMBINED SAVINGS	2,904,470.80

TOTAL ASSETS

2,904,520.80

LIABILITIES AND EQUITY

FUND EQUITY

207-000-390.000	FUND BALANCE	1,617,059.86
	REVENUE OVER EXPENDITURES - YTD	1,287,460.94

TOTAL FUND EQUITY

2,904,520.80

TOTAL LIABILITIES AND EQUITY

2,904,520.80

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
207-000-402.000	CURRENT PROPERTY TAX	3,076,641.00	3,076,641.00	3,099,968.81	.00 ( 23,327.81)	100.76
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	11,828.85	.00 ( 1,828.85)	118.29
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	3,384.13	.00 ( 3,384.13)	.00
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	3,546.14	.00 8,453.86	29.55
207-000-582.001	SCHOOL PARTICIPATION	111,000.00	111,000.00	110,295.37	.00 704.63	99.37
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	135,000.00	13,500.00 27,000.00	83.33
207-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	89,929.48	5,605.47 ( 74,929.48)	599.53
207-000-677.000	MISCELLANEOUS	.00	.00	2,000.00	.00 ( 2,000.00)	.00
	<b>REVENUE</b>	<b>3,386,641.00</b>	<b>3,386,641.00</b>	<b>3,455,952.78</b>	<b>19,105.47 ( 69,311.78)</b>	<b>102.05</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,386,641.00</b>	<b>3,386,641.00</b>	<b>3,455,952.78</b>	<b>19,105.47 ( 69,311.78)</b>	<b>102.05</b>
<b>POLICE</b>						
207-301-704.001	POLICE: CLERICAL WAGE P-T	34,000.00	34,372.00	29,607.94	2,729.34 4,764.06	86.14
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	2,900.00	2,900.00	2,254.03	208.80 645.97	77.73
207-301-729.001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00 5,000.00	.00
207-301-807.000	POLICE: OAKLAND CO SHER CONT	2,912,998.00	2,912,998.00	1,897,138.07	251,999.83 1,015,859.93	65.13
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICE	111,000.00	111,000.00	110,295.37	.00 704.63	99.37
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	12,000.00	( 2,356.46)	.00 14,356.46 (	19.64)
207-301-807.004	POLICE: OVERTIME	220,000.00	220,000.00	90,068.17	9,096.62 129,931.83	40.94
207-301-920.000	POLICE: UTILITIES	14,000.00	14,000.00	4,898.08	249.90 9,101.92	34.99
207-301-935.000	POLICE: SHERIFF'S MAINT	13,500.00	13,500.00	12,764.34	1,200.67 735.66	94.55
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	23,333.30	2,333.33 4,666.70	83.33
207-301-955.000	POLICE: MISCELLANEOUS	5,000.00	5,000.00	145.00	.00 4,855.00	2.90
207-301-971.000	POLICE: RESERVE EQUIPMENT	1,000.00	1,000.00	.00	.00 1,000.00	.00
207-301-971.001	POLICE: EQUIP CAP OUTLAY	6,000.00	6,000.00	.00	.00 6,000.00	.00
207-301-971.002	POLICE: BUILDING RENOVATIONS	4,000.00	4,000.00	344.00	.00 3,656.00	8.60
	<b>TOTAL POLICE</b>	<b>3,369,398.00</b>	<b>3,369,770.00</b>	<b>2,168,491.84</b>	<b>267,818.49 1,201,278.16</b>	<b>64.35</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,369,398.00</b>	<b>3,369,770.00</b>	<b>2,168,491.84</b>	<b>267,818.49 1,201,278.16</b>	<b>64.35</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>17,243.00</b>	<b>16,871.00</b>	<b>1,287,460.94</b>	<b>( 248,713.02) 1,270,589.94</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

REFUSE FUND

ASSETS

227-000-010.000 CASH - COMBINED SAVINGS 381,795.96

TOTAL ASSETS 381,795.96

LIABILITIES AND EQUITY

FUND EQUITY

227-000-390.000 FUND BALANCE 191,024.22  
REVENUE OVER EXPENDITURES - YTD 190,771.74

TOTAL FUND EQUITY 381,795.96

TOTAL LIABILITIES AND EQUITY 381,795.96

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**REFUSE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
227-000-626.000	REFUSE COLLECTION	1,116,625.00	1,116,625.00	1,113,090.00	.00	3,535.00	99.68
227-000-665.000	INTEREST EARNINGS	1,500.00	1,500.00	8,987.32	612.17	( 7,487.32)	599.15
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	1,850.00	.00	( 350.00)	123.33
	<b>REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,123,927.32</b>	<b>612.17</b>	<b>( 4,302.32)</b>	<b>100.38</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,123,927.32</b>	<b>612.17</b>	<b>( 4,302.32)</b>	<b>100.38</b>
<b>REFUSE</b>							
227-526-801.000	REFUSE: CONTRACTOR	1,087,000.00	1,087,000.00	905,518.58	90,651.60	181,481.42	83.30
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,637.00	27,637.00	27,637.00	.00	.00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	2,000.00	2,000.00	.00	.00	2,000.00	.00
	<b>TOTAL REFUSE</b>	<b>1,116,637.00</b>	<b>1,116,637.00</b>	<b>933,155.58</b>	<b>90,651.60</b>	<b>183,481.42</b>	<b>83.57</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,116,637.00</b>	<b>1,116,637.00</b>	<b>933,155.58</b>	<b>90,651.60</b>	<b>183,481.42</b>	<b>83.57</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,988.00</b>	<b>2,988.00</b>	<b>190,771.74</b>	<b>( 90,039.43)</b>	<b>187,783.74</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

OPIOID SETTLEMENT FUND

ASSETS

284-000-010.000	CASH - COMBINED SAVINGS	11,500.70
284-000-079.000	ACCOUNTS RECEIVABLE	41,624.28

TOTAL ASSETS

53,124.98

LIABILITIES AND EQUITY

FUND EQUITY

284-000-360.001	DEFERRED INFLOW	41,624.28
	REVENUE OVER EXPENDITURES - YTD	11,500.70

TOTAL FUND EQUITY

53,124.98

TOTAL LIABILITIES AND EQUITY

53,124.98



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**OPIOID SETTLEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
284-000-685.000						
OPIOID SETTLEMENT REVENUES	.00	10,000.00	11,500.70	.00	( 1,500.70)	115.01
	.00	10,000.00	11,500.70	.00	( 1,500.70)	115.01
TOTAL FUND REVENUE	.00	10,000.00	11,500.70	.00	( 1,500.70)	115.01
<u>DEPARTMENT 718</u>						
284-718-880.000						
OPIOID SETTLEMENT EXPENSE	.00	10,000.00	.00	.00	10,000.00	.00
TOTAL DEPARTMENT 718	.00	10,000.00	.00	.00	10,000.00	.00
TOTAL FUND EXPENDITURES	.00	10,000.00	.00	.00	10,000.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	11,500.70	.00	11,500.70	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000	CASH - COMBINED SAVINGS	2,192,070.81
401-000-084.494	DUE TO/FROM DDA	37,289.62
401-000-189.001	LEASE RECEIVABLE NEXTEL 2009	1,224,941.00
401-000-189.002	LEASE RECEIVABLE CINGULAR NEW	159,693.00
401-000-189.003	LEASE RECEIVABLE SPRINT	186,851.00
401-000-189.004	LEASE RECEIVABLE NEXTEL 2021	4,455,027.00

TOTAL ASSETS

8,255,872.43

LIABILITIES AND EQUITY

LIABILITIES

401-000-202.000	ACCOUNTS PAYABLE	631,369.01
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TOTAL LIABILITIES

631,369.01

FUND EQUITY

401-000-360.001	DEFERRED INFLOW 2009 NEXTEL	1,194,779.00
401-000-360.002	DEFERRED INFLOW NEW CINGULAR	159,186.00
401-000-360.003	DEFERRED INFLOW SPRINT	184,144.00
401-000-360.004	DEFERRED INFLOW 2021 NEXTEL	4,338,028.00
401-000-390.000	FUND BALANCE	1,011,932.50
	REVENUE OVER EXPENDITURES - YTD	736,433.92

TOTAL FUND EQUITY

7,624,503.42

TOTAL LIABILITIES AND EQUITY

8,255,872.43

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
401-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	50,764.47	7,573.26 ( 40,764.47)	507.64	
401-000-665.001	INTEREST EARNINGS DDA LOAN	3,500.00	3,500.00	1,196.65	85.37	34.19	
401-000-667.002	CELL TOWER LEASE	150,000.00	150,000.00	114,803.03	11,672.41	76.54	
401-000-692.000	APPROPRIATION FUND BAL.	524,500.00	1,372,595.00	.00	.00	.00	
401-000-693.000	LAND SALE	.00	.00	50,000.00	.00 ( 50,000.00)	.00	
401-000-699.000	OPERATING TRANSFER IN	.00	1,500,000.00	1,500,000.00	.00	100.00	
	<b>REVENUE</b>	<b>688,000.00</b>	<b>3,036,095.00</b>	<b>1,716,764.15</b>	<b>19,331.04</b>	<b>1,319,330.85</b>	<b>56.55</b>
	<b>TOTAL FUND REVENUE</b>	<b>688,000.00</b>	<b>3,036,095.00</b>	<b>1,716,764.15</b>	<b>19,331.04</b>	<b>1,319,330.85</b>	<b>56.55</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	25,000.00	740,302.00	739,638.85	11,091.93	663.15	99.91
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	.00	20,768.00	10,000.00	.00	10,768.00	48.15
401-261-971.011	BROADBAND EXPENSE	27,000.00	27,000.00	.00	.00	27,000.00	.00
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	25,000.00	25,000.00	6,177.88	1,247.50	18,822.12	24.71
401-261-971.013	SEWER ANTICIPATION EXPENSE	50,000.00	50,000.00	.00	.00	50,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	10,000.00	10,000.00	.00	.00	10,000.00	.00
401-261-972.000	PROPERTY PURCHASE	.00	33,025.00	2,125.00	.00	30,900.00	6.43
401-261-995.103	TRANSFER TO ROAD FUND	19,000.00	50,000.00	50,000.00	.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>156,000.00</b>	<b>956,095.00</b>	<b>807,941.73</b>	<b>12,339.43</b>	<b>148,153.27</b>	<b>84.50</b>
<b>ANNEX</b>							
401-523-971.000	STEEPLE HALL IMPROVEMENTS	40,000.00	40,000.00	.00	.00	40,000.00	.00
	<b>TOTAL ANNEX</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>.00</b>	<b>.00</b>	<b>40,000.00</b>	<b>.00</b>
<b>CEMETERY</b>							
401-567-971.000	CEMETERY IMPROVEMENTS	25,000.00	48,000.00	28,800.00	10,800.00	19,200.00	60.00
	<b>TOTAL CEMETERY</b>	<b>25,000.00</b>	<b>48,000.00</b>	<b>28,800.00</b>	<b>10,800.00</b>	<b>19,200.00</b>	<b>60.00</b>
<b>PARKS</b>							
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	15,000.00	15,000.00	.00	.00	15,000.00	.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	125,000.00	150,000.00	143,588.50	.00	6,411.50	95.73
	<b>TOTAL PARKS</b>	<b>140,000.00</b>	<b>165,000.00</b>	<b>143,588.50</b>	<b>.00</b>	<b>21,411.50</b>	<b>87.02</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>361,000.00</b>	<b>1,209,095.00</b>	<b>980,330.23</b>	<b>23,139.43</b>	<b>228,764.77</b>	<b>81.08</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	327,000.00	1,827,000.00	736,433.92	( 3,808.39)	( 1,090,566.08)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

FIRE CAPITAL FUND

ASSETS

402-000-010.000 CASH - COMBINED SAVINGS

463,986.91

TOTAL ASSETS

463,986.91

LIABILITIES AND EQUITY

FUND EQUITY

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

568,820.74  
( 104,833.83)  
                    

TOTAL FUND EQUITY

463,986.91

TOTAL LIABILITIES AND EQUITY

463,986.91

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**FIRE CAPITAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
402-000-402.000	CURRENT PROPERTY TAX	896,403.00	896,403.00	902,032.87	.00 ( 5,629.87)	100.63
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	985.99	.00 ( 985.99)	.00
402-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	23,827.27	2,057.22 ( 13,827.27)	238.27
402-000-692.000	APPROPRIATION FUND BAL.	196,597.00	207,096.52	.00	.00 207,096.52	.00
	<b>REVENUE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>926,846.13</b>	<b>2,057.22 186,653.39</b>	<b>83.24</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>926,846.13</b>	<b>2,057.22 186,653.39</b>	<b>83.24</b>
<b>FIRE</b>						
402-336-971.000	VEHICLES	400,000.00	400,000.00	392,799.72	.00 7,200.28	98.20
402-336-971.002	CAPITAL EQUIPMENT	158,000.00	158,000.00	91,630.72	2,556.63 66,369.28	57.99
402-336-971.004	CONSTR IN PROCESS FIRE MIL ST2	.00	10,499.52	10,499.52	.00 .00	100.00
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	275,000.00	275,000.00	290,000.00	.00 ( 15,000.00)	105.45
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	270,000.00	270,000.00	246,250.00	.00 23,750.00	91.20
402-336-993.002	FIRE CAP: BONDING AGENT FEES	.00	.00	500.00	.00 ( 500.00)	.00
	<b>TOTAL FIRE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>1,031,679.96</b>	<b>2,556.63 81,819.56</b>	<b>92.65</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>1,031,679.96</b>	<b>2,556.63 81,819.56</b>	<b>92.65</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 104,833.83)</b>	<b>( 499.41) ( 104,833.83)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

DOWNTOWN DEVELOPMENT FUND

<u>ASSETS</u>			
494-000-010.000	CASH - COMBINED SAVINGS	576,508.30	
494-000-019.000	TAXES RECEIVABLE	95,249.00	
		<hr/>	
	TOTAL ASSETS		<u>671,757.30</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
494-000-202.000	ACCOUNTS PAYABLE	3,300.00	
494-000-280.000	DEFERRED REVENUE	155,183.00	
494-000-308.000	LONG-TERM LOAN	37,289.62	
		<hr/>	
	TOTAL LIABILITIES		195,772.62
<u>FUND EQUITY</u>			
494-000-390.000	FUND BALANCE	337,928.06	
	REVENUE OVER EXPENDITURES - YTD	138,056.62	
		<hr/>	
	TOTAL FUND EQUITY		<u>475,984.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>671,757.30</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
494-000-569.000	GRANT REVENUE	.00	.00	9,500.00	.00 ( 9,500.00)	.00	
494-000-573.000	LOCAL COMMUNITY STABILIZATION	.00	.00	49,778.74	49,778.74 ( 49,778.74)	.00	
494-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	18,472.10	12,460.29 ( 8,472.10)	184.72	
494-000-677.000	MISCELLANEOUS	.00	.00	37.16	.00 ( 37.16)	.00	
494-000-677.001	DDA EVENTS FUND	2,000.00	2,000.00	( 350.00)	.00 2,350.00 (	17.50)	
494-000-677.005	FUNDRAISING	.00	.00	5,125.00	.00 ( 5,125.00)	.00	
494-000-677.008	FARMERS MARKET RESERVATIONS	1,000.00	1,000.00	1,036.00	.00 ( 36.00)	103.60	
494-000-677.010	TIF	234,000.00	234,000.00	218,144.57	980.37 15,855.43	93.22	
494-000-692.000	APPROP FUND BALANCE	.00	124,489.00	.00	.00 124,489.00	.00	
	<b>REVENUE</b>	<b>247,000.00</b>	<b>371,489.00</b>	<b>301,743.57</b>	<b>63,219.40</b>	<b>69,745.43</b>	<b>81.23</b>
	<b>TOTAL FUND REVENUE</b>	<b>247,000.00</b>	<b>371,489.00</b>	<b>301,743.57</b>	<b>63,219.40</b>	<b>69,745.43</b>	<b>81.23</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>							
494-729-702.001	DDA: DIRECTOR	51,562.00	45,562.00	38,309.10	3,462.10	7,252.90	84.08
494-729-705.000	DDA: PART-TIME SEASONAL	.00	5,000.00	720.00	243.00	4,280.00	14.40
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,000.00	4,000.00	3,295.96	303.11	704.04	82.40
494-729-715.000	GGP: CASH IN LIEU BENEF BUYOUT	.00	6,000.00	5,000.00	500.00	1,000.00	83.33
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	500.00	100.00	700.00	41.67
494-729-728.000	DDA: OFFICE SUPPLIES	1,200.00	1,200.00	1,525.32	47.69 (	325.32)	127.11
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	355.57	86.92	144.43	71.11
494-729-801.000	DDA: PROF SERVICES	3,000.00	3,000.00	897.50	186.00	2,102.50	29.92
494-729-801.001	DDA: MASTER PLAN	5,000.00	5,000.00	201.50	.00	4,798.50	4.03
494-729-808.000	DDA: MARKETING CONSULTANT	9,000.00	12,000.00	6,022.00	.00	5,978.00	50.18
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	4,000.00	4,000.00	.00	.00	4,000.00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	5,000.00	5,000.00	4,500.87	.00	499.13	90.02
494-729-850.000	DDA: WEBSITE	700.00	700.00	640.00	.00	60.00	91.43
494-729-880.001	DDA: PROMOTIONS	12,250.00	18,250.00	15,378.97	3,092.90	2,871.03	84.27
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	11,000.00	11,000.00	9,989.08	3,315.42	1,010.92	90.81
494-729-880.003	DDA: DESIGN	51,145.00	150,781.00	38,910.16	4,174.40	111,870.84	25.81
494-729-880.004	DDA: ORGANIZATION	2,700.00	2,700.00	579.00	200.00	2,121.00	21.44
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	11,353.00	10,373.96	150.36	979.04	91.38
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	995.00	.00	2,005.00	33.17
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	2,676.32	287.55	323.68	89.21
494-729-935.000	DDA: MAINTENANCE STREETScape	4,000.00	12,000.00	8,432.00	.00	3,568.00	70.27
494-729-967.000	DDA: FARMERS' MARKET	10,000.00	12,500.00	10,136.49	675.00	2,363.51	81.09
494-729-967.002	DDA: DDA SPONSORSHIPS	3,000.00	3,000.00	2,000.00	.00	1,000.00	66.67
494-729-967.007	DDA:CART PROJECT	2,500.00	2,500.00	1,051.50	1,051.50	1,448.50	42.06
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	5,000.00	5,000.00	.00	.00	5,000.00	.00
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00	38,752.00	.00
494-729-993.000	DDA: INTEREST EXPENSE	2,300.00	2,300.00	1,196.65	85.37	1,103.35	52.03
	<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>236,809.00</b>	<b>369,298.00</b>	<b>163,686.95</b>	<b>17,961.32</b>	<b>205,611.05</b>	<b>44.32</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	236,809.00	369,298.00	163,686.95	17,961.32	205,611.05	44.32
NET REVENUE OVER EXPENDITURES	10,191.00	2,191.00	138,056.62	45,258.08	135,865.62	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	207,845.29	
591-000-010.000	CASH - COMBINED SAVINGS	74,269.69	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	79,207.82	
591-000-034.000	DELQ UTILITY RECEIVABLE WATER	1,010.95	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST	88,310.53	
591-000-152.000	WATERMAINS	8,073,549.08	
591-000-153.000	A/D WATER MAINS	( 751,638.22)	
591-000-158.000	CONSTRUCTION IN PROGRESS	101,311.68	
	TOTAL ASSETS		<u>7,873,866.82</u>

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.000	ACCOUNTS PAYABLE	1,798.64	
591-000-202.001	ACCOUNTS PAYABLE VOUCHER	18,276.39	
591-000-209.000	INTEREST PAYABLE	2,180.50	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	53,007.75	
591-000-300.001	SPECIAL ASSESSMENT BOND	534,992.25	
	TOTAL LIABILITIES		610,255.53

FUND EQUITY

591-000-373.000	CONTRIBUTED CAPITAL NET POSITI	6,835,221.08	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	( 265,407.01)	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED	77,058.94	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED	597,700.24	
591-000-399.000	UNRESTRICTED NET ASSETS	( 30,048.54)	
	REVENUE OVER EXPENDITURES - YTD	49,086.58	
	TOTAL FUND EQUITY		<u>7,263,611.29</u>
	TOTAL LIABILITIES AND EQUITY		<u>7,873,866.82</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**WATER SYSTEM**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
591-000-629.002	CHARGES FOR SERVICES RENDERE	.00	.00	614,619.99	.00 ( 614,619.99)	.00
591-000-629.003	FIXED CHARGE DEBT SERVICES	.00	.00	57,575.13	.00 ( 57,575.13)	.00
591-000-629.004	FIXED CHARGE MAJOR MAINT	.00	.00	13,326.16	.00 ( 13,326.16)	.00
591-000-629.005	FIXED CHARGE CAPITAL IMPR	.00	.00	27,632.00	.00 ( 27,632.00)	.00
591-000-665.000	INTEREST EARNINGS	.00	.00	1,930.55	.00 ( 1,930.55)	.00
591-000-677.000	OTHER REVENUE	.00	.00	5,555.36	.00 ( 5,555.36)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>720,639.19</b>	<b>.00 ( 720,639.19)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>720,639.19</b>	<b>.00 ( 720,639.19)</b>	<b>.00</b>
<u>WATER</u>						
591-536-812.000	FUND ADMINISTRATION COST	.00	.00	77,152.25	.00 ( 77,152.25)	.00
591-536-921.000	SYSTEMS	.00	.00	57,570.42	.00 ( 57,570.42)	.00
591-536-921.001	PLAN REVIEW & PERMITTING	.00	.00	1,871.51	.00 ( 1,871.51)	.00
591-536-921.002	MAPPING UNIT	.00	.00	1,769.76	.00 ( 1,769.76)	.00
591-536-921.003	BILLING SERVICES	.00	.00	9,965.60	.00 ( 9,965.60)	.00
591-536-935.000	MAINTENANCE	.00	.00	76,475.82	.00 ( 76,475.82)	.00
591-536-938.001	WATER SYSTEMS	.00	.00	37,391.11	.00 ( 37,391.11)	.00
591-536-938.002	WATER MAINTENANCE	.00	.00	110,614.57	.00 ( 110,614.57)	.00
591-536-938.003	PUMP MAINTENANCE	.00	.00	258,785.26	.00 ( 258,785.26)	.00
591-536-971.001	WATER CAPITAL EQUIPMT IMPROVM	.00	.00	35,563.06	.00 ( 35,563.06)	.00
591-536-993.001	INTEREST EXPENSE	.00	.00	4,393.25	.00 ( 4,393.25)	.00
	<b>TOTAL WATER</b>	<b>.00</b>	<b>.00</b>	<b>671,552.61</b>	<b>.00 ( 671,552.61)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>671,552.61</b>	<b>.00 ( 671,552.61)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>49,086.58</b>	<b>49,086.58</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000 CASH - COMBINED SAVINGS

4,403.26

TOTAL ASSETS

4,403.26

LIABILITIES AND EQUITY

FUND EQUITY

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

12,711.14

( 8,307.88)

TOTAL FUND EQUITY

4,403.26

TOTAL LIABILITIES AND EQUITY

4,403.26

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**HIGHLAND ADVISORY COUNCIL**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
702-000-674.000						
CONTRIBUTIONS	.00	.00	20,501.44	1,833.00	( 20,501.44)	.00
REVENUE	.00	.00	20,501.44	1,833.00	( 20,501.44)	.00
TOTAL FUND REVENUE	.00	.00	20,501.44	1,833.00	( 20,501.44)	.00
<u>GENERAL GOVERNMENT</u>						
702-261-729.000						
HAAC: DEDUCTIONS	.00	.00	28,809.32	2,923.30	( 28,809.32)	.00
TOTAL GENERAL GOVERNMENT	.00	.00	28,809.32	2,923.30	( 28,809.32)	.00
TOTAL FUND EXPENDITURES	.00	.00	28,809.32	2,923.30	( 28,809.32)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 8,307.88)	( 1,090.30)	( 8,307.88)	

# CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

CURRENT TAX COLLECT

## ASSETS

703-000-010.000	CASH - COMBINED SAVINGS	130,608.96
703-000-019.000	TAXES RECEIVABLE-OTHER GOVTS	2,451,951.37
703-000-214.000	DUE TO/FR GENERAL FUND	( 3,177.85)

TOTAL ASSETS

2,579,382.48

## LIABILITIES AND EQUITY

### LIABILITIES

703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	116,847.54
703-000-280.000	DEFERRED REVENUE	2,451,951.37

TOTAL LIABILITIES

2,568,798.91

### FUND EQUITY

REVENUE OVER EXPENDITURES - YTD

10,583.57

TOTAL FUND EQUITY

10,583.57

TOTAL LIABILITIES AND EQUITY

2,579,382.48

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**CURRENT TAX COLLECT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
703-000-665.000						
INTEREST EARNINGS	.00	.00	13,081.57	164.27	( 13,081.57)	.00
REVENUE	.00	.00	13,081.57	164.27	( 13,081.57)	.00
TOTAL FUND REVENUE	.00	.00	13,081.57	164.27	( 13,081.57)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
703-255-822.000						
TAX: BANK FEES	.00	.00	2,498.00	245.00	( 2,498.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	2,498.00	245.00	( 2,498.00)	.00
TOTAL FUND EXPENDITURES	.00	.00	2,498.00	245.00	( 2,498.00)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	10,583.57	( 80.73)	10,583.57	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	53,246.51
737-000-017.001	MUTUAL FUNDS	657,749.97
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

759,856.48

LIABILITIES AND EQUITY

FUND EQUITY

737-000-390.000	FUND BALANCE	765,450.00
	REVENUE OVER EXPENDITURES - YTD	( 5,593.52)

TOTAL FUND EQUITY

759,856.48

TOTAL LIABILITIES AND EQUITY

759,856.48



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
737-000-665.000	20,000.00	20,000.00	15,910.67	13.14	4,089.33	79.55
737-000-669.001	.00	.00	6,129.78	( 5,318.36)	( 6,129.78)	.00
737-000-692.002	39,000.00	39,000.00	.00	.00	39,000.00	.00
<b>REVENUE</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>22,040.45</b>	<b>( 5,305.22)</b>	<b>36,959.55</b>	<b>37.36</b>
<b>TOTAL FUND REVENUE</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>22,040.45</b>	<b>( 5,305.22)</b>	<b>36,959.55</b>	<b>37.36</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	50,000.00	50,000.00	21,923.89	1,767.79	28,076.11	43.85
737-279-822.000	9,000.00	9,000.00	5,710.08	1,492.71	3,289.92	63.45
<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>27,633.97</b>	<b>3,260.50</b>	<b>31,366.03</b>	<b>46.84</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>27,633.97</b>	<b>3,260.50</b>	<b>31,366.03</b>	<b>46.84</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 5,593.52)</b>	<b>( 8,565.72)</b>	<b>( 5,593.52)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS 214,962.65

TOTAL ASSETS 214,962.65

LIABILITIES AND EQUITY

FUND EQUITY

764-000-390.000 FUND BALANCE 180,223.82  
REVENUE OVER EXPENDITURES - YTD 34,738.83

TOTAL FUND EQUITY 214,962.65

TOTAL LIABILITIES AND EQUITY 214,962.65

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**DUCK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
764-000-581.000	.00	.00	203,015.78	.00	( 203,015.78)	.00
764-000-665.000	.00	.00	3,490.05	319.77	( 3,490.05)	.00
	.00	.00	206,505.83	319.77	( 206,505.83)	.00
	.00	.00	206,505.83	319.77	( 206,505.83)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
764-255-812.000	.00	.00	2,481.56	.00	( 2,481.56)	.00
764-255-956.000	.00	.00	169,285.44	4,183.43	( 169,285.44)	.00
	.00	.00	171,767.00	4,183.43	( 171,767.00)	.00
	.00	.00	171,767.00	4,183.43	( 171,767.00)	.00
	.00	.00	34,738.83	( 3,863.66)	34,738.83	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS 59,254.14

TOTAL ASSETS 59,254.14

LIABILITIES AND EQUITY

FUND EQUITY

765-000-390.000 FUND BALANCE 53,539.00  
REVENUE OVER EXPENDITURES - YTD 5,715.14

TOTAL FUND EQUITY 59,254.14

TOTAL LIABILITIES AND EQUITY 59,254.14

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**HIGHLAND LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
765-000-581.000						
CONTRIBUTIONS-HIGHLAND LAKE	.00	.00	26,467.58	.00	( 26,467.58)	.00
765-000-665.000						
INTEREST EARNINGS	.00	.00	891.11	88.14	( 891.11)	.00
	.00	.00	27,358.69	88.14	( 27,358.69)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>27,358.69</b>	<b>88.14</b>	<b>( 27,358.69)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>27,358.69</b>	<b>88.14</b>	<b>( 27,358.69)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-812.000						
HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	.00	( 270.31)	.00
765-255-956.000						
HIGHLAND LAKE: DEDUCTIONS	.00	.00	21,373.24	23.12	( 21,373.24)	.00
<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>21,643.55</b>	<b>23.12</b>	<b>( 21,643.55)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>21,643.55</b>	<b>23.12</b>	<b>( 21,643.55)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>5,715.14</b>	<b>65.02</b>	<b>5,715.14</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS 32,649.08

TOTAL ASSETS 32,649.08

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE 67,045.06  
REVENUE OVER EXPENDITURES - YTD ( 34,395.98)

TOTAL FUND EQUITY 32,649.08

TOTAL LIABILITIES AND EQUITY 32,649.08

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**TAGGETT LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
766-000-581.000	.00	.00	13,800.00	.00	( 13,800.00)	.00
766-000-665.000	.00	.00	720.01	48.57	( 720.01)	.00
	<u>.00</u>	<u>.00</u>	<u>14,520.01</u>	<u>48.57</u>	<u>( 14,520.01)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>14,520.01</u>	<u>48.57</u>	<u>( 14,520.01)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
766-255-812.000	.00	.00	232.20	.00	( 232.20)	.00
766-255-956.000	.00	.00	48,683.79	9.37	( 48,683.79)	.00
	<u>.00</u>	<u>.00</u>	<u>48,915.99</u>	<u>9.37</u>	<u>( 48,915.99)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>48,915.99</u>	<u>9.37</u>	<u>( 48,915.99)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>( 34,395.98)</u>	<u>39.20</u>	<u>( 34,395.98)</u>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000 CASH - COMBINED SAVINGS 37,229.14

TOTAL ASSETS 37,229.14

LIABILITIES AND EQUITY

FUND EQUITY

767-000-390.000 FUND BALANCE 47,444.86  
REVENUE OVER EXPENDITURES - YTD ( 10,215.72)

TOTAL FUND EQUITY 37,229.14

TOTAL LIABILITIES AND EQUITY 37,229.14



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**KELLOGG LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-581.000						
CONTRIBUTIONS-KELLOGG LAKE	.00	.00	14,151.54	.00	( 14,151.54)	.00
767-000-665.000						
INTEREST EARNINGS	.00	.00	644.18	55.38	( 644.18)	.00
REVENUE	.00	.00	14,795.72	55.38	( 14,795.72)	.00
TOTAL FUND REVENUE	.00	.00	14,795.72	55.38	( 14,795.72)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-812.000						
KELLOGG LAKE: ADMIN FEES	.00	.00	166.40	.00	( 166.40)	.00
767-255-956.000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	24,845.04	850.50	( 24,845.04)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	25,011.44	850.50	( 25,011.44)	.00
TOTAL FUND EXPENDITURES	.00	.00	25,011.44	850.50	( 25,011.44)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 10,215.72)	( 795.12)	( 10,215.72)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS 39,055.92

TOTAL ASSETS 39,055.92

LIABILITIES AND EQUITY

FUND EQUITY

768-000-390.000 FUND BALANCE 38,938.14  
REVENUE OVER EXPENDITURES - YTD 117.78

TOTAL FUND EQUITY 39,055.92

TOTAL LIABILITIES AND EQUITY 39,055.92

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**CHARLICK LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>							
768-000-581.000	CONTRIBUTIONS-CHARLICK LAKE	.00	.00	26,079.27	.00	( 26,079.27)	.00
768-000-665.000	INTEREST EARNINGS	.00	.00	705.76	58.10	( 705.76)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>26,785.03</b>	<b>58.10</b>	<b>( 26,785.03)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>26,785.03</b>	<b>58.10</b>	<b>( 26,785.03)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>							
768-255-812.000	CHARLICK LAKE: ADMIN FEES	.00	.00	319.70	.00	( 319.70)	.00
768-255-956.000	CHARLICK LAKE: DEDUCTIONS	.00	.00	26,347.55	814.87	( 26,347.55)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>26,667.25</b>	<b>814.87</b>	<b>( 26,667.25)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>26,667.25</b>	<b>814.87</b>	<b>( 26,667.25)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>117.78</b>	<b>( 756.77)</b>	<b>117.78</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000 CASH - COMBINED SAVINGS 36,607.12

TOTAL ASSETS 36,607.12

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000 FUND BALANCE 40,129.76  
REVENUE OVER EXPENDITURES - YTD (3,522.64)

TOTAL FUND EQUITY 36,607.12

TOTAL LIABILITIES AND EQUITY 36,607.12

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**WOODRUFF LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
769-000-581.000	CONTRIBUTIONS-WOODRUFF LAKE	.00	.00	23,520.00	.00	( 23,520.00)	.00
769-000-665.000	INTEREST EARNINGS	.00	.00	656.58	54.45	( 656.58)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>24,176.58</b>	<b>54.45</b>	<b>( 24,176.58)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>24,176.58</b>	<b>54.45</b>	<b>( 24,176.58)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-812.000	WOODRUFF LAKE: ADMIN FEES	.00	.00	297.60	.00	( 297.60)	.00
769-255-956.000	WOODRUFF LAKE: DEDUCTIONS	.00	.00	27,401.62	1,629.74	( 27,401.62)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>27,699.22</b>	<b>1,629.74</b>	<b>( 27,699.22)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>27,699.22</b>	<b>1,629.74</b>	<b>( 27,699.22)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 3,522.64)</b>	<b>( 1,575.29)</b>	<b>( 3,522.64)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS 202,135.93

TOTAL ASSETS 202,135.93

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE 184,817.10  
REVENUE OVER EXPENDITURES - YTD 17,318.83

TOTAL FUND EQUITY 202,135.93

TOTAL LIABILITIES AND EQUITY 202,135.93

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**WHITE LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	95,268.89	.00	( 95,268.89)	.00
770-000-665.000	.00	.00	3,105.14	300.69	( 3,105.14)	.00
	<u>.00</u>	<u>.00</u>	<u>98,374.03</u>	<u>300.69</u>	<u>( 98,374.03)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>98,374.03</u>	<u>300.69</u>	<u>( 98,374.03)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,116.95	.00	( 1,116.95)	.00
770-255-956.000	.00	.00	79,938.25	2,164.00	( 79,938.25)	.00
	<u>.00</u>	<u>.00</u>	<u>81,055.20</u>	<u>2,164.00</u>	<u>( 81,055.20)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>81,055.20</u>	<u>2,164.00</u>	<u>( 81,055.20)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>17,318.83</u>	<u>( 1,863.31)</u>	<u>17,318.83</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS 2,607.50

TOTAL ASSETS 2,607.50

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000 FUND BALANCE 801.54  
REVENUE OVER EXPENDITURES - YTD 1,805.96

TOTAL FUND EQUITY 2,607.50

TOTAL LIABILITIES AND EQUITY 2,607.50



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-581.000	.00	.00	4,213.06	.00	( 4,213.06)	.00
771-000-665.000	.00	.00	43.90	3.88	( 43.90)	.00
	<u>.00</u>	<u>.00</u>	<u>4,256.96</u>	<u>3.88</u>	<u>( 4,256.96)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>4,256.96</u>	<u>3.88</u>	<u>( 4,256.96)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
771-255-812.000	.00	.00	51.00	.00	( 51.00)	.00
771-255-956.000	.00	.00	2,400.00	.00	( 2,400.00)	.00
	<u>.00</u>	<u>.00</u>	<u>2,451.00</u>	<u>.00</u>	<u>( 2,451.00)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>2,451.00</u>	<u>.00</u>	<u>( 2,451.00)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,805.96</u>	<u>3.88</u>	<u>1,805.96</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS 1,464.07

TOTAL ASSETS 1,464.07

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE 1,236.77  
REVENUE OVER EXPENDITURES - YTD 227.30

TOTAL FUND EQUITY 1,464.07

TOTAL LIABILITIES AND EQUITY 1,464.07

# CHARTER TOWNSHIP OF HIGHLAND

## REVENUES WITH COMPARISON TO BUDGET FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

### GOURD LAKE IMPROVEMENT

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<b>REVENUE</b>						
773-000-581.000	CONTRIBUTIONS-GOURD LAKE	.00	.00	3,482.65	.00	( 3,482.65)	.00
773-000-665.000	INTEREST EARNINGS	.00	.00	30.60	2.18	( 30.60)	.00
	<b>REVENUE</b>	.00	.00	3,513.25	2.18	( 3,513.25)	.00
	<b>TOTAL FUND REVENUE</b>	.00	.00	3,513.25	2.18	( 3,513.25)	.00
	<b>TRUST &amp; AGENCY ADMIN</b>						
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	3,249.70	73.20	( 3,249.70)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	.00	.00	3,285.95	73.20	( 3,285.95)	.00
	<b>TOTAL FUND EXPENDITURES</b>	.00	.00	3,285.95	73.20	( 3,285.95)	.00
	<b>NET REVENUE OVER EXPENDITURES</b>	.00	.00	227.30	( 71.02)	227.30	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
OCTOBER 31, 2023

PENNINSULA LAKE

ASSETS

774-000-010.000	CASH - COMBINED SAVINGS	5,456.29	
	TOTAL ASSETS		5,456.29

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000	FUND BALANCE	5,944.96	
	REVENUE OVER EXPENDITURES - YTD	( 488.67)	
	TOTAL FUND EQUITY		5,456.29
	TOTAL LIABILITIES AND EQUITY		5,456.29

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**PENNINSULA LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
774-000-581.000	.00	.00	5,529.00	.00	( 5,529.00)	.00
774-000-665.000	.00	.00	112.74	8.12	( 112.74)	.00
	.00	.00	5,641.74	8.12	( 5,641.74)	.00
	.00	.00	5,641.74	8.12	( 5,641.74)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
774-255-812.000	.00	.00	69.84	.00	( 69.84)	.00
774-255-956.000	.00	.00	6,060.57	995.52	( 6,060.57)	.00
	.00	.00	6,130.41	995.52	( 6,130.41)	.00
	.00	.00	6,130.41	995.52	( 6,130.41)	.00
	.00	.00	( 488.67)	( 987.40)	( 488.67)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS 4,079.10

TOTAL ASSETS 4,079.10

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000 FUND BALANCE 5,509.20  
REVENUE OVER EXPENDITURES - YTD ( 1,430.10)

TOTAL FUND EQUITY 4,079.10

TOTAL LIABILITIES AND EQUITY 4,079.10

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**LOWER PETTIBONE LAKE**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
775-000-581.000	CONTRIBUTIONS-LOW PETTIBONE L	.00	.00	5,406.00	.00	( 5,406.00)	.00
775-000-665.000	INTEREST EARNINGS	.00	.00	90.90	6.07	( 90.90)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>5,496.90</b>	<b>6.07</b>	<b>( 5,496.90)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>5,496.90</b>	<b>6.07</b>	<b>( 5,496.90)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
775-255-812.000	LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	68.00	.00	( 68.00)	.00
775-255-956.000	LOW PETTIBONE LAKE: DEDUCTION	.00	.00	6,859.00	.00	( 6,859.00)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>6,927.00</b>	<b>.00</b>	<b>( 6,927.00)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>6,927.00</b>	<b>.00</b>	<b>( 6,927.00)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 1,430.10)</b>	<b>6.07</b>	<b>( 1,430.10)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
OCTOBER 31, 2023

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000 CASH - COMBINED SAVINGS

6,652.24

TOTAL ASSETS

6,652.24

LIABILITIES AND EQUITY

FUND EQUITY

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

7,657.48

( 1,005.24)

TOTAL FUND EQUITY

6,652.24

TOTAL LIABILITIES AND EQUITY

6,652.24



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

**DUNLEAVY/LEONARD LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
776-000-581.000	.00	.00	9,870.00	.00	( 9,870.00)	.00
776-000-665.000	.00	.00	147.91	9.89	( 147.91)	.00
	<u>.00</u>	<u>.00</u>	<u>10,017.91</u>	<u>9.89</u>	<u>( 10,017.91)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>10,017.91</u>	<u>9.89</u>	<u>( 10,017.91)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
776-255-812.000	.00	.00	115.15	.00	( 115.15)	.00
776-255-956.000	.00	.00	10,908.00	.00	( 10,908.00)	.00
	<u>.00</u>	<u>.00</u>	<u>11,023.15</u>	<u>.00</u>	<u>( 11,023.15)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>11,023.15</u>	<u>.00</u>	<u>( 11,023.15)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>( 1,005.24)</u>	<u>9.89</u>	<u>( 1,005.24)</u>	

# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT

**December-23**

	<u>Last Year (2022)</u>	<u>This Year (2023)</u>
Cost of Firefighter's by Station		
Station One	\$8,844.59	\$11,092.60
Station Two	\$19,580.59	\$7,744.00
Station Three	\$13,295.70	\$6,003.14
<u>Total</u>	<b>\$41,720.88</b>	<b>\$24,839.74</b>
Cost of Firefighter's Last Month	<b>\$80,952.46</b>	<b>\$80,307.74</b>
Alarms through Current Month	1754	<b>1731</b>
Total Alarms last Year	1798	Runs Ahead of Last Year <b>-23</b>

### STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$305,400.00	\$1,500,002.00
Amount Lost by Fire	\$75,000.00	\$406,002.00
Fire Loss	25%	27%
Medical Related Runs	119	112
Fire Related Runs	38	37
Mutual Aid - Given	2	1
Mutual Aid - Received	2	1
EMS Transports	85	85
Total Runs	147	141
Fire Staff Hours	4094.75	4275.25
Administration Staff Hours	459	476

Submitted by...

Chief Nick George

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, November 7, 2023**

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

**Members Absent:** None

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:33 pm by D. Mecklenborg.

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

**Motion:** J. Matthews moved and J. Gaglio seconded to approve the Board Meeting minutes of October 3, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for October, 2023 are \$47,099.47. Total bills for November, 2023 are \$51,445.96, with the addition of Applied Innovation, Digital Document Store, Milford Public Library, Steve's Locksmith, Sweetwater Electric, when received.

**Motion:** C. Hamill moved and J. Matthews seconded to approve the October, 2023 and November, 2023 bills. Roll call - unanimous vote; motion carried.

**FYI:** Budget report available for review.

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

**Communications:** S. Rice as well as the entire staff, expressed appreciation for a pay raise. Discussed an article, "After LGBTQ library fight, a Michigan town tries something new: compromise."

## **UNFINISHED BUSINESS**

**The Library Network:** The topic of all libraries in TLN becoming "fine free" was discussed at the monthly director's meeting. (Highland Township Public Library is *already* fine free and implements automatic renewals!)

**Building Maintenance:** A contract for three years with Johnson Controls for fire monitoring services has been signed. The contract with TelNet, our new phone system, has been renewed for one year. Discussed having Ooma or the Fire Alarm monitoring company, replace the copper Plain Old Telephone System (POTS) lines. Discussed replacement of our UPS to provide battery backup for the servers when power is lost. Repair on the entrance cement walkway is complete. Discussed renovations needed for the circulation desk. Five companies have expressed a desire to submit bids on the HVAC & Generator project. A company will be chosen by December 15, 2023. T. Landry has volunteered to assist the director with interviews and making a final choice.

**Motion:** C. Hamill moved and J. Gaglio seconded to have TMobile replace the POTS lines with an Ooma AirDial, not to exceed \$3,000, which includes three years of service. Roll call - unanimous vote; motion carried.

**Motion:** J. Matthews moved and J. Gaglio seconded to replace the UPS to provide battery backup, at a cost of \$12,389.52. Roll call - unanimous vote; motion carried.

**Motion:** J. Matthews moved and C. Hamill seconded to renovate the circulation desk and purchase 2 chairs, at a cost not to exceed \$5,500. Roll call - unanimous vote; motion carried.

## **Strategic Planning**

**Website Redesign:** J. Fenton and the Director met with a WalkOne representative to see the first wireframes of the proposed website redesign. C. Buehner, K. Mintus and the Director met with Library Market to discuss the steps needed to get the Calendar installed onto the new website.

**Outreach:** C. Buehner noticed that the new digitized Milford Times is difficult to read; the vendor will redo that part of the project.

**Partnerships:** Kindness Matters is a movement in Highland that is attempting to spread the concept of kindness in the Highland Community; materials have been placed around the Library to support the group. Several books, FINDING KINDNESS by D. Underwood, have been purchased along with a sticker project, for local preschools. The Friends fund this kind of community activity. The Friends have also enabled the Director to offer coffee daily during the month of October.

## **NEW BUSINESS**

**Fraud:** Account signers on the Library Money Market account will be changed, to reduce risk.

**Policy:** The Library Bill of Rights was adopted in 1939 and last amended in 2019. The document was meant to safeguard the rights of library users and librarians in accordance with the First Amendment. In accordance with the Library Policy, the Public Notice Bulletin Boards and Public Information Racks Policy does not allow for people to place materials around the library without approval. The Library treats every publication the same and only declines materials if they include profanity, harassment, discrimination, etc. as described in the Policy.

**Personnel:** H. Patterson has agreed to help with marketing. K. Mintus has announced her intent to retire on December 31, 2023.

In-service topic will be Bibliotherapy, which is an effort to make use of the treasures within staff and inside books, to help people enhance their well-being and better understand themselves as well as others.

**December Meeting:** The December 5, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:32 pm.

Respectfully Submitted,

*Cindy Dombrowski*

### Programs & Reference

<b>Oct</b>	<b>Programs #</b>	
Adult	10	86
Teen	4	35
Youth	22	272
<b>Total</b>	<b>36</b>	<b>393</b>
Sept	30	362
Passive Yth	4	248
Adult	1	32
<b>Reference</b>		
Adult & Teen		860
Youth		153
<b>Total</b>		<b>1,103</b>
Last Month		1,119
<b>People Count</b>		
October		5,358
Last year		4,755
Last Month		4,169

### Public Computer Usage

<b>Computers</b>	
Adult	351
Teen	6
Youth	6
AWE	459
Wireless:	436

### MAP Passes

<b>MAP Passes: Families 3</b>
<b>Sealife</b>
<b>Stoney Creek Metropark</b>
<b>Willow Metropark</b>

### Circulation of Physical Items

August 6,861	Sept. 5,749	Oct. 6,234
Books: Adult 2,219	Teen 123	Youth 2,581
DVD 476	Realia 32	Board Games 16
<b>Interlibrary Loan:</b>		
Other TLN Library material to Highland: 1,248		
Highland Materials to other TLN Libraries: 1,432		
MeLCat Interloan Service: 31		
Unique Card Use:	Sept 880	Oct. 921

### Digital Usage

	Sept	Oct
<b>Overdrive</b>		
Overall	2,179	2,610
e-books	983	1,094
e-audiobooks	1,080	1,168
e-magazines	116	345
New Users	22	19
Unique User	492	523
Hoopla Borrows	684	707
Kanopy Plays	16	15
Consumer Reports Page View	459	382
Mango Languages	353	3
LOTE4Kids	1	
Brainfuse	10	5
World Book	1	3
Ancestry	184	177

### Library Happenings

- Four companies are interested in bidding on our HVAC & generator project. Proposals are due on Nov. 17th
- The Friends of the Library are supporting #HighlandKindness and World Kindness day by distributing books to local preschools.
- The Library will purchase a new calendar software because the old vendor is no longer offering a calendar product.
- We offer coffee in the library on weekdays from 10-1pm during the fall and winter months.
- Our library encourages parental involvement by offering parent/child books clubs.



## 2023 MONTHLY ACTIVITY REPORT HIGHLAND TOWNSHIP

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
<b>Calls for Service</b>	1920	1946	2151	2219	2047	1751	1873	1958	2011	1907	1974	1953	<b>23710</b>
<b>Highland D.B.</b>													
Warrants Submitted	9	5	4	5	7	4	6	4	3	5	7	1	<b>60</b>
Warrants Obtained	4	2	6	5	7	7	6	0	3	3	8	1	<b>52</b>
Court Appearances	8	3	7	6	6	9	9	3	8	6	8	3	<b>76</b>
New Cases	27	22	18	21	25	21	19	21	20	18	20	22	<b>254</b>
Closed Cases	22	19	16	17	20	24	14	20	14	14	20	16	<b>216</b>
Call Outs	2	3	1	0	5	1	2	7	1	1	5		<b>28</b>
<b>School Liaison</b>													
Incidents / Calls	12	10	15	20	17	3	N/A	N/A	16	25	13	19	<b>150</b>
Special Presentations	6	0	3	0	2	0	N/A	N/A	3	3	3	2	<b>22</b>
<b>Traffic Enforcement</b>													
Citations	114	147	168	145	183	112	102	106	105	156	74	59	<b>1471</b>
Warnings	138	147	173	156	133	98	87	99	80	90	57	76	<b>1334</b>
<b>Substation Activity</b>													
Citizen "walk ins"	41	38	36	40	42	47	35	32	26	44	47	28	<b>456</b>
<b>Traffic Crashes</b>													
50	20	32	25	37	31	21	25	34	48	43	47		<b>413</b>
<b>Arrests</b>													
Adults	20	8	18	16	20	18	13	11	15	9	16	13	<b>177</b>
Juveniles	0	0	1	1	1	0	0	0	1	0	0	0	<b>4</b>

**TREASURER'S REPORT**  
**October 31, 2023**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	14,600.39	5,651.00 *
CHASE	GENERAL	H.R.A.	101		40,707.01
CHASE	GENERAL	F.S.A CHECKING	101		13,614.75
CHASE	GENERAL	CHECKING (SAVINGS)	101		342,940.86 *
CHASE	FIRE OPERATING	MONEY MARKET	206		61,297.95
CHASE	ROAD	MONEY MARKET	203		1,027.71
CHASE	HAUL ROUTE	MONEY MARKET	203		366,347.30
CHASE	POLICE	MONEY MARKET	207		118,762.41
CHASE	REFUSE	MONEY MARKET	227		221,980.33
CHASE	OPIOID SETTLEMENT	CHECKING	284		11,500.70 *
CHASE	HAAC	CHECKING	702		4,403.26 *
CHASE	DDA	MONEY MARKET	494		18,448.55
CHASE	WATERMAIN	CHECKING	591		74,269.69 *
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		214,962.65
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		59,254.14
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		32,649.08
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		37,229.14
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		39,055.92
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		36,607.12
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		202,135.93
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		2,607.50
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		1,464.07
CHASE	PENINSULA LAKE	MONEY MARKET	774		5,456.29
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		4,079.10
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		6,652.24
COMERICA	CAPITAL IMP.	PBMM	401		239,808.53
COMERICA	CAPITAL IMP.	JFUND	401		117,563.94
COMERICA	GENERAL	JFUND	101		227,041.03
FLAGSTAR	PERPETUAL FUND	CD	101		1,110.45
FLAGSTAR	GENERAL	CD	101		424,511.68
FLAGSTAR	POLICE	CD	207		311,424.16
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		29,745.74
FLAGSTAR	DDA	SAVINGS	494		196,570.60
FLAGSTAR	FIRE	SAVINGS	206		1,075,998.35
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		63,489.82
FLAGSTAR	GENERAL	SAVINGS	101		42,986.99
FLAGSTAR	CURRENT TAX	CHECKING	703	304.65	130,608.96
FLAGSTAR	POLICE	SAVINGS	207		904,823.86
HVSB	FIRE	CD	206		268,862.94
HVSB	GENERAL	CD	101		221,957.92
HVSB	HAUL ROUTE	CD	203		279,617.46
HVSB	POLICE	CD	207		268,771.52
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		171,268.43
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		588,588.05
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,447,890.72
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		390,629.16
MI CLASS	POLICE	INVESTMENT POOL	207		404,141.49
MI CLASS	ROAD	INVESTMENT POOL	203		36,803.91
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		2,465,554.09
OAKLAND CO	FIRE	INVESTMENT POOL	206		23,845.63
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		9,867.93
OAKLAND CO	GENERAL	INVESTMENT POOL	101		23,394.46
OAKLAND CO	POLICE	INVESTMENT POOL	207		150,338.93
OAKLAND CO	REFUSE	INVESTMENT POOL	227		159,815.63
CIBC	GENERAL	CD	101		268,357.21
CIBC	FIRE	CD	206		168,966.86
CIBC	POLICE	CD	207		274,994.87
CIBC	POLICE	CD	207		471,213.56
CIBC	CAPITAL IMP.	CD	401		357,061.88
CIBC	ESCROW	CD	101		325,159.38
CIBC	DDA	CD	494		125,000.00
CIBC	DDA	CD	494		186,710.41
HUNTINGTON	GENERAL	CD	101		215,707.97
					<u>14,993,309.22</u>

BANK STATEMENT
453,365.90
*In Chase checking account
CHASE
1,923,104.70
COMERICA
584,413.50
FLAGSTAR
3,181,270.61
HVSB
1,039,209.84
LPL FINANCIAL
759,856.48
MI CLASS
4,745,019.37
OAKLAND COUNTY
367,262.58
CIBC
1,990,753.76
HUNTINGTON
215,707.97
TOTAL
<b>14,806,598.81</b>

Flagstar Bank Statement  
130,913.61

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

CG 12/19/2023	Fund 101 - Credit cards in transit	27.00
	Fund 101 to Fund 206 union dues	1,266.00
	Fund 101 to Fund 206 transfer in trans	20.11
	Fund 101 - Miscellaneous error at banl	0.89
		<u>1,314.00</u>

BANK/GL REC. SORTED BY			FUND		LEDGER	BANK	FUND	FUND
October 31, 2023			FUND	DIFFERENCE	BALANCE	BALANCE	TOTAL	NUMBER
BANK	FUND	ACCOUNT TYPE	FUND					
CHASE	GENERAL	CHECKING	101			5,651.00		
CHASE	GENERAL	H.R.A. CHECKING	101			40,707.01		
CHASE	GENERAL	F.S.A. CHECKING	101			13,614.75		
CHASE	GENERAL	CHECKING (SAVINGS)	101			342,940.86		
COMERICA	GENERAL	JFUND	101			227,041.03		
FLAGSTAR	GENERAL	MAX SAVINGS	101			42,986.99		
HVSB	GENERAL	CD	101			221,957.92		
OAKLAND CO	GENERAL	INVESTMENT POOL	101			23,394.46		
CIBC	GENERAL	CD	101			268,357.21		
CIBC	GENERAL - ESCROW	CD	101			325,159.38		
HUNTINGTON	GENERAL	CD	101			215,707.97		
FLAGSTAR	GENERAL	CD	101			424,511.68		
FLAGSTAR	PERPETUAL FUND	CD	101			1,110.45		
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101	52,018.05	4,566,676.75	2,465,554.09	4,618,694.80	101
CHASE	ROAD	SAVINGS	203			1,027.71		
MI CLASS	ROAD	INVESTMENT POOL	203			36,803.91		
CHASE	HAUL ROUTE	SAVINGS	203			366,347.30		
HVSB	HAUL ROUTE	CD	203	0.00	683,796.38	279,617.46	683,796.38	201
FLAGSTAR	FIRE	MAX SAVINGS	206			1,075,998.35		
HVSB	FIRE	CD	206			268,862.94		
OAKLAND CO	FIRE	INVESTMENT POOL	206			23,845.63		
CIBC	FIRE	CD	206			168,966.86		
CHASE	FIRE	SAVINGS	206	-925.31	1,599,897.04	61,297.95	1,598,971.73	206
CHASE	POLICE	SAVINGS	207			118,762.41		
FLAGSTAR	POLICE	MAX SAVINGS	207			904,823.86		
FLAGSTAR	POLICE	CD	207			311,424.16		
HVSB	POLICE	CD	207			268,771.52		
MI CLASS	POLICE	INVESTMENT POOL	207			404,141.49		
OAKLAND CO	POLICE	INVESTMENT POOL	207			150,338.93		
CIBC	POLICE	CD	207			274,994.87		
CIBC	POLICE	CD	207	0.00	2,904,470.80	471,213.56	2,904,470.80	207
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	11,500.70	11,500.70	11,500.70	284
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			171,268.43		
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	759,856.48	588,588.05	759,856.48	737
CHASE	REFUSE	SAVINGS	227			221,980.33		
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	381,795.96	159,815.63	381,795.96	227
CHASE	HAAC	CHECKING	702	0.00	4,403.26	4,403.26	4,403.26	702
COMERICA	CAPITAL IMP.	PBMM	401			239,808.53		
COMERICA	CAPITAL IMP.	JFUND	401			117,563.94		
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			29,745.74		
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,447,890.72		
CIBC	CAPITAL IMP.	CD	401	0.00	2,192,070.81	357,061.88	2,192,070.81	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			63,489.82		
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			390,629.16		
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	463,986.91	9,867.93	463,986.91	402
CHASE	DDA	SAVINGS	494			18,448.55		
CIBC	DDA	CD	494			186,710.41		
CIBC	DDA	CD	494			125,000.00		
FLAGSTAR	DDA	MAX SAVINGS	494	-49,778.74	576,508.30	196,570.60	526,729.56	494
CHASE	WATERMAIN	CHECKING	591	0.00	74,269.69	74,269.69	74,269.69	591
FLAGSTAR	TAX	CHECKING	703	0.00	130,608.96	130,608.96	130,608.96	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	214,962.65	214,962.65	214,962.65	764
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	59,254.14	59,254.14	59,254.14	765
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	32,649.08	32,649.08	32,649.08	766
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	37,229.14	37,229.14	37,229.14	767
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	39,055.92	39,055.92	39,055.92	768
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	36,607.12	36,607.12	36,607.12	769
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	202,135.93	202,135.93	202,135.93	770
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	2,607.50	2,607.50	2,607.50	771
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	1,464.07	1,464.07	1,464.07	773
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	5,456.29	5,456.29	5,456.29	774
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	4,079.10	4,079.10	4,079.10	775
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	6,652.24	6,652.24	6,652.24	776
<b>TOTAL</b>				<b>1,314.00</b>	<b>14,991,995.22</b>	<b>14,993,309.22</b>	<b>14,993,309.22</b>	
	Fund 101 - Credit cards in transit		27.00					
AJL 12/19/23	Fund 101 to Fund 206 union dues		1,266.00					
	Fund 101 to Fund 206 transfer in transit		20.11					
	Fund 101 - Miscellaneous error at bank		0.89					
			1,314.00					





# MEMORANDUM

To: Highland Township Board of Trustees  
From: Rick A. Hamill-Highland Township Supervisor  
Date: January 8<sup>th</sup>, 2024  
Re: Ordinance for Recreational Marijuana in Highland Township

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Attached you will find a letter from Anderson J. Granstaff Esq., an attorney from Ypsilanti, MI. The letter discusses a request from an organization that is planning to circulate petitions in support of a ballot initiative in Highland Township to allow the sale of recreational marijuana.

After discussing this with our attorney, they have advised that no action is required at this time.



ANDERSON GRANDSTAFF

PHONE

(231) 838-7917

EMAIL

Anderson.j.grandstaff@gmail.com

ANDERSON J. GRANDSTAFF, ESQ.

238 N. SUMMIT STREET, APT 1  
YPSILANTI, MI 48197

December 4, 2023

Rick Hamill, Township Supervisor  
Highland Township  
205 N. John Street  
Highland, MI 48357  
[rick.hamill@highlandtwp.org](mailto:rick.hamill@highlandtwp.org)

Re: Ordinance for Recreational Marihuana in Highland Township

Dear Mr. Hamill:

My name is Anderson Grandstaff, and I am an attorney practicing in Ypsilanti, Michigan. I have recently been retained as corporate counsel for an organization that is planning to circulate petitions in support of a ballot initiative in Highland Township. If approved by a majority of the electors of Highland Township, the proposed ballot initiative would end Highland Township's prohibition on recreational/adult-use marihuana retail businesses and establish a regulatory framework for the licensure of those businesses. The ordinance would also establish procedures and guidelines for employees of Highland Township to follow when reviewing, scoring, and ranking applications submitted by entities who are interested in obtaining adult-use marihuana retail licenses. A draft copy of my client's proposed ballot initiative has been attached for your review.

My client has connected with many of your constituents and believes that there would be strong grassroots support for the passage of the attached ballot initiative. Although my client is willing and prepared to begin circulating petitions and gathering signatures in support of this important ballot initiative, it would prefer to avoid any appearance of an adversarial relationship with the Board of Trustees of Highland Township. I am therefore writing you, in the spirit of cooperation, to ask whether the Board of Trustees of Highland Township is willing to consider adopting the substance of the attached ballot initiative (or a substantially similar version thereof) on its own accord as a municipal ordinance. My client has also expressed that it is willing to negotiate amendments to the proposed ballot initiative with the Board of Trustees of Highland Township if that body believes that such amendments would better align the substance of the proposed ballot initiative with your local interests and concerns. However, my client has also asked me to express that it is strongly committed to the substance of the proposed ballot initiative and that it believes there would already be strong electoral support for the attached version of that initiative. Therefore, please be advised that, if we do not receive a response to this communication, or if the Board of Trustees of Highland Township declines to negotiate with us in good faith regarding amendments to the proposed ballot initiative, then my client will simply continue its preparations to begin circulating petitions in support of the proposed ballot initiative.

If you have any questions regarding this communication or the proposed ballot initiative, I would be happy to answer them for you. I would also be happy to address the Board of Trustees of Highland Township in person at one of their upcoming meetings to address any questions or concerns that they may have regarding the proposed ballot initiative. Please feel free to contact me via telephone at (231) 838-7917 or via email at [anderson.j.grandstaff@gmail.com](mailto:anderson.j.grandstaff@gmail.com). Thank you very much for your attention to this matter. I look forward to hearing from you.

Best regards,

*Anderson J. Grandstaff*

# INITIATION OF LEGISLATION

We, the undersigned qualified and registered electors, residents in the township of Highland, state of Michigan, respectively petition for initiation of legislation to provide for a single marihuana establishment in the Township of Highland and to provide for appropriate municipal regulation incidental to the operation of such establishment. This petition is to be submitted to a vote of the electors of the Township of Highland for the November 5, 2024 General Election.

## INITIATED ORDINANCE NUMBER 2024-0001 REPEAL OF MARIHUANA PROHIBITION

THE TOWNSHIP OF HIGHLAND ORDAINS:

### SECTION 1. PURPOSE

The purpose of this Ordinance is to authorize and regulate within the Township the business operations of persons licensed by the State to operate Marihuana Establishments consistent with the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, MCL 333.27951 et seq., and to do all of the following: (1) provide adults twenty-one (21) years of age and older safe access to marihuana; (2) ensure the safety of adults twenty-one (21) years of age and older, and the general public; (3) provide for an application fee to apply for a Provisional License for a Marihuana Establishment and a fee for any local approvals granted to be renewed; (4) provide for a process to select Local Applicants to receive local approvals for Marihuana Establishments, and to provide for a process for those local approvals to be renewed, or potentially denied or revoked; (5) comply with the Michigan Regulation and Taxation of Marihuana Act in order to protect and enhance the public health, safety, and welfare; (6) address and repair the harm caused to communities disproportionately impacted by the prohibition of marihuana through the promotion of employment and business ownership opportunities within these communities; (7) to bring marihuana businesses into the Township that demonstrate commitment to advance the broader interest and goals of the community through high-impact local investment, and that provide employment opportunities to local residents and contractors; and (8) to provide for, if enacted by the Township Board of Trustees, a Community Benefits Program in the Township to benefit Individuals Disproportionately Impacted by Marihuana Prohibition. Nothing contained within this Ordinance, or within any local approval issued by the Township, shall be construed to relieve a person of the duties and obligations imposed under state laws and regulations. Notwithstanding the foregoing, it is not the intent of this Ordinance to diminish, abrogate or restrict protections for the medical use of marihuana provided in the Michigan Medical Marihuana Act. Nothing in this Ordinance is intended to grant individuals immunity from the enforcement of federal laws prohibiting marihuana activity. The provisions of this Ordinance are regulatory in nature and not intended to be interpreted as zoning laws. The provisions of this Ordinance are severable and self-executing. This Ordinance is hereby declared necessary to preserve the public peace, health, safety and welfare of the People of the Township.

### SECTION 2. DEFINITIONS

- (a) All definitions provided in the MRTMA are incorporated by reference into this Ordinance, and the term "marijuana" shall be synonymous with the term "marihuana." As used in this Ordinance, the following terms shall be defined as follows:
- (b) "Agency" is defined as the Marijuana Regulatory Agency or any successor agency.
- (c) "Application Date" is defined as the date on which the Local Applicant submits its application to the Township for a single License Type at a Business Facility Address or for a License renewal.
- (d) "Business Facility Address" is defined as the singular United States postal address, for a building structure located atop a Land Parcel, where a Marihuana Establishment is proposed to be located for a License Type listed in an application to the Township. The existing square footage of the enclosed building structure at the Business Facility Address at the time of the application shall solely be used for measuring the square footage of the Business Facility Address.
- (e) "Business Facility Adjacent Address" is defined as the singular United States postal address of a building structure which is physically adjoining or directly physically touching the building structure of a Business Facility Address. Physically adjoining shall, for the purposes of this definition, mean the physical connection through walls, adjacent walls, or a common building structure, though this definition shall not include any common road, foundation, or surface that the building structure sits on.
- (f) "Community Benefits Program" shall refer to a program that the Township may establish for the purposes of assisting Individuals Disproportionately Impacted by Marihuana Prohibition in the creation of Worker-Owned Cooperatives within the Township, gaining employment in the marihuana industry within the Township and starting marihuana businesses within the Township. If created, this program shall be subject to the requirements of Section 13 of this Ordinance.
- (g) "Township" shall refer to the Township of Highland.
- (h) "Township Full License Authorization" shall be defined as the full local approval that the Township of Highland automatically grants a Local Applicant to operate a Marihuana Establishment at a Business Facility Address when the Local Applicant has received a state operating license pursuant to the MRTMA. It shall not be considered a municipal license.
- (i) "Clerk" is defined as the Township Clerk of the Township of Highland.
- (j) "Community Benefits Agreement" is defined as a legally binding commitment from a Local Applicant, which shall also be binding on the Local Applicant's successors or assigns, that states that the Local Applicant will, contingent upon approval of a Provisional License and contingent upon the Local Applicant holding a Township Full License Authorization for a period of at least one year, and contingent upon the Township creating a Community Benefits Program, make an annual payment of ten thousand dollars (\$10,000) to the Community Benefits Program for as long as the Local Applicant, or its successors or assigns, holds ownership of the Township Full License Authorization.
- (k) "Board of Trustees" is defined as the Township Board of Trustees of the Township of Highland.
- (l) "Designated Consumption Establishment" is defined as a business licensed by the Agency to permit adults twenty-one (21) years of age and older to consume marihuana products at a Business Facility Address.
- (m) "Fully Qualified Provisional License Application" is defined as a Provisional License application for which all of the following is true and has been documented in the Local Applicant's application to the Township: (1) The Local Applicant currently holds a state operating license pursuant to the MMFLA or the MRTMA, though Microbusiness License Type Local Applicants and Class A Marihuana Grower License Type Local Applicants shall be exempt from this requirement; (2) The stakeholders of the Local Applicant possess at least 10 total years of combined business experience, though Microbusiness License Type Local Applicants and Class A Marihuana Grower License Type Local Applicants shall be exempt from this requirement; (3) The Local Applicant has an Occupancy Affidavit with a Percentage Occupancy of zero (0) percent; (4) The Local Applicant has answered yes and provided supporting documentation for every question in the Public Health Plan Checklist category of their application; (5) The Local Applicant has committed in their application to hire at least ten (10) percent of their employees from local residents of the Township; (6) The Local Applicant has committed in their application to hire at least twenty-five (25) percent of their employees consisting of Individuals Disproportionately Impacted by Marihuana Prohibition; (7) The Local Applicant has signed a Community Benefits Agreement as defined in this Ordinance; (8) The Local Applicant has committed to hiring local contractors for work and improvements to its Business Facility Address; (9) The Local Applicant has completed over thirteen (13) of the items listed in Section 5 of this Ordinance that may be included in a Provisional License application.
- (n) "Individual Disproportionately Impacted by Marihuana Prohibition" is defined as an individual who meets at least one of the three criteria listed in the Marijuana Regulatory Agency's Social Equity Program, which includes: Individuals who have resided in a disproportionately impacted community, as defined by the Agency, for at least five (5) calendar years prior to the Application Date; individuals with a prior marihuana related conviction; and individuals with at least two (2) calendar years of caregiver experience under the State of Michigan's medical marihuana program.
- (o) "Land Parcel" or "Parcel" shall be defined as a land parcel, with an associated tax identification number, allocated by the appropriate governmental body, whose official records are held by the Clerk, the Register of Deeds, or other appropriate governmental body, for the purposes of tracking the use of land within the Township.
- (p) "Local Applicant" is defined as an individual, entity, person, or persons who submits an application for a License Type to the Township.
- (q) "License Type" is defined as a single category of a license that a Local Applicant can apply for, such as a Marihuana Microbusiness license, a Marihuana Retailer license, a cultivation or grower license, or any other license that a Local Applicant can apply for through the processes set forth in this Ordinance.
- (r) "MMFLA" is defined as the Medical Marihuana Facilities Licensing Act, 2016 PA 281, MCL 333.27101 et seq.
- (s) "MMMA" is defined as the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 et seq.
- (t) "MRTMA" is defined as the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, MCL 333.27951 et seq.

(u) "Percentage Occupancy" shall be defined as the occupancy percentage of a Business Facility Address for the calendar year immediately prior to the Application Date or, if applicable, for the calendar year ending no earlier than three (3) months prior to the Application Date if the requirements of Section 2(u)(4) are met, and shall consist of the occupancy percentage of any buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits for the calendar year immediately prior to the Application Date. The Percentage Occupancy shall be calculated using the average square footage of any buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits that are occupied during the calendar year immediately prior to the Application Date, utilizing a method determined by the Clerk. The method of determining Percentage Occupancy shall be subject to the following requirements of this Ordinance:

(1) Construction activity, renovation activity, or storage activity in the buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits shall not be considered occupancy or counted as part of the Percentage Occupancy of a Business Facility Address. However, storage units which are part of commercial storage businesses where rent is paid for the use of a storage space shall be considered occupancy and shall count towards Percentage Occupancy, and storage activity relating to inventory and/or equipment incidental to the operation of a business or other organization that is otherwise occupying the Business Facility Address shall be considered occupancy and shall count toward Percentage Occupancy.

(2) The determination of Percentage Occupancy shall require an Occupancy Affidavit and, if possible, provide supporting documentation attesting to the occupancy of any buildings, structures, or units contained within the Parcel upon which the Business Facility Address sits for the calendar year immediately prior to the Application Date, or, if applicable, for the calendar year ending no earlier than three (3) months prior to the Application Date if the requirements of Section 2(u)(4) are met.

(3) For the purposes of issuing a Provisional License, the Township shall verify the Percentage Occupancy of the Business Facility Address through an Occupancy Affidavit and, if possible, other supporting documentation which may include, but not be limited to, lease documents, purchase agreements, certificates of occupancy, utility bills, and other documentation that can show the occupancy level over the time period.

(4) Notwithstanding the requirements of this section, if a Local Applicant submits an Occupancy Affidavit that is dated no earlier than three (3) months prior to the Application Date attesting to the Percentage Occupancy of the Business Facility Address, the Local Applicant will be deemed to meet the requirements of the "calendar year immediately prior to the Application Date" Percentage Occupancy definition.

(v) "Occupancy Affidavit" is defined as a sworn affidavit from the owner of a Land Parcel or the authorized representative designated by the owner of the Land Parcel for this purpose, attesting to the Percentage Occupancy of any buildings, structures, or units contained within the Land Parcel upon which the Business Facility Address sits for the calendar year immediately prior to the date of execution of such Occupancy Affidavit, subject to the requirements of Section 2(u) of this Ordinance.

(w) "Provisional License" is defined as a provisional local authorization issued by the Township for a Local Applicant to, contingent upon approval of a state operating license from the Agency, operate a Marihuana Establishment at a Business Facility Address, provided that the Provisional License shall become a Township Full License Authorization upon the Local Applicant receiving a state operating license pursuant to the MRTMA. A Local Applicant shall be prohibited from operating a Marihuana Establishment without a state license issued by the Agency.

(x) "Stakeholder" is defined as the following for each type of Local Applicant:

- (1) For an individual or sole proprietorship: the proprietor.
- (2) For a partnership and limited liability partnership: all partners.
- (3) For a limited partnership and limited liability limited partnership: all general and limited partners, not including a limited partner holding a direct or indirect ownership interest of ten percent (10%) or less and who does not exercise control over or participate in the management of the partnership.
- (4) For a limited liability company: all members and managers.
- (5) For a privately held corporation: all corporate officers or persons with equivalent titles and their spouses, all directors and all stockholders, not including those holding a direct or indirect ownership interest of ten percent (10%) or less.
- (6) For a publicly held corporation: all corporate officers or persons with equivalent titles, all directors and all stockholders, not including those holding a direct or indirect ownership interest of ten percent (10%) or less.
- (7) For a nonprofit corporation: all individuals and entities with membership or shareholder rights in accordance with the Articles of Incorporation or their bylaws.

(y) "Stand Alone Business Facility Address" is defined as a Business Facility Address that does not have a Business Facility Adjacent Address and where the proposed Business Facility Address is physically separated from areas where smoking or the use of cannabis is prohibited, not including the Business Facility Address in question, and where smoke or the smell of cannabis does not infiltrate into nonsmoking areas or buildings that are not part of the Business Facility Address. This shall be demonstrated by a site plan or preliminary sketch submitted by the Local Applicant in Section 5(13).

(z) "Vacant Land Parcel" is defined as a Land Parcel that does not contain a structure that had previously received a certificate of occupancy from the Township or that could receive a certificate of occupancy from the Township.

(aa) "Worker-Owned Cooperative" is defined as a business that is organized or registered under Subchapter T or another applicable section of the Internal Revenue Code and for which all of the following is true: (1) There is democratic control of the business by the workers or employees of the business themselves; and (2) The workers or employees of the business comprise over fifty (50) percent of the ownership of the business.

### SECTION 3. ACTS PROHIBITED

(a) No person shall operate a Marihuana Establishment in the Township without first obtaining a relevant Township Full License Authorization pursuant to the MRTMA and in accordance with the provisions of this Ordinance. A separate Township Full License Authorization is required for each Marihuana Establishment.

(b) A licensed Marihuana Establishment in the Township shall not display any of the following on the exterior of a building, a public billboard, or any sign for the Marihuana Establishment:

- (1) A green cross;
- (2) Anything that resembles any part of a marihuana plant; or
- (3) The words or phrases "marihuana," "marijuana," "cannabis," "dank," "pot," "kush," "weed," "THC," or "Mary Jane."

### SECTION 4. AUTHORIZATION OF MARIHUANA ESTABLISHMENTS

(a) Except as provided herein and pursuant to the MRTMA, the Township shall authorize the following number of state licensed Marihuana Establishments to operate within its boundaries:

- (1) Marihuana Safety Compliance Facility - Zero (0) licenses
- (2) Marihuana Secure Transporter - Zero (0) licenses
- (3) Marihuana Class A Microbusiness - Zero (0) licenses
- (4) Marihuana Retailer - Two (2) licenses issued at a minimum, maximum of two (2) licenses allowed
- (5) Marihuana Processor - Zero (0) licenses
- (6) Class A Marihuana Grower - Zero (0) licenses
- (7) Class B Marihuana Grower - Zero (0) licenses
- (8) Class C Marihuana Grower - Zero (0) licenses
- (9) Designated Consumption Establishment - Zero (0) licenses

(b) The Township shall not enact any Unreasonably Impracticable restrictions on the commercial sale and/or serving of food and beverages at a Designated Consumption Establishment.

(c) There shall be no more than a total of two (2) unique Business Facility Addresses at which a Marihuana Retailer or a Designated Consumption Establishment may operate, provided that more than one of these License Types may be located at the same Business Facility Address, and that the co-location of a Marihuana Retailer and a Designated Consumption Establishment at a Business Facility Address shall not count towards more than one (1) of the total limit of two (2) unique Business Facility Addresses allowed to operate within the Township for these License Types.

(d) Nothing in this Ordinance shall be read to prohibit any combination of a Marihuana Grower, a Marihuana Processor, a Designated Consumption Establishment, or a Marihuana Retailer from operating at a single location or from operating at the same location as a Marihuana Facility. Nothing in this Ordinance shall be read to prohibit a Designated Consumption Establishment from operating at the same Business Facility Address as a Marihuana Retailer. Notwithstanding anything else in this Ordinance, a Marihuana Retailer may not be located at the same Business Facility Address as another Marihuana Retailer.

## SECTION 5. PROVISIONAL LICENSE APPLICATIONS

The Clerk shall develop an application process to apply for Provisional Licenses and the Clerk shall establish and make available Provisional License application forms (including a Provisional License Transfer form), which shall require a sworn oath from an authorized representative of the Local Applicant that all information contained within the application is true to the best of their knowledge, that they have the exclusive authority to apply for the business facility address and, in addition to this sworn oath, shall require no more than the following information:

- (1) The full name, date of birth, physical address, email address, and telephone number of the Local Applicant in the case of an individual; or, in the case of an entity, all Stakeholders thereof.
- (2) If the Local Applicant is an entity, the entity's articles of incorporation or organizational documents.
- (3) If the Local Applicant is an entity, the entity's employer identification number.
- (4) An affidavit that neither the Local Applicant nor any Stakeholder of the Local Applicant is in default to the Township.
- (5) The Business Facility Address for which the Local Applicant is applying for a License Type.
- (6) A "Commitment to Community" statement that demonstrates the Local Applicant's intent to advance the broader interest and goals of the community through local investment. This Commitment to Community statement shall outline the Local Applicant's intentions regarding the hiring of local residents and the employment of local contractors and local workers for improvements to its Business Facility Address, and its intentions for re-developing vacant, blighted, underutilized, and abandoned property through investments in its Business Facility Address. This section may include an Occupancy Affidavit.
- (7) A location area map that identifies the relative location(s) of, and distance(s) from, the school(s) nearest to the Business Facility Address, including compliance with the MRTMA's requirement that the location of the Marihuana Establishment be at least one-thousand (1,000) feet away from a school unless the Township adopts an ordinance lowering this distance requirement.
- (8) The License Type for which the Local Applicant is applying.
- (9) Documentation of ownership, lease agreement, or other legal arrangement permitting the Local Applicant to apply for a license or any and all municipal permits or approvals needed for the Business Facility Address pursuant to the terms of this Ordinance.
- (10) If applicable, a Community Benefits Agreement as defined in Section 2(j) of this Ordinance.
- (11) A social equity plan that details how the Local Applicant plans on furthering the social equity objectives of this Ordinance in terms of promoting business and employment opportunities for communities that have been disproportionately impacted by marihuana prohibition, and its commitment to hiring Individuals Disproportionately Impacted by Marihuana Prohibition. This social equity plan and the commitments that the Local Applicant makes shall be used for the purposes of scoring a Provisional License Application in Section 7 of this Ordinance and for any renewals or transfers as permitted by this Ordinance.
- (12) Documentation of the Local Applicant's Stakeholders of being Individuals Disproportionately Impacted by Marihuana Prohibition, if applicable, along with their respective ownership percentages. To verify proof of residency in a disproportionately impacted community as defined by the Agency, W-2 forms, mortgages, deeds, property tax documents, lease or rental agreements, insurance documents, voter registration, or other valid documentation may be used. To verify a marihuana-related conviction, a copy of judgment of sentence or other official documentation is required. To verify two (2) calendar years of caregiver experience, the Local Applicant must give authorization for the Agency to release relevant information under the MMMA or provide the appropriate supporting documentation.
- (13) A site plan or preliminary sketch of the proposed facility, detailing the location of basic security features, entrances and exits, dimensions, and proposed layout of the Business Facility Address. This may include the square footage of the Business Facility Address and the location of any shared walls, bathrooms, doors, air ventilation systems, or facilities with non-marihuana businesses and the location of any Business Facility Adjacent Addresses. The applicant may note if they are applying to be a vertically integrated facility by noting other License Types that they are applying for at the Business Facility Address.
- (14) If applicable, documentation that the Local Applicant has received a state operating license pursuant to the MMFLA or MRTMA or that the Local Applicant has received MMFLA or MRTMA pre-qualification approval from the Agency.
- (15) Documentation of the business operating, managing, or ownership experience of each of the Stakeholders of the Local Applicant.
- (16) The completion of a "Security Plan Checklist" that contains answers to the following questions along with supporting documentation: (i) Does the Local Applicant have a security plan to prevent minors from obtaining access to marihuana at the Business Facility Address? If so, provide supporting documentation; (ii) Does the Local Applicant have a security plan designed to deter potential robbery and theft from the Business Facility Address? If so, provide supporting documentation; (iii) Does the Business Facility Address of the Local Applicant meet the definition of a Stand Alone Business Facility Address and if so, does its security plan include the installation of physical security barriers to create a three hundred and sixty (360) degree perimeter surrounding its Stand Alone Business Facility Address for the purpose of deterring theft and crime? If so, provide supporting documentation.
- (17) The completion of a "Public Health Plan Checklist" that contains answers to the following questions along with supporting documentation: (i) Will the Local Applicant require that the employees at its Business Facility Address wear Personal Protective Equipment, including gloves, when handling marihuana and marihuana products? If so, provide supporting documentation; (ii) Does the Local Applicant have a public health plan to educate its customers about the potentially harmful side-effects of using marihuana in combination with other substances and to warn its customers about potential negative health effects of individuals with specific health conditions from using marihuana? If so, provide supporting documentation; (iii) Does the Business Facility Address of the Local Applicant contain an existing ventilation system that is not also utilized by a non-marihuana establishment or other non-marihuana business and where the ventilation system directs air from the Marihuana Establishment to the outside of the building through a filtration system sufficient to remove visible smoke if applicable, consistent with all applicable building codes and ordinances and adequate to eliminate odor at the boundary line of the Business Facility Address? If so, provide supporting documentation; (iv) Does the Business Facility Address of the Local Applicant qualify as a Stand Alone Business Facility Address? If so, provide supporting documentation.

## SECTION 6. APPLICATION FEE

(a) The Township shall establish a nonrefundable Provisional License application fee to be paid upon filing any application for a Marihuana Establishment by a Local Applicant. The amount of the initial Provisional License application fee may be set by Board of Trustees resolution, but shall not exceed one hundred dollars (\$100), with a final application fee that does not exceed four thousand nine hundred dollars (\$4,900) to be paid to the Township upon approval of a state operating license issue by the Agency for the License Type at the Business Facility Address. If the Township fails to establish such a fee by the time that the initial application window opens, the fee amount shall default to the maximum amount of one hundred dollars (\$100) for the initial Provisional License application fee and four thousand nine hundred dollars (\$4,900) for the final fee paid, which shall be paid upon issuance of a state operating license to the Local Applicant.

## SECTION 7. APPLICATION REVIEW

(a) The Clerk shall establish a process to receive, process, and review applications in order to determine that all applicable required content listed in Section 5 of this Ordinance has been included and that the relevant application fee has been paid, but the process may not conflict with the provisions of this Ordinance. The Clerk may only refuse to process an application for failure to pay the initial application fee.

(b) Except as provided by law, all materials submitted to the Township as part of an application shall be exempt from disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231 et seq.

(c) The Clerk may set the opening of the initial application window for Marihuana Establishments no later than ten (10) days after the effective date of this Ordinance. But if the Clerk fails to set the initial application window within ten (10) days after the effective date of this Ordinance, the initial application window for Marihuana Establishments shall automatically open on the eleventh (11th) day after the effective date of this Ordinance. If the Clerk fails to make an application form available for Marihuana Establishments, Local Applicants may prepare and file their own application which must include information for at least twelve (12) of the items listed in Section 5 of this Ordinance and be titled "Marihuana Establishment Application" and be filed with the Clerk and must include the sworn oath as required in Section 5 of this

Ordinance. The initial application window for Marihuana Establishments shall close ten (10) days after it opens. One (1) calendar year after Provisional Licenses for Marihuana Establishments have been awarded to Local Applicants who apply within the initial application window for Marihuana Establishments, the Clerk may set a subsequent application window.

(d) Overall scoring and ranking shall be conducted and applied by the Clerk on the basis of assigned points from zero (0) points to one hundred (100) points with the lowest possible total score being zero (0) points and the highest possible total score being one hundred (100) points. In the event of an evaluation scoring tie, which causes there to be two (2) or more Local Applicants who achieve equal scores, the scoring-tied Local Applicants will be entered into a random draw to determine their relative rankings under this scoring procedure.

(e) After the closing of the initial application window, the Clerk shall score and rank applications for Marihuana Establishments by using the following scoring criteria which can be objectively verified by category for applications submitted during the initial application window for Marihuana Establishments.

(1) LOCAL APPLICANT VETTING. This category shall refer to the degree to which the Local Applicant has been found qualified for licensure by the Agency. A maximum of fifty (50) points shall be awarded for this category. If the Local Applicant possesses a State operating license pursuant to the MMFLA or the MRTMA, fifty (50) points shall be awarded for this category; or, if the Local Applicant possesses a state prequalification approval from the Agency pursuant to the MMFLA or the MRTMA, forty (40) points shall be awarded for this category. A Local Applicant can only earn points for either a state operating license or a state pre-qualification letter in this category.

(2) COMPLETENESS: This category shall refer to the information which may be included in an application under the provisions of Section 5 of this Ordinance. The maximum number of scoring points in this category shall be ten (10) points. Points in this category shall only be determined based on the completeness of the application. Completeness shall be defined as the number of items in Section 5 of this Ordinance for which information has been submitted. If the application contains information for less than twelve (12) of the items listed in Section 5 of this Ordinance, zero (0) points shall be awarded for this category. If the application contains information for twelve (12) to thirteen (13) of the items listed in Section 5 of this Ordinance, seven (7) points shall be awarded for this category. If the application contains information for over thirteen (13) of the items listed in Section 5 of this Ordinance, ten (10) points shall be awarded for this category. Completeness in this category shall only refer to whether or not information for a Section 5 item has been provided, and is not an assessment of the subjective quality or sufficiency of said information.

(3) BUSINESS EXPERIENCE. This category shall refer to the years of business operating experience of the Stakeholders of the Local Applicant in operating either marihuana or non-marihuana businesses. A maximum of ten (10) points shall be awarded for this category, and one (1) point shall be awarded for each total year of combined business operating experience by the Stakeholders of the Local Applicant as documented in Section 5(15) of this Ordinance.

(4) SECURITY AND PUBLIC HEALTH: This category allocates points based on whether the Business Facility Address of a Local Applicant has features that will increase the security of the Marihuana Establishment and reduce any public health risks that may result from the Marihuana Establishment. A maximum of seven (7) points shall be awarded for this category. If the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and has provided the appropriate supporting documentation to at least two (2) of the Security Plan Checklist questions listed in Section 5(16) of this Ordinance, one (1) point shall be awarded for this category; or, if the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and has provided the appropriate supporting documentation to all of the Security Plan Checklist questions listed in Section 5(16) of this Ordinance, three (3) points shall be awarded for this category. If the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and provided the appropriate supporting documentation to at least two (2) of the Public Health Plan Checklist questions listed in Section 5(17) of this Ordinance, two (2) additional points shall be awarded for this category; or, if the Local Applicant for the proposed Marihuana Establishment has answered affirmatively and has provided the appropriate supporting documentation to all of the Public Health Plan Checklist questions listed in Section 5(17) of this Ordinance, four (4) additional points shall be awarded for this category.

(5) STRUCTURAL SUITABILITY: This category allocates points based on whether the Business Facility Address is likely to be in compliance with the MRTMA, the time it will take for the Business Facility Address to come into compliance with the MRTMA, and the safety risk posed by building structures that are not well suited to operate as Marihuana Establishments. A maximum of ten (10) points shall be awarded for this category. Application information in Section 5(13) shall be used for the purposes of allocating points in this category. If the application is for a Marihuana Retailer License Type and the Business Facility Address contains a minimum of two thousand (2,000) square feet, ten (10) points shall be awarded for this category. If the application is for a Marihuana Retailer License Type and the application contains a site plan for the Business Facility Address to be at least 2000 square feet, five (5) points shall be awarded for this category. If the application is for a Marihuana Grower License Type and the Business Facility Address contains a minimum of five thousand (5,000) square feet, ten (10) points shall be awarded for this category.

(6) COMMITMENT TO COMMUNITY: This category allocates points based on the Local Applicant's commitment to advance the broader interest and goals of the community through investment in the people of the community and in the community's tax base. This is demonstrated through the following criteria: Commitment to the hiring of local residents and hiring of local contractors for work and improvements to its Business Facility Address, and commitment to long-term investment in the community through the redevelopment of vacant, blighted, or abandoned property in the community. The maximum number of scoring points in this category shall be seven (7) points. Points in this category shall be awarded as follows: If the Local Applicant, as part of the Commitment to Community category of its application, commits to hiring a minimum of ten (10) percent of its employees from local residents of the Township, one (1) point shall be awarded for this category. If the Local Applicant, as part of the Commitment to Community category of its application commits to hiring local contractors for work and improvements to its Business Facility Address, one (1) additional point shall be awarded for this category. Points for long-term community investment and re-development shall be awarded based on the Percentage Occupancy of the Business Facility Address. If the Business Facility Address has a Percentage Occupancy of zero percent, the Local Applicant shall be awarded five (5) additional points for this category. If the Business Facility Address has a Percentage Occupancy greater than zero (0) percent and less than or equal to twenty-five (25) percent, the Local Applicant shall be awarded three (3) additional points for this category. If the Business Facility Address has a Percentage Occupancy greater than twenty-five (25) percent and less than or equal to fifty (50) percent, the Local Applicant shall be awarded two (2) additional points for this category. If the Business Facility Address has a Percentage Occupancy greater than fifty (50) percent, the Local Applicant shall be awarded zero (0) additional points for this category. If the Business Facility Address consists of no commercially viable building structures or is a Vacant Land Parcel, the Local Applicant shall be awarded zero (0) additional points for this category.

(7) SOCIAL EQUITY: This category allocates points based on whether the Local Applicant has made a commitment to hire Individuals Disproportionately Impacted by Marihuana Prohibition. A maximum of six (6) points shall be awarded for this category. If the Local Applicant commits to hire a minimum of twenty-five (25) percent of its workforce consisting of Individuals Disproportionately Impacted by Marihuana Prohibition, three (3) points shall be awarded for this category; or, if the Local Applicant commits to hiring a minimum of ten (10) percent of its workforce consisting of Individuals Disproportionately Impacted by Marihuana Prohibition, one (1) point shall be awarded for this category. If the Local Applicant includes a Community Benefits Agreement in their application that meets the requirements of Section 5(10) of this Ordinance, three (3) additional points shall be awarded for this category.

(f) At the closing of the first ten (10) day initial application window, the Clerk shall process and score applications for Marihuana Establishment License Types, starting with Marihuana Designated Consumption Establishments, which shall be awarded Provisional Licenses for Marihuana Establishments first, then Marihuana Retailers, which shall be awarded Provisional Licenses for Marihuana Establishments second, then Marihuana Microbusinesses, which shall be awarded Provisional Licenses for Marihuana Establishments third, and the remainder of the available Marihuana Establishment License Types shall be awarded in order of the highest scoring Local Applicant.

(g) If, after Provisional Licenses for Designated Consumption Establishments have been awarded, pursuant to the limitations of Section 4(c) of this Ordinance, there are no Business Facility Address locations available for a Marihuana Retailer application where the Business Facility Address does not already have and will not receive a Provisional License or a Township Full License Authorization for a Designated Consumption Establishment at the Business Facility Address, the Clerk shall award Provisional Licenses for Marihuana Retailers only for those Business Facility Addresses that already have received or will receive Provisional Licenses or Township Full License Authorizations for Designated Consumption Establishments in order of the highest scoring Local Applicant.

(h) If the Clerk fails to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or Designated Consumption Establishments within thirty (30) days after the closure of the initial application window, all Fully Qualified Provisional License Applications shall be deemed to have local approval under this Ordinance to operate a Marihuana Establishment contingent upon approval of a State Marihuana Establishment license by the Agency. Notwithstanding anything else contained in this Ordinance, under this circumstance, the Township shall not nor shall any of its representatives notify the Agency that a proposed Marihuana Establishment is not or was not in compliance with an ordinance consistent with the MRTMA and in effect at the time of the Local Applicant's application to the Agency, and any proposed Marihuana Establishment whose application is a Fully Qualified Provisional License Application shall be authorized to operate in the Township in accordance with state law without any Township Marihuana Establishment local approval, permit, license, Provisional License, or Township Full License Authorization as long as they operate pursuant to the rules and regulations promulgated by the Agency. If the requirements for one or more Fully Qualified Provisional License Applications to automatically receive local approval to operate pursuant to a state operating license have been met, this number of Fully Qualified Provisional License Applications shall control the number of Marihuana Establishments allowed if the number is greater than the number set in Section 4 of this Ordinance.

(i) If a Local Applicant is granted a Provisional License for a Fully Qualified Provisional License Application through a writ of mandamus to the Township or by compelling the Township to act through a court order because the Township has failed to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or Designated Consumption Establishments within thirty (30) days after the closure of the initial application window, such a Local Applicant shall not

be required to pay more than a maximum annual amount of five-hundred dollars (\$500) for the next ten (10) calendar years for its Township Full License Authorization annual renewal fee.

(j) A Provisional License may be used to satisfy the licensing requirements for a Local Applicant going through the Agency's licensing process for a Marihuana Establishment. A Provisional License shall automatically become a Township Full License Authorization when the Agency issues a license to the Marihuana Establishment at the Business Facility Address.

(k) The Clerk shall verify that the Occupancy Affidavit submitted by a Local Applicant is accurate and truthful, along with information regarding the structural suitability of a Business Facility Address that is submitted by a Local Applicant.

#### **SECTION 8. LICENSE REQUIREMENTS**

(a) A Township Full License Authorization under this Ordinance shall be subject to the following conditions:

- (1) Compliance with the requirements of this Ordinance;
- (2) Compliance with the provisions of the MRTMA and any rules promulgated thereunder; and
- (3) Marihuana Establishments shall only operate between the hours of 9:00 AM and 9:00 PM, seven (7) days per week. Notwithstanding this requirement, processor, grower, or cultivation licensees may operate twenty-four (24) hours per day, seven (7) days per week.

#### **SECTION 9. LICENSES GENERALLY**

(a) A Township Full License Authorization that is issued under this Ordinance shall be posted at all times inside the Marihuana Establishment in a conspicuous location near the entrance.

(b) Except as provided in this Ordinance, the term of a Township Full License Authorization shall be for one (1) calendar year subject to renewal by the Clerk upon continued compliance with this Ordinance.

(c) Licensees or Provisional License holders may transfer a Township Full License Authorization or Provisional License issued under this Ordinance to a location at a different Business Facility Address upon receiving written approval from the Clerk, which shall not be withheld unless the new proposed Business Facility Address would be in violation of a local zoning ordinance. In order to request Township approval to transfer a Township Full License Authorization or Provisional License to a new Business Facility Address, the licensee or Provisional License holder must submit a written request to the Clerk, indicating the current location of the Marihuana Establishment and the new proposed Business Facility Address. The Clerk shall respond to a location transfer request within five (5) days of receipt of the request. Notwithstanding this section, a Microbusiness license may not be transferred to any other Business Facility Address within the Township.

(d) Licensees or Provisional License holders may transfer a Township Full License Authorization or Provisional License issued under this Ordinance to a different individual or entity, and the licensee or Provisional License holder shall notify the Clerk of the transfer. The transfer must comply with the MRTMA, and any applicable rules promulgated thereunder, and shall not require approval by the Agency. Except as provided in Section 9(e), the Township shall be prohibited from interfering with a Township Full License Authorization or Provisional License transfer, provided that the new Local Applicant or individual owner notifies the Township of the transfer by filing an application with the Clerk upon a form provided by the Township or, if such a form is unavailable, by submitting the information required in Section 5 of this Ordinance to the Clerk. In either case, the Clerk must respond to such a transfer request within five (5) days of receipt of the request. The Clerk shall grant the new licensee or Provisional License holder or Township Full License Authorization holder/owner the same rights as the previous licensee or Township Full License Authorization owner or Provisional License owner. The Local Applicant that receives the transfer of the Provisional License or Township Full License Authorization or license shall remain legally bound by any commitments made in the original application to the Township that governed the original issuance of the Provisional License or Township Full License Authorization or license it is receiving by transfer, including commitments made in the Commitment to Community and social equity categories of the original application.

(e) Notwithstanding the requirements of Section 9(a), (b), (c), or (d), neither a Marihuana Microbusiness Provisional License nor a Marihuana Microbusiness Township Full License Authorization may be transferred to anyone with an ownership percentage by Individuals Disproportionately Impacted by Marihuana Prohibition that is less than the ownership percentage of the Local Applicant who was originally awarded the Provisional License or Township Full License Authorization to be transferred. Furthermore, notwithstanding the requirements of Section 9(a), (b), (c), or (d), no Provisional License or Township Full License Authorization may be transferred to a Local Applicant that does not have a "Commitment to Community" application category score equal or greater to the Local Applicant that is transferring the Provisional License or license or Township Full License Authorization, and no Provisional License or Township Full License Authorization or license may be transferred to a Local Applicant that does not have a Social Equity application category score of equal or greater than the license holder that is transferring the Provisional License or license or Township Full License Authorization.

(f) Notwithstanding the requirements of this Ordinance, the provisions of this Ordinance that are dependent upon Percentage Occupancy shall not apply to any renewal applications or to any transfer applications for a license or Provisional License or Township Full License Authorization.

(g) A Provisional License and a Township Full Authorization License shall be considered a vested property right by the Township and treated as such.

#### **SECTION 10. RENEWALS**

(a) Provisional Licenses shall be valid for one (1) calendar year from the date they are issued.

(b) Application for a Township Full License Authorization renewal shall be made in writing to the Clerk at least thirty (30) days prior to the expiration of an existing license. Licenses shall be renewed annually. A Provisional License shall automatically be renewed for one (1) calendar year by a Local Applicant upon paying a five thousand dollar (\$5,000) annual renewal fee, provided that it adheres to the requirements in Section 12 of this Ordinance, and there shall be no limitations to the number of renewals allowed for a Provisional License for any reason whatsoever including any change in the Local Applicant's relationship to the Business Facility Address. Notwithstanding the requirements of Section 6 of this Ordinance, there is an exception to the five thousand dollar (\$5,000) annual renewal fee for any Local Applicant that is granted a Provisional License for a Fully Qualified Provisional License Application by order of a court because the Township has failed to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or Designated Consumption Establishments within thirty (30) days after the closure of the initial application window, or for a Local Applicant that is granted the ability to operate by right by a Court order because the Township fails to award two (2) Provisional Licenses for Marihuana Retailers, Marihuana Microbusinesses, and/or Designated Consumption Establishments within thirty (30) days after the closure of the initial application window. Such a Local Applicant shall not be required to pay an annual licensing or Township Full License Authorization renewal fee exceeding the total annual amount of five-hundred dollars (\$500) for the next ten (10) calendar years of the Township Full License Authorization annual renewal for any License Type at any approved Business Facility Address within the Township.

(c) An application for a Provisional License renewal or a Township Full License Authorization renewal required by this Ordinance shall be made under oath on forms provided by the Clerk. This renewal form shall be developed by and made available by the Clerk.

(d) An application for a Provisional License renewal or a Township Full License Authorization renewal shall be accompanied by a renewal fee, which shall be set by resolution of the Township Board of Trustees, but shall not exceed five thousand dollars (\$5,000).

(e) A renewal shall be deemed approved if the Township has not issued a formal notice of denial within thirty (30) days of the renewal date.

(f) After a Microbusiness License holder has been operating for six (6) months at a Business Facility Address, one or more different Local Applicant(s) may request and shall be approved by the Township for an additional Microbusiness Provisional License(s) at a different Business Facility Address on the same land parcel as the original Business Facility Address which has been operating for at least six (6) months. This provision shall control the number of Marihuana Microbusiness Establishments authorized in Section 4 of this Ordinance.

#### **SECTION 11. LICENSE REVOCATION OR SUSPENSION.**

Each Marihuana Establishment within the Township for which a Township Full License Authorization is granted shall be operated and maintained in accordance with all applicable laws, rules, and regulations in the Township and State. Upon any material violation of this Ordinance that a Local Applicant has failed to remedy after being provided with the sufficient time needed to make the correction, the Clerk may, after a notice and hearing, revoke or suspend such license as hereinafter provided.

#### **SECTION 12. CRITERIA FOR NONRENEWAL, SUSPENSION, OR REVOCATION OF LICENSE**

In addition to any other reasons set forth in this Ordinance, the Township may refuse to issue a license or grant renewal of the license, or the Township may suspend or revoke the license, for any of the following reasons:

(a) Failure of the licensee to demonstrate to the Township that it has complied with a Community Benefits Agreement it has committed to and the social equity plan provided in its application, including any commitments it may have made to hire Individuals Disproportionately Impacted by Marihuana Prohibition in order to receive its Provisional License or local approvals.

(b) In any case in which the Township has refused to issue a license or grant renewal of a license, or has suspended or revoked a license, the Clerk shall notify a Local Applicant or licensee or Township Full License Authorization Holder of the reasons for denial, suspension, or nonrenewal of an application for a License Type or a Township Full License Authorization renewal or for revocation of a license or any adverse decision under this Ordinance and provide the Local Applicant or licensee with the opportunity to be heard. Any Local Applicant or licensee aggrieved by the denial, suspension, or revocation of a license or other adverse decision under this Ordinance may appeal to the Clerk. Such appeal shall be taken by filing with the Clerk within fourteen (14) days after notice of the denial, suspension, revocation, or other adverse decision has been mailed to the last known address of the Local Applicant, Licensee, or Provisional License Holder on the records of the Clerk, a written statement setting forth the grounds for such appeal. Upon receipt of the written statement, the Clerk shall appoint a hearing officer to hear and evaluate the appeal and make a recommendation to the Clerk. The Clerk shall review the report and recommendation of the hearing officer and make a decision on the matter. The Clerk's decision may be further appealed to the Township Board of Trustees if applied for in writing to the Board of Trustees no later than fourteen (14) days after the Clerk's decision has been mailed to the Local Applicant or licensee's last known address on the records of the Clerk. The review on appeal of a denial or revocation or adverse decision shall be by the Board of Trustees pursuant to the requirements of this Ordinance. Any decision by the Board of Trustees on an appeal shall be subject to all remedies available to the Local Applicant under the laws of the State of Michigan.

### **SECTION 13. COMMUNITY BENEFITS PROGRAM**

The Township may establish a Community Benefits Program for the purpose of economic development within the Township and to assist Individuals Disproportionately Impacted by Marihuana Prohibition in the creation of Worker-Owned Cooperatives, gaining employment in the marihuana industry within the Township, and starting licensed marihuana businesses in the Township, though not every one of these goals need be accomplished simultaneously through the actions of the Community Benefits Program. This program, if established by the Township, shall be subject to rules developed by the Township and shall be subject to the following requirements:

(a) All funds contributed pursuant to Community Benefits Agreements from Marihuana Establishments in the Township shall go to a registered 501c3 nonprofit organization designated by the Township, which shall work to effectuate the goals of the program on behalf of the Township and provide an annual report to the Township on its activities.

(b) The Township shall develop an application process for selecting a 501c3 nonprofit organization to manage the Community Benefits Program. Criteria for the 501c3 nonprofit organization shall include, but shall not be limited to, organizations that have at least five (5) years of experience working to develop Worker-Owned Cooperatives, and the nonprofit shall have at least one member of its staff or its board of directors with at least two years of experience working with the licensed cannabis industry in Michigan, which may include legal or other municipal governance experience with the licensed cannabis industry in Michigan.

(c) The nonprofit selected by the Township shall not be a religious organization, and shall not have members of its board of directors or staff who are relatives or family members of Township employees or staff or anyone receiving compensation in any capacity from the Township. The nonprofit selected by the Township shall not have any members of its board of directors hold officer positions within the Township or seats on the Township Board of Trustees. No employee, member of the Township Board of Trustees, or family member or relative of any Township employee or member of the Township Board of Trustees shall receive any direct or indirect payment from the nonprofit. Nonprofits applying to be considered to manage the Community Benefits Program shall disclose all members of their board of directors and staff and the Township shall confirm that the nonprofit is in compliance with these requirements.

(d) The nonprofit selected by the Township shall use funds contributed pursuant to Community Benefits Agreements in the Township to assist Individuals Disproportionately Impacted by Marihuana Prohibition in starting Worker-Owned Cooperatives within the Township, gaining employment in the marihuana industry within the Township, and/or to start marihuana businesses within the Township.

(e) No more than twenty (20) percent of funds the nonprofit receives from Community Benefits Agreements in the Township may be used for administrative purposes by the nonprofit. The remaining funds shall be allocated through grant-making in order to achieve the goals of the Community Benefits Program.

(f) The Township may set up additional procedures, rules, or regulations that it deems necessary to implement the Community Benefits Program.

### **SECTION 14. REPEALER**

All ordinances or parts of ordinances that conflict with this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect, and any other provisions of ordinances or Township regulations or Township Resolutions that conflict with this Ordinance are inapplicable to conduct authorized under this Ordinance.

### **SECTION 15. EFFECTIVE DATE**

This Ordinance shall become effective immediately upon voter enactment.

### **SECTION 16. SEVERABILITY AND EXECUTION**

The various parts, sections and clauses of this Ordinance are hereby declared to be severable and self-executing. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid as to any person or circumstance by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby and that invalidity or unenforceability shall not affect the validity, enforceability, or application of any other portion of this Ordinance. Ordinances may be enacted to facilitate operation of this Ordinance. This subsection shall be liberally construed in favor of voters' rights in order to effectuate its purposes. If any portion of this subsection is held invalid or unenforceable as to any person or circumstance, that invalidity or unenforceability shall not affect the validity, enforceability, or application of any other portion of this Ordinance. In cases where there is a conflict between the MMFLA and the MRTMA, the MRTMA shall control.



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

- a) Township Offices will be closed Monday, January 15th, in observance of Martin Luther King, Jr. Day
- b) Special Joint Meeting on Wednesday, January 24, 2024 with Highland Township Board of Trustees, Planning Commission, Zoning Board of Appeals, and the Downtown Development Authority

## 7. Public Comment

## **8. Presentation**

a) Swearing-In Firefighter/Paramedic Ryan Kidd



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

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

TO: Charter Township of Highland Board

FROM: Nick George, Fire Chief

SUBJECT: Fire Department Appointments

DATE: January 2, 2024

At the pleasure of the Charter Township of Highland Board, I would like to request the swearing in of:

Firefighter/Paramedic Ryan Kidd

Ryan was offered the opportunity to join our full-time rank in the hiring back at the end of 2022 by Chief Chapman. Ryan went on a deployment for the military and has returned and has been able to start employment with us.

Any questions, please feel free to contact me.



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: December 8, 2023  
Re: Zoning Text Amendments-Short Term Rental and Farm Markets/corrections

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

- a) Establish short term rental as a permissible land use in the non-residential zoning districts subject to entry in the Township's rental inspection program (e.g. AirBnB or VRBO)
- b) Amend the definitions of farm markets so that a small retail operation with proper site plan approval could offer demonstrations or small classes (as is consistent with Generally Accepted Agricultural Management Practices as published by the State of Michigan)
- c) Correct some text errors in the zoning ordinance pertaining to C-3 Low Impact Commercial Zoning.

The only public comment came from Mr. Tim Faull, 330o Duck Lake Road, who is in favor of the regulatory approach, but suggested the Township consider placing limitations in the HS, Highland Station Zoning District to prevent over saturation.

The Planning Commission has debated and considered the ordinance over the course of several months. I have attached only the packet from the December 8 meeting. If you would like to look at previous discussions, you may reference their minutes of October 19, September 7, August 3 and May 4.

The Planning Commission voted to recommend approval of the Ordinance as presented and move the Ordinance to the Board for further action. This will be an introduction at the December 11 meeting with a second reading and consideration at your January meeting.





## Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: December 1, 2023  
Re: Zoning Text Amendments-Short Term Rental and Farm Markets/corrections

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We have received additional information during the public comment period relevant to your proposed approach of allowing short term rentals only in commercial zoning districts.

Mr. Tim Faull has provided emails indicating that he has been approached by a corporation for the purchase of the home at 3300 N. Duck Lake Road, which would be eligible for registration as a short term rental if ordinance Z-0030 is adopted.

In addition, recent court cases have upheld short-term rental of residential units as a commercial land use. <https://micondolaw.com/2023/08/01/michigan-court-of-appeals-holds-that-short-term-rentals-violate-residential-use-restrictions/>

I'm also attaching the letter you received at your last meeting from the Realtor's Association to ensure it becomes part of the packet that is forwarded to the Board.

Remember, the Planning Commission RECOMMENDS action on ordinances. Your motion is to RECOMMEND approval or you can choose to table or dismiss the ordinance amendment upon completion of the public hearing.





**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
December 7, 2023  
7:30 P.M.**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held at the Highland Township Hall Auditorium, 205 N. John St. on Thursday, December 7, 2023, at 7:30 p.m.

**Notice is further given** that all interested parties are invited to review the request and offer comment through the internet or mail. The application may be viewed at <http://highlandtwp.net> under the Planning Commission 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 Township Offices, 205 N. John St. If you have any questions, please call 248-887-3791, ext. 2.

**TO CONSIDER:**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 2, RULES OF CONSTRUCTION AND DEFINITIONS TO DEFINE SHORT TERM RENTAL AND MODIFY TERMS RELATED TO FARM MARKETS; ARTICLE 4, DISTRICT REGULATIONS TO ALLOW FOR SHORT TERM RENTALS AND CORRECT MINOR ERRORS RELATED TO USE TABLES; ARTICLE 5, SITE PLAN REVIEW: PROCEDURES AND STANDARDS TO DEFINE APPROVAL PROCESS FOR SHORT TERM RENTALS AND ARTICLE 10, SUPPLEMENTAL USE REGULATIONS TO PROVIDE REGULATION RELATIVE TO SHORT TERM RENTAL.

Grant Charlick, Chairman  
Highland Township Planning Commission

**(Publish: November 16 , 2023)**

**CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NO. Z-030**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 2, RULES OF CONSTRUCTION AND DEFINITIONS TO DEFINE SHORT TERM RENTAL AND MODIFY TERMS RELATED TO FARM MARKETS; ARTICLE 4, DISTRICT REGULATIONS TO ALLOW FOR SHORT TERM RENTALS AND CORRECT MINORS ERRORS RELATED TO USE TABLES; ARTICLE 5, SITE PLAN REVIEW: PROCEDURES AND STANDARDS TO DEFINE APPROVAL PROCESS FOR SHORT TERM RENTALS AND ARTICLE 10, SUPPLEMENTAL USE REGULATIONS TO PROVIDE REGULATION RELATIVE TO SHORT TERM RENTAL.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

**Section 1.**

***Amend Article 2, RULES OF CONSTRUCTION AND DEFINITIONS, Section 2.07, Definitions beginning with the letter “F” to read as follows:***

*Farm market.* A place or an area where farm products are sold directly to the customer. A farm market may include, but need not include, a temporary or permanent structure. Farm markets shall be further classified as follows:

Class A farm market. A farm market that satisfies the following conditions:

- (1) Display and sales area no larger than 1000 square feet; and
- (2) Does not involve any permanent structures; and
- (3) Does not operate more than 180 days per calendar year.

Class B farm market. A farm market with one or more of the following characteristics:

- (1) Display and sales area in excess of 1000 square feet; or
- (2) Which involves a permanent structure; or
- (3) Which operates more than 180 days per calendar year.
- (4) May include small classes or demonstrations llimited to 12 participants at a time



Class C farm market event venue. A farm market of any size which conducts activities designed to attract and entertain customers, such as, but not limited to cooking demonstrations, corn mazes, farm education programs, farm tours, fishing ponds, hay rides, horseback riding, petting farms, picnic areas, festivals, etc.

Also amend Section 2.09, Definitions beginning with the letter “H” to read as follows:

*Hotel.* A building with a common entrance or entrances in which the rental units are used primarily for transient occupancy, and/or in which one or more of the following services are offered: maid service, furnishing of linen, telephone, secretarial or desk service and bellhop service. A hotel may include a restaurant or cocktail lounge, public banquet halls or meeting rooms. This term does not include short term rentals as defined in section 2.19.

Also amend Section 2.14 Definitions beginning with the letter “M” to read as follows:

*Motel.* A series of attached, semidetached or detached rental units containing bedroom, bathroom and closet space. Such units shall provide for overnight lodging, are offered to the public for compensation and shall cater primarily to the public traveling by motor vehicle. This term does not include short term rentals as defined in section 2.19.

Also amend Section 2.19 Definitions beginning with the letter “S” to add the following:

Short-term rental. Rental of a single-family residence, a dwelling unit in a one-to-four-family house, or any unit or group of units in a condominium, for terms of not more than 30 consecutive days.

**Section 2.**

Amend Article 4. DISTRICT REGULATIONS, Section 4.01 Establishment of Districts to add the following record to the table:

C-3	Low Intensity Commercial
-----	--------------------------

Also amend Section 4.06 Residential Districts (R-3, R1.5, LV) to add to subsection B., Permitted Uses:

12. Class A Farm Markets

Also amend Section 4.10 Local Commercial District (C-1) by adding the following to subsection B. Permitted Uses and renumbering subsequent items in list:

10. Short Term Rental subject to Section 10-35

Also amend **Section 4.12 Highland Station Business District** by adding the following to **subsection B. Permitted Uses** and renumbering subsequent items in list:

7. Short Term Rental subject to Section 10-35

**Section 3.**

Amend **Article 5: SITE PLAN REVIEW: PROCEDURES AND STANDARDS** to add the following record to table 5.1 under subheading **D. Other Types of Projects**:

D	Other Types of Projects	Full Site Plan	Sketch Plan	Admin Review
	Short Term Rental			ZA

**Section 4.**

Add to **Article 10: SUPPLEMENTAL USE REGULATIONS** new **subsection 10.35 Short Term Rental**

**10.35 Short Term Rental.**

The following regulations shall apply:

- A. Short term rental of dwelling units in non-residential zoning districts shall be limited to units existing prior to January 1, 2024.
- B. Units utilized for short term rental are subject to the Rental Certification Ordinance which is regulated under Chapter 7, Article V of the General Code of Ordinances.
- C. To be eligible for certification, the property must include provision for one off-street parking space per bedroom.

**Section 6. 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 7. 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 8. 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 \_\_\_\_\_, 2024.

**Section 9. 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.

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 \_\_\_\_\_, 2024 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 and that the following Board members \_\_\_\_\_ voted against the adoption of said Zoning Ordinance amendment.

I further certify that the following Board members: \_\_\_\_\_ abstained from voting.

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.

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

\_\_\_\_\_  
Tami Flowers, Township Clerk

Planning Commission Recommendation:  
Introduction:  
Adoption:  
Published:  
Effective Date:

## Beth Corwin

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**From:** Timothy Faull <tim.faul@gmail.com>  
**Sent:** Thursday, November 16, 2023 10:15 AM  
**To:** Planning Shared Mailbox  
**Subject:** Blackrock purchase offer.  
**Attachments:** letter-of-intent-3300-n-duck-lake-rd-highland-mi-48356 (1).pdf

Hi all-

I'm sharing this concern as I won't have time this evening to discuss. I received the below letter of intent to purchase my property via land contract. It's extremely lucrative for me, as in too good to be true. Upon further research, I found that Home Partners is owned by Blackstone, which is a subsidiary of Blackrock. If you are unaware, Blackrock is on a mission to own 60% of the US housing market within the next 5yrs. They are a major player in the WEF, whose objective is that common people will own nothing- thus renters for life. This isn't good for our community and I wanted this commission and office to be aware of their scheme. I'm not sure what can be done on a community level. However in my experience over the past 15 months, I know there is a level of concern for our community from those on this distribution.

Tim Faull  
3300 N. Duck Lake Rd.

Hello Timothy Faull and Kelly Knight,

Here are a few options we have for you, each with its own benefits. We are somewhat flexible on some of the terms so please call or email me if you have questions **(619) 595-3144**.

## **LETTER OF INTENT – HOME PARTNERS**

**Date: November 14, 2023**

**Property Address: 3300 N Duck Lake Rd, Highland, MI 48356**

Our Tenant/Buyers can buy your home any of the following ways and close through a real estate attorney or title company. You pay no commissions in any of these transactions. Our fee is paid by our Tenant/Buyer. We do not charge you anything!

### **OPTION 1 - Sandwich Lease Purchase Option “Home Assist Program”**

*Our Tenant/Buyers pay via direct deposit into your account (no checks, no excuses). We stay in the middle for the entire term, take care of evictions (if necessary), post notices, handle maintenance request and the Tenant/Buyer covers repairs up to \$500 per month. If our pre-qualified tenant moves out or breaks the lease you sit back while we bring you new buyer for the duration of the contract.*

- Option Price: \$435,000.00
- Option Consideration: \$7,000.00 (paid to homeowner) earnest money
- Monthly Rent: \$2,600.00 and a security deposit (held in escrow)
- Term: 24 months (The sale will take place before the end of the lease)

### **OPTION 2 - Lease Purchase Option Assignment**

*If Option 1 doesn't work for you, we will assign our Lease Option to one of our pre-qualified tenant-buyers that meets your approval. You get a qualified Tenant/Buyer and a sale without paying any commissions. The only difference is Home Partners will not be involved with evictions or maintenance requests. All our fees are paid by the tenant/buyer you pay nothing!*

- Option Price: \$440,000.00
- Option Consideration: \$8,000.00 (paid to homeowner) earnest money
- Monthly Rent: \$2,800.00 and a security deposit (paid to homeowner)
- Term: 24 months (The sale will take place before the end of the lease)

**Option That Most Interest You: \_\_\_\_\_**

### **Why is a LEASE PURCHASE Becoming a top choice for Sellers?**

Our fast, easy approach to home selling has helped thousands of people, how can it help you? Our objective is to make this as SIMPLE AS POSSIBLE for you so that you can move on with your life.

We strive to achieve a win-win situation in all our lease purchase contracts. You, as the seller of the house, win by receiving the assurance of knowing that while the house is being sold, all of the expenses are taken care of, the house is maintained, and you are receiving all of the tax benefits associated with being a

landlord, with none of the responsibilities of property management.

Our tenant/buyer wins by getting to own a home in a shorter amount of time than it would take them if they were buying conventionally, as well as being able to immediately occupy their new home while qualifying for a loan. We have created a system that creates the paperwork that mortgage lenders look for when qualifying people for loans to assist our tenant/buyers. In addition, we give our tenant/buyers credit tips to assist with the loan qualification process.

We win by profiting from the sale of the home, as well as gaining two more satisfied customers. The reason we are in business, of course, is to make a profit. But also, as to use our expertise in real estate transactions and assist homebuyers with sellers in making the sale or purchase of their home an easy, stress-free one.

### **Summary of Benefits for You:**

- No more vacancies
- We take the house in an as-is condition
- Debt relief
- We make your payments guaranteed
- No more missed or late mortgage payments
- Longer than normal lease period
- Principal reduction on your mortgage
- No management headaches
- No more minor repairs
- Increase your total income
- You retain all property tax benefits (depreciation, improvements, repairs)
- Possibly decrease tax liability by turning short term capital gain into long term capital gain (lower tax rate)

### **Frequently Asked Questions...**

#### **What is a Lease Option?**

A lease purchase is essentially a purchase contract combined with a rental agreement. The buyer leases the property for 24 months and must purchase the home before the end of the lease agreement. Sales price, length of rental, closing cost and maintenance are all agreed upon before move in. A lease purchase, if properly utilized is both a seller and buyers dream come true because it can eliminate many of the negatives normally attributed to the selling and buying of a home.

#### **How does it work?**

We present a monthly lease amount as well as a pre-determined sales price that is agreed to by all parties. The buyer must close on the home before the end of the lease period. There are no realtors and no commissions paid by you. You net the full sales price at time of closing.

The basics are simple:

- You give Home Partners a set price we can buy your home for and a monthly rental rate you'll accept in the interim or "Option Price"
- We offer this to one of our pre-qualified tenant/buyers
- Your payments are paid to you directly every month until the sale
- The sale takes place at the end or during the lease with a title company or title attorney
- You walk away with all your sale money you pay no fees or commission

### **How much is this going to cost me?**

The answer is simple. It doesn't cost you anything. We make our money from our tenant/buyers, not you. If you decide to do a lease purchase with us, you do not have to pay us a commission.

### **What are the advantages of selling my home by lease option over listing it with a Realtor?**

Cash flow the home instead of leaving it vacant while you wait for the sale to be completed. They cover repairs up to \$500 per month that makes your annual cap rate much higher!

Because our tenant/buyers have been through a rental and mortgage screening you can assure the home will be well taken care of before they close.

### **Why don't I just find my own tenant/buyer?**

If you have the expertise to screen potential tenant/buyers, check references, know what sort of credit scores will allow someone to be financed, deal with maintaining your home while someone else lives in it, work with mortgage brokers to get them financed, and finally, process all the paperwork and set up a closing, then finding a tenant/buyer on your own would be a viable option for you. If you lack or simply don't want the headache, we are here to help.

### **What if your tenant/buyer doesn't buy the house?**

Our tenant/buyers are carefully pre-screened to ensure that they want to buy the house and are able to do so at some point in the future. However, circumstances can change in someone's life, such as an unexpected job transfer, that can make it necessary to move. In situations like that, we contribute to pay all the expenses for the house while we find another qualified buyer to put into the home.

### **How can you say I won't have any vacancies?**

You won't because your tenant will be guaranteed by HOME PARTNERS. We will agree on a lease term (2-5 years) that suits you. And that's the end of your vacancy problem. If our tenant/buyer moves out, then that's our problem, not yours. We'll find someone fast and put them in so you don't skip a beat.

### **How do I get my payment each month?**

We can set it up however you like. Some of our homeowners like for us to electronically send the payment each month straight to their bank account. Others like to set up an escrow account where we mail the rent to the escrow account and the account pays your mortgage (you can call the escrow company anytime and request a statement of activity so you can see when the rent was paid and when the mortgage was paid).

The escrow company pays your mortgage and sends you the difference. You don't have to worry about a thing.

### **What if the tenant tears up my house?**

There's no way to guarantee that a tenant won't damage your house since you won't be living with them. But under the agreement that we have with you, the seller, we will monitor the home multiple times per year. My objective is to find a buyer who will eventually own your house. We investigate them thoroughly before entering into an agreement with them. Damages are rarely a problem. In fact, we have found that our buyers, many times, have improved the house with new carpet or upgrades, such as fencing. Again, if it does happen, we will have a handyman out ASAP to make repairs.



## **Who handles my paperwork? Do I have to pay for that?**

Our attorney handles all the necessary documents to make the transaction happen. And the best part is that you don't need your PhD to be able to read them. Of course, you are always welcome to have them reviewed by your real estate agent or lawyer anytime during the transaction process. We want you to be 100% comfortable with everything moving forward.

## **How do you guys make money?**

Here's an EXAMPLE of how one of our deals might look (this is NOT the offer on your home it is just an EXAMPLE):

You agree to sell your home for \$300,000 and rent it before sale at the market rent of \$2,000 a month. Our contract stipulates that the home must be sold in 24 months or less at the full \$300,000.00 sales price. The rent is not reduced from the sales price this is JUST rent. You would receive a \$2,000 earnest money deposit or option consideration to hold the sales price in place at \$300,000, this is a nonrefundable fee paid to you but is reduced from the purchase price at time of sale (if the home does not sell you keep it).

HOW DO WE MAKE MONEY?

### **SAMPLE:**

We offer our tenant/buyer the home for \$305,000.00 and a monthly rent rate of \$2,100.00 (giving us a \$100 margin on the rent and a \$5,000 margin on the sale). When the house sells you get your asking price of \$300,000.000 and we keep the \$5,000.00 we marked it up. There it is all laid out for you! No 6% agent commissions, no ridiculous property management fees. This is the win-win; you keep all your money from the sale of your home and the tenant/buyer has a home they can one day own!

## **Any Other Questions?**

If you have other questions or concerns, please feel free to call us **(619) 595-3144**.

[www.nationalhomepartnership.com](http://www.nationalhomepartnership.com)

Friday, December 1, 2023

To: The Highland Township Planning Commission

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The Greater Metropolitan Association of Realtors® (GMAR) represents over 10,000 members in the Metropolitan Detroit area. Our organization believes that REALTORS® must play an active role in building and enhancing the communities that we live, work, and play in.

We are subject matter experts when it comes to all things concerning housing and community growth. As one of the largest trade associations in the United States, and the only one advocating for homeowners, the REALTORS® believe that protecting individual private property rights is paramount to our profession.

I am reaching out today on behalf of GMAR members to provide comments on the proposed Highland Township zoning ordinance that would confine any rentals shorter than 30 days to commercial and business districts.

We have serious concerns about how this ordinance will interact with the real estate transaction process, specifically post-closing occupancy. Post-closing occupancy is a common tool used in real estate transactions, where the seller occupies a property after closing. Since the property officially transfers on the date of closing, the seller will commonly compensate the buyer on a daily or weekly rate depending on the length of occupancy.

Many of these agreements last for less than a month and could fall under the current definition of short-term rental. At minimum, we would ask that the language be changed to clarify that this ordinance would not interfere with post-closing occupancy.

I would pose the question of what problem the commission is fixing with this legislation. A cursory search on the internet finds fewer than 5 “rentals” within the township, with several sites returning no rentals. With the multitude of ways that local governments can regulate rentals, it would be more prudent to investigate ways that protect the fabric of neighborhoods without unintended consequences.

Additionally, we find the language used in the ordinance to be problematic. The definition of a short-term rental is provided as:

*Rental of a single-family residence, a dwelling unit in a one-to-four-family house, or any unit or group of units in a condominium, for terms of not more than 30 consecutive days.*





With its restriction of short-term rentals to business or commercial zones, and a definition that includes residence types that would only be found in residentially zoned areas, private citizens would be prohibited from using their private property as a short-term rental.

Banning short-term rentals through zoning creates a cascade of effects that may impact the real estate market in Highland Charter Township for years to come. For those reasons, we oppose this ordinance in its current form.

On behalf of GMAR's membership, I am asking that you take further time to consider the impact of this ordinance. Additionally, we would be happy to assist you in finding a solution that works for all residents of Highland Charter Township.

Sincerely,

**Grant Meade**

Director of REALTOR® and Community Affairs  
Greater Metropolitan Association of REALTORS®





# MEMORANDUM

To: Highland Township Board of Trustees  
From: Rick A. Hamill-Highland Township Supervisor  
Date: January 8<sup>th</sup>, 2024  
Re: Township Newsletter

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Upon further investigation of the Highland Township newsletter publication contract as presented by LPI Publications, I am recommending that we do not sign the contract as advised by our attorney.

My office has researched options for the upcoming publication and has determined that the most feasible option is to run the program in-house utilizing our new communications and community engagement specialist Tina Lloyd.

All printing will be completed locally and distributed via the US Postal Service. The newsletter will be published twice a year as originally planned.

*Warm inside. Great outdoors.*





# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP, Planning Director  
Date: January 8, 2024  
Re: Private Road Amendment

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Staff has proposed an amendment to the Private Road Ordinance to provide a mechanism that allows the developer to defer the top course of pavement on a paved road, without requiring action on the part of the Board of Trustees. It is common practice to establish the road base and leveling course, but defer the top course to the future, after the majority or all of the homes are completed and there is less construction traffic. As the private road ordinance is currently written, building permits cannot be issued until the road is finally approved, which implies the top course is in place. We would like to extend the option to developers to make a cash deposit into an account to be turned over to the Homeowners Association, so that the pavement can be finally completed at a more appropriate time.

This would be a first reading. The public would be noticed and the Board could act to approve at a subsequent meeting.



CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NUMBER 472

AN ORDINANCE TO AMEND THE PRIVATE ROAD ORDINANCE TO ALLOW FOR ISSUANCE OF BUILDING PERMITS ONCE FINAL GRADE IS ESTABLISHED AND FUTURE PERFORMANCE ASSURED.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

**Section 1. Amendment.**

The following Sections in Article II, Private Roads of Chapter 20, *Streets, Sidewalks and Other Public Places* in the Highland Charter Township Code, are amended as indicated or to read as follows:

*Replace Section 20-15. No land use or building permits issued until final approval of road with the following:*

**Sec. 20-15. No land use or building permits issued until final grade is established and future performance is assured.**

No land use or building permit shall be issued for any land use proposed to be located on a private road until the final grade of the private road has been established, all grading and drainage measures have been installed and the base course is complete. If there are work items remaining, such as the establishment of vegetation, release of the soil erosion control permit or placement of the top course of pavement, the Zoning Administrator may allow issuance of permits provided adequate surety is posted to ensure completion or the road easement and maintenance agreement includes provisions to finance future improvements.

The private road easement and maintenance agreement, in a form acceptable to the Township, shall be recorded with the Oakland County Register of Deeds prior to issuance of any land use or building permit for property to be served by the private road.

**Section 2. Severability.**

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

**Section 3. Savings Clause.**

Nothing in this Ordinance is to be construed to affect any just or legal right or remedy of any character nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

**Section 4. Publication and Effective Date.**

This Ordinance is hereby declared to have been adopted by the Charter Township of Highland Board of Trustees at a meeting thereof duly called and held on the \_\_\_\_\_, and shall be effective immediately upon publication in a manner allowed by law.

\_\_\_\_\_  
Tami Flowers, Township Clerk

Introduction Date:  
Adoption Date:  
Publication Date:  
Effective Date:

**CERTIFICATION**

I, Tami Flowers, the Clerk for the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance Number 472, adopted by the Charter Township of Highland Board of Trustees at a regular meeting held on \_\_\_\_\_. The following members of the Township Board of Trustees were present at that meeting:

The Ordinance was adopted by the Township Board of Trustees with \_\_\_\_\_ members of the Board voting in favor and \_\_\_\_\_ members voting in opposition. Notice of adoption and publication of the Ordinance was published in \_\_\_\_\_ on \_\_\_\_\_. The Ordinance shall be effective immediately upon publication.

\_\_\_\_\_  
Tami Flowers, Township Clerk



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP, Planning Director  
Date: January 8, 2024  
Re: South Bay Shores Property Transfer request  
Parcel 11-14-251-030 (abandoned well site)

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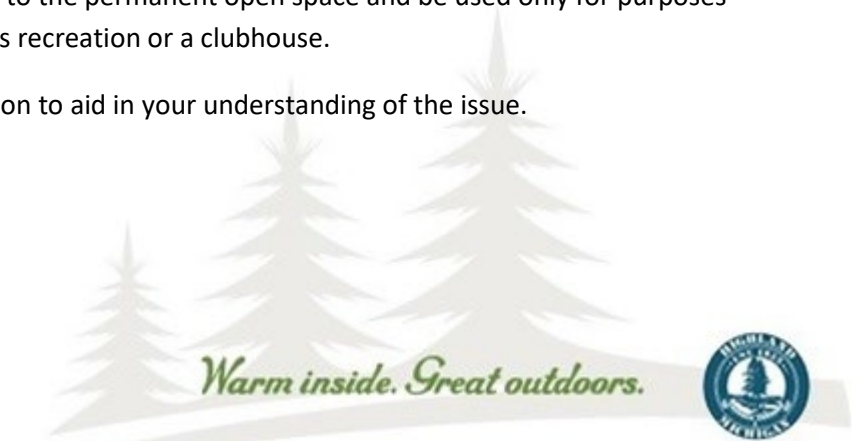
Highland Township has been approached by the South Bay Shores Homeowners Association (HoA) with a request to transfer ownership of the former well site from the Township to the HoA. The property in question is irregularly shaped, with a 200 foot radius on the north property line. It is contiguous to the HoA open space/park fronting the lake. The property was deeded by the developer to the Oakland County Water Resources Commissioner on our behalf as part of our Township wide water system. It was later transferred to the Township under a quit claim deed in 2018 with the rest of our water system.

The well at that site was never productive and was taken out of service early in its life. The wellhouse was demolished and the driveway removed sometime after 2012. The HoA reports that it has been mowing the lawn for some time.

At one time, the HoA had hoped to create a new homesite and sell the parcel to pay for maintenance and investment into their other properties. The Planning Department advised that the parcel must remain in open space, as the maximum number of lots for the original parent parcel had already been developed as part of a cluster development. The former wellsite is further encumbered by a drainage easement and watermain easements. We advised them that a formal request to the Board would have to be accompanied by an escrow deposit to cover any legal or other costs that the Township might incur in the transfer of the property.

Before we proceed to spend the HoA escrow funds to do title work and develop a deed and deed restrictions, we should first be clear whether the Board is willing to proceed to transfer the property at all. If the property were transferred, it would have to be attached to the permanent open space and be used only for purposes consistent with a residential subdivision such as recreation or a clubhouse.

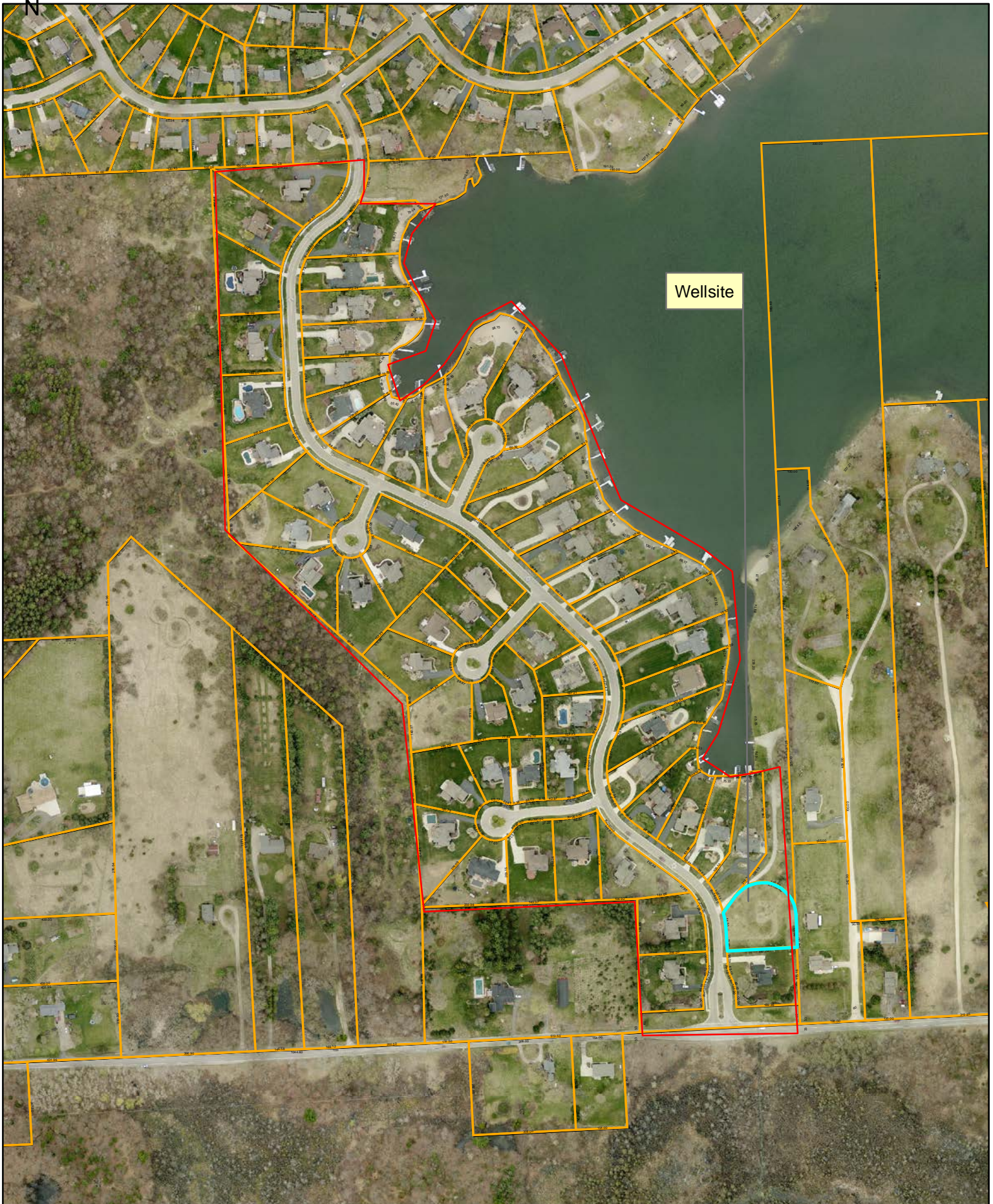
I have attached some supplementary information to aid in your understanding of the issue.







Southbay Shores  
Wellsite Transfer Request



Wellsite

410 205 0 410 Feet





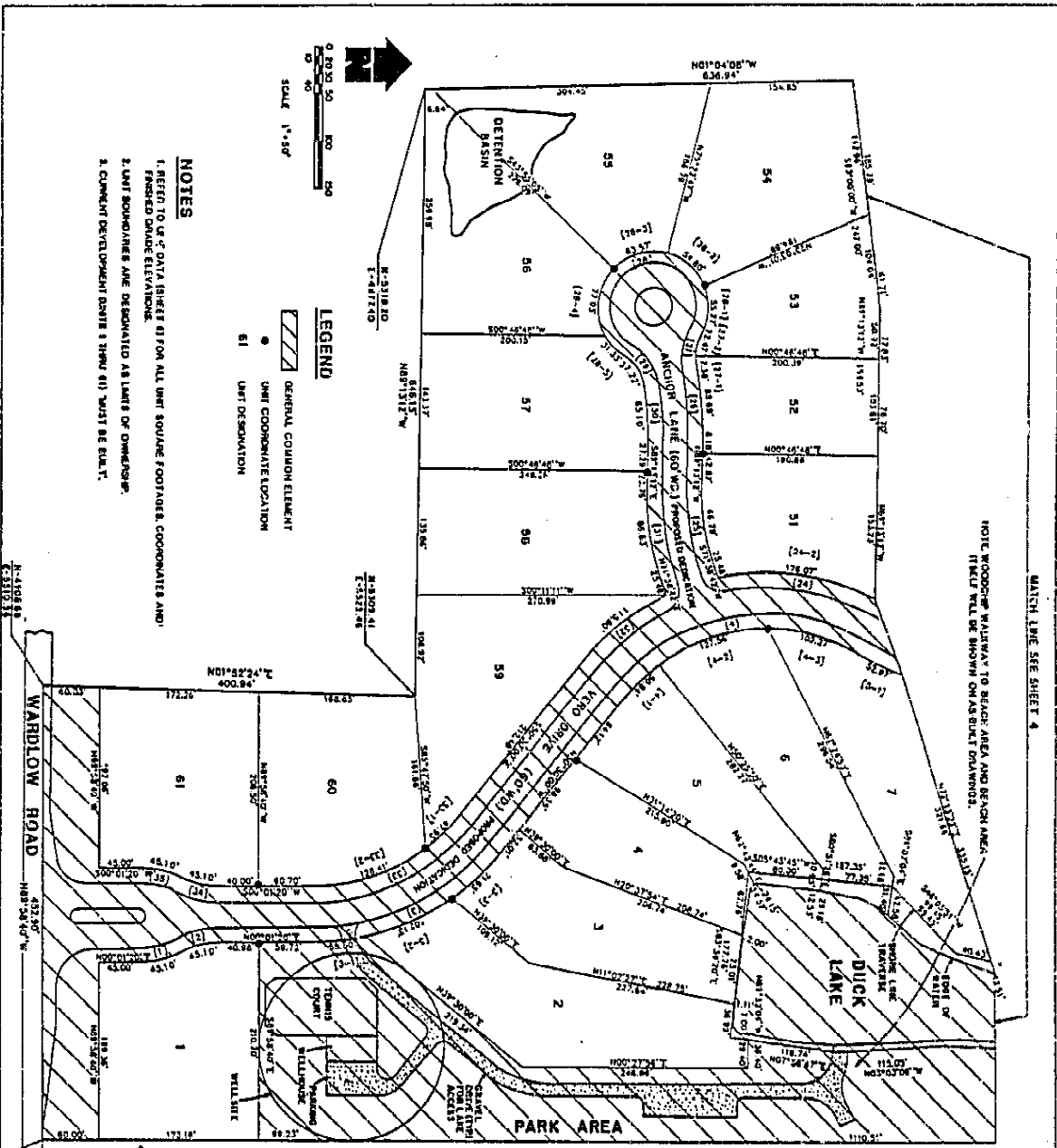
# Southbay Shores Wellsite Transfer Request



110 55 0 110 Feet



LIBR 15155 PC 619



DECEMBER 1, 1994

**PROPOSED SOUTH BAY SHORES CONDOMINIUM SITE PLAN**

OWNER: HIMITOYAN  
 ON: JAMES H. HIMITOYAN  
 1000 W. WARDLOW ROAD, SUITE 100, WARDLOW, MD 21156

NO.	AREA	CURVE DATA	AREA	AREA
1	100.00	100.00	100.00	100.00
2	100.00	100.00	100.00	100.00
3	100.00	100.00	100.00	100.00
4	100.00	100.00	100.00	100.00
5	100.00	100.00	100.00	100.00
6	100.00	100.00	100.00	100.00
7	100.00	100.00	100.00	100.00
8	100.00	100.00	100.00	100.00
9	100.00	100.00	100.00	100.00
10	100.00	100.00	100.00	100.00
11	100.00	100.00	100.00	100.00
12	100.00	100.00	100.00	100.00
13	100.00	100.00	100.00	100.00
14	100.00	100.00	100.00	100.00
15	100.00	100.00	100.00	100.00
16	100.00	100.00	100.00	100.00
17	100.00	100.00	100.00	100.00
18	100.00	100.00	100.00	100.00
19	100.00	100.00	100.00	100.00
20	100.00	100.00	100.00	100.00
21	100.00	100.00	100.00	100.00
22	100.00	100.00	100.00	100.00
23	100.00	100.00	100.00	100.00
24	100.00	100.00	100.00	100.00
25	100.00	100.00	100.00	100.00
26	100.00	100.00	100.00	100.00
27	100.00	100.00	100.00	100.00
28	100.00	100.00	100.00	100.00
29	100.00	100.00	100.00	100.00
30	100.00	100.00	100.00	100.00
31	100.00	100.00	100.00	100.00
32	100.00	100.00	100.00	100.00
33	100.00	100.00	100.00	100.00
34	100.00	100.00	100.00	100.00
35	100.00	100.00	100.00	100.00
36	100.00	100.00	100.00	100.00
37	100.00	100.00	100.00	100.00
38	100.00	100.00	100.00	100.00
39	100.00	100.00	100.00	100.00
40	100.00	100.00	100.00	100.00
41	100.00	100.00	100.00	100.00
42	100.00	100.00	100.00	100.00
43	100.00	100.00	100.00	100.00
44	100.00	100.00	100.00	100.00
45	100.00	100.00	100.00	100.00
46	100.00	100.00	100.00	100.00
47	100.00	100.00	100.00	100.00
48	100.00	100.00	100.00	100.00
49	100.00	100.00	100.00	100.00
50	100.00	100.00	100.00	100.00
51	100.00	100.00	100.00	100.00
52	100.00	100.00	100.00	100.00
53	100.00	100.00	100.00	100.00
54	100.00	100.00	100.00	100.00
55	100.00	100.00	100.00	100.00
56	100.00	100.00	100.00	100.00
57	100.00	100.00	100.00	100.00
58	100.00	100.00	100.00	100.00
59	100.00	100.00	100.00	100.00
60	100.00	100.00	100.00	100.00
61	100.00	100.00	100.00	100.00

MATCH LINE SEE SHEET 4

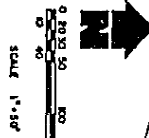
NOTE: WOODS MAINLY TO BEACH AREA AND BEACH AREA. (THEY WILL BE SHOWN ON SHEET 4)

**NOTES**

1. REFER TO LEGAL DATA SHEET #1 FOR ALL UNIT SQUARE FOOTAGES, COORDINATES AND FENCED CHANCE ELEVATIONS.
2. UNIT BOUNDARIES ARE DESIGNATED AS LINES OF DIMENSIONS.
3. CONCRETE DEVELOPMENT DATE 1994/01/01 MUST BE SHOWN.

**LEGEND**

- GENERAL COMMON ELEMENT
- UNIT COORDINATE LOCATION
- UNIT DESIGNATION



DECEMBER 1, 1994

**PROPOSED SOUTH BAY SHORES CONDOMINIUM SITE PLAN**

OWNER: HIMITOYAN  
 ON: JAMES H. HIMITOYAN  
 1000 W. WARDLOW ROAD, SUITE 100, WARDLOW, MD 21156

3



September 26, 2023

Ms. Lisa Burkhart  
205 N. John Street  
Highland, MI. 48357

Regarding parcel ID 11-14-251-030 deed transfer

Dear Lisa,

Please be advised that The South Bay Shores Homeowners Association will pay for the legal title work to transfer the deed for the lot located within our subdivision known as parcel 11-14-251-030 to South Bay Shores Homeowners Association.

The proposed zoning of this parcel is park; this lot would be joined to the existing common area park parcel.

The South Bay Shores Homeowners Association has been maintaining this parcel as required by Homeowner Association bylaws for the past 25+ years with the understanding that someday it would be deeded to the Homeowners Association. When the pump house was removed from the property, the parcel was deeded over to Highland Township instead of South Bay Shores Homeowners Association.

These costs should not exceed \$2,000. If it will please the township, South Bay Shores will issue a check for \$2,000 to be used in escrow.

Thank you for your assistance in this matter. Should you have any questions, please contact Dave DeClerck 586 909-8663

Regards,

Susan Schroeder

South Bay Shores Homeowners Association President

## Re: South Bay Shores Pump House Lot

Beth Corwin <CorwinB@highlandtwp.org>

Tue 12/27/2022 4:19 PM

To: Dave DeClerck <ddeclerck45@gmail.com>; Lisa Burkhart <BurkhardtL@highlandtwp.org>

Cc: Susan Schroeder <schroeder1447@gmail.com>

Dave

Lisa is out this week, and I do not have access to her notes from the meeting you referenced, but my understanding is that after your discussion with Lisa, you had indicated that you would need to discuss whether to proceed with your Board in light of the encumbrances on the property.

As we have discussed, the property is encumbered by the presence of watermain and an abandoned well, which would be covered by easements to the Township. There is also a drainage easement across the property. I believe Lisa also explained that the deed would be likely transferred with restrictions on the use of the property as a common element to the subdivision—not to be developed as a residential lot. If you decided to develop the lot for recreational use, and properly demolished the watermain and well casing, the Township could relinquish the watermain easements, but not the drainage easement, which I presume runs to other property owners or to the County.

The first step would be a formal request in writing from your HOA to the Board of Trustees to transfer ownership of the property, including a statement of intent about the maintenance and use of the property.

Typically, the requesting party (HOA) would be responsible for all fees which would include any fees for the attorney's time and recording documents.

As long as the property is used only passively, and is combined to your open space, there would not be a need for a zoning action. The zoning action would be required when and if you decided to make any improvements on the land and change it to a more active use (for instance I think you discussed the possibility of tennis courts or a pavilion).

The assessor may need some action on part of your Board or an amendment to your Master Deed in order to combine the wellhouse parcel back to the common open space—I'll get you an answer on process for that after the first of the year as the assessor is also unavailable this week.

If you discussed this at an HOA Board meeting, you may wish to also attach your minutes to your formal request. If you have developed any sketches to show how you might use the property, those would also be of interest to the Board.

Elizabeth J. Corwin, PE, AICP  
Planning Director  
Highland Township  
248-887-3791 x136  
www.highlandtwp.net  
Corwinb@highlandtwp.org



# Memorandum

To: Highland Township Board of Trustees  
From: Jennifer Frederick, Treasurer  
Date: January 8, 2024  
Re: Consultant Compensation

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In September the Board approved hiring Karen Genson as seasonal part time at \$23 per hour. Recently Karen came in to help the Treasurer's Department complete October and November financial statements. In my opinion, Karen helped us as a professional consultant and her compensation should reflect her expertise.

I request that Karen Genson's hourly rate be increased to \$35 per hour, not more than 29 hours per week. She would be part time seasonal, with no holiday pay or PTO. This would be retroactive to the September 2023 approval and we would pay the hourly difference for the 28.5 hours she worked in December 2023.



12. Adjourn

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