

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
May 3, 2021 - 6:30 p.m.

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

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

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

Visitors: 15

**Approval of Agenda:**

Mrs. Flowers requested that Credit Card Limits be added to the agenda as item 10 g) under New Business.

Mrs. Cooper moved to approve the agenda as amended. Mrs. 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.

**Consent Agenda Approval:**

- a) April 5, 2021 Board of Trustees Meeting Minutes
- b) List of Bills April 14, 2021 and April 28, 2021 plus additions
- c) Approve Application and Issue Fireworks Permit to ACE Pyro LLC
- d) Approve S & D Seasonal Services LLC M-59 Mowing Contract
- e) Budget Amendment – Road Fund

**Receive and File:**

Building Department – March 2021  
Financial Report – Post Audit 2020  
Financial Report – March 2021  
Fire Department – March 2021  
Ordinance Department Enforcement – March 2021  
Ordinance Department Inspections – March 2021  
Sheriff's Department – March 2021  
Treasurer's Report – March 2021  
WOTA – 1st Quarter 2021

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

**Announcements and Information Inquiry:**

- a) Highland Community Prayer Breakfast – May 6, 2021 at 9:00 a.m.  
Virtual on the Highland White Lake Business Association Facebook Page
- b) Highland Garden Club Plant Sale Saturday, May 15th, 9am – Noon  
Highland Activity Center Parking Lot
- c) Founders Day Parade and Festivities on May 15, 2021 have been cancelled.
- d) Township Offices will be closed on Monday, May 31, 2021 in observance of Memorial Day

**Public Comment:**

Two comments regarding the rezoning of vacant land on W. Highland/S. Tipsico Lake Roads.

**Presentation:**

**Six Rivers Land Conservancy**

Presentation by Six Rivers Land Conservancy on Public Agency Acquisition Assist Process

**Pending Business:**

- a) **Proposed Zoning Ordinance Amendment Z-019 to rezone parcel #11-15-326-017, vacant N. Milford Road, approximately 1.7 acres, OS, Office Services District, to C2, General Commercial District. Submitted by applicant Sam Raouf/property owner Rima Properties LLC**

Mr. Hamill moved to approve the Proposed Zoning Ordinance Amendment Z-019 to rezone parcel #11-15-326-017, vacant N. Milford Road, approximately 1.7 acres, OS, Office Services District, to C2, General Commercial District. Submitted by applicant Sam Raouf/property owner Rima Properties LLC. Mrs. Frederick supported, and the motion failed with the following roll call vote: Hamill – yes, Flowers – no, Frederick – no, Cooper – no, Howe – yes, Lewis – no, Salvia – no.

Mr. Hamill moved to approve the Proposed Zoning Ordinance Amendment Z-019 to rezone parcel #11-15-326-017, vacant N. Milford Road, approximately 1.7 acres, OS, Office Services District, to C1, Local Commercial District. Submitted by applicant Sam Raouf/property owner Rima Properties LLC. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**b) Proposed Amendment/Extension of Site Lease Agreement for Cell Tower**

Mr. Hamill moved to reject the Proposed Amendment to Communications Site Lease Agreement with SBA 2012 TC Assets, LLC. Mrs. 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.

**New Business:**

**a) Introduce Rezoning Request from LV, Lakes and Villages Single Family Residential to C2, General Commercial, Vacant W. Highland/S. Tipsico Lake Road, PIN 11-30-101-001, Applicant: Jeffrey Bryson**

Mr. Hamill moved to Introduce Rezoning Request from LV, Lakes and Villages Single Family Residential to C1, Local Commercial District, Vacant W. Highland/S. Tipsico Lake Road, PIN 11-30-101-001, the northern 4 acres of a 10 acre parcel. Applicant: Jeffrey Bryson. 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.

**b) Award bid for Firefighter Gear Washer/Extractor**

Mr. Hamill moved to award the bid for Firefighter Gear Washer Model No. MWTX 4 to A & B Equipment in the amount of \$9,040.00. 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.

**c) Award bid for Fire Station #1 Office and Training Furniture**

Mr. Hamill moved to award the bid for Office/Training Room Furniture to Partnr Haus in the amount of \$38,899.49. 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.

**d) Proposal for Planning and Zoning Administration/Planning Commission Support**

Mr. Hamill moved to hire Carlise Wortman Associates, Inc. to take over as consultants for our Planning and Zoning Positions. 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.

**e) Budget Amendment for Planning Consultant Services**

Mrs. Frederick moved to approve the Budget Amendment for Planning Consultant Services 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.

**f) Authorization for Purchase of Factory-Built Sheds as Temporary Offices.**

Mr. Hamill moved to waive the Board Purchasing Policy for sealed bids and authorize the Supervisor to complete the purchase of factory-built sheds as temporary offices. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Cooper – no, Howe – yes, Lewis – yes, Salvia – yes.

**g) Credit Card Limits**

Discussion regarding purchasing policy and credit card limits. No action taken.

**Possible Closed Session:**

**Closed Session to Consider the Purchase of Real Property in Accordance with MCL 15.268(d)**

Mr. Hamill moved for the Board to go into closed session along with Planning Director, Beth Corwin, to consider the purchase of real property in accordance with MCL 15.268(d). 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.

The Board went into closed session at 8:39 p.m. and ended at 9:08 p.m.

**h) Consider the Purchase of Real Property**

Mrs. Cooper moved to authorize the Supervisor to proceed as discussed in closed session. 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.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 9:10 p.m.



Tami Flowers, MiPMC  
Highland Township Clerk



Rick A. Hamill  
Highland Township Supervisor