



CHARTER TOWNSHIP OF HIGHLAND

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

REGULAR BOARD OF TRUSTEES MEETING AGENDA March 1, 2021 - 6:30 P.M.

Based on the December 7, 2020, Board of Trustees Resolution Declaring and Confirming Coronavirus Local State of Emergency and the COVID-19 epidemic declared by the Director of the Michigan Department of Health and Human Services, this meeting will be held by electronic remote access that provides 2-way telephone or video conferencing as permitted by and in accordance with the Open Meetings Act as amended by Public Act No. 228 of 2020.

The public may participate in the meeting through Zoom by computer, tablet or smart phone using the following link: <https://us02web.zoom.us/j/85340216010>. New to Zoom? Get the app now and be ready when your first meeting starts March 1, 2021, at 6:30 p.m. Meeting ID: 853 4021 6010

You may also participate using your phone by calling the following numbers:

One tap mobile

+13017158592,,85340216010# US (Washington DC) +13126266799,,85340216010# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 929 436 2866 US (New York)

+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/85340216010>

Meeting ID: 853 4021 6010

Members of the public will only be able to speak during the Public Comment period at the beginning of the meeting and Public Hearing, such comments will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must first state their name and request to be recognized by the Chairperson of the meeting. The Chairperson will recognize all persons wishing to speak during the public comment period. Prior to the meeting, members of the public may contact the members of the Highland Township Board of Trustees to provide input or ask questions by email or mail to the Township employee/official and at the address listed below. Persons with disabilities in need of accommodations to be able to participate in the meeting should provide at least 24-hour advance notice to the listed Township employee by phone, email, or mail and an attempt will be made to provide reasonable accommodations.

Tami Flowers MiPMC, Clerk
Charter Township of Highland
205 North John Street,
Highland, Michigan 48357
Email: clerk@highlandtwp.org
Phone: (248) 887-3791 Extension 5

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval
Approve:
 - a) February 1, 2021 Board of Trustees Meeting Minutes
 - b) List of Bills dated 02-10-21 and 02-24-21 plus additions
 - c) Renew Freedom Works 2021 Contract for Lawn Maintenance
 - d) Appoint Kevin Curtis to the Planning Commission term ending March 1, 2024
 - e) Resolution 21-06 Approving Hickory Ridge Pines Park Soccer Fields Usage Fee
 - f) Participate in 2021 Tri-Party Program with RCOC
 - g) RCOC 2021 Dust Control Program
Receive and File:
 - Activity Council Board Minutes – January 13, 2021
 - Building Department – January 2021
 - Financial Report – January 2021
 - Fire Department – January 2021
 - Library Board Meeting Minutes – January 2021
 - Library Director’s Report – February 2021
 - Ordinance Department Enforcement – January 2021
 - Ordinance Department Inspections – January 2021
 - Sheriff’s Department – Year End 2020 and January 2021
 - Treasurer’s Report – January 2021
6. Announcements and Information Inquiry:
 - a) Highland Township Offices will be closed Good Friday, April 2, 2021
7. Public Comment
8. Public Hearing:
 - a) 2021 Community Development Block Grant Application
9. New Business:
 - a) 2021 Community Development Block Grant Application
 - b) Purchase BS&A for Online Assessing
 - c) Architecture and Engineering to Remodel Sheriff Substation
 - d) Proposed Purchase of Potential Park and Cemetery Land
 - e) Purchase of Tractor Loader and Assorted Implements for Township Maintenance
 - f) EMS Billing Collection Process
 - g) Budget Amendment – Close Transportation Fund
10. Adjourn

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) February 1, 2021 Board of Trustees Meeting Minutes
- b) List of Bills dated 02-10-21 and 02-24-21 plus additions
- c) Renew Freedom Works 2021 Contract for Lawn Maintenance
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- e) Resolution 21-06 Approving Hickory Ridge Pines Park Soccer Fields Usage Fee
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- g) RCOC 2021 Dust Control Program

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
February 1, 2021 - 6:30 p.m.

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

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

Also Present: Ken Chapman, Fire Chief
Gary Dovre, Township Attorney
Matt Snyder, Lieutenant OCSO

Visitors: 29

Approval of Agenda:

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

Consent Agenda Approval:

- a) Board of Trustees Minutes 01-04-21
- b) List of Bills dated 01-27-21 plus additions

Receive and File:

Activity Council Board Minutes – December 9, 2020
Building Department – December 2020 and Year-End 2020
Financial Report – November and Pre-Audit December 2020
Fire Department – December 2020 and Year End 2020
Fire Department – 2020 Training Report
Library Board Minutes – December 2020
Library Director's Report – January 2021
Ordinance Department Enforcement – December 2020
Ordinance Department Inspections – December 2020
Ordinance Department Report – Year-End 2020
Treasurer's Report – December 2020

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

Announcements and Information Inquiry:

a) Highland Township Offices will be closed on 02-15-21 in observance of President's Day

Public Comment:

Mr. Hamill moved to add a second public comment item prior to New Business Item M. 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.

A comment was made in support of Dunleavy and Leonard Lakes Special Assessment District. A question was raised regarding contributions of other communities toward the Community Sharing facility. Clarification was requested regarding marijuana discussion and identification of Board members when voting on zoom. A commenter advised public of black history month and inquired about the Township's efforts to celebrate black Americans and denounce racism.

Public Hearing:

a) Dunleavy and Leonard Lakes Special Assessment District for the Control of Weeds in Dunleavy and Leonard Lakes and Related Services

The Public Hearing was opened at 6:53 p.m. and closed at 6:54 p.m. There was one comment stating there was strong support for the Special Assessment District.

Pending Business:

a) Resolution 21-02 to Proceed with the Dunleavy and Leonard Lakes Special Assessment District for the Control of Weeds in Dunleavy and Leonard Lakes and Related Services Pursuant to 1954 P.A. 188, as Amended

Mr. Hamill moved to approve Resolution 21-02 to Proceed with the Dunleavy and Leonard Lakes Special Assessment District for the Control of Weeds in Dunleavy and Leonard Lakes and Related Services Pursuant to 1954 P.A. 188, as amended with revisions as recommended by the township attorney to conform with the township board's prior resolutions on lake special assessments. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

b) Resolution 21-03 to Adopt the Charter Township of Highland Parks & Recreation Master Plan 2021-2025

Mr. Hamill moved to approve Resolution 21-03 to Adopt the Charter Township of Highland Parks & Recreation Master Plan 2021-2025. 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) Restaurant Relief Program Inter-Local Agreement

Mrs. Frederick moved to approve the Restaurant Relief Program Interlocal Agreement with Oakland County and authorize the Supervisor to sign that agreement once it has been completed in accordance with the outline at tonight's meeting and the award that is given by the County. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

b) Resolution 21-04 Regarding Temporary Restaurant Uses and Structures During COVID-19 Epidemic

Mr. Hamill moved to approve Resolution 21-04 Regarding Temporary Restaurant Uses and Structures During COVID-19 Epidemic as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

c) Resolution 21-05 Regarding 2021 Property Tax Poverty Exemption Guidelines

Mr. Hamill moved to approve Resolution 21-05 Regarding 2021 Property Tax Poverty Exemption Guidelines as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

d) Rehire Ann Jenkins as Substitute Crossing Guard

Mr. Howe moved to rehire Ann Jenkins as substitute crossing guard at a pay rate of \$16.31. 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) License Agreement for Use and Maintenance of Hickory Ridge Soccer Fields

Mr. Hamill moved to approve License Agreement for Use, Scheduling, Operation, and Maintenance of Hickory Ridge Pines Park Soccer Fields with changes recommended by the township attorney. Mrs. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

f) Purchase of Stryker Stretcher and Power Load System for New Fire Department Ambulance

Mr. Hamill moved to approve the purchase of Stryker Stretcher and Power Load System in an amount not to exceed \$53,500.00 for new Fire Department ambulance. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

g) Purchase of Thermal Imaging Camera for Fire Department

Mr. Howe moved to replace the Thermal Imaging Camera from Douglas Safety Systems in an amount not to exceed \$4,749.17. 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) Low Voltage Consulting Agreement – Fire Station 1

Mr. Salvia moved to approve Low Voltage Consulting Agreement with Buechel Independent Telecom in the amount of \$4,500.00. Mr. Hamill supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

i) Budget Amendment – 2021 Fire Capital Construction in Progress

Mr. Hamill moved to approve Budget Amendment – 2021 Fire Capital Construction in Progress as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

j) Budget Amendment – 2021 Fire Capital Vehicle

Mr. Hamill moved to approve Budget Amendment – 2021 Fire Capital Vehicle as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

k) Budget Amendment – Building Department

Mr. Hamill moved to approve Budget Amendment – Building Department 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.

l) Community Sharing Site Plan, Building Design and Land Lease

Mr. Hamill moved to approve the building conceptual drawings for the Community Sharing building as presented being satisfied that the building and improvements could be used by the township in the future for public purposes. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

m) Discussion of Opt-In Marijuana Facilities in Highland

Mr. Hamill moved to postpone further discussion to a future meeting date set by the Supervisor. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

The township will initiate a public awareness campaign requesting information and feed-back from the community. Any questions, information or data can be directed to the Clerk's office.

Adjourn:

Supervisor Hamill adjourned the meeting at 9:23 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

UNAPPROVED

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-000-072-000 COUNTY OF OAKLAND					
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	JAN 2021	01/26/2021	24.00
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	JAN 21	02/08/2021	263.00
1159	TREASURER	101-RIDGEWOOD-OAK CTY	JAN2021	02/08/2021	190.00
101-000-000-075-000 HURON VALLEY SCHOOLS					
1159	TREASURER	101-HIGHLAND HILLS HVS	JAN 2021	01/26/2021	96.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	JAN 21	02/08/2021	1,052.00
1159	TREASURER	101-RIDGEWOOD-HVS	JAN2021	02/08/2021	760.00
101-000-000-202-001 ESCROW BONDS&ENG. FEES PAYABLE					
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B21-00013	02/04/2021	125.00
6315	CHARLICK, GRANT	101-ESCROW/BUILDING	B20-00570	01/22/2021	125.00
8199	DJ MAC BUILDING SERVICES LLC	101-ESCROW/BUILDING	B19-00342	02/04/2021	1,250.00
8199	DJ MAC BUILDING SERVICES LLC	101-REINSPECTION FEE	B19-00342	02/04/2021	57.00-
8199	DJ MAC BUILDING SERVICES LLC	101-REINSPECTION FEE	B19-00342	02/04/2021	57.00-
3008	HARRIS BROS. BUILDING CO.	101-ESCROW/BUILDING	B20-00621	01/26/2021	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B19-00342	02/04/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B19-00342	02/04/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00177	01/29/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00441	01/22/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00580	02/04/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00582	02/04/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00614	01/27/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00626	01/27/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00636	02/04/2021	57.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00156	02/02/2021	165.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00191	02/04/2021	152.00
7771	HOLDEN CONSTRUCTION	101-ESCROW/BUILDING	B20-00191	02/04/2021	1,485.00
7771	HOLDEN CONSTRUCTION	101-REFUSE FEE	B20-00191	02/04/2021	152.00-
5437	LARAMEE, ROGER S.	101-ESCROW/BUILDING	B20-00520	02/02/2021	25.00
5437	LARAMEE, ROGER S.	101-ESCROW/BUILDING	B20-00521	02/02/2021	25.00
8195	LOFTHOUSE, LAWRENCE JAMES	101-ESCROW/BUILDING	B20-00487	01/29/2021	125.00
7991	MICHAEL STREHL ENTERPRISES LLC	101-ESCROW/BUILDING	B20-00154	02/02/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00574	02/04/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00580	02/04/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B20-00580	02/04/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00582	02/04/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B20-00582	02/04/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00614	01/27/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B20-00614	01/27/2021	57.00-

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00618	02/04/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00625	01/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00626	01/27/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B20-00626	01/27/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00636	02/04/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B20-00636	02/04/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00637	01/26/2021	250.00
6578	SPECTRUM CONSTRUCTION CO.	101-ESCROW/BUILDING	B20-00441	01/22/2021	500.00
6578	SPECTRUM CONSTRUCTION CO.	101-REINSPECTION FEE	B20-00441	01/22/2021	57.00-
6632	STONE HOLLOW PROPERTIES & DEV.	101-ESCROW/BUILDING	B20-00156	02/02/2021	2,087.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-REFUSE FEE	B20-00156	02/02/2021	165.00-
6077	TROMBLEY, CAROL LYNNE	101-ESCROW/BUILDING	B20-00556	01/26/2021	500.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B19-00485	01/22/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B19-00503	01/26/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B19-00546	01/26/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B19-00551	01/26/2021	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B20-00177	01/29/2021	125.00
6102	WALLSIDE INC.	101-REINSPECTION FEE	B20-00177	01/29/2021	57.00-
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B20-00376	01/26/2021	125.00
6083	WEATHERGARD WINDOW CO. INC.	101-ESCROW/BUILDING	B20-00554	01/26/2021	125.00
101-000-000-285-005 OAKLAND CO. ANIMAL CONTROL					
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	02042021	02/04/2021	51.00
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	02042021	02/04/2021	496.50
101-000-000-479-380 HEATING PERMITS					
6199	FAMILY HEATING	101-HEATING PERMIT REFUND-PM21-0004	PM21-0004 PE21-0	02/04/2021	84.00
101-000-000-480-380 PLUMBING PERMITS					
8198	HAMEL, LAURA	101-PLUMBING PERMIT REFUND	PP21-0013	02/04/2021	135.20
101-000-000-481-380 ELECTRICAL PERMITS					
6199	FAMILY HEATING	101-ELECTRICAL PERMIT REFUND-PE21-0015	PM21-0004 PE21-0	02/04/2021	45.00
Total :					13,068.70
SUPERVISOR'S DEPT					
101-171-000-820-000 SUP DEPT: DUES/ED/TRAVEL					
1363	O.C.A.T.S.	101-DUES FOR TWP SUPERVISOR	01282021	01/28/2021	125.00
Total SUPERVISOR'S DEPT:					125.00
ASSESSING DEPT					
101-209-000-801-000 ASSESSING: CONTRACTUAL SVCS					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	FEB 2021	01/18/2021	9,350.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ASSESSING DEPT:					9,350.00
CLERK'S DEPT					
101-215-000-741-002 CLERK: ELECTION EXPENSES					
2070	OAKLAND COUNTY	101-BALLOTS/FOLDING	CLE0001255	01/29/2021	981.00
Total CLERK'S DEPT:					981.00
TREASURER'S DEPT					
101-253-000-820-000 TREAS: DUES/ED/TRAVEL					
1226	APA	101-APA MICH CHAPTER - FREDERICK	189831-2113	01/08/2021	77.00
1226	APA	101-AICP PRORATED DUES - FREDERICK	189831-2113	01/08/2021	310.00
1226	APA	101-AICP MEMBERSHIP - FREDERICK	189831-2113	01/08/2021	145.00
1430	MICHIGAN MUNICIPAL TREAS ASSOC	101-TRAINING-FREDERICK	3573	01/29/2021	100.00
1430	MICHIGAN MUNICIPAL TREAS ASSOC	101-TRAINING-GENSON	3574	01/29/2021	100.00
Total TREASURER'S DEPT:					732.00
CEMETERY					
101-276-000-935-000 CEMETERY: SEXTON					
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	FEB 2021	01/21/2021	3,434.00
Total CEMETERY:					3,434.00
ACTIVITY CENTER					
101-289-000-729-001 ACTIVITY CTR: OPER. SUPPLIES					
9208	HIGHLAND SUPPLY INC.	101-ACT CTR ROLL TOWEL/DISINFECTANT WIPES/STOR	4014262	02/05/2021	276.17
101-289-000-820-000 ACTIVITY CTR: DUES/ED/TRAVEL					
2234	HURON VALLEY CHAMBER OF COMM.	101-MEMBERSHIP RENEWAL- ACT. CTR	2021 MEMBERSHI	01/25/2021	75.00
101-289-000-853-000 ACTIVITY CTR: PHONE SERVICE					
2652	SPRINT	101-CELL PHONE-ACT. CTR.	337192515-227	01/23/2021	38.13
101-289-000-931-000 ACTIVITY CTR: BUILDING MAINT					
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION-ACTIVITY CTR.	02035	02/03/2021	80.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2318454	01/13/2021	37.00
101-289-001-853-000 ANNEX: INTERNET SERVICE					
2216	COMCAST	101-ANNEX 8529 10 157 0100876	03082021 0100876	01/26/2021	216.56
101-289-001-931-002 ANNEX: BUILDING MAINT					
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION- ANNEX	02033	02/03/2021	118.25
1021	GILL-ROY'S HARDWARE	101-AIR DEFLECTOR	2101-634357	01/29/2021	5.99
1157	TOP NOTCH CLEANING SERVICES	101-ANNEX OFFICE CLEANING	1205	01/28/2021	400.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ACTIVITY CENTER:					1,247.10
GENERAL GOVERNMENT					
101-290-000-727-000 GEN GOV: OFFICE SUPPLIES					
1002	QUILL CORPORATION	101-TAPE	13678596	01/11/2021	53.44
1002	QUILL CORPORATION	101-TAPE	13754471	01/13/2021	51.52
2541	STAPLES	101-ENVELOPES/LABELS/TAPE/POST-ITS	3467212304	01/11/2021	46.07
2541	STAPLES	101-RUBBER BANDS	3467212305	01/11/2021	8.99
2541	STAPLES	101-NEON LABELS	3467212306	01/11/2021	15.95
2541	STAPLES	101-STAMP	3467667453	01/23/2021	52.33
2541	STAPLES	101-STAMP	3467667454	01/23/2021	52.33
2541	STAPLES	101-STAMP	3467667455	01/23/2021	52.33
2541	STAPLES	101-PENS	3467667456	01/23/2021	14.99
101-290-000-792-000 GEN GOV: MEMBER FEES					
1034	SEMCOG	101-MEMBERSHIP DUES	INV00569	01/01/2021	2,422.00
101-290-000-853-000 GEN GOV: PHONE SERVICE					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429210123	01/23/2021	282.32
2652	SPRINT	101-CELL PHONES - TWP.	337192515-227	01/23/2021	127.30
101-290-000-856-000 GEN GOV: STORM WATER PERMIT					
2202	STATE OF MICHIGAN	101-MUNICIPAL SW ANNUAL PERMIT FEE	761-10607351	02/01/2021	500.00
101-290-000-903-000 GEN GOV: ADVERTISING					
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-121	02/01/2021	400.00
101-290-000-920-000 GEN GOV: UTILITIES					
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200132689988	01/31/2021	4,285.85
101-290-000-931-000 GEN GOV: TOWNSHIP MAINTENANCE					
2649	2 MOMS & A MOP INC.	101-OFFICE CLEANING	95566	01/31/2021	518.00
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION TWP	02036	02/03/2021	85.50
2541	STAPLES	101-CLOROX WIPES	3466641356	01/09/2021	33.96
101-290-000-933-000 GEN GOV: EQ/SW MAINT CONTRACT					
2070	OAKLAND COUNTY TREASURERS	101-BS&A ASSESSMENT SUPPORT FEE	INF0002669	12/31/2020	1,189.09
1952	PONTEM SOFTWARE	101-CEMETERY SOFTWARE	00009501	02/01/2021	855.00
101-290-000-934-000 GEN GOV: VEHICLE OP MAINT					
2692	WEX BANK	101-GAS FOR TWP VEHICLE	69926195	01/30/2021	112.00
101-290-000-940-000 GEN GOV: SNOWPLOW SERV					
2482	GOLDEN'S LANDSCAPING INC.	101- SNOW REMOVAL PAYMENT 3 OF 3	2104	02/01/2021	11,696.33
Total GENERAL GOVERNMENT:					22,855.30
TWP COMMUNITY PARKS					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-292-000-756-002 PARKS: HICKORY RIDGE					
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION-PARKS HICKORY RDG	02032	02/03/2021	64.34
101-292-000-756-003 PARKS: DUCK LAKE PINES					
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION-PARKS DUCK LK	02032	02/03/2021	128.66
101-292-000-935-000 PARKS: MAINTENANCE					
1309	BRENDEL'S SEPTIC TANK SER LLC	101-MONTHLY RENTAL-HICKORY RIDGE	188762	01/30/2021	90.00
1309	BRENDEL'S SEPTIC TANK SER LLC	101-MONTHLY RENTAL-DUCK LAKE PINES	188763	01/30/2021	140.00
Total TWP COMMUNITY PARKS:					423.00
GENERAL GOVT PERSONNEL					
101-295-000-715-000 GGP:HEALTH/DENTAL/LIFE/DIS INS					
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	210360026050	02/05/2021	1,038.91
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	210360026050	02/05/2021	7,286.89
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	210360026050	02/05/2021	265.70
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	210360026050	02/05/2021	738.24
9116	COLONIAL LIFE PREMIUM PROCESSING	101-PREMIUM BCN-E4485801	4485801-0113324	01/24/2021	136.68
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	2/01/21-2/28/21	01/21/2020	1,166.52
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	2/01/21-2/28/21	01/21/2020	392.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	2/01/21-2/28/21	01/21/2020	21.18
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	2/01/21-2/28/21	01/21/2020	84.80
Total GENERAL GOVT PERSONNEL:					11,131.40
ORDINANCE ENFORCEMENT					
101-301-000-806-001 OE: VIOLATION CORRECTIONS					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-ORDINANCE VIOLATION STICKERS	69580	01/19/2021	40.00
Total ORDINANCE ENFORCEMENT:					40.00
BUILDING DEPT					
101-371-000-710-001 BLDG: INSP/ELEC/PLUMB/HTG					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	1/20/21-2/2/21	02/02/2021	704.63
1199	GREG CALME ELECTRIC LLC	101-INSPECTION	1/20/21-2/2/21	02/02/2021	1,675.77
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	1/20/21-2/2/21	02/02/2021	1,464.38
Total BUILDING DEPT:					3,844.78
PLANNING DEPT					
101-400-000-820-000 PLNG: DUES/ED/TRAVEL					
1226	APA	101-AICP MEMBERSHIP - BURKHART	131139-2113	01/08/2021	115.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1226	APA	101-APA MEMBERSHIP - BURKHART	131139-2113	01/08/2021	221.00
1226	APA	101-APA MICH CHAPTER - BURKHART	131139-2113	01/08/2021	77.00
1226	APA	101-AICP MEMBERSHIP - CORWIN	138153-2113	01/08/2021	145.00
1226	APA	101-APA MEMBERSHIP - CORWIN	138153-2113	01/08/2021	310.00
1226	APA	101-APA MICH CHAPTER - CORWIN	138153-2113	01/08/2021	109.00
Total PLANNING DEPT:					977.00
Total GENERAL FUND:					68,209.28
FIRE FUND					
FIRE EXPENDITURES					
206-290-001-727-206 FIRE: SUPPLIES					
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K56355	01/30/2021	32.64
1642	PETER'S TRUE VALUE HARDWARE	206-CREDIT FOR FLOURSCENT BULB	K56357	01/30/2021	21.98-
1100	SHAW'S COFFEE SERVICE/SHAW SVCS INC.	206-COFFEE SUPPLIES	476748	01/27/2021	236.00
206-290-001-728-206 FIRE: UNIFORMS					
9121	ALLIE BROTHERS	206-PROBATIONARY ISSUE MARTIN	82219	01/28/2021	209.97
9276	HURON VALLEY GUNS LLC	206 - EMBROIDERY FOR PAISLEY AND SCHWARTZ	155732	01/20/2021	21.00
206-290-001-819-206 FIRE: FIREFIGHTERS MEDICAL					
1136	BIOCARE INC.	206-ANNUAL DEPT PHYSICALS	7831	01/27/2021	6,050.00
1136	BIOCARE INC.	206-HEARING TEST/TB TEST	7831	01/27/2021	550.00
1136	BIOCARE INC.	206-BIOCARE TRAVEL	7831	01/27/2021	250.00
1136	BIOCARE INC.	206-BIOCARE STAFF OVERNIGHT	7831	01/27/2021	600.00
8052	SPRINGFIELD URGENT CARE PLLC	206-CRAW PRE EMPLOYMENT	404	01/13/2021	352.50
8052	SPRINGFIELD URGENT CARE PLLC	206-BRILL PREEMPLOY	404	01/13/2021	352.50
8052	SPRINGFIELD URGENT CARE PLLC	206-RHEAUME PRE EMPLOYMENT	404	01/13/2021	352.50
206-290-001-820-206 FIRE: DUES & EDUCATION					
7135	MARTIN, TYLER	206-MARTIN REIMBURSEMENT OF EMT CLASS AT OCC	115756	08/10/2020	750.00
206-290-001-826-206 FIRE: RETIREMENT					
1502	VANTAGEPOINT TRANSFER AGENTS-109785	206-SENIORITY POC 2020	480218	02/02/2021	24,200.00
206-290-001-835-206 FIRE: MEDICAL SUPPLIES					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	83926964	01/25/2021	184.84
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	83928866	01/26/2021	19.80
1132	LINDE GAS NORTH AMERICA LLC	206-EMS O2	61393597	01/22/2021	14.70
9220	MEDPRO DISPOSAL LLC	206-BIOHAZARDOUS WASTE	417757	02/01/2021	535.00
206-290-001-852-206 FIRE: RADIO COMMUNICATIONS					
2490	FRONTIER	206-DISPATCH LINE 616-001-6196	01192021 011603-5	01/20/2021	51.71
1877	OAKLAND CO. RADIO COMMUNICATIO	206-PORTABLE RADIO PARTS	RAD0003537	12/31/2020	96.00
206-290-001-865-206 FIRE: VEHICLE REPAIR					
9228	M-2 AUTO PARTS OF HIGHLAND	206-HINGE LUBRICANT	080301	01/27/2021	3.09

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9228	M-2 AUTO PARTS OF HIGHLAND	206-2019 DODGE (C1) HEADLIGHT REPLACEMENT	080537	02/01/2021	14.99
1642	PETER'S TRUE VALUE HARDWARE	206-COLOR CODE EQUIPMENT TO VEHICLE	K56339	01/29/2021	62.72
206-290-001-866-206 FIRE: VEHICLE GAS/OIL					
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	69926195	01/30/2021	102.45
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	69926195	01/30/2021	1,274.06
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	69926195	01/30/2021	29.42
206-290-001-920-206 FIRE: PUBLIC UTILITIES					
2216	COMCAST	206-ST#3 852910157 0115262	03022021 0115262	01/20/2021	56.06
9090	NET EXPRESS VOIP	206-VOIP MONTHLY	1605210123	01/23/2021	110.70
2652	SPRINT	206-CELL PHONES - FIRE	337192515-227	01/23/2021	157.62
206-290-001-931-206 FIRE: BLDG MAINT/REPAIR					
1642	PETER'S TRUE VALUE HARDWARE	206-STATION REPAIR SUPPLIES	K56299	01/26/2021	12.37
1169	ZELONY WELL DRILLING INC.	206-ST#1 NEW PUMP AND TANK	01182021	01/21/2021	5,400.00
206-290-001-933-206 FIRE: EQUIP MAINT					
1163	APOLLO FIRE APPARATUS REPAIR	206-EDRAULIC HURST EXTRICATION SERVICE	57360	01/26/2021	750.00
1163	APOLLO FIRE APPARATUS REPAIR	206-SERVICE TRAVEL	57360	01/26/2021	130.95
1163	APOLLO FIRE APPARATUS REPAIR	206-SERVICE SHOP FEES	57360	01/26/2021	34.50
Total FIRE EXPENDITURES:					42,917.27
GENERAL GOVT PERSONNEL					
206-295-000-715-000 FIRE:HEALTH/DENTAL/LIFE/DISINS					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	210360026050	02/05/2021	3,879.63
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	2/01/21-2/28/21	01/21/2020	153.84
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	2/01/21-2/28/21	01/21/2020	21.18
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	2/01/21-2/28/21	01/21/2020	631.04
Total GENERAL GOVT PERSONNEL:					4,685.69
Total FIRE FUND:					47,602.96
POLICE FUND					
POLICE EXPENDITURES					
207-290-000-815-000 POLICE: SHERIFF'S MAINT					
1864	FIRE PROTECTION PLUS INC.	207-ANNUAL INSPECTION, FILL	02034	02/03/2021	113.00
1021	GILL-ROY'S HARDWARE	207-KEYS FOR SUBSTATION	2101-606302	01/21/2021	1.99
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - JAN	1204	01/28/2021	560.00
Total POLICE EXPENDITURES:					674.99

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total POLICE FUND:					674.99
POST-RETIREMENT BENEFITS					
211-290-000-700-000 RETIREE OPEB EXPENSE					
1958	AmWINS GROUP BENEFITS INC.	211-RETIREE HEALTH PREMIUMS	6683742	01/25/2021	450.00
1811	COOPER, JUDY	211-DENTAL REIMBURSEMENT	12292020	12/29/2020	83.33
2499	GIBSON, WANDA SUE	211-RETIREE HEALTH REIMBURSEMENT	FEB 2021	02/04/2021	193.76
1181	KILEY, JUDITH A.	211-RETIREE HEALTH REIMBURSEMENT	FEB 2021	01/21/2021	200.00
1314	LEWIS, MILDRED	211-RETIREE DENTAL REIMBURSEMENT	01082021	01/08/2021	1,000.00
9095	PATTERSON, BRIDGET	211-RETIREE HEALTH REIMBURSEMENT	FEB 2021	02/02/2021	184.55
1206	REGAN, RITA	211-RETIREE HEALTH REIMBURSEMENT	FEB 2021	01/21/2021	362.32
1373	WAGNER, PATRICIA G.	211-RETIREE HEALTH REIMBURSEMENT	JAN 2021	01/21/2021	213.54
1497	WEINBURGER, JOSEPH F.	211-RETIREE HEALTH REIMBURSEMENT	FEB 2021	01/26/2021	401.85
1497	WEINBURGER, JOSEPH F.	211-RETIREE HEALTH REIMBURSEMENT	JAN 2021	01/21/2021	401.85
Total :					3,491.20
Total POST-RETIREMENT BENEFITS:					3,491.20
REFUSE FUND					
REFUSE EXPENDITURES					
226-528-000-706-000 REFUSE: CONTRACTOR					
2676	GFL ENVIRONMENTAL USA	226-MONTHLY CONTRACT-FEBRUARY	47863020	02/01/2021	87,301.37
2676	GFL ENVIRONMENTAL USA	226-MONTHLY CONTRACT-JANUARY	47863020	02/01/2021	26.26
Total REFUSE EXPENDITURES:					87,327.63
Total REFUSE FUND:					87,327.63
FIRE CAPITAL FUND					
FIRE CAPITAL EXPENDITURES					
402-290-000-988-001 CONSTR IN PROCESS FIRE MIL ST1					
5313	BUECHEL INDEPENDENT TECHNOLOGY LLC	402-IT CONSULTING/DESIGN	E0081	02/02/2021	4,500.00
7433	PARTNERS IN ARCH DESIGN/BUILD LLC	402-FS1AXIOM_CONSTRUCTION DRAW	18-122-009	02/01/2021	431,665.20
7433	PARTNERS IN ARCH DESIGN/BUILD LLC	402-FS1 PIA A/E	18-122-009	02/01/2021	6,800.00
Total FIRE CAPITAL EXPENDITURES:					442,965.20
Total FIRE CAPITAL FUND:					442,965.20

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
DOWNTOWN DEVELOPMENT AUTHORITY					
495-000-000-694-201 DDA EVENTS FUND					
2596	FIVE STAR ACE	495-UNITY DOLLARS	01272021	01/27/2021	20.00
1244	SNOOK'S BUTCHER SHOPPE	495-UNITY DOLLARS	01292021	01/29/2021	110.00
7919	WESTERN OAKLAND TRANSPORTATION AUTHORI	495-UNITY DOLLARS	01292021	01/29/2021	20.00
Total :					150.00
DDA EXPENDITURES					
495-290-000-727-000 DDA: OFFICE SUPPLIES					
2596	FIVE STAR ACE	495-HEATER	25233	01/26/2021	65.98
495-290-000-810-000 DDA: PROF SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	495-FESTIVAL OF TREES	1074849	12/09/2020	72.50
495-290-000-810-002 DDA: CONSULTANT CASSIE BLASCYK					
9249	BLASCYK, CASSIE R.	495-MONTHLY CONSULTATION FEE	401	02/01/2021	600.00
495-290-000-947-000 DDA: MAINTENANCE FOUR CORNERS					
7994	#1 TRANSPORT INC	495-REMOVE/DISPOSE FALL DECORATIONS	7767	11/17/2020	190.00
495-290-000-976-001 DDA: PROMOTIONS					
1114	ROSATI SCHULTZ JOPPICH ET AL	495-FESTIVAL OF TREES	1074999	01/12/2021	29.00
Total DDA EXPENDITURES:					957.48
Total DOWNTOWN DEVELOPMENT AUTHORITY:					1,107.48
DUCK LAKE ASSOC.					
704-290-000-934-000 DUCK LAKE: DEDUCTIONS					
1081	AQUA-WEED CONTROL INC.	704-EGLE PERMIT FEE	142021	01/04/2021	1,530.00
4300	DUCK LAKE PROPERTY OWNERS ASSOC.	704-BUOYS HARDWARE	01192021	09/28/2020	33.88
9191	RESTORATIVE LAKE SCIENCES	704-PROFESSIONAL LAKE CONSULTING	9000	02/04/2021	2,625.00
Total :					4,188.88
Total DUCK LAKE ASSOC.:					4,188.88
HIGHLAND LAKE ASSOC.					
705-290-000-934-000 HIGHLAND LAKE: DEDUCTIONS					
1081	AQUA-WEED CONTROL INC.	705-EGLE PERMIT FEE-HIGHLAND LAKE	1042021	01/04/2021	816.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					816.00
Total HIGHLAND LAKE ASSOC.:					816.00
KELLOGG LAKE ASSOC.					
707-290-000-934-000 KELLOGG LAKE: DEDUCTIONS					
9148	STATE OF MICHIGAN	707-PERMIT FEE-KELLOGG LAKE	E19380	02/03/2021	800.00
Total :					800.00
Total KELLOGG LAKE ASSOC.:					800.00
CHARLICK LAKE ASSOC.					
708-290-000-934-000 CHARLICK LAKE: DEDUCTIONS					
1081	AQUA-WEED CONTROL INC.	708-EGLE PERMIT FEE-CHARLICK LK	01222021	01/22/2021	408.00
Total :					408.00
Total CHARLICK LAKE ASSOC.:					408.00
GOURD LAKE IMPROVEMENT					
713-290-000-934-000 GOURD LAKE: DEDUCTIONS					
1081	AQUA-WEED CONTROL INC.	713-EGLE PERMIT FEE-GOURD LAKE	12052020	12/05/2020	76.50
Total :					76.50
Total GOURD LAKE IMPROVEMENT:					76.50
Grand Totals:					<u>657,668.12</u>

Total GENERAL FUND:	68,209.28
Total FIRE FUND:	47,602.96
Total POLICE FUND:	674.99
Total POST-RETIREMENT BENEFITS:	3,491.20
Total REFUSE FUND:	87,327.63
Total FIRE CAPITAL FUND:	442,965.20
Total DOWNTOWN DEVELOPMENT AUTHORITY:	1,107.48
Total DUCK LAKE ASSOC.:	4,188.88
Total HIGHLAND LAKE ASSOC.:	816.00
Total KELLOGG LAKE ASSOC.:	800.00
Total CHARLICK LAKE ASSOC.:	408.00
Total GOURD LAKE IMPROVEMENT:	76.50
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Grand Totals:	657,668.12
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Payroll and Hand Checks February 10, 2021 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT)	\$	19,189.73
General/Fire Payroll 2/5/2021	\$	59,162.32
Equitable - Deferred Comp.	\$	1,350.00
ICMA - Deferred Comp.	\$	1,393.08
Flexible Savings Account	\$	661.69
Garnishments	\$	467.36
Highland Firefighters Assn 02/05/2021	\$	850.00
OPEB Monthly Transfer	\$	166.67
0/28/2021 DDA LOAN-Monthly	\$	3,771.83

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-000-072-000 COUNTY OF OAKLAND					
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	FEB 2021	02/22/2021	24.00
101-000-000-075-000 HURON VALLEY SCHOOLS					
1159	TREASURER	101-HIGHLAND HILLS HVS	FEB 2021	02/22/2021	96.00
101-000-000-085-101 DUE TO/FROM WOTA					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA TRANSPORTATION AUTHORITY	1075144	02/10/2021	87.00
101-000-000-202-001 ESCROW BONDS&ENG. FEES PAYABLE					
7669	AFTC HOME TRANSPORT & SERVICES INC	101-ESCROW/BUILDING	B20-00275	02/11/2021	250.00
6425	BETTER BUILT	101-ESCROW/BUILDING	B20-00057	02/08/2021	1,656.00
6425	BETTER BUILT	101-REINSPECTION FEE	B20-00057	02/08/2021	57.00-
6425	BETTER BUILT	101-REFUSE FEE	B20-00057	02/08/2021	152.00-
6425	BETTER BUILT	101-ESCROW/BUILDING	B20-00058	02/12/2021	1,568.00
6425	BETTER BUILT	101-REFUSE FEE	B20-00058	02/12/2021	152.00-
7922	BRANDENBROOKE INVESTMENTS	101-ESCROW/BUILDING	BDemo 20-00008	02/19/2021	125.00
6315	CHARLICK, GRANT	101-ESCROW/BUILDING	B20-00619	02/10/2021	125.00
8202	DEROCHER, WILLIAM	101-ESCROW/BUILDING	B20-00250	02/11/2021	125.00
8201	FARELL, TODD	101-ESCROW/BUILDING	B20-00144	02/09/2021	500.00
8201	FARELL, TODD	101-REINSPECTION	B20-00144	02/09/2021	57.00-
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B20-00165	02/08/2021	500.00
8203	GREAT LAKES WORKWEAR	101-ESCROW/BUILDING	B20-00433	02/11/2021	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00057	02/08/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00144	02/09/2021	57.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00057	02/08/2021	152.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00058	02/12/2021	152.00
8208	KEYES POOLS INC.	101-ESCROW/BUILDING	B19-00341	02/18/2021	500.00
5988	MAJIC WINDOW COMPANY	101-ESCROW/BUILDING	B21-00011	02/19/2021	250.00
8209	MARCUCCI CONSTRUCTION INC.	101-ESCROW/BUILDING	B20-00605	02/19/2021	125.00
8012	METRO GENERAL CONTRACTORS INC	101-ESCROW/BUILDING	B18-00447	02/18/2021	1,250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B20-00627	02/09/2021	250.00
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00022	02/08/2021	125.00
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00023	02/11/2021	125.00
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00024	02/09/2021	125.00
7762	RIDGEWOOD LLC	101-ESCROW/BUILDING	B21-00025	02/09/2021	125.00
9240	SIMPLIFILE	101-FILING FEE	15002752941	02/15/2021	33.00
8205	THEISEN, MARY	101-ESCROW/BUILDING	B20-00341	02/17/2021	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B20-00454	02/17/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B20-00480	02/17/2021	125.00
6083	WEATHERGARD WINDOW CO. INC.	101-ESCROW/BUILDING	B20-00538	02/11/2021	125.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-000-000-231-300 STATE W/H					
1106	STATE OF MICHIGAN	101-STATE W/H 38-6026891 SUW MONTHLY/QUARTERLY	FEBRUARY 2021	02/17/2021	6,776.74
101-000-000-479-380 HEATING PERMITS					
8200	DESIGN COMFORT CO. INC	101-PERMIT FEE REFUND	PM20-0255	02/09/2021	269.00
8200	DESIGN COMFORT CO. INC	101-PERMIT FEE REFUND	PM21-0006	02/09/2021	165.00
8207	J A CARNEY PLUMBING	101-PERMIT REFUND	PM20-0369	02/18/2021	92.80
Total :					16,017.54
ASSESSING DEPT					
101-209-000-801-000 ASSESSING: CONTRACTUAL SVCS					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	MARCH 2021	02/10/2021	9,350.00
Total ASSESSING DEPT:					9,350.00
CLERK'S DEPT					
101-215-000-820-000 CLERK: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-MGFOA SPRING SEMINAR-FLOWERS	1/09/21-2/08/21	01/09/2021	125.00
Total CLERK'S DEPT:					125.00
ACTIVITY CENTER					
101-289-000-727-000 ACTIVITY CTR: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	101-IPAD C ASE/KEYBOARD	1/09/21-2/08/21	01/09/2021	35.93
101-289-000-729-001 ACTIVITY CTR: OPER. SUPPLIES					
2399	AIRGAS USA LLC	101-HELIUM LEASE	9977459008	02/01/2021	90.38
101-289-000-820-000 ACTIVITY CTR: DUES/ED/TRAVEL					
1739	HIGHLAND WHITE LAKE BUSINESS ASSOC.	101-2021 MEMBERSHIP HWLBA	MEMBERSHIP 202	10/20/2020	71.25
101-289-000-854-000 ACTIVITY CTR: INTERNET SERVICE					
2216	COMCAST	101-ACTIVITY CTR 852910157 0109182	03232021 0109182	02/15/2021	152.62
101-289-000-920-000 ACTIVITY CTR: UTILITIES					
1375	CONSUMERS ENERGY	101-209 N JOHN ST ACTIVITY CENTER	203409476381	02/09/2021	335.09
1005	DTE ENERGY	101- 209 N. JOHN ACT CTR 910008266702	02152021 66702	02/16/2021	423.61
101-289-000-931-000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	87823126	01/25/2021	11.20
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	87823132	01/25/2021	11.20
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2319546	02/10/2021	37.00
1457	STEVE'S LOCKSMITH	101-FIXED DOOR LOCK	211902	02/19/2021	45.00
101-289-001-920-002 ANNEX: UTILITIES					
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-ANNEX	203409476380	02/09/2021	329.91
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-ANNEX 910008280133	02152021 80133	02/16/2021	357.55

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ACTIVITY CENTER:					1,900.74
GENERAL GOVERNMENT					
101-290-000-727-000 GEN GOV: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	101-COUNTERFEIT BILL DETECTOR-TREASURY	1/09/21-2/08/21	01/09/2021	179.99
101-290-000-792-000 GEN GOV: MEMBER FEES					
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	1/09/21-2/08/21	01/09/2021	8.95
101-290-000-804-000 GEN GOV: LEGAL SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-COVID RELATED	1075144	02/10/2021	783.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-COMMUNITY SHARING	1075144	02/10/2021	217.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-OCA/LAKE ACCESS	1075144	02/10/2021	29.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP BOARD	1075144	02/10/2021	449.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ASSESSING	1075144	02/10/2021	739.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-CREDIT CARD POLICY	1075144	02/10/2021	29.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SOCCER FIELDS	1075144	02/10/2021	203.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEDICAL FACILITY LICENSE ORDINANCE	1075144	02/10/2021	29.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-LEVY	1075144	02/10/2021	58.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE REMOTELY	1075144	02/10/2021	159.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-LAKE SAD-DUNLEAVY/LEONARD	1075144	02/10/2021	29.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP HALL	1075144	02/10/2021	797.50
1407	SEGLUND GABE PAWLAK & GROTH PLC	101-PROSECUTION MATTERS	50584	02/03/2021	1,667.50
101-290-000-852-000 GEN GOV: FIBER-OTHER COMMUNICA					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORKS	768700	02/01/2021	823.00
101-290-000-853-000 GEN GOV: PHONE SERVICE					
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X021	02/06/2021	23.82
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X021	02/06/2021	47.09
101-290-000-920-000 GEN GOV: UTILITIES					
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP OFFICES	203409476382	02/09/2021	537.71
1005	DTE ENERGY	101-205 N. JOHN ST 910008280059	02082021 80059	02/10/2021	422.10
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	02152021 66330	02/16/2021	14.95
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	02152021 66959	02/16/2021	75.43
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	02152021 67460	02/16/2021	14.95
1005	DTE ENERGY	101-205 N. JOHN BLDG R 910008267791	02152021 67791	02/16/2021	25.72
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	02152021 80661	02/15/2021	23.59
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	02152021 80786	02/16/2021	58.13
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	02152021 80885	02/16/2021	76.16
101-290-000-931-000 GEN GOV: TOWNSHIP MAINTENANCE					
2126	FREEDOM WORK OPPORTUNITIES	101-LAWN MAINTENANCE	2915	11/30/2020	1,981.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2319547	02/10/2021	27.20

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-290-000-933-000 GEN GOV: EQ/SW MAINT CONTRACT					
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/CLEANMYMAC SUBSCRIPTION	1/09/21-2/08/21	01/09/2021	155.63
1521	CHASE CARDMEMBER SERVICE	101-ICLOUD	1/09/21-2/08/21	01/09/2021	2.99
2256	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUT	101-MAINTENANCE FEE	93976539	01/26/2021	700.00
101-290-000-934-000 GEN GOV: VEHICLE OP MAINT					
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	1672	02/01/2021	7.00
101-290-000-973-002 GEN GOV: COMPUTER SOFTWARE					
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP	1/09/21-2/08/21	01/09/2021	30.99
2021	GRACON SERVICES INC.	101-MICROSOFT AZURE DIRECTORY	13821	02/17/2021	75.60
Total GENERAL GOVERNMENT:					10,503.00
TWP COMMUNITY PARKS					
101-292-000-756-001 PARKS: VETERAN'S PARK					
2368	MICHIGAN TREE TECHNOLOGIES	101-FUNGICIDE AUSTRIAN PINES 59 BRIDGE	02042021	02/04/2021	167.20
2368	MICHIGAN TREE TECHNOLOGIES	101-FUNGICIDE ON SPRUCE TREES(2) TREATMNTS	020421	02/04/2021	180.50
2368	MICHIGAN TREE TECHNOLOGIES	101-FUNGICIDE ON AUSTRIAN PINES POST OFFICE	2042021	02/04/2021	228.00
101-292-000-920-000 PARKS: UTILITIES					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	02152021 67551	02/16/2021	51.39
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	02152021 67940	02/16/2021	38.87
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	02162021 66587	02/17/2021	27.22
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	02162021 66835	02/17/2021	14.95
101-292-000-935-000 PARKS: MAINTENANCE					
2126	FREEDOM WORK OPPORTUNITIES	101-PARK LAWN MAINTENANCE	2915	11/30/2020	694.00
Total TWP COMMUNITY PARKS:					1,402.13
GENERAL GOVT PERSONNEL					
101-295-000-715-000 GGP:HEALTH/DENTAL/LIFE/DIS INS					
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-TWP.	515475	02/12/2021	240.23
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-LIBRARY	515475	02/12/2021	5.60
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-ACT. CTR.	515475	02/12/2021	138.19
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001176603639	02/16/2021	49.50
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001176603639	02/16/2021	61.33
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001176603639	02/16/2021	153.71
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001176603639	02/16/2021	723.42
101-295-000-718-000 GGP: DEFINED CONTRIBUTION PLAN					
1731	LINCOLN FINANCIAL GROUP	101-DEFINED CONTRIB- BURKHART W41875030	1ST QTR 2021	02/09/2021	42.59
Total GENERAL GOVT PERSONNEL:					1,414.57

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
BUILDING DEPT					
101-371-000-710-001 BLDG: INSP/ELEC/PLUMB/HTG					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	2/3/21-2/17/21	02/17/2021	746.00
1199	GREG CALME ELECTRIC LLC	101-INSPECTION	2/3/21-2/17/21	02/17/2021	1,522.88
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	2/3/21-2/17/21	02/17/2021	1,882.15
Total BUILDING DEPT:					4,151.03
PLANNING DEPT					
101-400-000-820-000 PLNG: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-MIAPA TRANSPORTATION BONANZA-CORWIN	1/09/21-2/08/21	01/09/2021	45.00
Total PLANNING DEPT:					45.00
ZONING BOARD OF APPEALS					
101-410-000-903-005 ZBA: ADVERTISING					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-ZBA	32380	01/27/2021	450.00
Total ZONING BOARD OF APPEALS:					450.00
Total GENERAL FUND:					45,359.01
BUS TRANSPORTATION					
205-000-000-390-000 FUND BALANCE					
7919	WESTERN OAKLAND TRANSPORTATION AUTHORI	205-OVERAGE FROM CITY OF WALLED LAKE/5310 GRAN	1	02/19/2021	40,429.65
Total :					40,429.65
Total BUS TRANSPORTATION:					40,429.65
FIRE FUND					
FIRE EXPENDITURES					
206-290-001-727-206 FIRE: SUPPLIES					
1839	ABSOPURE WATER CO.	206-5 GALLON SPRING WATER-STA. 1	87823129	01/25/2021	67.90
1521	CHASE CARDMEMBER SERVICE	206-LAUNDRY SOAP/SOFTENER/LUNCH	1/09/21-2/08/21	01/09/2021	106.31
1973	CINTAS CORPORATION	206-STATION SUPPLIES	4076020227	02/16/2021	277.37
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	4014909	02/05/2021	142.91
206-290-001-804-206 FIRE: LEGAL SERVICES					
7845	KELLER THOMA	206-UNION NEGOTIATIONS	119865	02/01/2021	568.75
1114	ROSATI SCHULTZ JOPPICH ET AL	206-PROFESSIONAL SERVICES FIRE	1075144	02/10/2021	188.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
206-290-001-819-206	FIRE: FIREFIGHTERS MEDICAL				
8052	SPRINGFIELD URGENT CARE PLLC	206-R COLE COVID TESTING 2020	426	02/01/2021	85.00
206-290-001-820-206	FIRE: DUES & EDUCATION				
1045	ALLEGRA PRINT & IMAG HIGHLAND	206-TRAINING TOOL - BLANK MAP - FTO PROGRAM	69698	02/11/2021	50.00
1521	CHASE CARDMEMBER SERVICE	206-IAFC MEMBERSHIP/AHA BLS MANUAL	1/09/21-2/08/21	01/09/2021	522.80
206-290-001-835-206	FIRE: MEDICAL SUPPLIES				
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	83936933	02/02/2021	67.06
1132	LINDE GAS NORTH AMERICA LLC	206-EMS O2	61711655	02/05/2021	127.03
2078	PREMIER SAFETY	206-N100 MASKS (REGIONAL GRANT)	M35000786-10	08/26/2020	242.00
206-290-001-852-206	FIRE: RADIO COMMUNICATIONS				
1521	CHASE CARDMEMBER SERVICE	206-PAGER BATTERIES	1/09/21-2/08/21	01/09/2021	156.18
206-290-001-865-206	FIRE: VEHICLE REPAIR				
1102	HALT FIRE INC.	206-2007 PIERCE (E3) PUMP REPAIR	444699	02/10/2021	67.70
1102	HALT FIRE INC.	206-2018 PIERCE (E11) COMPARTMENT DAMAGE	S0091689	02/10/2021	673.00
1102	HALT FIRE INC.	206-2018 PIERCE (E11) PREVENTIVE MAINTENANCE	S0091690	02/10/2021	1,358.43
9232	HIGHLAND WASH MANAGEMENT LLC	206-FORSTERS AUTO WASHES-FIRE VEHICLES	1672	02/01/2021	21.00
9228	M-2 AUTO PARTS OF HIGHLAND	206-2007 TAHOE (C2) - BATTERY	081170	02/12/2021	123.56
206-290-001-890-206	FIRE: PUBLIC EDUCATION				
1521	CHASE CARDMEMBER SERVICE	206-GRAMMARLY SUBSCRIPTION	1/09/21-2/08/21	01/09/2021	139.95
206-290-001-920-206	FIRE: PUBLIC UTILITIES				
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X021	02/06/2021	187.26
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X021	02/06/2021	23.82
2216	COMCAST	206-ST#1 852910157 0114760	03292021 0114760	02/16/2021	45.84
2216	COMCAST	206-ST#2 852910157 0115288	03292021 0115288	02/16/2021	131.56
2216	COMCAST	206-ST#3 852910157 0115262	04022021 0115262	02/20/2021	56.06
1375	CONSUMERS ENERGY	206-250 W LIVINGSTON RD-ST#1	203409476379	02/09/2021	586.51
1375	CONSUMERS ENERGY	206-3550 DUCK LK RD ST#2	204121400068	02/11/2021	339.33
1375	CONSUMERS ENERGY	206-510 CLYDE RD-ST#3	206345979495	02/08/2021	330.53
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	02122021 66207	02/15/2021	112.60
1005	DTE ENERGY	206-ST#1 250 W. LIVINGST RD 910008267072	02152021 67072	02/16/2021	1,002.99
1005	DTE ENERGY	206-ST#2 3570 N. DUCK LK 910008267205	02162021 67205	02/17/2021	117.11
206-290-001-931-206	FIRE: BLDG MAINT/REPAIR				
1521	CHASE CARDMEMBER SERVICE	206-SALT/ICE MELTER	1/09/21-2/08/21	01/09/2021	323.40
9174	SHAMBAUGH & SON	206-FS1 HEAT REPAIR (APP BAY)	17801452	02/04/2021	494.90
9174	SHAMBAUGH & SON	206-FS1 HEAT REPAIR (ADMIN AREA)	17801454	02/04/2021	754.46
206-290-001-933-206	FIRE: EQUIP MAINT				
1521	CHASE CARDMEMBER SERVICE	206-RESCUE TOOLS	1/09/21-2/08/21	01/09/2021	118.71
9262	DOUGLASS SAFETY SYSTEMS LLC	206-SCBA FLOW TEST	IN1547113	02/04/2021	90.00
9262	DOUGLASS SAFETY SYSTEMS LLC	206-SCBA REPAIR	IN1547113	02/04/2021	610.65
6450	FIVE STAR SIGNS INC.	206-ACCT TAGS PAISLEY	17050	02/04/2021	13.50
6450	FIVE STAR SIGNS INC.	206-ACCT TAGS SCHWARTZ	17050	02/04/2021	13.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1541	HOME DEPOT CREDIT SERVICES	206-SAWZALL BLADES	613622	01/22/2021	219.88
9257	R&R FIRE TRUCK REPAIR	206-SCBA FILL STATION REPAIR	59383	02/04/2021	370.05
206-290-001-973-206 FIRE: COMPUTERS/SOFTWARE					
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	1/09/21-2/08/21	01/09/2021	393.45
Total FIRE EXPENDITURES:					11,321.56
GENERAL GOVT PERSONNEL					
206-295-000-715-000 FIRE:HEALTH/DENTAL/LIFE/DISINS					
1057	AMERICAN FAMILY LIFE ASSUR.	206-AFLAC INSURANCE-FIRE	515475	02/12/2021	144.04
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001176603639	02/16/2021	174.90
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001176603639	02/16/2021	414.83
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001176603639	02/16/2021	83.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001176603639	02/16/2021	67.04
Total GENERAL GOVT PERSONNEL:					883.91
Total FIRE FUND:					12,205.47
POLICE FUND					
POLICE EXPENDITURES					
207-290-000-815-000 POLICE: SHERIFF'S MAINT					
1839	ABSOPURE WATER CO.	207-COOLER	58507110	01/31/2021	4.00
1839	ABSOPURE WATER CO.	207-5GALLON WATER	87823131	01/25/2021	33.95
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2319545	02/10/2021	52.75
207-290-000-816-000 POLICE: OAKLAND CO SHER CONT					
1029	OAKLAND COUNTY	207- CELL PHONE CHARGES	SHF0006472	02/01/2021	170.07
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT	SHF0006472	02/01/2021	211,498.92
207-290-000-817-001 POLICE: OVERTIME					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T.	SHF0006472	02/01/2021	9,146.94
207-290-000-920-000 POLICE: UTILITIES					
1375	CONSUMERS ENERGY	207-165 N. JOHN ST-POLICE	202519540599	02/09/2021	213.53
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	02152021 66454	02/16/2021	512.25
207-290-000-956-000 POLICE: MISCELLANEOUS					
9097	MICHIGAN DEPT. OF AGRICULTURE	207-WHEEL LOAD WEIGHER CALIBRATION	791-10610199	02/02/2021	145.00
207-290-000-970-000 POLICE: EQUIP CAP OUTLAY					
1521	CHASE CARDMEMBER SERVICE	207-VACUUM/FILE SORTER/HARD DRIVES/RETURN 1 HA	1/09/21-2/08/21	01/09/2021	890.29
Total POLICE EXPENDITURES:					222,667.70

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total POLICE FUND:					222,667.70
CAPITAL IMPROVEMENT FUND					
CAPITAL IMP EXPENDITURES					
401-290-000-938-000 TOWNSHIP IMPROVEMENTS					
8166	BOSS ENGINEERING	401-CONSTRUCTION DOCS-205 N JOHN	134886	02/12/2021	5,000.00
7943	LINDHOUT ASSOCIATES ARCHITECTS	401-TOWNSHIP BLDG SCHEMATIC DESIGN	2100-0206	02/01/2021	9,280.00
7943	LINDHOUT ASSOCIATES ARCHITECTS	401-TOWNSHIP BLDG SCHEMATIC DESIGN	2100-0206	02/01/2021	5,860.00
Total CAPITAL IMP EXPENDITURES:					20,140.00
Total CAPITAL IMPROVEMENT FUND:					20,140.00
FIRE CAPITAL FUND					
FIRE CAPITAL EXPENDITURES					
402-290-000-988-001 CONSTR IN PROCESS FIRE MIL ST1					
1375	CONSUMERS ENERGY	402-1600 W HIGHLAND-FS1	601012514411	02/08/2021	627.45
1005	DTE ENERGY	402-1600 W HIGHLAND RD 920020305909	02032021 05909	02/08/2021	381.08
Total FIRE CAPITAL EXPENDITURES:					1,008.53
Total FIRE CAPITAL FUND:					1,008.53
DOWNTOWN DEVELOPMENT AUTHORITY					
495-000-000-694-201 DDA EVENTS FUND					
8204	HOME AGAIN DECOR	495-UNITY DOLLARS	02102021	02/10/2021	40.00
1244	SNOOK'S BUTCHER SHOPPE	495-UNITY DOLLARS	02182021	02/18/2021	30.00
Total :					70.00
DDA EXPENDITURES					
495-290-000-727-000 DDA: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	495-PAPER/PENS/BINDER CLIPS/PLANNER	1/09/21-2/08/21	01/09/2021	54.86
495-290-000-883-000 DDA: FARMERS' MARKET					
1521	CHASE CARDMEMBER SERVICE	495-WEBSITE	1/09/21-2/08/21	01/09/2021	60.00
495-290-000-903-000 DDA: ADVERTISING/PRINTING					
1521	CHASE CARDMEMBER SERVICE	495-CONSTANT CONTACT	1/09/21-2/08/21	01/09/2021	45.00
495-290-000-973-001 DDA: WEBSITE					
1521	CHASE CARDMEMBER SERVICE	495-WEBSITE	1/09/21-2/08/21	01/09/2021	475.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DDA EXPENDITURES:					634.86
Total DOWNTOWN DEVELOPMENT AUTHORITY:					704.86
CURRENT TAX COLLECT					
703-000-000-403-703 TAX COLLECTIONS					
8211	ANDERSON, LENA	703-TAX REFUND	11-11-233-010	02/18/2021	206.15
8210	CAROSELLI, KAREN	703-TAX REFUND	11-28-400-018	02/18/2021	9.94
8206	MCCOY, SUSAN	703-TAX REFUND	11-02-100-004	02/17/2021	34.83
6851	PLOUGHMAN, THOMAS	703-TAX REFUND	11-10-477-016	02/17/2021	10.01
2678	PROVO, KAREN	703-TAX REFUND	11-21-201-002	02/17/2021	126.84
Total :					387.77
Total CURRENT TAX COLLECT:					387.77
DUCK LAKE ASSOC.					
704-290-000-934-000 DUCK LAKE: DEDUCTIONS					
1005	DTE ENERGY	704-3378 KINGSWAY DR 9200093 91144	02152021 91144	02/16/2021	14.95
1005	DTE ENERGY	704-2014 JACKSON BLVD IRRIGATION 920009307439	02162021 07439	02/17/2021	14.95
1005	DTE ENERGY	704- 3261 RAMADA DR IRRIGATION 920009313643	02162021 13643	02/17/2021	14.95
1005	DTE ENERGY	704-2165 DAVISTA DR IRRIGATION 920009313650	02162021 13650	02/17/2021	14.95
1005	DTE ENERGY	704-2000 LAKE CT IRRIGATION 920009313668	02162021 13668	02/17/2021	14.95
1005	DTE ENERGY	704-1425 BAY RDG IRRIGATION 920009143164	02162021 43164	02/17/2021	14.95
1005	DTE ENERGY	704-1590 WHITE LK RD IRRIGATION 9200 111 75436	02162021 75436	02/17/2021	14.95
Total :					104.65
Total DUCK LAKE ASSOC.:					104.65
HIGHLAND LAKE ASSOC.					
705-290-000-934-000 HIGHLAND LAKE: DEDUCTIONS					
1005	DTE ENERGY	705-2950 PALLISTER 910008267338	02122021 67338	02/15/2021	23.22
Total :					23.22

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total HIGHLAND LAKE ASSOC.:					23.22
TAGGETT LAKE ASSOC.					
706-290-000-934-000 TAGGETT LAKE: DEDUCTIONS					
1005	DTE ENERGY	706-4061 TAGGETT LAKE 910008280281	02122021 80281	02/15/2021	9.42
Total :					9.42
Total TAGGETT LAKE ASSOC.:					9.42
KELLOGG LAKE ASSOC.					
707-290-000-934-000 KELLOGG LAKE: DEDUCTIONS					
1005	DTE ENERGY	707-KELLOGG/4061 TAGGETT LAKE 910008280281	02122021 80281	02/15/2021	5.53
Total :					5.53
Total KELLOGG LAKE ASSOC.:					5.53
CHARLICK LAKE ASSOC.					
708-290-000-934-000 CHARLICK LAKE: DEDUCTIONS					
1005	DTE ENERGY	708-3938 LOCH DR 910008280414	02122021 80414	02/15/2021	14.95
Total :					14.95
Total CHARLICK LAKE ASSOC.:					14.95
WOODRUFF LAKE ASSOC.					
709-290-000-934-000 WOODRUFF LAKE: DEDUCTIONS					
1005	DTE ENERGY	709-887 WOODRUFF LK UNIT 1 910008267676	02122021 67676	02/15/2021	14.95
1005	DTE ENERGY	709-877 WOODRUFF LK 910008280547	02122021 80547	02/15/2021	14.95
Total :					29.90
Total WOODRUFF LAKE ASSOC.:					29.90
DUNLEAVY/LEONARD LAKE					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
716-290-000-934-000 DUNLEAVY LEONARDLK: DEDUCTIONS					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	716-DUNLEAVY/LEONARD LAKE ADVERTISING	32381	01/27/2021	668.50
2680	KINGSETT LLC D/B/A SPINAL COLUMN	716-DUNLEAVY/LEONARD LAKE ADVERTISING	32393	01/20/2021	668.50
Total :					1,337.00
Total DUNLEAVY/LEONARD LAKE:					1,337.00
Grand Totals:					344,427.66

Total GENERAL FUND:	45,359.01
Total BUS TRANSPORTATION:	40,429.65
Total FIRE FUND:	12,205.47
Total POLICE FUND:	222,667.70
Total CAPITAL IMPROVEMENT FUND:	20,140.00
Total FIRE CAPITAL FUND:	1,008.53
Total DOWNTOWN DEVELOPMENT AUTHORITY:	704.86
Total CURRENT TAX COLLECT:	387.77
Total DUCK LAKE ASSOC.:	104.65
Total HIGHLAND LAKE ASSOC.:	23.22
Total TAGGETT LAKE ASSOC.:	9.42
Total KELLOGG LAKE ASSOC.:	5.53
Total CHARLICK LAKE ASSOC.:	14.95
Total WOODRUFF LAKE ASSOC.:	29.90
Total DUNLEAVY/LEONARD LAKE:	1,337.00
	<hr/>
Grand Totals:	344,427.66
	<hr/> <hr/>

Payroll and Hand Checks February 24, 2021 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT)	\$	20,114.58
General/Fire Payroll 2/19/2021	\$	61,081.07
Equitable - Deferred Comp.	\$	1,350.00
ICMA - Deferred Comp.	\$	1,422.02
Flexible Savings Account	\$	661.69
Garnishments	\$	467.36
Highland Firefighters Assn 02/05/2021	\$	850.00
OPEB Monthly Transfer	\$	166.67
0/28/2021 DDA LOAN-Monthly	\$	3,771.83



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: February 18, 2021
Re: Freedom Work 2021 Lawn Maintenance Agreement

Freedom Work Opportunities has submitted their quote for lawn maintenance for 2021.

The 2021 quote is \$2,788 per month which is 4.22% more than the 2020 cost of \$2,675.

I will be signing the Freedom Work Maintenance Agreement for the 2021 season as it is less than a 5% increase from last year.

Warm inside. Great outdoors.



FREEDOMWORK OPPORTUNITIES, INC.

• Founded in 1983 •

900 Middle Rd. • P.O. Box 656 • Highland, MI 48357-0656
P(248)887-1597 • F(248)887-7990

Customer Lawn Maintenance Agreement

Contact Name: Rick Hamill Highland Township

Phone: 248-887-3791 ext.6

This agreement between Freedom Work Opportunities, Inc., (FWO) herein known as the company, and Highland Township, herein known as the customer, covers the period of April 1st 2021 through November 30th 2021.

The company will provide lawn maintenance at Highland Sites (14) listed on second page for the items so requested from the following list entitled List # 1

A crew will be available at least once a week, more often if necessary to ensure the proper completion of your lawn maintenance. The company guarantees proper completion of all jobs and genuinely desires to hear from customer if any problems, misunderstandings, or concerns should arise so that they may be quickly resolved.

LIST # 1 (Please **initial** services requested)

Racking & Bagging of Leaves, Grass or Debris

Lawn Cutting

Lawn Trimming

Work done outside the scope of the requested services will be quoted on an individual basis for the work being performed.

The cost of these services will be \$2,788.00 per Month

Statements will be sent out at the first of each month for the previous month's services. We request payment be made within 15 days. (Terms: Net 15). Accounts that become delinquent by more than 90 days will result in a suspension of services.

Customer Name: Highland Township Rick Hamill

Billing Address: 205 N. John St. City: Highland State: MI. Zip: 48357

Please check here if Billing Address is not the same as Service Address

Service Address: Highland Sites (14) listed on second page.

City: Highland State: MI. Zip: 48357

Customer Signature: _____ **Date:** _____

FWO Signature: _____ **Date:** _____

"Empowering adults with disabilities, through compassionate care, while providing FREEDOM to obtain WORK skills and OPPORTUNITIES to feel safe and be valued."

HIGHLAND TOWNSHIP MOWING AGREEMENT APRIL 1st thru NOVEMBER 30th 2021

WORK SITES	<u>Weekly</u> Lawn Maintenance	<u>Monthly</u> Lawn Maintenance	LAWN MAINTENANCE SERVICE INCLUDES
Activity Center	\$44.00	\$176.00	Mowing
Annex 205 W. Livingston	\$26.00	\$104.00	Grass Trimming
Depot Station	\$31.00	\$124.00	
Duck Lake Park	\$85.00	\$340.00	walks, drives and parking lots.
Fire Station # 1 Livingston	\$26.00	\$104.00	Grass Clippings
Fire Station # 2 N. Duck Lk Road	\$31.00	\$124.00	Leaf Debris
Fire Station # 3 Clyde Road	\$35.00	\$140.00	Trash Debris
Hickory Ridge Park	\$89.00	\$356.00	
Library	\$239.00	\$956.00	
N/E Corner M-59 & Milford Rd (Bi-Weekly)	\$25.00	\$50.00	
Police Station	\$18.00	\$72.00	
Town Hall	\$26.00	\$104.00	
Veterans Park	\$22.00	\$88.00	
Welcome Sign West M-59 (Bi-Weekly)	\$25.00	\$50.00	
	\$722.00	\$2,788.00	

This quote is for weekly maintenance, any changes to the schedule maintenance would require an update to the bid cost.

FREEDOM WORK OPPORTUNITIES, INC

Customer Satisfaction Surveys

Name: (optional)
Company Name: (optional)
Date: February 2021

We value your opinion and ask that you please take a few minutes to help us evaluate and improve the quality of services that we provide. If any questions are not applicable please note n/a. Thank you for your honest and helpful input.	Scale				
	P o o r	Good			E x c e l l e n t
1. Was your lawn care completed to your satisfaction?	1	2	3	4	5
2. Did we provide services in a timely manner?	1	2	3	4	5
3. When dealing with our staff are they polite and friendly?	1	2	3	4	5
4. When contacting our office are you greeted in a professional manner?	1	2	3	4	5
5. Are your invoices timely and correct?	1	2	3	4	5
6. If you need to contact us regarding our services would you know who to contact and how to get a hold of them?	1	2	3	4	5
7. Are you familiar with our organization and the services that we provide?	1	2	3	4	5
8. On completion of our services is all the debris removed from your yard?	1	2	3	4	5
9. If you have our weeding service are the weeds pulled to your satisfaction?	1	2	3	4	5
10. Is your yard trimmed to your satisfaction?	1	2	3	4	5
11. Is our crew appropriate and non disruptive while working?	1	2	3	4	5

Do you have any suggestions or comments?

Are there any other services you would like to have us provide for you?

Would you like to be personally contacted by our director regarding comments, suggestions, ideas or concerns? Yes No

If Yes - please list a telephone number or email address that you can be reached at



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: February 18, 2021
Re: New Planning Commission Appointment

I recommend that we appoint Kevin Curtis to the Planning Commission for a three year term March 1, 2021 through March 1, 2024. Kevin will be replacing Chris Gostek.





Resolution 21-06 Approving Hickory Ridge Pines Park Soccer Fields Usage Fee Resolution

At a regular meeting of the Charter Township of Highland Board of Trustees, held on March 1, 2021 at 6:30 p.m.;

PRESENT: Rick A. Hamill, Tami Flowers, Jennifer Frederick, Judy Cooper, Beth Lewis, Brian Howe, and Joe Salvia

ABSENT:

A Motion was made by _____ and supported by _____ to adopt this Resolution:

WHEREAS, on February 1, 2021, the Board of Trustees approved a License Agreement for Use, Scheduling, Operation, and Maintenance of Hickory Ridge Pines Park Soccer Fields with 201 Lone Tree, LLC, doing business as Huron Valley Athletic Complex ("HVAC") for a term that ends January 1, 2026 ("Agreement"); and

WHEREAS, Sections 4 and 7 of the Agreement provide that HVAC shall not be required to pay any permit or other fees to the Township for HVAC's use of the Soccer Fields and shall be entitled to any permit fees paid by organized groups or individuals for use of one (1) or more of the Soccer Fields according to a schedule of usage/permit fees approved by the Township Board; and

WHEREAS, HVAC has proposed the following schedule of maximum usage/permit fees to be paid by organized groups or individuals for use of one (1) or more of the Soccer Fields during 2021, which the Board has determined to be reasonable and in conformity with the guidelines for such fees in Section 7 of the Agreement:

Soccer Field Rental (Per game)	\$60
Soccer Tournament (Per Field/Per Day)	\$500
Weekend Tournaments (using all fields)	\$4,000
Use by Highland Residents if Field available	\$ 0
Huron Valley Schools 2-4PM (practice time)	\$0

IT IS THEREFORE RESOLVED that HVAC's proposed schedule of maximum usage/permit fees to be paid by organized groups or individuals for use of one (1) or more of the Soccer Fields during 2021 is approved and that the field rental fees shall apply to uses of the soccer fields for other sports including football and lacrosse.

This resolution passed this 1st day of March 2021 at a regular meeting of the Charter Township of Highland Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas:
Nays:
Abstain:

RESOLUTION DECLARED

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

CERTIFICATION

I, Tami Flowers, Clerk for the Charter Township of Highland, Oakland County, Michigan, do hereby certify that this Resolution was adopted by the Township Board of Trustees at its regular meeting on March 1, 2021.

Tami Flowers MiPMC, Clerk



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: February 3, 2021
Re: Participate in the 2021 RCOC Tri-Party Program

Attached is the RCOC's annual letter and Cost Participation Agreement requesting Highland Township to participate in the 2021 Tri-Party Program.

The Tri-Party Participation Program (Gravel Haul) will require Highland to contribute \$39,781.00 as one third of the \$119,343.00 commitment. We have participated in this program the last few years and it seems prudent to continue the commitment to our constituents to help maintain the gravel roads at the highest level possible. These funds will go directly to the expense of procuring the gravel with the RCOC supplying the labor and equipment to distribute and grade the gravel.

If the Board should choose to participate:

Motion to authorize the Supervisor to sign the RCOC Cost Participation Agreement for the 2021 Gravel Haul Program.

Warm inside. Great outdoors.



***ROAD COMMISSION FOR OAKLAND COUNTY
TRI-PARTY PROGRAM***

Your participation is requested in the FY 2021 Tri-Party Program. The fiscal year governing this program is October 1, 2020 through September 30, 2021. The Oakland County Board of Commissioners has approved a Tri-Party budget of \$2.0 million to create a \$6.0 million program for FY 2021. A total of \$3 million will be designated for townships and a total of \$3 million will be designated for cities and villages.

The distribution formula and method of calculation of Tri-Party allocations have remained the same in an attempt to most equitably distribute the Tri-Party dollars. For cities and villages, it includes RCOC road miles and three-year average annual crashes. For townships, the most recent census population figures are combined with RCOC road miles and three-year annual crashes.

Separate formulas are used because population in the city/village equation would skew the results toward more densely populated cities with fewer RCOC road miles. In townships, population has been used as a determining factor to prevent the distribution from being skewed toward townships with high road miles and small populations. The population data includes the most recent official count from the 2010 U.S. Census and the most recent traffic crash data available from the Traffic Improvement Association of Oakland County is from 2017 to 2019.

A historical report of your community's Tri-Party Program participation is attached along with your community's FY2021 allocation. The report lists the projects that have been completed with their associated costs and shows the allocations that have been reserved for future Tri-Party projects.

Please contact me at (248) 645-2000 extension 2266 if you have any questions.

Thomas G. Noechel
Programming Supervisor
Road Commission for Oakland County
31001 Lahser Road
Beverly Hills, MI 48025

**ROAD COMMISSION FOR OAKLAND COUNTY
TRI-PARTY PROGRAM**

**Charter Township of Highland
County Commissioner:**

2- Robert Hoffman

PROJECT DESCRIPTION	Date of Agrmt	Project No.											PROJECT	
			1980-2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL	
Davista, Duck Lk to Highland	C	32540	21,420											21,420
Tipsico Lk overlay	C	31770	17,460											17,460
2 school flashers	C	33870	8,100											8,100
Livingston, Middle/M-59	C	33880	58,968											58,968
Gravel	C	34702	16,634											16,634
Gravel	C	35382	34,434											34,434
Gravel	C	36242	52,365											52,365
Clyde, Milford-Strathcona	C	37521	137,406											137,406
Milford, Rowe-M-59	C	9/13/91 40421	417,898											417,898
Highland Hills	C	6/28/95 43402	4,290											4,290
Gravel	C	9/10/97 44732	48,892											48,892
Gravel, Clyde/Dean/MapleRidge/Rowe Lk	C	10/22/98 45402	37,680											37,680
Milford, Rowe to M-59	C	8/12/99 45891	13,182											13,182
Hickory Ridge, Honeywell Lk to M-59	C	4/12/01 46321	58,239											58,239
Livingston/Milford Shoulder Paving	C	4/12/01 46591	146,612											146,612
Gravel 2001	C	4/12/01 46582	68,524											68,524
Gravel 2002	C	6/27/02 47252	37,874											37,874
Reid Road Paving	C	7/25/02 47302	7,349											7,349
Middle Rd Shoulder Paving 2003	C	8/28/03 47731	266,184											266,184
White Lake Rd Paving(Mlfd/Harv Lk-Eagle PE	C	1/22/04 47131	275,952											275,952
White Lk paving, Mlfd/Harv Lk-Highland Hls CON	C	1/13/04 47471	86,115											86,115
Gravel 2006-Rowe Rd	C	6/8/06 48852	8,513											8,513
White Lk Rd Pvg (Highland Hls to Eagle)-ROW	C	3/13/08 49301	121,511											121,511
White Lake Rd Paving, Highland Hls-Eagle CON	C	4/9/09 49301	366,813											366,813
Clyde Road, Hickory Ridge to Strathcona PE	C	8/2/10 50181	11,195											11,195
John Street, Livingston to M-59	C	9/1/11 51062	118,580											118,580

**ROAD COMMISSION FOR OAKLAND COUNTY
TRI-PARTY PROGRAM**

Charter Township of Highland
County Commissioner:

2- Robert Hoffman

PROJECT DESCRIPTION		Date of Agrmt	Project No.											PROJECT	
				1980-2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL	
Cooley Lake, e of Duck Lake to Mystic Valley	C	5/24/12	51142	15,060											15,060
Clyde, E of Hickory Ridge-Strathcona 2014	C	6/12/14	50181	0	58,728	59,465									118,193
Clyde, W of Tipsico Lake to E of Hickory Ridge	C	9/3/15	50751	0			59,790	59,790							119,580
2017 Gravel Road Program	C	4/6/17	53702	0				59,714	118,480						178,194
2018 Gravel Road Program	C	4/26/18	54222	0						117,830					117,830
2019 Gravel Road Program	C	5/23/19	54882	0							117,956				117,956
2020 Gravel Road Program	C	4/9/20	55682	0						1,010		118,981			119,991
AMOUNT REMAINING FOR FUTURE PROJECT				0	0	0	0	0	0	0	0	0	119,343		119,343
TOTAL				2,457,250	58,728	59,465	59,790	119,504	118,480	118,840	117,956	118,981	119,343		3,348,337
															3,348,337



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: February 19, 2021
Re: RCOC 2021 Dust Control Program

Attached is the RCOC's annual letter requesting Highland Township to participate in the 2021 Dust Control Program.

Prices have remained the same since 2018 and I recommend the Board consider continuing with the Oakland County Dust Control Program for 2021 with 5 blanket applications.

I would also like the Board to consider continuing with our private road reimbursement. The reimbursement is \$0.27 per lineal foot or 50% of the total bill; whichever is less.

- 1.) Motion to approve the Oakland County Dust Control Program for 2021 with 5 blanket applications for the amount of \$51,113.03.
- 2.) Motion to approve private road dust control reimbursement at the rate of \$0.27 per lineal foot or 50% of the total private contractor bill; whichever is less.

Warm inside. Great outdoors.





QUALITY LIFE THROUGH GOOD ROADS:
ROAD COMMISSION FOR OAKLAND COUNTY
"WE CARE."

Board of Road Commissioners

Ronald J. Fowkes
Commissioner

Andrea LaLonde
Commissioner

Nancy Quarles
Commissioner

Dennis G. Kolar, P.E.
Managing Director

Gary Piotrowicz, P.E., P.T.O.E.
Deputy Managing Director
County Highway Engineer

Department of
Customer Services

2420 Pontiac Lake Road
Waterford, MI 48328

248-858-4804

FAX
248-338-0675

www.rcocweb.org

February 17, 2021

Mr. Rick Hamill, Supervisor
Charter Township of Highland
205 North John Street
Highland, MI 48357

Dear Mr. Hamill:

The Road Commission for Oakland County (RCOC) will be offering its dust-control program again this season. Enclosed you will find the 2021 Application Form and Instructions that we send to our previous year customers. If your township plans to participate financially in the dust-control program, a letter confirming the amount of township participation must be received by the RCOC Department of Customer Services - Waterford Office no later than April 16, 2021. Unless this letter is received, we will assume the township is not participating in the 2021 Program.

The dust-control program will run again as it did last year, with pricing being applied per application. Pricing has remained the same, as illustrated on the table below. Townships that wish to cover all local and subdivision streets will get the "blanket coverage" rate while individual locations will receive the "individual" rate. This pricing allows the customers the option of selecting the best program to meet their needs.

Order type	2021 Cost/ft per Application	2021 Cost per 1000 ft	2021 Annual Cost - 4 Apps	2021 Annual Cost - 5 Apps	2020 Annual Cost - 4 Apps	2020 Annual Cost - 5 Apps
Blanket	\$0.0675	\$67.50	\$270.00	\$337.50	\$270.00	\$337.50
Individual	\$0.1130	\$113.00	\$452.00	\$565.00	\$452.00	\$565.00

RCOC will continue the flexibility to this program as well: A township that originally signs up for four applications may adjust to a fifth application, provided the notice is given to RCOC prior to the completion of the third application. RCOC's goal is to best fit the customer's needs and budget.



QUALITY LIFE THROUGH GOOD ROADS:
ROAD COMMISSION FOR OAKLAND COUNTY
"WE CARE."

2021 Chloride Program
Page 2

If you plan to coordinate individual resident dust-control orders, the orders must be submitted on Road Commission for Oakland County Work Order Applications. They must include the complete mailing address (this includes city and zip code) of the resident requesting the order. This is necessary in case we need to communicate with residents due to irregularities in the order. Communication will be from our office to the resident, as our Maintenance Department field staff will not knock on residents' doors.

INDIVIDUAL ORDERS:

- Must be a minimum of 500 ft for local roads, minimum of 1,000 ft for subdivision streets
- The application rate is 2,000 gallons per mile per application.

BLANKET ORDERS:

- Cover *all local roads* and *subdivision streets* township-wide
- The application rate will be 2,000 gallons per mile per application

Please find attached mileage by road for all local and subdivision gravel roads in your township (if applicable). We ask that you review this for accuracy prior to submitting your application for a blanket order.

If you have questions concerning the instructions, the Department of Customer Services at the Road Commission will be glad to give you a more detailed explanation of any part of our dust control program. You can reach the department at 1-877-858-4804. Enclosed, for your information, is a copy of the Dust-Control Program Instructions and Application Schedule.

Sincerely,

A handwritten signature in blue ink that reads "D. Czerniakowski".

David Czerniakowski, Director
Department of Customer Services

DC/sjw
Attachments

**ROAD COMMISSION FOR OAKLAND COUNTY
2021 CHLORIDE PROGRAM -- GRAVEL ROAD MILEAGE REPORT**

PRIMARY GRAVEL

HIGHLAND TOWNSHIP

updated 3/16/18 sjw

Road Name	Location	Footage	
Jackson Boulevard	Duck Lake to Eagle	1092	
White Lake	West of Eagle to Rose Center		paved 2009- 2506'
White Lake	Harvey Lake to Rose Center		paved 2009 - 5112'
Clyde	East of Hickory Ridge		paved - 2014-6029'- 2016-3065'
Clyde	West of Hickory Ridge		4778' - paved 2016
	Total Primary Feet:	1092	
	Total Primary Miles:	0.21	

LOCAL GRAVEL

Road Name	Location	Footage	Borders
Beaumont	Livingston to Cooley	10950	
Buckhorn	North of Clyde	5700	
Cooley Lake	Pettibone Lake to Pinewood	3370	Milford Twp
Cooley Lake	East of Duck Lake to Township Line		Milford Twp-677' paved 2012
Eleanor	M-59 to Livingston	820	
Eagle	S/of White Lake	1895	White Lake Twp
Fish Lake	North of Clyde	5560	
Grove	North of Ridge	707	
Harvey Lake	South of M-59 to Livingston	1219	
Highland Hills	South of White Lake	2350	
Honeywell Lake	E/of Hickory Ridge to Central	1550	Milford Twp
Livingston	West of Duck Lake	10700	
Lone Tree	Milford to Hickory Ridge	9820	
Lone Tree	Tipsico Lake to Hickory Ridge	4107	
Middle	Hickory Ridge to Tipsico Lake	4200	
Pettibone	Livingston to Cooley	10692	
Peninsula	West of Milford to Dead End	1225	
Reid	West of Pettibone	2332	
Rowe	S/of Lone Tree to Milford twp	2656	Milford Twp
Tipsico Lake	North of Clyde	5861	
Tipsico Lake	South of Clyde to pavement	7925	
Tipsico Lake	South of M-59 to Lone Tree	4998	
Teeple Lake	Border with White Lake Twp	634	White Lake
Teeple Lake	East of Duck Lake to Township Line	4088	
Wardlow	East of Hickory Ridge	10580	
Waterbury	North of M-59	2537	
Waterbury	South of M-59	4997	
	Total Local Feet:	121473	
	Total Local Miles:	23.01	

**ROAD COMMISSION FOR OAKLAND COUNTY
2021 CHLORIDE PROGRAM -- GRAVEL ROAD MILEAGE REPORT**

SUB-LOCAL GRAVEL

Road Name	Location	Footage	Borders
ADDALEEN DR	DUNHAM DR to NW SUB LIMIT SW SUB LIMIT to DUNHAM DR		PAVED 1550 PAVED 1641
AMELIA DR	GAFFNEY DR to S SUB LIMITS DUNLEAVY DR to GAFFNEY DR		PAVED 360 PAVED 450
BISHOP ST	JOHNSON ST to RAILROAD ST MILFORD RD to JOHNSON ST	384 423	
BROOKFIELD DR	EAGLE RD to HILLCREST DR		Moved to White Lake list 2018 356' +
BUENA VISTA DR	ORCHARD LK to DUCK LK	763	
CENTRAL BLVD	ALLEY to NORTH ST ALLEY to ALLEY ALLEY to EAST ST SOUTH ST to ALLEY HONEYWELL ST to SOUTH EAST ST to ALLEY		2015- ALL OF CENTRAL IS PAVED 448 533 306 235 28
CLOVERDALE RD	LESTER DR to DUCK LAKE RD	878	
CRAPO ST	MILFORD RD to ST JOHNS ST	317	
CRONK LANE	WEST ST - CENTRAL BLVD		Removed in 2018 246' road does not exist
CROSS RD	DEAN DR to DAVISTA DR	315	
DEAN DR	CROSS RD to 190' E OF CROSS HIGHLAND AVE to WOODLAWN ALLEY MAPLE RIDGE AVE to OAK RIDGE DR OAK RIDGE DR to CROSS ROAD UNPLATED 723' E OF CROSS to DUCK LAKE RD WOODLAWN ALLEY to MAPLE RIDGE AVE	190 290 300 450 1,150 285	
DELROSE ST	HONEYWELL LAKE R to NORTH ST		PAVED 1980'
DUNHAM DR	HICKORY RIDGE RD to ADDALEEN DR		PAVED 1898'
DUNLEAVY CT	DUNLEAVY DR to N LIMITS	550	
EAST ST	NORTH ST to CENTRAL BLVD	0	CLOSED OFF
ELEANOR ST	LIVINGSTON RD to HIGHLAND RD	1,334	
GAFFNEY DR	AMELIA DR W SUB LIMIT	957	
GIDDINGS BLVD	JACKSON to LESTER DR LESTER DR to PLEASANT VIEW DR	180	PAVED 355'
GRAND VIEW BLVD	FISHER RD to MEADOW DR SNYDER DR to ALLEY	121 200	
GROVE ST	RIDGE RD to ALLEY ALLEY to E TWP LINE	255 705	

**ROAD COMMISSION FOR OAKLAND COUNTY
2021 CHLORIDE PROGRAM -- GRAVEL ROAD MILEAGE REPORT**

SUB-LOCAL GRAVEL - Continued

Road Name	Location	Footage	Borders	
HARBOR CT	END OF PAVEMENT to W END OF CT	140	PAVED 892'	
HIGHLAND CT	DAVISTA DR to N LIMITS	650		
HILLCREST DR	PLEASANT VIEW DR to BROOKFIELD DR EAGLE RD to PLEASANT VIEW DR	219 416		
HUFF PLACE	DUNLEAVY DR to S SUB LIMIT			
JAMES DR	MAPLE RIDGE AVE to OAK RIDGE DR HIGHLAND AVE to MAPLE RIDGE AVE	245 295		
JOHN ST	LIVINGSTON RD to MCPHERSON ST	330		
JOHNSON ST	MAIN ST to BISHOP ST	300		
JOHNSON ST	MERIBAH ST to SHERMAN ST	300		
LAKESIDE DR	WALK NO 1 WALK N to N SUB LIMIT A STREET to WALK NO 1 WALK N WARDLOW RD to A STREET	670 275 640		
LAKEVIEW AVE	LOCKWOOD AVE to RIDGE RD	450		
LESTER DR	JACKSON BLVD to CLOVERDALE RD CLOVERDALE RD to ORCHARDDALE CT ORCHARDALE CT to GIDDINGS BLVD	362 155 1,090		
LOCKWOOD AVE	RIDGE RD to RIDGE RD ALLEY to N SUB LIMIT LAKEVIEW AVE to ALLEY RIDGE RD to LAKEVIEW AVE			PAVED 1056' 92' 363' 329'
MAPLE RIDGE AVE	DEAN DR to JAMES DR W SUB LIMIT to WILLOW LN	1,275 490		
MERIBAH ST	RAILROAD ST to END OF RD JOHNSON ST to RAILROAD ST MILFORD RD to JOHNSON ST	372 360 423		
NORTH ST	DELROSE ST to WEST ST SHIRLEY ST TO DELROSE ST W CUL'DE'SAC to SHIRLEY ST CENTRAL BLVD to SHORT ST WEST ST to CENTRAL BLVD SHORT ST to EAST ST			PAVED 660' PAVED 528' PAVED 792' PAVED 468' PAVED 422' PAVED 213'
OAK ST	JACKSON BLVD to OAKLAND DR	200		
OAKLAND DR	OAK ST to E SUB LIMIT OAK ST to OAK ST HIGHLAND HILLS DR to OAK ST	500 210 696		
OAKRIDGE DR	JAMES DR to END-S DEAN to JAMES DR	350 1,280		

**ROAD COMMISSION FOR OAKLAND COUNTY
2021 CHLORIDE PROGRAM -- GRAVEL ROAD MILEAGE REPORT**

SUB-LOCAL GRAVEL - Continued

Road Name	Location	Footage	Borders
ORCHARD AVE	BUENAVISTA DR to N SUB LINE	230	
	DAVISTA DR to BUENAVISTA DR	555	
ORCHARD DALE CT	LESTER DR to NW SUB LIMIT	425	
PARK ST-S	W SUB LIMIT to GROVE ST	75	
PLEASANT VIEW DR	HILLCREST DR to GIDDINGS BLVD	620	
RAILROAD ST	MILFORD RD to BISHOP ST	280	
	BISHOP ST to MERIBAH ST	275	
RIDGE RD	HIGHLAND M-59 to LOCKWOOD ST LOCKWOOD ST to RIDGE RD LAKEVIEW AVE TO RIDGE RD RIDGE RD to GROVE ST GROVE ST to E TWP LINE		PAVED 350' PAVED 760' PAVED 105' PAVED 247' PAVED 360'
RUGGLES ST	MILFORD RD to ST JOHNS ST	321	
	JOHN ST to MILFORD RD	422	
SHERMAN ST	MILFORD RD to JOHNSON ST JOHNSON ST to E SUB LINE	423 330	
SHIRLEY ST	HONEYWELL LAKE R to NORTH ST		PAVED 1980'
SPRING MILL ST	HIGHLAND M-59 to HARVEY LAKE RD	822	
ST JOHNS ST	LIVINGSTON RD to CRAPO ST	460	
	SOUTH ST to LIVINGSTON RD	525	
	RUGGLES ST to S LINE LOT 58 97	228	
	CRAPO ST to RUGGLES ST	472	
TES DR	DUCK LK RD to E SUB'N LIMIT	770	
TIERNEY AVE	W SUB LIMIT to GROVE ST		PAVED 100'
TOWHEE CIR	WOODCOCK WAY to CUL DE SAC		PAVED 270'
WEST ST	HONEYWELL ST T to ALLEY		PAVED 518'
WOODRUFF LAKE CT	WOODRUFF LAKE DR to CUL DE SAC		PAVED 175'
		Total SubLocal Feet:	29,973
		Total SubLocal Miles:	5.68
SUMMARY			

Local + Sub-Local Total Feet = 151,446

Resident cost (4 applications) @ 0.1130/ft per app= \$68,453.59
Proposed Blanket Program (5 applications) @ 0.3375/ft = \$51,113.03
Proposed Blanket Program (4 applications) @ 0.27/ft = \$40,890.42

5b. Receive and File:

Activity Council Board Minutes – January 13, 2021
Building Department – January 2021
Financial Report – January 2021
Fire Department – January 2021
Library Board Meeting – January 2021
Library Director’s Report – February 2021
Ordinance Department Enforcement – January 2021
Ordinance Department Inspections – January 2021
Sheriff’s Department – Year End 2020 and January 2021
Treasurer’s Report – January 2021

Highland Activity Center Advisory Council Meeting Minutes
January 13, 2021
Zoom Meeting

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Judi Crawford at 9:35 AM on Wednesday, January 13, 2021 via zoom.

PRESENT:

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

ABSENT:

Gail Dominak

SECRETARY'S MINUTES:

Minutes for December were read. Ray Polidori made the motion to accept, Sue Anderson seconded and were approved unanimously.

TREASURERS REPORT:

Motion to accept Treasurer's Report made by Sharon Keenan, seconded by Ray Polidori and unanimously accepted. We received a check for \$175.38 from Colosonti's for turning in receipts.

UPCOMING EVENTS:

The Zoom meeting on Russell Durant had 35 participants. A presentation on the Wright Brothers and Rose Kennedy are being prepared and could be used in our Monday Night Series. Gene Beach is working on a Highland Railroad presentation in conjunction with the Library hosting and HAC co-hosting. Gene Beach is working on one regarding the Highland Pickle Industry in April which will be hosted by HAC and co-hosted by the Library. No information received presenting the Purpose Gang again.

Having a "pawn shop" or auction on line was discussed with nothing finalized.

NEW BUSINESS:

Donations on Christmas Wreaths was only \$100.

AARP will be doing taxes. Scheduled starting date is 2/9 through 4/13.

Community Sharing Building – on 2 acres on north side.

MOTION TO ADJOURN:

A motion to adjourn the meeting was made by Ray Polidori, seconded by Chuck Sharpe and unanimously accepted.

Respectfully submitted,

Darlene Sharpe
Secretary, Highland Advisory Council

*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
January 2021*

January 2021

TOTAL (forward)..... \$20,621

Additional fees:

Building..... 148

Electric..... \$128

Plumbing.....

Heating..... \$323

Licenses & Misc Fees..... \$100

sub total: \$21,320

MONTH-END GRAND TOTAL REVENUE.....

Total number of all Permits to date This Year: 120
Last Year: 155

Total number of all Electric, Plumbing,
& Heating This Year: 80
Last Year: 106

Total number of Building permits to date: This Year: 39
Last Year: 48

Total number of New Single-Family Units: This Year: 2
Last Year: 1

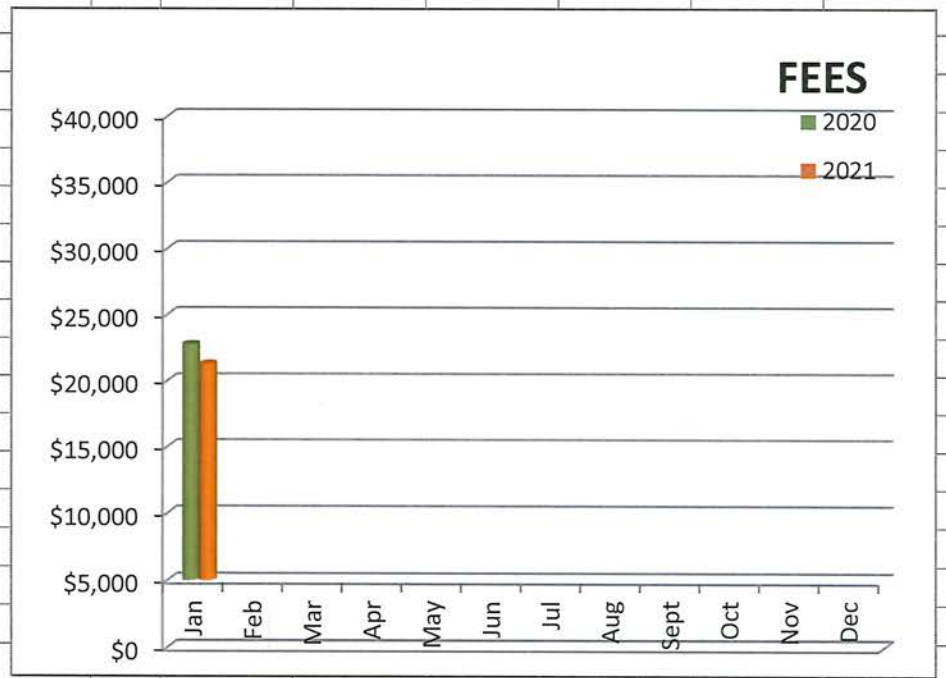
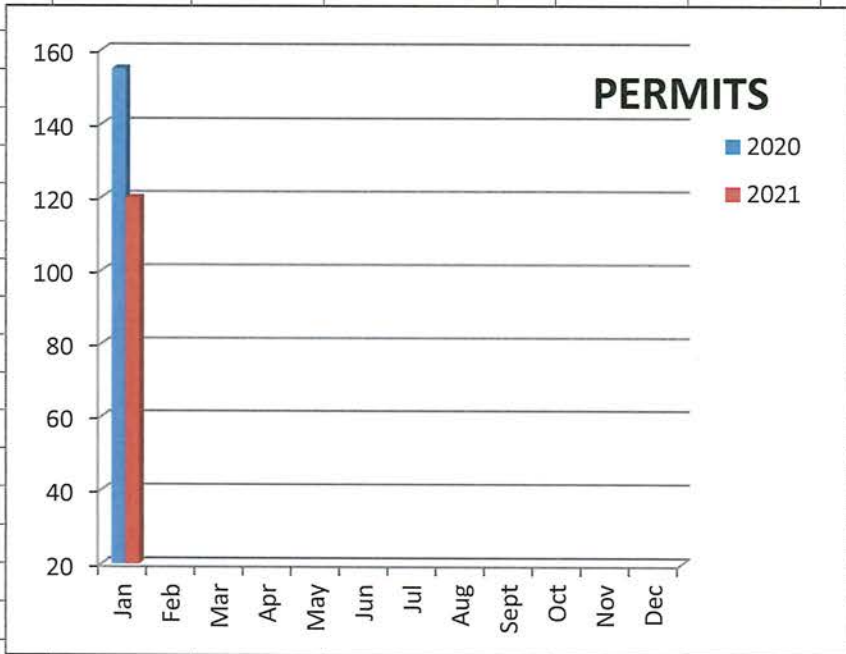
Total number of Land Use Permits This Year: 1
Last Year: 1

Respectfully Submitted: STEVE ITINO
Building Official
Ordinance Dept Supervisor

This sheet represents the Grand Total Revenue for the month. The TOTAL (forward) represents all new Building, Heating, Electrical, and Plumbing permits for the month. The Additional Fees represent fees that pertain to existing open permits and miscellany.

2020-2021 HIGHLAND TOWNSHIP BUILDING DEPARTMENT

2020	Permits	Fees	2021	Permits	Fees	Permits	Change	%	fee diff	fee % chg
Jan	155	\$22,773	Jan	120	\$21,320	January	-35	-23%	-\$1,453	-6.38%
Feb			Feb			February	0	#DIV/0!	\$0	#DIV/0!
Mar			Mar			March	0	#DIV/0!	\$0	#DIV/0!
Apr			Apr			April	0	#DIV/0!	\$0	#DIV/0!
May			May			May	0	#DIV/0!	\$0	#DIV/0!
Jun			Jun			June	0	#DIV/0!	\$0	#DIV/0!
Jul			Jul			July	0	#DIV/0!	\$0	#DIV/0!
Aug			Aug			August	0	#DIV/0!	\$0	#DIV/0!
Sept			Sept			September	0	#DIV/0!	\$0	#DIV/0!
Oct			Oct			October	0	#DIV/0!	\$0	#DIV/0!
Nov			Nov			November	0	#DIV/0!	\$0	#DIV/0!
Dec			Dec			December	0	#DIV/0!	\$0	#DIV/0!
Totals	155	\$22,773	Totals	120	\$21,320	Totals	-35	-23%	-\$1,453	-6.38%



HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 1/1/2021 12:00:00 AM AND
1/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Commercial, Renovations					
PB21-0027	1406 Enterprise DR	CHARLICK, GRANT WILLIA	\$15000	\$290	
			\$15000	\$290	1
Commercial, Utility Building					
PB21-0001	3151 W HIGHLAND RD	Cost Plus Construction LLC	\$7200	\$630	
			\$7200	\$630	1
Deck					
PB20-0548	4370 STRATHCONA	Kustom US INC	\$11340	\$130	
PB21-0002	3336 WHITE LAKE RD	C & L Ward Bros. Co.	\$13554	\$142	
PB21-0011	946 JOSHUA DR	MGE Carpentry	\$11480	\$131	
			\$36374	\$403	3
Electrical					
PE21-0001	1404 ENTERPRISE DR	Copeman Electric LLC	\$0	\$98	
PE21-0002	840 INTERVALE CT	Rea's Electric	\$0	\$77	
PE21-0003	1484 SCHOONER CV	Rosol Electric	\$0	\$103	
PE21-0004	500 N MILFORD RD	Income Power LLC	\$0	\$58	
PE21-0005	2059 ADDALEEN RD	TRICOFF, TERESA M	\$0	\$85	
PE21-0006	6540 FISH LAKE RD	Goyette Mechanical	\$0	\$60	
PE21-0007	271 Sutherland Dr	Lite Electric	\$0	\$76	
PE21-0008	255 Sutherland Dr	Lite Electric	\$0	\$76	
PE21-0009	267 Sutherland Dr	Lite Electric	\$0	\$76	
PE21-0010	227 Sutherland Dr	Lite Electric	\$0	\$76	
PE21-0011	219 Sutherland Dr	Lite Electric	\$0	\$76	
PE21-0012	263 Sutherland Dr	Lite Electric	\$0	\$76	
PE21-0013	1123 RYAN CT	Family Heating Co Inc	\$0	\$52	
PE21-0014	2206 Mac Laren	Lite Electric	\$0	\$76	
PE21-0015	3820 KINGSWAY DR	Family Heating Co Inc	\$0	\$45	
PE21-0016	4508 DESERT BRIDGE CT	Randazzo Mechanical Htg & Cl	\$0	\$52	
PE21-0017	700 N MILFORD RD	Timothy Bott	\$0	\$152	
PE21-0019	3365 HARBOR CT	Specialized Power Services	\$0	\$91	
PE21-0020	1131 BAY RIDGE DR	Dean Mechanical	\$0	\$45	
PE21-0021	2708 Steward Ct.	Lite Electric	\$0	\$76	
PE21-0022	3403 High View RD	True Electric	\$0	\$324	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 1/1/2021 12:00:00 AM AND
1/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0023	1228 BLUE HERON DR	Archery Electric Inc.	\$0	\$108	
PE21-0024	1631 S MILFORD RD	Mister Sparky	\$0	\$45	
PE21-0025	6013 JADA DR	Allstar Electric Company, LLC	\$0	\$315	
PE21-0026	5996 JADA DR	Allstar Electric Company, LLC	\$0	\$315	
PE21-0027	6071 Jada	Allstar Electric Company, LLC	\$0	\$315	
PE21-0028	5991 Zander LN	Allstar Electric Company, LLC	\$0	\$315	
PE21-0029	123 BISHOP ST	Don's Electrical Service Inc	\$0	\$139	
PE21-0030	840 INTERVALE CT	Rea's Electric	\$0	\$131	
PE21-0031	2260 S Milford Rd	DisplayMIX	\$0	\$57	
PE21-0032	709 Edinburgh CIR	C & J ELECTRICAL SERVICE	\$0	\$229	
PE21-0033	5160 Millstone Ln	WLS Electric LLC	\$0	\$57	
PE21-0034	4095 Emerald Park Dr	WLS Electric LLC	\$0	\$57	
PE21-0035	3609 BROADVIEW LN	Michigan solar Solutions	\$0	\$67	
PE21-0036	2223 DAVISTA DR	Bedell Electric	\$0	\$235	
PE21-0037	2946 TES DR	BURHAM JR, DANIEL T	\$0	\$123	
PE21-0038	310 MIDDLE RD	Family Heating Co Inc	\$0	\$83	
PE21-0039	2849 DEAN DR	Randazzo Mechanical Htg & Cl	\$0	\$52	
PE21-0040	2453 W.Bruce CT.	Lite Electric	\$0	\$76	
PE21-0041	2450 E.Duncan CT.	Lite Electric	\$0	\$76	
PE21-0042	2346 HUFF PL	HAMEL, LAURA	\$0	\$185	
Electrical			\$0	\$4830	41
Fence					
PB21-0032	500 N MILFORD RD	Uprigt Fence	\$0	\$0	
Fence			\$0	\$0	1
Garage, attached					
PB21-0013	5141 Millstone Ln	TROMBLEY, CAROL LYNNE	\$26500	\$207	
PB21-0014	5191 Millstone Ln	TROMBLEY, CAROL LYNNE	\$26500	\$207	
Garage, attached			\$53000	\$414	2
Garage, detached					
PB21-0030	1692 PERCY LN	HASSEN, RONALD	\$40000	\$274	
Garage, detached			\$40000	\$274	1
Mechanical					

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 1/1/2021 12:00:00 AM AND
1/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0001	3841 Middle RD	Overhead Inc	\$0	\$138	
PM21-0002	2260 S Milford Rd	Shoreview Heating and Cooling	\$0	\$221	
PM21-0003	1123 RYAN CT	Family Heating Co Inc	\$0	\$123	
PM21-0004	3820 KINGSWAY DR	Family Heating Co Inc	\$0	\$84	
PM21-0005	4508 DESERT BRIDGE CT	Randazzo Mechanical Htg & Cl	\$0	\$121	
PM21-0006	2218 S MILFORD RD	Design Comfort Co Inc	\$0	\$165	
PM21-0007	3365 HARBOR CT	South Lyon Plumbing Inc	\$0	\$93	
PM21-0008	1131 BAY RIDGE DR	Dean Mechanical	\$0	\$94	
PM21-0009	123 BISHOP ST	Engineered Climate, LLC	\$0	\$117	
PM21-0010	1631 S MILFORD RD	Fresh Air One Hour Heating and	\$0	\$84	
PM21-0011	2791 Overbrook	Epic Plumbing	\$0	\$78	
PM21-0012	2975 OVERBROOK	Epic Plumbing	\$0	\$78	
PM21-0013	2975 OVERBROOK	Fireclass LLC	\$0	\$120	
PM21-0014	5974 JADA DR	Morrone Plumbing Inc	\$0	\$78	
PM21-0015	2946 TES DR	BURHAM JR, DANIEL T	\$0	\$228	
PM21-0016	1186 GlenEagles	Discover Plumbing Inc	\$0	\$117	
PM21-0017	310 MIDDLE RD	Family Heating Co Inc	\$0	\$116	
PM21-0018	2849 DEAN DR	Randazzo Mechanical Htg & Cl	\$0	\$121	
PM21-0019	2368 Mead	Mobile & Modular Homes Inc	\$0	\$75	
PM21-0020	2223 DAVISTA DR	Hauser Heating	\$0	\$210	
PM21-0021	2412 Loch Lomond ST	Mobile & Modular Homes Inc	\$0	\$75	
PM21-0022	125 Highland Blvd	Mobile & Modular Homes Inc	\$0	\$75	
PM21-0023	900 INTERVALE CT	Fireclass LLC	\$0	\$120	
PM21-0024	2975 OVERBROOK	MAS Mechanical LLC	\$0	\$217	
PM21-0025	2346 HUFF PL	HAMEL, LAURA	\$0	\$252	
Mechanical			\$0	\$3200	25
Miscellaneous					
PB21-0012	3609 BROADVIEW LN	Michigan solar Solutions	\$14040	\$144	
PB21-0019	4115 Emerald Park Dr	RIDGEWOOD LLC	\$3600	\$92	
PB21-0020	5201 Millstone Ln	RIDGEWOOD LLC	\$2520	\$86	
PB21-0021	3755 Emerald Park Dr	RIDGEWOOD LLC	\$3240	\$90	
PB21-0022	6041 Granite Lane	RIDGEWOOD LLC	\$3420	\$91	
Miscellaneous			\$26820	\$503	5

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 1/1/2021 12:00:00 AM AND
1/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Permit Renewal					
PB21-0031	1410 N HICKORY RIDGE RD	FITZGERALD, PATRICIA MA	\$0	\$203	
Permit Renewal			\$0	\$203	1
Plumbing					
PP21-0001	3403 High View RD	D & M Plumbing Specialist	\$0	\$238	
PP21-0002	2485 JACKSON BLVD	Quinn Plumbing & Mechanical	\$0	\$298	
PP21-0003	6024 JADA DR	B & B Constructions, Inc.	\$0	\$76	
PP21-0004	2791 Overbrook	Epic Plumbing	\$0	\$257	
PP21-0005	2975 OVERBROOK	Epic Plumbing	\$0	\$262	
PP21-0006	5974 JADA DR	Morrone Plumbing Inc	\$0	\$253	
PP21-0007	4142 LOCH CT	Atlas Home Impovement	\$0	\$58	
PP21-0008	1186 GlenEagles	Discover Plumbing Inc	\$0	\$282	
PP21-0009	2059 ADDALEEN RD	TRICOFF, TERESA M	\$0	\$89	
PP21-0010	2368 Mead	Mobile & Modular Homes Inc	\$0	\$66	
PP21-0011	2412 Loch Lomond ST	Mobile & Modular Homes Inc	\$0	\$66	
PP21-0012	125 Highland Blvd	Mobile & Modular Homes Inc	\$0	\$66	
PP21-0013	2346 HUFF PL	HAMEL, LAURA	\$0	\$169	
Plumbing			\$0	\$2180	13
Res. Mobile Home					
PMH21-0001	2368 Mead	Mobile & Modular Homes Inc	\$30000	\$200	
PMH21-0002	2412 Loch Lomond ST	Mobile & Modular Homes Inc	\$30000	\$200	
PMH21-0003	125 Highland Blvd	Mobile & Modular Homes Inc	\$30000	\$200	
Res. Mobile Home			\$90000	\$600	3
Res. Renovations					
PB21-0003	2475 JACKSON BLVD	Hansons Window and Constructi	\$1554	\$85	
PB21-0004	3653 N MILFORD RD	Hansons Window and Constructi	\$3954	\$95	
PB21-0005	3460 LAKEVIEW DR	Hansons Window and Constructi	\$4190	\$100	
PB21-0007	3583 SEAVER RD	Renewal By Anderson LLC	\$53507	\$351	
PB21-0008	825 E WARDLOW RD	Pella Windows & Doors, Inc.	\$10085	\$131	
PB21-0009	3759 RAMADA DR	Majic Window Company	\$20988	\$182	
PB21-0010	901 TIERNEY AVE	A Better Exterior LLC	\$8470	\$121	
PB21-0015	1046 PLOVER DR	C & L Ward Bros. Co.	\$29412	\$228	
PB21-0016	2396 JACKSON BLVD	Wallside Inc	\$9500	\$132	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 1/1/2021 12:00:00 AM AND
1/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0017	1113 ST ANDREWS	Window Pro	\$17012	\$167	
PB21-0018	3436 HIGH VIEW RD	Wallside Inc	\$6463	\$111	
PB21-0024	1398 GENOA CT	John McCarter Construction LL	\$9072	\$126	
PB21-0025	2346 HUFF PL	HAMEL, LAURA	\$20000	\$174	
PB21-0028	2346 ELKRIDGE CIR	Wallside Inc	\$7400	\$116	
Res. Renovations			\$201607	\$2119	14
Res. Single Family					
PB21-0006	6024 JADA DR	BETTER BUILT HOMES LLC	\$360100	\$1916	
PB21-0023	1543 Wind Valley	Stone Hollow Properties & Dev	\$405000	\$2156	
Res. Single Family			\$765100	\$4072	2
Shed					
PB21-0026	1590 WHITE LAKE RD	LUTH, JOSHUA J	\$100	\$88	
Shed			\$100	\$88	1
Signs					
PS/F21-0001	500 N MILFORD RD	Income Power LLC	\$0	\$187	
PSG21-0001	500 N MILFORD RD	Income Power LLC	\$0	\$127	
PSG21-0002	2260 S Milford Rd	DisplayMIX	\$0	\$127	
Signs			\$0	\$441	3
Swiming Pools-Hot Tubs/Spas					
PB21-0029	1288 GLEN CT	SCOPACASA, DOMINIC	\$41760	\$283	
Swiming Pools-Hot Tubs/Spas			\$41760	\$283	1
Zoning Land Use					
PLU21-0002	2346 HUFF PL	HAMEL, LAURA	\$0	\$0	
Zoning Land Use			\$0	\$0	1
Totals			\$1276961	\$20530	119

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
 JANUARY 31, 2021

GENERAL FUND

ASSETS

101-000-000-004-000	PETTY CASH	218.72	
101-000-000-006-000	PERPETUAL FUND	1,087.10	
101-000-000-007-000	CASH - COMBINED SAVINGS	3,880,862.56	
101-000-000-072-000	COUNTY OF OAKLAND	(2,128.50)	
101-000-000-075-000	HURON VALLEY SCHOOLS	(6,536.50)	
101-000-000-078-000	DUE FROM STATE REVENUES	296,757.00	
101-000-000-085-101	DUE TO/FROM WOTA	15,857.68	
101-000-000-085-591	DUE TO/FROM WATER FUND	16,073.75	
	TOTAL ASSETS		<u>4,202,191.81</u>

LIABILITIES AND EQUITY

LIABILITIES

101-000-000-202-000	ACCOUNTS PAYABLE	24,425.50	
101-000-000-202-001	ESCROW BONDS&ENG. FEES PAYABLE	417,428.74	
101-000-000-202-101	HEALTH REIMBURSEMENT PAYABLES	2,272.60	
101-000-000-202-207	ESCROW POLICE SAGINAW PIPELINE	2,356.46	
101-000-000-203-000	ACCRUED PAYROLL	59,162.32	
101-000-000-217-000	DUE TO PRIVATE ORGANIZATION	2,926.52	
101-000-000-231-100	PR W/H FICA	215.94	
101-000-000-231-300	STATE W/H	3,349.68	
101-000-000-285-005	OAKLAND CO. ANIMAL CONTROL	(729.00)	
	TOTAL LIABILITIES		511,408.76

FUND EQUITY

101-000-000-390-000	FUND BALANCE	2,487,166.16	
101-000-000-390-001	DESIGNATED FUND BALANCE	15,000.00	
101-000-000-390-002	FUND BALANCE-RESERVED	8,505.19	
101-000-000-390-005	FUND BALANCE-ASSIGN CAPITAL IM	1,300,000.00	
	REVENUE OVER EXPENDITURES - YTD	(119,888.30)	
	TOTAL FUND EQUITY		<u>3,690,783.05</u>

	TOTAL LIABILITIES AND EQUITY		<u>4,202,191.81</u>
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CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
101-000-000-403-200	CURRENT PROPERTY TAX	500,000.00	500,000.00	236,298.01	236,298.01	263,701.99	47.26
101-000-000-423-200	MOBILE HOME TAXES	5,000.00	5,000.00	475.50	475.50	4,524.50	9.51
101-000-000-428-200	DELINQUENT P. PROPERTY TAX	.00	.00	478.02	478.02	(478.02)	.00
101-000-000-452-380	CONTRACTORS REGISTRATIONS	2,400.00	2,400.00	225.00	225.00	2,175.00	9.38
101-000-000-475-380	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	13,951.50	13,951.50	36,048.50	27.90
101-000-000-477-200	DOG LICENSES	1,500.00	1,500.00	59.00	59.00	1,441.00	3.93
101-000-000-478-380	BUILDING PERMITS	170,000.00	170,000.00	7,638.00	7,638.00	162,362.00	4.49
101-000-000-479-380	HEATING PERMITS	35,000.00	35,000.00	2,940.00	2,940.00	32,060.00	8.40
101-000-000-480-380	PLUMBING PERMITS	20,000.00	20,000.00	2,501.00	2,501.00	17,499.00	12.51
101-000-000-481-380	ELECTRICAL PERMITS	40,000.00	40,000.00	5,020.00	5,020.00	34,980.00	12.55
101-000-000-490-200	OTHER LIC. & PERMIT	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-000-000-490-201	METRO AUTHORITY	12,000.00	12,000.00	.00	.00	12,000.00	.00
101-000-000-570-961	ACTIVITY CENTER REVENUES	6,000.00	6,000.00	450.00	450.00	5,550.00	7.50
101-000-000-570-965	ACTIVITY CTR ANNEX UTILITIES	5,000.00	5,000.00	1,287.05	1,287.05	3,712.95	25.74
101-000-000-573-001	LOCAL COMMUNITY STABILIZ. AUTH	15,000.00	15,000.00	.00	.00	15,000.00	.00
101-000-000-576-960	SALES TAX	1,600,000.00	1,600,000.00	.00	.00	1,600,000.00	.00
101-000-000-607-805	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	.00	.00	300,000.00	.00
101-000-000-609-805	ZONING BD. OF APPEALS	7,000.00	7,000.00	1,100.00	1,100.00	5,900.00	15.71
101-000-000-610-805	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	77.00	77.00	5,923.00	1.28
101-000-000-625-805	SUMMER TAX COLLECTION FEE	45,000.00	45,000.00	.00	.00	45,000.00	.00
101-000-000-627-000	ENHANCE ACCESS FEES	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-000-000-642-276	SALE OF CEMETERY LOTS	5,000.00	5,000.00	2,000.00	2,000.00	3,000.00	40.00
101-000-000-655-000	DISTRICT COURT MONIES	50,000.00	50,000.00	3,327.91	3,327.91	46,672.09	6.66
101-000-000-664-200	INTEREST EARNINGS	10,000.00	10,000.00	234.85	234.85	9,765.15	2.35
101-000-000-694-008	ORDINANCE VIOLATION REIMBURSE	2,000.00	2,000.00	.00	.00	2,000.00	.00
101-000-000-694-100	SNOW REMOVAL REIMBURSEMENT	5,800.00	5,800.00	.00	.00	5,800.00	.00
101-000-000-694-200	MISCELLANEOUS	10,000.00	10,000.00	1,216.22	1,216.22	8,783.78	12.16
101-000-000-694-203	ADMINISTRATION FEES	15,000.00	15,000.00	.00	.00	15,000.00	.00
101-000-000-694-207	POLICE LEASE PAYMENTS	28,000.00	28,000.00	2,333.33	2,333.33	25,666.67	8.33
	REVENUE	2,953,700.00	2,953,700.00	281,612.39	281,612.39	2,672,087.61	9.53
	TOTAL FUND REVENUE	2,953,700.00	2,953,700.00	281,612.39	281,612.39	2,672,087.61	9.53

CHARTER TOWNSHIP OF HIGHLAND
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GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>LEGISLATIVE</u>							
101-101-000-703-000	LEGISLATIVE: SALARIES	24,180.00	24,180.00	2,790.12	2,790.12	21,389.88	11.54
101-101-000-820-000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	.00	.00	6,000.00	.00
	TOTAL LEGISLATIVE	30,180.00	30,180.00	2,790.12	2,790.12	27,389.88	9.24
<u>SUPERVISOR'S DEPT</u>							
101-171-000-703-000	SUP DEPT: SALARIES	78,795.00	78,795.00	9,091.74	9,091.74	69,703.26	11.54
101-171-000-705-000	SUP DEPT: CLERICAL WAGE	48,750.00	48,750.00	6,168.75	6,168.75	42,581.25	12.65
101-171-000-705-001	SUP DEPT: FLOATER WAGE	13,065.00	13,065.00	1,628.25	1,628.25	11,436.75	12.46
101-171-000-707-006	SUP DEPT: MAINT WAGE	29,700.00	29,700.00	3,367.65	3,367.65	26,332.35	11.34
101-171-000-820-000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	.00	.00	2,500.00	.00
	TOTAL SUPERVISOR'S DEPT	172,810.00	172,810.00	20,256.39	20,256.39	152,553.61	11.72
<u>ACCOUNTING DEPT</u>							
101-201-000-703-000	ACCTG: BOOKKEEPER WAGE	54,600.00	54,600.00	6,157.39	6,157.39	48,442.61	11.28
101-201-000-705-000	ACCTG: P-T ASSISTANT	20,904.00	20,904.00	2,339.04	2,339.04	18,564.96	11.19
101-201-000-820-000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	.00	.00	3,000.00	.00
	TOTAL ACCOUNTING DEPT	78,504.00	78,504.00	8,496.43	8,496.43	70,007.57	10.82
<u>ASSESSING DEPT</u>							
101-209-000-705-000	ASSESSING: CLERICAL WAGE	25,935.00	25,935.00	.00	.00	25,935.00	.00
101-209-000-801-000	ASSESSING: CONTRACTUAL SVCS	122,000.00	122,000.00	12,454.40	12,454.40	109,545.60	10.21
101-209-000-820-000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
101-209-000-960-000	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	.00	.00	1,500.00	.00
	TOTAL ASSESSING DEPT	150,035.00	150,035.00	12,454.40	12,454.40	137,580.60	8.30
<u>CLERK'S DEPT</u>							
101-215-000-701-002	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-000-702-000	CLERK: DEPUTY WAGE	58,500.00	58,500.00	6,660.90	6,660.90	51,839.10	11.39
101-215-000-703-000	CLERK: SALARIES	74,855.00	74,855.00	8,637.15	8,637.15	66,217.85	11.54
101-215-000-704-000	CLERK: CERTIFICATION	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-215-000-705-000	CLERK: CLERICAL WAGE	39,360.00	39,360.00	4,515.76	4,515.76	34,844.24	11.47
101-215-000-820-000	CLERK: DUES/ED/TRAVEL	4,000.00	4,000.00	460.00	460.00	3,540.00	11.50
	TOTAL CLERK'S DEPT	181,515.00	181,515.00	20,273.81	20,273.81	161,241.19	11.17

CHARTER TOWNSHIP OF HIGHLAND
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	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
TREASURER'S DEPT							
101-253-000-702-000	TREAS: DEPUTY WAGE	60,450.00	60,450.00	6,857.55	6,857.55	53,592.45	11.34
101-253-000-703-000	TREAS: SALARIES	74,855.00	74,855.00	8,637.15	8,637.15	66,217.85	11.54
101-253-000-704-000	TREAS: CERTIFICATION	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-253-000-705-000	TREAS: CLERICAL WAGE	40,990.00	40,990.00	4,701.83	4,701.83	36,288.17	11.47
101-253-000-706-000	TREAS: PART-TIME SEASONAL	7,375.00	7,375.00	.00	.00	7,375.00	.00
101-253-000-820-000	TREAS: DUES/ED/TRAVEL	4,000.00	4,000.00	.00	.00	4,000.00	.00
	TOTAL TREASURER'S DEPT	190,170.00	190,170.00	20,196.53	20,196.53	169,973.47	10.62
CEMETERY							
101-276-000-935-000	CEMETERY: SEXTON	41,208.00	41,208.00	3,434.00	3,434.00	37,774.00	8.33
101-276-000-936-000	CEMETERY: MISCELLANEOUS	4,500.00	4,500.00	.00	.00	4,500.00	.00
101-276-000-937-000	CEMETERY: MAINTENANCE	6,000.00	6,000.00	.00	.00	6,000.00	.00
	TOTAL CEMETERY	51,708.00	51,708.00	3,434.00	3,434.00	48,274.00	6.64
ACTIVITY CENTER							
101-289-000-703-007	ACTIVITY CTR: DIR. WAGE	45,825.00	45,825.00	5,161.29	5,161.29	40,663.71	11.26
101-289-000-704-000	ACTIVITY CTR: COORDINATOR WAGE	29,250.00	29,250.00	2,160.00	2,160.00	27,090.00	7.38
101-289-000-704-002	ACT CTR: P-TCOMMUNICATIONS	19,500.00	19,500.00	2,160.00	2,160.00	17,340.00	11.08
101-289-000-705-007	ACTIVITY CTR: CLERICAL WAGE	19,500.00	19,500.00	.00	.00	19,500.00	.00
101-289-000-705-008	ACTIVITY CTR: SECURITY	4,097.00	4,097.00	.00	.00	4,097.00	.00
101-289-000-727-000	ACTIVITY CTR: OFFICE SUPPLIES	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-289-000-728-000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-289-000-729-001	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	45.93	45.93	5,954.07	.77
101-289-000-820-000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	.00	.00	1,200.00	.00
101-289-000-853-000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	.00	.00	1,500.00	.00
101-289-000-854-000	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	147.55	147.55	2,352.45	5.90
101-289-000-903-000	ACTIVITY CTR: ADVERT./PRINTING	6,500.00	6,500.00	.00	.00	6,500.00	.00
101-289-000-920-000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	536.35	536.35	8,463.65	5.96
101-289-000-931-000	ACTIVITY CTR: BUILDING MAINT	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-289-000-931-001	ACTIVITY CTR: MAINT-WORK CREW	11,700.00	11,700.00	1,296.00	1,296.00	10,404.00	11.08
101-289-000-933-000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-289-001-853-000	ANNEX: INTERNET SERVICE	1,500.00	1,500.00	216.56	216.56	1,283.44	14.44
101-289-001-920-002	ANNEX: UTILITIES	9,000.00	9,000.00	571.81	571.81	8,428.19	6.35
101-289-001-931-002	ANNEX: BUILDING MAINT	5,000.00	5,000.00	.00	.00	5,000.00	.00
	TOTAL ACTIVITY CENTER	187,072.00	187,072.00	12,295.49	12,295.49	174,776.51	6.57

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		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
GENERAL GOVERNMENT							
101-290-000-727-000	GEN GOV: OFFICE SUPPLIES	11,000.00	11,000.00	102.81	102.81	10,897.19	.93
101-290-000-728-000	GEN GOV: POSTAGE	8,000.00	8,000.00	1,000.00	1,000.00	7,000.00	12.50
101-290-000-792-000	GEN GOV: MEMBER FEES	10,500.00	10,500.00	430.00	430.00	10,070.00	4.10
101-290-000-793-000	GEN GOV: BANK FEES	4,000.00	4,000.00	5,007.08	5,007.08	(1,007.08)	125.18
101-290-000-799-000	GEN GOV: TAX BILL PRINTING	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-290-000-802-000	GEN GOV: AUDITING	70,000.00	70,000.00	.00	.00	70,000.00	.00
101-290-000-804-000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	.00	.00	75,000.00	.00
101-290-000-806-000	GEN GOV: COURT WITNESS FEES	500.00	500.00	.00	.00	500.00	.00
101-290-000-810-000	GEN GOV: PROF SERVICES	40,000.00	40,000.00	.00	.00	40,000.00	.00
101-290-000-852-000	GEN GOV: FIBER-OTHER COMMUNIC	12,000.00	12,000.00	1,646.00	1,646.00	10,354.00	13.72
101-290-000-853-000	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	280.28	280.28	6,219.72	4.31
101-290-000-855-000	GEN GOV: WEBSITE	2,000.00	2,000.00	600.00	600.00	1,400.00	30.00
101-290-000-856-000	GEN GOV: STORM WATER PERMIT	800.00	800.00	.00	.00	800.00	.00
101-290-000-860-001	GEN GOV: WOTA	185,000.00	185,000.00	185,000.00	185,000.00	.00	100.00
101-290-000-903-000	GEN GOV: ADVERTISING	22,500.00	22,500.00	.00	.00	22,500.00	.00
101-290-000-903-100	GEN GOV: PRINTING	4,500.00	4,500.00	471.11	471.11	4,028.89	10.47
101-290-000-913-000	GEN GOV: GEN INSURANCE	65,000.00	65,000.00	24,425.00	24,425.00	40,575.00	37.58
101-290-000-920-000	GEN GOV: UTILITIES	60,000.00	60,000.00	1,059.61	1,059.61	58,940.39	1.77
101-290-000-931-000	GEN GOV: TOWNSHIP MAINTENANCE	30,000.00	30,000.00	277.00	277.00	29,723.00	.92
101-290-000-933-000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	7,063.22	7,063.22	42,936.78	14.13
101-290-000-934-000	GEN GOV: VEHICLE OP MAINT	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-290-000-940-000	GEN GOV: SNOWPLOW SERV	36,000.00	36,000.00	.00	.00	36,000.00	.00
101-290-000-956-000	GEN GOV: MISCELLANEOUS	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-290-000-967-000	GEN GOV: METRO AUTHORITY EXP	12,000.00	12,000.00	.00	.00	12,000.00	.00
101-290-000-970-000	GEN GOV: EQUIP CAP OUTLAY	38,000.00	38,000.00	.00	.00	38,000.00	.00
101-290-000-973-000	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-290-000-973-001	GEN GOV: COMMUNITY ROUND TABL	20,000.00	20,000.00	.00	.00	20,000.00	.00
101-290-000-973-002	GEN GOV: COMPUTER SOFTWARE	5,000.00	5,000.00	30.99	30.99	4,969.01	.62
	TOTAL GENERAL GOVERNMENT	801,300.00	801,300.00	227,393.10	227,393.10	573,906.90	28.38
TWP COMMUNITY PARKS							
101-292-000-756-000	PARKS: HIGHLAND STATION	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-292-000-756-001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-292-000-756-002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-292-000-756-003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-292-000-920-000	PARKS: UTILITIES	3,000.00	3,000.00	123.72	123.72	2,876.28	4.12
101-292-000-935-000	PARKS: MAINTENANCE	18,000.00	18,000.00	230.00	230.00	17,770.00	1.28
101-292-000-957-000	PARKS: HISTORICAL MARKERS	3,000.00	3,000.00	.00	.00	3,000.00	.00
	TOTAL TWP COMMUNITY PARKS	35,000.00	35,000.00	353.72	353.72	34,646.28	1.01

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	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
GENERAL GOVT PERSONNEL						
101-295-000-714-000	GGP: TUITION REIMB	3,000.00	3,000.00	.00	.00	3,000.00 .00
101-295-000-715-000	GGP:HEALTH/DENTAL/LIFE/DIS INS	170,000.00	170,000.00	20,634.40	20,634.40	149,365.60 12.14
101-295-000-715-001	GGP: CASH IN LIEU BENEF BUYOUT	61,000.00	61,000.00	4,348.06	4,348.06	56,651.94 7.13
101-295-000-715-004	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	243.27	243.27	44,756.73 .54
101-295-000-717-000	GGP: EMPLR PAYROLL TAX	85,000.00	85,000.00	9,430.22	9,430.22	75,569.78 11.09
101-295-000-718-000	GGP: DEFINED CONTRIBUTION PLAN	110,000.00	110,000.00	.00	.00	110,000.00 .00
101-295-000-719-000	GGP: UNEMPLOYMENT CLAIMS	12,000.00	12,000.00	.00	.00	12,000.00 .00
101-295-000-720-000	GGP: MERIT INCREASES	10,000.00	10,000.00	.00	.00	10,000.00 .00
	TOTAL GENERAL GOVT PERSONNEL	496,000.00	496,000.00	34,655.95	34,655.95	461,344.05 6.99
ORDINANCE ENFORCEMENT						
101-301-000-703-000	OE: ZONING ADMINISTRATOR WAGE	51,010.00	51,010.00	5,851.59	5,851.59	45,158.41 11.47
101-301-000-806-001	OE: VIOLATION CORRECTIONS	5,000.00	5,000.00	.00	.00	5,000.00 .00
101-301-000-810-003	OE: ORDINANCE OFFICER WAGE	24,256.00	24,256.00	2,692.45	2,692.45	21,563.55 11.10
	TOTAL ORDINANCE ENFORCEMENT	80,266.00	80,266.00	8,544.04	8,544.04	71,721.96 10.64
BUILDING DEPT						
101-371-000-703-000	BLDG: INSPECTOR WAGE	61,460.00	61,460.00	7,050.15	7,050.15	54,409.85 11.47
101-371-000-704-000	BLDG: CLERICAL WAGE 1	37,348.00	37,348.00	4,283.78	4,283.78	33,064.22 11.47
101-371-000-705-000	BLDG: CLERICAL WAGE 2	35,329.00	35,329.00	4,052.70	4,052.70	31,276.30 11.47
101-371-000-706-000	BLDG: PART-TIME SEASONAL	.00	5,220.00	420.00	420.00	4,800.00 8.05
101-371-000-710-001	BLDG: INSP/ELEC/PLUMB/HTG	75,000.00	69,780.00	4,922.02	4,922.02	64,857.98 7.05
101-371-000-710-002	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00 .00
101-371-000-728-000	BLDG: POSTAGE	500.00	500.00	.00	.00	500.00 .00
101-371-000-820-000	BLDG: DUES/ED/TRAVEL	2,500.00	2,500.00	.00	.00	2,500.00 .00
	TOTAL BUILDING DEPT	212,637.00	212,637.00	20,728.65	20,728.65	191,908.35 9.75
PLANNING DEPT						
101-400-000-703-002	PLNG: DIR. OF PLAN & DEV. WAGE	75,266.00	75,266.00	8,633.70	8,633.70	66,632.30 11.47
101-400-000-704-000	PLNG: CERTIFICATION	2,000.00	2,000.00	.00	.00	2,000.00 .00
101-400-000-705-000	PLNG: CLERICAL WAGE	35,330.00	35,330.00	.00	.00	35,330.00 .00
101-400-000-820-000	PLNG: DUES/ED/TRAVEL	1,500.00	1,500.00	.00	.00	1,500.00 .00
101-400-100-701-000	PLNG COMM: RECORDING SECTY	2,400.00	2,400.00	.00	.00	2,400.00 .00
101-400-100-819-000	PLNG COMM: COMMISSION	11,400.00	11,400.00	.00	.00	11,400.00 .00
101-400-100-820-000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	.00	.00	2,000.00 .00
101-400-100-821-000	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00 .00
101-400-100-903-005	PLNG COMM: ADVERTISING/PRTG	3,500.00	3,500.00	.00	.00	3,500.00 .00
101-400-100-904-000	PLNG COMM: MASTER PLAN	30,000.00	30,000.00	.00	.00	30,000.00 .00
101-400-100-904-101	PLNG COMM: ORDINANCE REVISION	10,000.00	10,000.00	.00	.00	10,000.00 .00
	TOTAL PLANNING DEPT	174,146.00	174,146.00	8,633.70	8,633.70	165,512.30 4.96

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
ZONING BOARD OF APPEALS						
101-410-000-710-008	ZBA: MEMBERS' FEES	8,880.00	8,880.00	.00	.00	8,880.00 .00
101-410-000-711-008	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00 .00
101-410-000-810-000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00 .00
101-410-000-820-000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	.00	.00	1,000.00 .00
101-410-000-903-005	ZBA: ADVERTISING	2,500.00	2,500.00	.00	.00	2,500.00 .00
	TOTAL ZONING BOARD OF APPEALS	15,280.00	15,280.00	.00	.00	15,280.00 .00
SOCIAL SERVICES						
101-673-000-702-000	SOC SERV: CROSSING GUARDS	8,800.00	8,800.00	334.36	334.36	8,465.64 3.80
101-673-000-842-000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	660.00	660.00	1,840.00 26.40
101-673-000-844-000	SOC SERV: YOUTH PROMOTION	7,500.00	7,500.00	.00	.00	7,500.00 .00
101-673-000-845-000	SOC SERV: COMMUNITY PROMOTION	7,500.00	7,500.00	.00	.00	7,500.00 .00
101-673-000-857-000	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	.00	.00	50,000.00 .00
	TOTAL SOCIAL SERVICES	76,300.00	76,300.00	994.36	994.36	75,305.64 1.30
	TOTAL FUND EXPENDITURES	2,932,923.00	2,932,923.00	401,500.69	401,500.69	2,531,422.31 13.69
	NET REVENUE OVER EXPENDITURES	20,777.00	20,777.00	(119,888.30)	(119,888.30)	(140,665.30)

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

ROAD FUND

ASSETS

201-000-000-007-000	CASH - COMBINED SAVINGS	4,561.63	
201-000-000-008-700	HAULING ROUTE SAVINGS ACCT.	491,351.66	
		<hr/>	
	TOTAL ASSETS		495,913.29
			<hr/> <hr/>

LIABILITIES AND EQUITY

LIABILITIES

201-000-000-202-001	HAULING ROUTE PAYABLE	57,245.89	
		<hr/>	
	TOTAL LIABILITIES		57,245.89

FUND EQUITY

201-000-000-390-000	FUND BALANCE	325,204.08	
201-000-000-390-001	DESIGNATED FUND BALANCE	113,463.01	
	REVENUE OVER EXPENDITURES - YTD	.31	
		<hr/>	
	TOTAL FUND EQUITY		438,667.40
			<hr/>
	TOTAL LIABILITIES AND EQUITY		495,913.29
			<hr/> <hr/>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

ROAD FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
201-000-000-664-000						
	1,500.00	1,500.00	.31	.31	1,499.69	.02
201-000-000-694-401						
	100,000.00	100,000.00	.00	.00	100,000.00	.00
	<u>101,500.00</u>	<u>101,500.00</u>	<u>.31</u>	<u>.31</u>	<u>101,499.69</u>	<u>.00</u>
	<u>101,500.00</u>	<u>101,500.00</u>	<u>.31</u>	<u>.31</u>	<u>101,499.69</u>	<u>.00</u>
<u>ROAD EXPENDITURES</u>						
201-290-000-952-000						
	60,000.00	60,000.00	.00	.00	60,000.00	.00
201-290-000-953-000						
	40,000.00	40,000.00	.00	.00	40,000.00	.00
	<u>100,000.00</u>	<u>100,000.00</u>	<u>.00</u>	<u>.00</u>	<u>100,000.00</u>	<u>.00</u>
	<u>100,000.00</u>	<u>100,000.00</u>	<u>.00</u>	<u>.00</u>	<u>100,000.00</u>	<u>.00</u>
	<u>1,500.00</u>	<u>1,500.00</u>	<u>.31</u>	<u>.31</u>	<u>(1,499.69)</u>	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

BUS TRANSPORTATION

<u>ASSETS</u>			
205-000-000-007-000	CASH - COMBINED SAVINGS	<u>40,429.65</u>	
	TOTAL ASSETS		<u>40,429.65</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
205-000-000-390-000	FUND BALANCE	<u>40,429.65</u>	
	TOTAL FUND EQUITY		<u>40,429.65</u>
	TOTAL LIABILITIES AND EQUITY		<u>40,429.65</u>

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

FIRE FUND

<u>ASSETS</u>			
206-000-000-007-000	CASH - COMBINED SAVINGS	<u>1,938,333.00</u>	
	TOTAL ASSETS		<u>1,938,333.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
206-000-000-202-000	ACCOUNTS PAYABLE	<u>2,370.86</u>	
	TOTAL LIABILITIES		2,370.86
<u>FUND EQUITY</u>			
206-000-000-390-000	FUND BALANCE	1,525,315.19	
206-000-000-390-002	FUND BALANCE-RESERVED	2,189.96	
	REVENUE OVER EXPENDITURES - YTD	<u>408,456.99</u>	
	TOTAL FUND EQUITY		<u>1,935,962.14</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,938,333.00</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
206-000-000-403-206	PROPERTY TAXES	1,137,266.00	1,137,266.00	535,348.10	535,348.10	601,917.90	47.07
206-000-000-656-001	OPERATING TR IN FOR EMS	350,000.00	350,000.00	38,021.60	38,021.60	311,978.40	10.86
206-000-000-664-206	INTEREST ON INVESTMENTS	15,000.00	15,000.00	364.61	364.61	14,635.39	2.43
206-000-000-694-200	MISCELLANEOUS	15,000.00	15,000.00	85.00	85.00	14,915.00	.57
206-000-000-695-200	APPROPRIATION FUND BAL.	.00	7,643.00	.00	.00	7,643.00	.00
	REVENUE	1,517,266.00	1,524,909.00	573,819.31	573,819.31	951,089.69	37.63
	TOTAL FUND REVENUE	1,517,266.00	1,524,909.00	573,819.31	573,819.31	951,089.69	37.63

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
FIRE EXPENDITURES							
206-290-000-717-000	EMPLOYER PAYROLL TAX	66,117.00	66,117.00	8,206.53	8,206.53	57,910.47	12.41
206-290-001-702-001	FIRE: F-T WAGE OFFICER N.G.	60,632.00	60,632.00	7,183.91	7,183.91	53,448.09	11.85
206-290-001-702-002	FIRE:F-T WAGE OFFICER D.K.	59,116.00	59,116.00	6,742.11	6,742.11	52,373.89	11.40
206-290-001-702-003	FIRE: F-T WAGE OFFICER G.B.	60,632.00	60,632.00	7,398.33	7,398.33	53,233.67	12.20
206-290-001-702-004	FIRE: F-T WAGE MEDIC C.S.	50,986.00	50,986.00	6,609.07	6,609.07	44,376.93	12.96
206-290-001-702-005	FIRE:F-T WAGE MEDIC M.B.	50,986.00	50,986.00	4,025.28	4,025.28	46,960.72	7.89
206-290-001-702-006	FIRE:F-T WAGE MEDIC A.G.	50,986.00	50,986.00	4,025.28	4,025.28	46,960.72	7.89
206-290-001-704-002	FIRE: P-T CLERICAL	15,382.00	15,912.00	1,826.25	1,826.25	14,085.75	11.48
206-290-001-713-001	FIRE: F-T OVERTIME	40,000.00	40,000.00	831.88	831.88	39,168.12	2.08
206-290-001-715-206	FIRE: INSURANCE/BONDS	100,000.00	100,000.00	22,556.50	22,556.50	77,443.50	22.56
206-290-001-716-206	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-290-001-721-001	FIRE: CLOTHING ALLOWANCE	3,500.00	3,500.00	3,500.00	3,500.00	.00	100.00
206-290-001-722-001	FIRE: FOOD ALLOWANCE	3,500.00	3,500.00	.00	.00	3,500.00	.00
206-290-001-727-206	FIRE: SUPPLIES	8,000.00	8,000.00	412.24	412.24	7,587.76	5.15
206-290-001-728-206	FIRE: UNIFORMS	30,000.00	30,000.00	712.97	712.97	29,287.03	2.38
206-290-001-804-206	FIRE: LEGAL SERVICES	10,000.00	10,000.00	.00	.00	10,000.00	.00
206-290-001-819-206	FIRE: FIREFIGHTERS MEDICAL	12,000.00	12,000.00	.00	.00	12,000.00	.00
206-290-001-820-206	FIRE: DUES & EDUCATION	15,000.00	15,000.00	3,392.00	3,392.00	11,608.00	22.61
206-290-001-821-206	FIRE: FIREFIGHTERS PAYROLL	375,000.00	375,000.00	59,483.74	59,483.74	315,516.26	15.86
206-290-001-822-206	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	.00	.00	9,998.00	.00
206-290-001-823-206	FIRE: INSTRUCTOR TRAINING	3,500.00	3,500.00	.00	.00	3,500.00	.00
206-290-001-825-206	FIRE: CHIEF'S COMPENSATION	74,504.00	74,504.00	8,680.89	8,680.89	65,823.11	11.65
206-290-001-826-206	FIRE: RETIREMENT	.00	24,200.00	.00	.00	24,200.00	.00
206-290-001-827-206	FIRE: MARSHAL COMPENSATION	26,047.00	27,846.00	3,160.71	3,160.71	24,685.29	11.35
206-290-001-835-206	FIRE: MEDICAL SUPPLIES	15,000.00	15,000.00	1,842.19	1,842.19	13,157.81	12.28
206-290-001-852-206	FIRE: RADIO COMMUNICATIONS	48,500.00	48,500.00	.00	.00	48,500.00	.00
206-290-001-865-206	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	3.99	3.99	49,996.01	.01
206-290-001-866-206	FIRE: VEHICLE GAS/OIL	30,000.00	30,000.00	.00	.00	30,000.00	.00
206-290-001-890-206	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-290-001-920-206	FIRE: PUBLIC UTILITIES	30,000.00	30,000.00	2,491.78	2,491.78	27,508.22	8.31
206-290-001-931-206	FIRE: BLDG MAINT/REPAIR	20,000.00	20,000.00	772.90	772.90	19,227.10	3.86
206-290-001-933-206	FIRE: EQUIP MAINT	15,000.00	15,000.00	683.39	683.39	14,316.61	4.56
206-290-001-936-206	FIRE: SOFTWARE MAINTENANCE	15,000.00	15,000.00	454.07	454.07	14,545.93	3.03
206-290-001-939-206	FIRE: CODE ENFORCEMENT	10,000.00	10,000.00	.00	.00	10,000.00	.00
206-290-001-956-206	FIRE: MISC EXPENSE	10,000.00	10,000.00	.00	.00	10,000.00	.00
206-290-001-973-206	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	480.00	480.00	2,020.00	19.20
206-290-001-978-206	FIRE: NEW PROJECTS	10,000.00	10,000.00	.00	.00	10,000.00	.00
TOTAL FIRE EXPENDITURES	1,391,886.00	1,418,415.00	155,476.01	155,476.01	1,262,938.99	10.96	
GENERAL GOVT PERSONNEL							
206-295-000-715-000	FIRE:HEALTH/DENTAL/LIFE/DISINS	60,000.00	60,000.00	8,970.96	8,970.96	51,029.04	14.95
206-295-000-715-001	FIRE:CASH IN LIEU BENEF BUYOUT	9,552.00	10,300.00	775.67	775.67	9,524.33	7.53
206-295-000-715-004	FIRE: BCN HEALTH REIMBURSEMEN	.00	.00	139.68	139.68	(139.68)	.00
206-295-000-718-000	FIRE:DEFINED CONTRIBUTION PLAN	25,694.00	25,694.00	.00	.00	25,694.00	.00
206-295-000-727-000	FIRE: POST PLAN	10,500.00	10,500.00	.00	.00	10,500.00	.00
TOTAL GENERAL GOVT PERSONNEL	105,746.00	106,494.00	9,886.31	9,886.31	96,607.69	9.28	

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	1,497,632.00	1,524,909.00	165,362.32	165,362.32	1,359,546.68	10.84
NET REVENUE OVER EXPENDITURES	19,634.00	.00	408,456.99	408,456.99	408,456.99	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
JANUARY 31, 2021

POLICE FUND

ASSETS

207-000-000-004-000	PETTY CASH	50.00	
207-000-000-007-000	CASH - COMBINED SAVINGS	4,072,951.09	
	TOTAL ASSETS		<u>4,073,001.09</u>

LIABILITIES AND EQUITY

FUND EQUITY

207-000-000-390-000	FUND BALANCE	2,753,440.91	
207-000-000-390-002	FUND BALANCE - RESERVED	912.76	
	REVENUE OVER EXPENDITURES - YTD	1,318,647.42	
	TOTAL FUND EQUITY		<u>4,073,001.09</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,073,001.09</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

POLICE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
207-000-000-403-000	CURRENT TAXES	2,820,618.00	2,820,618.00	1,327,783.06	1,327,783.06	1,492,834.94	47.07
207-000-000-654-000	MINI CONTRACT	12,000.00	12,000.00	.00	.00	12,000.00	.00
207-000-000-654-100	AMERICAN AG. CONTRACT	162,000.00	162,000.00	.00	.00	162,000.00	.00
207-000-000-657-000	RETURNABLE LIQUOR LICENSE FEE	9,600.00	9,600.00	.00	.00	9,600.00	.00
207-000-000-664-000	INTEREST EARNINGS	15,000.00	15,000.00	513.75	513.75	14,486.25	3.43
207-000-000-694-002	SCHOOL PARTICIPATION	105,000.00	105,000.00	.00	.00	105,000.00	.00
	REVENUE	3,124,218.00	3,124,218.00	1,328,296.81	1,328,296.81	1,795,921.19	42.52
	TOTAL FUND REVENUE	3,124,218.00	3,124,218.00	1,328,296.81	1,328,296.81	1,795,921.19	42.52
POLICE EXPENDITURES							
207-290-000-715-002	POLICE: RETIREE MEDICAL	1,500.00	1,500.00	.00	.00	1,500.00	.00
207-290-000-716-001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
207-290-000-717-000	POLICE: EMPLOYER PAYROLL TAX	2,800.00	2,800.00	287.44	287.44	2,512.56	10.27
207-290-000-815-000	POLICE: SHERIFF'S MAINT	20,000.00	20,000.00	56.75	56.75	19,943.25	.28
207-290-000-815-001	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	2,333.33	2,333.33	25,666.67	8.33
207-290-000-816-000	POLICE: OAKLAND CO SHER CONT	2,648,182.00	2,648,182.00	.00	.00	2,648,182.00	.00
207-290-000-816-002	POLICE: CLERICAL WAGE	31,000.00	31,000.00	3,757.61	3,757.61	27,242.39	12.12
207-290-000-816-003	POLICE: SCHOOL RESOURCE OFFICE	105,000.00	105,000.00	.00	.00	105,000.00	.00
207-290-000-817-000	POLICE: MINI CONTRACT	12,000.00	12,000.00	.00	.00	12,000.00	.00
207-290-000-817-001	POLICE: OVERTIME	200,000.00	200,000.00	.00	.00	200,000.00	.00
207-290-000-920-000	POLICE: UTILITIES	14,000.00	14,000.00	652.32	652.32	13,347.68	4.66
207-290-000-956-000	POLICE: MISCELLANEOUS	10,000.00	10,000.00	.00	.00	10,000.00	.00
207-290-000-956-004	POLICE: RESERVE EQUIPMENT	1,500.00	1,500.00	.00	.00	1,500.00	.00
207-290-000-970-000	POLICE: EQUIP CAP OUTLAY	25,000.00	25,000.00	2,561.94	2,561.94	22,438.06	10.25
207-290-000-970-003	POLICE: BUILDING REN	20,000.00	20,000.00	.00	.00	20,000.00	.00
	TOTAL POLICE EXPENDITURES	3,123,982.00	3,123,982.00	9,649.39	9,649.39	3,114,332.61	.31
	TOTAL FUND EXPENDITURES	3,123,982.00	3,123,982.00	9,649.39	9,649.39	3,114,332.61	.31
	NET REVENUE OVER EXPENDITURES	236.00	236.00	1,318,647.42	1,318,647.42	1,318,411.42	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

POST-RETIREMENT BENEFITS

<u>ASSETS</u>			
211-000-000-007-000	CASH - COMBINED SAVINGS	255,629.88	
211-000-000-008-600	MUTUAL FUNDS	648,424.15	
211-000-000-008-700	LPL INVESTMENTS	48,860.00	
		<hr/>	
	TOTAL ASSETS		<u>952,914.03</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
211-000-000-202-000	ACCOUNTS PAYABLE	83.33	
		<hr/>	
	TOTAL LIABILITIES		83.33
<u>FUND EQUITY</u>			
211-000-000-390-000	FUND BALANCE	957,860.22	
	REVENUE OVER EXPENDITURES - YTD	(5,029.52)	
		<hr/>	
	TOTAL FUND EQUITY		<u>952,830.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>952,914.03</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

POST-RETIREMENT BENEFITS

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
211-000-000-664-000	INTEREST EARNINGS	.00	.00	733.29	733.29	(733.29)	.00
211-000-000-664-001	GAINS/LOSSES	.00	.00	(1,868.65)	(1,868.65)	1,868.65	.00
211-000-000-695-200	APPROPRIATION FUND BAL.	80,000.00	80,000.00	.00	.00	80,000.00	.00
	REVENUE	80,000.00	80,000.00	(1,135.36)	(1,135.36)	81,135.36	(1.42)
	TOTAL FUND REVENUE	80,000.00	80,000.00	(1,135.36)	(1,135.36)	81,135.36	(1.42)
<u>DEPARTMENT 290</u>							
211-290-000-700-000	RETIREE OPEB EXPENSE	80,000.00	80,000.00	1,557.30	1,557.30	78,442.70	1.95
211-290-000-793-000	OPEB: BANK FEES	.00	.00	2,336.86	2,336.86	(2,336.86)	.00
	TOTAL DEPARTMENT 290	80,000.00	80,000.00	3,894.16	3,894.16	76,105.84	4.87
	TOTAL FUND EXPENDITURES	80,000.00	80,000.00	3,894.16	3,894.16	76,105.84	4.87
	NET REVENUE OVER EXPENDITURES	.00	.00	(5,029.52)	(5,029.52)	(5,029.52)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
JANUARY 31, 2021

REFUSE FUND

ASSETS

226-000-000-007-000 CASH - COMBINED SAVINGS

889,835.07

TOTAL ASSETS

889,835.07

LIABILITIES AND EQUITY

FUND EQUITY

226-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

383,264.91
506,570.16

TOTAL FUND EQUITY

889,835.07

TOTAL LIABILITIES AND EQUITY

889,835.07

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

REFUSE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
226-000-000-600-805	REFUSE COLLECTION	1,096,425.00	1,096,425.00	593,716.75	593,716.75	502,708.25	54.15
226-000-000-613-805	REFUSE CONTAINERS	1,000.00	1,000.00	.00	.00	1,000.00	.00
226-000-000-664-200	INTEREST EARNINGS	5,000.00	5,000.00	102.26	102.26	4,897.74	2.05
	REVENUE	1,102,425.00	1,102,425.00	593,819.01	593,819.01	508,605.99	53.86
	TOTAL FUND REVENUE	1,102,425.00	1,102,425.00	593,819.01	593,819.01	508,605.99	53.86
REFUSE EXPENDITURES							
226-528-000-705-000	REFUSE: CLERICAL WAGE	11,115.00	11,115.00	.00	.00	11,115.00	.00
226-528-000-706-000	REFUSE: CONTRACTOR	1,047,000.00	1,047,000.00	87,248.85	87,248.85	959,751.15	8.33
226-528-000-708-001	REFUSE: THIRD PARTY EXPENSES	4,000.00	4,000.00	.00	.00	4,000.00	.00
226-528-000-717-000	REFUSE: EMPLR PAYROLL TAX	995.00	995.00	.00	.00	995.00	.00
226-528-000-956-002	REFUSE: FUND ADMIN COSTS	10,470.00	10,470.00	.00	.00	10,470.00	.00
	TOTAL REFUSE EXPENDITURES	1,073,580.00	1,073,580.00	87,248.85	87,248.85	986,331.15	8.13
	TOTAL FUND EXPENDITURES	1,073,580.00	1,073,580.00	87,248.85	87,248.85	986,331.15	8.13
	NET REVENUE OVER EXPENDITURES	28,845.00	28,845.00	506,570.16	506,570.16	477,725.16	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

HAAC ADVISORY COUNCIL

<u>ASSETS</u>			
289-000-000-007-000	CASH - COMBINED SAVINGS	<u>17,372.50</u>	
	TOTAL ASSETS		<u>17,372.50</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
289-000-000-390-000	FUND BALANCE	16,597.12	
	REVENUE OVER EXPENDITURES - YTD	<u>775.38</u>	
	TOTAL FUND EQUITY		<u>17,372.50</u>
	TOTAL LIABILITIES AND EQUITY		<u>17,372.50</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

HAAC ADVISORY COUNCIL

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
289-000-000-590-000						
CONTRIBUTIONS	.00	.00	775.38	775.38	(775.38)	.00
REVENUE	.00	.00	775.38	775.38	(775.38)	.00
TOTAL FUND REVENUE	.00	.00	775.38	775.38	(775.38)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	775.38	775.38	775.38	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>			
401-000-000-007-000	CASH - COMBINED SAVINGS	5,165,318.18	
401-000-000-085-001	DUE TO/FROM DDA	<u>154,981.82</u>	
	TOTAL ASSETS		<u>5,320,300.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
401-000-000-203-000	RETAINAGE PAYABLE	<u>4,106.76</u>	
	TOTAL LIABILITIES		4,106.76
<u>FUND EQUITY</u>			
401-000-000-390-000	FUND BALANCE	4,444,273.02	
401-000-000-390-002	FUND BALANCE-RESERVED	252,336.00	
401-000-000-390-003	FUND BALANCE-ASSIGN SEWER-LEVY REVENUE OVER EXPENDITURES - YTD	<u>606,797.25</u> <u>12,786.97</u>	
	TOTAL FUND EQUITY		<u>5,316,193.24</u>
	TOTAL LIABILITIES AND EQUITY		<u>5,320,300.00</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

CAPITAL IMPROVEMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
401-000-000-664-200	.00	.00	188.48	188.48	(188.48)	.00
401-000-000-664-201	.00	.00	330.05	330.05	(330.05)	.00
401-000-000-689-001	130,000.00	130,000.00	12,268.44	12,268.44	117,731.56	9.44
401-000-000-695-200	4,730,000.00	4,730,000.00	.00	.00	4,730,000.00	.00
REVENUE	4,860,000.00	4,860,000.00	12,786.97	12,786.97	4,847,213.03	.26
TOTAL FUND REVENUE	4,860,000.00	4,860,000.00	12,786.97	12,786.97	4,847,213.03	.26
<u>CEMETERY</u>						
401-276-000-938-000	30,000.00	30,000.00	.00	.00	30,000.00	.00
TOTAL CEMETERY	30,000.00	30,000.00	.00	.00	30,000.00	.00
<u>ACTIVITY CENTER</u>						
401-289-000-938-002	5,000.00	5,000.00	.00	.00	5,000.00	.00
TOTAL ACTIVITY CENTER	5,000.00	5,000.00	.00	.00	5,000.00	.00
<u>CAPITAL IMP EXPENDITURES</u>						
401-290-000-938-000	4,600,000.00	4,600,000.00	.00	.00	4,600,000.00	.00
401-290-000-939-000	100,000.00	100,000.00	.00	.00	100,000.00	.00
TOTAL CAPITAL IMP EXPENDITURES	4,700,000.00	4,700,000.00	.00	.00	4,700,000.00	.00
<u>COMMUNITY PARKS</u>						
401-292-000-938-002	35,000.00	35,000.00	.00	.00	35,000.00	.00
401-292-000-938-003	90,000.00	90,000.00	.00	.00	90,000.00	.00
TOTAL COMMUNITY PARKS	125,000.00	125,000.00	.00	.00	125,000.00	.00
TOTAL FUND EXPENDITURES	4,860,000.00	4,860,000.00	.00	.00	4,860,000.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	12,786.97	12,786.97	12,786.97	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
JANUARY 31, 2021

FIRE CAPITAL FUND

ASSETS

402-000-000-007-000 CASH - COMBINED SAVINGS

7,160,083.72

TOTAL ASSETS

7,160,083.72

LIABILITIES AND EQUITY

FUND EQUITY

402-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

6,913,345.72
246,738.00

TOTAL FUND EQUITY

7,160,083.72

TOTAL LIABILITIES AND EQUITY

7,160,083.72

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FIRE CAPITAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
402-000-000-403-000	821,847.00	821,847.00	386,864.77	386,864.77	434,982.23	47.07
402-000-000-664-000	25,000.00	25,000.00	3,063.99	3,063.99	21,936.01	12.26
402-000-000-695-200	.00	5,746,330.00	.00	.00	5,746,330.00	.00
REVENUE	846,847.00	6,593,177.00	389,928.76	389,928.76	6,203,248.24	5.91
TOTAL FUND REVENUE	846,847.00	6,593,177.00	389,928.76	389,928.76	6,203,248.24	5.91
FIRE CAPITAL EXPENDITURES						
402-290-000-942-000	.00	174,396.00	120,895.00	120,895.00	53,501.00	69.32
402-290-000-977-000	20,000.00	20,000.00	.00	.00	20,000.00	.00
402-290-000-988-001	.00	2,493,666.00	22,295.76	22,295.76	2,471,370.24	.89
402-290-000-988-002	.00	3,078,268.00	.00	.00	3,078,268.00	.00
402-290-000-991-000	410,376.00	410,376.00	.00	.00	410,376.00	.00
402-290-000-992-000	133,626.00	133,626.00	.00	.00	133,626.00	.00
TOTAL FIRE CAPITAL EXPENDITURE	564,002.00	6,310,332.00	143,190.76	143,190.76	6,167,141.24	2.27
TOTAL FUND EXPENDITURES	564,002.00	6,310,332.00	143,190.76	143,190.76	6,167,141.24	2.27
NET REVENUE OVER EXPENDITURES	282,845.00	282,845.00	246,738.00	246,738.00	(36,107.00)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

DOWNTOWN DEVELOPMENT AUTHORITY

ASSETS

495-000-000-007-000	CASH - COMBINED SAVINGS	345,853.59	
495-000-000-146-000	PROPERTY TAXES LAND FOR RESALE	1,848.65	
		<hr/>	
	TOTAL ASSETS		<u>347,702.24</u>

LIABILITIES AND EQUITY

LIABILITIES

495-000-000-202-000	ACCOUNTS PAYABLE	291.50	
495-000-000-228-000	DUE TO STATE	4,000.00	
495-000-000-299-000	LONG-TERM LOAN	154,981.82	
		<hr/>	
	TOTAL LIABILITIES		159,273.32

FUND EQUITY

495-000-000-390-000	FUND BALANCE	180,102.83	
	REVENUE OVER EXPENDITURES - YTD	8,326.09	
		<hr/>	
	TOTAL FUND EQUITY		<u>188,428.92</u>
	TOTAL LIABILITIES AND EQUITY		<u>347,702.24</u>

CHARTER TOWNSHIP OF HIGHLAND

REVENUES WITH COMPARISON TO BUDGET FOR THE 1 MONTHS ENDING JANUARY 31, 2021

DOWNTOWN DEVELOPMENT AUTHORITY

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
495-000-000-664-000	INTEREST EARNINGS	1,080.00	1,080.00	67.30	67.30	1,012.70	6.23
495-000-000-694-201	DDA EVENTS FUND	.00	.00	(1,820.00)	(1,820.00)	1,820.00	.00
495-000-000-694-205	FUNDRAISING	3,000.00	3,000.00	75.00	75.00	2,925.00	2.50
495-000-000-694-208	FARMERS MARKET RESERVATIONS	300.00	300.00	.00	.00	300.00	.00
495-000-000-694-302	TIF	274,000.00	274,000.00	16,644.97	16,644.97	257,355.03	6.07
	REVENUE	278,380.00	278,380.00	14,967.27	14,967.27	263,412.73	5.38
	TOTAL FUND REVENUE	278,380.00	278,380.00	14,967.27	14,967.27	263,412.73	5.38
DDA EXPENDITURES							
495-290-000-703-000	DDA: DIRECTOR	48,144.00	48,144.00	5,348.93	5,348.93	42,795.07	11.11
495-290-000-710-000	DDA: RECORDING SECRETARY	1,200.00	1,200.00	.00	.00	1,200.00	.00
495-290-000-717-000	DDA: EMPLOYER PAYROLL TAX	3,683.00	3,683.00	409.20	409.20	3,273.80	11.11
495-290-000-727-000	DDA: OFFICE SUPPLIES	1,500.00	1,500.00	.00	.00	1,500.00	.00
495-290-000-729-000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	.00	.00	500.00	.00
495-290-000-810-000	DDA: PROF SERVICES	7,000.00	7,000.00	.00	.00	7,000.00	.00
495-290-000-810-001	DDA: MASTER PLAN	5,000.00	5,000.00	.00	.00	5,000.00	.00
495-290-000-810-002	DDA: CONSULTANT CASSIE BLASCY	7,200.00	7,200.00	.00	.00	7,200.00	.00
495-290-000-810-003	DDA: SPECIAL PROJ CONSULTANT	5,700.00	5,700.00	.00	.00	5,700.00	.00
495-290-000-820-000	DDA: DUES/ED/TRAVEL	4,500.00	4,500.00	.00	.00	4,500.00	.00
495-290-000-883-000	DDA: FARMERS' MARKET	6,000.00	6,000.00	.00	.00	6,000.00	.00
495-290-000-903-000	DDA: ADVERTISING/PRINTING	5,000.00	5,000.00	.00	.00	5,000.00	.00
495-290-000-920-000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	83.00	83.00	2,917.00	2.77
495-290-000-947-000	DDA: MAINTENANCE FOUR CORNER	6,000.00	6,000.00	.00	.00	6,000.00	.00
495-290-000-947-401	DDA: INTEREST EXPENSE	6,500.00	6,500.00	330.05	330.05	6,169.95	5.08
495-290-000-948-000	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	.00	.00	3,000.00	.00
495-290-000-948-401	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00	38,752.00	.00
495-290-000-973-001	DDA: WEBSITE	1,000.00	1,000.00	.00	.00	1,000.00	.00
495-290-000-975-000	DDA: LANDSCAPING	2,000.00	2,000.00	.00	.00	2,000.00	.00
495-290-000-975-002	DDA: DDA SPONSORSHIPS	4,000.00	4,000.00	.00	.00	4,000.00	.00
495-290-000-975-105	DDA:CART PROJECT	2,500.00	2,500.00	.00	.00	2,500.00	.00
495-290-000-976-001	DDA: PROMOTIONS	11,000.00	11,000.00	470.00	470.00	10,530.00	4.27
495-290-000-976-002	DDA: ECONOMIC RESTRUCTURING	9,750.00	9,750.00	.00	.00	9,750.00	.00
495-290-000-976-003	DDA: DESIGN	40,000.00	40,000.00	.00	.00	40,000.00	.00
495-290-000-976-004	DDA: ORGANIZATION	3,000.00	3,000.00	.00	.00	3,000.00	.00
495-290-000-976-100	DDA: CAPITAL IMPROVEMENT PROJ	10,000.00	10,000.00	.00	.00	10,000.00	.00
	TOTAL DDA EXPENDITURES	235,929.00	235,929.00	6,641.18	6,641.18	229,287.82	2.81
	TOTAL FUND EXPENDITURES	235,929.00	235,929.00	6,641.18	6,641.18	229,287.82	2.81
	NET REVENUE OVER EXPENDITURES	42,451.00	42,451.00	8,326.09	8,326.09	(34,124.91)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
JANUARY 31, 2021

WATER SYSTEM

ASSETS

591-000-000-001-000	CASH - CHECKING	555,877.08
591-000-000-007-000	CASH - COMBINED SAVINGS	32,245.64
591-000-000-009-000	CASH - DEBT	1.41
591-000-000-033-000	UTILITY RECEIVABLE WATER SYSTE	48,760.90
591-000-000-034-000	DELQ UTILITY RECEIVABLE WATER	7,545.45
591-000-000-035-000	UNBILLED RECEIVABLE WATER SYST	85,120.00
591-000-000-123-000	PREPAID EXPENSES	8,884.00
591-000-000-148-000	WATERMAINS	7,970,364.00
591-000-000-158-000	CONSTRUCTION IN PROGRESS	22,808.00
591-000-000-158-001	A/D WATER MAINS	(165,942.00)

TOTAL ASSETS

8,565,664.48

LIABILITIES AND EQUITY

LIABILITIES

591-000-000-067-101	DUE TO/FR GENERAL FUND	16,073.75
591-000-000-202-000	ACCOUNTS PAYABLE	.02
591-000-000-202-002	ACCOUNTS PAYABLE VOUCHER	4,641.64
591-000-000-202-003	ACCOUNTS PAYABLE ACCRUED INT	.65
591-000-000-214-000	DUE TO OTHER FUNDS-INVENTORY	4,705.51
591-000-000-250-000	BONDS PAYABLE CURRENT WATER SY	55,000.00
591-000-000-303-000	INTEREST PAYABLE	(10,325.75)
591-000-000-395-000	UNRESTRICTED NET ASSETS	54,259.00

TOTAL LIABILITIES

124,354.82

FUND EQUITY

591-000-000-375-000	MAJOR MAINTENANCE RESERVE	104,338.23
591-000-000-376-000	EMERGENCY MAINTENANCE RESERVE	77,058.94
591-000-000-377-000	CAPITAL IMPROVEMENT RESERVE	490,070.54
591-000-000-378-000	RESTRICTED DEBT	(16,999.83)
591-000-000-390-000	FUND BALANCE	731,924.31
591-000-000-390-100	CONTRIBUTED CAPITAL FUND BAL	7,072,230.00
	REVENUE OVER EXPENDITURES - YTD	(17,312.53)

TOTAL FUND EQUITY

8,441,309.66

TOTAL LIABILITIES AND EQUITY

8,565,664.48

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

WATER SYSTEM

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
591-000-000-626-000						
CHARGES FOR SERVICES RENDERE	.00	.00	(25.00)	(25.00)	25.00	.00
591-000-000-664-200						
INTEREST EARNINGS	.00	.00	1.01	1.01	(1.01)	.00
	.00	.00	(23.99)	(23.99)	23.99	.00
REVENUE	.00	.00	(23.99)	(23.99)	23.99	.00
TOTAL FUND REVENUE	.00	.00	(23.99)	(23.99)	23.99	.00
WATER SYSTEM EXPENDITURES						
591-536-000-812-000						
WATER SYSTEMS	.00	.00	1,251.76	1,251.76	(1,251.76)	.00
591-536-000-813-000						
WATER MAINTENANCE	.00	.00	1,237.35	1,237.35	(1,237.35)	.00
591-536-000-814-000						
PUMP MAINTENANCE	.00	.00	13,395.92	13,395.92	(13,395.92)	.00
591-536-000-815-000						
SYSTEMS	.00	.00	327.80	327.80	(327.80)	.00
591-536-000-816-000						
PLAN REVIEW & PERMITTING	.00	.00	792.86	792.86	(792.86)	.00
591-536-000-819-000						
MAINTENANCE	.00	.00	282.85	282.85	(282.85)	.00
TOTAL WATER SYSTEM EXPENDITUR	.00	.00	17,288.54	17,288.54	(17,288.54)	.00
TOTAL FUND EXPENDITURES	.00	.00	17,288.54	17,288.54	(17,288.54)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	(17,312.53)	(17,312.53)	(17,312.53)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

CURRENT TAX COLLECT

<u>ASSETS</u>			
703-000-000-007-000	CASH - COMBINED SAVINGS	820,770.87	
	TOTAL ASSETS		<u>820,770.87</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
703-000-000-390-000	FUND BALANCE	3,931,603.29	
	REVENUE OVER EXPENDITURES - YTD	(3,110,832.42)	
	TOTAL FUND EQUITY		<u>820,770.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>820,770.87</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

CURRENT TAX COLLECT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
703-000-000-403-703						
TAX COLLECTIONS	.00	.00	(3,110,750.76)	(3,110,750.76)	3,110,750.76	.00
703-000-000-664-200						
INTEREST EARNINGS	.00	.00	163.34	163.34	(163.34)	.00
	<u>.00</u>	<u>.00</u>	<u>(3,110,587.42)</u>	<u>(3,110,587.42)</u>	<u>3,110,587.42</u>	<u>.00</u>
REVENUE	.00	.00	(3,110,587.42)	(3,110,587.42)	3,110,587.42	.00
TOTAL FUND REVENUE	<u>.00</u>	<u>.00</u>	<u>(3,110,587.42)</u>	<u>(3,110,587.42)</u>	<u>3,110,587.42</u>	<u>.00</u>
<u>EXPENDITURES</u>						
703-290-000-793-000						
TAX: BANK FEES	.00	.00	245.00	245.00	(245.00)	.00
	<u>.00</u>	<u>.00</u>	<u>245.00</u>	<u>245.00</u>	<u>(245.00)</u>	<u>.00</u>
TOTAL EXPENDITURES	.00	.00	245.00	245.00	(245.00)	.00
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>245.00</u>	<u>245.00</u>	<u>(245.00)</u>	<u>.00</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>(3,110,832.42)</u>	<u>(3,110,832.42)</u>	<u>(3,110,832.42)</u>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
JANUARY 31, 2021

DUCK LAKE ASSOC.

ASSETS

704-000-000-007-000 CASH - COMBINED SAVINGS

317,402.30

TOTAL ASSETS

317,402.30

LIABILITIES AND EQUITY

FUND EQUITY

704-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

174,094.02
143,308.28

TOTAL FUND EQUITY

317,402.30

TOTAL LIABILITIES AND EQUITY

317,402.30

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

DUCK LAKE ASSOC.

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
704-000-000-664-000						
INTEREST EARNINGS	.00	.00	7.48	7.48	(7.48)	.00
	.00	.00	7.48	7.48	(7.48)	.00
REVENUE	.00	.00	7.48	7.48	(7.48)	.00
	.00	.00	7.48	7.48	(7.48)	.00
TOTAL FUND REVENUE	.00	.00	7.48	7.48	(7.48)	.00
<u>DEPARTMENT 290</u>						
704-290-000-934-000						
DUCK LAKE: DEDUCTIONS	.00	.00	(143,300.80)	(143,300.80)	143,300.80	.00
	.00	.00	(143,300.80)	(143,300.80)	143,300.80	.00
TOTAL DEPARTMENT 290	.00	.00	(143,300.80)	(143,300.80)	143,300.80	.00
	.00	.00	(143,300.80)	(143,300.80)	143,300.80	.00
TOTAL FUND EXPENDITURES	.00	.00	(143,300.80)	(143,300.80)	143,300.80	.00
	.00	.00	143,308.28	143,308.28	143,308.28	
NET REVENUE OVER EXPENDITURES	.00	.00	143,308.28	143,308.28	143,308.28	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

HIGHLAND LAKE ASSOC.

<u>ASSETS</u>			
705-000-000-007-000	CASH - COMBINED SAVINGS	<u>69,407.00</u>	
	TOTAL ASSETS		<u>69,407.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
705-000-000-390-000	FUND BALANCE	56,453.14	
	REVENUE OVER EXPENDITURES - YTD	<u>12,953.86</u>	
	TOTAL FUND EQUITY		<u>69,407.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>69,407.00</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

HIGHLAND LAKE ASSOC.

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
705-000-000-664-000	INTEREST EARNINGS	.00	.00	1.64	1.64	(1.64)	.00
	REVENUE	.00	.00	1.64	1.64	(1.64)	.00
	TOTAL FUND REVENUE	.00	.00	1.64	1.64	(1.64)	.00
	<u>DEPARTMENT 290</u>						
705-290-000-934-000	HIGHLAND LAKE: DEDUCTIONS	.00	.00	(12,952.22)	(12,952.22)	12,952.22	.00
	TOTAL DEPARTMENT 290	.00	.00	(12,952.22)	(12,952.22)	12,952.22	.00
	TOTAL FUND EXPENDITURES	.00	.00	(12,952.22)	(12,952.22)	12,952.22	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	12,953.86	12,953.86	12,953.86	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

TAGGETT LAKE ASSOC.

ASSETS

706-000-000-007-000 CASH - COMBINED SAVINGS

86,124.41

TOTAL ASSETS

86,124.41

LIABILITIES AND EQUITY

FUND EQUITY

706-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

80,222.38
5,902.03

TOTAL FUND EQUITY

86,124.41

TOTAL LIABILITIES AND EQUITY

86,124.41

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

TAGGETT LAKE ASSOC.

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
706-000-000-664-000	INTEREST EARNINGS	.00	.00	2.03	2.03	(2.03)	.00
	REVENUE	.00	.00	2.03	2.03	(2.03)	.00
	TOTAL FUND REVENUE	.00	.00	2.03	2.03	(2.03)	.00
	<u>DEPARTMENT 290</u>						
706-290-000-934-000	TAGGETT LAKE: DEDUCTIONS	.00	.00	(5,900.00)	(5,900.00)	5,900.00	.00
	TOTAL DEPARTMENT 290	.00	.00	(5,900.00)	(5,900.00)	5,900.00	.00
	TOTAL FUND EXPENDITURES	.00	.00	(5,900.00)	(5,900.00)	5,900.00	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	5,902.03	5,902.03	5,902.03	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
JANUARY 31, 2021

KELLOGG LAKE ASSOC.

ASSETS

707-000-000-007-000 CASH - COMBINED SAVINGS

45,768.86

TOTAL ASSETS

45,768.86

LIABILITIES AND EQUITY

FUND EQUITY

707-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

39,236.30
6,532.56

TOTAL FUND EQUITY

45,768.86

TOTAL LIABILITIES AND EQUITY

45,768.86

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

KELLOGG LAKE ASSOC.

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
707-000-000-664-000						
INTEREST EARNINGS	.00	.00	1.08	1.08	(1.08)	.00
	.00	.00	1.08	1.08	(1.08)	.00
REVENUE	.00	.00	1.08	1.08	(1.08)	.00
	.00	.00	1.08	1.08	(1.08)	.00
TOTAL FUND REVENUE	.00	.00	1.08	1.08	(1.08)	.00
<u>DEPARTMENT 290</u>						
707-290-000-934-000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	(6,531.48)	(6,531.48)	6,531.48	.00
	.00	.00	(6,531.48)	(6,531.48)	6,531.48	.00
TOTAL DEPARTMENT 290	.00	.00	(6,531.48)	(6,531.48)	6,531.48	.00
	.00	.00	(6,531.48)	(6,531.48)	6,531.48	.00
TOTAL FUND EXPENDITURES	.00	.00	(6,531.48)	(6,531.48)	6,531.48	.00
	.00	.00	6,532.56	6,532.56	6,532.56	
NET REVENUE OVER EXPENDITURES	.00	.00	6,532.56	6,532.56	6,532.56	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

CHARLICK LAKE ASSOC.

<u>ASSETS</u>			
708-000-000-007-000	CASH - COMBINED SAVINGS	56,574.20	
	TOTAL ASSETS		56,574.20
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
708-000-000-214-000	DUE TO CHARLICK LAKE BOARD-NO	200.00	
	TOTAL LIABILITIES		200.00
<u>FUND EQUITY</u>			
708-000-000-390-000	FUND BALANCE	43,959.11	
	REVENUE OVER EXPENDITURES - YTD	12,415.09	
	TOTAL FUND EQUITY		56,374.20
	TOTAL LIABILITIES AND EQUITY		56,574.20

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

CHARLICK LAKE ASSOC.

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
708-000-000-664-000	INTEREST EARNINGS	.00	.00	1.33	1.33	(1.33)	.00
	REVENUE	.00	.00	1.33	1.33	(1.33)	.00
	TOTAL FUND REVENUE	.00	.00	1.33	1.33	(1.33)	.00
	<u>DEPARTMENT 290</u>						
708-290-000-934-000	CHARLICK LAKE: DEDUCTIONS	.00	.00	(12,413.76)	(12,413.76)	12,413.76	.00
	TOTAL DEPARTMENT 290	.00	.00	(12,413.76)	(12,413.76)	12,413.76	.00
	TOTAL FUND EXPENDITURES	.00	.00	(12,413.76)	(12,413.76)	12,413.76	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	12,415.09	12,415.09	12,415.09	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

WOODRUFF LAKE ASSOC.

ASSETS

709-000-000-007-000 CASH - COMBINED SAVINGS

62,996.93

TOTAL ASSETS

62,996.93

LIABILITIES AND EQUITY

FUND EQUITY

709-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

54,469.35
8,527.58

TOTAL FUND EQUITY

62,996.93

TOTAL LIABILITIES AND EQUITY

62,996.93

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

WOODRUFF LAKE ASSOC.

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>							
709-000-000-664-000	INTEREST EARNINGS	.00	.00	1.49	1.49	(1.49)	.00
	REVENUE	.00	.00	1.49	1.49	(1.49)	.00
	TOTAL FUND REVENUE	.00	.00	1.49	1.49	(1.49)	.00
<u>DEPARTMENT 290</u>							
709-290-000-934-000	WOODRUFF LAKE: DEDUCTIONS	.00	.00	(8,526.09)	(8,526.09)	8,526.09	.00
	TOTAL DEPARTMENT 290	.00	.00	(8,526.09)	(8,526.09)	8,526.09	.00
	TOTAL FUND EXPENDITURES	.00	.00	(8,526.09)	(8,526.09)	8,526.09	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	8,527.58	8,527.58	8,527.58	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

WHITE LAKE IMPROVEMENT

<u>ASSETS</u>			
710-000-000-007-000	CASH - COMBINED SAVINGS	146,437.15	
	TOTAL ASSETS		146,437.15
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
710-000-000-390-000	FUND BALANCE	117,693.70	
	REVENUE OVER EXPENDITURES - YTD	28,743.45	
	TOTAL FUND EQUITY		146,437.15
	TOTAL LIABILITIES AND EQUITY		146,437.15

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

WHITE LAKE IMPROVEMENT

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
710-000-000-664-000	INTEREST EARNINGS	.00	.00	3.45	3.45	(3.45)	.00
	REVENUE	.00	.00	3.45	3.45	(3.45)	.00
	TOTAL FUND REVENUE	.00	.00	3.45	3.45	(3.45)	.00
	<u>DEPARTMENT 290</u>						
710-290-000-934-000	WHITE LAKE: DEDUCTIONS	.00	.00	(28,740.00)	(28,740.00)	28,740.00	.00
	TOTAL DEPARTMENT 290	.00	.00	(28,740.00)	(28,740.00)	28,740.00	.00
	TOTAL FUND EXPENDITURES	.00	.00	(28,740.00)	(28,740.00)	28,740.00	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	28,743.45	28,743.45	28,743.45	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

TOMAHAWK LAKE IMPROVEMENT

ASSETS

711-000-000-007-000 CASH - COMBINED SAVINGS

3,210.12

TOTAL ASSETS

3,210.12

LIABILITIES AND EQUITY

FUND EQUITY

711-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

638.25
2,571.87

TOTAL FUND EQUITY

3,210.12

TOTAL LIABILITIES AND EQUITY

3,210.12

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

TOMAHAWK LAKE IMPROVEMENT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
711-000-000-664-000						
INTEREST EARNINGS	.00	.00	.08	.08	(.08)	.00
	.00	.00	.08	.08	(.08)	.00
TOTAL FUND REVENUE	.00	.00	.08	.08	(.08)	.00
<u>DEPARTMENT 290</u>						
711-290-000-934-000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	(2,571.79)	(2,571.79)	2,571.79	.00
TOTAL DEPARTMENT 290	.00	.00	(2,571.79)	(2,571.79)	2,571.79	.00
TOTAL FUND EXPENDITURES	.00	.00	(2,571.79)	(2,571.79)	2,571.79	.00
NET REVENUE OVER EXPENDITURES	.00	.00	2,571.87	2,571.87	2,571.87	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

GOURD LAKE IMPROVEMENT

<u>ASSETS</u>			
713-000-000-007-000	CASH - COMBINED SAVINGS	<u>4,446.08</u>	
	TOTAL ASSETS		<u>4,446.08</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
713-000-000-390-000	FUND BALANCE	2,749.33	
	REVENUE OVER EXPENDITURES - YTD	<u>1,696.75</u>	
	TOTAL FUND EQUITY		<u>4,446.08</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,446.08</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

GOURD LAKE IMPROVEMENT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
713-000-000-664-000						
INTEREST EARNINGS	.00	.00	.10	.10	(.10)	.00
REVENUE	.00	.00	.10	.10	(.10)	.00
TOTAL FUND REVENUE	.00	.00	.10	.10	(.10)	.00
<u>DEPARTMENT 290</u>						
713-290-000-934-000						
GOURD LAKE: DEDUCTIONS	.00	.00	(1,696.65)	(1,696.65)	1,696.65	.00
TOTAL DEPARTMENT 290	.00	.00	(1,696.65)	(1,696.65)	1,696.65	.00
TOTAL FUND EXPENDITURES	.00	.00	(1,696.65)	(1,696.65)	1,696.65	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,696.75	1,696.75	1,696.75	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
JANUARY 31, 2021

PENINSULA LAKE

ASSETS

714-000-000-007-000 CASH - COMBINED SAVINGS

8,249.38

TOTAL ASSETS

8,249.38

LIABILITIES AND EQUITY

FUND EQUITY

714-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

6,321.19
1,928.19

TOTAL FUND EQUITY

8,249.38

TOTAL LIABILITIES AND EQUITY

8,249.38

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

PENINSULA LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
714-000-000-664-000						
INTEREST EARNINGS	.00	.00	.19	.19	(.19)	.00
REVENUE	.00	.00	.19	.19	(.19)	.00
TOTAL FUND REVENUE	.00	.00	.19	.19	(.19)	.00
<u>DEPARTMENT 290</u>						
714-290-000-934-000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	(1,928.00)	(1,928.00)	1,928.00	.00
TOTAL DEPARTMENT 290	.00	.00	(1,928.00)	(1,928.00)	1,928.00	.00
TOTAL FUND EXPENDITURES	.00	.00	(1,928.00)	(1,928.00)	1,928.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,928.19	1,928.19	1,928.19	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

LOWER PETTIBONE LAKE

ASSETS

715-000-000-007-000 CASH - COMBINED SAVINGS

7,879.49

TOTAL ASSETS

7,879.49

LIABILITIES AND EQUITY

FUND EQUITY

715-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

4,546.30
3,333.19

TOTAL FUND EQUITY

7,879.49

TOTAL LIABILITIES AND EQUITY

7,879.49

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

LOWER PETTIBONE LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
715-000-000-664-000	INTEREST EARNINGS	.00	.00	.19	.19 (.19)	.00
	REVENUE	.00	.00	.19	.19 (.19)	.00
	TOTAL FUND REVENUE	.00	.00	.19	.19 (.19)	.00
<u>DEPARTMENT 290</u>						
715-290-000-934-000	LOW PETTIBONE LAKE: DEDUCTION	.00	.00	(3,333.00)	(3,333.00) 3,333.00	.00
	TOTAL DEPARTMENT 290	.00	.00	(3,333.00)	(3,333.00) 3,333.00	.00
	TOTAL FUND EXPENDITURES	.00	.00	(3,333.00)	(3,333.00) 3,333.00	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	3,333.19	3,333.19 3,333.19	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
JANUARY 31, 2021

DUNLEAVY/LEONARD LAKE

ASSETS

716-000-000-007-000 CASH - COMBINED SAVINGS

4,718.43

TOTAL ASSETS

4,718.43

LIABILITIES AND EQUITY

FUND EQUITY

716-000-000-390-000 FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

4,718.32
.11

TOTAL FUND EQUITY

4,718.43

TOTAL LIABILITIES AND EQUITY

4,718.43

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

DUNLEAVY/LEONARD LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
716-000-000-664-000 INTEREST EARNINGS	.00	.00	.11	.11	(.11)	.00
REVENUE	.00	.00	.11	.11	(.11)	.00
TOTAL FUND REVENUE	.00	.00	.11	.11	(.11)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	.11	.11	.11	

CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

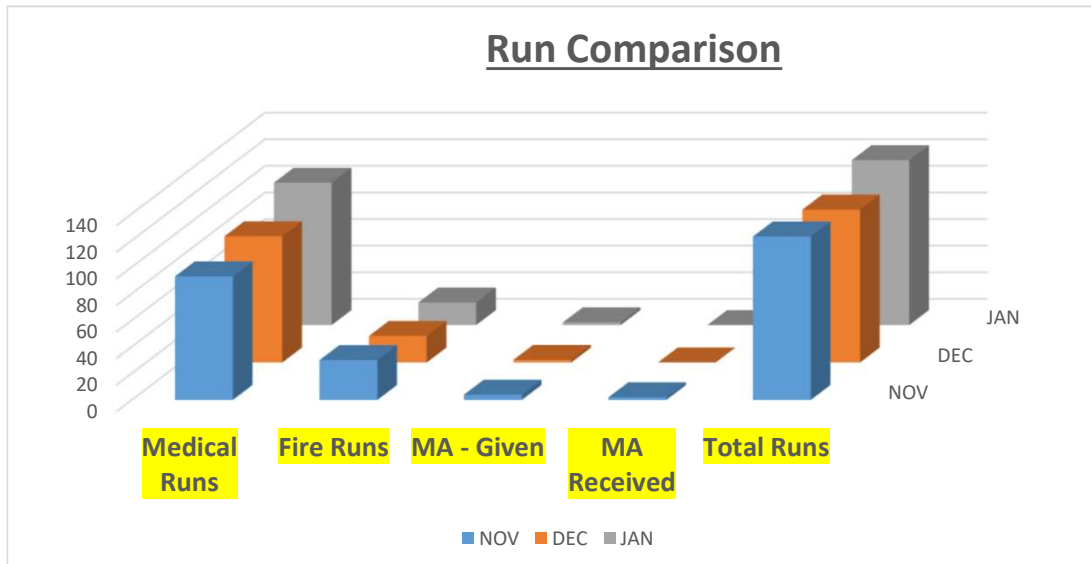
MONTHLY REPORT

January-21

	<u>Last Year (2020)</u>	<u>This Year (2021)</u>
Cost of Firefighter's by Station		
Station One	\$13,307.37	\$ 11,567.77
Station Two	\$10,159.00	\$16,983.91
Station Three	\$12,951.05	\$11,802.77
Station Totals	\$36,417.42	\$40,354.45
Cost of Firefighter's Last Month	\$53,589.84	\$77,836.12
Alarms through Current Month	107	124
Total Alarms last Year	1414	Runs Ahead of Last Year 17

STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$300,000.00	\$119,535.00
Amount Lost by Fire	\$30,000.00	\$3,700.00
Fire Loss	10%	3%
Average Personnel Per Run	6	7.16
Medical Related Runs	88	107
Fire Related Runs	18	17
Mutual Aid - Given	1	2
Mutual Aid - Received	0	0
Total Runs	107	124
EMS Transports	12	59
Fire Staff Hours	2400.25	3334.25
Administration Staff Hours	387	388



**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, January 5, 2021**

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

Members Absent: None

Guest: None

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

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

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

Motion: J. Matthews moved and J. Gaglio seconded to approve the corrected Board Meeting minutes of December 1, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for December, 2020 are \$46,722.90. Total bills for January, 2021 are \$39,704.53 with the addition of Applied Imaging, Consumers Energy, Digital Document Store, DTE Energy, and Michigan Municipal Risk Management, when received.

Motion: K. Polidori moved and J. Matthews seconded to approve the December, 2020 and January, 2021 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: Communications: Jehovah's Witnesses communication to government officials. CGI Communications contacted the library in regards to a project in partnership with Highland Township, highlighting the area.

UNFINISHED BUSINESS

Library Network Update: TLN sponsored a Continuing Ed webinar titled "Mindful Stress Resilience: Riding the COVID Coaster" in December, which was led by a Psychotherapist/ clinical behavioral health trainer. Talks were conducted with TLN regarding how to expand the reach of the wifi network to the parking lot and Chill at the Mill.

Building Maintenance: Walkways and outside winter needs have been attended to by J. Werthman.

Strategic Planning: 2020 Strategic Planning didn't proceed quite as expected due to CoVid19. Some of the goals which moved forward were:

TECHNOLOGY: Square for credit card acceptance implementation; phone system replacement.

BLDG ENHANCEMENT: Re-carpeting, interior re-painting, exterior re-stain, YA space makeover.

BRANDING: Use of Logo; continuation of Civility Campaign.

OUTDOOR SPACE USAGE: Playground being developed.

In 2021 we hope to make progress with mobile hotspots, patio furniture, update/replace security cameras, update Chart of Accounts, website review.

Pandemic Response: Resuming “Grab and Go” service on January 4, 2021. This means limiting: occupancy numbers, time in the building and computer time, as well as controlling access to the stacks.

CARES Act: Application through Oakland County for CARES Act funding, and subsequent applications to the “Oakland Together COVID Support Fund” were approved.

Phone System: Installation of separate Internet connection should be completed on January 6, 2021. The call flow plan and phone menu options are complete.

Personnel: Hiring of new staff to replace B. Storey is on hold. A circulation position may need to be filled in the near future.

Policies: Remote Work: MIOSHA emergency rule requiring remote work is in effect to May 14, 2021. Limits on Library responsibility for home workspace, employee responsibilities while working from home and which specific duties may require in-library work was reviewed.

Motion: J. Matthews moved and J. Gaglio seconded to accept the policy covering Remote work requirements, as presented. Roll call - unanimous vote; motion carried.

Patio Furniture: Discussed various possibilities regarding patio furniture, keeping in mind how COVID-era usage patterns impact furniture choices.

NEW BUSINESS

Mobile Hotspots: B. Dunseth compared several vendors and settled upon the T-Mobile for Government program as our best option for several reasons (cost, coverage, filtering, and availability.)

Signature Cards: The Huron Valley State Bank account signature cards need to be updated.

Public Comment: None

Adjournment: C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:28 pm.

Respectfully Submitted,

Cindy Dombrowski

**DIRECTOR'S REPORT PRESENTED TO THE LIBRARY BOARD
AT THEIR FEBRUARY 2, 2021 MEETING**

PROGRAM STATISTICS

January totals: 186 at 18 virtual/Take & Make events (133 children at 12, 48 teens at 5, 5 adults at 1)

REFERENCE QUESTIONS ASKED

There were 1,190 reference questions asked in January : 860 at the Adult Reference Desk and 330 at the Youth Reference Desk. Youth had an additional 20 'Book Menu' requests and 1 Book Bundle request. In January 2020, the total for reference questions was 1,506.

PUBLIC COMPUTER USAGE

117 sessions were logged on the public workstations in January: 90 on the Main Level, 26 in the Youth Department, and 1 for Center Room. There were 8 sign-ups for ABC Mouse; AWE early literacy Youth computers with educational games were not available.

In January 2019 the Internet count was 564 sessions.

INTERLIBRARY LOAN

Circulation of other TLN libraries' materials at Highland: 1,592

Circulation of Highland materials at other TLN libraries: 2,958 (plus online catalog requests)

MeLCat interloan service: 3 items borrowed from and 47 items loaned to other libraries statewide

FRIENDS OF THE LIBRARY

The in-library mobile sale cart is now being restocked regularly.

DISPLAYS

New Year's Resolutions were included in Main Level book displays.

COMMUNITY ROOM

Community Room and Study Rooms are not available for public use at this time.

STAFF MEETINGS, WORKSHOPS, ETC.

1/6 and 20/21	Library Network(TLN) Director's meetings - halloran
1/14/21	TLN Circulation Services meeting – Mintus, Reed
1/15 and 29/21	Library of Michigan Director's meetings - halloran
1/28/21	TLN Shared Automation System meeting – halloran, Buehner

LIBRARY PROGRESS AND HAPPENINGS

Our new phone menu now has a direct dial number for Curbside Pickup: 248-769-7127.

RBDigital e-magazines will be transitioning in February to the OverDrive platform, accessible via Libby.

The Library now has mobile hotpots for loan – call for information or to place a hold.

Circulation of physical items for January 2021 was 5,454 as compared to 9,954 in January 2020.

Digital usage for e-resources: There were 1,998 OverDrive downloads (1,280 e-books and 718 audiobook downloads), 592 circ via hoopla (majority being audiobooks), 382 checkouts of e-magazines on RBDigital, 740 pageviews for Consumer Reports, 796 Ancestry database views, 28 sessions for Mango Languages, 18 pageviews for Global Road Warrior database and 2 Michigan Adventure Pass loans in January, 2021.

There were 149 wireless clients and the visitor count was 1,290 for January 2021 as compared to 3,186 visitors in January, 2020.

Enforcements By Category

02/12/21

BLIGHT

Enforcement Number	Status	Category	Filed	Closed
EE21-0003	CASE CLOSED	BLIGHT	01/11/21	01/27/21
EE21-0010	CASE CLOSED	BLIGHT	01/14/21	02/11/21
			Total Entries: 2	

BUILDING/NO PERMIT

Enforcement Number	Status	Category	Filed	Closed
EE21-0022		BUILDING/NO P	01/21/21	
			Total Entries: 1	

FIRE MARSHAL INSPECTION

Enforcement Number	Status	Category	Filed	Closed
EE21-0004		FIRE MARSHAL I	01/12/21	
EE21-0008	CASE CLOSED	FIRE MARSHAL I	01/04/21	01/15/21
EE21-0011		FIRE MARSHAL I	01/15/21	
EE21-0012	VIOLATIONS	FIRE MARSHAL I	01/15/21	
EE21-0013	VIOLATIONS	FIRE MARSHAL I	01/19/21	
EE21-0014	CASE CLOSED	FIRE MARSHAL I	01/19/21	01/19/21
EE21-0015	VIOLATIONS	FIRE MARSHAL I	01/19/21	
EE21-0016	VIOLATIONS	FIRE MARSHAL I	01/19/21	
EE21-0017	CASE CLOSED	FIRE MARSHAL I	01/19/21	01/19/21
EE21-0023		FIRE MARSHAL I	01/28/21	
			Total Entries: 10	

NOISE ORDINANCE

Enforcement Number	Status	Category	Filed	Closed
EE21-0019		NOISE ORDINA	01/20/21	
			Total Entries: 1	

PROP.MAINT.CODE

Enforcement Number	Status	Category	Filed	Closed
EE21-0007		PROP.MAINT.CO	01/14/21	
			Total Entries: 1	

UNLIC/INOP VEHICLE

Enforcement Number	Status	Category	Filed	Closed
EE21-0021	MUNIC. C.I. ISSU	UNLIC/INOP VE	01/21/21	

Enforcements By Category

02/12/21

Total Entries: 1

Total Records: 16

Population: All Records

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

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
560 W HIGHLAND RD	H-11-21-426-00	re-inspection	08/03/2020	01/19/2021	Complied
2141 JACKSON BLVD	H-11-11-233-02	re-inspection	09/02/2020	01/21/2021	Complied
3812 HIGHLAND CT	H-11-11-427-00	re-inspection	11/10/2020	01/12/2021	Complied
2141 JACKSON BLVD	H-11-11-233-02	re-inspection	12/01/2020	01/21/2021	Complied
1575 S MILFORD RD 101	H-11-27-376-00	re-inspection	12/28/2020	01/12/2021	Not Complied
2330 S Milford Road Ste 114	H-11-34-151-00	Fire Marshal Insp	01/04/2021	01/05/2021	Approved
2535 E HIGHLAND RD	H-11-13-354-00	ini	01/04/2021	01/14/2021	Violation(s)
211 BISHOP ST	H-11-10-127-01	re-inspection	01/06/2021	01/12/2021	Complied
1435 MARYLAND	H-11-29-400-02	ini	01/12/2021	01/11/2021	Violation(s)
1575 S MILFORD RD 101	H-11-27-376-00	re-inspection	01/13/2021	01/12/2021	Complied
2287 S MILFORD RD	H-11-34-176-00	ini	01/15/2021	01/14/2021	Violation(s)
445 W LIVINGSTON RD	H-11-27-101-00	ini	01/15/2021	01/14/2021	Violation(s)
2997 E HIGHLAND RD	H-11-13-455-01	ini	01/15/2021	01/19/2021	Violation(s)
2953 E HIGHLAND RD	H-11-13-455-00	ini	01/15/2021	01/19/2021	No Violation
3005 E Highland Road	H-11-13-455-01	ini	01/15/2021	01/19/2021	Violation(s)
2967 E HIGHLAND RD	H-11-13-455-01	ini	01/15/2021	01/19/2021	Violation(s)
2983 E Highland Road	H-11-13-455-01	ini	01/15/2021	01/19/2021	No Violation
1435 MARYLAND	H-11-29-400-02	re-inspection	01/18/2021	01/21/2021	Not Complied
2330 S Milford Road Ste 102	H-11-34-151-00	ini	01/18/2021	01/15/2021	Violation(s)
3001 E Highland Rd.	H-11-13-455-01	ini	01/18/2021	01/15/2021	Violation(s)
2287 S MILFORD RD	H-11-34-176-00	re-inspection	01/19/2021	01/28/2021	Violation(s)
2535 E HIGHLAND RD	H-11-13-354-00	re-inspection	01/19/2021	01/15/2021	Complied
211 BISHOP ST	H-11-10-127-01	ini	01/22/2021	01/21/2021	Complied
1435 MARYLAND	H-11-29-400-02	re-inspection	01/25/2021	01/25/2021	No Change
1435 MARYLAND	H-11-29-400-02	re-inspection	01/27/2021	01/27/2021	Complied
3542 N DUCK LAKE RD	H-11-12-402-00	Fire Marhsal	01/29/2021	01/28/2021	Violation(s)

Inspections: 26

Population: All Records

Inspection.DateTimeCompleted in <Previous month> [01/01/21 - 01/31/21] AND
Inspection.Inspector = ShawnBell/Ord-FireMarshal



2020 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>
Calls for Service	1113	1000	954	1144	1025	927	901	946	861	971	812	1210	11864
Highland D.B.													
Warrants Submitted	3	5	3	1	8	7	4	8	4	2	3	5	53
Warrants Obtained	4	12	3	2	2	3	2	5	8	7	0	2	50
Court Appearances	5	7	4	1	2	3	4	5	8	6	2	3	50
New Cases	9	9	8	8	6	6	11	9	6	15	8	10	105
Closed Cases	6	7	10	3	2	4	7	4	7	5	10	6	71
Call Outs	3	2	2	1	1	1	2	4	4	3	1	0	24
School Liaison													
Incidents / Calls	6	9	0	0	0	0	0	0	6	6	0	0	27
Special Presentations	12	10	0	0	0	0	0	0	10	10	0	0	42
Traffic Enforcement													
Citations	506	490	262	1	5	52	65	140	166	190	66	24	1967
Warnings	217	232	160	1	5	57	89	170	145	151	51	18	1296
Substation Activity													
Citizen "walk ins"	51	51	31	0	0	24	42	46	38	31	21	0	335
Traffic Crashes													
41	39	21	9	10	37	38	26	40	37	25	30	353	
Arrests													
Adults	22	25	16	3	7	16	14	20	18	17	10	1	169
Juveniles	0	0	1	1	1	0	0	0	1	0	0	0	4

TREASURER'S REPORT
January 31, 2021

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE	BANK STATEMENT
CHASE	GENERAL	CHECKING	101	1,495,711.35	3,123.80*	2,006,174.36
CHASE	GENERAL	H.R.A.	101		-1,094.84	*In Chase checking account
CHASE	GENERAL	F.S.A CHECKING	101		7,272.60	
CHASE	GENERAL/ESCROW	CHECKING	101		417,291.42*	
CHASE	TRANSPORTATION	CHECKING	205		40,429.65*	
CHASE	FIRE OPERATING	MONEY MARKET	206		99,223.11	
CHASE	ROAD	MONEY MARKET	201		293.02	
CHASE	HAUL ROUTE	MONEY MARKET	201		217,899.88	
CHASE	POLICE	MONEY MARKET	207		89,651.27	
CHASE	REFUSE	MONEY MARKET	226		697,192.46	
CHASE	HAAC	CHECKING	289		17,372.50*	
CHASE	DDA	MONEY MARKET	495		33,282.11	
CHASE	WATERMAIN	CHECKING	591		32,245.64*	
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	704		317,402.30	
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	705		69,407.00	
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	706		86,124.41	
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	707		45,768.86	
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	708		56,574.20	
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	709		62,996.93	
CHASE	WHITE LK IMP BRD	MONEY MARKET	710		146,437.15	
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	711		3,210.12	
CHASE	GOURD LK IMP BRD	MONEY MARKET	713		4,446.08	
CHASE	PENINSULA LAKE	MONEY MARKET	714		8,249.38	
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	715		7,879.49	
CHASE	DUNLEAVY LEONARD	MONEY MARKET	716		4,718.43	
COMERICA	CAPITAL IMP.	PBMM	401		138,422.05	
COMERICA	CAPITAL IMP.	JFUND	401		506,107.19	
COMERICA	GENERAL	JFUND	101		214,986.22	
FLAGSTAR	PERPETUAL FUND	CD	101		1,105.40	
FLAGSTAR	GENERAL	CD	101		416,762.93	
FLAGSTAR	POLICE	CD	207		308,306.31	
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		76,178.47	
FLAGSTAR	DDA	SAVINGS	495		314,311.44	
FLAGSTAR	FIRE	SAVINGS	206		928,560.40	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		340,710.49	
FLAGSTAR	GENERAL	SAVINGS	101		140,083.13	
FLAGSTAR	CURRENT TAX	CHECKING	703	2,369.21	820,770.87	
FLAGSTAR	POLICE	SAVINGS	207		2,181,393.95	
HUNTINGTON	CAPITAL IMP.	CD	401		210,410.30	
HVSB	FIRE	CD	206		262,939.71	
HVSB	GENERAL	CD	101		220,602.38	
HVSB	HAUL ROUTE	CD	201		273,457.29	
HVSB	POLICE	CD	207		265,275.63	
LEVEL ONE	FIRE	CD	206		105,410.35	
LEVEL ONE	POLICE	CD	207		264,007.37	
LEVEL ONE	CAPITAL IMP.	CD	401		268,211.28	
LEVEL ONE	FIRE CAPITAL	CD	402		265,103.27	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	211		933,464.02	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	211		19,450.01	
MBIA	CAPITAL IMP.	INVESTMENT POOL	401		2,446,011.42	
MBIA	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		446,049.24	
MBIA	POLICE	INVESTMENT POOL	207		82,198.64	
MBIA	ROAD	INVESTMENT POOL	201		4,263.10	
MBIA	STATE SHARED REV	INVESTMENT POOL	101		778,096.82	
OAKLAND CO	FIRE	INVESTMENT POOL	206		418,151.17	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		6,108,220.72	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		320,720.95	
OAKLAND CO	POLICE	INVESTMENT POOL	207		147,497.04	
OAKLAND CO	REFUSE	INVESTMENT POOL	226		192,642.61	
CIBC	GENERAL	CD	101		260,654.07	
CIBC	FIRE	CD	206		164,998.51	
CIBC	POLICE	CD	207		735,955.29	
CIBC	CAPITAL IMP.	CD	401		375,542.63	
CIBC	ESCROW	CD	101		317,681.37	
TCF BANK	GENERAL	CD	101		740,330.79	
TCF BANK	CAPITAL IMP.	CD	401		1,144,434.84	
TOTAL					26,626,876.64	

CHASE	2,467,396.97
COMERICA	859,515.46
FLAGSTAR	5,528,183.39
HUNTINGTON	210,410.30
HVSB	1,022,275.01
LEVEL ONE	902,732.27
LPL FINANCIAL	952,914.03
MBIA	3,756,619.22
OAKLAND COUNTY	7,187,232.49
CIBC	1,854,831.87
TCF BANK	1,884,765.63
TOTAL	26,626,876.64

Bank statement 823,140.08

Respectfully submitted,
Jennifer Frederick, Treasurer

	BANK/GL REC. SORTED BY		FUND						
	January 31, 2021					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND	FUND
								TOTAL	NUMBER
CHASE	GENERAL	CHECKING	101				3,123.80		
CHASE	GENERAL	H.R.A. CHECKING	101				-1,094.84		
CHASE	GENERAL	F.S.A. CHECKING	101				7,272.60		
CHASE	GENERAL - ESCROW	CHECKING	101				417,291.42		
COMERICA	GENERAL	JFUND	101				214,986.22		
FLAGSTAR	GENERAL	MAX SAVINGS	101				140,083.13		
HVSB	GENERAL	CD	101				220,602.38		
OAKLAND CO	GENERAL	INVESTMENT POOL	101				320,720.95		
CIBC	GENERAL	CD	101				260,654.07		
CIBC	GENERAL - ESCROW	CD	101				317,681.37		
TCF BANK	GENERAL	CD	101				740,330.79		
FLAGSTAR	GENERAL	CD	101				416,762.93		
FLAGSTAR	PERPETUAL FUND	CD	101				1,105.40		
MBIA	STATE SHARED REV	INVESTMENT POOL	101	-44,332.62	3,881,949.66		778,096.82	3,837,617.04	101
CHASE	ROAD	SAVINGS	201				293.02		
MBIA	ROAD	INVESTMENT POOL	201				4,263.10		
CHASE	HAUL ROUTE	SAVINGS	201				217,899.88		
HVSB	HAUL ROUTE	CD	201	0.00	495,913.29		273,457.29	495,913.29	201
CHASE	TRANSPORTATION	CHECKING	205	0.00	40,429.65		40,429.65	40,429.65	205
FLAGSTAR	FIRE	MAX SAVINGS	206				928,560.40		
HVSB	FIRE	CD	206				262,939.71		
LEVEL ONE	FIRE	CD	206				105,410.35		
OAKLAND CO	FIRE	INVESTMENT POOL	206				418,151.17		
CIBC	FIRE	CD	206				164,998.51		
CHASE	FIRE	SAVINGS	206	40,950.25	1,938,333.00		99,223.11	1,979,283.25	206
CHASE	POLICE	SAVINGS	207				89,651.27		
FLAGSTAR	POLICE	MAX SAVINGS	207				2,181,393.95		
FLAGSTAR	POLICE	CD	207				308,306.31		
HVSB	POLICE	CD	207				265,275.63		
LEVEL ONE	POLICE	CD	207				264,007.37		
MBIA	POLICE	INVESTMENT POOL	207				82,198.64		
OAKLAND CO	POLICE	INVESTMENT POOL	207				147,497.04		
CIBC	POLICE	CD	207	1,334.41	4,072,951.09		735,955.29	4,074,285.50	207
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	211				933,464.02		
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	211	0.00	952,914.03		19,450.01	952,914.03	211
CHASE	REFUSE	SAVINGS	226				697,192.46		
OAKLAND CO	REFUSE	INVESTMENT POOL	226	0.00	889,835.07		192,642.61	889,835.07	226
CHASE	HAAC	CHECKING	289	0.00	17,372.50		17,372.50	17,372.50	289
COMERICA	CAPITAL IMP.	PBMM	401				138,422.05		
COMERICA	CAPITAL IMP.	JFUND	401				506,107.19		

FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			76,178.47			
MBIA	CAPITAL IMP.	INVESTMENT POOL	401			2,446,011.42			
HUNTINGTON	CAPITAL IMP.	CD	401			210,410.30			
LEVEL ONE	CAPITAL IMP.	CD	401			268,211.28			
CIBC	CAPITAL IMP.	CD	401			375,542.63			
TCF BANK	CAPITAL IMP.	CD	401	0.00	5,165,318.18	1,144,434.84		5,165,318.18	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			340,710.49			
LEVEL ONE	FIRE CAPITAL	CD	402			265,103.27			
MBIA	FIRE CAPITAL	CONSTRUCTION	402			446,049.24			
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	7,160,083.72	6,108,220.72		7,160,083.72	402
CHASE	DDA	SAVINGS	495			33,282.11			
FLAGSTAR	DDA	MAX SAVINGS	495	1,739.96	345,853.59	314,311.44		347,593.55	495
CHASE	WATERMAIN	CHECKING	591	0.00	32,245.64	32,245.64		32,245.64	591
FLAGSTAR	TAX	CHECKING	703	0.00	820,770.87	820,770.87		820,770.87	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	704	0.00	317,402.30	317,402.30		317,402.30	704
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	705	0.00	69,407.00	69,407.00		69,407.00	705
CHASE	TAGGETT LK IMP BRD	SAVINGS	706	0.00	86,124.41	86,124.41		86,124.41	706
CHASE	KELLOGG LK IMP BRD	SAVINGS	707	0.00	45,768.86	45,768.86		45,768.86	707
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	708	0.00	56,574.20	56,574.20		56,574.20	708
CHASE	WOODRUFF LK IMP BRD	SAVINGS	709	0.00	62,996.93	62,996.93		62,996.93	709
CHASE	WHITE LK IMP BRD	SAVINGS	710	0.00	146,437.15	146,437.15		146,437.15	710
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	711	0.00	3,210.12	3,210.12		3,210.12	711
CHASE	GOURD LK IMP BRD	SAVINGS	713	0.00	4,446.08	4,446.08		4,446.08	713
CHASE	PENINSULA LAKE	SAVINGS	714	0.00	8,249.38	8,249.38		8,249.38	714
CHASE	LOWER PETTIBONE	SAVINGS	715	0.00	7,879.49	7,879.49		7,879.49	715
CHASE	DUNLEAVY LEONARD	SAVINGS	716	0.00	4,718.43	4,718.43		4,718.43	716
TOTAL				-308.00	26,627,184.64	26,626,876.64		26,626,876.64	
AJL 2/16/2021	Fund 101 - Credit cards in transit			-308.00					
	Funds 206, 207, and 495 - Year-end Accrued Payroll			-308.00					
	short/under			0.00					

6. Announcements and Information Inquiry

- a) Highland Township Offices will be closed Good Friday, April 2, 2021

7. Public Comment

Public Hearing Community Development Block Grant Application

Begin Time:

End Time:

Comments:

Memorandum

To: Board of Trustees
From: Jennifer Frederick, Treasurer
Date: March 1, 2021
Re: PH and Approval for the 2021 CDBG Application

The Highland Township Board of Trustees are conducting a public hearing on the 2021 Community Development Block Grant application (CDBG). Oakland County has tentatively allocated \$29,956 to Highland Township for the 2021 Community Development Block Grant Program.

CDBG is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to entitlement jurisdictions. CDBG funds housing, public facility, public service, and community development activities that benefit low-income households and persons with special needs.

Highland is applying for \$8986.00 of the Public Service funds towards Transportation and the remaining \$20,970.00 towards the Oakland County Home Improvement administered program, Mobile Home Minor Repair.

We will open the public hearing for public discussion of Highland's proposed CDBG projects and any other suggested projects for 2021. Once the public hearing is closed, the Board will discuss the proposed projects and decide which projects Highland should apply for in the 2021 CDBG application. Please be aware, if a Board member serves on an Agency's committee that is seeking a CDBG allocation, they must abstain from voting on that motion.

Oakland County requests that we make a motion for each proposed project on the application.

Suggested Motion's:

- 1) Approve 2021 CDBG application to allocate \$20,970.00 towards Mobile Home, Minor Repairs.
- 2) Approve 2021 CDBG application to allocate \$8,986.00 towards Transportation.

CHARTER TOWNSHIP OF HIGHLAND
NOTICE OF PUBLIC HEARING
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

NOTICE IS HEREBY GIVEN that the Highland Township Board of Trustees will conduct a Public Hearing on the use of Community Development Block Grant Funds. The Hearing will be held on Monday, March 1, 2021 at 6:30 p.m. virtually, click on this link <http://bit.ly/3pKv87b> scroll to bottom of page to join the meeting for the purpose of hearing public comments on the Community Development Block Grant Program year 2021 application in the approximate amount of \$29,956.00 to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing, in person at the Highland Township Clerk's Offices or by email clerk@highlandtwp.org until March 1, 2021 by noon. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Please contact the Supervisor's Office at 248-887-3791 X 6 for further information.

Karen M Provo
Charter Township of Highland
Office of the Supervisor, Rick A. Hamill

Published at www.highlandtwp.org February 3, 2021
Posted at Highland Township Hall, 205 N John Street February 3, 2021

PY 2021 CDBG APPLICATION PART 1 - CHECKLIST

Place this checklist on top of the application. Submit the following pages in the order outlined below plus required attachments.

PART 2 - COMPLETE ONCE PER APPLICATION

- A - Applicant Contact
- B - Proposed Projects
- C- Affidavit of Compliance with Federal, State, Local Regulations
- D - Conflict of Interest Certification

PART 3 - COMPLETE PER PROJECT

- A- Project Type

PART 4 - COMPLETE PER PROJECT

- A - CDBG National Objective
- B - Project Description
- C - Code Enforcement
- D - Project Location
- E - Project Purpose
- F - Project Duration
- G - Project Administration
- H - Additional Resources
- I - Environmental Review Record

PART 5 - COMPLETE ONCE PER APPLICATION

- A - Public Hearing Notice
- Option #1 Affidavit of Publication
- Option #2 Web Posting and Certification

- B - Public Hearing Minutes
- Option #1 True Copy
- Option #2 Governing Body Resolution

PY 2021 CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Charter Township of Highland
PY 2021 CDBG Planning Allocation:	\$29,956.00
Contact Person:	Jennifer Frederick
Telephone:	(248) 887-3791 X 4
Best time to contact:	M-Th 8:30am to 5:00pm F 8:00am to 4:00pm
DUNS #:	051380715
Copy of current SAMS attached:	Yes <input checked="" type="checkbox"/> If No, Explain:
Is community subject to Single Audit?	Yes No <input checked="" type="checkbox"/>

B - PROPOSED PROJECTS													
Example	<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Project # <u>1</u></td> <td style="width: 45%;">Name: <u>Code Enforcement</u></td> <td style="width: 40%;">Allocation: <u>\$80,834</u></td> </tr> </table>	Project # <u>1</u>	Name: <u>Code Enforcement</u>	Allocation: <u>\$80,834</u>									
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Project # _____	Name: _____	Allocation: \$ _____											
Project # _____	Name: _____	Allocation: \$ _____											
Total # of Projects:	2												
# of Public Service Projects:	1												
Public Service %:	30%												

C - AFFIDAVIT OF COMPLIANCE	
<p>The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.</p>	
Name of Highest Elected Official or Designee:	Rick A Hamill
Title of Highest Elected or Designee:	Supervisor
Signature:	

PY 2021 CDBG APPLICATION PART 2 - CONTINUED

D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD
Part 570 Community Development Block Grants
Subpart K Other Program Requirements
Sec. 570.611 Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

Community Name:	Charter Township of Highland
Name of Highest Elected Official or Designee:	Rick A Hamill
Title of Highest Elected or Designee:	Supervisor
Signature:	

PY 2021 CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please ✓ one box per project)

Project #1 MHMHR Allocation: \$20,970.

PROJECT TYPE CONTINUED						
Account	Account #	Objective	Goal	Indicator	Outcome	
PUBLIC SERVICES CONTINUED						
✓	Housing Counseling only, under 24 CFR 5.100	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
	Neighborhood Cleanups		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
	Food Banks		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
	Housing Information and Referral Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
	Housing Counseling Supporting Homebuyer Downpayment Assist (05R)		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
	Other Public Services Not Listed in 03T and 05A-05Y (Housekeeping/Safety & Repair/Yard)	172160-730880 172160-731665 172160-732170	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
HOUSING						
✓	Loss of Rental Income		Decent Affordable Housing			Affordability
	Construction of Housing		Decent Affordable Housing			Affordability
	Housing Counseling for Homeownership Assist (13B)		Decent Affordable Housing			Affordability
	Homeownership Assistance – ex Housing Counseling		Decent Affordable Housing			Affordability
	Rehabilitation: Single-Unit Residential	132290-30898	Decent Affordable Housing	# of units brought to code		Affordability
	Emergency Rehab	172170-30569	Decent Affordable Housing	# of units brought to code		Affordability
	Minor Home Repair	172170-31227	Decent Affordable Housing	# of units brought to code		Affordability
X	Mobile Home Repair		Decent Affordable Housing	# of units brought to code		Affordability
	Rehabilitation: Multi-Unit Residential		Decent Affordable Housing	# of units brought to code		Affordability
	Rehabilitation: Public Housing Modernization		Decent Affordable Housing	# of units brought to code		Affordability
	Rehabilitation: Other Publicly Owned Res Buildings	172160-31602	Decent Affordable Housing	# of units brought to code		Affordability
	Rehabilitation: Energy Efficiency Improvements		Decent Affordable Housing	# of units brought to code		Affordability
	Rehabilitation: Acquisition		Decent Affordable Housing	# of units brought to code		Affordability
	Rehabilitation: Administration	132280-31605	N/A	N/A	N/A	N/A
	Lead-Based Paint/Lead Hazards Testing/Abatement		Decent Affordable Housing			Affordability
	Housing Services, Excluding Housing Counseling		Decent Affordable Housing			Affordability
	Housing Counseling Support HOME Hsg Activities		Decent Affordable Housing			Affordability
	Housing Counseling in Conjunction with CDBG Assisted Housing Rehab		Decent Affordable Housing			Affordability

PY 2021 CDBG APPLICATION - PART 4

Project #1 MMHHR

Allocation: \$20,970.

A - CDBG NATIONAL OBJECTIVE		
Which one of the National Objectives will this project target?		
✓	Code/Description	24 CFR
Benefits low- and moderate-income persons		
For the National Objective that principally benefits low- and moderate-income persons is selected, describe how the activity will address ONE of the subcategories listed below:		
	1) Area Benefit Activity - Those projects carried out in a neighborhood consisting predominantly of LMI persons and providing services for such persons yet could be available to other non-income eligible persons in the area. This information can be documented by documenting that the area is primarily residential (e.g., zoning map); and that the income characteristics of households in the service area (i.e., Census data)	570.208(a)
	2) Limited Clientele Activity - Those that benefit a specific group of people (rather than all the residents in a particular area) who are, or presumed to be, income eligible. In order to meet the LMI Limited Clientele criteria, the activity must: serve at least 51% LMI, as evidenced by documentation and data concerning beneficiary family size and income; have income eligibility requirements which limit the service to persons meeting the LMI income requirements, as evidenced by procedures, intake/application forms, income limits and other sources of documentation; serve a specific group presumed by HUD to be income-eligible include: abused children, battered persons, elderly persons, handicapped adults, homeless persons, illiterate persons, migrant farm workers and persons living with AIDS; and be of such a nature and in a location that it may be concluded that the activity's clientele are LMI.	
X	3) Income Eligible Housing Activity - These projects add or improve a permanent residential structure wherein, upon completion, income eligible persons will occupy 51% or more of the housing units.	
	4) Job Creation or Retention Activity - A project which creates or retains permanent jobs, of which at least 51% are either taken by or available to income eligible persons.	
JUSTIFICATION: Highland would like to offer loans and grants to their eligible residents for the rehabilitation of privately owned mobile homes that would include minor repairs, no more than \$5,000, to each mobile home. We continually have inquiries from homeowners about mobile home repairs, but we currently have no resources to offer them. Eligible repairs include roof replacement, furnace repair/replacement, hot water heater repair/replacement, ADA ramps, minor plumbing leaks, park violations, skirting, and safety repairs. Other repairs may be made on a case-by-case basis.		
Aids in the prevention or elimination of slums or blight		
For the National Objective that principally aids in the prevention of elimination of slums or blight is selected, describe how the activity will address ONE of the subcategories listed below:		
	1) At least 25% of the properties throughout the area exhibit the following: <ul style="list-style-type: none"> a. Physical deterioration of buildings/improvements; b. Abandonment of properties; c. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings; d. Significant declines in property values or abnormally low property values relative to other areas in the community; or e. Known or suspected environmental contamination 	570.208(b))
	2) Public improvements throughout the area are in a general state of deterioration.	
	Documentation must be maintained by the grantee on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications.	
JUSTIFICATION:		

PY 2021 CDBG APPLICATION - PART 4 CONTINUED

B - PROJECT DESCRIPTION

Provide a detailed description of the proposed activity including how the activity will address the needs of the community:

Highland Township has multiple aging mobile home parks and would like to prioritize repair needs for #1 Highland Greens, #2 Highland Hills. Highland Greens is currently included, and Highland Hills was previously included in our Eligible Area-Wide Benefit Block Groups. We continually have inquiries from homeowners about mobile home repairs, but we currently have no resources to offer them. Highland would like to offer loans and grants for the rehabilitation of privately owned mobile homes through Oakland County Home Improvement and OLHSA. Loans and grants are for minor repairs (no more than \$5,000) to a mobile home that do not necessarily bring it up to Universal Property Condition Standards (UPCS).

Eligible applicants must own the unit being repaired, income qualify, and require eligible repairs. Income guidelines are based on Federal Government Poverty Guidelines issued each February with income limits set at 150% of poverty. Maximum Grant per Unit- \$5,000 and eligible repairs include roof replacement, furnace repair/replacement, hot water heater repair/replacement, ADA ramps, minor plumbing leaks, park violations, skirting, and safety repairs. Other repairs may be made on a case-by-case basis. No lead repairs are eligible. Eligible project service costs include staff timesheets, other direct costs, and service costs directly related to carrying out this activity and cost reasonableness standards apply.

Identify who will benefit from the proposed activity (ex: homeless, abused children, seniors, etc). If your program was designed to benefit persons on L/M income, describe the process you will use to identify these persons (process for income verification if persons are not members of HUD's presumed L/M clientele):

This project would benefit our L/M residents with repairing their aging mobile homes. Eligible applicants must own the unit being repaired, income qualify, and require eligible repairs. Income guidelines are based on Federal Government Poverty Guidelines issued each February with income limits set at 150% of poverty. Clients are served on a first-come, first-served basis as determined by OLHSA's receipt of a complete application.

PY 2021 CDBG APPLICATION - PART 4 CONTINUED PY 2021 CDBG

D - PROJECT LOCATION

Please <input checked="" type="checkbox"/> one box		<input checked="" type="checkbox"/>	
Describe Project Location	X	Township Wide Highland Greens & Highland Hills	
		Area Wide Benefit Only	
		Specific	
Parcel ID#			
Address			
City			
Zip Code			
Areawide Benefit (AWB) Projects Only	List Census Tract		
	List Block Group		
Attach AWB Map with project location indicated			
Describe service area for:			
Fire Stations/ Equipment			
Parks, Recreational Facilities			
Special Assessments			

E - PROJECT PURPOSE			
ALL PROJECTS			
# of clients to be served in PY 2021	Type of clients to be served		
	People		
	Households		
2+	Housing Units		
	Public Facilities		
PUBLIC SERVICES PROJECTS ONLY			
Help Prevent Homelessness?	_____	Yes	_____ No
Help the Homeless?	_____	Yes	_____ No
Help those with HIV/AIDS?	_____	Yes	_____ No
Help Persons with Disabilities?	_____	Yes	_____ No
PUBLIC FACILITIES & IMPROVEMENTS PROJECTS ONLY			
Will the project meet ADA standards for access?	_____	Yes	_____ No
SENIOR CENTER PROJECT DEMOGRAPHICS			
Estimated Number of Current Members			
White alone		Asian Alone	
Black or African American alone		Some other race alone	
American Indian and Alaska Native alone		Two or more races	
Native Hawaiian & Other Pacific Islander alone			

PY 2021 CDBG APPLICATION - PART 4 CONTNUED

Project #1 MHMHR Allocation: \$20,970.

F - PROJECT DURATION	
This is a new project for PY 2021	Yes <input checked="" type="checkbox"/> No _____

This is an ongoing project	Yes _____ No <u>X</u>
This is an expanded project from previous years	Yes _____ No _____

G - PROJECT ADMINISTRATION	
Community will manage project	Yes _____ No <u>X</u>
Community will hire a vendor to manage project	Yes _____ No <u>X</u>
County will administer contract	Yes <u>X</u> No _____

H - ADDITIONAL RESOURCES					
Other Federal Funds	\$	State/Local Funds	\$	Other	\$

I - ENVIRONMENTAL REVIEW RECORD
 Environmental Reviews are required for each project
 Please ✓ each box as it applies and attach all required documents

<input checked="" type="checkbox"/>	Exempt Project		
	Project is Exempt per 24 CFR 58.34		
	Exempt Form Attached		Project Location Map Attached

OR

<input checked="" type="checkbox"/>	Categorically Excluded Project		
X	Project is Categorically Excluded		
X	Statutory Checklist Attached	X	Project Location Map Attached
	Project is in Flood Plain		8 Step Attached
	Flood Plain Map https://gis.oakgov.com/PropertyGateway/Home.mvc		

OR

<input checked="" type="checkbox"/>	Environmentally Assessed Project		
	Project is Environmentally Assessed		
	Environmental Assessment Attached		Project Location Map Attached
	Project is in Flood Plain		8 Step Attached
	Flood Plain Map https://gis.oakgov.com/PropertyGateway/Home.mvc		

<input checked="" type="checkbox"/>	Other Projects		
	Historic Preservation Profile (HPP) Attached		Demolition Checklist Attached

The following **Statutory Checklist**
is required for **Categorically Excluded Projects**

For assistance contact
Environmental Review
at **(248) 858-0196**



**U.S. Department of Housing and Urban
Development**

451 Seventh Street, SW
Washington, DC 20410

www.hud.gov
espanol.hud.gov

**Environmental Review for Activity/Project that is
Categorically Excluded Subject to Section 58.5
Pursuant to 24 CFR 58.35(a)**

Project Information

Project Name: MOBILE HOME MINOR HOME REPAIR

Responsible Entity: OAKLAND COUNTY

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: MICHIGAN, OAKLAND COUNTY, HIGHLAND TOWNDHIP

Preparer: JENNIFER L FREDERICK

Certifying Officer Name and Title: RICK A HAMILL, SUPERVISOR

Grant Recipient (if different than Responsible Entity):

Consultant (if applicable):

Direct Comments to: JENNIFER FREDERICK

**Project Location: HIGHLAND GREENS, HIGHLAND HILLS, MOBILE HOME PARKS, HIGHLAND,
MI**

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Highland Township has multiple aging mobile home parks and would like to prioritize repair needs for #1 Highland Greens, #2 Highland Hills. Highland Greens is currently included, and Highland Hills was previously included in our Eligible Area-Wide Benefit Block Groups. We continually have inquiries from homeowners about mobile home repairs, but we currently have no resources to offer them. Highland would like to offer loans and grants for the rehabilitation of privately owned mobile homes through Oakland County Home Improvement and OLHSA. Loans and grants are for minor repairs (no more than \$5,000) to a mobile home that do not necessarily bring it up to Universal Property Condition Standards (UPCS).

Level of Environmental Review Determination:

Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5: _____

Funding Information

Grant Number	HUD Program	Funding Amount
OAKLAND	COUNTY	USE ONLY

Estimated Total HUD Funded Amount = PLANNING ALLOCATION \$20,970

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$20,970

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	The project is not in an airport zone and is 11 miles from the nearest airport per Google Maps
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	None in Oakland County
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	Parks are not in a flood plain. See Attached maps, panels #26125C0300F & 26125C0311F

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Clean Air Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Project will not impact air quality per EPA
Coastal Zone Management Coastal Zone Management Act, sections 307(c) & (d)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	None in Oakland County
Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The action is not toxic and will not cause contamination. No toxic or contamination is near the site, per Fire Marshal
Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Per FWS Species Report, Oakland County has 4 endangered species of Mammals, see attached. The project is not located in habitat suitable to the listed endangered species.
Explosive and Flammable Hazards 24 CFR Part 51 Subpart C	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The action is not an explosive or flammable project per Fire Marshal
Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No farmland in project areas, sites are zoned MH-Mobile Home District
Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	11-15-151-003 & 11-21-401-002 are not in a flood plain. See attached map, panel #26125C0300F & 26125C0311F
Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Not historical, mobile homes
Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Noise level will be minimal during construction and return to normal upon completion based on agreement with contractor

CFR Part 51 Subpart B		
Project Name	Project Locality and State	HEROS Number

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5		
Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	None in the state of Michigan per EPA
Wetlands Protection Executive Order 11990, particularly sections 2 and 5	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Project is not in a wetland per attached Oakland County Property Gateway map
Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	None in Oakland County
ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Action Assures environmental justice and the project will not adversely affect low/mod or minority individuals in the area

Field Inspection (Date and completed by): February 2021, Rick Hamill, Supervisor and Jennifer Frederick, Treasurer

Summary of Findings and Conclusions:

Minor mobile home repair will not cause significant impact to project sites or surrounding properties.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Determination:

This categorically excluded activity/project converts to Exempt, per 58.34(a)(12) because there are no circumstances which require compliance with any of the federal laws and authorities cited at §58.5. **Funds may be committed and drawn down after certification of this part** for this (now) EXEMPT project; OR

This categorically excluded activity/project cannot convert to Exempt because there are circumstances which require compliance with one or more federal laws and authorities cited at §58.5. Complete consultation/mitigation protocol requirements, **publish NOI/RROF and obtain “Authority to Use Grant Funds”** (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR

This project is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

Preparer Signature: _____ Date: _____

Name/Title/Organization: Jennifer L Frederick, Treasurer Highland Township

Responsible Entity (Oakland County) Official Signature:

_____ Date: _____

Name/Title: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

PY 2021 CDBG APPLICATION PART 1 - CHECKLIST

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PART 5 - COMPLETE ONCE PER APPLICATION

- A - Public Hearing Notice
- Option #1 Affidavit of Publication
- Option #2 Web Posting and Certification

- B - Public Hearing Minutes
- Option #1 True Copy
- Option #2 Governing Body Resolution

PY 2021 CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please one box per project)

Project #2 PS Transportation

Allocation: \$8,986.

PROJECT TYPE CONTINUED					
Account	Account #	Objective	Goal	Indicator	Outcome
<input checked="" type="checkbox"/>	PUBLIC FACILITIES AND IMPROVEMENTS CONTINUED				
Interim Assistance		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Privately Owned Utilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Non-Residential Historic Preservation	172170-31280	Suitable Living Environment	Strengthen Communities	Slum Blight	Sustainability
Tornado Shelters Serving Private Mobile Home Parks		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input checked="" type="checkbox"/>	PUBLIC SERVICES				
Homeless/AIDS Patients Programs		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Senior Services	172160-731712				
Services for Persons with Disabilities	172160-730535	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Legal Services	172160-731073	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Youth Services	172160-732185	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input checked="" type="checkbox"/> Transportation Services	172160-732011	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Substance Abuse Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Services for victims of domestic violence/ dating violence/sexual assault/stalking	172160-730137	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Employment Training	172160-731941	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Crime Awareness/Prevention		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Fair Housing Activities (subject to PS cap)	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Tenant/Landlord Counseling		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Child Care Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Services for Abused and Neglected Children		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Mental Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Screening for Lead Poisoning		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Subsistence Payments	172160-730571	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Rental Housing Subsidies		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Security Deposits		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility

PY 2021 CDBG APPLICATION - PART 4

Project #2 PS Transportation Allocation: \$8,986.

A - CDBG NATIONAL OBJECTIVE		
Which one of the National Objectives will this project target?		
✓	Code/Description	24 CFR
Benefits low- and moderate-income persons		
For the National Objective that principally benefits low- and moderate-income persons is selected, describe how the activity will address ONE of the subcategories listed below:		
X	<p>1) Area Benefit Activity - Those projects carried out in a neighborhood consisting predominantly of LMI persons and providing services for such persons yet could be available to other non-income eligible persons in the area. This information can be documented by documenting that the area is primarily residential (e.g., zoning map); and that the income characteristics of households in the service area (i.e., Census data)</p> <p>2) Limited Clientele Activity - Those that benefit a specific group of people (rather than all the residents in a particular area) who are, or presumed to be, income eligible. In order to meet the LMI Limited Clientele criteria, the activity must: serve at least 51% LMI, as evidenced by documentation and data concerning beneficiary family size and income; have income eligibility requirements which limit the service to persons meeting the LMI income requirements, as evidenced by procedures, intake/application forms, income limits and other sources of documentation; serve a specific group presumed by HUD to be income-eligible include: abused children, battered persons, elderly persons, handicapped adults, homeless persons, illiterate persons, migrant farm workers and persons living with AIDS; and be of such a nature and in a location that it may be concluded that the activity's clientele are LMI.</p> <p>3) Income Eligible Housing Activity - These projects add or improve a permanent residential structure wherein, upon completion, income eligible persons will occupy 51% or more of the housing units.</p> <p>4) Job Creation or Retention Activity - A project which creates or retains permanent jobs, of which at least 51% are either taken by or available to income eligible persons.</p>	570.208(a))
JUSTIFICATION: We need this service to provide eligible riders with a more independent and higher quality of life by transporting riders to work, Doctor appointments, and shopping. This program offers affordable, ADA accessible and convenient rides that are not available with other transportation services in our area.		
Aids in the prevention or elimination of slums or blight		
For the National Objective that principally aids in the prevention or elimination of slums or blight is selected, describe how the activity will address ONE of the subcategories listed below:		
	<p>1) At least 25% of the properties throughout the area exhibit the following:</p> <ul style="list-style-type: none"> a. Physical deterioration of buildings/improvements; b. Abandonment of properties; c. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings; d. Significant declines in property values or abnormally low property values relative to other areas in the community; or e. Known or suspected environmental contamination <p>2) Public improvements throughout the area are in a general state of deterioration.</p> <p>Documentation must be maintained by the grantee on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications.</p>	570.208(b))

PY 2021 CDBG APPLICATION - PART 4 CONTINUED

Project #2 PS Transportation Allocation: \$8,986.

B - PROJECT DESCRIPTION

Provide a detailed description of the proposed activity including how the activity will address the needs of the community:

West Oakland Transportation Authority (WOTA) provides transportation services for Highland Township, Walled Lake, Waterford and White Lake seniors, age 62+ and disabled adults, age 18+. This will address the needs of seniors and disabled adults that need rides to appointments, work, and shopping.

Identify who will benefit from the proposed activity (ex: homeless, abused children, seniors, etc). If your program was designed to benefit persons on L/M income, describe the process you will use to identify these persons (process for income verification if persons are not members of HUD's presumed L/M clientele):

Highland Township, Walled Lake, Waterford and White Lake Seniors, age 62+ and disabled adults, age 18+ benefit from this service. Surrounding businesses and employers also benefit from this service with increased sales and available employees.

PY 2021 CDBG APPLICATION - PART 4 CONTINUED

Project #2 PS Transportation Allocation: \$8,986.

D - PROJECT LOCATION	
Please <input checked="" type="checkbox"/> one box	<input checked="" type="checkbox"/>
Describe Project Location	<input checked="" type="checkbox"/> City/Township Wide Highland, Walled Lk, Waterford, White Lk
	<input type="checkbox"/> Area Wide Benefit Only
	<input type="checkbox"/> Specific
Parcel ID#	
Address	
City	
Zip Code	
Areawide Benefit (AWB) Projects Only	List Census Tract
	List Block Group
Attach AWB Map with project location indicated	
Describe service area for:	
Fire Stations/ Equipment	
Parks, Recreational Facilities	
Special Assessments	

E - PROJECT PURPOSE	
ALL PROJECTS	
# of clients to be served in PY 2021	Type of clients to be served
1150	People
	Households
	Housing Units
	Public Facilities
PUBLIC SERVICES PROJECTS ONLY	
Help Prevent Homelessness?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Help the Homeless?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Help those with HIV/AIDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Help Persons with Disabilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PUBLIC FACILITIES & IMPROVEMENTS PROJECTS ONLY	
Will the project meet ADA standards for access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SENIOR CENTER PROJECT DEMOGRAPHICS	
Estimated Number of Current Members	
White alone	Asian Alone
Black or African American alone	Some other race alone
American Indian and Alaska Native alone	Two or more races
Native Hawaiian & Other Pacific Islander alone	

PY 2021 CDBG APPLICATION - PART 4 CONTNUED

Project #2 PS Transportation Allocation: \$8,986.

F - PROJECT DURATION	
This is a new project for PY 2021	Yes ____ No <u>X</u>
This is an ongoing project	Yes <u>X</u> No ____
This is an expanded project from previous years	Yes <u>X</u> No ____

G - PROJECT ADMINISTRATION	
Community will manage project	Yes ____ No <u>X</u>
Community will hire a vendor to manage project	Yes <u>X</u> No ____
County will administer contract	Yes ____ No <u>X</u>

H - ADDITIONAL RESOURCES					
Other Federal Funds	\$175,000	State/Local Funds	600,000	Other	\$

I - ENVIRONMENTAL REVIEW RECORD
 Environmental Reviews are required for each project
 Please each box as it applies and attach all required documents

<input checked="" type="checkbox"/>	Exempt Project			
<input checked="" type="checkbox"/>	Project is Exempt per 24 CFR 58.34			
<input checked="" type="checkbox"/>	Exempt Form Attached	<input checked="" type="checkbox"/>	Project Location Map Attached	

OR

<input checked="" type="checkbox"/>	Categorically Excluded Project			
<input checked="" type="checkbox"/>	Project is Categorically Excluded			
<input checked="" type="checkbox"/>	Statutory Checklist Attached	<input checked="" type="checkbox"/>	Project Location Map Attached	
<input checked="" type="checkbox"/>	Project is in Flood Plain	<input checked="" type="checkbox"/>	8 Step Attached	
<input checked="" type="checkbox"/>	Flood Plain Map https://gis.oakgov.com/PropertyGateway/Home.mvc			

OR

<input checked="" type="checkbox"/>	Environmentally Assessed Project			
<input checked="" type="checkbox"/>	Project is Environmentally Assessed			
<input checked="" type="checkbox"/>	Environmental Assessment Attached	<input checked="" type="checkbox"/>	Project Location Map Attached	
<input checked="" type="checkbox"/>	Project is in Flood Plain	<input checked="" type="checkbox"/>	8 Step Attached	
<input checked="" type="checkbox"/>	Flood Plain Map https://gis.oakgov.com/PropertyGateway/Home.mvc			

<input checked="" type="checkbox"/>	Other Projects			
<input checked="" type="checkbox"/>	Historic Preservation Profile (HPP) Attached	<input checked="" type="checkbox"/>	Demolition Checklist Attached	

The following **Environmental Review**
is required for **Exempt Projects**

For assistance contact
Environmental Review
at **(248) 858-0196**



Development

451 Seventh Street, SW
Washington, DC 20410
www.hud.gov
espanol.hud.gov

**Environmental Review
for Activity/Project that is Exempt or
Categorically Excluded Not Subject to Section 58.5
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name: PUBLIC SERVICE TRANSPORTATION

Responsible Entity: OAKLAND COUNTY

Grant Recipient (if different than Responsible Entity):

State/Local Identifier:

Preparer: JENNIFER FREDERICK

Certifying Officer Name and Title: RICK A. HAMILL, SUPERVISOR

Consultant (if applicable):

Project Location: HIGHLAND TWP, CITY OF WALLED LK, WATERFORD TWP, WHITE LK TWP.

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

West Oakland Transportation Authority (WOTA) provides transportation services for Highland Township, Walled Lake, Waterford and White Lake seniors, age 62+ and disabled adults, age 18+. This will address the needs of seniors and disabled adults that need rides to appointments, work, and shopping.

Level of Environmental Review Determination:

Activity/Project is Exempt per 24 CFR 58.34(a): _____

Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b): _____

Funding Information

Grant Number	HUD Program	Funding Amount
OAKLAND	COUNTY	USE ONLY

Estimated Total HUD Funded Amount = PLANNING ALLOCATION \$_8,986.00_____

**Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:
\$1,250,800.**

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	The project is not in an airport zone and is 11 miles from the nearest airport per Google Maps
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	None in Oakland County
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	This is a Township wide Public Service.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Preparer Signature: _____ Date: _____

Name/Title/Organization: Jennifer L Frederick, Treasurer, Highland Township

Responsible Entity (Oakland County) Official Signature:

_____ Date: _____

Name/Title: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

01/20/2021



Memorandum

To: Highland Township Board of Trustees
From: Rick A Hamill
Date: February 5, 2021
Re: Purchase BS&A Online

Attached is a summary of House Bill 6049 (H1) enacted at Public Act 660 of 2018 that amends the General Property Tax Act by adding and amending sections that define the state's property tax assessment process.

One of the changes in PA 660 2018, requires that an assessing district provides taxpayers online access to assessment services information.

The Township, as does most of Oakland County, uses BS&A for Assessing, Tax and Building.

Attached is the quote from BS&A for online Records Search. There are 2 (two) options.

Option 1 is a Per Pay Hit Option, no cost to the Township but a \$2.00 charge per record to the user.

Option 2 is a Subscription Option, Service Fee is \$4,200 annually. For an additional \$2,100 users will be able to access the Assessing Property Sale Search, which allows searches for comparable sales. Total cost is \$6,300 annually. There is no cost to the user, which will encourage people to utilize this online option versus contacting our offices directly.

Motion to authorize the Supervisor to sign the proposal from BS&A for Option 2.

Warm inside. Great outdoors.



Legislative Analysis



PROPERTY TAX ASSESSMENTS

Phone: (517) 373-8080
<http://www.house.mi.gov/hfa>

House Bill 6049 (H-1) as passed by the House
Sponsor: Rep. James A. Lower
Committee: Tax Policy
Complete to 12-9-18

Analysis available at
<http://www.legislature.mi.gov>

(Enacted as Public Act 660 of 2018)

BRIEF SUMMARY:

House Bill 6049 would amend the General Property Tax Act by adding and amending sections that define the state's property tax assessment process.

The bill would do all of the following:

- Require an assessing district to employ or contract with an assessor of record. An assessing district that amends its corrective action plan after a notice of noncompliance must employ or contract with an assessor who is certified by the State Tax Commission (STC) as a Michigan master assessing officer (MMAO, level 4) or Michigan advanced assessing officer (MAAO, level 3).
- Require an assessing district to have and follow a published policy whereby its assessor's office would be reasonably accessible to taxpayers.
- Require an assessing district to provide taxpayers online access to assessment services information if a city or township building within the assessing district is in an area with broadband internet access.
- Require contact information for the assessor's office to be included in notices to taxpayers concerning assessment changes and exemption determinations.
- Require an assessing district to meet certain standards including using mass appraisal software, ensuring staff is sufficiently trained to respond to taxpayer inquiries, complying with the Act for any property tax administration fee collected, and ensuring assessors maintain certification levels.
- Require boards of review members to receive training and updates required and approved by the STC.
- Require an assessing district to comply with any additional provision lawfully promulgated by the STC.
- Require the STC to develop and implement an audit program, with specific criteria, to ensure that counties and assessing units are in compliance with the bill.
- Require the STC to develop and implement a post-audit process that would ensure all assessing districts achieve and maintain substantial compliance with the requirements of the bill.
- Require every county to have a designated assessor on file with the STC who can serve as a designated assessor for assessing districts required to contract with a designated assessor under the process established by the STC to maintain substantial compliance with the requirements of the bill.

- Require the STC to adopt and publish guidelines to implement the provisions of the bill within two years.
- Authorize the governing bodies of two or more contiguous cities or townships to appoint a single board of review.

The bill has an enacting section that states legislative intent to appropriate sufficient money to provide funding for the training and start-up costs related to board of review members training, increasing the number of assessors qualified to serve as assessors of record, facilitating initial designated assessor designations, responding to assessor requests for technical assistance, enhancing staff and programming within the STC to improve technical support for assessors of record, and transitioning some assessment services to designated assessors.

DETAILED SUMMARY:

The following terms are defined in the bill:

Advanced assessing officer would mean an individual certified by the STC pursuant to Section 10d of the Act as a MAAO or, if the STC changes its certification designations, an individual certified by the STC to perform functions equivalent in scope, as determined by the STC, to those that previously could have been performed by a MAAO.

Assessing district would mean a city, township, or joint assessing authority.

Corrective action plan would mean a plan developed by an assessing district that specifically indicates how the assessing district would achieve substantial compliance with the requirements of the bill and when substantial compliance would be achieved.

Designated assessor would mean an individual designated and approved, as provided in the bill, to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in the bill.

Substantial compliance would mean that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state law. Further, the definition states it is the opposite of noncompliance.

Beginning on and after December 31, 2021, the STC would have to audit the *assessing districts* to ensure that they do all of the following:

- Employ or contract with an assessor of record to oversee and administer an annual assessment of all property liable to taxation. If the assessing district amended the corrective action plan (described in more detail below), its assessor of record would have to be an MMAO or an MAAO.

- Use a computer-assisted mass appraisal system approved by the STC that has sufficient software capabilities to meet the requirements of the Act and to store and back up data.
- Subject to STC guidelines, have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers. The policy must include the following first four items and should include the last item:
 - A designation by name, telephone number, and email address, of at least one official or employee in the assessor's office to whom taxpayer inquiries may be submitted.
 - An estimated response time for taxpayer inquiries, not to exceed seven business days.
 - Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.
 - Information about how requests for inspection or production of records should be made by a taxpayer and how those requests would be handled by the assessor's office.
 - Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review.
- If the city or township building within the assessing district is in an ***area with broadband internet access***, provide taxpayers with online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. (An ***area with broadband internet access*** is defined as an area determined by the Connect Michigan Broadband Service Industry Survey to be served by fixed terrestrial service with advertised speeds of at least 25 megabits per second downstream and 3 megabits per second upstream in the most recent survey available.)
- Ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its board of review members receive board of review training and updates required and approved by the STC.
- Comply with Section 44(4) of the Act with respect to any property tax administration fee collected under Section 44. (Section 44(4) of the Act authorizes the local property tax collecting unit to waive all or part of the property tax administration fee or the late penalty charge, or both. Any property tax administration fee collected by the township treasurer is required to be used to offset the costs incurred by a collecting unit in assessing property values, in collecting property tax levies, and in the review and appeal processes. The cost of a surety bond may be paid by the township from the property tax administration fee.)
- Have all of the following:
 - Properly developed and documented land values.
 - An assessment database for which less than 1% of parcels are in override.
 - Properly developed and documented economic condition factors.

- An annual personal property canvass and sufficient personal property records according to development policy and statutory requirements.
- A board of review that operates in accordance with the Act.
- An adequate process for determining whether to grant or deny exemptions according to statutory requirements.
- An adequate process for meeting the requirements outlined in the STC's Supervising Preparation of the Assessment Roll publication as those requirements existed on October 1, 2018.
- Comply with any other requirement that the STC promulgates under the Administrative Procedures Act that expressly states that it is intended as an additional requirement.

STC Audit Program

The STC would have to develop and implement an audit program to determine whether an assessing district is in **substantial compliance** with the requirements of the bill. If, after December 31, 2021, the STC determines that an assessing district is not in substantial compliance with the requirements of the bill, the STC may initiate the process developed to ensure that the assessing district achieves and maintains substantial compliance.

STC Process to Ensure Assessing Districts Maintain Substantial Compliance

The STC would have to develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements of the bill. At a minimum, the process must include the following actions and procedures:

- If the STC determines that an assessing district is not in substantial compliance and elects to initiate the process developed, the STC would have to provide the assessing district with a notice of noncompliance setting forth the reasons and request that the assessing district develop a **corrective action plan** approved by its governing body to address the deficiencies. Unless the assessing district files a written petition with the STC challenging the determination, an assessing district would have to file a corrective action plan with the STC within 60 days after receipt of the notice of noncompliance.
- After May 1, but before September 1 of the calendar year immediately following the notice of noncompliance, the STC would have to conduct an initial follow-up review with the assessing district and, within 90 days, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements of the bill. For a corrective action plan that extends beyond one year, the STC would have to conduct the review after May 1, but before September 1, in the calendar year that is the second calendar year following the year of the notice.
- Unless the assessing district files a written petition with the STC challenging the determination, an assessing district that received a notice of noncompliance as part of an initial follow-up review would have to elect to either contract with the **designated assessor** for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the STC to provide that it will employ or contract with a new assessor of record who would have to be an MMAO or an MAAO.

- If the assessing district amended its corrective action plan, after May 1, but before September 1 of the following calendar year, the STC would have to conduct a second follow-up review and, within 90 days, provide it with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance.
- If, after either a first or second follow-up review, the STC provided an assessing district with a notice of substantial compliance, no further follow-up reviews would be required.
- If the STC provided a notice of noncompliance after the second follow-up review or notified the assessing district that it had fallen out of substantial compliance less than five calendar years after a notice of substantial compliance, the STC could require it to contract with the designated assessor of the county. If the STC notified an assessing district that it had fallen out of substantial compliance more than four calendar years after the notice of substantial compliance was issued, that notice would be treated as an initial determination of noncompliance.
- Within 30 days of receiving a notice of noncompliance, an assessing district could file a written petition with the STC challenging the determination. The STC would have to arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed. An assessing district would not have to take the actions required following a notice of noncompliance until STC notified the assessing district of the results of the arbitration.
- An assessing district under contract with a designated assessor could petition the STC to end its contract beginning three years after commencement of the contract and could subsequently terminate the contract, subject to STC approval, no sooner than five years after commencement of the contract. The STC could terminate the contract if it determined that the assessing district would achieve and maintain substantial compliance using a different assessor of record.
- The STC could immediately require an assessing district to contract with the designated assessor to serve as the district's assessor of record if, 90 days following a second notice of noncompliance or the issuance of a notice of arbitration results, whichever was later, the assessing district neither contracted with the designated assessor nor employed or contracted with a new assessor of record, or if both of the following apply:
 - The assessing district failed to file an acceptable corrective action plan with the STC within 180 days following an initial notice of noncompliance or failed to make a good-faith effort to implement a corrective action plan approved by the STC within 240 days following an initial notice of noncompliance.
 - The failure to file or make a good-faith effort is likely to result in assumption of the assessing district's assessment roll by the STC.
- A designated assessor would be authorized to charge an assessing district that is required to contract with it for the reasonable costs incurred by it in serving as the assessor of record. Costs would include, but not be limited to, costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The STC would have to develop guidelines

to provide for the ability of an assessing district to protest a charge to the STC and the ability of the STC to resolve disputes between the designated assessor and the assessing district regarding costs.

- The designated assessor would be considered a local assessing unit for purposes of the provisions in Section 44 of the Act concerning the division and use of any collected property tax administration fees.

County Designated Assessor Requirement

Beginning on and after December 31, 2020, each county would have to have a designated assessor on file with the STC, subject to all of the following:

- A county would have to provide the STC with an interlocal agreement that designated an individual to serve as the county's designated assessor and petition the STC to approve the individual as the designated assessor. The interlocal agreement would have to be executed by the board of commissioners of the county, a majority of the assessing districts in the county, and the individual put forth as the proposed designated assessor. An assessing district would be considered to be in the county where all, or the largest share, of that assessing district's state equalized value was located.
- The STC would have to approve the petition if the STC determined that the individual named in the petition would be capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements of the bill. Conversely, if the STC determined that the individual would not be capable, it would have to reject the petition and request the submission of additional interlocal agreements until a suitable designated assessor is presented.
- The approved designated assessor designation could not be revoked, and no new designation could be made, earlier than five years following the date of the approved designation.
- The STC could designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:
 - If the designated assessor dies or becomes incapacitated.
 - If the designated assessor were designated and approved based on employment status and that status materially changes.
 - If the STC determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements of the bill.
 - If, as of December 31, 2020, the STC has not been provided an interlocal agreement that provides a suitable individual.
 - An approved interim designated assessor would be effective only until a new assessor has been designated and approved by the STC.

The bill would require the STC to adopt and publish guidelines to implement the provisions of the bill not later than two years after the bill's effective date. The guidelines would have to include at least minimum standards and model policies to be followed for substantial compliance with the requirements of the bill and would have to identify those deficiencies

that could lead to a finding of noncompliance and those deficiencies that are technical. The STC would be authorized to update the guidelines as needed.

The bill would authorize the governing bodies of two or more contiguous cities or township to, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships. In determining the size, composition, and manner of appointment of a board of review, the requirements of the bill would serve as a guide.

A village would be authorized to request the STC to combine the assessment of property within the village to one local assessing district in a form and manner approved by the STC.

MCL 211.10d, et al.

FISCAL IMPACT:

As written, the bill would have little or no impact on state or local revenues, although complying with the required provisions could increase costs for local assessing units. The enacting language specifies the intent of the legislature to appropriate sufficient funds to address start-up and training costs, which would increase state expenditures and mitigate the impact upon the locals. However, because this does not mandate an appropriation, there is no guarantee that locals would receive the appropriate amount of funding.

The potential costs to local units or the state cannot be determined in advance since there is no way to know the extent of the modifications local units would need to make to comply with the requirements of the bill.

POSITIONS:

Representatives of the following organizations testified in support of the bill (11-28-18):

- Michigan Department of Treasury
- Michigan Municipal League
- Michigan Townships Association

A representative of the Michigan Association of Counties testified with no position on the bill. (11-28-18)

The Michigan Chamber of Commerce supports the bill. (11-28-18)

The Michigan Assessors Association is neutral on the bill. (11-28-18)

Fiscal Analysts: Ben Gielczyk
Jim Stansell

■ This analysis was prepared by nonpartisan House Fiscal Agency staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.

Proposal for BS&A Online - Public Records Search, Presented to...
Highland Charter Township, Oakland County MI

December 22, 2020

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

BS&A Online – Public Records Search provides a convenient way to display your BS&A databases on the web, giving taxpayers and business professionals a way to access your data at any time.

Included with BS&A Online – Public Records Search is an online directory of customers who host data using our software. The intent of this directory is to provide interested parties with a list of accessible data. Directory membership is included free with the use of this service.

Pay-Per-Hit Option

With this option, your municipality uses BS&A Online – Public Records Search **free of charge - you pay us nothing**. Rather, BS&A will charge users a small per-hit convenience fee - a credit card is required to view the **daily updated or real-time** BS&A data (taxpayers may look up their own property data for free). BS&A sets up your system and configures the website.

Municipality's Annual Service Fee

Free

Data updated daily or real-time

End Users' Cost

Property lookups, to include: Assessing data Tax data	\$2/record
Property Sale Search (Assessing records) <i>Allows searches for comparable sale data based on query and Neighborhood filters</i>	\$2/record
Building Department lookups	\$2/record

Subscription Option

With this option, your municipality pays an Annual Service Fee that covers basic service, including general lookup of your BS&A data. Users of the website pay nothing to view the available data. BS&A sets up your system and configures the website.

Prices based on an approximate parcel count of 8,340. Due to continuous changes and improvements in technology, BS&A Software reserves the right to increase the Annual Service Fee yearly, based on the CPI.

Municipality's Annual Service Fee

\$4,200

(Optional; annual fee) Assessing Property Sale Search

\$2,100

Allows searches for comparable sale data based on query and Neighborhood filters



Option; Frequency; Data Selection

STEP 1: Select Your Option

Pay-Per-Hit (includes Assessing Property Sale Search)

OR

Subscription

(optional) Assessing Property Sale Search

STEP 2: Select Your Update Frequency

Real-time

Daily

Internet connection requirements: BS&A Online-Public Record Search requires a high-speed internet connection (cable modem or DSL) to provide **real-time** or **daily** update frequencies.

STEP 3: Select the Data to Display

Assessing

Tax

Assessing Property Sale Search

Building Department

Payment Processing Requirements

The acceptance of online payments through your BS&A Online-Public Records Search website will require a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/about/partners/> for information.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
2. Agreement with the proposed Annual Service Fee (Subscription option)

Signature

Date

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the setup process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Support Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____





Memorandum

To: Highland Township Board of Trustees
From: Rick Hamill
Date: March 1, 2021
Re: Remodel of Sheriff Station

We are in the process of designing and remodeling the current township hall. It seems that we should also consider a face lift for the Sheriff office building.

Attached is a proposal for professional services by our current architects to develop schematic design through to the construction phase of the proposed project. Document is very thorough and self explanatory.

Lt. Snyder suggested that it would be great if we could up grade the building with new energy efficient doors, windows, roof and sidings to match the design characteristics of our proposed new town hall. This makes total sense considering the building is in need of a new roof and is just a ticking time bomb before failure (most of it is a flat roof).

Lt Snyder suggested that there is sufficient funding in his fund balance to most likely cover the cost of these upgrades and to pay for the attached proposal.

Recommended motion: to authorize the township Supervisor to sign the Proposed Professional Services Agreement for Architecture and Engineering to determine the cost to remodel the sheriff's office building and to authorize the payment of up to \$32,600.00 for said services.

Warm inside. Great outdoors.





December 8, 2020

Charter Township of Highland
205 N. John Street
Highland MI 48357

Attn: Rick Hamill, Supervisor

Re: Professional Services - Architecture and Engineering

Dear Rick:

It is our pleasure to quote our fees for the professional design, engineering, and construction administration services for the exterior renovation of the building located at 165 N. John Street which the Township leases to the Oakland County Sheriff. We have a good deal of experience with similar facilities and can offer you quality professional services within reasonable budgetary considerations.

The basis for this proposal is our understanding of your project as we discussed at our meeting on November 24, 2020. You are proposing a complete façade renovation of the building that will complement the recent design of the new Highland Township's office. The renovation work will also include a new pitched roof on the entire building. It is our understanding that this project will be bid in conjunction with the new Township Office project.

Given your above stated objective, we are pleased to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Schematic Design Phase: During the schematic design phase we will:

- Analyze the project site and existing conditions.
- Review of the local municipal zoning ordinance and Building Code issues at hand.
- Measure the exterior of the existing building
- Develop base drawings showing existing conditions.
- We will then create exterior elevations for your review and modified per your comments.
- Create a 3 dimensional model of the exterior of the building.
- We will modify the design per your comments
- We will prepare a preliminary cost estimate for the construction work.

At the completion of this work, you should have elevations and a 3 dimensional model for the project in addition to a construction cost budget. This is an outstanding point in the project to verify the financial feasibility of the project.

Design Development Phase: After your approval of the schematic design work, we will continue the design process by:

- Developing the concepts for the structural system for the project.
- We can prepare a submission to the Township for site plan approval, if required
- We will present your project to the Planning Commission, attend all meetings, and represent you at those meetings. At the completion of this work phase, the cost estimate will be updated if any changes occurred to the plans.

*Please note: Assumed structural design solution is based on existing exterior load bearing walls are sufficient to carry new wood clear span trussed roof.

Our Mission

Integrity

in architecture and design
in client relationships
in employee relationships
in community relationships

advancement

in all these efforts

Construction Documents Phase: Following the design development process, we will prepare the necessary documents for competitive subcontractor bidding through our selected Construction Manager as well as permit review. Design and documentation will include:

- Architectural drawings, details and specifications.
- Structural drawings, details and specifications.
- A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues.

Bidding Phase: We will coordinate the bidding process by:

- Distributing bid sets.
- Answering all questions regarding the documents.
- Issuing all required addenda.
- Assisting you in preparing a contract for construction with the selected general contractor.

Construction Phase: During construction of the project, we will:

- Make regular site visits to observe the progress.
- Assist the contractors in interpretation of the documents and in unforeseen field conditions.
- Produce a complete color schedule for the exterior materials and interior finishes.
- Review shop drawings and submittals from the sub contractors.
- On a monthly basis, review and process the contractor's application for payment.

**Because this project will be constructed in conjunction with Township offices, we have anticipated savings during the Bidding and Construction phases in our fee.

PROPOSED FEE

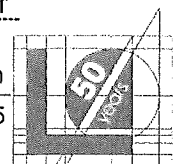
Because of the type of project you are proposing, we are unable to quote a lump sum fee or a percentage fee. Therefore, we are proposing to work on an hourly basis. At this time, we expect the project will take at least 350 hours to complete. At an average hourly rate of \$86.00/hour the resulting fee will be \$32,600.00, including structural engineering. Our fee is broke down as follows:

Schematic Design:	60 hours	\$ 5,160.00
Design Development:	40 hours	\$ 3,440.00
Construction Documents:	200 hours	\$17,200.00
Structural Engineering:	20 hours	\$ 2,500.00 (will be invoiced as a reimbursable)
Bidding:	10 hours	\$ 860.00 (**reduced fee)
Construction Administration:	40 hours	\$ 3,440.00 (**reduced fee)
	Total:	\$32,600.00

As the project develops, we can provide you with more accurate estimates of the time required to complete the necessary services.

Our hourly rates are as follows:

CEO & President	\$130.00 per hour
Principal	\$105.00 per hour
Project Manager	\$86.00 per hour
Project Architect	\$80.00 per hour
Architect	\$75.00 per hour
Planner / Designer	\$72.00 per hour
Intern Architect III	\$70.00 per hour
Intern Architect II	\$65.00 per hour
Intern Architect I	\$60.00 per hour



All work will be performed on our CADD system with complete specifications. We expect the project to be contracted in a manner consistent with AIA standard documents and will assist you in preparing those documents during bidding and construction. Our fees do not include models, print charges for bidding and construction documents, civil engineering, landscape architecture, surveys, soil borings, environmental testing, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.

SCHEDULE

We will include this project with the Highland Township renovation and expansion project and will follow that schedule as previously determined.

TERMS AND CONDITIONS

This proposed agreement is subject to the Terms and Conditions as defined on the attachment.

We appreciate this chance to build with you. Please let us know if there is any clarification we can make to this proposal. If it is acceptable, please sign below, initial the Terms and Conditions, and return it to our office.

Respectfully Submitted,

Approval to Proceed:



Michael J. O'Leary, Project Manager
Lindhout Associates architects aia pc

Rick Hamill, Supervisor
Charter Township of Highland

Date



Michael J. Kennedy, Architect, CEO
Lindhout Associates architects aia pc



TERMS AND CONDITIONS

Lindhout Associates architects aia pc shall perform the services outlined in this agreement for the stated fee arrangement.

Access To Site:

Unless otherwise stated, Lindhout Associates will have access to the site for activities necessary for the performance of the services. Lindhout Associates will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Project Information: Lindhout Associates shall be entitled to rely on the accuracy and completeness of services and information furnished by the Client, including services and information provided by other design professionals or consultants directly to the Client. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings and legal information.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between Client and Lindhout Associates that cannot be resolved by dialog and negotiation shall be submitted to non-binding mediation. Client and Lindhout Associates agree to include a similar mediation agreement with all contractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties. **The mediation shall be conducted as provided in Michigan Court Rule 2.411 by a Mediator from the approved list maintained by the Oakland County Circuit Court.** ~~The mediation shall be governed by the then-current Construction Industry Mediation Rules of the American Arbitration Association ("AAA").~~ Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

Billings/Payments: Invoices for Lindhout Associates services shall be submitted, at Lindhout Associates option, either upon completion of such services or on a monthly basis. Invoices are not contingent upon interim or final financing nor tenant or governmental approvals and shall be payable within 30 days after the **Client receives the invoice date**. If the invoice is not paid within 30 days, Lindhout Associates may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service and retain all work completed. Retainers shall be credited on the final invoice.

Late Payments: Accounts unpaid 60 days after the **Client receives the invoice date** may be subject to a monthly service charge of 1.5% on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

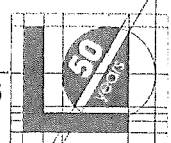
Indemnification: Lindhout Associates agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Lindhout Associates' negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Lindhout Associates is legally liable.

~~The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Lindhout Associates, its officers, directors, employees and subconsultants (collectively, Lindhout Associates) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.~~

Certifications, Guarantees and Warranties: Lindhout Associates shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence Lindhout Associates cannot ascertain.

Termination or Suspension: If the Client fails to make payments to Lindhout Associates in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at Lindhout Associates's option, cause for suspension of performance of services under this Agreement. If Lindhout Associates elects to suspend services, prior to suspension of services, Lindhout Associates shall give seven days written notice to the Client. In the event of suspension of services, the Lindhout Associates shall have no liability to the Client for delay or damage caused the Client because of such suspension of services. Before resuming services, Lindhout Associates shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of Lindhout Associates's services. Lindhout Associates's fees for the remaining services and the time schedules shall be equitably adjusted.

Ownership of Documents: All documents produced by Lindhout Associates under this agreement shall remain the property of Lindhout Associates and may not be used by Client, or any other party, for any other endeavor without the prior written consent



of Lindhout Associates. ***This Agreement serves as the written consent for use by Client of documents produced by Lindhout Associates***

Contractor Submittals: Lindhout Associates shall review the contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plan and specifications issued by Lindhout Associates. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Lindhout Associates's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Lindhout Associates, of any construction means, methods, techniques, sequences or procedures. Lindhout Associates's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

~~**Waiver of Subrogation:** Lindhout Associates and Client waive all rights against each other and any of their contractors, subcontractors, consultants, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work. Lindhout Associates and Client, as appropriate, shall require of their contractors, subcontractors, consultants, agents and employees, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policy shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.~~

Standard of Care: Lindhout Associates shall perform its services consistent with the professional skill and care ordinarily provided by Lindhout Associates's practicing in the same or similar circumstances. Lindhout Associates shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.

Responsibility for Construction: Evaluations of the Client's project budget, the preliminary estimate of construction cost and detailed estimates of construction cost, if any, prepared by Lindhout Associates, represent Lindhout Associates's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Lindhout Associates nor the Client has control over the cost of labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Lindhout Associates cannot and does not warrant or represent that bids or negotiated prices will not vary from the Client's project budget or from any estimate of construction cost or evaluation prepared or agreed to by Lindhout Associates.

Job Site Safety: Neither the performance of the services by the A/E, nor the presence of Lindhout Associates at a project construction site, shall impose any duty on Lindhout Associates, nor relieve the construction contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the construction work in accordance with the plans and specifications and any health or safety precautions required by any regulatory agencies or applicable law. Lindhout Associates and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the construction contractor shall be solely responsible for jobsite and worker safety.

~~**Limitation of Liability:** In recognition of the relative risks and benefits of the Project to both the Client and Lindhout Associates, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Lindhout Associates and Lindhout Associates's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of Lindhout Associates and Lindhout Associates's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed the Lindhout Associates' total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.~~

Agreed: Initial here: MO (Lindhout Associates) _____ (Rick Hamill)





Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: March 1, 2021

Re: Proposed Purchase of Potential Park and Cemetery Land

Very recently over 111 acres of open farm and wetlands on south Hickory Ridge Road across the road (West) and adjacent(South) to The Lazy J Ranch has come on the market. The property belongs to long time residents of Highland who have recently passed and the family needs to address liquidation of the assets.

Roscoe Smith informed me of the availability of the land as a suggested potential park and I made contact with the family to see if they would be interested in selling it to the township for that use. The land to the East could also be used for cemetery expansion for many years to come. We are nearly out of available lots in our two current cemeteries.

Attached are documents that relate to the parcels being referred to in the memo. In order to consider the possible purchase we will need to hire a professional appraisal firm to establish the true value of the property before any further steps can be taken. The owners are willing to use our appraisal to establish the selling price. In order to apply for DNR grants we will need an appraisal so I have a list of DNR pre-approved appraisers to choose from.

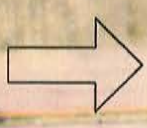
Complete details will be discussed further at the Board meeting .

I am asking for approval to hire a DNR approved appraisal firm to obtain the value of this property to further the discussion with the land owners on purchasing this great piece of open land for a public purpose.

Warm inside. Great outdoors.



Robinson Property
Consists of 4 Parcels
Located South of M-59
On Hickory Ridge Road



North

Parcel # 1

11-30-200-011

19.61 Ac

Parcel # 2

11-30-200-018

30 Ac

Parcel # 3

11-30-200-019

10 Ac

Parcel # 4

11-29-100-016

51.88 Ac

S Hickory Ridge Rd



No property address available



beds / full baths / half baths / sq ft

#3

Residential Property Profile

11-30-200-019

2 x SEV # 44,400 = # 88,800

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : ROBINSON, DORA JANE LIV TRST
Postal Address : 922 S HICKORY RIDGE RD MILFORD MI 48380-1506

Location Information

Site Address : No property address available
PIN : 11-30-200-019 Neighborhood Code : RS1
Municipality : Charter Township of Highland
School District : 63220 HURON VALLEY SCHOOLS
Class Code : 102 FARM VAC (Farm-Agricultural Vac.)

Property Description

T3N, R7E, SEC 30 PART OF SE 1/4 OF NE 1/4 BEG AT E 1/4 COR, TH N 89-48-20 W 1318.90 FT, TH N 01-35-57 E 330.47 FT, TH S 89-48-20 E 1317.96 FT, TH S 01-31-05 W 330.48 FT TO BEG 10.00 A

Split/Combination Information

Added Status : Added Parcel
Added Date : 02/06/1979 Added From : FROM 30-200-012

Most Recent Sale Since 1994

Date : 11/14/2013
Amount : \$1 Liber : 46554:675
Grantor : ROBINSON, DORA JANE Grantee : DORA JANE ROBINSONTR

Handwritten calculations: #1 \$127,060, #2 194,280, #3 88,800, sum \$410,140, x 25%, ATWP GRANT SHARE #102,535

No property address available

beds / full baths / half baths / sq ft

#3 pg 2



Residential Property Profile

11-30-200-019

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Tax Information

Taxable Value	: \$36,840	State Equalized Value	: \$44,400
Current Assessed Value	: \$44,400	Capped Value	: \$36,840
Effective Date For Taxes	: 12/01/2020	Principal Residence Exemption Type	: Qual. Ag.
Summer Principal Residence Exemption Percent	: 100%	Winter Principal Residence Exemption Percent	: 100%
2019 Taxes		2020 Taxes	
Summer	: \$822.07	Summer	: \$835.18
Winter	: \$314.33	Winter	: \$322.33
Village	:	Village	:

Lot Information

Description	: ROLLING SWAMPY Area	: 9.75 ACRES
-------------	-----------------------	--------------

No property address available

beds / full baths / half baths / sq ft



Residential Property Profile

11-29-100-016

4
2X SEV #162,470 = #324,940

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : **ROBINSON, DORA JANE LIV TRST**
Postal Address : **922 S HICKORY RIDGE RD MILFORD MI 48380-1506**

Location Information

Site Address : **No property address available**
PIN : **11-29-100-016** Neighborhood Code : **RS1**
Municipality : **Charter Township of Highland**
School District : **63220 HURON VALLEY SCHOOLS**
Class Code : **102 FARM VAC (Farm-Agricultural Vac.)**

Property Description

T3N, R7E, SEC 29 S 1/2 OF NW 1/4 EXC W 528 FT OF S 82.50 FT, ALSO EXC W 1924 FT OF N 614 FT 51.88 A

Most Recent Sale Since 1994

Date : **11/14/2013**
Amount : **\$1** Liber : **46554:672**
Grantor : **ROBINSON, DORA JANE** Grantee : **DORA JANE ROBINSONTR**

Tax Information

Taxable Value : **\$91,390** State Equalized Value : **\$162,470**
Current Assessed Value : **\$162,470** Capped Value : **\$91,390**
Effective Date For Taxes : **12/01/2020** Principal Residence Exemption Type : **Qual. Ag.**
Summer Principal Residence Exemption Percent : **100%** Winter Principal Residence Exemption Percent : **100%**
2019 Taxes **2020 Taxes**
Summer : **\$2,039.08** Summer : **\$2,071.88**
Winter : **\$779.72** Winter : **\$799.72**
Village : **:** Village : **:**

Lot Information

Description : **ROLLING** Area : **51.88 ACRES**

No property address available

beds / full baths / half baths / sq ft

11-30-200-011

#1
2 X SEV \$63,530 = \$127,060



Residential Property Profile

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : **ROBINSON, DORA JANE LIV TRST**
Postal Address : **922 S HICKORY RIDGE RD MILFORD MI 48380-1506**

Location Information

Site Address : **No property address available**
PIN : **11-30-200-011** Neighborhood Code : **RS1**
Municipality : **Charter Township of Highland**
School District : **63220 HURON VALLEY SCHOOLS**
Class Code : **102 FARM VAC (Farm-Agricultural Vac.)**

Property Description

T3N, R7E, SEC 30 S 681.12 FT OF NE 1/4 OF NE 1/4 EXC N 181.50 FT OF E 194.50 FT 19.61 A

Most Recent Sale Since 1994

Date : **11/14/2013**
Amount : **\$1** Liber : **46554:675**
Grantor : **ROBINSON, DORA JANE** Grantee : **DORA JANE ROBINSONTR**

Tax Information

Taxable Value : **\$38,800** State Equalized Value : **\$63,530**
Current Assessed Value : **\$63,530** Capped Value : **\$38,800**
Effective Date For Taxes : **12/01/2020** Principal Residence Exemption Type : **Qual. Ag.**
Summer Principal Residence Exemption Percent : **100%** Winter Principal Residence Exemption Percent : **100%**
2019 Taxes **2020 Taxes**
Summer : **\$865.73** Summer : **\$879.62**
Winter : **\$331.01** Winter : **\$339.51**
Village : **:** Village : **:**

Lot Information

Description : **ROLLING** Area : **19.23 ACRES**

No property address available

beds / full baths / half baths / sq ft

2 P41



Residential Property Profile

11-30-200-018

2x SEV #97,140 = \$194,280-

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : ROBINSON, DORA JANE LIV TRST
Postal Address : 922 S HICKORY RIDGE RD MILFORD MI 48380-1506

Location Information

Site Address : No property address available
PIN : 11-30-200-018 Neighborhood Code : RS1
Municipality : Charter Township of Highland
School District : 63220 HURON VALLEY SCHOOLS
Class Code : 102 FARM VAC (Farm-Agricultural Vac.)

Property Description

T3N, R7E, SEC 30 SE 1/4 OF NE 1/4 EXC BEG AT E 1/4 COR, TH N 89-48-20 W 1318.90 FT, TH N 01-35-57 E 330.47 FT, TH S 89-48-20 E 1317.96 FT, TH S 01-31-05 W 330.48 FT TO BEG 30 A

Split/Combination Information

Added Status : Added Parcel
Added Date : 02/06/1979 Added From : FROM 30-200-012

Most Recent Sale Since 1994

Date : 11/14/2013
Amount : \$1 Liber : 46554:675
Grantor : ROBINSON, DORA JANE Grantee : DORA JANE ROBINSONTR

No property address available

beds / full baths / half baths / sq ft

#2 pg 2



Residential Property Profile

11-30-200-018

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Tax Information

Taxable Value	: \$62,350	State Equalized Value	: \$97,140
Current Assessed Value	: \$97,140	Capped Value	: \$62,350
Effective Date For Taxes	: 12/01/2020	Principal Residence Exemption Type	: Qual. Ag.
Summer Principal Residence Exemption Percent	: 100%	Winter Principal Residence Exemption Percent	: 100%
2019 Taxes		2020 Taxes	
Summer	: \$1,391.13	Summer	: \$1,413.52
Winter	: \$531.94	Winter	: \$545.59
Village	:	Village	:

Lot Information

Description : ROLLING SWAMPY Area : 29.24 ACRES



Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: March 1, 2021

Re: Purchase of Tractor Loader and Assorted Implements for Twp Maintenance

Attached is the Quote for the purchase of a John Deere Tractor Loader and auxiliary implements. This has been in the budget for two years and I have been researching this for that period of time.

The tractor is for maintenance of the MDOT bike path that we are required to take care of as well as pathways and rough field mowing in all of our parks. It has implements that can safely handle large tree falls on park pathways and can be used with pallet forks for loading and unloading products delivered to the township. The Township is required to maintain/mow the M-59 median where the Monarch mile is located as well as along the pathways from the library to Tipsico lake road. We currently have no means to do this and have to contract it out. Our maintenance personnel can do this with the right equipment more cost effectively. The sidewalks in the downtown district do not get maintained by the home owners as they are required to do especially in heavy snow or ice conditions. This machinery would expedite this safety issue and ease the burden on the property owners, many of which are physically unable to do so.

D&G Equipment is a Highland business and participates in the MiDeal/State discounting program. The pricing is also discounted an additional 18% through programs available to D&G. I recommend that we work with our local business owner to purchase this product. The pricing would be the same at any John Deere dealer (excluding the additional discount) based on State Pricing Programs. Maintenance and repairs would be handled here in Highland.

Warm inside. Great outdoors.



Quote Id: 23684719

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

D & G Equipment, Inc.
1155 South Milford Road
Highland, MI 48357
248-887-2410
dgmail@dgequipment.com

Prepared For:

HIGHLAND TWP DOWNTOWN DEVMNT



Proposal For:

Delivering Dealer:

Roger Jablonski

D & G Equipment, Inc.
1155 South Milford Road
Highland, MI 48357

dgmail@dgequipment.com

Quote Prepared By:

Roger Jablonski
rjablonski@dgequipment.com

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 D & G Equipment, Inc.
 1155 South Milford Road
 Highland, MI 48357
 248-887-2410
 dgmail@dgequipment.com

Quote Summary

Prepared For:
 HIGHLAND TWP DOWNTOWN DEVMNT
 205 W LIVINGSTON RD
 HIGHLAND, MI 48357
 Business: 248-887-7200

Delivering Dealer:
D & G Equipment, Inc.
 Roger Jablonski
 1155 South Milford Road
 Highland, MI 48357
 Phone: 248-887-2410
 rjablonski@dgequipment.com

I Understand there is ***NO RETURN*** on POWER EQUIPMENT or attachments . D&G Equipment is a full service dealer and equipment will be repaired per manufactures guidelines only. All used equipment sold as is unless specified on purchase order . Service calls and transportation fees are the responsibility of the customer and not covered by warranty.
 X _____ (initials of purchaser)

Quote ID: 23684719
Created On: 17 February 2021
Last Modified On: 20 February 2021
Expiration Date: 31 March 2021

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 2038R Compact Utility Tractor (30 PTO hp)	\$ 30,868.00	\$ 25,311.76 X	1 =	\$ 25,311.76
Tire Ballast for 2000 Series Tractors		\$ 299.00 X	1 =	\$ 299.00
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)				
Price Effective Date: February 16, 2021				
Sub Total				\$ 25,610.76
Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier	\$ 1,160.00	\$ 951.20 X	1 =	\$ 951.20
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)				
Price Effective Date: February 16, 2021				
Frontier AY11F - 53 In. 4-in-1 Bucket for 100 - 300E Series Loader	\$ 2,163.00	\$ 1,773.66 X	1 =	\$ 1,773.66
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)				
Price Effective Date: February 16, 2021				
Frontier RC2060 Lift-Type Rotary Cutter	\$ 2,312.00	\$ 1,895.84 X	1 =	\$ 1,895.84
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)				
Price Effective Date: February 16, 2021				

Salesperson : X _____

Accepted By : X _____

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

D & G Equipment, Inc.
 1155 South Milford Road
 Highland, MI 48357
 248-887-2410
 dgmail@dgequipment.com

Frontier AF10F - 60" Boom Mounted Front Blade with Manual Adjust for H120 and 220R Loaders	\$ 4,406.02	\$ 3,940.43	X	1	=	\$ 3,940.43
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Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)

Price Effective Date: February 16, 2021

Equipment Total	\$ 34,171.89
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Quote Summary

Equipment Total	\$ 34,171.89
Trade In	
SubTotal	\$ 34,171.89
Est. Service Agreement Tax	\$ 0.00
Total	\$ 34,171.89
Balance Due	\$ 34,171.89

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 23684719 Customer Name: HIGHLAND TWP DOWNTOWN DEVMNT

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:
D & G Equipment, Inc.
1155 South Milford Road
Highland, MI 48357
248-887-2410
dgmail@dgequipment.com

JOHN DEERE 2038R Compact Utility Tractor (30 PTO hp)

Hours: Suggested List *
Stock Number: \$ 30,868.00
Contract: Sourcewell Grounds Maintenance 062117-DAC Selling Price *
(PG NB CG 70) \$ 25,311.76

Price Effective Date: February 16, 2021

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1554LV	2038R Compact Utility Tractor (30 PTO hp)	1	\$ 25,926.00	18.00	\$ 4,666.68	\$ 21,259.32	\$ 21,259.32
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1701	Factory Installed Loader with Bucket	1	\$ 4,942.00	18.00	\$ 889.56	\$ 4,052.44	\$ 4,052.44
4061	Less iMatch™ Quick Hitch	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
5208	14-17.5 (4PR, R4 Industrial, 1 Position) Bias Ply	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
6208	23X8.50-14 (4PR, R4 Industrial, 1 Position) Bias Ply	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 4,942.00		\$ 889.56	\$ 4,052.44	\$ 4,052.44
Value Added Services							
	Tire Ballast for 2000 Series Tractors	1	\$ 299.00			\$ 299.00	\$ 299.00
Value Added Services Total			\$ 299.00			\$ 299.00	\$ 299.00
Total Selling Price			\$ 30,868.00		\$ 5,556.24	\$ 25,311.76	\$ 25,610.76

Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier

Selling Equipment

Quote Id: 23684719 **Customer Name:** HIGHLAND TWP DOWNTOWN DEVMNT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 D & G Equipment, Inc.
 1155 South Milford Road
 Highland, MI 48357
 248-887-2410
 dgmail@dgequipment.com

Equipment Notes:							Suggested List *
Hours:							\$ 1,160.00
Stock Number:							Selling Price *
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)							\$ 951.20
Price Effective Date: February 16, 2021							
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2153XF	AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier	1	\$ 1,160.00	18.00	\$ 208.80	\$ 951.20	\$ 951.20
Standard Options - Per Unit							
1000	42 In. Pallet Tine	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Total Selling Price			\$ 1,160.00		\$ 208.80	\$ 951.20	\$ 951.20

Frontier AY11F - 53 In. 4-in-1 Bucket for 100 - 300E Series Loader							
Equipment Notes:							Suggested List *
Hours:							\$ 2,163.00
Stock Number:							Selling Price *
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)							\$ 1,773.66
Price Effective Date: February 16, 2021							
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2371XF	AY11F - 53 In. 4-in-1 Bucket for 100 - 300E Series Loader	1	\$ 2,163.00	18.00	\$ 389.34	\$ 1,773.66	\$ 1,773.66
Standard Options - Per Unit							
0202	UNITED STATES	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	AY11F ENGLISH OM	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Total Selling Price			\$ 2,163.00		\$ 389.34	\$ 1,773.66	\$ 1,773.66

Selling Equipment

Quote Id: 23684719

Customer Name: HIGHLAND TWP DOWNTOWN DEVMNT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

 D & G Equipment, Inc.
 1155 South Milford Road
 Highland, MI 48357
 248-887-2410
 dgmail@dgequipment.com

Frontier RC2060 Lift-Type Rotary Cutter

Equipment Notes:
Hours:
Stock Number:
Contract: Sourcewell Grounds Maintenance 062117-DAC
 (PG NB CG 70)

Suggested List *

\$ 2,312.00

Selling Price *

\$ 1,895.84

Price Effective Date: February 16, 2021

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0512XF	RC2060 Lift-Type Rotary Cutter	1	\$ 1,891.00	18.00	\$ 340.38	\$ 1,550.62	\$ 1,550.62
Standard Options - Per Unit							
1000	Driveline with Slip Clutch	1	\$ 160.00	18.00	\$ 28.80	\$ 131.20	\$ 131.20
2000	Front and Rear Chain Enclosure	1	\$ 261.00	18.00	\$ 46.98	\$ 214.02	\$ 214.02
Standard Options Total			\$ 421.00		\$ 75.78	\$ 345.22	\$ 345.22
Total Selling Price			\$ 2,312.00		\$ 416.16	\$ 1,895.84	\$ 1,895.84

Frontier AF10F - 60" Boom Mounted Front Blade with Manual Adjust for

Equipment Notes:
Hours:
Stock Number:
Contract: Sourcewell Grounds Maintenance 062117-DAC
 (PG NB CG 70)

Suggested List *

\$ 4,406.02

Selling Price *

\$ 3,940.43

Price Effective Date: February 16, 2021

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2401XF	AF10F - 60" Boom Mounted Front Blade with Manual Adjust for H120 and 220R Loaders	1	\$ 1,801.00	18.00	\$ 324.18	\$ 1,476.82	\$ 1,476.82

Selling Equipment

Quote Id: 23684719 **Customer Name:** HIGHLAND TWP DOWNTOWN DEVMNT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

D & G Equipment, Inc.
1155 South Milford Road
Highland, MI 48357
248-887-2410
dgmail@dgequipment.com

Standard Options - Per Unit							
0202	United States	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English Operator's Manual	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
5WD1044	HYDRAULIC ANGLE KIT	1	\$ 785.63	18.00	\$ 141.41	\$ 644.22	\$ 644.22
517							
220R	DIVERTER KIT	1	\$ 831.25	0.00	\$ 0.00	\$ 831.25	\$ 831.25
BLV10882	Hyd. Quick-Connect Coupler - PREMIUM SCV KIT (DOM)	1	\$ 931.70	0.00	\$ 0.00	\$ 931.70	\$ 931.70
5MP3457	Fitting - STRAIGHT CONNECTOR 6MBO-6MJ	1	\$ 3.17	0.00	\$ 0.00	\$ 3.17	\$ 3.17
5MP10651	Quick Coupler - MALE 5 COUPLER 6FBO 1/4-IN. BODY	1	\$ 20.74	0.00	\$ 0.00	\$ 20.74	\$ 20.74
5MP10651	Quick Coupler - FEMALE 6 COUPLER 6FBO 1/4-IN. BODY	1	\$ 32.53	0.00	\$ 0.00	\$ 32.53	\$ 32.53
Dealer Attachments Total			\$ 2,605.02		\$ 141.41	\$ 2,463.61	\$ 2,463.61
Total Selling Price			\$ 4,406.02		\$ 465.59	\$ 3,940.43	\$ 3,940.43



Extended Repair Plan Proposal

PowerGard™ Protection Plan Residential

Date : February 20, 2021

Machine/Use Information		Plan Description	Price	
Manufacturer	JOHN DEERE	Plan Type:	Deductible:	
Equipment Type	2038R TRAC	Coverage:	Quoted Price	\$ 0.00
Model	2038R TRAC	Total Months:		
		Total Hours:		

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles). "Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.

Proposal Prepared for:

I have been offered this coverage and

Customer Name - Please Print

I ACCEPT the Residential plan

I DECLINE the Residential plan

Customer Signature

If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.

Note : This is not a contract. For specific PowerGard™ Protection plan Residential coverage, please refer to the terms and conditions on John Deere's public website(www.JohnDeere.com) under Services & Support >Warranty > Extended Warranties > PowerGard protection plan Residential.

PowerGard™ Protection Plan Residential (Residential plan) is:

The PowerGard™ Protection Plan Residential is an extended repair plan that provides parts and labor coverage up to four years beyond the manufacturer's warranty. It is available on all riding lawn equipment, zero-turn radius mowers, utility vehicles, utility tractors and compact utility tractors. Your John Deere equipment will be in the hands of qualified, certified technicians from John Deere dealers using Genuine John Deere Parts.

Not covered under a Residential plan:

Residential plans do not cover routine maintenance services or items normally designed to be replaced by the purchaser due to normal wear and tear. They do not cover any product used for commercial or rental applications. They also do not cover repairs for damage from accident, misuse, fire, theft, or exposure to weather conditions such as lightning, hail, flood or water. See the actual PowerGard™ Protection Plan Residential Terms and Conditions for a complete listing of coverage, and limitations and conditions under the program.



Benefits of a Residential plan:

- Offer the choice of adding up to 4 years of repair coverage beyond the machine's factory warranty.
- Do not require preapproval before repairs are made by the authorized John Deere dealership.
- Is transferable by the original purchaser for the balance of the original agreement period.
- Ensures higher resale value and makes equipment more marketable during sale or trade-in.
- Comprehensive Plans:
 - No deductibles and no out-of-pocket costs on covered repairs.
 - Free transportation for factory warranty and extended repair plan repairs for the term of the plan (Note: A surcharge may apply for machines located outside of the dealership's normal service area).
- Limited Powertrain Plans:
 - Low deductibles on covered repairs
 - Do not provide transportation coverage



JOHN DEERE



Quote Id: 23684719

Customer: HIGHLAND TWP DOWNTOWN DEVMNT

D & G Equipment, Inc. - Highland, MI
1155 South Milford Road
Highland, MI 48357
Phone: 248-887-2410
E-Mail: dgmail@dgequipment.com



My D&G Customer Portal



Features of this portal include:

- Online parts ordering
- Online service requests
- Access to view and pay your invoices online
- Ability to search our equipment inventory and request information
- Ability to view and maintain your equipment inventory

Sign-up Instructions:

- 1) Go to www.mydandg.com
- 2) Select Login To Your Account
- 3) Select the top right Sign Up tab
- 4) Enter your contact information, create a password, and select submit

After signing up, you will receive an email stating that your registration is pending Admin approval. You will receive a second email once your account has been approved.



Charter Township of Highland - Fire Department

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

TO: Charter Township of Highland Board
FROM: Ken Chapman, Fire Chief
SUBJECT: EMS Billing (Collection Process)
DATE: March 1, 2021

Over the past several years, the private EMS industry has been stretched providing 911 responses to communities. With fewer paramedics graduating in the State of Michigan, and the paramedics that do graduate, seeking employment with Fire Based EMS systems and/or health care facilities, it has been increasingly difficult for private EMS to staff personnel and provide the same level of response as they had in the past. This was identified by our Fire Department in 2018, and we began to prepare to protect our community in the future.

On August 19, 2020, after gaining approval from the State of Michigan as an ALS provider, we were advised by our previous private EMS provider that they would no longer respond to emergencies as the primary agent for the community.

As we continue to improve/refine our system, we were contacted by our billing company to provide direction on "old" or "outstanding" accounts. The "old" or "outstanding" accounts are bills for service that have not received a response for the recipient of the service. After several conversations with the EMS billing company, and area transport agencies, we would like to recommend the following as a process to seek payment.

Highland Resident

1. Contact will be an "insurance request" form.
 - a. Further invoices will be based on conditions surrounding incident
2. Contact will be an outstanding balance owed bill
3. After 120 days, balances >\$150 are reviewed by Fire Department Administration
4. Further actions needed will be directed to a debt collection agency

NON Resident

1. Contact will be a bill and "insurance request" form
2. Contact with outstanding balance
3. After 120 days, balances >\$150 are reviewed by Fire Department Administration
4. Further actions needed will be directed to a debt collection agency

This is the generalized practice for several of the area Fire Based EMS transport departments, and is an accepted practice.

Included in the correspondence are (3) debt collection agencies along with their associated fees.

Merchants & Medical

25% on collections

45% on collections sent to second placement

Universal Credit Services

35% on collections

50% on collections sent to second placement

Congress Collection

35% on collections

50% on collections sent to second placement

It is our recommendation to enter into an agreement with Merchants & Medical for any possible debt collection needs.

AGREEMENT

This Agreement is between Merchants & Medical Credit Corporation, Inc. (MMCC) and Charter Township of Highland (the "Client"). For the mutual consideration set forth below MMCC and the Client agree that MMCC will collect delinquent accounts of the Client under the following terms and conditions:

1. MMCC is and will remain an independent contractor with respect to the Client and have complete control of the collection of the accounts listed with MMCC except as specifically set forth in this Agreement.
2. The Client authorizes and instructs MMCC to endorse for deposit in the Client's name and in their behalf, such money orders, checks, drafts, or other forms of remittance MMCC may receive on accounts the Client submits to them for collection.
3. If and when the Client directs MMCC to forward any account to an attorney for collection, MMCC is authorized and directed to tender the account to the attorney as a convenience to the Client subject to the following terms:
 - a. The Client shall choose the attorney to whom the Client's account shall be transmitted. Such attorney is to represent the Client and to report to MMCC or to the Client as directed by the Client.
 - b. When the Client authorizes suit or an expense, MMCC is authorized and directed to conduct on Client's behalf all routine correspondence with the attorney, subject to the Client's control. All matters requiring a decision shall be referred to the Client.
 - c. The Client authorizes MMCC to advance legal costs on the Client's behalf.
4. The Client shall pay to MMCC the following fees for MMCC's services:
 - a. 25% of the funds collected for accounts where the 45% rate described below doesn't apply.
 - b. 45% of the funds collected for accounts which the Client has directed to be sent to an attorney, or where the debtor has filed bankruptcy or a decedent estate has been filed for a deceased debtor.
 - c. We further acknowledge that the accounts listed with MMCC will be serviced on a contingency basis as previously set forth. To partially compensate for the work done on accounts which are uncollectible and upon which there is no recovery, and to offset cost losses and expenses incurred in skip tracing, investigation of assets, personal and field contacts with debtors, etc., any statutory or court ordered attorney fees and interest that may be earned or accrued that is collected on any of the Client's open accounts shall be retained by MMCC.
5. The Client agrees that from the date MMCC acknowledges the receipt of an account that MMCC has an agency interest in said account and it is understood and agreed that MMCC has exclusive control of those accounts until they are paid in full to them or to the Client, or until MMCC has exhausted all lawful means of collections and returns the accounts to the Client as uncollectible.
6. In the meantime, these accounts cannot be withdrawn by the Client without payment of the regular fees and advanced costs, as set forth above, on the balance of each account as if fully collected. Merchandise returned to the client or the acceptance of notes by the Client will be considered the same as cash received by them and subject to the regular rate of commission, unless special arrangements are made in advance. If the accounts have been paid previous to the date of referral a 10% discovery fee will be charged.
7. MMCC hereby agrees to indemnify Client and to hold Client harmless from and against all damages, costs, losses and expenses, including reasonable attorney's fees, directly resulting from MMCC's collection activity under this contract; provided, however, Client hereby warrants and guarantees that the information furnished to MMCC, including but not limited to the identity of the debtor, any information about the debtor, the balance of the account and the payments and credits due, shall be accurate. Client shall not refer any account to MMCC where the debtor has an open bankruptcy estate or the account has been discharged in bankruptcy. Client shall have an affirmative duty to report to MMCC at the time of turnover any legal representation of the debtor and thereafter to promptly report to MMCC any legal representation, bankruptcy filings, decedent estate, or any change in the amount of the debt by payment, adjustment or otherwise. MMCC shall have no obligation to indemnify or hold Client harmless in the event of error or omission in such information. MMCC hereby expressly disclaims responsibility for any other damages, whether special, incidental or consequential.
8. Client agrees to indemnify MMCC, its officers, directors, servants and agents and to hold MMCC harmless from and against all damages, costs, losses and expenses, including reasonable attorney's fees resulting from errors or omissions in connection with such information furnished by Client to MMCC. Client further agrees to indemnify MMCC, its officers, directors, servants and agents and to hold MMCC harmless from and against all damages, costs, losses and expenses, including reasonable attorney's fees that may arise out of the acts of the agents or employees of Client.

Client Initials _____
MMCC Initials _____

9. The Client authorizes MMCC to report any of the accounts listed with MMCC to the credit bureaus. The Client agrees to give MMCC prompt notice of any payments made directly to the Client.
10. The Client authorizes MMCC to file proofs of claim in probate estates and bankruptcy estates on the accounts listed with MMCC.
11. This Agreement may be amended only in writing signed by both parties.
12. MMCC or Client may terminate this Agreement upon 30 days written notice to the other party.

Merchants & Medical Credit Corporation, Inc.

Signature on behalf of Client

By _____

Client Full Business or Corporate Name

Date: _____

Legal Entity(Corp., Partnership, Sole Proprietor)

Corporate ID #, Partners, Owner

Client Street Address

City, State, Zip Code

Client Initials _____
MMCC Initials _____

**INDEPENDENT CONTRACTOR
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made effective as of this ___ day of _____, 2021 (“Effective Date”) by and between _____ (“CLIENT”), and Universal Credit Services, Inc. (“UCS”). In consideration of the promises and mutual agreements contained in this Agreement, the parties agree as follows:

1. **COLLECTION SERVICES.** UCS shall provide customary collection agency services to CLIENT for unpaid accounts that are due and owing to CLIENT and forwarded to UCS for collection (the “Accounts”). UCS shall have full authority to perform all acts necessary to affect the collection of the Accounts (the “Collection Services”), and in furtherance thereof is specifically authorized as follows:

- (a) to receive payments on the Accounts and to endorse CLIENT’s name on any checks, drafts, money orders or other negotiable instruments received by UCS for payment on the Accounts;
- (b) to arrange for payments under such terms as UCS deems appropriate for the Account including settlement of the Account(s) for less than the balance owed subject to CLIENT’s written guidelines;
- (c) to give good and sufficient releases to Account obligors upon satisfaction of the Accounts; and
- (d) to furnish information regarding the Accounts to one or more credit reporting agencies; and
- (e) to recommend, retain and communicate with an attorney on behalf of CLIENT to pursue legal remedies for the recovery of the Accounts as and when set forth in Section 2.

2. **LEGAL FORWARDING SERVICES.**

2.1 **Authorization.** CLIENT appoints UCS as its authorized and lawful limited agent to select, retain and communicate with an attorney or law firm on behalf of CLIENT to facilitate collection of the Accounts placed with UCS (“Legal Forwarding Services”). The attorney or law firm will review the Accounts forwarded by UCS on behalf of CLIENT and may, in its sole professional legal discretion, decide not to pursue legal action.

2.2 **Communication.** CLIENT authorizes UCS to provide any relevant information to the attorney or law firm for collection of the Accounts, including, but not limited to, all records, documents, or notes associated with each Account placed by CLIENT with UCS. CLIENT shall also make every effort to reasonably assist the attorney or law firm, as needed, in bringing and maintaining any collection action, both before and after entry of judgment.

2.3 Payment of Costs. Costs, including but not limited to filing fees, court costs and related expenses (“Legal Costs”) shall be paid by CLIENT regardless of the outcome of the case. CLIENT acknowledges that Legal Costs expended in the collection of an Account may not be recoverable from the Account obligor.

2.4 Attorney-Client Relationship. The retention of an attorney or law firm by UCS on behalf of CLIENT for the purposes of collection creates an attorney-client relationship between CLIENT and the attorney or law firm. Notwithstanding the actions authorized in Section 2.1 and 2.2, CLIENT retains the ability to make all final decisions regarding the commencement, continuation, termination or resolution of legal proceedings undertaken by any attorney or law firm retained by UCS on behalf of CLIENT and may terminate the services of any attorney or law firm, at any time, as provided for by law.

3. TERM. The initial term of this Agreement will be one (1) year beginning on the Effective Date. At the expiration of the Initial Term, this Agreement shall automatically renew for additional one (1) year terms unless the parties otherwise specifically agree in writing. Notwithstanding the provisions of this section, this Agreement may also terminate in accordance with Section 6.

4. CLIENT RESPONSIBILITIES AND OBLIGATIONS. CLIENT will provide UCS with all information reasonably necessary for UCS to perform services in accordance with this Agreement, including, without limitation, any communications regarding the Accounts or payment thereof received from Account obligors or any third party either prior or subsequent to placement of the Accounts. CLIENT warrants and guarantees that: (a) all account information provided to UCS, including without limitation, the account holder information, transaction date, account balance, date of delinquency and any payments and credits are accurate and complete; (b) CLIENT has not received notice of any legal representation, bankruptcy filing or discharge for any obligor on the Accounts and will immediately notify UCS if it receives such notification for any obligor on the Accounts; (c) any payments or adjustments to the Accounts following placement with UCS will be promptly communicated to UCS; (d) neither CLIENT nor any previous collection agency engaged for the collection of the Accounts has been instructed to cease and desist from further contact with any obligor on the Accounts; and (e) upon notification by UCS of a dispute or request for verification of information with respect to the Accounts, CLIENT will promptly furnish UCS with all information necessary to comply with UCS’ legal obligations. CLIENT further warrants that no interest, fee, charge or other expense incidental to the principal obligation has been added to the Accounts unless expressly authorized by the agreement underlying the Accounts or as permitted by law.

5. FEES.

5.1 Fees. UCS shall be compensated for Collection Services and Legal Forwarding Services provided under this Agreement as set forth on the fee schedule attached as Schedule A (“Earned Fees”). Compensation will be earned regardless of whether payment is made to UCS or directly to the CLIENT.

5.2 Payment. Except as otherwise set forth on Schedule A, UCS shall remit all payments received on behalf of CLIENT during the prior calendar month to the CLIENT in the month following receipt of such payments. CLIENT will report all payments for the Accounts made directly to CLIENT ("Direct Payments") to UCS on a timely basis and will forward all Earned Fees owed to UCS for such Direct Payments in the month following receipt of such payments.

5.3 Remittance Statement. UCS shall provide a remittance statement to CLIENT each month detailing the prior month's collections.

5.4 Invoices. UCS shall provide an invoice to CLIENT setting forth all amounts owed to UCS for Earned Fees and Legal Costs, if any, for collections in the preceding month. Any amount payable by CLIENT under this Agreement and not paid within thirty (30) days will be delinquent and will bear interest at the lesser of one and one-half percent (1½%) per month or the maximum monthly rate allowed by applicable law.

5.4 Taxes. All sales, use or excise taxes resulting from the Collection Services will be the sole responsibility of CLIENT and will be paid by CLIENT directly.

6. **RETURN OF ACCOUNTS.** UCS will return any Accounts: (a) placed in error when UCS is so notified by CLIENT; (b) deemed to be uncollectible or which present unacceptable legal or reputational risk as determined by UCS; or (c) that have been placed with UCS for three hundred and sixty-five (365) days *except* CLIENT expressly agrees that it shall not recall any Accounts for which: (i) a payment, settlement or payment adjustment is pending; (ii) a lawsuit has been commenced by an attorney referred by UCS, or (iii) payment arrangements have been negotiated and are being met according to agreed-upon terms (collectively, "Active Accounts"). CLIENT expressly agrees that UCS will continue to receive all Earned Fees for all Active Accounts.

7. **TERMINATION.** This Agreement may be terminated by either party, for any reason, upon thirty (30) days prior written notice or, in the event of a material breach, by either party, upon fifteen (15) days written notice. Unless otherwise agreed to in writing by the parties, or upon termination of this Agreement for cause, UCS will continue its collection efforts on Accounts where payment arrangements are being met according to agreed-upon terms, until the conclusion of such payment arrangement. Notwithstanding termination of this Agreement, neither expiration nor any such termination shall affect any rights, duties or obligations of either party that accrue prior to the effective date of any such termination.

8. **INDEPENDENT CONTRACTOR.** It is mutually understood and agreed that UCS and any individuals providing services on its behalf shall always be acting and performing as independent contractors. Nothing in this Agreement is intended to create an employee/employer relationship or a joint venture relationship between the parties or between individuals providing services on behalf of CLIENT or UCS.

9. **DISCLAIMER OF WARRANTIES.** UCS DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES, EXPRESS, IMPLIED OR STATUTORY,

PERTAINING TO THE PERFORMANCE OF THE COLLECTION SERVICES HEREUNDER. In no event will UCS be liable for lost profits or other special, incidental or consequential damages or for the uncollectibility of any Account under any circumstances.

10. **INDEMNIFICATION.** UCS agrees to indemnify and hold harmless CLIENT and its officers and employees from and against all damage, costs, loss and expense, including, but not limited to, any reasonable attorney's fees, that CLIENT may suffer or incur to the extent that such damage, costs, loss or expense is directly caused by the failure of UCS to perform the Collection Services in accordance with the terms and conditions of this Agreement and applicable federal, state and local laws, rules and regulations, including, without limitation, the Fair Debt Collection Practices Act. UCS shall have no obligation to indemnify or hold CLIENT harmless if such damage, cost, loss or expense results from the inaccuracy or incompleteness of any Account information or documentation provided or required to be provided by CLIENT pursuant to the terms and conditions of this Agreement or the acts or omissions of CLIENT's agents or employees. CLIENT agrees to indemnify and hold harmless UCS and its officers and employees, from and against all damage, costs, loss and expense, including, but not limited to, any reasonable attorney's fees, that UCS may suffer or incur to the extent such damage, costs, loss or expense is caused by the inaccuracy or incompleteness of any Account information and documentation provided or required to be provided by CLIENT pursuant to the terms and conditions of this Agreement or the acts or omissions of CLIENT's agents or employees.

11. **WAIVER.** No consent or waiver by either party to or of any breach or default by the other party will be considered by consent or waiver to or of any other breach or default in the other party's performance. A party's failure to complain of another party's act or failure to act, or a party's failure to declare another party's default, irrespective of how long such failure continues, will not constitute a waiver by that party of its rights under this Agreement.

12. **CONFIDENTIALITY.** Except as may be required by law or in fulfillment of each parties' duties and responsibilities under this Agreement, neither party shall divulge, furnish or make accessible to anyone, trade secrets, customer lists, or confidential information of any kind with respect to the customers or business operations of the other party, including but not limited to the names and addresses of any customers or information regarding sales and marketing ("Confidential Information"). The parties agree that if they are required by law to disclose the Confidential Information of the other party, the party required to make such disclosures will immediately provide written notice of same to the party whose Confidential Information is being disclosed. The parties further agree that this provision shall survive termination of the Agreement.

13. **ASSIGNMENT.** This Agreement may not be assigned or transferred, in whole or in part, by either party absent prior written consent; provided, however, that the parties agree not to unreasonably withhold consent to assignment of this Agreement to any successor of any party due to acquisition, merger, consolidation or reorganization.

14. **MISCELLANEOUS.**

14.1 **Entire Agreement.** This Agreement describes the entire agreement between the parties relative to the Collection Services and no representations, inducements, promises or

agreements, oral or otherwise, between the parties not embodied in this Agreement will be of any force or effect. This Agreement specifically supersedes all prior written and oral agreements and understandings between UCS and CLIENT pertaining to the provision of the Collection Services and can be modified only in writing executed by the party against whom enforcement of such modification is sought.

14.2 Controlling Law. This Agreement shall be governed exclusively by the laws of the State of Michigan, excluding choice of law principles.

14.3 Choice of Venue. The Parties agree that any dispute, controversy or claim arising out of or relating to this Agreement shall be submitted to, adjudicated by, and subject to the exclusive jurisdiction of the state or federal courts in the State of Michigan, and all Parties consent to such venue(s) as the exclusive forum(s) for resolution of all such matters, submit to the personal jurisdiction of said courts (and any appropriate appellate courts) in any such action or proceeding, and waive any objection to the convenience of the forum or venue.

14.4 Conflict with Law. To the extent possible, all provisions of the Agreement, and any amendments thereto, shall be construed to substantially comply with any and all state or federal laws, rules and regulations, applicable to the parties in this context. In the event that any provision of the Agreement is deemed by a court of competent jurisdiction or government authority to conflict with any state or federal law, rule, regulation, or order, applicable to the parties in this context, the Agreement shall be deemed modified to the minimum extent necessary to comply with such federal law, rule, regulation, or order, in all material respects.

14.5 Notices. Any notice, demand or communication required or permitted to be given by the provisions of this Agreement shall be made in writing to the following persons and will be deemed to have been given if sent by certified or registered mail, return receipt requested, or by means of an express delivery service and will be effective on the date of receipt:

If to CLIENT: _____

If to UCS: Jennifer Dietrich
Chief Executive Officer
3588 Avon
P.O. Box 133
Hartland, MI 48353

14.6 Authority to Execute Agreement. The parties represent and warrant that they have the authority to execute this Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives as of the date set forth above.

CLIENT

By: _____

Name: _____

Its: _____

Universal Credit Services, Inc.

By: _____

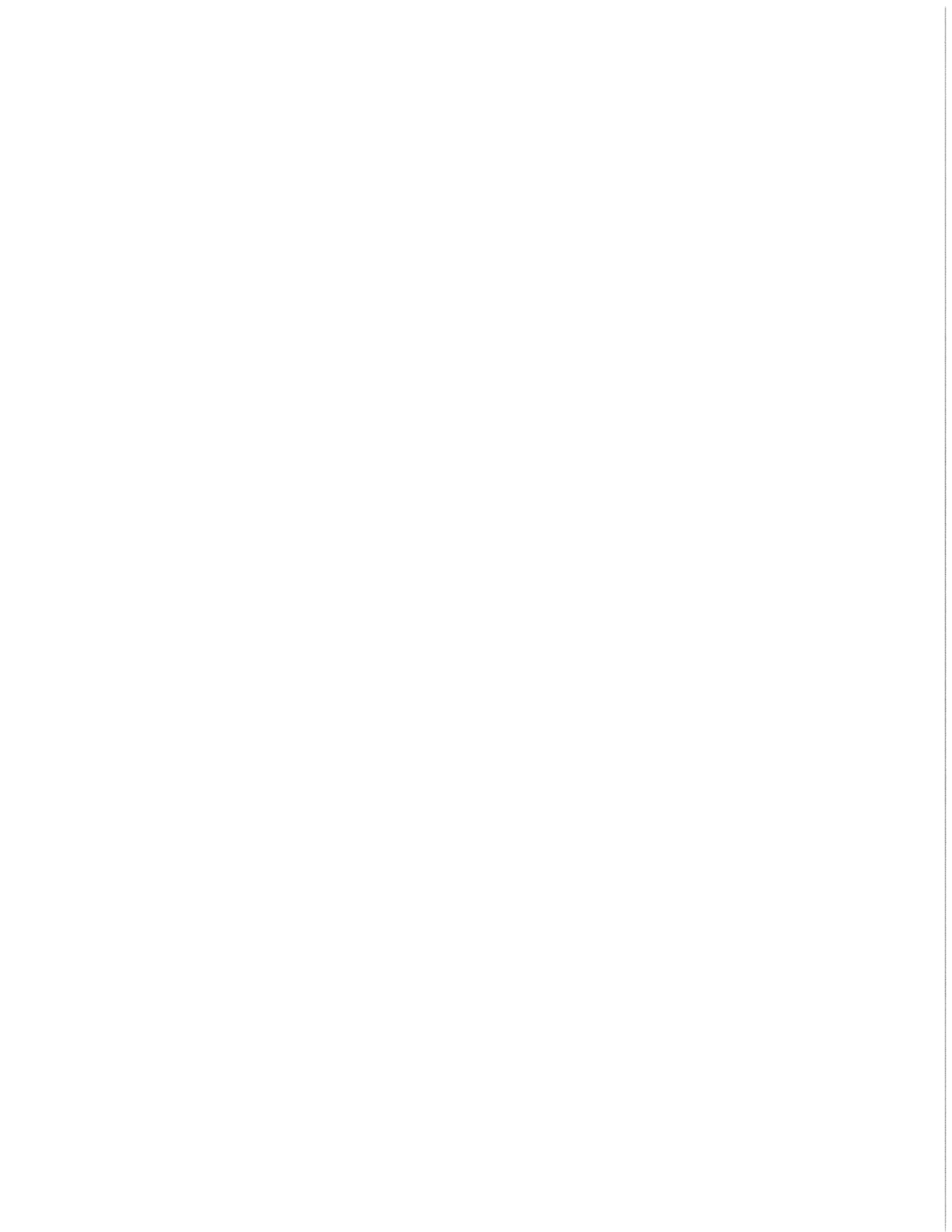
Name: _____

Its: _____

SCHEDULE A – EARNED FEE SCHEDULE

Collection Services	<u>35</u> % of all amounts collected
Legal Forwarding Services	<u>50</u> % of all amounts collected

UNIVERSAL CREDIT SERVICES





DEBT COLLECTION SERVICE AGREEMENT

THIS AGREEMENT (the “Agreement”) by and between **Charter Township of Highland – Fire Department** (“CLIENT”) and Congress Collection, with offices at 28552 Orchard Lake Rd. Ste.#200, Farmington Hills, MI 48334 (“AGENCY”), (sometimes referred to collectively as the “Parties” or individually as a “Party”) is made as of this **26th** day of **January, 2021**.

BACKGROUND AND RECITALS

WHEREAS, Congress Collection is in the business of providing third-party debt collection services; and

WHEREAS, CLIENT is owed money (“the Debt”) for the supply of goods or services to certain persons (“the Debtor”) and has provided complete & accurate information, to the best of its knowledge, regarding the Debt and the Debtor to CONGRESS COLLECTION, for which CLIENT authorizes AGENCY’s use in an attempt to collect the Debt; and

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises, covenants, and conditions herein contained, the parties do hereby covenant and agree as follows:

1. SERVICES TO BE PROVIDED

- 1.1 CONGRESS COLLECTION shall make written, telephonic and/or personal demands for payment in attempt to recover the Debt.
- 1.2 CONGRESS COLLECTION is hereby authorized by CLIENT to report the Debts to Credit Reporting Agencies.
- 1.3 Litigation Services.
 - 1.3.1 CONGRESS COLLECTION is hereby authorized by CLIENT to forward any account to an attorney that may act on CLIENT’s behalf.
 - 1.3.2 CONGRESS COLLECTION, or its agent(s), shall not initiate litigation without prior written authorization of CLIENT.
 - 1.3.3 CONGRESS COLLECTION shall advance filing fees, constable fees, garnishment fees, execution costs, payment transaction fees and surcharges, costs of discovery subpoenas and reasonable attorney fees on all accounts in which CONGRESS COLLECTION recommends litigation. Advanced costs will be reimbursed to CONGRESS COLLECTION out of debtor payments prior to the

calculation of the contingency fee under this Agreement and remittance of the net to the client. All court costs will be added to the Debtor's outstanding account balance where authorized by contract or otherwise allowed by law.

- 1.3.4 CLIENT and attorney may communicate directly at any time, but such communication is not required.

2. COMPENSATION FOR SERVICES

2.1 CONGRESS COLLECTION shall be entitled to a **35%** fee based on total Debt collected and contingent upon successful collection, on all accounts placed by CLIENT with CONGRESS COLLECTION, with a current address.

2.2 CONGRESS COLLECTION shall be entitled to a **50%** fee based on total Debt collected and contingent upon successful collection, on all accounts placed by CLIENT with CONGRESS COLLECTION that are second placements, require skip tracing, and/or litigation.

2.2.1 Skip tracing is defined as any tactic CONGRESS COLLECTION utilizes to locate a person's whereabouts including, but not limited to, identifying an accurate address, phone number, and/or place of employment for which such information was not originally provided by CLIENT.

2.2.2 Second placements is defined as any account handled by a prior collection agency or attorney.

3. TERM, TERMINATION AND RENEWAL

- 3.1 Initial Term. The initial term of this Agreement shall commence on the date first written above (the "Effective Date") and, subject to the termination and renewal provisions provided below, expire on the first (1st) anniversary of the Effective Date.
- 3.2 Termination. Either party may terminate this Agreement during the initial term with written notice of intent to terminate Agreement at least sixty (60) days prior to any monthly expiration date. Such termination shall not affect CONGRESS COLLECTION's rights with regard to their contingency fees on payments received by CONGRESS COLLECTION or client, subsequent to the termination, for accounts placed with CONGRESS COLLECTION prior to the effective date of termination. Nor shall CONGRESS COLLECTION's discontinuance of collection efforts affect their rights with regard to their contingency fees on payments received subsequent to such discontinuance if said payments are received as a result of CONGRESS COLLECTION's efforts or their reporting of accounts to Credit Reporting Agencies.
- 3.3 Renewal. Upon expiration of the initial term of this Agreement, this Agreement shall automatically renew on a month-to-month basis unless either party gives written notice of intent to terminate at least sixty (60) days prior to any monthly expiration date.

4. INDEMNIFICATION AND LIABILITY

- 4.1 CONGRESS COLLECTION shall provide collection services in accordance with the most recent applicable federal, state, and local regulations, such as, but not limited to the Fair and Accurate Credit Transactions (FACT) Act of 2003, "Red Flag Rules", Reauthorized Higher Education Act, including most recent amendments, and the Family Educational Rights and Privacy Act (FERPA).
- 4.2 CLIENT agrees to indemnify, defend and hold CONGRESS COLLECTION harmless of any loss, damage, fine, penalty, costs or expenses associated with the acts or omissions of any attorney in connection with accounts forwarded.
- 4.3 Mutual Indemnification. Each party shall indemnify, defend, and hold harmless the other Party, including its affiliates, owners, shareholders, members, officers, directors, managers, employees, representatives, agents, successors and assigns, against and from any and all claims, demands, causes of actions, fines, penalties, judgments, appeals, settlements, losses, liabilities, or obligations, costs or expenses whatsoever (including, without limitation, expert witness fees and reasonable attorney's fees) that arise out of or result from the party's negligence or willful misconduct.

5. MISCELLANEOUS

- 5.1 Assignment. Neither party may assign any of their respective rights, powers, duties and obligations listed in this Agreement without the prior written consent of the other party.
- 5.2 Confidential Information. During the term of this Agreement, CONGRESS COLLECTION may have access to confidential information. All information and data related to CLIENT and obtained by CONGRESS COLLECTION pursuant to its performance of this Agreement will be treated as confidential by CONGRESS COLLECTION and will not, unless otherwise required by law, be disclosed to any third party by CONGRESS COLLECTION without prior written consent of CLIENT. CONGRESS COLLECTION agrees not to use or disclose such information other than for the purposes outlined in this Agreement and to abide by CLIENT's confidentiality policies with respect to all information disclosed to CONGRESS COLLECTION in connection with this Agreement.
- 5.3 Endorsements. CONGRESS COLLECTION shall have the right to endorse for deposit and collection, in the name of and on behalf of CLIENT, checks, drafts, money orders and other negotiable instruments received on accounts placed with CONGRESS COLLECTION for collection.
- 5.4 Remittance. CONGRESS COLLECTION shall provide CLIENT by the 15th of each month, a monthly remittance statement listing all payments received during the preceding month including columns for Debtors' names, account number, amount collected, commission due CONGRESS

COLLECTION and outstanding balance. A separate report may also be provided listing any accounts that have been closed, canceled and/or returned to CLIENT.

- 5.5 Reporting of Direct Payments. It is expressly understood by CLIENT that CONGRESS COLLECTION shall maintain an irrevocable vested interest in and to all accounts tendered it for collection, and to all monies collected upon each and every account for which services have commenced, whether or not legal action has been taken, and whether monies collected upon said accounts should be collected by CONGRESS COLLECTION or by any other agent, employee or representative of CLIENT. CLIENT agrees to use its best efforts to notify CONGRESS COLLECTION immediately upon receipt of all monies directly or indirectly by CLIENT, or its agents or representatives for accounts that are listed with CONGRESS COLLECTION. CONGRESS COLLECTION shall be entitled to the fee listed in this Agreement for all such payments received.
- 5.6 Notices Received by CLIENT. Client shall notify CONGRESS COLLECTION when CLIENT receives notices or other communication that Debtor has filed for bankruptcy or that the Debtor is represented by an attorney, and if CLIENT has received a "Cease and Desist" letter from an attorney on behalf of or related to Debtor.
- 5.7 Withdrawal of Accounts. CLIENT shall give reasonable opportunity for CONGRESS COLLECTION to collect every assigned account. Any individual accounts chosen by CLIENT to withdraw shall be reviewed and approved by CONGRESS COLLECTION prior to completion of withdrawal and may be subject to a **withdrawal fee of 10% of the originally-placed or current balance**, whichever is greater. Any account in legal process or in which payment arrangements have been made between Debtor and CONGRESS COLLECTION may not be withdrawn and will continue to be subject to the fee listed in this Agreement to CONGRESS COLLECTION.
- 5.8 Settlements. CONGRESS COLLECTION shall not settle any balance due CLIENT without prior approval.
- 5.9 Independent Contractor. At all times in the performance of the services pursuant to this Agreement, CONGRESS COLLECTION and CLIENT shall be acting as independent contractors. Except as expressly set forth herein, neither party is, in any manner, authorized to make any contract, agreement, warranty, or representation on behalf of the other party, or to create any obligations, expressed or implied, on behalf of the other party. Nothing in this Agreement is intended, nor shall be construed, as creating an employer/employee, joint venture, agency, or partnership relationship between the Parties.
- 5.10 No Waiver. Any delay in enforcing a Party's rights under this Agreement or any waiver as to a particular default or other matter shall not constitute a waiver of such Party's rights to the future enforcement of its rights under this Agreement, except with respect to an express written and signed waiver relating to a particular matter for a particular period of time.

- 5.11 Severability. If any provision in this Agreement is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting the remaining portions of this Agreement.
- 5.12 Amendment. This Agreement may not be altered, modified or amended unless specified in writing and signed by both parties.
- 5.13 Non-Exclusivity. Nothing in this Agreement shall limit the rights of either party to contract with any other facility or entity for the same or similar services.
- 5.14 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.
- 5.15 Governing Law. This Agreement shall be governed by, and construed in accordance with, the substantive laws of the State of Michigan, without reference to its conflicts of law provisions.
- 5.16 Specific Performance. The parties will be irreparably damaged in the event that this Agreement should not be specifically enforced. If any dispute arises under the terms of this Agreement, an injunction may be issued pending the determination of the controversy, without any bond or other security being required. Any such remedy shall be cumulative and shall be in addition to any other remedy that the parties may have.
- 5.17 Entire Agreement. This Agreement constitutes the entire Agreement between the parties hereto. No representations, warranties, undertakings, or promises, whether oral, implied, or otherwise, shall be binding on either party hereto and neither of the parties has relied on such prior representations, warranties, undertakings, or promises in executing this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date stated above.

Charter Township of Highland – Fire Department

CONGRESS COLLECTION

By: _____

By: John Madden

Signed: _____

Signed: 

Title: _____

Title: Senior Vice President
Business Development

IMPORTANT INFORMATION

“NEW CLIENT” DETAILS FOR CONGRESS COLLECTION FILE & RECORDS

Legal Address: _____

Primary Contact: _____

Email Address: _____

Telephone Number: _____

Fax Number: _____

Secondary Contact: _____

Email Address: _____

Telephone Number: _____

Different address (from above) for REMITTANCE OF CHECKS? Yes or No (same as above)

If yes, provide address here _____

Umbrella Settlement/Discount Authority (if applicable): _____ (% of 100%)

Indicate (check one) preferred method to receive correspondence/acknowledgements?

U.S. Mail Email Fax

Indicate (check one) preferred method for common questions/issues?

Email Phone Text _____

My business/organization requires **more than one** account for billing and/or statistical purposes: (check one)

One Two Three Four More (fill in) _____

BUSINESS ASSOCIATE AGREEMENT

This Agreement, dated as of _____ ("Agreement"), by and between _____ on its own behalf and on behalf of all entities controlling, under common control with or controlled by it (the "Covered Entity"), and Universal Credit Services, Inc. ("Business Associate"). Covered Entity and Business Associate may be referred to herein collectively as the "Parties" or individually as "Party".

WHEREAS, Covered Entity and Business Associate are parties to an agreement or various agreements pursuant to which Business Associate provides certain services to Covered Entity ("Services Agreement or Agreements"). In connection with Business Associate's services, Business Associate creates, receives, maintains or transmits Protected Health Information from, to, or on behalf of Covered Entity, which information is subject to protection under Michigan state law ("State Law") and the Federal Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 (the "HIPAA Statute"), the Health Information Technology for Economic and Clinical Health Act, Title XIII of the American Recovery and Reinvestment Act of 2009 (the "HITECH Act"), and related regulations promulgated by the Secretary ("HIPAA Regulations").

WHEREAS, Business Associate qualifies as a "business associate" (as defined by the HIPAA Regulations) of its clients, which means that Business Associate has certain responsibilities with respect to the Protected Health Information of its clients; and

WHEREAS, in light of the foregoing and the requirements of the HIPAA Statute, the HITECH Act and HIPAA Regulations, Business Associate and Covered Entity agree to be bound by the terms and conditions of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions.

a. General. Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms by the HIPAA Statute, the HITECH Act and HIPAA Regulations as in effect or as amended from time to time.

b. Specific.

i. Breach. "Breach" shall have the same meaning as the term "breach" in 45 CFR §164.402.

ii. Electronic Health Record. "Electronic Health Record" shall have the same meaning as the term "electronic health record" in the HITECH Act, Section 13400(5).

iii. Electronic Protected Health Information. "Electronic Protected Health Information" shall have the same meaning as the term "electronic protected health information" in 45 CFR § 160.103, limited to the information that Business Associate creates, receives, maintains, or transmits from or on behalf of Covered Entity.

iv. Individual. "Individual" shall have the same meaning as the term "individual" in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

v. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164.

vi. Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR § 160.103, limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.

vii. Required By Law. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.103.

viii. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

ix. Security Rule. "Security Rule" shall mean the Security Standards at 45 CFR Part 160 and Part 164.

x. Services Agreement. "Services Agreement" shall mean any present or future agreements, either written or oral, between Covered Entity and Business Associate under which Business Associate provides services to Covered Entity which involve the use or disclosure of Protected Health Information. The Services Agreement is amended by and incorporates the terms of this Agreement.

xi. Subcontractor. "Subcontractor" shall have the same meaning as the term "subcontractor" in 45 CFR § 160.103.

xii. Unsecured Protected Health Information. "Unsecured Protected Health Information" shall have the same meaning as the term "unsecured protected health information" in 45 CFR § 164.402.

xiii. HIPAA. "HIPAA" collectively refers to the HIPAA Statute, the HITECH Act, and the HIPAA Regulations, as such may be amended from time to time.

xiv. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164.

xv. Security Rule. "Security Rule" shall mean the Security Standards at 45 CFR part 160 and part 164.

xvi. Service Agreement. For purposes of this Agreement, "Service Agreement" shall refer to any present or future agreements, either written or oral, between Covered Entity and Business Associate under which Business Associate provides services to Covered Entity which involve the use or disclosure of Protected Health Information. Each such Service Agreement is amended by and incorporates the terms of this Agreement.

2. **Obligations and Activities of Business Associate.**

a. Use and Disclosure. Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by the Service Agreement or as Required By Law. Business Associate shall comply with the provisions of this Agreement relating to privacy and security of Protected Health Information and all present and future provisions of HIPAA that relate to the privacy and security of Protected Health Information and that are applicable to Covered Entity and/or Business Associate. In addition, Business Associate agrees to comply with all applicable Michigan State laws governing the privacy, security and confidentiality of protected health information, to the extent such state laws are not preempted by HIPAA. Without limiting the foregoing, to the extent the Business Associate will carry out one or more of the Covered Entity's obligations under the Privacy Rule, Business Associate shall comply with the requirements of the Privacy Rule that apply to the Covered Entity in the performance of such obligations.

b. Appropriate Safeguards. Business Associate agrees to use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to Electronic Protected Health Information, to prevent use or disclosure of the Protected Health Information other than as provided for by the Service Agreement and this Agreement. Without limiting the generality of the foregoing, Business Associate represents and warrants that Business Associate:

i. Has implemented and will continue to maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information as required by the Security Rule; and

ii. Shall ensure that any agent or subcontractor, to whom Business Associate provides Electronic Protected Health Information, has implemented and will continue to maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information as required by the Security Rule.

c. Reporting. Business Associate agrees to promptly, and in any event within three (3) business days, report to Covered Entity any of the following:

i. Any use or disclosure of Protected Health Information not permitted by this BA Agreement of which Business Associate becomes aware.

ii. Any Security Incident of which Business Associate becomes aware.

iii. The discovery of a Breach of Unsecured Protected Health Information.

A Breach is considered "discovered" as of the first day on which the Breach is known, or reasonably should have been known, to Business Associate or any employee, officer or agent of Business Associate, other than the individual committing the Breach. Any notice of a Security Incident or Breach of Unsecured Protected Health Information shall include the identification of each Individual whose Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired or disclosed during such Security Incident or Breach as well as any other relevant information regarding the Security Incident or Breach. Any

such notice shall be directed to Covered Entity pursuant to the notice provisions of the Services Agreement or to the Privacy Officer of Covered Entity.

d. Investigation. Business Associate shall to reasonably cooperate and coordinate with Covered Entity in the investigation of any violation of the requirements of this BA Agreement and/or any Security Incident or Breach.

e. Reports and Notices. Business Associate shall reasonably cooperate and coordinate with Covered Entity in the preparation of any reports or notices to the Individual, a regulatory body or any third party required to be made under HIPAA, HIPAA Regulations, the HITECH Act, or any other Federal or State laws, rules or regulations, provided that any such reports or notices shall be subject to the prior written approval of Covered Entity.

f. Mitigation. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate or its employees, officers, Subcontractors or agents of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement (including, without limitation, any Security Incident or Breach of Unsecured Protected Health Information). Business Associate agrees to reasonably cooperate and coordinate with Covered Entity in the investigation of any violation of the requirements of this Agreement and/or any Security Incident or Breach. Business Associate shall also reasonably cooperate and coordinate with Covered Entity in the preparation of any reports or notices to the Individual, a regulatory body or any third party required to be made under HIPAA or any other Federal or State laws, rules or regulations, provided that any such reports or notices shall be subject to the prior written approval of Covered Entity. Business Associate shall keep Covered Entity fully apprised of all mitigation efforts of the Business Associate required under this Section.

g. Agents/Subcontractors. Business Associate agrees to ensure that any agent and/or subcontractor that creates, receives, maintains or transmits Protected Health Information on behalf of Business Associate agrees in writing to restrictions and conditions at least as stringent as those that apply to Business Associate pursuant to this Agreement with respect to such information. Business Associate agrees that, in the event that Business Associate becomes aware of a pattern of activity or practice of an agent and/or subcontractor that constitutes a material breach or violation by the agent and/or subcontractor of any such restrictions or conditions, Business Associate shall take reasonable steps to cure the breach or end the violation, as applicable, and if such steps are unsuccessful, to terminate the contract or arrangement with such agent and/or subcontractor.

h. Access to Designated Record Sets. To the extent that Business Associate possesses or maintains Protected Health Information in a Designated Record Set, Business Associate agrees to provide access, at the request of Covered Entity, and in the time, format and manner reasonably requested by Covered Entity, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual or the Individual's designee in order to meet the requirements under HIPAA. If an Individual makes a request for access to Protected Health Information directly to Business Associate, Business Associate shall notify Covered Entity of the request within three (3) business days of such request and will cooperate with Covered Entity and allow Covered Entity to send the response to the Individual or the Individual's designee.

i. Amendments to Designated Record Sets. To the extent that Business Associate possesses or maintains Protected Health Information in a Designated Record Set, Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to HIPAA at the request of Covered Entity or an Individual, and in the time and manner reasonably requested by Covered Entity. If an Individual makes a request for an amendment to Protected Health Information directly to Business Associate, Business Associate shall notify Covered Entity of the request within three (3) business days of such request and will cooperate with Covered Entity and allow Covered Entity to send the response to the Individual.

j. Access to Books and Records. Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, or to the Secretary, in a time and manner reasonably requested by the Covered Entity or designated by the Secretary, for purposes of the Secretary determining Covered Entity's or Business Associate's compliance with HIPAA.

k. Accountings. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with HIPAA.

l. Requests for Accountings. Business Associate agrees to provide to Covered Entity or an Individual, in the time and manner reasonably requested by Covered Entity, information collected in accordance with Section 2.k. of this Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with HIPAA. If an Individual makes a request for an accounting directly to Business Associate, Business Associate shall notify Covered Entity of the request within three (3) business days of such request and will cooperate with Covered Entity and allow Covered Entity to send the response to the Individual.

m. Privacy Requirements. To the extent Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, Business Associate shall comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s).

3. Permitted Uses and Disclosures by Business Associate.

a. Service Agreement. Except as otherwise limited in this Agreement, Business Associate may only use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Service Agreement, provided that such use or disclosure would not violate HIPAA if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity. All such uses and disclosures shall be consistent with the minimum necessary requirements of HIPAA.

b. De-Identified Data. Business Associate is not authorized to de-identify Protected Health Information or to use or disclose any de-identified Protected Health Information of Covered Entity except as otherwise provided in the Service Agreement. If de-identification is specified in the Service Agreement, Business Associate shall de-identify the information in accordance with 45 CFR 164.514(a)-(c).

c. Use for Administration of Business Associate. Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

d. Disclosure for Administration of Business Associate. Except as otherwise limited in this Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that (i) disclosures are Required By Law, or (ii) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the Protected Health Information will remain confidential and he used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

4. Permissible Requests by Covered Entity.

Except as set forth in Section 3 of this Agreement, Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

5. Term and Termination.

a. Term. This Agreement shall be effective as of the date of this Agreement and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created, maintained, transmitted or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.

b. Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate of this Agreement, Covered Entity shall either:

i. Provide an opportunity for Business Associate to cure the breach or end the violation. If Business Associate does not cure the breach or end the violation within the time specified by Covered Entity, Covered Entity shall terminate: (A) this Agreement; (B) all of the provisions of the applicable Service Agreement that involve the use or disclosure of Protected Health Information; and (C) such other provisions, if any, of the applicable Service Agreement as Covered Entity designates in its sole discretion; or

ii. If Business Associate has breached a material term of this Agreement and cure is not possible, immediately terminate: (A) this Agreement; (B) all of the provisions of the applicable Service Agreement that involve the use or disclosure of Protected Health Information;

and (C) such other provisions, if any, of the applicable Service Agreement as Covered Entity designates in its sole discretion.

c. Effect of Termination.

i. Except as provided in Section 5(c)(ii), upon termination of the applicable Service Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

ii. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information. In addition, with respect to Electronic Protected Health Information, Business Associate shall continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164, to prevent the use or disclosure of the Protected Health Information, for as long as Business Associate retains the Electronic Protected Health Information.

6. Compliance with the Electronic Transaction Standards.

When providing its services and/or products, Business Associate shall comply with all applicable HIPAA standards and requirements (including, without limitation, those specified in 45 CFR Part 162) with respect to the transmission of health information in electronic form in connection with any transaction for which the Secretary has adopted a standard under HIPAA ("Covered Transactions"). Business Associate will make its services and/or products compliant with HIPAA's standards and requirements no less than thirty (30) days prior to the applicable compliance dates under HIPAA. Business Associate represents and warrants that it is aware of all current HIPAA standards and requirements regarding Covered Transactions, and Business Associate shall comply with any modifications to HIPAA standards and requirements which become effective from time to time. Business Associate agrees that such compliance shall be at its sole cost and expense, which expense shall not be passed on to Covered Entity in any form, including, but not limited to, increased fees. Business Associate shall require all of its agents and subcontractors (if any) who assist Business Associate in providing its services and/or products to comply with the terms of this Section 6.

7. Indemnity.

Business Associate agrees to indemnify, defend and hold harmless Covered Entity and its employees, trustees, professional staff representatives and agents (collectively, the "Indemnities") from and against any and all claims (whether in law or in equity), obligations, actions, causes of action, suits, debts, judgments, losses, fines, penalties, damages, expenses (including attorney's

fees), liabilities, lawsuits or costs incurred by the Indemnities which arise or result from a breach of the terms and conditions of this Agreement, a violation of HIPAA, or a Breach by Business Associate or its employees, agents or subcontractors. Business Associate's indemnification obligations hereunder shall not be subject to any limitations of liability or remedies in the Service Agreement.

8. Miscellaneous.

- a. No HIPAA Agency Relationship. It is not intended that an agency relationship (as defined under the Federal common law of agency) be established hereby expressly or by implication between Covered Entity and Business Associate for purposes of liability under HIPAA, HIPAA Regulations, or the HITECH Act. No terms or conditions contained in this BA Agreement shall be construed to make or render Business Associate an agent of Covered Entity.
- b. Regulatory References. A reference in this Agreement to a section in HIPAA means the section as in effect or as amended or modified from time to time, including any corresponding provisions of subsequent superseding laws or regulations.
- c. Amendment. The parties agree to take such action as is necessary to amend the Service Agreement or this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of HIPAA.
- d. Survival. The respective rights and obligations of Business Associate under Section 5(c), Section 7 and this Section 8(c) of this Agreement shall survive the termination of the Service Agreement or this Agreement.
- e. Interpretation. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with HIPAA.
- f. Third Party Beneficiaries. Covered Entity's subsidiaries and affiliates shall be considered third party beneficiaries of this Agreement and the agreements contained therein.
- g. Miscellaneous. The terms of this Agreement are hereby incorporated into the Service Agreement (s) (including present and future agreements). Except as otherwise set forth in Section 8(d) of this Agreement, in the event of a conflict between the terms of this Agreement and the terms of the Service Agreement, the terms of this Agreement shall prevail. The terms of the Service Agreement which are not modified by this Agreement shall remain in full force and effect in accordance with the terms thereof. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Michigan, exclusive of conflict of law rules. Each party to this Agreement hereby agrees and consents that any legal action or proceeding with respect to this Agreement shall only be brought in the state and federal courts located in Livingston County, Michigan. This Agreement may be executed in counterparts, each of which when taken together shall constitute one original. Any PDF or facsimile signatures to this Agreement

shall be deemed original signatures to this Agreement. No amendments or modifications to this Agreement shall be effected unless executed by both parties in writing. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and this Agreement supersedes and replaces any former business associate agreement or addendum entered into by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

Covered Entity:

By:

Print Name:

Print Title: _____

Business Associate:

By:

Print Name:

Print Title: _____

BUDGET AMENDMENT WORKSHEET
 2021 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - March 1, 2021

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
TRANSPORTATION FUND				
Revenues:				
205-000-000-695-200 APPROPRIATION FUND BAL.	\$0.00	\$0.00	+ \$40,429.65 =	\$40,429.65
Expenditures:				
205-290-000-805-002 BUS: WOTA SEMCOG GRANT MGMNT	\$0.00	\$0.00	+ \$40,429.65 =	\$40,429.65

Purpose of Amendment:
 To appropriate funds to payout remaining funds to close out the account.

10. Adjourn

Time: _____