



## CHARTER TOWNSHIP OF HIGHLAND

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

### REGULAR BOARD OF TRUSTEES MEETING AGENDA

August 7, 2023 - 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) July 10, 2023 Board of Trustees Minutes
  - b) List of Bills dated July 27, 2023 and August 10, 2023 plus additions
  - c) HDDA Reappointment of Board Members Matt Barnes, Cassie Blascyk, and Dale Feigley
  - d) Budget Amendments DDA Design  
Receive and File:  
Activity Center Council Minutes/Treasurer's Report – June 2023  
Activity Center Director's Report – June 2023  
Building Department – June 2023  
Financial Report – June 2023  
Fire Department Report – July 2023  
Library Board Minutes – June 2023  
Library Director's Report – June 2023  
Sheriff's Department Report – July 2023  
Treasurer's Report – June 2023
6. Announcements and Information Inquiry:
  - a) Township Offices will be closed on Monday, September 4th, in Observance of Labor Day
  - b) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.
  - c) Sounds Like Summer Concert Series on Tuesdays at 7:00 p.m. in Veterans Park
7. Public Comment:
8. Presentation:
  - a) Kindness Matters
9. Pending Business:
  - a) Resolution 23-21 Huron Valley Community Coalition Agreement for Opioid Settlement Funds
  - b) Budget Amendment Opioid Settlement Fund
  - c) Additional Funding for Wayfinding Signage
  - d) Budget Amendment for Wayfinding Signage

10. New Business:
- a) Introduction of Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by revising Article 4, District Regulations to Amend the Schedule of Regulations for Agricultural and Rural Residential Zoning District and Temporary Uses in any Zoning District to Amend the Maximum Duration of Permits and to Provide for Renewal of Permits, Further to Amend Article 8, General Provisions Sections 8.03 to Modify the Setback Requirements of Swimming Pools and Section 8.06 to Modify Regulations Pertaining to Home Occupations.
  - b) Resolution 23-18 Intent to Form Peninsula Lake Special Assessment District
  - c) Approve Salary for Deputy Treasurer Chantelle Green
  - d) Adjust Hours/Salary for Highland Activity Center Employees Justin Lado and Chari Scicluna
  - e) Budget Amendment Activity Center Wages
  - f) Mid-Year Wage Adjustments for Staff
  - g) Budget Amendment for Mid-Year Wage Adjustments for Staff
  - h) Resolution 23-19 to Establish Milage Rates for 2024 Budget
  - i) Resolution 23-20 Declaring Surplus Property and Accepting the Offer to Purchase – W. Wardlow
  - j) Budget Amendment Annex Building Maintenance
11. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/83140989168>.  
Meeting ID: 831 4098 9168

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:

Present

Absent

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) July 10, 2023 Board of Trustees Minutes
- b) List of Bills dated July 27, 2023 and August 10, 2023 plus additions
- c) HDDA Reappointment of Board Members Matt Barnes, Cassie Blascyk, and Dale Feigley
- d) Budget Amendments DDA Design

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
July 10, 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  
Lisa Hamameh, Township Attorney

Visitors: 11

**Approval of Agenda:**

Chief George requested Mr. Hamill add Item j) Fire and EMS Reporting Software Purchase. 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:**

**Approve:**

- a) June 5, 2023 Board of Trustees Minutes
- b) List of Bills dated June 29 and July 13, 2023 plus additions
- c) Resolution 23-16 Authorize Signage Placement on M59 for Milkweed Mile
- d) Budget Amendments – DDA
- e) MI Fire Equipment Grant Program Application
- f) Probationary Fire Fighters Colin Breen, Michael David, Emma Dittrick, Alexa Leece, Vivienne Snyder, and Drake Vachon
- g) Lake Improvement Board- Township Representative Appointments

**Receive and File:**

Activity Center Activity Report – May 2023  
Activity Council Advisory Board Minutes and Financial Report – May 2023  
Financial Report – May 2023  
Fire Department Report – May and June 2023  
Library Board Minutes – May 2023  
Library Director's Report – May 2023  
Sheriff's Department Report – April, May, and June 2023  
Treasurer's Report – May 2023



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

**Announcements and Information Inquiry:**

- a) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.
- b) Sounds Like Summer Concert Series Begins July 11th at 7:00 p.m. in Veterans Park
- c) Highland Summer Sidewalk Sales July 21 and 22, 2023

Ms. Frederick provided a list of the top 30 taxpayers for 2022. Mr. Howe announced the first band tomorrow night is the Journey cover band and next week is Itchycoo Park Band. Mr. Hamill added in the event of rain the concert will be moved to the township auditorium.

**Public Comment:**

Mrs. Cooper wanted to thank two retirees from Highland Township, Karen Provo, and Karen Genson, who put in many years of their lives for the betterment of Highland. Mr. Howe was very impressed with our fireworks show and the effort of the Oakland County Sheriff's Department with traffic control. Mr. Salvia heard many good comments regarding the fireworks and also the location of the farmers' market. Mr. Hamill wished his wife a Happy Anniversary. Mr. Howe complimented Mr. Hamill for mowing the M-59 median and for all he does to go above and beyond as supervisor.

**Presentation:**

- a) Highland Downtown Development Authority Accreditation

Tim Colbeck from Main Street Oakland County recognized the Highland Downtown Development Authority as an accredited program for the 12<sup>th</sup> consecutive year.

**Public Hearing:**

- a) Charter Township of Highland to Reprogram 2022 Community Development Block Grant Funds

The Public Hearing was opened at 6:51 p.m. and closed at 6:51 p.m. There was no public comment.

**Pending Business:**

- a) Consider Adoption of Zoning Amendment Z-028 to Rezone PIN 11-34-176-007 Vacant, S. Milford Road, South of Reid Road, from C-1 Local Commercial to C-3, Low Impact Commercial with Offer of Conditions, Applicant: Vandrey Properties LLC.

Mr. Salvia moved to approve the Adoption of Zoning Amendment Z-028 to Rezone PIN 11-34-176-007 Vacant, S. Milford Road, South of Reid Road, from C-1 Local Commercial to C-3, Low Impact Commercial with Offer of Conditions, Applicant: Vandrey Properties LLC. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**New Business:**

a) Resolution 23-17 to Reprogram 2022 Community Development Block Grant Funds

Mrs. Cooper moved to approve Resolution 23-17 to reprogram 2022 Community Development Block Grant Funds 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.

b) Personnel Policy Change

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

c) Huron Valley Community Coalition Request for Opioid Settlement Funds

No action taken.

d) 659 N Duck Lake Park Verizon Cell Tower Land Lease Amendment

Mrs. Cooper moved to approve the first amendment to land lease agreement for 659 N Duck Lake Park Verizon cell tower. 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) Hire Building Monitor/Security for the Activity Center

Ms. Frederick moved to hire Anne Seebaldt as Building Monitor/Security for the Activity Center pending a background check. This is a seasonal position, start date will be July 11<sup>th</sup> at a pay rate of \$12.00/hour not to exceed 29 hours per week. 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.

f) Award bid for Demolition of 146 N. John Street

Mr. Salvia moved to award the bid to R. J. Hoffman Management for the demolition of 146 N. John Street in the amount of \$22,900. 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) Budget Amendment - Capital Fund for Expenses Toward 146 N. John Demolition

Mr. Hamill moved to approve the budget amendment - capital fund for expenses toward the 146 N. John demolition 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.

h) Increase in Cost of Concrete and Change of Payee for Concrete

Mr. Hamill moved to approve the \$4,000.00 increase in cost for concrete and change of payee to K & R Concrete, Inc. for the tennis and basketball courts. 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) Increase in Cost to Stripe Pickle Ball Courts

Mr. Hamill moved to increase the contract amount with Laser Striping and Sport Surfacing Company from \$27,900 to \$35,000 to stripe the pickle ball courts. 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.

j) Fire and EMS Reporting Software Purchase

Mrs. Cooper moved to switch fire services from Image Trend to EPR Systems and authorize the Supervisor to sign the contract in the amount of \$12,491.00 for the first year and \$11,547.00 for the second year. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe, Lewis – yes, and Salvia – yes.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 7:39 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-RIDGEWOOD-OAK CTY	JUN 2023	07/12/2023	206.50
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	JUN 23	07/12/2023	140.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	JUNE 2023	07/12/2023	340.00
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-RIDGEWOOD-HVS	JUN 2023	07/12/2023	826.00
1159	TREASURER	101-HIGHLAND HILLS HVS	JUN 23	07/12/2023	562.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	JUNE 2023	07/12/2023	1,360.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
4682	BRIGHT HOME RENOVATIONS	101-ESCROW/BUILDING	B23-00077	07/18/2023	250.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B21-00242	07/12/2023	250.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-REINSPECTION FEE	B21-00242	07/12/2023	60.00-
4684	GEORGE, TIFFANY	101-ESCROW/BUILDING	B23-00095	07/18/2023	125.00
4684	GEORGE, TIFFANY	101-REINSPECTION FEE	B23-00095	07/18/2023	60.00-
5917	HANSON'S WINDOW & CONST.	101-ESCROW/BUILDING	B22-00646	07/18/2023	250.00
5917	HANSON'S WINDOW & CONST.	101-ESCROW/BUILDING	B23-00039	07/18/2023	125.00
5917	HANSON'S WINDOW & CONST.	101-ESCROW/BUILDING	B23-00054	07/18/2023	250.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00242	07/12/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-01031	07/12/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00557	07/12/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00045	07/12/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00045	07/12/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00095	07/18/2023	60.00
4641	LARSEN, DOUG	101-ESCROW/BUILDING	B23-00131	07/18/2023	125.00
4679	MISCHLONEY, BRETT	101-ESCROW/BUILDING	B23-00129	07/12/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00557	07/12/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B22-00557	07/12/2023	60.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00659	07/12/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00045	07/12/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B23-00045	07/12/2023	60.00-
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B23-00045	07/12/2023	60.00-
5621	PRESTWICK VILLAGE GOLF COURSE	101-ESCROW/BUILDING	B21-00995	07/18/2023	2,500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00637	07/12/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00638	07/12/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00639	07/18/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00673	07/12/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00674	07/12/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00001	07/18/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00083	07/18/2023	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00206	07/18/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00237	07/18/2023	250.00
4678	RILEY, KEVIN MICHAEL	101-ESCROW/BUILDING	B21-01031	07/12/2023	125.00
4678	RILEY, KEVIN MICHAEL	101-REINSPECTION FEE	B21-01031	07/12/2023	60.00-
3339	SAPELAK, RANDALL	101-ESCROW/BUILDING	B23-00158	07/18/2023	125.00
4683	T. BUELL'S SUPERIOR FENCE	101-ESCROW/BUILDING	B23-00150	07/18/2023	125.00
5658	WHITE, SCOTT	101-ESCROW/BUILDING	B23-00155	07/11/2023	125.00
<b>101-000-231.002 STATE W/H</b>					
1106	STATE OF MICHIGAN	101-STATE W/H 38-6026891 SUW MONTHLY/QUARTERLY	JULY 2023	07/18/2023	8,347.11
<b>101-000-667.001 PARK: RENTALS</b>					
6692	HURON VALLEY NUMISMATIC SOCIETY	101-REFUND PARK RENTAL	07122023	07/12/2023	150.00
Total :					19,557.11
<b>CLERK</b>					
<b>101-215-820.000 CLERK: DUES/ED/TRAVEL</b>					
9221	MECKLENBORG, PAMELA	101-MILEAGE TO OCCA MTG.	07012023	07/01/2023	33.66
9221	MECKLENBORG, PAMELA	101-MILEAGE TO OC CLERKS OFFICE EARLY VOTING MT	07012023	07/01/2023	21.75
9221	MECKLENBORG, PAMELA	101-MILEAGE TO WL LIBRARY EARLY VOTING MTG	07012023	07/01/2023	8.78
Total CLERK:					64.19
<b>TREASURER</b>					
<b>101-253-820.000 TREAS: DUES/ED/TRAVEL</b>					
6143	GREEN, CHANTELE M.	101-MILEAGE-OAKLAND CTY	06302023	07/17/2023	22.14
Total TREASURER:					22.14
<b>ASSESSOR</b>					
<b>101-257-720.000 ASSESSING: CONTRACTUAL SVCS</b>					
4680	FROHM & WIDMER INC	101-PRESTWICK VILLAGE PRELIM MTT VALUATION	07062023	07/06/2023	5,000.00
Total ASSESSOR:					5,000.00
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
1002	QUILL CORPORATION	101-PAPER/TABS/ENVELOPS/GLUE TAPE	33385437	07/10/2023	90.05
2541	STAPLES	101-INK	3541832921	06/26/2023	55.99
<b>101-261-735.000 GEN GOV: POSTAGE</b>					
9039	LAVOIE, AMY J.	101-REIMBURSEMENT-POSTAGE	07102023	07/10/2023	8.56

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-804.000</b>	<b>GEN GOV: LEGAL SERVICES</b>				
1114	ROSATI SCHULTZ JOPPICH ET AL	101-DUCK LAKE CELL TOWER	1079789	07/12/2023	139.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1079789	07/12/2023	62.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1079789	07/12/2023	434.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP PERSONNEL POLICY	1079791	07/12/2023	187.00
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X071	07/06/2023	23.65
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X071	07/06/2023	47.04
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
2375	MICHIGAN.COM #1008	101-SUBSCRIPTION OM8836890	8/01/23-7/31/24	07/12/2023	89.23
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	07172023 66330	07/19/2023	14.96
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	07172023 66959	07/19/2023	14.95
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	07172023 67072	07/19/2023	347.23
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	07172023 67460	07/19/2023	15.55
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	07172023 80059	07/19/2023	740.62
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	07172023 80661	07/19/2023	16.31
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	07172023 80786	07/19/2023	83.75
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	07172023 80885	07/19/2023	47.27
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
1021	GILL-ROY'S HARDWARE	101-ANT BAIT	2307-731322	07/17/2023	17.98
3152	KOPACKI, KRIS	101-WATER TWP	1088	07/09/2023	340.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2351783	06/26/2023	87.35
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING APR-JUNE	11018	07/05/2023	7,001.50
2419	ROCK BOTTOM STONE SUPPLY	101-LIMESTONE	6207	07/12/2023	285.00
4685	WOLVERINE POWER SYSTEMS	101-GENERATOR MAINTENANCE	0253768-IN	07/11/2023	400.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1342	CIVICPLUS LLC	101-ANNUAL CODE ONLINE FEE	268103	07/14/2023	1,083.00
<b>101-261-955.000</b>	<b>GEN GOV: MISCELLANEOUS</b>				
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-TWP	88913450	07/10/2023	24.80
<b>101-261-959.000</b>	<b>GEN GOV: METRO AUTHORITY EXP</b>				
2158	ROAD COMMISSION FOR O.C.	101-CHLORIDE PROGRAM 1 OF 2 METRO AUTH	103312	07/12/2023	27,460.70
2158	ROAD COMMISSION FOR O.C.	101-TRAFFIC SIGNAL MAINT.	5697	06/30/2023	73.39
Total GENERAL GOVERNMENT:					39,191.38
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
1184	BURNHAM & FLOWER INSURANCE GP.	101-2ND QTR FSA ADMIN COST	BFG-640520	07/13/2023	47.60
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001556995237	07/10/2023	39.60
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001556995237	07/10/2023	114.64

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001556995237	07/10/2023	99.31
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001556995237	07/10/2023	857.74
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001556995237	07/10/2023	35.96
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	8/01/23-8/30/23	07/17/2023	1,575.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	8/01/23-8/30/23	07/17/2023	445.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	8/01/23-8/30/23	07/17/2023	24.02
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	8/01/23-8/30/23	07/17/2023	144.20
<b>101-279-714.003 GGP: UNEMPLOYMENT CLAIMS</b>					
1985	UNEMPLOYMENT INSURANCE AGENCY	101-FEIN38-6026891 UIA0802379 EMPRCONTRIB 2022-JE	L0135623466	07/13/2023	6,113.80
Total GENERAL GOVERNMENT PERSONNEL B:					9,497.39
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	07/06/23-07/17/23	07/18/2023	249.99
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	07/06/23-07/17/23	07/18/2023	1,618.12
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	07/06/23-07/17/23	07/18/2023	1,856.48
5712	NEWCASTLE CONSTRUCTION INC.	101-INSPECTIONS	07/06/23-07/17/23	07/18/2023	280.00
Total BUILDING:					4,004.59
<b>CEMETERY</b>					
<b>101-567-935.000 CEMETERY: SEXTON</b>					
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	AUG 2023	07/17/2023	3,636.00
Total CEMETERY:					3,636.00
<b>SENIOR CENTER</b>					
<b>101-672-900.000 ACTIVITY CTR: ADVERT./PRINTING</b>					
4559	PUBLIC NOTICE WEEKLY	101-ADVERTISEMENT-ACT CTR	1249	06/21/2023	650.00
<b>101-672-920.000 ACTIVITY CTR: UTILITIES</b>					
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	07112023 66702	07/12/2023	432.49
<b>101-672-920.002 ANNEX: UTILITIES</b>					
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-ANNEX 910008280133	07172023 80133	07/19/2023	407.31
<b>101-672-936.000 ACTIVITY CTR: BUILDING MAINT</b>					
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	30134587	06/30/2023	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	88880129	06/12/2023	95.30
7458	OAK ELECTRIC SERVICE INC	101-GENERATOR MAINTENANCE	161746	07/17/2023	484.00
<b>101-672-936.002 ANNEX: BUILDING MAINT</b>					
1021	GILL-ROY'S HARDWARE	101-KEYS	2307-702014	07/12/2023	5.58
4639	MICHIGAN'S BAT EXPERT	101-ANIMAL EXTRACTION-ANNEX	4927-13	06/03/2023	66.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total SENIOR CENTER:					2,152.68
<b>PARKS</b>					
<b>101-751-729.001 PARKS: VETERAN'S PARK</b>					
2596	FIVE STAR ACE	101-ELECTRICAL-VETERANS PARK	30041	07/19/2023	7.57
2596	FIVE STAR ACE	101-ELECTRICAL-VETERANS PARK	30042	07/19/2023	31.99
2596	FIVE STAR ACE	101-ELECTRICAL-VETERANS PARK	30043	07/20/2023	64.99
2596	FIVE STAR ACE	101-ELECTRICAL-VETERANS PARK	30045	07/20/2023	22.77
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	07172023 67940	07/19/2023	125.69
1021	GILL-ROY'S HARDWARE	101-CAUTION TAPE	2307-695238	07/11/2023	11.99
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	07172023 67551	07/19/2023	83.98
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING PARKS APR-JUNE	11018	07/05/2023	3,448.50
Total PARKS:					3,797.48
Total GENERAL FUND:					86,922.96
<b>ROAD FUND</b>					
<b>ROAD</b>					
<b>203-596-967.000 DUST CONTROL</b>					
4686	HUGAN, JOSEPH	203-CHLORIDE REIMBURSEMENT-SAINT CLAIR DR	07182023	07/18/2023	325.00
Total ROAD:					325.00
Total ROAD FUND:					325.00
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
1184	BURNHAM & FLOWER INSURANCE GP.	206-2ND QTR FSA ADMIN COSTS	BFG-640520	07/13/2023	34.90
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001556995237	07/10/2023	148.50
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001556995237	07/10/2023	583.31
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001556995237	07/10/2023	85.00
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001556995237	07/10/2023	35.96
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	8/01/23-8/30/23	07/17/2023	174.44
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	8/01/23-8/30/23	07/17/2023	24.02
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	8/01/23-8/30/23	07/17/2023	685.24



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-713.000 FIRE: FIREFIGHTERS MEDICAL</b>					
9051	QUEST DIAGNOSTICS	206-EMT-LABS-SNYDER	6057491656	06/06/2023	281.67
8052	SPRINGFIELD URGENT CARE PLLC	206-SNYDER PRE-EMPLOYMENT	2601 STATEMENT	07/11/2023	352.50
8052	SPRINGFIELD URGENT CARE PLLC	206-SNYDER PRE-EMPLOYMENT	2601 STATEMENT	07/11/2023	65.00
8052	SPRINGFIELD URGENT CARE PLLC	206-BREEN PRE-EMPLOYMENT	2601 STATEMENT	07/11/2023	352.50
8052	SPRINGFIELD URGENT CARE PLLC	206-OLLILA PRE-EMPLOYMENT	2601 STATEMENT	07/11/2023	90.00
<b>206-336-732.000 FIRE: UNIFORMS</b>					
9276	HURON VALLEY GUNS LLC	206-DAVID UNIFORMS	257591	07/05/2023	119.98
9276	HURON VALLEY GUNS LLC	206-SNYDER UNIFORMS	257604	07/05/2023	270.96
<b>206-336-820.000 FIRE: DUES &amp; EDUCATION</b>					
9118	NOCFA	206-EMT CLASS-VACHON	EMT2023-09	07/11/2023	1,700.00
9118	NOCFA	206-EMT CLASS-OLLILA	EMT2023-10	07/11/2023	1,700.00
9118	NOCFA	206-EMT CLASS-LEECE	EMT2023-11	07/11/2023	1,700.00
<b>206-336-851.000 FIRE: RADIO COMMUNICATIONS</b>					
1877	OAKLAND CO. RADIO COMMUNICATIO	206-PORTABLE RADIO PARTS	CI022229	07/01/2023	27.00
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-MAR	CI020041	05/31/2023	4,003.08
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-APR	CI021426	04/30/2023	4,122.75
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-MAY	CI022099	05/31/2023	4,122.75
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X071	07/06/2023	237.58
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X071	07/06/2023	23.66
9027	AT&T MOBILITY	206-IPADS	287287294406X071	07/06/2023	217.44
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	08152023 0160011	07/12/2023	164.90
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	07142023 66207	07/17/2023	114.47
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
4584	BRIAN'S YELLOW ENGINE SHOP INC	206-2019 FORD (R212) REAR BREAKS	11127	07/14/2023	1,717.37
1150	OGLE'S LAKESIDE TOWING	206-2014 FORD (R213) TOWING	10522	05/03/2023	295.00
<b>206-336-936.000 FIRE: BLDG MAINT/REPAIR</b>					
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K68251	06/30/2023	12.99
1642	PETER'S TRUE VALUE HARDWARE	206-BLDG REPAIR STN-1 DECOR	K68453	07/17/2023	14.57
2158	ROAD COMMISSION FOR O.C.	206-STATION 1 SIGNS	103333	07/14/2023	68.06
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
1642	PETER'S TRUE VALUE HARDWARE	206-CHAINSAW MAINT.	68264	07/03/2023	16.47
1642	PETER'S TRUE VALUE HARDWARE	206-EQUIPMENT MAINT	K68410	07/14/2023	6.99
Total FIRE:					23,569.06
Total FIRE FUND:					23,569.06
<b>POLICE FUND</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>POLICE</b>					
<b>207-301-807.000 POLICE: OAKLAND CO SHER CONT</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-MAR	CI020041	05/31/2023	252,000.08
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-APR	CI021426	04/30/2023	252,000.08
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-MAY	CI022099	05/31/2023	252,000.08
<b>207-301-807.004 POLICE: OVERTIME</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. MAR	CI020041	05/31/2023	9,595.73
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. APR	CI021426	04/30/2023	6,683.56
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. MAY	CI022099	05/31/2023	11,716.99
<b>207-301-920.000 POLICE: UTILITIES</b>					
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	07172023 66454	07/19/2023	736.97
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO.	207-COOLER	30133600	06/30/2023	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	88880128	06/12/2023	19.40
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2351785	06/26/2023	65.50
Total POLICE:					784,822.39
Total POLICE FUND:					784,822.39
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001 TOWNSHIP IMPROVEMENTS</b>					
2419	ROCK BOTTOM STONE SUPPLY	401-TOWNSHIP HALL LANDSCAPING BOULDERS	6225	07/13/2023	1,838.20
Total GENERAL GOVERNMENT:					1,838.20
<b>PARKS</b>					
<b>401-751-971.001 DUCK LAKE PARK IMPROVEMENT</b>					
4681	K & R CONCRETE	401-TENNIS COURT CONCRETE/LABOR-DUCK LAKE	10071	07/10/2023	65,340.00
Total PARKS:					65,340.00
Total CAPITAL IMPROVEMENT FUND:					67,178.20
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1138	SMITH, ALLAN ROSCOE	494-REIMBURSEMENT FOR PRINTER	07122023	07/12/2023	349.79
<b>494-729-880.001 DDA: PROMOTIONS</b>					
4432	FREDERICKS, RODNEY D	494-SUMMER CONCERT	2023-14	07/18/2023	800.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
4687	VANDERMAAS, HEIDI	494-SUMMER CONCERT	2023-13	07/18/2023	1,500.00
<b>494-729-880.002</b>	<b>DDA: ECONOMIC RESTRUCTURING</b>				
1013	ABC PRINTING INC	494-SIDEWALK SALE BANNERS	44303	07/10/2023	199.00
<b>494-729-880.003</b>	<b>DDA: DESIGN</b>				
3152	KOPACKI, KRIS	494-WATER FLOWER GARDENS	1087	07/09/2023	410.00
<b>494-729-967.000</b>	<b>DDA: FARMERS' MARKET</b>				
4646	GLOBERSON, JAMIE	494-FARMERS MARKET	003	06/20/2023	300.00
4646	GLOBERSON, JAMIE	494-FARMERS MARKET	004	07/09/2023	300.00
4414	JONES, JAMISON	494-ENTERTAINMENT	2023-15	07/19/2023	200.00
8401	KOVICH, STEVEN	494-ENTERTAINMENT	2023-17	07/19/2023	75.00
4641	LARSEN, DOUG	494-FARMERS MARKET ENTERTAINMENT	2023-18	07/19/2023	75.00
4688	LAURA, JEREMY	494-ENTERTAINMENT	2023-16	07/19/2023	75.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					4,283.79
Total DOWNTOWN DEVELOPMENT FUND:					4,283.79
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000</b>	<b>TAX COLLECTIONS TO DISTRIBUTE</b>				
6601	HEYN, CHRISTOPHER	703-TAX REFUND	H 11-35-152-001	07/18/2023	10.00
Total :					10.00
Total CURRENT TAX COLLECT:					10.00
<b>DUCK LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000</b>	<b>DUCK LAKE: DEDUCTIONS</b>				
1081	AQUA-WEED CONTROL INC.	764-DUCK LAKE WEED TREATMENTS	19612	06/28/2023	8,475.00
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	07172023 91144	07/19/2023	216.24
9191	RESTORATIVE LAKE SCIENCES	764-LAKE CONSULTING WATER QUALITY-DUCK LAKE	8002	06/05/2023	4,750.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	4673	06/07/2023	308.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	4797	07/04/2023	176.00
Total TRUST & AGENCY ADMIN:					13,925.24
Total DUCK LAKE ASSOC:					13,925.24
<b>HIGHLAND LAKE ASSOC</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	765-LAKE TREATMENT-HIGHLAND LAKE	19644	06/29/2023	1,664.00
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	07142023 67338	07/17/2023	229.40
Total TRUST & AGENCY ADMIN:					1,893.40
Total HIGHLAND LAKE ASSOC:					1,893.40
<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 ALGAE TREATMENT	19626	06/28/2023	1,971.00
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	07142023 80281	07/17/2023	1,272.10
Total TRUST & AGENCY ADMIN:					3,243.10
Total TAGGETT LAKE ASSOC:					3,243.10
<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	07142023 80281	07/17/2023	747.11
Total TRUST & AGENCY ADMIN:					747.11
Total KELLOGG LAKE ASSOC:					747.11
<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	07142023 80414	07/17/2023	389.59
Total TRUST & AGENCY ADMIN:					389.59
Total CHARLICK LAKE ASSOC:					389.59
<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-WEED/ALGAE-WOODRUFF LAKE	19716	07/13/2023	4,620.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	07142023 67676	07/17/2023	14.89
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	07142023 80547	07/17/2023	631.16
Total TRUST & AGENCY ADMIN:					5,266.05
Total WOODRUFF LAKE ASSOC:					5,266.05
Grand Totals:					992,575.89

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>101-261-971.000 GEN GOV: EQUIP CAP OUTLAY</b>					
2059	APPLIED INNOVATION	101-NEW RICOH COPIER	AI56178-001	07/12/2023	4,926.30
Total GENERAL GOVERNMENT:					4,926.30
<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-TWP	4004034926	07/23/2023	290.29
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004034926	07/23/2023	258.63
Total GENERAL GOVERNMENT PERSONNEL B:					548.92
Total GENERAL FUND:					5,475.22
<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	4004036913	07/19/2023	311.78
Total FIRE:					311.78
Total FIRE FUND:					311.78
Grand Totals:					5,787.00

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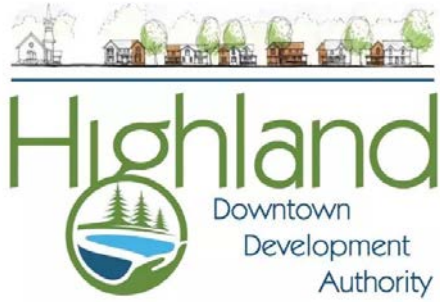
Total GENERAL FUND:	92,398.18
Total ROAD FUND:	325.00
Total FIRE FUND:	23,880.84
Total POLICE FUND:	784,822.39
Total CAPITAL IMPROVEMENT FUND:	67,178.20
Total DOWNTOWN DEVELOPMENT FUND:	4,283.79
Total CURRENT TAX COLLECT:	10.00
Total DUCK LAKE ASSOC:	13,925.24
Total HIGHLAND LAKE ASSOC:	1,893.40
Total TAGGETT LAKE ASSOC:	3,243.10
Total KELLOGG LAKE ASSOC:	747.11
Total CHARLICK LAKE ASSOC:	389.59
Total WOODRUFF LAKE ASSOC:	5,266.05
	<hr/>
Grand Totals:	998,362.89
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**Payroll and Hand Check July 27, 2023 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	23,658.86
General/Fire Payroll 7/21/2023	\$	73,306.70
Equitable - Deferred Comp.	\$	1,350.00
Mission SQ - Deferred Comp.	\$	1,523.93
Flexible Savings Account	\$	812.13
Garnishments		
Highland Firefighters Assn	\$	925.00
Highland Firefighters Union Dues-Full-Time		
Highland Firefighters Union Dues-Part-Time		
07/30/2023 DDA LOAN-Monthly	\$	3,771.83





To: Dawn Mecklenborg, Highland Township Deputy Clerk  
From: Melissa Dashevich, Executive Director, HDDA  
Date: August 1, 2023  
Subject: Board Member Reappointments

The Highland Downtown Development Authority (HDDA) Board would like to reappoint the Highland DDA Board Members per the motion attached:

MS. FREDERICK MOVED TO REAPPOINT Mr. Barnes, Mrs. Blasyck and Mr. Feigley for an additional four year term ending 2027 to the Highland DDA Board. MRS. HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Blasyck-yes; R. Hamill-yes; Smith-yes; Feigley-yes; Barnes -yes; Frederick-yes and C. Hamill-yes (7 yes votes)

If you should have any questions, please do not hesitate to contact me.

cc; Roscoe Smith, HDDA Chairperson

205 W. Livingston Road, Highland MI 48357  
Phone: 248 887 7200  
[highlanddda@gmail.com](mailto:highlanddda@gmail.com)  
[highlanddda.com](http://highlanddda.com)

CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the June 21, 2023, Regular Board Meeting

APPROVED

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

Members Absent: Dale Feigley, Michael Zurek, Matt Barnes

Staff Present: Melissa Dashevich, Executive Director  
Cathy Tiderington, Recording Secretary

Mr. Smith called the meeting to order at 6:30pm

Approve Minutes of the Regular Board Meeting dated May 17, 2023

MRS HAMILL MOVED TO APPROVE THE Regular Board Meeting Minutes of May 17<sup>th</sup> as corrected. MRS. FREDERICK SECONDED and the MOTION CARRIED with a unanimous voice vote (5 yes vote).

DIRECTOR'S REPORT

Mrs. Dashevich gave her report and noted she met with the Highland White Lake Business Association's, Director Ann Giese. Ms. Giese confirmed that she would like to join us in the Highland DDA space. Mrs. Dashevich also reported the E-commerce platform presented by MSOC will be rolled out soon. Mrs. Frederick requested the Board be notified when the platform is live.

TREASURER'S REPORT

Mrs. Hamill presented the Treasurer report through the end of May. The reports are attached for reference. MR. HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote (5 yes votes).

NEW BUSINESS

Mrs. Dashevich announced an open position for a new part-time Marketing and Promotions Coordinator, possibly six to ten hours per week at \$20 per hour. Ms. Harmony Patterson is interested in this position. Ms. Patterson would work as a consultant addressing the marketing duties that Mrs. Blasyck did previously. Her duties would also include assistance to local businesses to get up and running with the new E-commerce program, and possible training. She will also work on content events, update websites, work with the events coordinator, update social media, Live Highland Campaign website and come up with new concepts for marketing, create a new sponsorship program, update yearly shopping and dining guide and create a yearly events calendar.

MRS. HAMILL MADE THE MOTION TO APPROVE Ms. Patterson for the Marketing and Promotions Coordinator AND MRS. BLASCYK SUPPORTED THE MOTION. The MOTION CARRIED with a roll call vote: C. Hamill-yes; Supervisor Hamill-yes; Blascyk-yes; Frederick-yes; Smith-yes (5 yes votes).

Mrs. Dashevich stated that \$1,800 is needed to fund the E Commerce Program for our businesses. The money is in the ER workplans but earmarked for education. We have an education benefit of \$1500 from MSOC this year. She also mentioned this E-Commerce platform for Oakland County businesses, can also be used as an event ticketing/reservation platform, much like Event Bright. Local businesses have been contacted and they are thrilled with this opportunity.

MR. HAMILL MADE THE MOTION TO APPROVE \$1,800 from the ER Committee 880-002, that was originally earmarked for Business Education for the E-Commerce Program called Oakland County Market Place E-Commerce platform. MRS. BLASCYK SUPPORTED THE MOTION The MOTION CARRIED with a roll call vote: C. Hamill-yes; Supervisor Hamill-yes; Blascyk-yes; Frederick-yes; Smith-yes (5 yes votes).

Mrs. Dashevich stated the Design Committee reported that more insurance is required for the train viaduct mural project totaling \$8 million. \$7,000 is the premium. Mrs. Blascyk stated the artist, Mr. Zach Curtis is trying to get the insurance coverage. It is \$800 for every million. CSX is requiring the township and the artist to carry the coverage. Highland Township's insurance carries the requirements.

MR. SMITH MADE THE MOTION TO APPROVE \$7000 to be moved from the General Fund to the Design Committee Line Item 880-003 for the mural on the Train Viaduct Bridge. MS. FREDERICK SUPPORTED and THE MOTION CARRIED with a roll call vote: C. Hamill-yes; Supervisor Hamill-yes; Blascyk-yes; Frederick-yes; Smith-yes (5 yes votes).

#### OLD BUSINESS

#### *BUDGET AMENDMENT*

Mrs. Dashevich stated at the last meeting, changes were made during the review of the way finding signage rendering. Those changes included an increase in size of the logo and more signage for Community Sharing resulted in an extra expense of \$5,636.

MRS. HAMILL MOVED TO APPROVE \$5,636 for the Design Committee 880-003 for the way finding signage changes presented by the way finding committee. MS. FREDERICK SUPPORTED, and the MOTION CARRIED with a roll call vote: C. Hamill-yes; Supervisor Hamill-yes; Blascyk-yes; Frederick-yes; Smith-yes (5 yes votes)

## BOARD MEMBER COMMENTS

None

## COMMITTEE REPORTS

### Design

#### *Adopt a Garden Volunteers -*

Mrs. Frederick stated that due to the loss of three Adopt a Garden volunteers, we are in need of garden maintenance assistance. There are over 20 gardens in the district as well as Gateway Ticket Station Park and the Steeple Hall. We also pay Brien's Services just under \$5,000 a season to fertilize and maintain our gardens.

The group discussed strategies for next year, such as putting a landscape plan in place to assist in recruiting volunteers. Other ideas such as contact the schools, Community Leader Round Table and hiring a Michigan State University Landscape student. Mrs. Blascyk volunteered she would obtain a quote from Brien's Services for Gateway Park Maintenance to address the current needs to be discussed at the future meeting.

### C-Art

Mrs. Frederick asked if we are having C Art this year. Mrs. Dashevich stated she will consult with Ms. Trujillo from HVCA. It all depends on HVCA's schedule of events. Mrs. Frederick asked if we could ask DIA. Mrs. Blascyk will investigate DIA for next year.

### Window Restoration Workshop 2024-

Mrs. Blascyk stated having a Window Restoration Workshop is needed in order to earn our accreditation. A gentleman out of Howell can do a two-hour workshop. Design Committee to meet with Historical Society. Host the workshop in September/October.

### Building Survey

Mrs. Blascyk recommends we budget for an intern from Eastern Michigan University Historic Preservation Program to do a list of all historic properties for criteria (\$20 x 200 hours - \$4,000 for the student stipend) in 2024. Mrs. Dashevich stated Mr. Eugene Beach may have started and these documents could be shared with the student. Mrs. Blascyk is putting together a proposal.

### Economic Vitality-

Mrs. Dashevich stated the E-Commerce platform is part of this committee. She wanted to add the HVCA would qualify for this.

### Shopping and Dining Guide-

Mrs. Blascyk noted the downtown Shopping and Dining Guide brochures are a 22" bifold/trifold and is going to print; it will be ready for next meeting. This will be updated yearly.

### Promotions

Concerts begin July 11<sup>th</sup>. Mrs. Frederick offered to assist Mrs. Dashevich. Mr. Hamill will provide the extension cords or Mrs. Dashevich can purchase. Mr. Hamill noted someone needs to stay and retrieve extension. Mrs. Blascyk said there will be three pop up shops during the concerts.

### Organization

#### *Board Retreat*

After much discussion, it was decided the HDDA Board Retreat will take place at Steeple Hall in our space. They will take place during the regular board meetings of August and September. The meetings will take place from 6pm to 9pm, the regular board businesses will take place the first hour 6pm to 7pm. The remaining time will be spent on discussion of Transformation Strategies, HDDA Policies and the structure of the director's job. An agenda is needed and will be prepared.

#### *HDDA Policies*

Mrs. Frederick went over the 2023 Committee Work Plans booklet which includes Organization, Design, Promotion and Economic Restructuring. In this booklet, the Chairpersons are identified as the Core Team and those Core team members should be named out. Mrs. Frederick also stated these committees should meet regularly with the Chairs. Mrs. Blascyk suggested Ms. Patterson could be the chairperson for Promotions.

Mrs. Blascyk suggested utilizing herself, Mrs. Frederick, Mrs. Tiderington and Ms. Patterson to help oversee the Promotion's projects and this team can reach out to more volunteers. Mrs. Dashevich will Supervise all.

#### *Highland DDA Policies*

Mrs. Frederick asked do we want to follow Township policies, on purchasing and hiring or does DDA want their own? Mrs. Dashevich said she has an office manual for DDA regarding purchasing and will share with Mrs. Frederick in order to review and discuss policies and procedures. Mrs. Blascyk stated part of the board retreat will include the policy part, the work plans and hiring Director's contract. Mrs. Hamill ask if we can adopt some of the policies already implemented for the retreat. Mrs. Frederick agreed. Topics to be discussed are; By-Laws, Hiring, Director's Contract, Purchasing Policy and Conflict of Interest.

#### *Volunteer Promotion*

Mrs. Frederick stated we need volunteers.

### OAKLAND COUNTY/MSOC

Transformation Strategy Webinar is June 30<sup>th</sup> per Mrs. Blascyk.

PARKING LOT  
Asphalt Art Grant

DISTRICT DEVELOPMENT/NEW BUSINESS

T-Mobile may have closed. Talk of a gas station called Sheets coming in.

New Business -

Meet the new owner of Colasanti's on June 26<sup>th</sup>.

Devoted Dental took over Painless Dentistry.

COMMUNITY REPORTS

Red, White and Blues June 24<sup>th</sup>

CALL TO THE PUBLIC

Adjourn, Mrs. Hamill moved to adjourn, Mrs. Frederick moved to support.

APPROVED

BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - August 7, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>DDA FUND</u></b>				
<b><u>Revenues:</u></b>				
494-000-692-000      APPROP FUND BALANCE	\$0.00	\$85,853.00	+	\$12,636.00 = \$98,489.00
<b><u>Expenditures:</u></b>				
494-729-880-003      DDA: DESIGN	\$51,145.00	\$126,145.00	+	\$12,636.00 = \$138,781.00

**Purpose of Amendment:**

Appropriate funds to increase the expense of DDA Design by \$12,636 (\$7,000 for the mural on the train viaduct bridge and \$5,636 for the Way Finding Signs). Both increases were approved by the DDA Board at their June 21, 2023 Board meeting.

**5b. Receive and File:**

Activity Center Council Minutes/Treasurer's Report – June 2023

Activity Center Director's Report –

Building Department – June 2023

Financial Report – June 2023

Fire Department Report – July 2023

Library Board Minutes – June 2023

Library Director's Report – June 2023

Sheriff's Department Report – July 2023

Treasurer's Report – June 2023



**Highland Activity Center Advisory Council Meeting Minutes**  
**Tuesday June 13<sup>th</sup>, 2023**

**NOT ENOUGH COUNCIL MEMBERS TO MEET OUR QUORUM. NO MEETING TODAY**

**CALL TO ORDER:**

The Highland Activity Center Advisory Council meeting.

**PRESENT:**

Heidi Bey, Carolyn Kress, Patti Janette, Steve Jagusch, Lisa Jagusch, Dick Russell, Sue Anderson, & Terry Olexsy

**ABSENT:**

Chuck Sharpe, Sharon Keenen, Jennifer Frederick, Ray Polidori, Peter Werthman

**SECRETARY'S MINUTES:**

Motion to approve the Secretary's Minutes.

**TREASURERS'S REPORT:**

Motion to approve the Treasurer's Report.

**DIRECTOR'S ACTIVITY REPORT:**

June 12<sup>th</sup> Fathers Day lunch with an exotic pet presentation.

June 24<sup>th</sup> Founder's Festival. Thank you to Peter Werthmann for Emceeding(sp) the parade along with Nancy Branstetter at 10:00 am.

Our new banner has been ordered, watch for it on the front of our building.

Lots of great activities are happening about every day, get involved!!

**NEW BUSINESS:**

Request to update the By-Laws to include how to resign from the Council. Motion was made by Steve Jagusch, seconded by Jennifer Frederick, unanimously approved by all.

The updated By-laws will be available at our meeting.

**UPCOMING EVENTS~AKA PETER PRESENTS:**

Gene Beach Presentation will be a 4-part series regarding Highlands History.

Mike Sonnenberg "Lost in Michigan" is pending for the fall of 2023.

Russell Dore' Interactive presentation on The Wright brothers/Katherine & Orville Wright & their personal lives.

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

**MOTION TO ADJOURN:**

Motion to adjourn the meeting was made at 0:00 am.

Respectfully submitted,

By Patti Janette

Secretary, Highland Advisory Council

**Highland Activity Center  
Advisory Board - Fund 702  
Financial Report  
June 30, 2023**

<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Bank Balance</b>
<b>Starting Balance June 1, 2023</b>			<b>13,038.71</b>
<b>Revenues</b>			
	<i>Donations/Memorials</i>	173.95	
	<i>Classes</i>	1,465.00	
	<i>Tickets</i>	0.00	
	<i>Trips</i>	390.00	
<b>Total Revenues</b>		<b>2,028.95</b>	<b><u>2,028.95</u></b>
<b>Expenditures</b>			
	<i>Sub-Pressions LLC</i>	942.22	
	<i>Credit Card</i>	1,033.35	
	<i>Chamberlin Pony Rides</i>	1,325.00	
	<i>Gordon Foods</i>	583.72	
	<i>Kris Kopacki</i>	275.00	
	<i>Edward Swamba</i>	800.00	
	<i>Beverly Larson</i>	460.00	
	<i>Traveling Trainers</i>	2,000.00	
	<i>Sherry Tuffin</i>	250.00	
<b>Total Expenditures</b>		<b>7,669.29</b>	<b><u>7,669.29</u></b>
	<b>Ending bank balance June 30, 2023</b>		<b><u><u>7,398.37</u></u></b>

**Submitted by  
Jennifer Frederick, Treasurer  
Highland Township**

July 7, 2023



Highland Activity Center  
Directors Activity Report  
April Activity Report  
Meeting: Tuesday, July 11, 2023 at 9:00am  
Township Auditorium

**FYI**

**Stats for June- 6,148**

**New:**

**Volunteers Lunch August 24th at Westlake on Bogie Lake Rd 1:00**

**Tigers Game Ticket \$35 . Trip on September 14th.**

Banner to hung on Milford Rd. By the Little Center.

Woodward & Jefferson Presentation on June 12th at 7pm. 32 people

Hydration Station on Wednesday, June 14, 2023 at Noon. FREE RSVP 20 people

Fathers Day lunch w/ exotic pet presentation on Friday June 16, 2023. \$10 at Noon. 45 people

**ACTIVITIES**

- \* Exercise M,W & F. Starts again July 17, 2023
- \* Monday night cards at 4pm. 6-8 ppl. Open to the public
- \* Bingo M&W at 12. GROWNIG 20-35 ppl.
- \* Mah Jongg Tuesday at 10am –8-16 ppl. Will teach for those want to participate.
- \* Puppy class on Tuesday at 6pm.
- \* Movies: TV Tuesday, Friday (recent) both at noon.
- \* Coin Club 2nd Wednesdays at 6:30. Doors open at 6:15
- \* Thursday, Knitters at 10am. 3-6 ppl
- ◆ **Friday Euchre at new time 12:00pm - 24+ ppl.**
- \* **Friday Bridge back at the big center. At Noon. 12 people**
- \* **Price increase started in July.**
- \* Free bread after 10:30 M-F
- ◆ Bible Study group first Thursday at 10AM. B#2
- \* The Happy Bookers meeting at B2. Last Thursdays at 10am.
- \* The Quilters on the 1st Wednesday of the month at 6pm.
- \* Big dogs training on Thursdays 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)  
FYI Marc Hollowell retired. New Lawyer Lise Beatty.
- \* Technical help with devices, phones, and how to Zoom, by Justin. Call for appointment. 248-887-1707
- \* **NEW** Hearing Tests by appointment on the first Monday of the month at 10am. (July is the 17th)  
Provided by Oakland Audiology.

*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
June 2023*



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

Permit.DateIssued Between 6/1/2023 12:00:00 AM AND  
6/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Commercial, Renovations</b>					
PB23-0207	2961 E HIGHLAND RD	WONG, SPENCER RYAN	\$2000	\$84	
PB23-0219	2377 N. Milford Road	Landtek Design Build	\$75000	\$465	
			\$77000	\$549	2
<b>Deck</b>					
PB23-0186	4219 FLYNN DR	CONANT, MATHIS O'NEIL	\$10000	\$124	
PB23-0187	2477 N BURWOOD CT	BARGOWSKI, JOHN E	\$10000	\$124	
PB23-0191	2120 NORTH ST	SHERIDAN, TIMOTHY	\$15000	\$149	
PB23-0201	5864 ZANDER LN	John Hennig Carpentry	\$30000	\$224	
PB23-0211	3895 Emerald Park Dr	TROMBLEY, CAROL LYNNE	\$9100	\$134	
PB23-0214	3870 Emerald Park Dr	TROMBLEY, CAROL LYNNE	\$7000	\$109	
PB23-0216	3915 Emerald Park Dr	TROMBLEY, CAROL LYNNE	\$27200	\$209	
PB23-0217	2615 Agate Ct	TROMBLEY, CAROL LYNNE	\$9000	\$119	
PB23-0226	2606 BRIAR CLIFF DR	MGE Carpentry	\$11846	\$133	
<b>Deck</b>			\$129146	\$1325	9
<b>Electrical</b>					
PE23-0247	3975 LOCH DR	Brian Enoch	\$0	\$81	
PE23-0248	841 WHITE HOUSE DR	DHW Electric LLC	\$0	\$187	
PE23-0249	235 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$81	
PE23-0250	242 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$81	
PE23-0251	211 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$81	
PE23-0252	2905 W Loch Lomond	Capitol Supply & Service	\$0	\$81	
PE23-0253	243 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$81	
PE23-0254	211 Mac Laren Ct	Capitol Supply & Service	\$0	\$81	
PE23-0255	72 Ash	Capitol Supply & Service	\$0	\$81	
PE23-0256	35 PINE	Capitol Supply & Service	\$0	\$81	
PE23-0257	71 Ash	Capitol Supply & Service	\$0	\$81	
PE23-0258	215 E Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0259	3701 WOODLAND DR	Macson Electric LLC	\$0	\$138	
PE23-0260	2604 CANTERWOOD	Family Heating Co Inc	\$0	\$55	
PE23-0261	3202 DONNA DR	DHW Electric LLC	\$0	\$100	
PE23-0262	3470 LAKEVIEW DR	Raymer Electric	\$0	\$182	
PE23-0263	531 SKINNER RD	Robin Aire Htg & Clg	\$0	\$78	

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PE23-0264	2419 SHERLOCK TRL	Oak Electric Service Inc	\$0	\$103	
PE23-0265	1653 WILDFLOWER LN	Robin Aire Htg &Clg	\$0	\$55	
PE23-0266	620 W LIVINGSTON RD	Mister Sparky	\$0	\$113	
PE23-0267	224 E Glengarry Ct	Capitol Supply & Service	\$0	\$81	
PE23-0268	268 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0269	216 E Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0270	244 Mac Laren Ct	Capitol Supply & Service	\$0	\$81	
PE23-0271	235 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0272	226 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PE23-0273	238 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PE23-0274	224 Mac Laren Ct	Capitol Supply & Service	\$0	\$81	
PE23-0275	243 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0276	222 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0277	226 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0278	230 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0279	234 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0280	238 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0281	246 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0282	3780 KINGSWAY DR	M & D Electric	\$0	\$109	
PE23-0283	274 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0284	271 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0285	272 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0286	263 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0287	228 E Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0288	207 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$81	
PE23-0289	227 E Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0290	223 E Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0291	208 E Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0292	204 E Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0293	219 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$81	
PE23-0294	251 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0295	252 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0296	244 W Ross Ct	Capitol Supply & Service	\$0	\$81	
PE23-0297	613 NAIRN CIR	Lakeside Service Co Inc	\$0	\$64	
PE23-0298	2776 Loch Lomond	Randazzo Mechanical Htg & Cl	\$0	\$64	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE23-0299	2544 BAY VISTA DR	Dominion Service Company	\$0	\$55	
PE23-0300	3918 CLIFTON RDG	Family Heating Co Inc	\$0	\$55	
PE23-0301	1640 NEWBERRY	Riviera Electric Inc	\$0	\$239	
PE23-0302	1665 RIDGE RD	Mastercraft Htg & Clg Inc	\$0	\$64	
PE23-0303	2198 PINE BLUFFS CT	Robin Aire Htg & Clg	\$0	\$55	
PE23-0304	2802 MOREL DR	Family Heating Co Inc	\$0	\$64	
PE23-0305	2825 E HIGHLAND RD Ste 123	Galaxy Sign and Hoisting Co.	\$0	\$70	
PE23-0306	1280 Gardenia Ct 2	York Services Inc	\$0	\$446	
PE23-0307	228 Mac Laren Ct	Capitol Supply & Service	\$0	\$81	
PE23-0308	225 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PE23-0309	215 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0310	3675 CAPITOL WAY	Robin Aire Htg & Clg	\$0	\$64	
PE23-0311	3227 KNOLL CT	Holland Htg & Air Conditioning	\$0	\$92	
PE23-0312	2675 S MILFORD RD	HP Electric LLC	\$0	\$201	
PE23-0313	3280 LAKEVIEW DR	Mewire Electric LLC	\$0	\$79	
PE23-0314	937 WOODRUFF LAKE DR	Budget Electric & Generators	\$0	\$107	
PE23-0315	3234 MAPLE RIDGE AVE	Diversified Heating and Cooling	\$0	\$59	
PE23-0316	2466 E Duncan	Capitol Supply & Service	\$0	\$81	
PE23-0317	2812 Mead	Chapple Electric Inc	\$0	\$74	
<b>Electrical</b>			\$0	\$6536	71
<b>Fence</b>					
PB23-0185	949 TIERNEY AVE	DURANTE, JOSEPH	\$1500	\$88	
PB23-0221	2675 S MILFORD RD	Justice Fence	\$99324	\$88	
<b>Fence</b>			\$100824	\$176	2
<b>Fire/Water Damage Repair -- Resid</b>					
PB23-0205	3123 DELROSE ST	KNAPP, JEREMY	\$15000	\$149	
<b>Fire/Water Damage Repair -- Resid</b>			\$15000	\$149	1
<b>Garage, detached</b>					
PB23-0224	1845 CRAGGS LN	LEHTIMAKI, WAYNE	\$28000	\$214	
<b>Garage, detached</b>			\$28000	\$214	1
<b>Mechanical</b>					
PM23-0198	231 BEAUMONT RD	Fireclass LLC	\$0	\$231	



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PM23-0199	2150 HORSESHOE DR	P & H Plumbing and Heating, In	\$0	\$84	
PM23-0200	3470 LAKEVIEW DR	Center Line Heating & Cooling	\$0	\$145	
PM23-0201	235 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$102	
PM23-0202	242 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$102	
PM23-0203	211 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$102	
PM23-0204	2905 W Loch Lomond	Capitol Supply & Service	\$0	\$102	
PM23-0205	243 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$102	
PM23-0206	211 Mac Laren Ct	Capitol Supply & Service	\$0	\$102	
PM23-0207	72 Ash	Capitol Supply & Service	\$0	\$102	
PM23-0208	35 PINE	Capitol Supply & Service	\$0	\$102	
PM23-0209	71 Ash	Capitol Supply & Service	\$0	\$102	
PM23-0210	215 E Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0211	3701 WOODLAND DR	Macson Electric LLC	\$0	\$183	
PM23-0212	2604 CANTERWOOD	Family Heating Co Inc	\$0	\$102	
PM23-0213	531 SKINNER RD	Robin Aire Htg &Clg	\$0	\$206	
PM23-0214	2419 SHERLOCK TRL	Oak Electric Service Inc	\$0	\$123	
PM23-0215	1653 WILDFLOWER LN	Robin Aire Htg &Clg	\$0	\$102	
PM23-0216	224 E Glengarry Ct	Capitol Supply & Service	\$0	\$102	
PM23-0217	268 W Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0218	216 E Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0219	244 Mac Laren Ct	Capitol Supply & Service	\$0	\$102	
PM23-0220	235 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0221	226 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0222	238 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0223	224 Mac Laren Ct	Capitol Supply & Service	\$0	\$102	
PM23-0224	243 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0225	222 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0226	226 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0227	230 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0228	234 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0229	238 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0230	246 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0231	274 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0232	271 W Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0233	272 W Ross Ct	Capitol Supply & Service	\$0	\$102	

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PM23-0234	1956 PERCY LN	MAS Mechanical LLC	\$0	\$357	
PM23-0235	1871 PETTIBONE LAKE RD	LONG JR, JAMES	\$0	\$149	
PM23-0236	263 W Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0237	228 E Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0238	207 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$102	
PM23-0239	227 E Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0240	223 E Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0241	208 E Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0242	204 E Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0243	219 E Mac Gregor Ct	Capitol Supply & Service	\$0	\$102	
PM23-0244	251 W Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0245	252 W Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0246	244 W Ross Ct	Capitol Supply & Service	\$0	\$102	
PM23-0247	1665 RIDGE RD	Mastercraft Htg & Clg Inc	\$0	\$169	
PM23-0248	613 NAIRN CIR	Lakeside Service Co Inc	\$0	\$159	
PM23-0249	2776 Loch Lomond	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM23-0250	2544 BAY VISTA DR	Dominion Service Company	\$0	\$102	
PM23-0251	3918 CLIFTON RDG	Family Heating Co Inc	\$0	\$102	
PM23-0252	2198 PINE BLUFFS CT	Robin Aire Htg & Clg	\$0	\$102	
PM23-0253	841 WHITE HOUSE DR	A G Gas Service	\$0	\$84	
PM23-0254	2802 MOREL DR	Family Heating Co Inc	\$0	\$159	
PM23-0255	1640 NEWBERRY	Midwest Plumbing LLC	\$0	\$213	
PM23-0256	228 Mac Laren Ct	Capitol Supply & Service	\$0	\$102	
PM23-0257	225 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0258	215 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0259	3675 CAPITOL WAY	Robin Aire Htg & Clg	\$0	\$159	
PM23-0260	1150 MIDDLE RD	American Appliance	\$0	\$92	
PM23-0261	1497 GLENEAGLES	Fireclass LLC	\$0	\$231	
PM23-0262	3227 KNOLL CT	Holland Htg & Air Conditioning	\$0	\$129	
PM23-0263	937 WOODRUFF LAKE DR	Budget Electric & Generators	\$0	\$144	
PM23-0264	3234 MAPLE RIDGE AVE	Diversified Heating and Cooling	\$0	\$117	
PM23-0265	2466 E Duncan	Capitol Supply & Service	\$0	\$102	
<b>Mechanical</b>			\$0	\$8189	68
<b>Miscellaneous</b>					

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2023 12:00:00 AM AND  
6/30/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB23-0194	2717 MAPLE RIDGE AVE	John McCarter Construction LL	\$45000	\$314	
PB23-0195	904 N PARK ST	180 Contracting LLC	\$32000	\$249	
PB23-0197	1024 Marble Dr	RIDGEWOOD LLC	\$3600	\$92	
PB23-0198	5181 Millstone Ln	RIDGEWOOD LLC	\$3600	\$92	
PB23-0199	5171 Millstone Ln	RIDGEWOOD LLC	\$3600	\$92	
PB23-0200	5131 Millstone Ln	RIDGEWOOD LLC	\$3600	\$92	
PB23-0228	264 E WARDLOW RD	MILLER, GREGORY S	\$3500	\$91	
<b>Miscellaneous</b>			\$94900	\$1022	7
<b>Permit Renewal</b>					
PB23-0220	4671 EAGLE RD	TAWSE, ROBERT	\$0	\$79	
<b>Permit Renewal</b>			\$0	\$79	1
<b>Plumbing</b>					
PP23-0060	1677 CLYDE RD	L White Plumbing	\$0	\$173	
PP23-0061	1640 NEWBERRY	Midwest Plumbing LLC	\$0	\$303	
PP23-0062	585 FISHER RD	King Plumbing, Inc	\$0	\$231	
PP23-0063	3369 KINGSWAY DR	Atlas Home Improvement	\$0	\$97	
PP23-0064	2999 SUMMIT DR	Plymouth Plumbing, Inc.	\$0	\$432	
<b>Plumbing</b>			\$0	\$1236	5
<b>Pole Barn</b>					
PB23-0227	179 JEREMY CT	BAKER, STEPHEN K	\$30000	\$224	
PB23-0230	1736 LOMBARDY DR	Wolverine Cement & Constructi	\$37000	\$274	
<b>Pole Barn</b>			\$67000	\$498	2
<b>Res. Additions</b>					
PB23-0204	4388 CHEVRON DR	J A Olthoff Construction Co	\$195000	\$1067	
<b>Res. Additions</b>			\$195000	\$1067	1
<b>Res. Renovations</b>					
PB23-0183	615 DUNLEAVY DR	Roof Rite Inc.	\$6000	\$106	
PB23-0184	1651 MIDDLE RD	HOPPER, DARYL	\$10000	\$124	
PB23-0188	4778 WOODSIDE DR	Wallside Inc	\$8300	\$121	
PB23-0189	3980 BROADVIEW LN	K A Kijorski Inc	\$17000	\$312	
PB23-0190	2733 Ruby Way	Mr Roof	\$12228	\$156	

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 6/1/2023 12:00:00 AM AND  
6/30/2023 11:59:59 PM

<b>Permit #</b>	<b>Address</b>	<b>Applicant</b>	<b>Estimated Value</b>	<b>Permit Fee</b>	<b># of Permits</b>
PB23-0192	233 INVERNESS	Pella Windows & Doors, Inc.	\$80000	\$484	
PB23-0196	233 W LIVINGSTON RD	BAUDINO, MARK	\$9000	\$215	
PB23-0202	625 S HICKORY RIDGE RD	Curtis Builders Inc	\$29770	\$243	
PB23-0203	2420 DEAN DR	180 Contracting LLC	\$10175	\$131	
PB23-0208	1865 LOCKWOOD DR	Home Depot USA	\$1268	\$85	
PB23-0209	2339 LAKESIDE DR	JACKMAN, KIMBERLY AND	\$15000	\$152	
PB23-0210	1392 LUDEAN DR	Renewal By Anderson LLC	\$36618	\$237	
PB23-0212	3963 TAGGETT LAKE DR	Renewal By Anderson LLC	\$25212	\$208	
PB23-0213	3500 RESERVE CT	Renewal By Anderson LLC	\$61191	\$392	
PB23-0215	231 BEAUMONT RD	Renewal By Anderson LLC	\$20386	\$182	
PB23-0218	355 E WARDLOW RD	Roofing & Beyond LLC	\$12400	\$156	
PB23-0229	1844 ELKRIDGE CT	Rapid Roofing	\$22000	\$187	
PB23-0231	3585 HIGHLAND BLVD	MARA, CHERYL	\$2000	\$85	
PB23-0232	1075 ORBAN RD	Billy White Roofing	\$9775	\$141	
PB23-0233	241 TIMBER RIDGE DR	A Better Exterior LLC	\$18590	\$172	
PB23-0234	492 DELMAR CT	Home Depot USA	\$6804	\$111	
PB23-0235	1051 PLOVER DR	Ethical Exteriors Inc	\$15080	\$172	
<b>Res. Renovations</b>			<b>\$428797</b>	<b>\$4172</b>	<b>22</b>
<b>Shed</b>					
PB23-0206	3410 MIDDLE RD	FIELD, JEFFREY W	\$13000	\$139	
PB23-0223	1974 DES JARDINS DR	POWERS, THOMAS W	\$8200	\$88	
PB23-0225	1163 CHARLICK DR	SHANHOLTZER, DAREN	\$7900	\$113	
<b>Shed</b>			<b>\$29100</b>	<b>\$340</b>	<b>3</b>
<b>Signs</b>					
PS/F23-0003	W HIGHLAND RD	DALE FEIGLEY 2 LLC	\$0	\$187	
PS/F23-0005		DALE FEIGLEY 2 LLC	\$0	\$187	
PSG23-0015	4000 W HIGHLAND RD	Araneae Inc.	\$0	\$127	
PSG23-0016	2825 E HIGHLAND RD Ste 123	Galaxy Sign and Hoisting Co.	\$0	\$142	
PTS23-0002	3000 BROWNS LN	CLOR III, ANTHONY G	\$0	\$67	
<b>Signs</b>			<b>\$0</b>	<b>\$710</b>	<b>5</b>
<b>Swiming Pools-Hot Tubs/Spas</b>					
PB23-0222	1844 ELKRIDGE CT	Expert Pool Builders	\$80700	\$494	

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

Permit.DateIssued Between 6/1/2023 12:00:00 AM AND  
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<b>Permit #</b>	<b>Address</b>	<b>Applicant</b>	<b>Estimated Value</b>	<b>Permit Fee</b>	<b># of Permits</b>
<b>Swiming Pools-Hot Tubs/Spas</b>			\$80700	\$494	1
<b>Zoning Land Use</b>					
PLU23-0021	3255 W HIGHLAND RD	Robert Horvath - Yellow Box Fir	\$0	\$100	
PLU23-0022	1103 S MILFORD RD	DeFore's Landscaping	\$0	\$0	
PLU23-0023	315 N MILFORD RD	HDDA	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$100	3
<b>Totals</b>			<b>\$1245467</b>	<b>\$26856</b>	<b>204</b>

# CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JUNE 30, 2023

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	133.40	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	5,951,555.36	
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		6,387,162.86

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.001	BUILDING BONDS PAYABLES	187,521.00	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	5,811.20	
101-000-202.005	PLANNING ESCROW PAYABLES	562,555.42	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	1,191.85	
101-000-231.000	PR W/H FICA	215.94	
101-000-339.000	UNEARNED REVENUE-FEDERAL GRANT	1,408,057.63	
	TOTAL LIABILITIES		2,165,353.04

FUND EQUITY

101-000-390.000	FUND BALANCE	3,427,341.74	
	REVENUE OVER EXPENDITURES - YTD	794,468.08	
	TOTAL FUND EQUITY		4,221,809.82
	TOTAL LIABILITIES AND EQUITY		6,387,162.86

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	18,744.01 ( 8,448.80)	101.52	
101-000-404.000	SALES TAX	2,051,127.00	2,051,127.00	1,029,666.00	346,874.00	1,021,461.00	50.20
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	2,110.88	536.10 ( 2,110.88)	.00	
101-000-423.000	MOBILE HOME TAXES	5,000.00	5,000.00	4,065.00	682.50	935.00	81.30
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	156,510.36	275.00	143,489.64	52.17
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	1,185.40	214.00	314.60	79.03
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	2,599.00	501.00	2,401.00	51.98
101-000-491.000	BUILDING PERMITS	220,000.00	220,000.00	74,571.00	10,523.00	145,429.00	33.90
101-000-491.001	HEATING PERMITS	65,000.00	65,000.00	38,129.29	8,665.00	26,870.71	58.66
101-000-491.002	PLUMBING PERMITS	45,000.00	45,000.00	10,626.00	850.00	34,374.00	23.61
101-000-491.003	ELECTRICAL PERMITS	65,000.00	65,000.00	34,303.20	6,704.00	30,696.80	52.77
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	.00	.00	50,000.00	.00
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	( 7,330.14)	( 612.28)	.00
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	1,815.00	330.00	1,185.00	60.50
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	.00	.00	50,000.00	.00
101-000-607.022	ENHANCE ACCESS FEES	3,000.00	3,000.00	3,838.43	.00 ( 838.43)	127.95	
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	.00	.00	42,000.00	.00
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	35,043.44	6,805.97	14,956.56	70.09
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	3,850.00	825.00	3,150.00	55.00
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	3,010.00	115.00	2,990.00	50.17
101-000-633.000	BOND FORFEITURES	.00	.00	68,432.36	68,432.36 ( 68,432.36)	.00	
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	5,000.00	.00	.00	100.00
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	2,700.00	700.00	300.00	90.00
101-000-657.000	VARIOUS FINES	.00	.00	225.00	75.00 ( 225.00)	.00	
101-000-658.000	ZONING FINES	.00	.00	150.00	75.00 ( 150.00)	.00	
101-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	86,937.74	18,707.81 ( 71,937.74)	579.58	
101-000-666.001	MMRMA DISTRIBUTION	.00	.00	51,975.00	.00 ( 51,975.00)	.00	
101-000-667.001	PARK: RENTALS	.00	.00	400.00	50.00 ( 400.00)	.00	
101-000-667.010	ACTIVITY CTR ANNEX UTILITIES	5,000.00	5,000.00	2,324.08	83.00	2,675.92	46.48
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	13,999.98	2,333.33	14,000.02	50.00
101-000-667.288	WOTA RENT	.00	.00	25,000.00	.00 ( 25,000.00)	.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	12,163.54	900.00	2,836.46	81.09
101-000-692.000	APPROPRIATION FUND BAL.	.00	1,526,780.00	.00	.00	1,526,780.00	.00
	<b>REVENUE</b>	<b>4,340,283.00</b>	<b>5,867,063.00</b>	<b>2,275,234.35</b>	<b>486,670.94</b>	<b>3,591,828.65</b>	<b>38.78</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,340,283.00</b>	<b>5,867,063.00</b>	<b>2,275,234.35</b>	<b>486,670.94</b>	<b>3,591,828.65</b>	<b>38.78</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	25,899.00	12,948.52	1,992.08	12,950.48	50.00
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>31,899.00</b>	<b>12,948.52</b>	<b>1,992.08</b>	<b>18,950.48</b>	<b>40.59</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	84,389.00	84,389.00	42,194.62	6,491.48	42,194.38	50.00
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	52,211.00	25,211.00	25,371.78	3,039.53	( 160.78)	100.64
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	.00	27,000.00	4,875.00	3,900.00	22,125.00	18.06
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,996.00	13,996.00	4,553.37	766.94	9,442.63	32.53
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	22,181.00	22,181.00	7,812.99	1,360.54	14,368.01	35.22
101-171-704.005	SUP DEPT: MAINT WAGE P-T	31,803.00	31,803.00	15,864.97	2,425.35	15,938.03	49.89
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	.00	.00	376.74	.00	( 376.74)	.00
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	.00	25,000.00	2,900.00	1,860.00	22,100.00	11.60
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>232,080.00</b>	<b>104,074.47</b>	<b>19,843.84</b>	<b>128,005.53</b>	<b>44.84</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	58,476.00	58,476.00	29,425.81	4,498.52	29,050.19	50.32
101-191-704.001	ACCTG: P-T ASSISTANT	22,394.00	24,174.00	11,226.40	1,890.00	12,947.60	46.44
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	75.00	75.00	2,925.00	2.50
	<b>TOTAL ACCOUNTING</b>	<b>83,870.00</b>	<b>85,650.00</b>	<b>40,727.21</b>	<b>6,463.52</b>	<b>44,922.79</b>	<b>47.55</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	80,169.00	80,169.00	40,084.98	6,166.92	40,084.02	50.00
101-215-703.001	CLERK: DEPUTY WAGE F-T	62,653.00	62,653.00	29,777.69	4,819.51	32,875.31	47.53
101-215-703.005	CLERK: CLERICAL WAGE F-T	42,158.00	42,158.00	21,002.26	3,243.00	21,155.74	49.82
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	2,393.90	727.90	4,606.10	34.20
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>200,830.00</b>	<b>93,258.83</b>	<b>14,957.33</b>	<b>107,571.17</b>	<b>46.44</b>
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	80,169.00	80,169.00	40,084.98	6,166.92	40,084.02	50.00
101-253-703.000	TREAS: DEPUTY WAGE F-T	64,741.00	64,741.00	32,317.90	4,980.00	32,423.10	49.92
101-253-703.003	TREAS: CLERICAL WAGE F-T	43,898.00	43,898.00	21,867.09	3,376.52	22,030.91	49.81
101-253-705.004	TREAS: PART-TIME SEASONAL	10,000.00	10,000.00	800.40	69.32	9,199.60	8.00
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	1,004.85	34.85	5,495.15	15.46
	<b>TOTAL TREASURER</b>	<b>205,308.00</b>	<b>205,308.00</b>	<b>96,075.22</b>	<b>14,627.61</b>	<b>109,232.78</b>	<b>46.80</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>ASSESSOR</b>							
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	130,000.00	130,000.00	79,132.81	10,517.41	50,867.19	60.87
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	484.00	.00	1,016.00	32.27
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>132,100.00</b>	<b>79,616.81</b>	<b>10,517.41</b>	<b>52,483.19</b>	<b>60.27</b>
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	7,014.60	2,060.10	7,985.40	46.76
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	1,860.58	1,566.28	6,139.42	23.26
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	3,413.42	540.00	21,586.58	13.65
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	24,301.92	3,567.27	50,698.08	32.40
101-261-805.000	GEN GOV: AUDITING	70,000.00	70,000.00	82,277.50	1,145.00	( 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	11,718.14	8,540.14	1,281.86	90.14
101-261-822.000	GEN GOV: BANK FEES	6,000.00	6,000.00	2,784.98	.00	3,215.02	46.42
101-261-830.000	GEN GOV: GEN INSURANCE	68,000.00	68,000.00	59,141.00	15,820.00	8,859.00	86.97
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	4,938.00	823.00	8,062.00	37.98
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	2,012.74	404.00	4,487.26	30.97
101-261-850.002	GEN GOV: WEBSITE	2,500.00	2,500.00	1,524.65	652.15	975.35	60.99
101-261-900.000	GEN GOV: TAX BILL PRINTING	12,000.00	12,000.00	3,441.96	2,092.26	8,558.04	28.68
101-261-900.001	GEN GOV: ADVERTISING	20,000.00	20,000.00	5,885.93	72.80	14,114.07	29.43
101-261-900.002	GEN GOV: PRINTING	4,500.00	4,500.00	319.41	.00	4,180.59	7.10
101-261-920.000	GEN GOV: UTILITIES	75,000.00	75,000.00	36,515.56	6,387.73	38,484.44	48.69
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	45,000.00	45,000.00	24,773.79	8,897.29	20,226.21	55.05
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,000.00	5,000.00	4,873.94	281.66	126.06	97.48
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	34,226.51	11,789.20	15,773.49	68.45
101-261-955.000	GEN GOV: MISCELLANEOUS	20,000.00	20,000.00	1,652.95	( 3,982.12)	18,347.05	8.26
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	27,000.00	27,000.00	241.88	59.18	26,758.12	.90
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	25,000.00	25,000.00	.00	.00	25,000.00	.00
101-261-971.001	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	955.51	.00	9,044.49	9.56
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	8,000.00	8,000.00	286.75	52.25	7,713.25	3.58
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	.00	1,500,000.00	.00	.00	1,500,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>829,800.00</b>	<b>2,329,800.00</b>	<b>348,595.06</b>	<b>60,768.19</b>	<b>1,981,204.94</b>	<b>14.96</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	91,667.00	49,502.96	8,100.84	42,164.04	54.00
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	115,000.00	115,000.00	56,910.80	28,096.47	58,089.20	49.49
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	160,000.00	160,000.00	86,776.35	7,949.03	73,223.65	54.24
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	37,775.85	7,066.27	24,224.15	60.93
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	17,282.55	1,011.23	27,717.45	38.41
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>504,667.00</b>	<b>249,477.39</b>	<b>52,223.84</b>	<b>255,189.61</b>	<b>49.43</b>
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	65,827.00	65,827.00	32,795.26	5,064.00	33,031.74	49.82
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	40,008.00	40,008.00	19,928.37	3,078.00	20,079.63	49.81
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	37,837.00	37,837.00	17,856.60	2,910.00	19,980.40	47.19
101-371-705.000	BLDG: PART-TIME SEASONAL	8,000.00	8,000.00	.00	.00	8,000.00	.00
101-371-735.000	BLDG: POSTAGE	600.00	600.00	229.04	124.61	370.96	38.17
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	175,000.00	175,000.00	68,384.21	10,792.91	106,615.79	39.08
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>340,272.00</b>	<b>139,193.48</b>	<b>21,969.52</b>	<b>201,078.52</b>	<b>40.91</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	43,632.00	43,632.00	21,816.00	3,636.00	21,816.00	50.00
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	10,827.29	8,413.29	4,172.71	72.18
	<b>TOTAL CEMETERY</b>	<b>58,632.00</b>	<b>58,632.00</b>	<b>32,643.29</b>	<b>12,049.29</b>	<b>25,988.71</b>	<b>55.67</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	15,000.00	15,000.00	7,824.40	1,338.75	7,175.60	52.16
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>84,500.00</b>	<b>30,604.40</b>	<b>1,338.75</b>	<b>53,895.60</b>	<b>36.22</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>SENIOR CENTER</b>							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	49,078.00	49,078.00	24,450.81	3,775.51	24,627.19	49.82
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	33,783.00	33,783.00	15,621.46	2,599.52	18,161.54	46.24
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-	28,652.00	28,652.00	14,459.40	2,262.00	14,192.60	50.47
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	24,874.00	24,874.00	7,488.00	1,728.00	17,386.00	30.10
101-672-704.006	ACTIVITY CTR: SECURITY P-T	6,435.00	6,435.00	255.00	111.00	6,180.00	3.96
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	12,870.00	12,870.00	6,129.73	1,039.50	6,740.27	47.63
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	2,500.00	2,500.00	3,143.07	.00	( 643.07)	125.72
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	1,228.73	310.57	4,771.27	20.48
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	4.56	1.20	2,495.44	.18
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	433.73	88.98	1,066.27	28.92
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	ANNEX: INTERNET SERVICE	3,500.00	3,500.00	1,668.45	276.62	1,831.55	47.67
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	4,264.01	1,930.91	3,735.99	53.30
101-672-920.000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	4,076.72	556.93	4,923.28	45.30
101-672-920.002	ANNEX: UTILITIES	7,000.00	7,000.00	3,746.64	444.46	3,253.36	53.52
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	4,000.00	4,000.00	1,812.31	637.02	2,187.69	45.31
101-672-936.002	ANNEX: BUILDING MAINT	5,000.00	5,000.00	9,199.35	5,338.50	( 4,199.35)	183.99
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	899.99	.00	1,600.01	36.00
	<b>TOTAL SENIOR CENTER</b>	<b>210,892.00</b>	<b>210,892.00</b>	<b>99,500.33</b>	<b>21,100.72</b>	<b>111,391.67</b>	<b>47.18</b>
<b>PLANNING &amp; ORDINANCE</b>							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	80,610.00	80,610.00	40,262.11	6,201.00	40,347.89	49.95
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	45,045.00	45,045.00	22,919.34	3,597.83	22,125.66	50.88
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	54,627.00	54,627.00	27,210.06	4,201.51	27,416.94	49.81
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	25,982.00	25,982.00	12,718.46	1,943.70	13,263.54	48.95
101-701-820.000	PLNG: DUES/ED/TRAVEL	4,000.00	4,000.00	2,417.04	164.36	1,582.96	60.43
101-701-825.002	PLNG: CERTIFICATION	.00	.00	55.00	.00	( 55.00)	.00
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	290.00	.00	2,710.00	9.67
	<b>TOTAL PLANNING &amp; ORDINANCE</b>	<b>213,264.00</b>	<b>213,264.00</b>	<b>105,872.01</b>	<b>16,108.40</b>	<b>107,391.99</b>	<b>49.64</b>
<b>ZONING BOARD OF APPEALS (ZBA)</b>							
101-702-720.000	ZBA: MEETING PAY	8,880.00	8,880.00	2,840.00	.00	6,040.00	31.98
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	693.00	206.00	307.00	69.30
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	2,230.44	273.00	2,769.56	44.61
	<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>17,780.00</b>	<b>17,780.00</b>	<b>5,763.44</b>	<b>479.00</b>	<b>12,016.56</b>	<b>32.42</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	2,390.00	615.00	9,010.00	20.96
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	4,812.50	2,525.00	15,187.50	24.06
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	725.00	.00	1,275.00	36.25
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	5,500.00	5,500.00	423.15	.00	5,076.85	7.69
	<b>TOTAL PLANNING COMMISSION</b>	<b>50,050.00</b>	<b>50,050.00</b>	<b>8,350.65</b>	<b>3,140.00</b>	<b>41,699.35</b>	<b>16.68</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	408.50	.00	2,091.50	16.34
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	1,245.00	.00	1,755.00	41.50
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	18,535.69	13,697.89	( 15,535.69)	617.86
101-751-801.006	PARKS: FIREWORKS	13,500.00	13,500.00	11,000.00	5,500.00	2,500.00	81.48
101-751-920.000	PARKS: UTILITIES	5,000.00	5,000.00	468.97	329.50	4,531.03	9.38
101-751-935.000	PARKS: MAINTENANCE	20,000.00	20,000.00	2,407.00	322.00	17,593.00	12.04
	<b>TOTAL PARKS</b>	<b>50,500.00</b>	<b>50,500.00</b>	<b>34,065.16</b>	<b>19,849.39</b>	<b>16,434.84</b>	<b>67.46</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,221,444.00</b>	<b>4,748,224.00</b>	<b>1,480,766.27</b>	<b>277,428.89</b>	<b>3,267,457.73</b>	<b>31.19</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,118,839.00</b>	<b>1,118,839.00</b>	<b>794,468.08</b>	<b>209,242.05</b>	<b>( 324,370.92)</b>	

# CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JUNE 30, 2023

## ROAD FUND

### ASSETS

203-000-002.000	HAULING ROUTE SAVINGS ACCT.	625,816.06
203-000-010.000	CASH - COMBINED SAVINGS	18,682.63
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00

TOTAL ASSETS

652,898.69

### LIABILITIES AND EQUITY

#### LIABILITIES

203-000-202.001	HAULING ROUTE PAYABLE	36,456.01
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TOTAL LIABILITIES

36,456.01

#### 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	( 38,850.92)

TOTAL FUND EQUITY

616,442.68

TOTAL LIABILITIES AND EQUITY

652,898.69

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	1,429.78	68.72	( 1,429.78)	.00
203-000-699.401	19,000.00	50,000.00	.00	.00	50,000.00	.00
<b>REVENUE</b>	<b>74,000.00</b>	<b>105,000.00</b>	<b>1,429.78</b>	<b>68.72</b>	<b>103,570.22</b>	<b>1.36</b>
<b>TOTAL FUND REVENUE</b>	<b>74,000.00</b>	<b>105,000.00</b>	<b>1,429.78</b>	<b>68.72</b>	<b>103,570.22</b>	<b>1.36</b>
<u>ROAD</u>						
203-596-967.000	34,000.00	34,000.00	1,002.50	412.50	32,997.50	2.95
203-596-967.001	40,000.00	40,000.00	38,908.00	.00	1,092.00	97.27
203-596-971.001	.00	.00	370.20	.00	( 370.20)	.00
<b>TOTAL ROAD</b>	<b>74,000.00</b>	<b>74,000.00</b>	<b>40,280.70</b>	<b>412.50</b>	<b>33,719.30</b>	<b>54.43</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>74,000.00</b>	<b>74,000.00</b>	<b>40,280.70</b>	<b>412.50</b>	<b>33,719.30</b>	<b>54.43</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>31,000.00</b>	<b>( 38,850.92)</b>	<b>( 343.78)</b>	<b>( 69,850.92)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

FIRE FUND

ASSETS

206-000-010.000 CASH - COMBINED SAVINGS 2,013,718.18

TOTAL ASSETS 2,013,718.18

LIABILITIES AND EQUITY

FUND EQUITY

206-000-390.000 FUND BALANCE 1,479,169.98  
REVENUE OVER EXPENDITURES - YTD 534,548.20

TOTAL FUND EQUITY 2,013,718.18

TOTAL LIABILITIES AND EQUITY 2,013,718.18

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	1,240,417.00	1,250,244.14	38,671.62 ( 9,827.14)	100.79
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	1,364.39	1,364.39 ( 1,364.39)	.00
206-000-603.000	CONSULTING FEE	.00	.00	650.00	.00 ( 650.00)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	.00	600.00	150.00 ( 600.00)	.00
206-000-638.000	EMS TRANSPORT	350,000.00	350,000.00	256,361.72	35,094.16 93,638.28	73.25
206-000-665.000	INTEREST ON INVESTMENTS	10,000.00	10,000.00	28,104.67	7,044.34 ( 18,104.67)	281.05
206-000-677.000	MISCELLANEOUS	.00	.00	775.99	5.00 ( 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>2,037,680.00</b>	<b>1,538,100.91</b>	<b>82,329.51 499,579.09</b>	<b>75.48</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,037,680.00</b>	<b>2,037,680.00</b>	<b>1,538,100.91</b>	<b>82,329.51 499,579.09</b>	<b>75.48</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	79,794.00	35,428.81	6,138.00	44,365.19	44.40
206-336-703.000	FIRE: F-T WAGE OFFICER N.G.	68,852.00	68,852.00	18,088.09	.00	50,763.91	26.27
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	67,131.00	67,131.00	33,460.28	5,162.20	33,670.72	49.84
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	68,852.00	68,852.00	35,802.53	5,645.48	33,049.47	52.00
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	57,899.00	57,899.00	28,925.58	4,454.12	28,973.42	49.96
206-336-703.004	FIRE: F-T WAGE MEDIC M.B.	57,899.00	57,899.00	31,025.01	5,069.24	26,873.99	53.58
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	57,899.00	57,899.00	29,085.66	4,454.12	28,813.34	50.24
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	57,899.00	57,899.00	24,053.52	4,008.92	33,845.48	41.54
206-336-703.007	FIRE: F-T WAGE MEDIC K.M.	57,899.00	57,899.00	24,797.57	4,377.13	33,101.43	42.83
206-336-703.008	FIRE: F-T WAGE MEDIC T.M.	57,899.00	57,899.00	24,180.17	4,054.60	33,718.83	41.76
206-336-703.013	FIRE: MARSHAL COMPENSATION	30,700.00	30,700.00	16,089.10	2,473.80	14,610.90	52.41
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	4,000.00	4,000.00	2,638.87	413.00	1,361.13	65.97
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	500,000.00	500,000.00	216,581.68	28,892.24	283,418.32	43.32
206-336-707.007	FIRE: F-T OVERTIME	45,000.00	45,000.00	41,968.37	5,761.42	3,031.63	93.26
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	.00	.00	5,000.00	.00
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	23,364.00	23,364.00	.00	.00	23,364.00	.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	94,958.00	94,958.00	41,783.52	5,948.04	53,174.48	44.00
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	11,047.32	5,320.86	22,088.68	33.34
206-336-712.001	FIRE: HEALTH/DENTAL/LIFE/DISINS	80,000.00	80,000.00	40,807.98	6,649.36	39,192.02	51.01
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	16,000.00	16,000.00	9,350.54	1,100.54	6,649.46	58.44
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	6,057.27	963.76	7,942.73	43.27
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	7,966.42	1,520.92	22,033.58	26.55
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	9,998.00	.00	.00	9,998.00	.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	5,743.77	664.97	3,256.23	63.82
206-336-731.000	FIRE: MEDICAL SUPPLIES	20,000.00	20,000.00	11,249.60	1,915.45	8,750.40	56.25
206-336-732.000	FIRE: UNIFORMS	15,000.00	15,000.00	7,715.12	1,958.48	7,284.88	51.43
206-336-750.000	FIRE: VEHICLE GAS/OIL	50,000.00	50,000.00	18,423.40	3,595.47	31,576.60	36.85
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	633.50	108.50	4,366.50	12.67
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	4,499.62	271.86	( 1,999.62)	179.98
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,000.00	15,000.00	6,238.59	2,372.63	8,761.41	41.59
206-336-820.000	FIRE: DUES & EDUCATION	20,000.00	20,000.00	16,386.79	1,006.10	3,613.21	81.93
206-336-830.000	FIRE: INSURANCE/BONDS	120,000.00	120,000.00	116,569.00	15,199.25	3,431.00	97.14
206-336-851.000	FIRE: RADIO COMMUNICATIONS	53,000.00	53,000.00	8,413.08	4,138.72	44,586.92	15.87
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	395.00	.00	4,605.00	7.90
206-336-920.000	FIRE: PUBLIC UTILITIES	60,000.00	60,000.00	35,333.91	4,628.61	24,666.09	58.89
206-336-930.000	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	63,113.64	28,013.63	( 13,113.64)	126.23
206-336-936.000	FIRE: BLDG MAINT/REPAIR	15,000.00	15,000.00	11,857.67	5,109.63	3,142.33	79.05
206-336-937.000	FIRE: EQUIP MAINT	20,000.00	20,000.00	10,087.07	322.02	9,912.93	50.44
206-336-955.000	FIRE: MISC EXPENSE	2,500.00	2,500.00	2,190.66	104.75	309.34	87.63
206-336-967.000	FIRE: NEW PROJECTS	2,500.00	2,500.00	.00	.00	2,500.00	.00
	<b>TOTAL FIRE</b>	<b>2,037,679.00</b>	<b>2,037,679.00</b>	<b>1,003,552.71</b>	<b>171,817.82</b>	<b>1,034,126.29</b>	<b>49.25</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	2,037,679.00	2,037,679.00	1,003,552.71	171,817.82	1,034,126.29	49.25
NET REVENUE OVER EXPENDITURES	1.00	1.00	534,548.20	( 89,488.31)	534,547.20	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2023

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00
207-000-010.000	CASH - COMBINED SAVINGS	4,420,460.47

TOTAL ASSETS

4,420,510.47

LIABILITIES AND EQUITY

FUND EQUITY

207-000-390.000	FUND BALANCE	1,617,059.86
	REVENUE OVER EXPENDITURES - YTD	2,803,450.61

TOTAL FUND EQUITY

4,420,510.47

TOTAL LIABILITIES AND EQUITY

4,420,510.47

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	95,920.27 ( 23,327.81)	100.76	
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	27.50	.00 9,972.50	.28	
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	3,384.13	3,384.13 ( 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	81,000.00	13,500.00 81,000.00	50.00	
207-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	60,811.09	10,073.97 ( 45,811.09)	405.41	
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>3,361,033.04</b>	<b>122,878.37</b>	<b>25,607.96</b>	<b>99.24</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,386,641.00</b>	<b>3,386,641.00</b>	<b>3,361,033.04</b>	<b>122,878.37</b>	<b>25,607.96</b>	<b>99.24</b>
<b>POLICE</b>							
207-301-704.001	POLICE: CLERICAL WAGE P-T	34,000.00	34,000.00	17,437.41	2,655.00 16,562.59	51.29	
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	2,900.00	2,900.00	1,322.95	203.12 1,577.05	45.62	
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	385,138.09	252,000.08 2,527,859.91	13.22	
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	20,583.43	1,734.53 199,416.57	9.36	
207-301-920.000	POLICE: UTILITIES	14,000.00	14,000.00	2,847.15	522.54 11,152.85	20.34	
207-301-935.000	POLICE: SHERIFF'S MAINT	13,500.00	13,500.00	7,825.51	2,758.56 5,674.49	57.97	
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	13,999.98	2,333.33 14,000.02	50.00	
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>3,369,398.00</b>	<b>557,582.43</b>	<b>262,207.16</b>	<b>2,811,815.57</b>	<b>16.55</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,369,398.00</b>	<b>3,369,398.00</b>	<b>557,582.43</b>	<b>262,207.16</b>	<b>2,811,815.57</b>	<b>16.55</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>17,243.00</b>	<b>17,243.00</b>	<b>2,803,450.61</b>	<b>( 139,328.79)</b>	<b>2,786,207.61</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2023

REFUSE FUND

ASSETS

227-000-010.000 CASH - COMBINED SAVINGS 768,579.70

TOTAL ASSETS 768,579.70

LIABILITIES AND EQUITY

FUND EQUITY

227-000-390.000 FUND BALANCE 191,024.22  
REVENUE OVER EXPENDITURES - YTD 577,555.48

TOTAL FUND EQUITY 768,579.70

TOTAL LIABILITIES AND EQUITY 768,579.70

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	41,230.24	3,535.00	99.68
227-000-665.000	INTEREST EARNINGS	1,500.00	1,500.00	6,076.90	929.91	( 4,576.90)	405.13
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	1,463.00	291.00	37.00	97.53
	<b>REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,120,629.90</b>	<b>42,451.15</b>	<b>( 1,004.90)</b>	<b>100.09</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,120,629.90</b>	<b>42,451.15</b>	<b>( 1,004.90)</b>	<b>100.09</b>
<b>REFUSE</b>							
227-526-801.000	REFUSE: CONTRACTOR	1,087,000.00	1,087,000.00	543,074.42	90,570.48	543,925.58	49.96
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,637.00	27,637.00	.00	.00	27,637.00	.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>543,074.42</b>	<b>90,570.48</b>	<b>573,562.58</b>	<b>48.63</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,116,637.00</b>	<b>1,116,637.00</b>	<b>543,074.42</b>	<b>90,570.48</b>	<b>573,562.58</b>	<b>48.63</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,988.00</b>	<b>2,988.00</b>	<b>577,555.48</b>	<b>( 48,119.33)</b>	<b>574,567.48</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

OPIOID SETTLEMENT FUND

ASSETS

284-000-010.000	CASH - COMBINED SAVINGS	10,164.34
284-000-079.000	ACCOUNTS RECEIVABLE	41,624.28

TOTAL ASSETS	51,788.62
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LIABILITIES AND EQUITY

FUND EQUITY

284-000-360.001	DEFERRED INFLOW REVENUE OVER EXPENDITURES - YTD	41,624.28 10,164.34
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TOTAL FUND EQUITY	51,788.62
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TOTAL LIABILITIES AND EQUITY	51,788.62
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**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	.00	10,164.34	.00	( 10,164.34)	.00
REVENUE	.00	.00	10,164.34	.00	( 10,164.34)	.00
TOTAL FUND REVENUE	.00	.00	10,164.34	.00	( 10,164.34)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	10,164.34	.00	10,164.34	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000	CASH - COMBINED SAVINGS	790,183.27
401-000-084.494	DUE TO/FROM DDA	51,989.55
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

6,868,684.82

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	( 650,753.69)

TOTAL FUND EQUITY

6,237,315.81

TOTAL LIABILITIES AND EQUITY

6,868,684.82

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	14,797.28	1,148.96	( 4,797.28)	147.97
401-000-665.001	INTEREST EARNINGS DDA LOAN	3,500.00	3,500.00	809.26	115.93	2,690.74	23.12
401-000-667.002	CELL TOWER LEASE	150,000.00	150,000.00	71,752.83	14,415.40	78,247.17	47.84
401-000-692.000	APPROPRIATION FUND BAL.	524,500.00	1,319,095.00	.00	.00	1,319,095.00	.00
401-000-699.000	OPERATING TRANSFER IN	.00	1,500,000.00	.00	.00	1,500,000.00	.00
	<b>REVENUE</b>	<b>688,000.00</b>	<b>2,982,595.00</b>	<b>87,359.37</b>	<b>15,680.29</b>	<b>2,895,235.63</b>	<b>2.93</b>
	<b>TOTAL FUND REVENUE</b>	<b>688,000.00</b>	<b>2,982,595.00</b>	<b>87,359.37</b>	<b>15,680.29</b>	<b>2,895,235.63</b>	<b>2.93</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	25,000.00	740,302.00	716,532.68	189.98	23,769.32	96.79
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	.00	15,268.00	.00	.00	15,268.00	.00
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	4,930.38	.00	20,069.62	19.72
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	1,800.00	1,800.00	31,225.00	5.45
401-261-995.103	TRANSFER TO ROAD FUND	19,000.00	50,000.00	.00	.00	50,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>156,000.00</b>	<b>950,595.00</b>	<b>723,263.06</b>	<b>1,989.98</b>	<b>227,331.94</b>	<b>76.09</b>
<b>ANNEX</b>							
401-523-971.000	ANNEX 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	25,000.00	.00	.00	25,000.00	.00
	<b>TOTAL CEMETERY</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>.00</b>	<b>.00</b>	<b>25,000.00</b>	<b>.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	125,000.00	14,850.00	.00	110,150.00	11.88
	<b>TOTAL PARKS</b>	<b>140,000.00</b>	<b>140,000.00</b>	<b>14,850.00</b>	<b>.00</b>	<b>125,150.00</b>	<b>10.61</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>361,000.00</b>	<b>1,155,595.00</b>	<b>738,113.06</b>	<b>1,989.98</b>	<b>417,481.94</b>	<b>63.87</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	327,000.00	1,827,000.00	( 650,753.69)	13,690.31	( 2,477,753.69)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2023

FIRE CAPITAL FUND

ASSETS

402-000-010.000 CASH - COMBINED SAVINGS 602,081.74

TOTAL ASSETS 602,081.74

LIABILITIES AND EQUITY

FUND EQUITY

402-000-390.000 FUND BALANCE 568,820.74  
REVENUE OVER EXPENDITURES - YTD 33,261.00

TOTAL FUND EQUITY 602,081.74

TOTAL LIABILITIES AND EQUITY 602,081.74

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	27,946.17 ( 5,629.87)	100.63	
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	985.99	985.99 ( 985.99)	.00	
402-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	14,643.52	2,305.20 ( 4,643.52)	146.44	
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>917,662.38</b>	<b>31,237.36</b>	<b>195,837.14</b>	<b>82.41</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>917,662.38</b>	<b>31,237.36</b>	<b>195,837.14</b>	<b>82.41</b>
<b>FIRE</b>							
402-336-971.000	VEHICLES	400,000.00	400,000.00	381,427.77	.00 18,572.23	95.36	
402-336-971.002	CAPITAL EQUIPMENT	158,000.00	158,000.00	75,224.09	10,066.25 82,775.91	47.61	
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	126,750.00	.00 143,250.00	46.94	
402-336-993.002	FIRE CAP: BONDING AGENT FEES	.00	.00	500.00	500.00 ( 500.00)	.00	
	<b>TOTAL FIRE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>884,401.38</b>	<b>10,566.25</b>	<b>229,098.14</b>	<b>79.43</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>884,401.38</b>	<b>10,566.25</b>	<b>229,098.14</b>	<b>79.43</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>33,261.00</b>	<b>20,671.11</b>	<b>33,261.00</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

DOWNTOWN DEVELOPMENT FUND

<u>ASSETS</u>			
494-000-010.000	CASH - COMBINED SAVINGS	517,604.56	
494-000-019.000	TAXES RECEIVABLE	95,249.00	
		<hr/>	
	TOTAL ASSETS		<u>612,853.56</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	51,989.55	
		<hr/>	
	TOTAL LIABILITIES		210,472.55
<u>FUND EQUITY</u>			
494-000-390.000	FUND BALANCE	337,928.06	
	REVENUE OVER EXPENDITURES - YTD	64,452.95	
		<hr/>	
	TOTAL FUND EQUITY		<u>402,381.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>612,853.56</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	500.00	500.00 ( 500.00)	.00
494-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	4,057.53	708.01	5,942.47 40.58
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	3,725.00	200.00	( 3,725.00) .00
494-000-677.008	FARMERS MARKET RESERVATIONS	1,000.00	1,000.00	300.00	.00	700.00 30.00
494-000-677.010	TIF	234,000.00	234,000.00	122,125.45	13,477.52	111,874.55 52.19
494-000-692.000	APPROP FUND BALANCE	.00	85,853.00	.00	.00	85,853.00 .00
	<b>REVENUE</b>	<b>247,000.00</b>	<b>332,853.00</b>	<b>130,357.98</b>	<b>14,885.53</b>	<b>202,495.02 39.16</b>
	<b>TOTAL FUND REVENUE</b>	<b>247,000.00</b>	<b>332,853.00</b>	<b>130,357.98</b>	<b>14,885.53</b>	<b>202,495.02 39.16</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>						
494-729-702.001	DDA: DIRECTOR	51,562.00	51,562.00	22,729.65	3,462.10	28,832.35 44.08
494-729-705.000	DDA: PART-TIME SEASONAL	.00	5,000.00	252.00	108.00	4,748.00 5.04
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,000.00	4,000.00	1,951.09	303.11	2,048.91 48.78
494-729-715.000	GGP: CASH IN LIEU BENEF BUYOUT	.00	.00	3,000.00	500.00	( 3,000.00) .00
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	100.00	.00	1,100.00 8.33
494-729-728.000	DDA: OFFICE SUPPLIES	1,200.00	1,200.00	695.20	158.89	504.80 57.93
494-729-729.000	DDA: MEETING PUBLIC ED SUPPLIES	500.00	500.00	209.88	.00	290.12 41.98
494-729-801.000	DDA: PROF SERVICES	3,000.00	3,000.00	46.50	.00	2,953.50 1.55
494-729-801.001	DDA: MASTER PLAN	5,000.00	5,000.00	201.50	201.50	4,798.50 4.03
494-729-808.000	DDA: MARKETING CONSULTANT	9,000.00	12,000.00	4,382.00	500.00	7,618.00 36.52
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	438.85	499.13 90.02
494-729-850.000	DDA: WEBSITE	700.00	700.00	640.00	120.00	60.00 91.43
494-729-880.001	DDA: PROMOTIONS	12,250.00	12,250.00	1,805.00	1,700.00	10,445.00 14.73
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	11,000.00	11,000.00	2,772.16	.00	8,227.84 25.20
494-729-880.003	DDA: DESIGN	51,145.00	126,145.00	7,613.85	7,078.85	118,531.15 6.04
494-729-880.004	DDA: ORGANIZATION	2,700.00	2,700.00	350.00	350.00	2,350.00 12.96
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	11,353.00	6,338.69	656.84	5,014.31 55.83
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	995.00	600.00	2,005.00 33.17
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	1,526.18	287.52	1,473.82 50.87
494-729-935.000	DDA: MAINTENANCE STREETScape	4,000.00	4,000.00	1,140.00	.00	2,860.00 28.50
494-729-967.000	DDA: FARMERS' MARKET	10,000.00	12,500.00	1,846.20	1,701.20	10,653.80 14.77
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	.00	.00	2,500.00 .00
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	809.26	115.93	1,490.74 35.19
	<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>236,809.00</b>	<b>330,662.00</b>	<b>65,905.03</b>	<b>18,282.79</b>	<b>264,756.97 19.93</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>236,809.00</b>	<b>330,662.00</b>	<b>65,905.03</b>	<b>18,282.79</b>	<b>264,756.97 19.93</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	10,191.00	2,191.00	64,452.95	( 3,397.26)	62,261.95	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JUNE 30, 2023

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	164,031.22
591-000-010.000	CASH - COMBINED SAVINGS	55,027.68
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	39,659.30
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

7,770,251.27

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.000	ACCOUNTS PAYABLE	3,995.07
591-000-202.001	ACCOUNTS PAYABLE VOUCHER	24,455.82
591-000-209.000	INTEREST PAYABLE	2,180.50
591-000-214.000	DUE TO OTHER FUNDS-INVENTORY	849.85
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	53,007.75
591-000-300.001	SPECIAL ASSESSMENT BOND	534,992.25

TOTAL LIABILITIES

619,481.24

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	( 63,754.68)

TOTAL FUND EQUITY

7,150,770.03

TOTAL LIABILITIES AND EQUITY

7,770,251.27

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	228,316.78	135,771.72	( 228,316.78)	.00
591-000-629.003	FIXED CHARGE DEBT SERVICES	.00	.00	38,333.12	.00	( 38,333.12)	.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	1,444.36	750.95	( 1,444.36)	.00
591-000-677.000	OTHER REVENUE	.00	.00	4,705.51	4,705.51	( 4,705.51)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>313,757.93</b>	<b>141,228.18</b>	<b>( 313,757.93)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>313,757.93</b>	<b>141,228.18</b>	<b>( 313,757.93)</b>	<b>.00</b>
<u>WATER</u>							
591-536-812.000	FUND ADMINISTRATION COST	.00	.00	44,790.24	22,779.40	( 44,790.24)	.00
591-536-921.000	SYSTEMS	.00	.00	39,596.50	17,569.02	( 39,596.50)	.00
591-536-921.001	PLAN REVIEW & PERMITTING	.00	.00	283.66	53.93	( 283.66)	.00
591-536-921.002	MAPPING UNIT	.00	.00	1,075.46	734.78	( 1,075.46)	.00
591-536-921.003	BILLING SERVICES	.00	.00	6,141.81	3,812.47	( 6,141.81)	.00
591-536-935.000	MAINTENANCE	.00	.00	34,794.30	30,814.51	( 34,794.30)	.00
591-536-938.001	WATER SYSTEMS	.00	.00	23,543.36	14,370.29	( 23,543.36)	.00
591-536-938.002	WATER MAINTENANCE	.00	.00	67,550.71	36,850.80	( 67,550.71)	.00
591-536-938.003	PUMP MAINTENANCE	.00	.00	153,586.59	91,673.51	( 153,586.59)	.00
591-536-971.001	WATER CAPITAL EQUIPMT IMPROVM	.00	.00	1,756.73	1,756.73	( 1,756.73)	.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>377,512.61</b>	<b>220,415.44</b>	<b>( 377,512.61)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>377,512.61</b>	<b>220,415.44</b>	<b>( 377,512.61)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 63,754.68)</b>	<b>( 79,187.26)</b>	<b>( 63,754.68)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000 CASH - COMBINED SAVINGS 7,398.37

TOTAL ASSETS 7,398.37

LIABILITIES AND EQUITY

FUND EQUITY

702-000-390.000 FUND BALANCE 12,711.14  
REVENUE OVER EXPENDITURES - YTD (5,312.77)

TOTAL FUND EQUITY 7,398.37

TOTAL LIABILITIES AND EQUITY 7,398.37

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	11,153.44	2,028.95	( 11,153.44)	.00
REVENUE	.00	.00	11,153.44	2,028.95	( 11,153.44)	.00
TOTAL FUND REVENUE	.00	.00	11,153.44	2,028.95	( 11,153.44)	.00
<u>GENERAL GOVERNMENT</u>						
702-261-729.000						
HAAC: DEDUCTIONS	.00	.00	16,466.21	7,669.29	( 16,466.21)	.00
TOTAL GENERAL GOVERNMENT	.00	.00	16,466.21	7,669.29	( 16,466.21)	.00
TOTAL FUND EXPENDITURES	.00	.00	16,466.21	7,669.29	( 16,466.21)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 5,312.77)	( 5,640.34)	( 5,312.77)	

# CHARTER TOWNSHIP OF HIGHLAND

## BALANCE SHEET

JUNE 30, 2023

### CURRENT TAX COLLECT

#### ASSETS

703-000-010.000	CASH - COMBINED SAVINGS	4,942.65
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

2,453,716.17

#### LIABILITIES AND EQUITY

##### LIABILITIES

703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	5.85
703-000-280.000	DEFERRED REVENUE	2,451,951.37

#### TOTAL LIABILITIES

2,451,957.22

##### FUND EQUITY

REVENUE OVER EXPENDITURES - YTD	<u>1,758.95</u>
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#### TOTAL FUND EQUITY

1,758.95

#### TOTAL LIABILITIES AND EQUITY

2,453,716.17

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	3,264.95	24.98	( 3,264.95)	.00
REVENUE	.00	.00	3,264.95	24.98	( 3,264.95)	.00
TOTAL FUND REVENUE	.00	.00	3,264.95	24.98	( 3,264.95)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
703-255-822.000						
TAX: BANK FEES	.00	.00	1,506.00	245.00	( 1,506.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	1,506.00	245.00	( 1,506.00)	.00
TOTAL FUND EXPENDITURES	.00	.00	1,506.00	245.00	( 1,506.00)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,758.95	( 220.02)	1,758.95	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	87,366.00
737-000-017.001	MUTUAL FUNDS	654,405.81
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

790,631.81

LIABILITIES AND EQUITY

FUND EQUITY

737-000-390.000	FUND BALANCE	765,450.00
	REVENUE OVER EXPENDITURES - YTD	25,181.81

TOTAL FUND EQUITY

790,631.81

TOTAL LIABILITIES AND EQUITY

790,631.81

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	12,566.51	2,432.38	7,433.49	62.83
737-000-669.001	.00	.00	28,516.36	13,485.05	( 28,516.36)	.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>41,082.87</b>	<b>15,917.43</b>	<b>17,917.13</b>	<b>69.63</b>
<b>TOTAL FUND REVENUE</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>41,082.87</b>	<b>15,917.43</b>	<b>17,917.13</b>	<b>69.63</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	50,000.00	50,000.00	13,232.48	2,709.62	36,767.52	26.46
737-279-822.000	9,000.00	9,000.00	2,668.58	.00	6,331.42	29.65
<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>15,901.06</b>	<b>2,709.62</b>	<b>43,098.94</b>	<b>26.95</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>15,901.06</b>	<b>2,709.62</b>	<b>43,098.94</b>	<b>26.95</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>25,181.81</b>	<b>13,207.81</b>	<b>25,181.81</b>	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JUNE 30, 2023

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS

247,964.41

TOTAL ASSETS

247,964.41

LIABILITIES AND EQUITY

FUND EQUITY

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

180,223.82  
67,740.59

TOTAL FUND EQUITY

247,964.41

TOTAL LIABILITIES AND EQUITY

247,964.41

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	11,572.23	( 203,015.78)	.00
764-000-665.000	.00	.00	2,189.11	376.95	( 2,189.11)	.00
	<u>.00</u>	<u>.00</u>	<u>205,204.89</u>	<u>11,949.18</u>	<u>( 205,204.89)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>205,204.89</u>	<u>11,949.18</u>	<u>( 205,204.89)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
764-255-956.000	.00	.00	137,464.30	34,400.48	( 137,464.30)	.00
	<u>.00</u>	<u>.00</u>	<u>137,464.30</u>	<u>34,400.48</u>	<u>( 137,464.30)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>137,464.30</u>	<u>34,400.48</u>	<u>( 137,464.30)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>137,464.30</u>	<u>34,400.48</u>	<u>( 137,464.30)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>67,740.59</u>	<u>( 22,451.30)</u>	<u>67,740.59</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS

63,002.97

TOTAL ASSETS

63,002.97

LIABILITIES AND EQUITY

FUND EQUITY

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

53,539.00  
9,463.97

TOTAL FUND EQUITY

63,002.97

TOTAL LIABILITIES AND EQUITY

63,002.97

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	1,689.42	( 26,467.58)	.00
765-000-665.000	INTEREST EARNINGS	.00	.00	542.21	95.78	( 542.21)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>27,009.79</b>	<b>1,785.20</b>	<b>( 27,009.79)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>27,009.79</b>	<b>1,785.20</b>	<b>( 27,009.79)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-956.000	HIGHLAND LAKE: DEDUCTIONS	.00	.00	17,545.82	16,535.15	( 17,545.82)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>17,545.82</b>	<b>16,535.15</b>	<b>( 17,545.82)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>17,545.82</b>	<b>16,535.15</b>	<b>( 17,545.82)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>9,463.97</b>	<b>( 14,749.95)</b>	<b>9,463.97</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS 48,158.60

TOTAL ASSETS 48,158.60

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE 67,045.06  
REVENUE OVER EXPENDITURES - YTD ( 18,886.46)

TOTAL FUND EQUITY 48,158.60

TOTAL LIABILITIES AND EQUITY 48,158.60

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**TAGGETT LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>							
766-000-581.000	CONTRIBUTIONS-TAGGETT LAKE	.00	.00	13,800.00	600.00	( 13,800.00)	.00
766-000-665.000	INTEREST EARNINGS	.00	.00	505.40	73.21	( 505.40)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>14,305.40</b>	<b>673.21</b>	<b>( 14,305.40)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>14,305.40</b>	<b>673.21</b>	<b>( 14,305.40)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>							
766-255-956.000	TAGGETT LAKE: DEDUCTIONS	.00	.00	33,191.86	24,052.36	( 33,191.86)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>33,191.86</b>	<b>24,052.36</b>	<b>( 33,191.86)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>33,191.86</b>	<b>24,052.36</b>	<b>( 33,191.86)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 18,886.46)</b>	<b>( 23,379.15)</b>	<b>( 18,886.46)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000 CASH - COMBINED SAVINGS

42,991.04

TOTAL ASSETS

42,991.04

LIABILITIES AND EQUITY

FUND EQUITY

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

47,444.86

( 4,453.82)

TOTAL FUND EQUITY

42,991.04

TOTAL LIABILITIES AND EQUITY

42,991.04

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**KELLOGG LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-581.000	.00	.00	14,151.54	1,088.58	( 14,151.54)	.00
767-000-665.000	.00	.00	415.60	65.35	( 415.60)	.00
	<u>.00</u>	<u>.00</u>	<u>14,567.14</u>	<u>1,153.93</u>	<u>( 14,567.14)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>14,567.14</u>	<u>1,153.93</u>	<u>( 14,567.14)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-956.000	.00	.00	19,020.96	18,990.99	( 19,020.96)	.00
	<u>.00</u>	<u>.00</u>	<u>19,020.96</u>	<u>18,990.99</u>	<u>( 19,020.96)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>19,020.96</u>	<u>18,990.99</u>	<u>( 19,020.96)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>19,020.96</u>	<u>18,990.99</u>	<u>( 19,020.96)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>( 4,453.82)</u>	<u>( 17,837.06)</u>	<u>( 4,453.82)</u>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS 55,907.26

TOTAL ASSETS 55,907.26

LIABILITIES AND EQUITY

FUND EQUITY

768-000-390.000 FUND BALANCE 38,938.14  
REVENUE OVER EXPENDITURES - YTD 16,969.12

TOTAL FUND EQUITY 55,907.26

TOTAL LIABILITIES AND EQUITY 55,907.26

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**CHARLICK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
768-000-581.000	.00	.00	26,079.27	.00	( 26,079.27)	.00
768-000-665.000	.00	.00	452.83	84.99	( 452.83)	.00
	<u>.00</u>	<u>.00</u>	<u>26,532.10</u>	<u>84.99</u>	<u>( 26,532.10)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>26,532.10</u>	<u>84.99</u>	<u>( 26,532.10)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
768-255-956.000	.00	.00	9,562.98	7,838.63	( 9,562.98)	.00
	<u>.00</u>	<u>.00</u>	<u>9,562.98</u>	<u>7,838.63</u>	<u>( 9,562.98)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>9,562.98</u>	<u>7,838.63</u>	<u>( 9,562.98)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>9,562.98</u>	<u>7,838.63</u>	<u>( 9,562.98)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>16,969.12</u>	<u>( 7,753.64)</u>	<u>16,969.12</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000 CASH - COMBINED SAVINGS 47,021.62

TOTAL ASSETS 47,021.62

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000 FUND BALANCE 40,129.76  
REVENUE OVER EXPENDITURES - YTD 6,891.86

TOTAL FUND EQUITY 47,021.62

TOTAL LIABILITIES AND EQUITY 47,021.62

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	1,440.00	( 23,520.00)	.00
769-000-665.000	INTEREST EARNINGS	.00	.00	430.67	71.48	( 430.67)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>23,950.67</b>	<b>1,511.48</b>	<b>( 23,950.67)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>23,950.67</b>	<b>1,511.48</b>	<b>( 23,950.67)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-956.000	WOODRUFF LAKE: DEDUCTIONS	.00	.00	17,058.81	16,924.67	( 17,058.81)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>17,058.81</b>	<b>16,924.67</b>	<b>( 17,058.81)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>17,058.81</b>	<b>16,924.67</b>	<b>( 17,058.81)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>6,891.86</b>	<b>( 15,413.19)</b>	<b>6,891.86</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS 248,644.28

TOTAL ASSETS 248,644.28

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE 184,817.10  
REVENUE OVER EXPENDITURES - YTD 63,827.18

TOTAL FUND EQUITY 248,644.28

TOTAL LIABILITIES AND EQUITY 248,644.28

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	1,752.82	( 95,268.89)	.00
770-000-665.000	.00	.00	1,839.53	377.98	( 1,839.53)	.00
	<u>.00</u>	<u>.00</u>	<u>97,108.42</u>	<u>2,130.80</u>	<u>( 97,108.42)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>97,108.42</u>	<u>2,130.80</u>	<u>( 97,108.42)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
770-255-956.000	.00	.00	33,281.24	29,275.00	( 33,281.24)	.00
	<u>.00</u>	<u>.00</u>	<u>33,281.24</u>	<u>29,275.00</u>	<u>( 33,281.24)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>33,281.24</u>	<u>29,275.00</u>	<u>( 33,281.24)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>33,281.24</u>	<u>29,275.00</u>	<u>( 33,281.24)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>63,827.18</u>	<u>( 27,144.20)</u>	<u>63,827.18</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS 2,643.28

TOTAL ASSETS 2,643.28

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000 FUND BALANCE 801.54  
REVENUE OVER EXPENDITURES - YTD 1,841.74

TOTAL FUND EQUITY 2,643.28

TOTAL LIABILITIES AND EQUITY 2,643.28

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-581.000						
CONTRIBUTIONS-TOMAHAWK LAKE	.00	.00	4,213.06	.00	( 4,213.06)	.00
771-000-665.000						
INTEREST EARNINGS	.00	.00	28.68	4.02	( 28.68)	.00
	<u>.00</u>	<u>.00</u>	<u>4,241.74</u>	<u>4.02</u>	<u>( 4,241.74)</u>	<u>.00</u>
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,241.74</b>	<b>4.02</b>	<b>( 4,241.74)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,241.74</b>	<b>4.02</b>	<b>( 4,241.74)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>						
771-255-956.000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	2,400.00	.00	( 2,400.00)	.00
	<u>.00</u>	<u>.00</u>	<u>2,400.00</u>	<u>.00</u>	<u>( 2,400.00)</u>	<u>.00</u>
<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>2,400.00</b>	<b>.00</b>	<b>( 2,400.00)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>2,400.00</b>	<b>.00</b>	<b>( 2,400.00)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>1,841.74</b>	<b>4.02</b>	<b>1,841.74</b>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS 3,114.65

TOTAL ASSETS 3,114.65

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE 1,236.77  
REVENUE OVER EXPENDITURES - YTD 1,877.88

TOTAL FUND EQUITY 3,114.65

TOTAL LIABILITIES AND EQUITY 3,114.65

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**GOURD LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-581.000	.00	.00	3,482.65	267.85	( 3,482.65)	.00
773-000-665.000	.00	.00	21.73	4.73	( 21.73)	.00
	<u>.00</u>	<u>.00</u>	<u>3,504.38</u>	<u>272.58</u>	<u>( 3,504.38)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>3,504.38</u>	<u>272.58</u>	<u>( 3,504.38)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
773-255-956.000	.00	.00	1,626.50	.00	( 1,626.50)	.00
	<u>.00</u>	<u>.00</u>	<u>1,626.50</u>	<u>.00</u>	<u>( 1,626.50)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,626.50</u>	<u>.00</u>	<u>( 1,626.50)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,626.50</u>	<u>.00</u>	<u>( 1,626.50)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,877.88</u>	<u>272.58</u>	<u>1,877.88</u>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2023

PENNINSULA LAKE

ASSETS

774-000-010.000 CASH - COMBINED SAVINGS 8,771.66

TOTAL ASSETS 8,771.66

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000 FUND BALANCE 5,944.96  
REVENUE OVER EXPENDITURES - YTD 2,826.70

TOTAL FUND EQUITY 8,771.66

TOTAL LIABILITIES AND EQUITY 8,771.66

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**PENNINSULA LAKE**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
774-000-581.000	CONTRIBUTIONS-PENINSULA LAKE	.00	.00	5,529.00	582.00	( 5,529.00)	.00
774-000-665.000	INTEREST EARNINGS	.00	.00	75.20	13.34	( 75.20)	.00
	REVENUE	.00	.00	5,604.20	595.34	( 5,604.20)	.00
	TOTAL FUND REVENUE	.00	.00	5,604.20	595.34	( 5,604.20)	.00
	<u>TRUST &amp; AGENCY ADMIN</u>						
774-255-956.000	PENINSULA LAKE: DEDUCTIONS	.00	.00	2,777.50	2,777.50	( 2,777.50)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	2,777.50	2,777.50	( 2,777.50)	.00
	TOTAL FUND EXPENDITURES	.00	.00	2,777.50	2,777.50	( 2,777.50)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	2,826.70	( 2,182.16)	2,826.70	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS 4,123.28

TOTAL ASSETS 4,123.28

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000 FUND BALANCE 5,509.20  
REVENUE OVER EXPENDITURES - YTD ( 1,385.92)

TOTAL FUND EQUITY 4,123.28

TOTAL LIABILITIES AND EQUITY 4,123.28

# CHARTER TOWNSHIP OF HIGHLAND

REVENUES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 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	67.08	6.27	( 67.08)	.00
		.00	.00	5,473.08	6.27	( 5,473.08)	.00
	REVENUE	.00	.00	5,473.08	6.27	( 5,473.08)	.00
	TOTAL FUND REVENUE	.00	.00	5,473.08	6.27	( 5,473.08)	.00
	<u>TRUST &amp; AGENCY ADMIN</u>						
775-255-956.000	LOW PETTIBONE LAKE: DEDUCTION	.00	.00	6,859.00	6,859.00	( 6,859.00)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	6,859.00	6,859.00	( 6,859.00)	.00
	TOTAL FUND EXPENDITURES	.00	.00	6,859.00	6,859.00	( 6,859.00)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	( 1,385.92)	( 6,852.73)	( 1,385.92)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2023

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000 CASH - COMBINED SAVINGS 6,728.55

TOTAL ASSETS 6,728.55

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000 FUND BALANCE 7,657.48  
REVENUE OVER EXPENDITURES - YTD (928.93)

TOTAL FUND EQUITY 6,728.55

TOTAL LIABILITIES AND EQUITY 6,728.55

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	235.00	( 9,870.00)	.00
776-000-665.000						
	.00	.00	109.07	10.23	( 109.07)	.00
	.00	.00	9,979.07	245.23	( 9,979.07)	.00
	.00	.00	9,979.07	245.23	( 9,979.07)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
776-255-956.000						
	.00	.00	10,908.00	10,908.00	( 10,908.00)	.00
	.00	.00	10,908.00	10,908.00	( 10,908.00)	.00
	.00	.00	10,908.00	10,908.00	( 10,908.00)	.00
	.00	.00	( 928.93)	( 10,662.77)	( 928.93)	



# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT



July-23

Last Year (2022)

This Year (2023)

Cost of Firefighter's by Station

Station One	\$6,504.85	\$12,854.31
Station Two	\$21,024.86	\$12,438.96
Station Three	\$9,440.33	\$8,390.13
<u>Total</u>	<u>\$36,970.04</u>	<u>\$33,683.40</u>

Cost of Firefighter's Last Month

**\$76,201.62** → **\$89,151.40**

Alarms through Current Month

**921** **980**

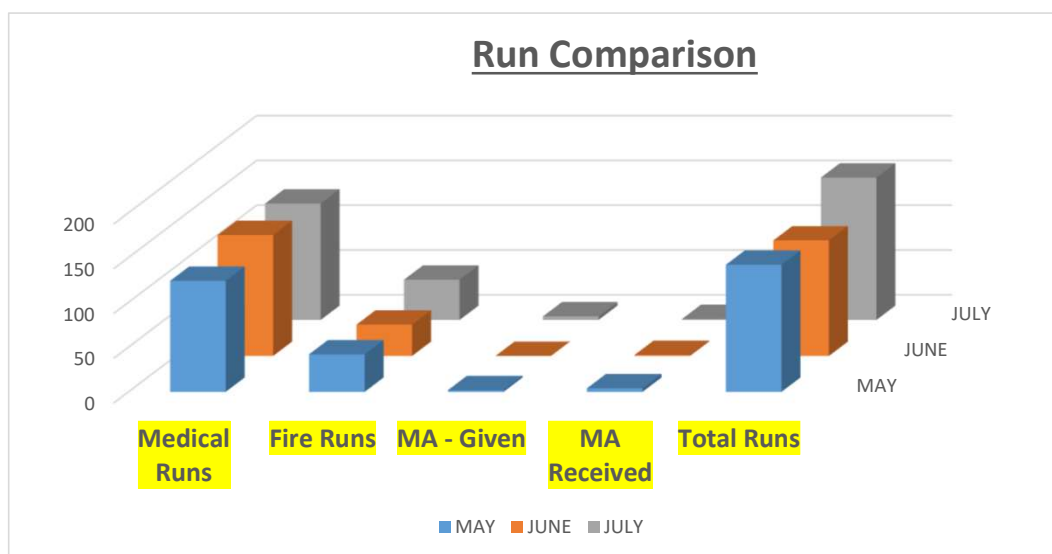
Total Alarms last Year

1798 Runs Ahead of Last Year

**59**

### STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$250,000.00	\$360,000.00
Amount Lost by Fire	\$20,000.00	\$0.00
Fire Loss	8%	0%
Average Personel Per Run	2.72	2.81
Medical Related Runs	107	130
Fire Related Runs	35	45
Mutual Aid - Given	0	4
Mutual Aid - Received	1	1
Total Runs	129	159
<b>EMS TRANSPORTS</b>	<b>68</b>	<b>72</b>
Fire Staff Hours	3532.75	3809.25
Administration Staff Hours	471	352.5



**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, June 6, 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 5:35 pm by D. Mecklenborg.

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

**Motion:** J. Matthews moved and K. Polidori seconded to approve the Board Meeting minutes of May 2, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for May, 2023 are \$54,397.25. Total bills for June, 2023 are \$37,810.30, with the addition of Applied Innovation, Digital Document Store, DTE Energy, JMHH Group, when received.

**Motion:** C. Hamill moved and K. Polidori seconded to approve the May, 2023 and June, 2023 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** Information regarding MPI open House was received. A Thank You note was received from the HVS-ELS class.

## **UNFINISHED BUSINESS**

**The Library Network:** TLN Tech Group is considering a new technology service for iPad management. A webinar summarized the use of libraries from 2019-2023; the link can be found at: <http://vimeo.com/827426850>.

**Building Maintenance:** R. Griffin has received several quotes for the replacement of two metal doors. R. Griffin is treating the library entrance with a natural product, orange oil, for carpenter bees. For his Eagle Scout Project, Emmett Field from Boy Scout Troop 9914, built raised gardens, to promote the seed library; the gardens will be managed by the Highland Garden Club. All tests were passed for the annual Fire Sprinkler Inspection. Contract with Unifirst (cleaning and replacing small rugs) has been renewed for 3 years.

**Motion:** C. Hamill moved and J. Matthews seconded to accept the bid with JMHR Group, not to exceed \$6,000.00, for replacement of two metal doors. Roll call – unanimous vote; motion carried.

## **Strategic Planning**

**Website Redesign:** The RFP for the website redesign is being reviewed by several companies.

**Partnerships:** Community Sharing held their Community Garage Sale.

**Outreach:** L. Phillipson attended Parent Resource night at HVS. D.Schwaninger is visiting 4 schools to promote summer reading. A. Ireland and J. Croft will be at Community Sharing every Tuesday during the summer, to promote summer reading. S. Rice and L Phillipson had a booth at the Founder's Day Festival. A. Ireland and J. Fenton will attend the Farmer's Market once each month during the summer.

**Book Challenges:** The Library of Michigan conducted and published a survey regarding perceptions of the public to libraries. Learn more at [ala.org/bbooks](http://ala.org/bbooks).

## **NEW BUSINESS**

**Risk Management:** A representative of HVSB shared how to spot suspicious activity related to mail-related check fraud.

**Policy:** A. Seurnyck, the Library lawyer, is charging an additional amount to finalize her feedback for the Meeting Room Policy.

**Audit:** The audit of the year 2022 is complete.

**Personnel:** The husband of W. Maertens (circulation) passed away. A. Ireland graduated with a Masters Degree in Library and Information Science from Wayne State University; her salary will reflect the change this pay period.

**June Meeting:** The July 11, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:40 pm

Respectfully Submitted,

*Cindy Dombrowski*

### Programs & Reference

May Programs	#
Adult	47
Teen	94
Youth	134
<b>Total</b>	<b>275</b>
April	306

Schools	3	425
Passive Yth	10	155

### Reference

Adult & Teen	682
Youth	284
<b>Total</b>	<b>966</b>
Last Month	1,149

### People Count

May	4,204
Last year	3,533
Last Month	5,070

### Public Computer Usage

#### Computers

Adult	314
Teen	2
Youth	9

AWE	464
ABCmouse	2

Wireless:	328
-----------	-----

### MAP Passes

**MAP Passes:** 557 families used TLN library MAP passes to get into metroparks for free in the month of May

### Circulation of Physical Items

March 7,559	April 5,954	May 5,293
Books: Adult 1,874	Teen 171	Youth 1,852
DVD 563	Realia 53	Board Games 12
<b>Interlibrary Loan:</b>		
Other TLN Library material to Highland: 1,109		
Highland Materials to other TLN Libraries: 1,310		
MeLCat Interloan Service: 47		
Unique Card Use:	April 884	May 833

### Digital Usage

Overdrive	April	May
Overall	2,081	2,153
e-books	974	1,033
e-audiobooks	1,026	1,066
e-magazines	81	54
New Users	18	16
Unique User	452	456
Hoopla Borrows	608	669
Kanopy Plays	41	19
Consumer Reports Page View	368	409
Mango Languages	14	10
LOTE4Kids	29	25
Brainfuse	8	0
Ancestry	393	50

### Library Happenings

- A survey from the Freckle Project shows library usage is up with downloadable resources being a major factor in increased usage. Highland Library has seen a 59% increase in checkouts related to downloadable resources from 2019 to 2023.
- The library has a new security camera to help capture unwelcome activity in our area.
- Librarians visited 5 schools, one community partner and participated in Founder's Day to help promote summer reading.
- We are updating our Meeting Room Policy.
- Thanks for Emmett Field, Troop 9914, for our raised garden beds.



## 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						13907
<b>Highland D.B.</b>													
Warrants Submitted	9	5	4	5	7	4	6						40
Warrants Obtained	4	2	6	5	7	7	6						37
Court Appearances	8	3	7	6	6	9	9						48
New Cases	27	22	18	21	25	21	19						153
Closed Cases	22	19	16	17	20	24	14						132
Call Outs	2	3	1	0	5	1	2						14
<b>School Liaison</b>													
Incidents / Calls	12	10	15	20	17	3	N/A						77
Special Presentations	6	0	3	0	2	0	N/A						11
<b>Traffic Enforcement</b>													
Citations	114	147	168	145	183	112	102						971
Warnings	138	147	173	156	133	98	87						932
<b>Substation Activity</b>													
Citizen "walk ins"	41	38	36	40	42	47	35						279
<b>Traffic Crashes</b>	50	20	32	25	37	31	21						216
<b>Arrests</b>													
Adults	20	8	18	16	20	18	13						113
Juveniles	0	0	1	1	1	0	0						3

**TREASURER'S REPORT**  
**June 30, 2023**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	502,774.10	4,275.00 *
CHASE	GENERAL	H.R.A.	101		57,444.40
CHASE	GENERAL	F.S.A CHECKING	101		10,811.20
CHASE	GENERAL	CHECKING (SAVINGS)	101		843,559.85 *
CHASE	FIRE OPERATING	MONEY MARKET	206		53,463.91
CHASE	ROAD	MONEY MARKET	203		1,950.74
CHASE	HAUL ROUTE	MONEY MARKET	203		347,501.17
CHASE	POLICE	MONEY MARKET	207		71,476.37
CHASE	REFUSE	MONEY MARKET	227		609,517.72
CHASE	OPIOID SETTLEMENT	CHECKING	284		10,164.34 *
CHASE	HAAC	CHECKING	702		7,398.37 *
CHASE	DDA	MONEY MARKET	494		17,137.55
CHASE	WATERMAIN	CHECKING	591		55,027.68 *
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		247,964.41
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		63,002.97
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		48,158.60
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		42,991.04
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		55,907.26
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		47,021.62
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		248,644.28
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		2,643.28
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		3,114.65
CHASE	PENINSULA LAKE	MONEY MARKET	774		8,771.66
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		4,123.28
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		6,728.55
COMERICA	CAPITAL IMP.	PBMM	401		196,030.34
COMERICA	CAPITAL IMP.	JFUND	401		115,560.27
COMERICA	GENERAL	JFUND	101		223,171.43
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		16,080.48
FLAGSTAR	DDA	SAVINGS	494		200,467.01
FLAGSTAR	FIRE	SAVINGS	206		1,270,556.99
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		202,970.68
FLAGSTAR	GENERAL	SAVINGS	101		144,744.49
FLAGSTAR	CURRENT TAX	CHECKING	703	0.00	4,942.65
FLAGSTAR	POLICE	SAVINGS	207		2,480,867.68
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		623,130.86
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		167,500.95
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		113,630.61
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		383,561.24
MI CLASS	POLICE	INVESTMENT POOL	207		385,155.67
MI CLASS	ROAD	INVESTMENT POOL	203		15,429.32
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		3,195,505.88
OAKLAND CO	FIRE	INVESTMENT POOL	206		251,867.48
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		15,549.82
OAKLAND CO	GENERAL	INVESTMENT POOL	101		23,284.14
OAKLAND CO	POLICE	INVESTMENT POOL	207		156,556.64
OAKLAND CO	REFUSE	INVESTMENT POOL	227		159,061.98
CIBC	GENERAL	CD	101		262,241.87
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		348,881.57
CIBC	ESCROW	CD	101		325,159.38
CIBC	DDA	CD	494		300,000.00
HUNTINGTON	GENERAL	CD	101		215,707.97
					<u>17,357,848.72</u>

BANK STATEMENT
1,423,199.34
*In Chase checking account
CHASE
2,868,799.90
COMERICA
534,762.04
FLAGSTAR
5,057,676.27
HVSB
1,039,209.84
LPL FINANCIAL
790,631.81
MI CLASS
4,093,282.72
OAKLAND COUNTY
606,320.06
CIBC
2,151,458.11
HUNTINGTON
215,707.97
TOTAL
<b>17,357,848.72</b>

Flagstar Bank Statement  
4,942.65

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

	BANK/GL REC. SORTED BY		FUND						
	June 30, 2023					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND	FUND
								TOTAL	NUMBER
CHASE	GENERAL	CHECKING	101			4,275.00			
CHASE	GENERAL	H.R.A. CHECKING	101			57,444.40			
CHASE	GENERAL	F.S.A. CHECKING	101			10,811.20			
CHASE	GENERAL	CHECKING (SAVINGS)	101			843,559.85			
COMERICA	GENERAL	JFUND	101			223,171.43			
FLAGSTAR	GENERAL	MAX SAVINGS	101			144,744.49			
HVSB	GENERAL	CD	101			221,957.92			
OAKLAND CO	GENERAL	INVESTMENT POOL	101			23,284.14			
CIBC	GENERAL	CD	101			262,241.87			
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	843.20	5,952,642.46	3,195,505.88		5,953,485.66	101
CHASE	ROAD	SAVINGS	203			1,950.74			
MI CLASS	ROAD	INVESTMENT POOL	203			15,429.32			
CHASE	HAUL ROUTE	SAVINGS	203			347,501.17			
HVSB	HAUL ROUTE	CD	203	0.00	644,498.69	279,617.46		644,498.69	201
FLAGSTAR	FIRE	MAX SAVINGS	206			1,270,556.99			
HVSB	FIRE	CD	206			268,862.94			
OAKLAND CO	FIRE	INVESTMENT POOL	206			251,867.48			
CIBC	FIRE	CD	206			168,966.86			
CHASE	FIRE	SAVINGS	206	0.00	2,013,718.18	53,463.91		2,013,718.18	206
CHASE	POLICE	SAVINGS	207			71,476.37			
FLAGSTAR	POLICE	MAX SAVINGS	207			2,480,867.68			
FLAGSTAR	POLICE	CD	207			311,424.16			
HVSB	POLICE	CD	207			268,771.52			
MI CLASS	POLICE	INVESTMENT POOL	207			385,155.67			
OAKLAND CO	POLICE	INVESTMENT POOL	207			156,556.64			
CIBC	POLICE	CD	207			274,994.87			
CIBC	POLICE	CD	207	0.00	4,420,460.47	471,213.56		4,420,460.47	207
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	10,164.34	10,164.34		10,164.34	284
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			623,130.86			
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	790,631.81	167,500.95		790,631.81	737
CHASE	REFUSE	SAVINGS	227			609,517.72			
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	768,579.70	159,061.98		768,579.70	227
CHASE	HAAC	CHECKING	702	0.00	7,398.37	7,398.37		7,398.37	702





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

- a) Township Offices will be closed on Monday, September 4th, in Observance of Labor Day
- b) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.
- c) Sounds Like Summer Concert Series on Tuesdays at 7:00 p.m. in Veterans Park

MICHIGAN GROWN PRODUCE & PLANTS,  
CRAFTS AND ARTISANS

 Highland  Farmers'  
**market**

*rain or shine*

**SATURDAYS**

JUNE 17<sup>TH</sup>–  
OCTOBER 7<sup>TH</sup>

**10AM–2PM**

MILFORD RD. &  
M59/HIGHLAND RD.

**HIGHLANDFARMMARKET.COM**

EMAIL [HIGHLANDFARMMARKET@GMAIL.COM](mailto:HIGHLANDFARMMARKET@GMAIL.COM)

Please visit our website for an application and schedule

**VENDORS  
NEEDED**

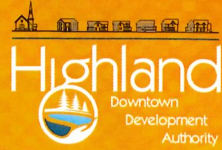
**FOR THE 2023 SEASON**



**DOWNTOWN HIGHLAND**

**2023**

**SOUNDS  
LIKE  
SUMMER**



**CONCERT SERIES**

**Tuesday 7pm-9pm Veterans Park**

Corner of John Street and West Livingston Road

(In case of rain, concerts will be held at Highland Township Auditorium)

**July 11th - Infinity & Beyond**

Journey Tribute Band

**July 18th - Itchycoo Park Band**

Woodstock Era

**July 25th - Leaky Tikis**

Jimmy Buffet Tribute Band

**August 1st - Dueling Pianos**

Dueling Pianos -  
Audience Participation

**August 8th - Teddy Petty**

Tom Petty Tribute Band

**August 15th - Sound Station**

Classic Rock

**August 22nd - The Mitten Strings  
- Classical Quartet**

**Special Time: 6:30-7:30**

In partnership with the  
Highland Twp. Public Library

## 7. Public Comment

## 8. Presentation:

a) Kindness Matters



Kindness  
MATTERS

#HighlandKindness

Highland is a community that stands for kindness and we want the whole world to know!

Share your random act of kindness story, photo, video, or even your favorite quote by using #HighlandKindness on social media. Your submission could be featured on Highland's social media channels.

## **PUBLIC PURPOSE SERVICE CONTRACT**

This Contract shall be effective as of the date of the last signature and is between the Charter Township of Highland, whose address is 205 N Johns Street, Highland Township , Michigan 48357, ("Township"), and Huron Valley Community Coalition, whose address is 2380 S. Milford Road, Highland, Michigan 48357 ("Contractor").

*Public Purpose and Services.* After years of litigation, nationwide settlements were reached against pharmaceutical distributors, one drug manufacturer and pharmacies for the over prescription and distribution of opioids. The Township received funds under the national opioid litigation settlements, which are required to be used for opioid remediation. The settlements allow the Township to provide these funds to community anti-drug coalitions that engage in drug prevention efforts. Contractor shall provide opioid remediation services consistent with the requirements of the opioid litigation settlements. For and in consideration of payment by the Township as provided under the Payment Section of this Contract, Contractor shall provide the public services described in the attached and incorporated Exhibit 1 to this Contract, to the residents of the Township ("Public Services"), which the Township Board of Trustees has determined to be for a public purpose.

*Term.* This Contract shall be for a term of one-year, commencing on \_\_\_\_\_ and ending on \_\_\_\_\_. The Contract may be extended for additional one-year terms.

*Termination.* Either Party may terminate this agreement for any reason upon providing 30 days' written notice to the other Party. Township may suspend performance of this Contract if Contractor has failed to comply with a federal, state or local law, the requirements of the opioid litigation settlements for opioid remediation, or any requirement of this Contract.

*Payment.* The Township agrees to pay Contractor the initial sum of ten thousand dollars (\$10,000.00), to provide the Public Services during the Contract Term. Township may amend the Contract to provide additional funding as it receives distributions from the national opioid settlements. If for any reason Contractor does not provide, loses its legal authorization to provide the Public Services for the entire Contract Term, or this Contract is terminated, it shall immediately and without demand, return the portion of the Township's payment for the period when services were not provided or legally authorized.

*Insurance and Liability.* Contractor shall maintain liability insurance for the Public Services it provides, and upon request, will provide the Township with Certificate(s) of Insurance confirming said insurance. Contractor shall be liable for any injury or damage occurring on account of the provision of its Public Services under this Contract and agrees to indemnify and defend the Township against any and all claims for same.

*Independent Contractor.* Contractor is an Independent Contractor with complete control over its employees, agents, subcontractors and operations, and shall not represent, act or be considered as an agent, representative or employee of the Township. Contractor shall provide the Township with a completed W-9 with the execution of this Contract.

*Compliance with Laws.* Contractor's Public Services shall comply with all applicable laws and required governmental authorizations. This Contract shall be governed by the laws of the State of Michigan.

*Assignment.* Contractor shall not assign this Contract or any part thereof without the written consent of the Township. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

*Changes.* Any changes to this Contract must be in writing and signed by the Township and the Contractor.

CHARTER TOWNSHIP OF HIGHLAND

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Rick Hamill, Supervisor

CONTRACTOR

\_\_\_\_\_  
Dated

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



## **EXHIBIT I SCOPE OF SERVICES TO BE PROVIDED**

Contractor shall provide the following services to Township residents, which qualify as opioid remediation under the terms of the national opioid lawsuit settlements:

1. Prevention Programs:
  - a. Providing evidence-based prevention programs for students and parents.
  - b. Community drug disposal programs.
2. Prevent the Misuse of Opioids
  - a. Public education on proper prescription disposal
  - b. Youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
  - c. Providing evidence-based prevention programs for students and families and programs to address mental health needs of young people who may be at risk for misusing opioids or other drugs, including emotional modulation and resilience skills.
3. Prevent Overdoses Deaths and Other Harms:
  - a. Increase availability of and distribution of naloxone to treat overdoses by members of the community.
  - b. Training and education regarding naloxone and other drugs that treat overdoses.

**CHARTER TOWNSHIP OF HIGHLAND  
RESOLUTION APPROVING AGREEMENT  
WITH HURON VALLEY COMMUNITY COALITION  
FOR OPIOID REMEDIATION ACTIVITIES PERMITTED UNDER  
THE NATIONAL OPIOID LITIGATION SETTLEMENTS**

**RESOLUTION NO. 23-21**

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held, on the \_\_\_\_ day of \_\_\_\_\_2023. With those present and absent being,

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, after several years of negotiation, nationwide settlements relating to the distribution and sale of opioids, were reached against two national pharmacies, CVS and Walmart and against two pharmaceutical companies, Teva Pharmaceutical Industries and AbbVie/Allergan. These settlements are in addition to the settlements previously approved in 2021 with distributors, McKesson, Cardinal Health and AmerisourceBergen and one manufacturer, Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson. The settlements require the companies to pay up to \$16.5 billion dollars over 13 years to states and municipal subdivisions across the county. The Township has approved participating in these settlement and has received notification that it is eligible for additional funding under a settlement with Walgreens; and

**WHEREAS**, the settlements require that all monies received be spent on opioid remediation, which is defined in the settlements as specific list of approved activities. The settlements allow a participating subdivision to provide funds to a community anti-drug coalition that engages in drug prevention efforts; and

**WHEREAS**, the Township has received \$10,000.00 under the settlements and has been notified that it will receive additional future funds; and

**WHEREAS**, the Huron Valley Community Coalition is a community anti-drug coalition and has provided a proposal to the Township to provide activities and programs to Township residents that qualify as opioid remediation under the settlements; and

**WHEREAS**, the Board of Trustees has determined that it will be an effective and qualified use of its opioid settlement funds to enter into a contract with the the Huron Valley Community Coalition where they will provide prevention programs and activities that prevent the misuse of opioids and that prevent overdoes deaths and other harms.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AND DECLARED:**

1. The Township Board of the Charter Township of Highland hereby approves the attached agreement with Huron Valley Community Coalition to provide opioid remediation activities as described in the agreement, with funding received by the Township from the national opioid settlements.
2. The agreement with Huron Valley Community Coalition, a community anti-drug coalition, shall be for a term of one-year in the amount of \$10,000.00. The agreement may be extended for additional one-year terms and the Township may provide additional opioid settlement funds if they are received by the Township .
3. The Township Supervisor is authorized to execute the Agreement and may extend the agreement for additional one year terms and may increase the payment under the agreement, when additional settlement funds are received by the Township. If additional funding is provided by the Township, it must be used by the Huron Valley Community Coalition for activities that qualify as opioid remediation under the settlements.

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

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

STATE OF MICHIGAN     )  
   ) ss.  
 COUNTY OF OAKLAND    )

I hereby certify this to be a true and complete copy of this Resolution duly adopted at a regular meeting of the Township Board held on the \_\_\_ day of \_\_\_\_\_2023.

\_\_\_\_\_  
Date

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

BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - August 7, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>OPIOID FUND</u></b>				
<b>Revenues:</b>				
284-000-685.000      OPIOID SETTLEMENT REVENUES	\$0.00	\$0.00	+      \$10,000.00 =	\$10,000.00
<b>Expenditures:</b>				
284-718-880.000      OPIOID SETTLEMENT EXPENSE	\$0.00	\$0.00	+      \$10,000.00 =	\$10,000.00

**Purpose of Amendment:**

To budget for revenues received and for potential expenditures for Opioid Settlements.





# MEMORANDUM

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: August 7<sup>th</sup>, 2023  
Re: Township Wayfinding Signage-MDOT Revisions

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MDOT Has required changes to the Wayfinding signage along M59/Highland Road. Attached transmittal from Pete Eichinger, Performance Creative Resources, Inc. describes required changes and additional costs associated with changes.

In summary, the MDOT signage requirements effect four Township wayfinding signs. An additional \$5,500.00 is required due to structure change requirements of signage assemblies.

#### Suggested Motion

"Approve expenditure of \$5,500.00 to cover additional cost for wayfinding signs as per changes required by MDOT."



# Transmittal

**Date:** July 25, 2023

**To:** Highland Township Board of Trustees

**From:** Pete Eichinger, Performance Creative Resources, Inc.

**RE:** HTWP Wayfinding Project – Sign Revisions

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We have received electronic notification that our (12) locations along the Milford corridor have been approved and are anticipating the written notification shortly.

Our application for the (6) locations along the Highland Road (M-59) corridor have met some objections and obstacles from MDOT. Not in the location of each sign site, but in the structure of the sign assemblies themselves.

- We specified a green color for the (3) signs in the East Business District by Duck Lake Road but MDOT rejected that color as it is not a “boundary sign”, as in leading into one municipal district to another. So we have switched it to a brown background color.
- The number of destinations on each sign post was originally (5) however, MDOT limited us to a maximum (3) destinations. The destinations we eliminated were the 1 or 2 furthest away from that sign.
- The font size was an issue in that they required it to use a 6” upper case letter and the balance of the word would be lower case. This caused (3) concerns which forced us to increase the sign panel size at each location to 48” square (16 sq. ft.) from 40”x32” ((9 sq. ft) which almost doubled the size of the sign panel. It also presented a concern that the sign panel size on a single post with western wind shear on these “north/south” oriented sign panels. Third, the distance from the bottom of the sign panel to grade must have a minimum clearance of 7’. With the increase in sign panel size we have to extend the posts to 11’ (h) (vs. 10’)
- Therefore we have to adjust the following:
  - Increase (12) posts from 10’ to 11’
  - Add (6) additional post caps
  - Increase the size of sign panel from 40x32 to 48x48.
  - (Add (4) more standoff rings to secure larger panel
  - Add (6) more Dent Breakaway units
  - Excavate (6) additional 12” dia. x 42” (d) holes, add (6) more Sonatubes and (6) more concrete footings.
  - Install (6) more posts
- The net result is we are looking at an additional \$8,250.00 in costs due to the MDOT requirements. The portion for the (4) of (6) Township locations is \$5,500.00 while the DDA’s (2) locations add \$2750.00 to their costs.

# Highland

<9" (h) u/c font logo



48"

Twp Office →  
/Sheriff

(6) 4" round collars>

Art Ctr @ →  
Steeple Hall

6" (h) u/c Highway Font>

← Highland  
Stn Shops

48"

132"

16 sq. ft.

7 min.



>4" <



<Dent Breakaway hdwe.



<12" dia. x 42" (d) sonatube,  
fill w/concrete, set (4) bolts in



Duck Lake  
Pines Park →

Dog Trials  
Mtn Bikes →

↑ Highland  
Rec Area

↑ Duck Lake  
Pines Park

↑ Dog Trials  
Mtn Bikes

↑ Highland  
Rec Area

← Duck Lake  
Pines Park

← Dog Trials  
Mtn Bikes

↑ Twp Office  
Sheriff

← Hickory  
Ridge Park

↑ Fire Station

↑ Twp Office  
Sheriff

Twp Office  
Sheriff →

Art Center →  
Steeple Hall

Highland  
Station →

Post Office  
Library →

Playground  
Skate Park →

← Highland  
Station

BUDGET AMENDMENT WORKSHEET  
 2023 BUDGET AMENDMENTS  
 BOARD MEETING - August 7, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b>Capital Fund</b>				
<b>Revenue:</b>				
401-000-692.000      APPROPRIATION FUND BAL.	\$524,500.00	\$1,319,095.00	+	\$5,500.00 = \$1,324,595.00
<b>Expenditures:</b>				
401-261-971.005      TOWNSHIP LIGHTING & SIGNAGE	\$0.00	\$15,268.00	+	\$5,500.00 = \$20,768.00

**Purpose of Amendment:**

To appropriate funds from the Capital Fund for additional Capital Township Signage expense due to requirement changes per MDOT.





## Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: August 1, 2023  
Re: Text Amendments

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The information that follows was provided to the Planning Commission as their packet for the required public hearing on August 3, 2023. At the time of this writing, the meeting has not taken place, so I cannot provide the PC recommendation.

These text amendments address such things as

- revising the setback for accessory structures in the ARR District, which has caused problems for several applicants in the past, since some parcels were allowed the lesser setback prior to the 2008 amendments
- allowing a path for renewal of temporary land use permits beyond the 90 days per year currently afforded in the Zoning Ordinance
- allowing a little more flexibility in home occupations so that some employees may assist in the home based business, and that outbuildings other than a garage may be utilized.

Staff does not anticipate any significant public comment, since these are a subset of other issues discussed by the Planning Commission to address current requests from interested residents. Any issue without clear consensus was tabled pending the completion of the Master Plan.

I will provide an updated memo on Friday to document the Planning Commission's recommendation, and I am hopeful that your liaison to the Planning Commission can also explain what transpired.





**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
August 3, 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, August 3, 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 4, DISTRICT REGULATIONS TO AMEND THE SCHEDULE OF REGULATIONS FOR AGRICULTURAL AND RURAL RESIDENTIAL ZONING DISTRICT AND TEMPORARY USES IN ANY ZONING DISTRICT TO AMEND THE MAXIMUM DURATION OF PERMITS AND TO PROVIDE FOR RENEWAL OF PERMITS. FURTHER TO AMEND ARTICLE 8, GENERAL PROVISIONS SECTIONS 8.03 TO MODIFY THE SETBACK REQUIREMENTS OF SWIMMING POOLS AND SECTION 8.06 TO MODIFY REGULATIONS PERTAINING TO HOME OCCUPATIONS.

Grant Charlick, Chairman  
Highland Township Planning Commission

**(Publish: July 19, 2023)**

**CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NO. Z-029**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 4, DISTRICT REGULATIONS TO AMEND THE SCHEDULE OF REGULATIONS FOR AGRICULTURAL AND RURAL RESIDENTIAL ZONING DISTRICT AND TEMPORARY USES IN ANY ZONING DISTRICT TO AMEND THE MAXIMUM DURATION OF PERMITS AND TO PROVIDE FOR RENEWAL OF PERMITS. FURTHER TO AMEND ARTICLE 8, GENERAL PROVISIONS SECTIONS 8.03 TO MODIFY THE SETBACK REQUIREMENTS OF SWIMMING POOLS AND SECTION 8.06 TO MODIFY REGULATIONS PERTAINING TO HOME OCCUPATIONS.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

**Section 1. Amend Article 4. DISTRICT REGULATIONS as follows:**

*Amend Section 4.15 Table 4.1 SCHEDULE OF REGULATIONS*

*Amend the first 5 rows, as pertain to ARR and R-3 as follows:*

Zoning District	Minimum Lot Size		Maximum Building Height (B)		Minimum Yard Setback (C, D, E, P, <b>R, S</b> )					Max. Lot Coverage	Min. Floor Area per Dwelling Unit
	Area	Lot width	Stories	Feet	Front	Least Side	Total Side	Rear	Ordinary High Water Mark	Percent	Square Feet
ARR Q	5 acres (L)	330 ft.	2	28 (A)	75 ft. (G)	40 ft.	80 ft.	100 ft. <b>(R)</b>	65 ft.	10%	1,000 (750 first floor)
R-3	3 acres (L)	200 ft.	2	28 (A)	75 ft. (G)	40 ft.	80 ft.	100 ft. <b>(R)</b>	65 ft.	10%	1,000 (750 first floor)

*Amend subscript “R” as follows:*

- R. For accessory buildings and structures in the ARR and R-3 Zoning District, the rear yard setback shall be fifty (50) feet.

**Amend Section 4.16. Temporary uses in any zoning district.**

*Amend Subsection 1 as follows:*

1. The Planning Commission may approve uses that do not involve the erection of permanent structures or necessitate significant site improvements on a temporary basis. Uses that are intended to operate at one site more than 180 days per year in a mobile facility are not considered temporary land uses and must seek approval under the appropriate site plan approval process, not to exceed 90 consecutive calendar days, nor a total of 90 days in any one year per applicant and per parcel. Such temporary uses shall be subject to the application requirements and review process for sketch plan as provided in Article 5, Site Plan Review: Procedures and Standards.

*Amend subsection 9 and 9.a as follows:*

9. The permit period for temporary land shall be specified by the Planning Commission not to exceed 90 consecutive calendar days. The Planning Commission shall also specify conditions upon which additional permit periods may be approved by the Zoning Administrator. Administrative renewal of a temporary use ~~is may occur on an annual basis~~ subject to the following conditions:
  - a. The use shall have a defined start and end date with a maximum activity time frame of ninety (90) consecutive days (except for seasonal sales of agricultural products which must generally conform to schedules approved by the Planning Commission in original approval).

**Section 2.** *Amend ARTICLE 8. GENERAL PROVISIONS as follows:*

*Amend Section 8.03 Accessory structures and uses. as follows:*

*Amend Sections 5. c. and d. Swimming pools, spas and hottubs as follows:*

- b. There shall be a distance of not less than ten (10) feet between the outside pool wall and any building located on the same lot or an abutting lot.
- c. No swimming pool shall be located less than thirty-five (35) feet from any front lot line or any existing dwelling unit on an abutting property. road right-of-way.

*Amend Section 8.06 Home occupations. as follows:*

*Amend Subsection A. to read as follows:*

- A. Only an immediate family member residing on the premises may conduct a home occupation. Outside Two employees other than persons who permanently reside at the home are not permitted.

*Amend Subsection B. to read as follows:*

- B. ~~There shall be no sign or display that will indicate from the exterior of the building that it is being utilized in whole or part for any purpose other than as a dwelling.~~  
The exterior of the house shall not be modified to give the appearance of a commercial enterprise and shall retain the character of a residence.

*Amend Subsection D. to read as follows:*

- D. Not more than two (2) clients, customers, or business associates shall visit the premises at one time. ~~A professional person may use their residence for infrequent consultation, emergency treatment or performance of religious rites, but not for the general practice of their profession.~~

*Amend Subsection F to read as follows:*

- F. ~~No One (1)~~ accessory building ~~other than a garage shall may~~ be used for such home occupation.

*Amend Subsection H to read as follows:*

- H. A home occupation shall not result in any continuous, intermittent, pulsating, or other noise which can be heard outside of the ~~home or garage structure~~ in which it is conducted.

### **Section 3. Savings Clause**

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

### **Section 4. Severability**

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

### **Section 5. Adoption**

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



**Section 6. Effective Date**

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

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

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

**CERTIFICATION OF CLERK**

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

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

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

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

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

- Planning Commission Recommendation: July 20, 2023
- Introduction:
- Adoption:
- Published:
- Effective Date:

**Highland Township Planning Commission  
Record of the 1399th Meeting  
June 1, 2023**

**Roll Call:**

Grant Charlick, Chairman - absent  
Kevin Curtis - absent  
Chris Heyn  
Beth Lewis - absent  
Roscoe Smith  
Scott Temple  
Russ Tierney  
Guy York  
Mike O'Leary - absent

Kariline P. Littlebear-Zoning Administrator

Visitors: 2

Vice Chairman Chris Heyn called the meeting to order at 7:32 p.m.

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

Mr. Ken Harp, 3063 Browns Lane, stated that he would like to discuss the setback requirement for accessory structures in the ARR district. Mrs. Littlebear stated that this issue is on tonight's agenda under the Accessory Structures text amendment.

***Work Session:***

**Agenda Item #2:** Text Amendment: Temporary Land Uses, Accessory Structures, Home Occupations

Mr. Tierney stated that he believed that because the full board was not present that the remaining members should discuss the suggested changes but not make any final decisions. Mr. Temple thought that each of the four text amendment sections should be reviewed and voted upon separately.

Mrs. Littlebear reviewed the suggested text amendment language for Section 8.03 regarding accessory structures and uses. She stated that the changes suggested have been reviewed and approved by the Zoning Board of Appeals. Mr. Temple and Mr. York expressed concern that if a patio at grade is allowed to be as close as 1 foot from the property line, then people would want to put a gazebo or come kind of a canvas tent that close to the property line as well. Mrs. Littlebear explained that structures would need a permit and still have to meet setback requirements.

Mr. York made a motion to table the text amendment discussion for Section 8.03 to the next Planning Commission meeting so that a full board could be present and participate. Mr. Tierney supported the motion. Roll Call Vote: Mr. Heyn – yes; Mr. York – yes; Mr. Tierney – yes; Mr. Temple – yes; Mr. Smith - yes. The motion was approved with five yes votes.

Mrs. Littlebear reviewed the suggested text amendment language for Section 8.06 regarding home occupations. Mr. Smith asked why these suggestions have come before the Commission. Mrs. Littlebear explained that there are many people in Highland Township who have home occupations, and these are the suggestions that have come about from staff's conversations with these citizens. Mr. Smith stated that he has concerns regarding this ordinance amendment request as well as the short-term rental ordinance that had been discussed at a previous meeting. He commented that these two ordinances have the potential to change the character of the township more dramatically than any changes that he has seen in the 45 years that he's been on the Planning Commission. He noted that during the recent visioning session the majority of the participants stated that it was very important that the rural character of Highland be maintained. Mr. Smith stated that he felt that changing this ordinance to allow for signs on any residential lot would create a township that felt entirely commercial and not in keeping with the desire of the majority of the citizens of Highland. He stated that, with this change, every lot in Highland could be used for commercial purposes and have a commercial sign and would negate the reasons for having residential districts. Mr. Tierney stated that he felt that people should be able to use their property as they see fit.

Mr. York made a motion to table the text amendment discussion for Section 8.06 to the next Planning Commission meeting so that a full board could be present and participate. Mr. Tierney supported the motion. Roll Call Vote: Mr. Heyn – yes; Mr. York – yes; Mr. Tierney – yes; Mr. Temple – yes; Mr. Smith - yes. The motion was approved with five yes votes.

Mrs. Littlebear reviewed the suggested text amendment language for Section 4.15 regarding the setback for accessory structures in the ARR – Agricultural and Rural Residential District. She explained that when the Zoning Ordinance had been updated back in 2010 several residential districts had been consolidated and new setbacks established but the regulation for accessory structures in the new ARR district had been left out. This text amendment would be re-establishing the rule that had been in place and that is currently in place for the R-3 Single Family Residential District.

Mr. Temple made a motion to approve the text amendment for Section 4.15 and recommend it to the Township Board of Trustees for approval. Mr. York supported the motion. Roll Call Vote: Mr. Heyn – yes; Mr. York – yes; Mr. Tierney – yes; Mr. Temple – yes; Mr. Smith - yes. The motion was approved with five yes votes.

Mrs. Littlebear reviewed the suggested text amendment language for Section 4.16 regarding temporary land use permits. She explained that, currently, temporary land use permits are for 90 consecutive days only per calendar year but that the suggested language would allow for up to 180 days for mobile facilities such as food trucks. Further, the suggested language would provide the opportunity for a mobile facility to go through the site approval process in

order to be allowed a permanent land use permit. Mr. Temple stated that he felt that these were reasonable changes. Ms. Wendy Hiebert, 893 N. Hickory Ridge Rd, stated her belief that 180 days is not long enough.

Mr. Temple made a motion to approve the text amendment for Section 4.16 and recommend it to the Township Board of Trustees for approval. Mr. Tierney supported the motion. Roll Call

Vote: Mr. Heyn – yes; Mr. York – yes; Mr. Tierney – yes; Mr. Temple – yes; Mr. Smith - yes. The motion was approved with five yes votes.

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

**Agenda Item #4:** Committee Updates

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

Committee updates were discussed.

**Agenda Item #5:** Minutes: May 4, 2023 and May 18, 2023

Mr. York moved to approve the minutes of May 4, 2023, and May 18, 2023, as presented. Mr. Tierney supported the motion. The motion was approved by a unanimous voice vote.

***Adjournment:***

At 9:08pm, Mr. Heyn made a motion to adjourn the meeting. Mr. Temple supported the motion. The motion was approved by a unanimous voice vote.

Respectfully submitted,

A. Roscoe Smith, Secretary  
ARS/kpl

**Highland Township Planning Commission  
Record of the 1399th Meeting  
June 15, 2023**

**Roll Call:**

Grant Charlick, Chairman  
Kevin Curtis  
Chris Heyn  
Beth Lewis  
Roscoe Smith  
Scott Temple - absent  
Russ Tierney  
Guy York - absent  
Mike O'Leary

Kariline P. Littlebear-Zoning Administrator

Visitors: 6

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

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

***Work Session:***

**Agenda Item #2:** Master Plan—Final report on visioning session

Doug Lewan, Planning Consultant,

**Agenda Item #3:** Text Amendment: Temporary Land Uses, Accessory Structures, Home Occupations

Mrs. Littlebear reviewed the suggested text amendment language for 8.06 regarding Home Occupations.

Mr. Charlick made a motion to approve the text amendments for Section 8.06 except for the suggested Signs section and recommend it to the Township Board of Trustees for approval. Mr. Tierney supported the motion. Roll Call Vote: Mr. Heyn – yes; Mr. Curtis – yes; Mr. Tierney – yes; Mrs. Lewis – yes; Mr. Smith – yes; Mr. O'Leary – yes; Mr. Charlick – yes. The motion was approved with seven yes votes.

Mr. Tierney made a motion to amend Section 8.06.A. to allow two (2) outside employees and recommend it to the Township Board of Trustees for approval. Mrs. Lewis supported the motion. Roll Call Vote: Mr. Heyn – yes; Mr. Curtis – yes; Mr. Tierney – yes; Mrs. Lewis –

yes; Mr. Smith – yes; Mr. O’Leary – yes; Mr. Charlick – yes. The motion was approved with seven yes votes.

Mrs. Littlebear reviewed the suggested text amendment language for 8.03 regarding Accessory Structures and uses.

Mr. Charlick made a motion to approve the text amendments for Section 8.03.A.5.b. and 8.03.A.5.c. and recommend it to the Township Board of Trustees for approval. Mr. Tierney supported the motion. Roll Call Vote: Mr. Heyn – yes; Mr. Curtis – yes; Mr. Tierney – yes; Mrs. Lewis – yes; Mr. Smith – yes; Mr. O’Leary – yes; Mr. Charlick – yes. The motion was approved with seven yes votes.

**Agenda Item #4:** Call to the Public: Opportunity for anyone to bring forward issues of interest or concern for Planning Commission consideration. Each participant limited to 3 minutes.

Lynn Hansford, 1528 Middle Rd,

- Agenda Item #5:** Committee Updates
- Zoning Board of Appeals:
  - Township Board:
  - Highland Downtown Development Authority:
  - Planning Director’s Update

Committee updates were discussed.

**Agenda Item #6:** Minutes: June 1, 2023

Mr. York moved to approve the minutes of May 4, 2023, and May 18, 2023, as presented. Mr. Tierney supported the motion. The motion was approved by a unanimous voice vote.

***Adjournment:***

At 9:56pm, Mr. Tierney made a motion to adjourn the meeting. Mr. Heyn supported the motion. The motion was approved by a unanimous voice vote.

Respectfully submitted,

A. Roscoe Smith, Secretary  
ARS/kpl



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: August 7<sup>th</sup> 2023

Re: Peninsula Lake Special Assessment District-Weed Control

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The record land owners of more than fifty (50%) percent of the total land area within the proposed special assessment district for the control of weeds have filed a petition with Highland Township requesting such a district be formed.

The petitioners were signed by the record land owners of 82 percent of the parcels in the proposed districting, representing 75 percent of the total land area. See the attached map.

The property owners have requested to tentatively move forward with the weed control project for Peninsula Lake and Special Assessment District known as the Peninsula Lake Special Assessment District. Attached is Resolution

*Warm inside. Great outdoors.*



**RESOLUTION #23-18: TENTATIVELY DETERMINING  
INTENT TO FORM THE PENINSULA LAKE  
SPECIAL ASSESSMENT DISTRICT FOR  
THE CONTROL OF WEEDS IN PENINSULA LAKE AND RELATED  
SERVICES PURSUANT TO 1954 P.A. 188, AS AMENDED**

At a regular meeting of the Charter Township of Highland Board of Trustees, County of Oakland, Michigan, held in said township on the 7<sup>th</sup> day of August, 2023 at 6:30 p.m., there were:

Present:

Absent:

The following resolution was offered by:

WHEREAS the record owners of more than fifty (50%) percent of the property affected by a proposed special assessment district for the control of weeds in Peninsula Lake located within the Charter Township of Highland (“Township”) have filed a petition requesting such a district be formed for that purpose; and

WHEREAS the plans and specifications for the project have been received by the Township and have been presented by the Township Clerk to the Board;

NOW THEREFORE BE IT RESOLVED THAT:

The Township Supervisor has determined that the petition presented was sufficient to present to the Township Board.

The Township Board on behalf of the property owners within the special assessment district does hereby tentatively intend to go forward with the weed control project in Peninsula Lake and create a Special Assessment District known as the Peninsula Lake 2023 Special Assessment District for the recovery of the cost thereof by special assessment against the properties therein, more particularly described as follows:

11-10-151-007	11-10-151-017	11-10-153-023
11-10-151-008	11-10-152-002	11-10-176-005
11-10-151-011	11-10-153-004	11-10-176-007
11-10-151-012	11-10-153-007	11-10-176-010
11-10-151-013	11-10-153-013	11-10-176-011
11-10-151-014	11-10-153-017	11-10-301-019
11-10-151-015	11-10-153-020	
11-10-151-016	11-10-153-022	

BE IT FURTHER RESOLVED THAT a public hearing for the purpose of meeting and hearing objections to the petitions, plans and specifications, district and estimate of cost will be held at the Charter Township of Highland Township Hall located at 205 N. John Street, Highland, Michigan 48357, beginning at 6:30 p.m. on the 11<sup>th</sup> day of September, 2023.

BE IT FURTHER RESOLVED THAT Notice of the September 11, 2023 hearing shall be given by publishing twice in the newspaper circulated in and used by the Township for public notices, and by



first class mail to the record owner of, or party in interest in, each property in the special assessment district tentatively established in this Resolution, according to the names and addresses in the last tax assessment records of the Township, such mailing and the first newspaper publication to be at least ten (10) days before the hearing date. The last tax assessment records of the Township means the Township assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes of names or addresses of the owners or parties listed on that roll.

This resolution passed this 7th day of August, 2023, at a regular meeting of the Charter Township of Highland Township Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas:            Salvia  
Nays:  
Abstain:

**RESOLUTION DECLARED ADOPTED**

---

Rick A. Hamill, Township Supervisor

---

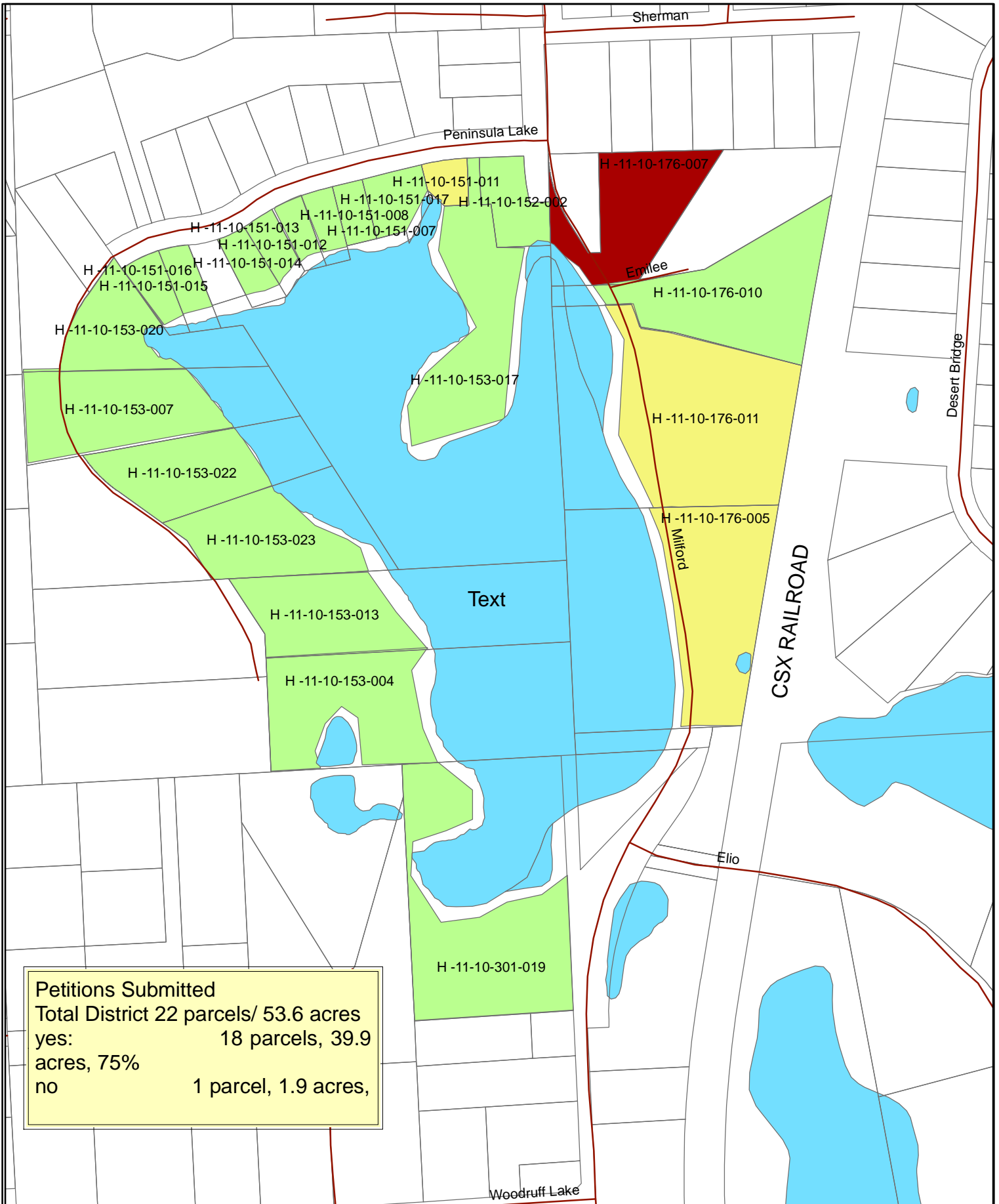
Tami Flowers, Township Clerk

I, Tami Flowers, the duly elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the above is a true copy of a resolution adopted by the Township Board at a regular meeting held on August 7, 2023, at which time a quorum was present.

---

Tami Flowers  
Highland Township Clerk

PENINSULA LAKE WEED CONTROL SAD 2023



**Petitions Submitted**  
 Total District 22 parcels/ 53.6 acres  
 yes: 18 parcels, 39.9 acres, 75%  
 no 1 parcel, 1.9 acres,

90 45 0 90 Feet





# Memorandum

To: Highland Township Board of Trustees  
From: Jennifer Frederick, Treasurer  
Date: August 7, 2023  
Re: Deputy Treasurer

---

Deputy Treasurer Karen Genson is retiring August 11, 2023. Karen has been with Highland Township for 12 plus years and has been Deputy Treasurer for 11 years. Karen will be greatly missed! Karen has amazing knowledge of all the processes in Treasurer's and Bookkeeping and she has been a huge asset to me as a new Treasurer.

I put out an ad to search for candidates for Deputy Treasurer. Chantelle our Treasurer's Office Assistant applied for Deputy Treasurer and is doing a great job.

I'm appointing Chantelle Green as my Deputy beginning August 12, 2023.

I move to approve Chantelle's pay at \$29 per hour beginning August 12, 2023, as Deputy Treasurer.





Highland Activity Center  
209 N. John Street  
Highland, MI 48357  
248.887.1707 or 248.445.3215

July 28, 2023

To: Board of Trustees

Re: Change of hours worked per week

Please submit for Board approval, the increase of hours for Justin Lado to full time at 37.5 hours per week. Hourly rate of \$19.50 will remain the same.

I am requesting the Board approval to a status change for Chari Scicluna to part time status not to exceed 29 hours per week at the hourly rate of \$17.33. If possible, I would like to request an increase in Chari Scicluna's hourly rate to \$18.50.

These changes are necessary and are in accordance to the needs of the Center and the staff.

I have discussed these changes with both individuals. They are both in agreement. This change will be in effect as of August 14, 2023.

Thank you

Heidi Bey

Director, Highland Activity Center

209 N. John St., Highland MI 48357

248-887-1707



BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - August 7, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>				
<b>Expenditures:</b>				
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	\$33,783.00	\$33,783.00 -	\$13,872.00 =
<b>101-672-703.002</b>	<b>ACT CTR: COMMUNICATION WAGE F-T</b>	<b>\$0.00</b>	<b>\$0.00 +</b>	<b>\$13,163.00 =</b>
101-672-704.001	<b>ACT CTR: COORDINATOR WAGE P-T</b>	<b>\$0.00</b>	<b>\$0.00 +</b>	<b>\$9,657.00 =</b>
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-T	\$28,652.00	\$28,652.00 -	\$9,669.00 =
				<b>\$18,983.00</b>

**Purpose of Amendment:**

To move Activity Center wage expenses from current positions with a budget balance of \$23,541 to **proposed positions** budget of \$22,810.



# MEMORANDUM

To: Highland Township Board of Trustees

From: In house officials

Date: July 31, 2023

Re: Mid-year Wage Adjustments for Staff

---

Because of the timing of our budget process, the wage increases approved for the beginning of this year (5%) didn't help our staff to keep up with what the annual inflation rate was for last year (7.9%).

When our staffing benefits were reduced in 2016, it increased our need to keep up with the labor market changes so we don't lose the investment we've made in developing our staff. It's become evident to us that our rates need adjustment because of these factors. We're recommending an across-the-board increase of 2.8% effective July 31, 2023 except for staff who were hired or had a wage adjustment earlier this year.

Additionally, the following changes are requested:

- Changing the status of Laura Klee from part time to seasonal due to changing needs in the office. This request is suitable for her current circumstances as well.
- Recognizing the increased level of responsibility for the Supervisor's office part time staff who is now covering the assessing, refuse, and park tasks.
- Providing an 5% increase to our part time staff in Bookkeeping and Supervisor's office in lieu of offering defined contribution. This will help with retaining the part time staff who have significant responsibilities.
- Increasing HAC administration and security positions to a minimum of \$17 per hour.

*Warm inside. Great outdoors.*



Name	Title	Type	Current Rate	New Rate	Budget Adj	
COOPER, JUDITH	LEGISLATIVE: SALARIES	Salary	6,474.00	6,655.64	69.86	
HOWE, BRIAN D	LEGISLATIVE: SALARIES	Salary	6,474.00	6,655.64	69.86	
LEWIS, BETH	LEGISLATIVE: SALARIES	Salary	6,474.00	6,655.64	69.86	
SALVIA, JOSEPH M.	LEGISLATIVE: SALARIES	Salary	6,474.00	6,655.64	69.86	
HAMILL, RICKY A	SUP DEPT: SALARIES	Salary	84,390.00	86,752.35	908.60	
KLEE, LAURA A.	SUP DEPT: FLOATER WAGE P-T	Hourly	17.94		(5,382.00)	G/L # is changing for Seasonal designation
KRIMMEL, ELAINE M.	SUP DEPT: CLERICAL WAGE P-T	Hourly	17.06	21.00	1,576.00	
WERTHMAN, JEREMY J.	SUP DEPT: MAINT WAGE P-T	Hourly	21.09	21.69	348.00	
KLEE, LAURA A.	SUP DEPT: SEASONAL FLOATER P-T	Hourly		18.44	5,532.00	G/L # is changing for Seasonal designation
LAVOIE, AMY	ACCTG: BOOKKEEPER WAGE F-T	Hourly	29.99	30.83	630.00	
BOWEN, RENEE J.	ACCTG: P-T ASSISTANT	Hourly	20.00	21.00	480.00	
FLOWERS, TAMARA S.	CLERK: SALARIES	Salary	80,170.00	82,414.73	863.36	
MECKLENBORG, PAMELA DAWN	CLERK: DEPUTY WAGE F-T	Hourly	32.13	33.03	675.00	
KABALKA, JULIE A.	CLERK: CLERICAL WAGE F-T	Hourly	21.62	22.23	459.75	
FREDERICK, JENNIFER	TREAS: SALARIES	Salary	80,170.00	82,414.73	863.36	
MATTHEWS, JILL E.	TREAS: PART-TIME SEASONAL	Hourly	17.33	17.82	68.60	
TINO, STEVEN C.	BLDG: INSPECTOR WAGE F-T	Hourly	33.76	34.70	705.00	
BOSH, JENNIFER	BLDG: CLERICAL WAGE 1 F-T	Hourly	20.52	21.09	427.50	
MARCINIAK, JENNIFER R.	BLDG: CLERICAL WAGE 2 F-T	Hourly	19.40	19.95	412.50	
DAVIES, STEVEN CRAIG	BLDG: INSPECTOR P-T SEASONAL	Hourly	32.13	33.03	90.00	
DORER, SHERRILL D.	CROSSING GUARDS P-T	Hourly	26.25	26.99	59.20	Total Budget increase for 101-670-705.000 is \$236.80
HASKELL, PAMELA	CROSSING GUARDS P-T	Hourly	26.25	26.99	59.20	
JENKINS, ANNE	CROSSING GUARDS P-T	Hourly	26.25	26.99	59.20	
KEYSER, THOMAS	CROSSING GUARDS P-T	Hourly	26.25	26.99	59.20	
BEY, HEIDI S.	ACTIVITY CTR: DIR. WAGE F-T	Hourly	25.17	25.87	525.00	
MARSH, LINDA R.	ACT CTR: CLERICAL WAGE P-T	Hourly	16.00	17.00	580.00	
GREEN, EDNA	ACTIVITY CTR:SECURITY P-T SEASONAL	Hourly	12.00	17.00	375.00	Total Budget increase for 101-672-701-006 is \$750
SEEBALDT, ANNE M.	ACTIVITY CTR:SECURITY P-T SEASONAL	Hourly	12.00	17.00	375.00	
DIXON, PATRICE A.	ACTIVITY CTR: MAINTEN WAGE P-T	Hourly	16.50	17.00	150.00	
CORWIN, ELIZABETH J.	PLNG: DIR.PLAN & DEV. WAGE F-T	Hourly	41.34	42.50	870.00	
LITTLEBEAR, KARILINE P.	PLNG: CLERICAL WAGE F-T	Hourly	23.10	23.75	487.50	
BURKHART, LISA G.	OE: ZONING ADMIN. WAGE F-T	Hourly	28.01	28.80	592.50	
BELL, SHAWN D.	OE: ORDINANCE OFFICER WAGE F-T	Hourly	12.96	13.32	270.00	Ttl pay rate of \$29.45 does not change, but twp portion increases
GEORGE, NICHOLAS R.	FIRE: CHIEF'S COMPENSATION	Salary	79,794.00	82,028.23	859.32	
BELL, SHAWN D.	FIRE: MARSHAL COMPENSATION	Hourly	16.49	16.13	(270.00)	Ttl pay rate of \$29.45 does not change, but fire portion decreases
GIROUX, MARICELA M	POLICE: CLERICAL WAGE P-T	Hourly	22.50	23.13	371.70	
<b>Total</b>					<b>14,359.93</b>	
FICA - General Fund	GGP: EMPLR PAYROLL TAX				1,098.53	

BUDGET AMENDMENT WORKSHEET  
2023 PROPOSED BUDGET AMENDMENTS  
BOARD MEETING - August 7, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>				
<b>Revenues:</b>				
101-000-692.000	APPROPRIATION FUND BAL.	\$0.00	\$1,526,780.00 +	\$14,500.00 = \$1,541,280.00
<b>Expenditures:</b>				
101-102-702.000	LEGISLATIVE: SALARIES	\$25,899.00	\$25,899.00 +	\$280.00 = \$26,179.00
101-171-702.000	SUP DEPT: SALARIES	\$84,389.00	\$84,389.00 +	\$909.00 = \$85,298.00
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	\$13,996.00	\$13,996.00 +	\$5,382.00 = \$8,614.00
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	\$22,181.00	\$22,181.00 +	\$1,576.00 = \$23,757.00
101-171-704.005	SUP DEPT: MAINT WAGE P-T	\$31,803.00	\$31,803.00 +	348.00 = \$32,151.00
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-T	\$0.00	\$0.00 +	5,532.00 = \$5,532.00
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	\$58,476.00	\$58,476.00 +	630.00 = \$59,106.00
101-191-704.001	ACCTG: P-T ASSISTANT	\$22,394.00	\$24,174.00 +	480.00 = \$24,654.00
101-215-702.002	CLERK: SALARIES	\$80,169.00	\$80,169.00 +	863.36 = \$81,032.36
101-215-703.001	CLERK: DEPUTY WAGE F-T	\$62,653.00	\$62,653.00 +	675.00 = \$63,328.00
101-215-703.005	CLERK: CLERICAL WAGE F-T	\$42,158.00	\$42,158.00 +	459.75 = \$42,617.75
101-253-702.001	TREAS: SALARIES	\$80,169.00	\$80,169.00 +	863.36 = \$81,032.36
101-253-705.004	TREAS: PART-TIME SEASONAL	\$10,000.00	\$10,000.00 +	68.60 = \$10,068.60
101-371-703.000	BLDG: INSPECTOR WAGE F-T	\$65,827.00	\$65,827.00 +	705.00 = \$66,532.00
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	\$40,008.00	\$40,008.00 +	427.50 = \$40,435.50
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	\$37,837.00	\$37,837.00 +	412.50 = \$38,249.50
101-371-705.000	BLDG: PART-TIME SEASONAL	\$8,000.00	\$8,000.00 +	90.00 = \$8,090.00
101-670-705.000	SOC SERV: CROSSING GUARDS	\$15,000.00	\$15,000.00 +	\$237.00 = \$15,237.00
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	\$49,078.00	\$49,078.00 +	\$525.00 = \$49,603.00
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	\$24,874.00	\$24,874.00 +	\$580.00 = \$25,454.00
101-672-704.006	ACTIVITY CTR: SECURITY P-T	\$6,435.00	\$6,435.00 +	\$750.00 = \$7,185.00
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	\$12,870.00	\$12,870.00 +	\$150.00 = \$13,020.00
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	\$80,610.00	\$80,610.00 +	\$870.00 = \$81,480.00
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	\$45,045.00	\$45,045.00 +	\$487.50 = \$45,532.50
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	\$54,627.00	\$54,627.00 +	\$592.50 = \$55,219.50
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	\$25,982.00	\$25,982.00 +	\$270.00 = \$26,252.00
101-279-710.000	GGP: EMPLR PAYROLL TAX	\$91,667.00	\$91,667.00 +	\$1,100.00 = \$92,767.00
<b>Fire Expenditures:</b>				
206-336-702.012	FIRE: CHIEF'S COMPENSATION	\$79,794.00	\$79,794.00 +	\$859.00 = \$80,653.00
206-336-703.013	FIRE: MARSHAL COMPENSATION	\$30,700.00	\$30,700.00 +	\$270.00 = \$30,430.00
<b>Police Expenditures:</b>				
207-301-704.001	POLICE: CLERICAL WAGE P-T	\$34,000.00	\$34,000.00 +	\$372.00 = \$34,372.00

**Purpose of Amendment:**

To appropriate funds for additional potential wage adjustments to account for cost of living increases.  
Nominal Police and Fire budget amendments do not require revenue offset.





**RESOLUTION #23-19: TO ESTABLISH MILLAGE RATES  
FOR 2024 BUDGET**

At a regular meeting of the Charter Township of Highland Board of Trustees held on the 7<sup>th</sup> day of August 2023;

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

Absent: None

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

**WHEREAS** the proposed millage rates for 2023 tax bill are as follows:

0.6000 for the General Operating millage  
1.8500 for the Fire Operating millage  
0.9662 for the Fire Capital millage  
3.3162 for the Police Operating millage  
1.5636 for the Library Operating millage

**WHEREAS** a public hearing on the 2024 Budget will be held on a date to be determined.

**NOW THEREFORE BE IT RESOLVED THAT** the millage rates for the 2024 Budget be approved as presented in the attached 2023 Tax Rate Request Form L-4029.

Yeas: Hamill, Flowers, Frederick, Cooper, Howe, Lewis, and Salvia  
Nays: None  
Abstain: None

**RESOLUTION DECLARED ADOPTED**

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

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

I hereby certify that the above is a true and a complete copy of the resolution, the original of which is on file in my office, by the Charter Township of Highland Board of Trustees of the County of Oakland, State of Michigan on the 7th of August, 2023.

---

Tami Flowers MiPMC, Clerk

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>OAKLAND</b>	2023 Taxable Value of ALL Properties in the Unit as of 4-7-23. <b>1,007,271,910</b>
Local Government Unit Requesting Millage Levy <b>TOWNSHIP OF HIGHLAND</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating		1.4100	0.9362	1.0000	0.9362	1.0000	0.9362		0.6000	
Voted	Police	08/07/18	3.4319	3.3162	1.0000	3.3162	1.0000	3.3162		3.3162	12/31/2023
Voted	Fire Operating	08/02/22	1.8500	1.3370	1.0000	1.8500	1.0000	1.8500		1.8500	12/31/2026
Voted	Fire Capital	08/07/18	1.0000	0.9662	1.0000	0.9662	1.0000	0.9662		0.9662	12/31/2037
Voted	Library	1927	0.2500	0.1655	1.0000	0.1655	1.0000	0.1655		0.1655	
Voted	Library	8/1/1994	0.5860	0.4978	1.0000	0.4978	1.0000	0.4978		0.4978	
Voted	Library	8/1/1994	0.2500	0.2118	1.0000	0.2118	1.0000	0.2118		0.2118	
Voted	Library	8/7/2018	0.7127	0.6885	1.0000	0.6885	1.0000	0.6885		0.6885	12/31/2028

Prepared by Jennifer L. Frederick	Telephone Number 248-887-3791 x 135	Title of Preparer Treasurer	Date 7/26/2023
--------------------------------------	--	--------------------------------	-------------------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.**

X Clerk	Signature	Print Name Tami Flowers, Clerk	Date
	Signature	Print Name Rick Hamill, Supervisor	Date

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).



**RESOLUTION 23-20 DECLARING SURPLUS PROPERTY AND  
ACCEPTING THE OFFER TO PURCHASE THEREFOR  
Vacant Property located at the southeast corner of W. Wardlow  
and N. Hickory Ridge Roads in Highland Township**

At a Regular Township Board Meeting of the Charter Township of Highland held in the Township Hall, located at 205 N. John Street, Highland Township, Michigan on the 7<sup>th</sup> day of August, 2023 at 6:30 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**RECITALS:**

**WHEREAS**, the Township owns approximately 3.42+/- acres of vacant property located at the southeast corner of W. Wardlow and N. Hickory Ridge Roads in Highland Township, as more particularly described in the attached as **Exhibit A** (the "Property"); and

**WHEREAS**, the Township is lawfully empowered by the Charter Township Act, Act 359 of 1947, as amended, and MCL 42.14 to convey Township property that is not needed for a public purpose; and

**WHEREAS**, the Property is not needed for public purpose; and

**WHEREAS**, the Township sought sealed bids from persons interested in purchasing the Property and received one (1) completed bid package from John J. Law in the amount of \$50,000; and

**WHEREAS**, on July 7, 2023, John J. Law submitted an Offer to Purchase the Property, attached as **Exhibit B**; and

**WHEREAS**, the Township Board of the Charter Township of Highland desires to accept the Offer to Purchase Property and to proceed with the sale of the Property to John J. Law.

**NOW, THEREFORE, IT IS THEREFORE RESOLVED THAT:**

1. The Offer to Purchase Property, attached hereto as **Exhibit B**, for the sale of the Property between the Township and John J. Law is accepted.
2. The Township Supervisor is authorized to complete and sign the Acceptance of Offer to Purchase Property, and any and all documents necessary to complete the sale of the Property.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

**CERTIFICATION**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Highland, Oakland County, Michigan at a regular meeting held on the 7<sup>th</sup> day of August, 2023.

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

**Exhibit A**

[LEGAL DESCRIPTION OF PROPERTY]

Part of Northwest  $\frac{1}{4}$  of Section 20, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, described as follows: Commencing at the Northwest corner of said Section, thence along the North line of said Section North 88 degrees 44 minutes East, 91.00 feet to the point of beginning, thence North 88 degrees 44 minutes East, 465.40 feet; thence South 275.00 feet, thence South 88 degrees 44 minutes West, 556.40 feet to the West line of said Section, thence along said line North 184.00 feet, thence North 44 degrees 22 minutes East, 130.11 feet to the point of beginning.

**EXHIBIT B**  
[ATTACH OFFER TO PURCHASE PROPERTY]

EXHIBIT B

**OFFER TO PURCHASE PROPERTY**

The Purchaser, whose name and address appear on page 4, offers to purchase from the Charter Township of Highland ("Township") as Seller, whose address is 205 N. John Street, Highland, MI 48357, the real property described in this Offer that the Township has determined to be surplus property. Purchaser hereby offers to purchase the Property described in this Offer from the Township/Seller according and subject to the terms and conditions in this Offer, which is also referred to herein as the "Agreement."

**Property.**

The real property that is the subject of this Offer ("Property") is:

1. A 3.42+/- acre vacant parcel of land.
2. Zoned Agricultural and Rural Residential, 5 acres minimum.
3. Located at the Southeast corner of W. Wardlow and N. Hickory Ridge Roads.
4. Assigned Tax Parcel No. 11-20-100-019.
5. Legally described below or in the attachment to this Offer.
6. Minimum bid of \$50,000 required.

**Interest Being Purchased.**

This Offer is for all of Seller's rights, title, and interests in the Property, including all property division rights under the Land Division Act, if any, and free from all liens, liabilities, encroachments, and encumbrances other than the Permitted Encumbrances described below, through a conveyance of fee simple marketable title by a Warranty Deed from Seller that is subject to existing building and use restrictions, if any, the Township Zoning Ordinance, and easements and rights-of-way of record ("Permitted Encumbrances").

**Condition of Property.**

Subject to Purchaser's rights under the Property Entry and Inspection Rights paragraph, this Offer is to purchase and accept the Property at closing in its then present condition, "as-is" and without any express or implied representation or warranty by Seller of that condition.

**Taxes.**

This Offer is made with the understanding that the Property has been exempt from property taxation such that there will be no taxes to pro-rate at closing, that Purchaser will be solely responsible for payment of all property taxes that are assessed after the Property is placed back on the tax roll, and that any values of the Property that may be shown on the Township's assessing records will be subject to adjustment when the Property is placed back on the tax roll.

**Purchase Price and Deposit.**

The amount being offered as the purchase price for the Property to be paid in cash or cash equivalent at closing is \$ 50,000.<sup>00</sup>. This Offer and Purchaser's ability to pay the purchase price at closing is not conditioned on or subject to Purchaser obtaining a mortgage or other loan.

The sum of \$ 40,000.<sup>00</sup>, has been tendered to Seller as a deposit to be held by Seller and applied to the purchase price at closing, returned if Purchaser has and timely exercises a right to cancel under this Offer, or forfeited to Seller if Purchaser fails to satisfy one or more of its obligations under this Offer.



**Evidence of Title and Objections.**

Within seven (7) days of Seller's acceptance of this Offer, Purchaser, at its sole cost and expense, shall order a title insurance commitment in the amount of the Purchase Price from the title insurance company and office designated in the Seller's acceptance of this offer, or if none, from a title insurance company and office selected by Purchaser. Purchaser's order shall include instructions that copies be provided to Purchaser and Seller within 14 days and a copy of the order shall be provided to Seller.

If, within seven (7) days of the title insurance commitment being received, Purchaser notifies Seller in writing of specified title defects that must be corrected for title to be in the condition required, Seller shall have 30 days from the date of that notice to use its best good faith efforts to cure such defects or to obtain the title insurance commitment to insure over defects to which objection was made. If Seller is unable to cure such defects within that time, Purchaser shall have the option to either: (i) waive the defects and proceed with this transaction; or (ii) cancel this Agreement by written notice to Seller, in which event neither party shall have any further liability or obligation hereunder, except that the Deposit shall be immediately returned to Purchaser. However, if any of the defects are represented by liens or encumbrances of an ascertainable amount, and Purchaser elects to close this transaction, Purchaser may satisfy and discharge or assume such liens and/or encumbrances and deduct such amount from the Purchase Price due at closing.

Upon the expiration of seven (7) days from a title insurance commitment being received without Purchaser notifying Seller of title defects to be corrected, or a waiver of title defects by Purchaser, a closing shall be scheduled once the requirements of the Property Entry and Inspection Rights paragraph have been waived or satisfied.

At or before closing, Purchaser shall pay for a final policy of title insurance to be issued pursuant to the title insurance commitment and Seller will provide such documents to the title insurance company as reasonably and generally required for issuance of such policies without all standard exceptions except those related to surveys, the responsibility for which is the Purchaser's.

**Property Entry and Inspection Rights.**

Within seven (7) days of Seller's acceptance of this Offer, Purchaser shall provide written notice to Seller if and for what purposes it intends to exercise rights under this paragraph. Failure to give the notice shall be treated as a waiver of inspection rights under this paragraph for purposes of scheduling a closing.

During the 45 day period that begins with Seller's acceptance of this Offer ("Due Diligence Period"), Purchaser, by its identified employees, agents, or contractors, shall have the right to enter upon the Property after 24 hours prior written notice to Seller, for the purposes of inspecting the Property and performing reasonable, non-destructive investigations, studies and tests, such as surveys and engineering studies; provided, however, that Purchaser shall not be permitted to conduct physical or invasive testing (including, without limitation, any environmental testing other than a Phase I study) without Seller's prior written consent, which will not be unreasonably withheld. Any and all investigations, studies and tests shall be at Purchaser's sole expense, and Purchaser shall restore the Property to substantially the same condition as existed before such investigations, studies or tests were performed.

If as a result of Purchaser's inspections under this paragraph, the condition of the Property is not acceptable due to the presence of environmental contamination, encroachments on or from adjoining property, or an abnormal underground condition that will substantially interfere with and

increase Purchaser's construction costs, Purchaser may, at its option by written notice to Seller prior to expiration of the Due Diligence Period, provide notice of Purchaser's intention to cancel this Agreement and the reasons therefore, to be effective seven (7) days after the notice. If, during the seven (7) day notice period Seller and Purchaser do not agree in writing to an amendment of the Purchase Price or other resolution of Purchaser's objections, by a second written notice to Seller, Purchaser may cancel this Agreement. In that event, the Deposit shall be immediately returned to Purchaser, and the parties shall have no further rights or obligations under this Agreement.

Upon the expiration of the Due Diligence Period without a timely Purchaser notice of an unacceptable condition, or a written agreement resolving any such objections, a closing shall be scheduled.

**Closing.**

The closing on the purchase of the Property under this Offer shall occur on a date that is no later than 14 days from when it is to be scheduled under the Evidence of Title and Objections and Property Rights and Inspection paragraphs, whichever is later, with the actual date and time to be scheduled with the title insurance company office by Seller after consulting and agreeing with Purchaser. Time is of the essence with regard to the Closing Date.

The closing shall be conducted by the title insurance company office designated in the Seller's acceptance of this offer, or if none, by the office of a title insurance company selected by Purchaser and agreed to by Seller and shall be held at the Township offices or the title insurance company's office if it is located in or reasonably close to the Township offices.

Purchaser shall be responsible for paying all title insurance company document preparation, closing, title insurance commitment or policy, and any other fees or charges, and all recording fees.

At the closing, Seller and Purchaser shall each execute and deliver to the other appropriate closing statements setting forth the Purchase Price and all payments required by this Offer, together with all additional documents required to complete the purchase and sale of the Property in accordance with the terms and conditions of this Offer. Seller shall prepare the Warranty Deed at no cost to Purchaser.

**Possession.**

Purchaser shall have the exclusive possession of the Property immediately upon completion of the closing.

**Default.**

Absent a timely exercised cancellation that Purchaser has a right to do, if Purchaser fails to proceed with its purchase of the Property or otherwise defaults in complying with one or more of the terms and conditions of this Offer, Seller may, after written notice of default to Purchaser and Purchaser's failure to cure the specified default(s) within 14 days of the notice, declare a forfeiture hereunder and retain the Deposit as liquidated damages and the Seller's sole remedy for Purchaser's default. If Seller fails to proceed with its sale of the Property or otherwise defaults in complying with one or more terms and conditions of this Offer, Purchaser may, after written notice of default to Seller and Seller's failure to cure the default within 14 days of the notice, (a) elect to enforce the terms hereof by specific performance, or (b) demand and be entitled to an immediate refund of the Deposit.

**Notices.**

Any notice or other communication required or desired, to be given hereunder shall be in writing to the addresses in this Agreement, with notices to the Township/Seller to be to the Supervisor and Clerk, and notices to Purchaser to be to the person signing this Offer.

Notices shall be: (a) delivered personally, (b) sent by overnight courier, (c) sent by registered or certified mail, or (d) sent by email and first class mail. Any notice which is served (i) personally shall be deemed to be given on the date on which the same is actually served, (ii) by Federal Express or other national overnight courier shall be deemed to be given on the date one (1) business day after it is delivered to Federal Express or other national overnight courier, (iii) by registered or certified mail shall be deemed to be given on the date two (2) days after the same is deposited in the mail, and (iv) by email and first class mail on the following day.

**Miscellaneous.**

This Agreement may not be assigned or transferred by Purchaser without the Seller's prior written consent, which it shall have no obligation to grant.

This Agreement may be amended or modified only by the written agreement, or an Addendum attached to it and signed by Purchaser and Seller.

This Agreement shall be interpreted under and governed by the laws of the State of Michigan.

The provisions of this Agreement are solely for the purpose of defining the interests of the Purchaser and Seller and no other person shall have any right, power, title, or interest under it.

The terms and conditions of this Agreement shall be binding on and for the benefit of the Purchaser's and Seller's respective heirs, representatives, successors, and assigns.

If there is more than one Purchaser, references in this Offer to Purchaser are to all of them.

**Purchaser Representations, Information and Signature.**

Purchaser has the full right, power and authority to make this Offer and consummate the purchase of the Property under the terms and conditions of this Offer without obtaining any further consents or approvals from, or the taking of any other actions with respect to, any third parties.

Purchaser's full legal name is: John J. LAW

Purchaser's address is: 4180 MALLARDS LANDING HIGHLAND MI 48357

Name of person signing this Offer: John J. LAW

Title/Position/Authority of Person signing this Offer: \_\_\_\_\_

7-7-23  
Date

  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# MEMORANDUM

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: August 7<sup>th</sup> 2023  
Re: Annex/Steeple Hall Budget Amendment

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With unforeseen work at Steeple Hall/Annex, including animal removal and animal entry point security work, I am requesting a budget amendment for Annex: Building Maintenance.

It is currently over budget and with the oncoming changes to the property and the adjacent property located at 146 N. John Street, I am requesting an additional be \$15,000.00 added to the line item. Future projects to the building include a new dehumidifier & gutter cleaning, this will also cover any unforeseen maintenance in the future.



BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - August 7, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>				
<b>Revenues:</b>				
101-000-692.000      APPROPRIATION FUND BAL.	\$0.00	\$1,526,780.00	+	\$15,000.00 = \$1,541,780.00
<b>Expenditures:</b>				
101-672-936.002      ANNEX: BUILDING MAINT	\$5,000.00	\$5,000.00	+	\$15,000.00 = \$20,000.00

**Purpose of Amendment:**

To appropriate funds for additional potential maintenance expenses anticipated for the year for the Annex Building.

11. Adjourn

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