



# **CHARTER TOWNSHIP OF HIGHLAND**

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

## **REGULAR BOARD OF TRUSTEES MEETING AGENDA**

**July 12, 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/82660918657>. New to Zoom? Get the app now and be ready when your first meeting starts July 12, 2021, at 6:30 p.m. Meeting ID: 826 6091 8657.

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

One tap mobile

+13017158592,, 82660918657# US (Washington DC) +13126266799,, 82660918657# US (New York)

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/82660918657>

Meeting ID: 826 6091 8657

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](mailto: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
  - Approve:
    - a) June 23, 2021 Board of Trustees Meeting Minutes
    - b) List of Bills dated July 8, 2021 plus additions
    - c) Highland Charter Township Principles of Governance
    - d) Fire Department 555 Grant Request
    - e) Hiring of Probationary Fire Fighters Christopher Rheaume and Kirk Werner
  - Receive and File:
    - Advisory Council Minutes – May 12, 2021
    - Building Department Report – June 2021
    - Financial Report – May 2021
    - Fire Department Report – May 2021
    - Library Board Minutes – March, April, May 2021
    - Library Director's Report – April, May, June 2021
    - Ordinance Enforcement Report – May 2021
    - Ordinance Inspections Report – May 2021
    - Sheriff's Department Report – June 2021
    - Treasurer's Report – May 2021
6. Announcements and Information Inquiry:
  - a) Farmers Market on Saturdays, 9:00 a.m. – noon , thru October 9th
  - b) Summer Concert Series at Veterans Park, Tuesdays, thru August 10<sup>th</sup>
7. Public Comment
8. Pending Business:
  - a) Proposed Rezoning Request Z-021 from ARR, Agricultural and Rural Residential to R-3, Single Family Residential-3 acre Zoning District, 2810 S Milford, PIN 11-34-301-016, submitted by applicant Andrew Pyles
  - b) Authorization to Proceed with Township Hall Renovations Consideration of Intent to Borrow Resolution
  - c) Authorization to Proceed with Sheriff Substation Renovations
9. New Business:
  - a) Highland Hills Road Project
  - b) Grant Request for American Recovery Act funds
  - c) Hire Part-Time Employee Floater 2 Position
  - d) Budget Amendment for Floater 2 Position
  - e) Fixed Asset Capitalization Policy
  - f) Proposed Revisions to Personnel Policy
  - g) Budget Amendment – Building Inspections
  - h) Proposal for Engineering Services Water Reliability Study
  - i) Resolution 21- 10 to Authorize the Placement of Signage on M-59 Median for Fireworks Display
  - j) Resolution 21-12 to Establish Millage Rates for 2022 Budget
10. Adjourn

1. Call Meeting to Order

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

Number of Visitors: \_\_\_\_\_

## 2. Pledge of Allegiance



# Township Board Meeting Roll

Date: July 12, 2021

Present

Absent

Board Member

\_\_\_\_\_

\_\_\_\_\_

Rick A. Hamill

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\_\_\_\_\_

Tami Flowers

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Jenny Frederick

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Judy Cooper

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Brian Howe

\_\_\_\_\_

\_\_\_\_\_

Beth Lewis

\_\_\_\_\_

\_\_\_\_\_

Joseph Salvia

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

#### 4. Approval of Agenda

## **5a. Consent Agenda Approval**

- a) June 23, 2021 Board of Trustees Meeting Minutes
- b) List of Bills dated July 8, 2021 plus additions
- c) Highland Charter Township Principles of Governance
- d) Fire Department 555 Grant Request
- e) Hiring of Probationary Fire Fighters Christopher Rheaume and Kirk Werner

CHARTER TOWNSHIP OF HIGHLAND  
SPECIAL BOARD OF TRUSTEES MEETING  
June 23, 2021, 2021 - 6:30 p.m.

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

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

Also Present: Lisa Hamameh, Attorney

Visitors: 5

**Approval of Agenda:**

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

**Consent Agenda Approval:**

- a) June 7, 2021 Board of Trustees Meeting Minutes
- b) June 7, 2021 Board of Trustees Meeting Closed Session Minutes
- c) List of Bills dated 06-24-21 plus additions
- d) Approve Gen X Pyrotechnics White lake Fireworks Display July 3, 2021

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

**Announcements and Information Inquiry:**

- a) Farmers Market on Saturdays, June 19 – October 9th, 9:00 a.m. - noon
- b) Summer Concert Series at Veterans Park – Tuesdays, July 6th – August 10th
- c) Township Offices will be closed on Monday, July 5th, in Observance of Independence Day

**Public Comment:**

Inquiry regarding the lawn maintenance at Highland Cemetery.

**New Business:**

- a) Resolution 21-12 to Approve Amendment of the Interlocal Agreement Regarding the Western Oakland Transportation Authority for Formation of an Act 196 Authority and to Adopt Articles of Incorporation

Mr. Hamill moved to approve Resolution 21-12 to Approve Amendment of the Interlocal Agreement Regarding the Western Oakland Transportation Authority for Formation of an Act 16 Authority and to Adopt Articles of Incorporation. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, and Lewis – yes.

- b) Tractor Purchase Update

Mrs. Cooper moved to authorize the supervisor to purchase from Rural King Farm store the items that we specified in the previous cancelled order from D&G Equipment. The amount not to exceed \$34,000.00. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, and Lewis – yes.

Board Comments

**Adjourn:**

Supervisor Hamill adjourned the meeting at 6:56 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-000-202-001 ESCROW BONDS&amp;ENG. FEES PAYABLE</b>					
8291	ALL AMERICAN REMOD LLC	101-ESCROW/BUILDING	B21-00295	06/25/2021	250.00
7842	D & J CARPENTRY	101-ESCROW/BUILDING	B21-00515	06/25/2021	500.00
7495	DUGGAN, BRIAN K.	101-ESCROW/BUILDING	B19-00529	06/25/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00373	06/25/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00470	06/25/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00537	06/25/2021	125.00
6761	HADLEY HOME BUILDERS INC.	101-ESCROW/BUILDING	B20-00522	06/23/2021	1,687.00
6761	HADLEY HOME BUILDERS INC.	101-REFUSE FEE	B20-00522	06/23/2021	97.00-
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00080	06/23/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00417	06/23/2021	57.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00522	06/23/2021	97.00
5827	HSI	101-ESCROW/BUILDING	B21-00080	06/23/2021	125.00
5827	HSI	101-REINSPECTION FEE	B21-00080	06/23/2021	57.00-
6966	MACDONALD, JAMES	101-ESCROW/BUILDING	B21-00347	06/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00342	06/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00391	06/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00392	06/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00395	06/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00396	06/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00410	06/28/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00417	06/23/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00417	06/23/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00427	06/28/2021	250.00
6041	PELLA WINDOWS & DOORS INC.	101-ESCROW/BUILDING	B21-00010	06/23/2021	250.00
6041	PELLA WINDOWS & DOORS INC.	101-ESCROW/BUILDING	B21-00051	06/25/2021	250.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B21-00183	06/23/2021	250.00
6561	ROOFING SOLUTIONS LLC	101-ESCROW/BUILDING	B21-00517	06/24/2021	250.00
6077	TROMBLEY, CAROL LYNNE	101-ESCROW/BUILDING	B21-00238	06/23/2021	250.00
<b>101-000-000-478-380 BUILDING PERMITS</b>					
5827	HSI	101-REFUND OF PERMIT FEES	B21-00123	06/23/2021	68.00
5827	HSI	101-REFUND OF PERMIT FEES	B21-00126	06/23/2021	68.00
5827	HSI	101-REFUND OF PERMIT FEES	B21-00128	06/23/2021	68.00
5827	HSI	101-REFUND OF PERMIT FEES	PMH21-0014	06/23/2021	160.00
5827	HSI	101-REFUND OF PERMIT FEES	PMH21-0028	06/23/2021	160.00
5827	HSI	101-REFUND OF PERMIT FEES	PMH21-0031	06/23/2021	160.00
<b>101-000-000-479-380 HEATING PERMITS</b>					
5827	HSI	101-REFUND OF PERMIT FEES	PM21-0074	06/23/2021	61.60
5827	HSI	101-REFUND OF PERMIT FEES	PM21-0089	06/23/2021	61.60

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
5827 HSI		101-REFUND OF PERMIT FEES	PM21-0092	06/23/2021	61.60
<b>101-000-000-480-380 PLUMBING PERMITS</b>					
5827 HSI		101-REFUND OF PERMIT FEES	PP21-0031	06/23/2021	53.60
5827 HSI		101-REFUND OF PERMIT FEES	PP21-0046	06/23/2021	53.60
5827 HSI		101-REFUND OF PERMIT FEES	PP21-0049	06/23/2021	53.60
<b>101-000-000-481-380 ELECTRICAL PERMITS</b>					
8290 ARI		101-REFUND OF PERMIT FEES	PE21-0125	06/23/2021	61.60
8290 ARI		101-REFUND OF PERMIT FEES	PE21-0126	06/23/2021	61.60
8290 ARI		101-REFUND OF PERMIT FEES	PE21-0128	06/23/2021	61.60
8290 ARI		101-REFUND OF PERMIT FEES	PE21-0304	06/23/2021	61.60
Total :					7,838.00
<b>TREASURER'S DEPT</b>					
<b>101-253-000-820-000 TREAS: DUES/ED/TRAVEL</b>					
2554 GENSON, KAREN E.		101-OCTA LUNCH MILEAGE	06172021	06/17/2021	23.52
Total TREASURER'S DEPT:					23.52
<b>CEMETERY</b>					
<b>101-276-000-935-000 CEMETERY: SEXTON</b>					
1127 HURON CEMETERY MAINTENANCE		101-CEMETERY MAINTENANCE	JULY 2021	06/24/2021	3,434.00
Total CEMETERY:					3,434.00
<b>ACTIVITY CENTER</b>					
<b>101-289-000-853-000 ACTIVITY CTR: PHONE SERVICE</b>					
9090 NET EXPRESS VOIP		101-PHONE SERVICE-ACT CTR	429210623	06/23/2021	52.75
2652 SPRINT		101-CELL PHONE-ACT. CTR.	337192515-232	06/23/2021	37.51
<b>101-289-000-920-000 ACTIVITY CTR: UTILITIES</b>					
1375 CONSUMERS ENERGY		101-209 N JOHN ST ACTIVITY CENTER	201540843232	06/23/2021	98.98
<b>101-289-000-931-000 ACTIVITY CTR: BUILDING MAINT</b>					
1839 ABSOPURE WATER CO.		101-5 GALLON SPRING-ACTIVITY CTR.	87979285	06/14/2021	9.60
1839 ABSOPURE WATER CO.		101-5 GALLON SPRING-ACTIVITY CTR.	87979292	06/14/2021	20.80
1581 MR. MAT RENTAL SERVICE		101-MONTHLY CHG - ACTIVITY CENTER	2324877	06/30/2021	37.00
<b>101-289-001-853-000 ANNEX: INTERNET SERVICE</b>					
2216 COMCAST		101-ANNEX 8529 10 157 0100876	08082021 0100876	06/26/2021	216.57
<b>101-289-001-920-002 ANNEX: UTILITIES</b>					
1375 CONSUMERS ENERGY		101-205 W. LIVINGSTON RD-ANNEX	201540843231	06/23/2021	40.46
<b>101-289-001-931-002 ANNEX: BUILDING MAINT</b>					
9005 STATE OF MICHIGAN - MDEQ		101-WATER TESTING ANNEX	761-10624243	06/15/2021	200.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1157	TOP NOTCH CLEANING SERVICES	101-ANNEX OFFICE CLEANING	1246	06/23/2021	400.00
Total ACTIVITY CENTER:					1,113.67
<b>GENERAL GOVERNMENT</b>					
<b>101-290-000-727-000 GEN GOV: OFFICE SUPPLIES</b>					
1002	QUILL CORPORATION	101-POSTAGE METER INK	17289095	06/09/2021	83.88
1002	QUILL CORPORATION	101-PAPER/PENS/GLUE STICKS/BINDER CLIPS	17294565	06/09/2021	179.72
<b>101-290-000-728-000 GEN GOV: POSTAGE</b>					
1840	PURCHASE POWER RESERVE ACCOUNT	101- PREPAY #35873793 POSTAGE METER	JULY 2021	06/24/2021	1,000.00
<b>101-290-000-853-000 GEN GOV: PHONE SERVICE</b>					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429210623	06/23/2021	219.34
2652	SPRINT	101-CELL PHONES - TWP.	337192515-232	06/23/2021	129.40
<b>101-290-000-920-000 GEN GOV: UTILITIES</b>					
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP OFFICES	201540843233	06/30/2021	123.05
<b>101-290-000-931-000 GEN GOV: TOWNSHIP MAINTENANCE</b>					
1309	BRENDEL'S SEPTIC TANK SER LLC	101-LIBRARY	193404	06/19/2021	110.00
2126	FREEDOM WORK OPPORTUNITIES	101-LAWN MAINTENANCE	3019	06/28/2021	2,092.00
9208	HIGHLAND SUPPLY INC.	101-MULTIFOLD TOWEL	4022155	06/28/2021	59.50
<b>101-290-000-933-000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED IMAGING	101-COPIER MAINT. CONTRACT-TWP	1761329	06/21/2021	184.82
2059	APPLIED IMAGING	101-FREIGHT	1761329	06/21/2021	20.82
2059	APPLIED IMAGING	101-ADDITIONAL PAGE	1761329	06/21/2021	509.33
Total GENERAL GOVERNMENT:					4,711.86
<b>TWP COMMUNITY PARKS</b>					
<b>101-292-000-756-003 PARKS: DUCK LAKE PINES</b>					
2126	FREEDOM WORK OPPORTUNITIES	101-LAWN MAINTENANCE-DUCK LAKE	3024	06/30/2021	600.00
<b>101-292-000-935-000 PARKS: MAINTENANCE</b>					
1309	BRENDEL'S SEPTIC TANK SER LLC	101-MONTHLY RENTAL-HICKORY RIDGE PARK	193936	06/19/2021	90.00
2126	FREEDOM WORK OPPORTUNITIES	101-PARK LAWN MAINTENANCE	3019	06/28/2021	696.00
9005	STATE OF MICHIGAN - MDEQ	101-WATER TESTING DUCK LAKE RD	761-10624243	06/15/2021	200.00
Total TWP COMMUNITY PARKS:					1,586.00
<b>GENERAL GOVT PERSONNEL</b>					
<b>101-295-000-715-000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
9116	COLONIAL LIFE PREMIUM PROCESSING	101-PREMIUM BCN-E4485801	4485801-0613163	06/23/2021	136.68



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total GENERAL GOVT PERSONNEL:					136.68
<b>ORDINANCE ENFORCEMENT</b>					
<b>101-301-000-806-001 OE: VIOLATION CORRECTIONS</b>					
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW-2240 SHERLOCK DR	2693	06/24/2021	165.00
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW-M59/MILFORD RD	2694	06/24/2021	185.00
Total ORDINANCE ENFORCEMENT:					350.00
<b>BUILDING DEPT</b>					
<b>101-371-000-710-001 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	06/16/21-06/29/21	06/29/2021	1,623.27
1199	GREG CALME ELECTRIC LLC	101-INSPECTION	06/16/21-06/29/21	06/29/2021	3,380.01
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	06/16/21-06/29/21	06/29/2021	2,521.13
Total BUILDING DEPT:					7,524.41
<b>SOCIAL SERVICES</b>					
<b>101-673-000-844-000 SOC SERV: YOUTH PROMOTION</b>					
1235	HURON VALLEY YOUTH ASSISTANCE	101-YOUTH ASSISTANCE PROGRAM	06082021	06/08/2021	7,500.00
Total SOCIAL SERVICES:					7,500.00
Total GENERAL FUND:					34,218.14
<b>ROAD FUND</b>					
<b>ROAD EXPENDITURES</b>					
<b>201-290-000-952-000 DUST CONTROL</b>					
2158	ROAD COMMISSION FOR O.C.	201-CHLORIDE 2021 SUMMER 1 OF 2 INSTALLMTS	101140	06/28/2021	25,556.52
Total ROAD EXPENDITURES:					25,556.52
Total ROAD FUND:					25,556.52
<b>FIRE FUND</b>					
<b>206-000-000-656-001 OPERATING TR IN FOR EMS</b>					
8292	TRUSTMARK HEALTH BENEFITS	206-REFUND CLAIM #060321-001-65	5616839	06/04/2021	623.01

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					623.01
<b>FIRE EXPENDITURES</b>					
<b>206-290-001-727-206 FIRE: SUPPLIES</b>					
1839	ABSOPURE WATER CO.	206-5 GALLON SPRING WATER-STA. 1	87979288	06/14/2021	71.90
2596	FIVE STAR ACE	206-FS2 MOUSE TRAPS	26042	06/22/2021	3.98
<b>206-290-001-728-206 FIRE: UNIFORMS</b>					
9274	JRYAN AND ASSOCIATES	206-EMS JACKETS	7492	06/11/2021	2,320.00
<b>206-290-001-819-206 FIRE: FIREFIGHTERS MEDICAL</b>					
8293	BRILL, AARON	206-REIMBURSE EMT CLASS REQUIREMENTS	3539431	06/10/2021	271.00
8052	SPRINGFIELD URGENT CARE	206-HEINTZ PHYSICAL (EMT CLASS REQUIRED)	528	06/22/2021	352.50
<b>206-290-001-835-206 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84093632	06/14/2021	142.11
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84107029	06/24/2021	97.50
2343	J & B MEDICAL SUPPLY INC.	206-EMS SUPPLIES	7453493	06/23/2021	104.00
1250	ZOLL MEDICAL CORPORATION	206-EMS SUPPLIES	3302590	06/09/2021	312.24
1250	ZOLL MEDICAL CORPORATION	206-EMS SUPPLIES	3304658	06/14/2021	312.27
<b>206-290-001-852-206 FIRE: RADIO COMMUNICATIONS</b>					
2490	FRONTIER	206-DISPATCH LINE 616-001-6196	06192021 011603-5	06/20/2021	51.80
<b>206-290-001-865-206 FIRE: VEHICLE REPAIR</b>					
1102	HALT FIRE INC.	206-2018 PIERCE (E11) COOLANT LEAK	S0092669	06/11/2021	258.00
9228	M-2 AUTO PARTS OF HIGHLAND	206-WASHER SOLVENT	090177	06/25/2021	20.34
<b>206-290-001-920-206 FIRE: PUBLIC UTILITIES</b>					
2216	COMCAST	206-ST#3 852910157 0115262	08022021 0115262	06/20/2021	56.07
1375	CONSUMERS ENERGY	206-250 W LIVINGSTON RD-ST#1	201540843229	06/23/2021	144.65
1375	CONSUMERS ENERGY	206-3550 DUCK LK RD ST#2	201540843230	06/24/2021	94.03
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	206968856421	06/23/2021	24.86
9090	NET EXPRESS VOIP	206-VOIP SERVICE	1605210623	06/23/2021	110.64
2652	SPRINT	206-CELL PHONES - FIRE	337192515-232	06/23/2021	127.44
<b>206-290-001-931-206 FIRE: BLDG MAINT/REPAIR</b>					
1642	PETER'S TRUE VALUE HARDWARE	206-FS1 DINING TABLE	K58207	06/19/2021	35.99
<b>206-290-001-933-206 FIRE: EQUIP MAINT</b>					
9146	WATERWAY OF MICHIGAN LLC	206-HOSE TESTING	21-033	06/23/2021	3,329.20
9146	WATERWAY OF MICHIGAN LLC	206-HARD SUCTION	21-033	06/23/2021	350.00
9146	WATERWAY OF MICHIGAN LLC	206-LADDER TESTING	21-033	06/23/2021	336.00
9146	WATERWAY OF MICHIGAN LLC	206-HEAT SENSORS	21-033	06/23/2021	34.00
<b>206-290-001-956-206 FIRE: MISC EXPENSE</b>					
1039	UNITED STATES POSTAL SERVICE	206-P.O. BOX FEE - BOX #166	PO BOX 2021	06/11/2021	94.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total FIRE EXPENDITURES:					9,054.52
Total FIRE FUND:					9,677.53
<b>POLICE FUND</b>					
<b>POLICE EXPENDITURES</b>					
<b>207-290-000-815-000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO.	207-COOLER	58717115	05/31/2021	4.00
1839	ABSOPURE WATER CO.	207-5GALLON WATER	87948070	05/17/2021	33.95
1375	CONSUMERS ENERGY	207-165 N JOHN ST	201540843228	06/23/2021	31.95
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2323840	06/02/2021	52.75
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - JUNE	1245	06/23/2021	600.00
<b>207-290-000-816-000 POLICE: OAKLAND CO SHER CONT</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT	SHF0006656	06/15/2021	229,431.75
Total POLICE EXPENDITURES:					230,154.40
Total POLICE FUND:					230,154.40
<b>POST-RETIREMENT BENEFITS</b>					
<b>211-290-000-700-000 RETIREE OPEB EXPENSE</b>					
1958	AmWINS GROUP BENEFITS INC.	211-RETIREE HEALTH PREMIUMS	6886220	06/24/2021	450.00
2499	GIBSON, WANDA SUE	211-RETIREE HEALTH REIMBURSEMENT	JUL 2021	06/28/2021	202.59
1181	KILEY, JUDITH A.	211-RETIREE HEALTH REIMBURSEMENT	JULY 2021	06/24/2021	200.00
1048	OLSON, GAYLE	211-RETIREE DENTAL REIMBURSEMENT	8523	05/27/2021	19.20
9095	PATTERSON, BRIDGET	211-RETIREE HEALTH REIMBURSEMENT	JUL 2021	06/28/2021	184.55
1206	REGAN, RITA	211-RETIREE HEALTH REIMBURSEMENT	JULY 2021	06/24/2021	380.89
1373	WAGNER, PATRICIA G.	211-RETIREE HEALTH REIMBURSEMENT	JUNE 2021	06/24/2021	213.54
Total :					1,650.77
Total POST-RETIREMENT BENEFITS:					1,650.77
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>CAPITAL IMP EXPENDITURES</b>					
<b>401-290-000-938-014 TOWNSHIP RELOCATION EXPENSES</b>					
8294	MICHIGAN STORAGE BARN	401-FINAL PAYMENT FOR SHEDS	DCINV-609	06/30/2021	27,433.77

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CAPITAL IMP EXPENDITURES:					27,433.77
Total CAPITAL IMPROVEMENT FUND:					27,433.77
<b>FIRE CAPITAL FUND</b>					
<b>FIRE CAPITAL EXPENDITURES</b>					
<b>402-290-000-988-001 CONSTR IN PROCESS FIRE MIL ST1</b>					
9202	CHAPMAN, KENNETH	402-DAY ROOM FURNITURE DEPOSIT	116277	06/07/2021	2,363.00
9202	CHAPMAN, KENNETH	402-DINING ROOM FURNITURE DEPOSIT	116278	06/07/2021	1,194.00
1375	CONSUMERS ENERGY	402-1600 W HIGHLAND FS#1	204833533939	06/23/2021	46.13
Total FIRE CAPITAL EXPENDITURES:					3,603.13
Total FIRE CAPITAL FUND:					3,603.13
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>DDA EXPENDITURES</b>					
<b>495-290-000-883-000 DDA: FARMERS' MARKET</b>					
1309	BRENDEL'S SEPTIC TANK SER LLC	495-FARMERS MARKET	193937	06/19/2021	235.71
<b>495-290-000-920-000 DDA: RENT/ UTILITIES</b>					
9090	NET EXPRESS VOIP	495-PHONE SERVICE DDA	429210623	06/23/2021	5.55
<b>495-290-000-976-003 DDA: DESIGN</b>					
3152	KOPACKI, KRIS	495-WATER FLOWERS	929	06/16/2021	660.00
Total DDA EXPENDITURES:					901.26
Total DOWNTOWN DEVELOPMENT AUTHORITY:					901.26
<b>KELLOGG LAKE ASSOC.</b>					
<b>707-290-000-934-000 KELLOGG LAKE: DEDUCTIONS</b>					
9023	PLM LAKE & LAND MANAGEMENT CORP	707-ALGAE TREATMENT	4001075	06/15/2021	1,250.00
Total :					1,250.00
Total KELLOGG LAKE ASSOC.:					1,250.00
<b>WOODRUFF LAKE ASSOC.</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>709-290-000-934-000 WOODRUFF LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	709-LAKE TREATMENT-WOODRUFF LAKE	15986	05/10/2021	18,530.00
Total :					18,530.00
Total WOODRUFF LAKE ASSOC.:					18,530.00
<b>WHITE LAKE IMPROVEMENT</b>					
<b>710-290-000-934-000 WHITE LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	710-LAKE TREATMENTS - WHITE LAKE	16282	06/18/2021	18,800.00
Total :					18,800.00
Total WHITE LAKE IMPROVEMENT:					18,800.00
Grand Totals:					371,775.52

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>REFUSE FUND</b>					
<b>REFUSE EXPENDITURES</b>					
<b>226-528-000-706-000 REFUSE: CONTRACTOR</b>					
2676	GFL ENVIRONMENTAL USA	226-MONTHLY CONTRACT-JULY	50272104	07/01/2021	87,419.54
Total REFUSE EXPENDITURES:					87,419.54
Total REFUSE FUND:					87,419.54
Grand Totals:					87,419.54

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Total GENERAL FUND:	34,218.14
Total ROAD FUND:	25,556.52
Total FIRE FUND:	9,677.53
Total POLICE FUND:	230,154.40
Total POST-RETIREMENT BENEFITS:	1,650.77
Total REFUSE FUND:	87,419.54
Total CAPITAL IMPROVEMENT FUND:	27,433.77
Total FIRE CAPITAL FUND:	3,603.13
Total DOWNTOWN DEVELOPMENT AUTHORITY:	901.26
Total KELLOGG LAKE ASSOC.:	1,250.00
Total WOODRUFF LAKE ASSOC.:	18,530.00
Total WHITE LAKE IMPROVEMENT:	18,800.00
	<hr/>
Grand Totals:	459,195.06
	<hr/> <hr/>

**Payroll and Hand Checks July 8, 2021 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	19,430.62
General/Fire Payroll       6/25/2021	\$	58,337.72
Equitable - Deferred Comp.	\$	1,350.00
ICMA - Deferred Comp.	\$	1,419.20
Flexible Savings Account	\$	661.69
Garnishments	\$	384.14
Highland Firefighters Assn	\$	880.00
Highland Firefighters Union Dues-Full-Time		
Highland Firefighters Union Dues-Part-Time		
OPEB Monthly Transfer	\$	166.67
6/30/2021 DDA LOAN-Monthly	\$	3,771.83



The following need to be added to the List of Bills dated 7/8/2021:

1. Wex Bank Fund 101 for \$ 190.08
2. Wex Bank Fund 206 for \$2292.14
3. Judy Kiley Fund 211 for \$ 297.00
4. Joseph Weinburger Fund 211 for \$ 401.85
5. Cara Rakowicz (Summer Concerts) Fund 495 for \$800.00

These particular invoices were not available prior to the completion of the LOB's and only just recently became available and need to be added upon request or to avoid fees.



Dear Township Board:

The Michigan Townships Association is again encouraging every township board to deliberate on and adopt the enclosed Principles of Governance. MTA members throughout the state have enthusiastically embraced these Principles as their own code of conduct, and the MTA Board urges you to reaffirm, or adopt for the first time, these Principles of Governance as an official policy of your township board.

Our objective in promulgating Principles of Governance for our members is straightforward: Township boards can be much more efficient and effective when there is a high degree of trust among board members, and between the board and those whom they are elected to serve. Township boards earn trust by demonstrating their commitment to effectively solving problems and conducting their business in a manner consistent with their community's expectations and values—and then faithfully delivering on those commitments.

The MTA Board of Directors affirms in our mission and values statements that township government embodies efficient, effective, economical, ethical and accountable local government in Michigan. The Principles of Governance embody these core values, and can guide board members toward consistent actions and deeds that reflect well on the township and on themselves. The MTA Board strongly believes that a township board that publicly adopts and adheres to these Principles will enjoy strong public support and be better positioned to achieve great things on behalf of its residents.

As a key part of our collective commitment to fostering efficient and effective township government that has earned the public's trust, the MTA Board invites your board to affirm and practice the enclosed Principles of Governance through formal ratification at a board meeting. By signing this certificate, board members denote their personal pledges to adhere to the Principles. Following board action, we encourage you to frame and proudly post the document in a prominent place for all to see.

Sincerely,

A handwritten signature in blue ink that reads "Pete Kleiman".

Pete Kleiman  
2021 MTA President

A handwritten signature in blue ink that reads "Neil Sheridan".

Neil Sheridan  
MTA Executive Director

# Highland Charter Township

## Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations, and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state, and our country.

\_\_\_\_\_  
Rick Hamill, Supervisor

\_\_\_\_\_  
Judith Cooper, Trustee

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

\_\_\_\_\_  
Beth Lewis, Trustee

\_\_\_\_\_  
Jennifer Frederick, Treasurer

\_\_\_\_\_  
Brian Howe, Trustee

\_\_\_\_\_  
Joseph Salvia, Trustee

\_\_\_\_\_  
Date



## NOTIFICATION OF GRANT/PROGRAM APPLICATION

### Board Approval for Grant Applications and Renewals:

All applications for Grants or Programs must be approved, prior to application, by the Highland Township Board.

In order to submit your grant application for Board approval, please complete the following information and attach any additional paperwork and forward to the Highland Township Supervisors office.

The Township Board if approved will provide, depending on the requirements of the Grant; a simple Board Motion or Resolution.

<b>Complete Name of Grant:</b>	555 Fitness Grant
<b>Submitted by:</b>	Ken Chapman, Fire Chief
<b>New Grant or Renewal?</b>	<b>NEW</b>
<b>Award Notification Received?</b>	N/A
<b>Amount:</b>	\$ 25,000
<b>Fiscal Year:</b>	2021
<b>Duration (if more than one fiscal year)</b>	
<b>Name of Funding Source: ( i.e. DNR)</b>	555 Fitness
<b>Federal, State or Local?</b>	Public Safety Non Profit
<b>District Match Required? If yes please describe</b>	<b>NO</b>
<b>Board Resolution Required?</b>	<b>NO</b>
<b>Brief Description of Grant:</b>	The grant is for exercise equipment. Cardio and some free weights to support the Wellness Fitness goals for modern day emergency responders.

Questions? Contact Jennifer Frederick [frederickj@twp.highland.mi.us](mailto:frederickj@twp.highland.mi.us) or 248-887-3791 ext. 6

SUPERVISOR DATE RECEIVED:

FEBRUARY 1, 2016



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

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

TO: Highland Township Board

FROM: Ken Chapman, Fire Chief

SUBJECT: Probationary Fire Fighters

DATE: July 7, 2021

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

- Probationary FF Christopher Rheaume
- Probationary FF Kirk Werner

Both employees have previous experience with other fire departments, and are fully certified for FF I&II and EMT-B. They will need to complete our Highland orientation with a FTO (Field Training Officer) prior to coming off probation.

**5b. Receive and File:**

Advisory Council Minutes – May 12, 2021

Building Department Report – June 2021

Financial Report – May 2021

Fire Department Report – May 2021

Library Board Minutes – March, April, May 2021

Library Director's Report – April, May, June 2021

Ordinance Enforcement Report – May 2021

Ordinance Inspections Report – May 2021

Sheriff's Department Report – June 2021

Treasurer's Report – May 2021

Highland Activity Center Advisory Council Meeting Minutes  
May 12, 2021  
Zoom Meeting

\  
CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Judi Crawford at 9:30 AM on Wednesday, My 12, 2021 via zoom.

PRESENT:

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

ABSENT:

Steve Jagusch and Tami Flowers

GUEST

There were no guests.

SECRETARY'S MINUTES:

I was not at the April meeting and the digitized minutes will be sent to me to write up for the next meeting.

TREASURERS REPORT:

The April Treasurers Report was read. The income was explained then Ray Polidori made a motion to accept with Dick Russell seconding and was unanimously approved.

UPCOMING EVENTS:

The Zoom presentation on the Pickles by Gene Beech had 28 participants. Discussions are under way to redo first segment which was done last year. Rosie the Riveter will be done August 10 at 7:00 PM. The documentary on Rosie is being held at the Milford Theater.

NEW BUSINESS:

July 1 is the planned date to evacuate the Center.

Meals on Wheels will be at the Pavilion at Duck Lake Park during construction

Covid vaccines will be done in the tent used during voting.

Farmers Market starts June 19

\$166, 106 donations to date for Community Sharing.

MOTION TO ADJOURN:

A motion to adjourn the meeting at 10:30 was made by Peter Werthmann. Chuck Sharpe seconded and the meeting was adjourned.

Respectfully submitted,

Darlene Sharpe  
Secretary, Highland Advisory Council



*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
May 2021*



HIGHLAND TOWNSHIP BUILDING DEPARTMENT/PERMIT ACTIVITY REPORT

MAY 2021

TOTAL (forward)..... \$59,751.00

Additional fees:

Building..... \$174.00

Electric..... \$171.00

Plumbing..... \$231.00

Heating..... \$443.00

Licenses & Misc Fees..... \$24.00

sub total: \$1,043.00

**MONTH-END GRAND TOTAL REVENUE..... \$60,794.00**

Total number of all Permits to date      This Year:      1207  
Last Year:      570

Total number of all Electric, Plumbing,  
& Heating      This Year:      716  
Last Year:      109

Total number of Building permits to date:      This Year:      484  
Last Year:      191

Total number of New Single-Family Units:      This Year:      16  
Last Year:      8

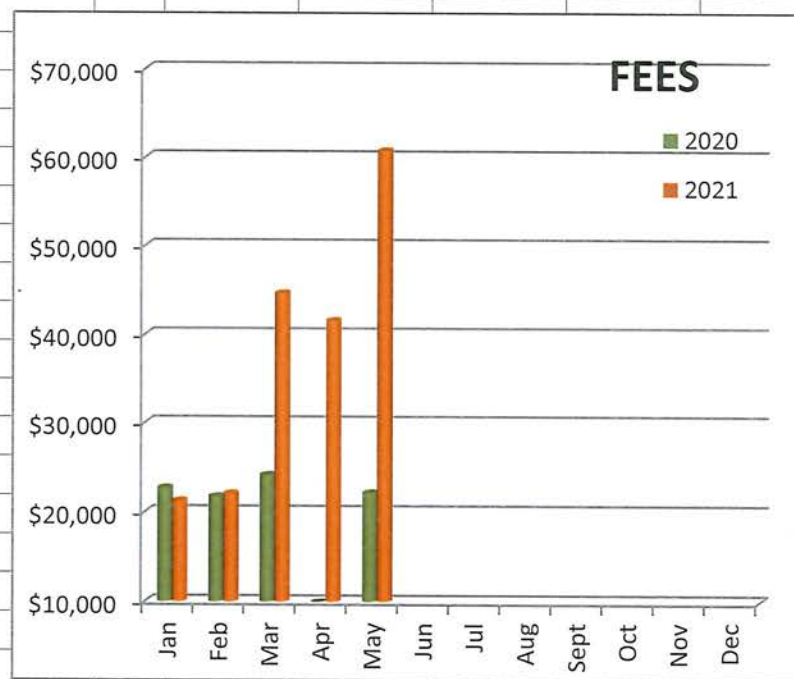
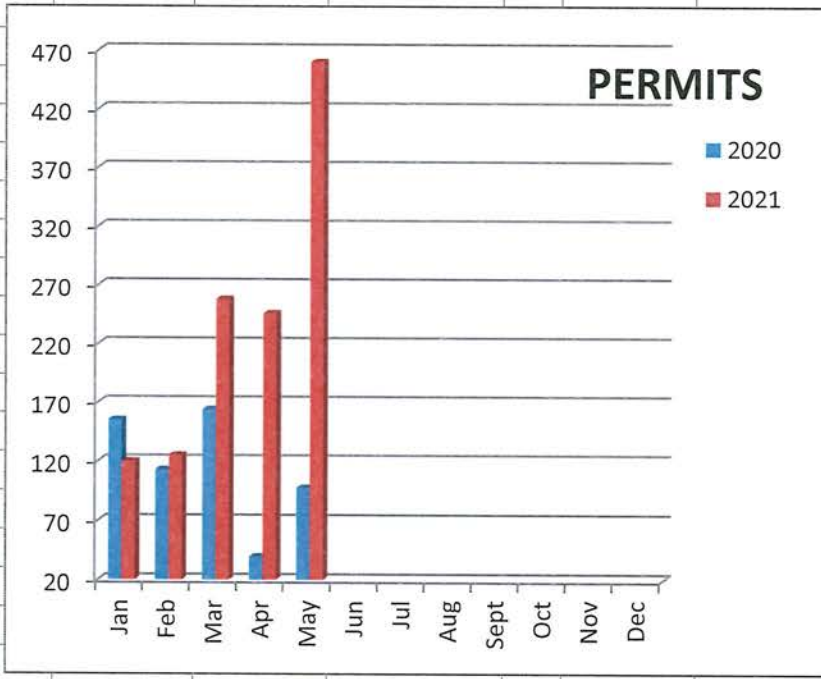
Total number of Land Use Permits      This Year:      7  
Last Year:      8

Respectfully Submitted:

STEVE ITINO  
Building Official  
Ordinance Dept Supervisor

## 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	113	\$21,803	Feb	125	\$22,152	February	12	11%	\$349	1.60%
Mar	164	\$24,218	Mar	258	\$44,679	March	94	57%	\$20,461	84.49%
Apr	40	\$5,304	Apr	246	\$41,644	April	206	515%	\$36,340	685.14%
May	98	\$22,216	May	460	\$60,794	May	362	369%	\$38,578	173.65%
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!
<b>Totals</b>	<b>570</b>	<b>\$96,314</b>	<b>Totals</b>	<b>1209</b>	<b>\$190,589</b>	<b>Totals</b>	<b>639</b>	<b>112%</b>	<b>\$94,276</b>	<b>97.88%</b>



# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 5/1/2021 12:00:00 AM AND  
5/28/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Commercial, New Building</b>					
PB21-0343	3507 W Highland RD	Blackstar Building Group	\$548500	\$2982	
<b>Commercial, New Building</b>			\$548500	\$2982	1
<b>Deck</b>					
PB21-0272	6420 BUCKHORN LAKE RD	M J Whelan Construction, Inc.	\$50000	\$325	
PB21-0276	2485 CANTERWOOD	R and D Drywall INC	\$15000	\$164	
PB21-0278	741 JOSHUA DR	A & H CUSTOM DECK CONS	\$20700	\$177	
PB21-0279	5847 JADA DR	BERLIN, JOHN	\$11500	\$131	
PB21-0287	3820 Emerald Park Dr	RIDGEWOOD LLC	\$3000	\$89	
PB21-0293	1894 MAJON DR	MGE Carpentry	\$22800	\$188	
PB21-0294	2430 Mead	Lous Maintenance and Restorati	\$6000	\$196	
PB21-0295	6365 CARSCADDEN WAY	ASSEMANY, MICHAEL T	\$9700	\$176	
PB21-0339	2231 HUFF PL	KEEF, LARRY	\$8800	\$118	
PB21-0345	256 PENINSULA LAKE DR	HAYDEN, RUSSELL J	\$15000	\$149	
<b>Deck</b>			\$162500	\$1713	10
<b>Electrical</b>					
PE21-0190	422 DELMAR CT	Randazzo Mechanical Htg & Cl	\$0	\$52	
PE21-0193	2526 E Lindsay Ct	Chapple Electric Inc	\$0	\$67	
PE21-0194	29 Grant Dr	Chapple Electric Inc	\$0	\$67	
PE21-0195	33 Grant Dr	Chapple Electric Inc	\$0	\$67	
PE21-0196	37 Grant Dr	Chapple Electric Inc	\$0	\$67	
PE21-0197	45 Grant Dr	Chapple Electric Inc	\$0	\$67	
PE21-0198	53 Grant Dr	Chapple Electric Inc	\$0	\$67	
PE21-0200	36 Grant Dr	Chapple Electric Inc	\$0	\$67	
PE21-0201	2637 W Tartan	Chapple Electric Inc	\$0	\$67	
PE21-0202	2660 E Tartan	Chapple Electric Inc	\$0	\$67	
PE21-0203	2361 Mead	Chapple Electric Inc	\$0	\$67	
PE21-0204	16 E Grant Ct	Chapple Electric Inc	\$0	\$67	
PE21-0205	2925 W Loch Lomond Ct.	Chapple Electric Inc	\$0	\$67	
PE21-0206	2905 W Loch Lomond	Chapple Electric Inc	\$0	\$67	
PE21-0207	2809 Mac Duff	Chapple Electric Inc	\$0	\$67	
PE21-0208	2803 Mac Duff	Chapple Electric Inc	\$0	\$67	
PE21-0209	2678 Mead Blvd	Chapple Electric Inc	\$0	\$67	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 5/1/2021 12:00:00 AM AND  
5/28/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0210	57 Grant Dr	Chapple Electric Inc	\$0	\$67	
PE21-0211	2641 E Campbell Ct	Chapple Electric Inc	\$0	\$67	
PE21-0212	2651 W Campbell	Chapple Electric Inc	\$0	\$67	
PE21-0213	2514 W Lindsay Ct	Chapple Electric Inc	\$0	\$67	
PE21-0214	2510 E Lindsay Ct	Chapple Electric Inc	\$0	\$67	
PE21-0215	308 N SAINT JOHN RD	Dominion Service Company	\$0	\$45	
PE21-0216	1832 ELKRIDGE CT	Robin Aire Htg &Clg	\$0	\$45	
PE21-0217	1050 SHOTEY CT	Bridgewood Electrical LLC	\$0	\$52	
PE21-0218	2485 JACKSON BLVD	M & D Electric	\$0	\$77	
PE21-0219	4015 CHEVRON DR	M & D Electric	\$0	\$302	
PE21-0220	5588 BUCKHORN LAKE RD	Family Heating Co Inc	\$0	\$52	
PE21-0221	2534 E Lindsay Ct	Chapple Electric Inc	\$0	\$67	
PE21-0222	6240 N MILFORD RD	Don's Electrical Service Inc	\$0	\$140	
PE21-0223	804 N HICKORY RIDGE RD	Mister Sparky	\$0	\$76	
PE21-0224	2689 Loch Lomond	Lite Electric	\$0	\$77	
PE21-0225	2651 PINE BLUFFS CT	Day Electric	\$0	\$124	
PE21-0226	2531 W Lindsay Ct	Lite Electric	\$0	\$77	
PE21-0227	2527 W Lindsay Ct	Lite Electric	\$0	\$77	
PE21-0228	2545 N DUCK LAKE RD	Yates Services	\$0	\$90	
PE21-0229	2334 N DUCK LAKE RD	Summit Electric Inc	\$0	\$239	
PE21-0230	3470 LAKEVIEW DR	Hi-Tech Heating and Cooling	\$0	\$66	
PE21-0231	3390 E CLARICE AVE	M & D Electric	\$0	\$103	
PE21-0232	234 COUNTRYSIDE LN	Randazzo Mechanical (electrical	\$0	\$52	
PE21-0233	1909 GROVE ST	Family Heating Co Inc	\$0	\$45	
PE21-0234	2527 W Lindsay Ct	Chapple Electric Inc	\$0	\$67	
PE21-0235	2531 W Lindsay Ct	Chapple Electric Inc	\$0	\$67	
PE21-0236	2920 N DUCK LAKE RD	Foundation Systems of Michiga	\$0	\$43	
PE21-0237	306 Fir Ct	Lite Electric	\$0	\$77	
PE21-0238	2630 E Campbell Ct	Lite Electric	\$0	\$77	
PE21-0239	2637 W Tartan	Lite Electric	\$0	\$77	
PE21-0240	2733 Loch Lomond	Lite Electric	\$0	\$77	
PE21-0241	2418 Mead	Lite Electric	\$0	\$77	
PE21-0242	3474 HERITAGE FARMS DR	TOBIN, PATRICK F	\$0	\$98	
PE21-0243	3571 GRANDVIEW	McChesney Electric Inc	\$0	\$67	
PE21-0244	5864 ZANDER LN	Allstar Electric Company, LLC	\$0	\$305	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 5/1/2021 12:00:00 AM AND  
5/28/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0245	6039 JADA DR	Allstar Electric Company, LLC	\$0	\$305	
PE21-0246	3905 LOCH DR	Lakeside Service Co Inc	\$0	\$67	
PE21-0247	14 Cedar Ave	Lite Electric	\$0	\$76	
PE21-0248	80 Elm Ave	Lite Electric	\$0	\$76	
PE21-0249	129 Elm Ave	Lite Electric	\$0	\$76	
PE21-0250	128 Elm Ave	Lite Electric	\$0	\$76	
PE21-0251	841 WHITE HOUSE DR	Dubs Electric	\$0	\$260	
PE21-0252	120 Beach Ave	Lite Electric	\$0	\$76	
PE21-0253	111 Beach Ave	Lite Electric	\$0	\$76	
PE21-0254	107 Beach Ave	Lite Electric	\$0	\$76	
PE21-0255	99 Sycamore Ave	Lite Electric	\$0	\$76	
PE21-0256	97 Locust Ave	Lite Electric	\$0	\$76	
PE21-0257	81 Elm Ave	Lite Electric	\$0	\$76	
PE21-0258	56 Linden Ave	Lite Electric	\$0	\$76	
PE21-0259	24 Sycamore Ave	Lite Electric	\$0	\$76	
PE21-0260	13 Cedar Ave	Lite Electric	\$0	\$76	
PE21-0261	4211 LONE TREE RD	BJ's Heating & Cooling Inc	\$0	\$52	
PE21-0262	2912 WEST ST	Crain Heating and Cooling LLC	\$0	\$67	
PE21-0263	590 Dornoch CT	Electrical & Temperature Syste	\$0	\$142	
PE21-0264	3605 N MILFORD RD	Matheson Heating & AC	\$0	\$52	
PE21-0265	546 TOMAHAWK TRL	Adam Whitney	\$0	\$52	
PE21-0266	964 MIDDLE RD	Morales Family Electric	\$0	\$50	
PE21-0267	2545 N DUCK LAKE RD	Morales Family Electric	\$0	\$134	
PE21-0268	1278 GARDENIA CT	IRLAND, DEREK	\$0	\$359	
PE21-0269	2578 Mead	ARI	\$0	\$77	
PE21-0270	2534 E Lindsay Ct	ARI	\$0	\$77	
PE21-0271	2651 W Campbell	ARI	\$0	\$77	
PE21-0272	2627 W Campbell	ARI	\$0	\$77	
PE21-0273	2320 Gibraltar Dr	Lite Electric	\$0	\$77	
PE21-0274	3935 Emerald Park Dr	Lite Electric	\$0	\$77	
PE21-0275	2514 W Lindsay Ct	ARI	\$0	\$77	
PE21-0276	2660 E Tartan	ARI	\$0	\$77	
PE21-0277	2809 Mac Duff	ARI	\$0	\$77	
PE21-0278	2803 Mac Duff	ARI	\$0	\$77	
PE21-0279	2530 E Lindsay Ct 239	Lite Electric	\$0	\$77	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 5/1/2021 12:00:00 AM AND  
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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0280	2093 HIGHLAND DR	Uppco Electric LLC	\$0	\$201	
PE21-0281	2941 KATIE LN	Tri Star Electrical LLC	\$0	\$67	
PE21-0282	101 Sycamore Ave	Lite Electric	\$0	\$77	
PE21-0283	3583 SEAVER RD	LEHN, JARED PAUL IRA	\$0	\$88	
PE21-0284	722 EDINBURGH CIR	Power Const # Maint LLC	\$0	\$108	
PE21-0285	3484 TAGGETT LAKE DR	Dubs Electric	\$0	\$67	
PE21-0286	982 JOSHUA DR	ASSENMACHER, MICHAEL	\$0	\$79	
PE21-0287	3445 PLEASANT VIEW DR	Oak Electric Service Inc	\$0	\$106	
<b>Electrical</b>			\$0	\$8465	95
<b>Fence</b>					
PB21-0263	1708 MAJON DR	Elegant Aluminum	\$3500	\$88	
PB21-0296	3980 N HICKORY RIDGE RD	BENNER, DARIEN	\$1000	\$88	
PB21-0297	1600 WHITE LAKE RD	LEMKE, TERRY	\$800	\$88	
PB21-0317	342 CLYDE RD	CLAUS, TIMOTHY P	\$500	\$88	
PB21-0321	3801 HARVEY LAKE RD	YOUNG, ROBERT	\$500	\$88	
<b>Fence</b>			\$6300	\$440	5
<b>Garage, attached</b>					
PB21-0291	1262 W LIVINGSTON RD	STIMBERT, BRIAN	\$38000	\$264	
PB21-0327	1630 N DUCK LAKE RD	KEYES, JEFFREY LEE	\$23000	\$189	
<b>Garage, attached</b>			\$61000	\$453	2
<b>Garage, detached</b>					
PB21-0274	129 LAKE DR	MACDONALD, JAMES VINC	\$20000	\$174	
<b>Garage, detached</b>			\$20000	\$174	1
<b>Mechanical</b>					
PM21-0167	422 DELMAR CT	Randazzo Mechanical Htg & Cl	\$0	\$124	
PM21-0168	563 S TIPSICO LAKE RD	Fireclass LLC	\$0	\$170	
PM21-0169	2651 PINE BLUFFS CT	Kelley Brothers LC	\$0	\$117	
PM21-0170	308 N SAINT JOHN RD	Dominion Service Company	\$0	\$67	
PM21-0171	1832 ELKRIDGE CT	Robin Aire Htg & Clg	\$0	\$67	
PM21-0172	1050 SHOTEY CT	Andy's Statewide Htg & Clg	\$0	\$129	
PM21-0173	5588 BUCKHORN LAKE RD	Family Heating Co Inc	\$0	\$96	
PM21-0174	306 Fir Ct	Mobile & Modular Homes Inc	\$0	\$77	

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0175	6071 Jada	Michael George Collins	\$0	\$258	
PM21-0176	6039 JADA DR	Michael George Collins	\$0	\$258	
PM21-0177	6024 JADA DR	Michael George Collins	\$0	\$258	
PM21-0178	5864 ZANDER LN	Michael George Collins	\$0	\$258	
PM21-0179	3645 Lonetree RD	Quality Heating & Cooling Inc	\$0	\$378	
PM21-0180	2630 E Campbell Ct	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0181	2637 W Tartan	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0182	2527 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0183	2531 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0184	6240 N MILFORD RD	Engineered Climate, LLC	\$0	\$82	
PM21-0185	2545 N DUCK LAKE RD	Yates Services	\$0	\$212	
PM21-0186	3470 LAKEVIEW DR	Hi-Tech Heating and Cooling	\$0	\$277	
PM21-0187	2604 LYNCH DR	Pipeline Plumbing LLC	\$0	\$78	
PM21-0188	1136 MOIR CT	A G Gas Service	\$0	\$78	
PM21-0189	234 COUNTRYSIDE LN	Randazzo Mechanical Htg & Cl	\$0	\$114	
PM21-0190	1909 GROVE ST	Family Heating Co Inc	\$0	\$67	
PM21-0191	6071 Jada	Morrone Plumbing Inc	\$0	\$78	
PM21-0192	2827 Overbrook St	MAS Mechanical LLC	\$0	\$211	
PM21-0193	3024 STEEPLECHASE	MAS Mechanical LLC	\$0	\$211	
PM21-0194	3234 Pine Bluff	MAS Mechanical LLC	\$0	\$218	
PM21-0195	665 ALLEN DR	Brighton Stone & Fireplace Inc	\$0	\$84	
PM21-0196	2775 N HICKORY RIDGE RD	First Choice Htg. & Cooling	\$0	\$114	
PM21-0197	225 E Glengarry Ct	HSI	\$0	\$77	
PM21-0198	221 E Glengarry Ct	HSI	\$0	\$77	
PM21-0199	2320 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0200	3935 Emerald Park Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0201	13 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0202	24 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0203	56 Linden Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0204	81 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0205	97 Locust Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0206	99 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0207	2334 N DUCK LAKE RD	Pilot Mechanical	\$0	\$178	
PM21-0208	107 Beach Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0209	111 Beach Ave	Mobile & Modular Homes Inc	\$0	\$77	

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0210	120 Beach Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0211	128 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0212	129 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0213	1324 NewBerry	Corrigan Propane LLC	\$0	\$103	
PM21-0214	3905 LOCH DR	Lakeside Service Co Inc	\$0	\$157	
PM21-0215	80 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0216	14 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0217	2538 E Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0218	2530 E Lindsay Ct 239	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0219	2093 HIGHLAND DR	Briggs Mechanical	\$0	\$219	
PM21-0220	101 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0221	4211 LONE TREE RD	BJ's Heating & Cooling Inc	\$0	\$134	
PM21-0222	2912 WEST ST	Crain Heating and Cooling LLC	\$0	\$111	
PM21-0223	186 Oak Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0224	185 Oak Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0225	184 Oak Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0226	6 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0227	5 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0228	4 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0229	3 Sycamore	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0230	3605 N MILFORD RD	Matheson Heating & AC	\$0	\$114	
PM21-0231	133 Oak Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0232	132 Oak Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0233	118 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0234	87 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0235	85 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0236	58 Linden Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0237	546 TOMAHAWK TRL	Adam Whitney	\$0	\$124	
PM21-0238	55 Linden Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0239	23 Sycamore	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0240	8 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0241	15 Pine Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0242	10 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0243	160 Hemlock Blvd	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0245	2322 S Dundee	HSI	\$0	\$77	



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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0246	2827 Overbrook St	Epic Plumbing	\$0	\$117	
PM21-0247	3024 STEEPLECHASE	Epic Plumbing	\$0	\$117	
PM21-0248	3234 Pine Bluff	Epic Plumbing	\$0	\$117	
PM21-0249	804 N HICKORY RIDGE RD	Fresh Air One Hour Heating and	\$0	\$78	
PM21-0250	1174 E HIGHLAND RD	Kern Mechanical LLC	\$0	\$152	
PM21-0251	2223 DAVISTA DR	Hauser Heating	\$0	\$116	
PM21-0252	709 Berwick Ct	Bulldog Mechanical	\$0	\$93	
PM21-0253	2330 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0254	19 Pine Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0255	20 Pine	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0256	78 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0257	102 Sycamore	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0258	122 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0260	1278 GARDENIA CT	Haley Mechanical	\$0	\$243	
PM21-0261	130 Elm	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0262	144 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0263	148 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0264	149 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0265	151 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0266	153 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0267	177 Birch Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0268	300 Tamarack	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0269	2941 KATIE LN	Trusted Heating & Cooling Solu	\$0	\$78	
PM21-0270	3484 TAGGETT LAKE DR	Pipeline Plumbing LLC	\$0	\$78	
PM21-0271	3445 PLEASANT VIEW DR	Oak Electric Service Inc	\$0	\$155	
<b>Mechanical</b>			\$0	\$11031	103
<b>Miscellaneous</b>					
PB21-0242	6 Cedar Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0243	5 Cedar Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0244	4 Cedar Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0246	10 Cedar Ave	Grand Blanc Concrete Construct	\$3060	\$89	
PB21-0247	13 Cedar Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0248	8 Cedar Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0249	133 Oak Ave	Grand Blanc Concrete Construct	\$2700	\$87	

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0250	184 Oak Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0251	185 Oak Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0252	132 Oak Ave	Grand Blanc Concrete Construct	\$2500	\$87	
PB21-0253	186 Oak Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0254	306 Fir Ct	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0255	98 Locust Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0256	58 Linden Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0257	89 Elm Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0258	87 Elm Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0259	3 Sycamore	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0260	23 Sycamore	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0262	2531 W Lindsay Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0264	100 Sycamore Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0265	118 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0266	146 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0267	154 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0268	115 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0269	160 Hemlock Blvd	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0270	30 Pine Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0271	15 Pine Ave	Grand Blanc Concrete Construct	\$2500	\$87	
PB21-0280	2330 Gibraltar Dr	RIDGEWOOD LLC	\$3600	\$92	
PB21-0281	3935 Emerald Park Dr	RIDGEWOOD LLC	\$3600	\$92	
PB21-0282	2320 Gibraltar Dr	RIDGEWOOD LLC	\$3600	\$92	
PB21-0283	3905 Emerald Park Dr	RIDGEWOOD LLC	\$3600	\$92	
PB21-0284	3885 Emerald Park Dr	RIDGEWOOD LLC	\$3600	\$92	
PB21-0285	221 E Glengarry Ct	Housing Specialist Inc	\$2700	\$87	
PB21-0286	225 E Glengarry Ct	Housing Specialist Inc	\$2700	\$87	
PB21-0299	82 Elm Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0300	9 Cedar Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0301	59 Sycamore Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0302	84 Elm	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0303	123 Elm	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0304	130 Elm	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0305	124 Elm	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0306	125 Elm	Grand Blanc Concrete Construct	\$2500	\$86	

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0307	16 Pine	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0308	20 Pine	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0309	34 Pine	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0310	153 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0312	149 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0313	151 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0314	144 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0315	112 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0316	117 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0318	109 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0319	110 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0320	148 Beech Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0322	150 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0323	108 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0324	106 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0326	2377 N MILFORD RD	Landtek Design Build	\$275000	\$1454	
PB21-0329	83 Elm Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0330	143 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0331	157 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0332	17 Pine	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0333	147 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0334	145 Beech Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0335	32 Pine	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0336	57 Linden	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0337	22 Sycamore	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0352	2006 SHEWCHENKO DR	Foundation Systems of Michiga	\$17900	\$163	
PB21-0353	102 Sycamore	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0354	78 Elm Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0355	122 Elm Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0356	300 Tamarack	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0357	19 Pine Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0358	177 Birch Ave	Grand Blanc Concrete Construct	\$2700	\$87	
PB21-0361	2322 S Dundee	Housing Specialist Inc	\$2700	\$87	
PB21-0367	6452 BRIDLE LN	Michigan solar Solutions	\$12960	\$139	
<b>Miscellaneous</b>			\$499720	\$8096	76

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Plumbing</b>					
PP21-0094	1278 GARDENIA CT	IRLAND, DEREK	\$0	\$360	
PP21-0095	306 Fir Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0096	2630 E Campbell Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0097	2637 W Tartan	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0098	2527 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0099	2531 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0100	4130 HARVEY LAKE RD	Atlas Home Impovement	\$0	\$45	
PP21-0101	3715 CHEVRON DR	Always Available Drain and Roo	\$0	\$58	
PP21-0102	6071 Jada	Morrone Plumbing Inc	\$0	\$263	
PP21-0103	2920 N DUCK LAKE RD	Foundation Systems of Michiga	\$0	\$45	
PP21-0104	2545 N DUCK LAKE RD	White, Lucas	\$0	\$191	
PP21-0105	225 E Glengarry Ct	HSI	\$0	\$67	
PP21-0106	221 E Glengarry Ct	HSI	\$0	\$67	
PP21-0107	2320 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0108	3935 Emerald Park Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0109	1448 SPINNAKER CT	Harrell Mechanical Inc	\$0	\$333	
PP21-0110	13 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0111	24 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0112	56 Linden Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0113	81 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0114	97 Locust Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0115	99 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0116	107 Beach Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0117	111 Beach Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0118	120 Beach Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0119	128 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0120	129 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0121	80 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0122	14 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0123	2538 E Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0124	2530 E Lindsay Ct 239	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0125	780 DONALD DR	ERIK FITZPATRICK PLUMBI	\$0	\$82	
PP21-0126	101 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$67	

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PP21-0127	186 Oak Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0128	722 EDINBURGH CIR	Great Provider Plumbing Co Inc	\$0	\$134	
PP21-0129	185 Oak Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0130	184 Oak Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0131	6 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0132	5 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0133	4 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0134	3 Sycamore	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0135	133 Oak Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0136	132 Oak Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0137	118 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0138	87 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0139	85 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0140	58 Linden Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0141	55 Linden Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0142	23 Sycamore	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0143	8 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0144	15 Pine Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0145	10 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0146	160 Hemlock Blvd	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0148	2322 S Dundee	HSI	\$0	\$67	
PP21-0149	2827 Overbrook St	Epic Plumbing	\$0	\$226	
PP21-0150	3024 STEEPLECHASE	Epic Plumbing	\$0	\$188	
PP21-0151	3234 Pine Bluff	Epic Plumbing	\$0	\$193	
PP21-0152	3583 SEAVER RD	MI Plumber LLC	\$0	\$169	
PP21-0153	709 Berwick Ct	Bulldog Mechanical	\$0	\$340	
PP21-0154	2330 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0155	19 Pine Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0156	20 Pine	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0157	78 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0158	102 Sycamore	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0159	122 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0160	1543 WIND VALLEY LN	R & B Plumbing Inc	\$0	\$255	
PP21-0161	130 Elm	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0162	144 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 5/1/2021 12:00:00 AM AND  
5/28/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH21-0065	99 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0066	107 Beach Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0067	111 Beach Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0068	120 Beach Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0069	128 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0070	129 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0071	80 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0072	14 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0073	2538 E Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0074	2530 E Lindsay Ct 239	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0075	101 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0076	186 Oak Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0077	185 Oak Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0078	184 Oak Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0079	6 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0080	5 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0081	4 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0082	3 Sycamore	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0083	133 Oak Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0084	132 Oak Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0085	118 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0086	87 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0087	85 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0088	58 Linden Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0089	55 Linden Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0090	23 Sycamore	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0091	8 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0092	15 Pine Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0093	10 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0094	160 Hemlock Blvd	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0096	2322 S Dundee	HSI	\$0	\$200	
PMH21-0097	2330 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0098	19 Pine Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0099	20 Pine	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0100	78 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PP21-0163	148 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0164	149 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0165	151 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0166	153 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0167	177 Birch Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0168	300 Tamarack	Mobile & Modular Homes Inc	\$0	\$67	
<b>Plumbing</b>			\$0	\$6835	74
<b>Pole Barn</b>					
PB21-0275	2860 BEL AIRE DR	GERBER, JOHN T	\$32000	\$234	
<b>Pole Barn</b>			\$32000	\$234	1
<b>Res. Additions</b>					
PB21-0273	841 WHITE HOUSE DR	Dubs Carpentry	\$74000	\$460	
PB21-0298	2872 ROWE RD	Exclusive custom homes inc	\$200000	\$1092	
<b>Res. Additions</b>			\$274000	\$1552	2
<b>Res. Misc. Accessory Structure</b>					
PB21-0290	2371 W WARDLOW RD	YOUNG, ALAN S	\$90000	\$525	
<b>Res. Misc. Accessory Structure</b>			\$90000	\$525	1
<b>Res. Mobile Home</b>					
PMH21-0051	306 Fir Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0052	2630 E Campbell Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0053	2637 W Tartan	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0054	2527 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0055	2531 W Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0056	225 E Glengarry Ct	HSI	\$0	\$200	
PMH21-0057	221 E Glengarry Ct	HSI	\$0	\$200	
PMH21-0058	2320 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0059	3935 Emerald Park Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0060	13 Cedar Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0061	24 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0062	56 Linden Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0063	81 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0064	97 Locust Ave	Mobile & Modular Homes Inc	\$0	\$200	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH21-0101	102 Sycamore	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0102	122 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0103	130 Elm	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0104	144 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0105	148 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0106	149 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0107	151 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0108	153 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0109	177 Birch Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0110	300 Tamarack	Mobile & Modular Homes Inc	\$0	\$200	
<b>Res. Mobile Home</b>			\$0	\$11800	59
<b>Res. Renovations</b>					
PB21-0261	925 DUNLEAVY DR	Mr Roof	\$11130	\$136	
PB21-0277	4710 DESERT BRIDGE CT	LARKIN, DONALD M	\$12000	\$136	
PB21-0288	855 HELEN	Wheeler Jr, Lawrence	\$9000	\$136	
PB21-0292	3283 S MILFORD RD	Heavy Duty Building Carpentry	\$7000	\$126	
PB21-0311	851 BLUE HERON DR	Roof One LLC	\$10000	\$126	
PB21-0325	350 MCPHERSON ST	Grennan Construction	\$50000	\$638	
PB21-0328	3766 LOCH DR	Quality Home Remodeling	\$41875	\$284	
PB21-0340	1620 KINGSWAY DR	Living Space Detroit	\$41000	\$294	
PB21-0342	4475 WOODCOCK WAY	Home Depot USA	\$1929	\$133	
PB21-0344	1986 ELKRIDGE CIR	Finished Basements Plus LLC	\$45600	\$431	
PB21-0346	1269 PLOVER DR	Renovations Roofing & Remod	\$16300	\$155	
PB21-0347	3490 LAKEVIEW DR	Renewal By Anderson LLC	\$24247	\$203	
PB21-0348	298 REID RD	Renewal By Anderson LLC	\$4341	\$100	
PB21-0349	1150 CRAVEN DR	Renewal By Anderson LLC	\$19395	\$177	
PB21-0350	1305 PLOVER DR	Renewal By Anderson LLC	\$38759	\$274	
PB21-0351	3076 Boulder Ridge	RIDGEWOOD LLC	\$2500	\$90	
PB21-0359	2873 BOULDER RIDGE	A Better Exterior LLC	\$7390	\$116	
PB21-0363	3715 CHEVRON DR	KDI Kitchens INC	\$43864	\$294	
PB21-0364	3361 LESTER DR	Hansons Window and Constructi	\$23836	\$198	
PB21-0365	2324 FOXGROVE DR	Thermal Shield	\$27940	\$218	
PB21-0366	147 PENINSULA LAKE DR	Wallside Inc	\$3700	\$95	
PB21-0368	5678 ZANDER LN	SLEPICA, JACOB THIMMESC	\$10000	\$124	



# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0369	3531 WOODLAND DR	Roof Rite Inc.	\$20829	\$182	
<b>Res. Renovations</b>			\$472635	\$4666	23
<b>Res. Single Family</b>					
PB21-0341	641 PERTSHIRE CT	Marc Bach	\$32500	\$237	
<b>Res. Single Family</b>			\$32500	\$237	1
<b>Shed</b>					
PB21-0289	745 TIERNEY AVE	BROEKHUIZEN, LEO	\$9000	\$119	
PB21-0338	2174 NORTH ST	SWANSON, DANIEL	\$11000	\$129	
<b>Shed</b>			\$20000	\$248	2
<b>Swiming Pools-Hot Tubs/Spas</b>					
PB21-0360	982 JOSHUA DR	ASSENMACHER, MICHAEL	\$5000	\$200	
<b>Swiming Pools-Hot Tubs/Spas</b>			\$5000	\$200	1
<b>Zoning Land Use</b>					
PLU21-0004	945 S MILFORD RD	WAN, ZIXUAN	\$0	\$0	
PLU21-0007	2823 E Highland Rd.	Nawar Yousif	\$0	\$100	
PLU21-0008	1423 S MILFORD RD	Mama's Mustard Seeds	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$100	3
<b>Totals</b>			<b>\$2224155</b>	<b>\$59751</b>	<b>460</b>

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
MAY 31, 2021

GENERAL FUND

ASSETS

101-000-000-004-000	PETTY CASH	200.71	
101-000-000-006-000	PERPETUAL FUND	1,087.10	
101-000-000-007-000	CASH - COMBINED SAVINGS	4,400,754.33	
101-000-000-072-000	COUNTY OF OAKLAND	( 2,104.50)	
101-000-000-075-000	HURON VALLEY SCHOOLS	( 6,440.50)	
101-000-000-078-000	DUE FROM STATE REVENUES	289,690.00	
	TOTAL ASSETS		<u>4,683,187.14</u>

LIABILITIES AND EQUITY

LIABILITIES

101-000-000-202-001	ESCROW BONDS&ENG. FEES PAYABLE	625,406.69	
101-000-000-202-101	HEALTH REIMBURSEMENT PAYABLES	1,929.59	
101-000-000-202-207	ESCROW POLICE SAGINAW PIPELINE	2,356.46	
101-000-000-231-100	PR W/H FICA	215.94	
101-000-000-285-005	OAKLAND CO. ANIMAL CONTROL	603.00	
	TOTAL LIABILITIES		630,511.68

FUND EQUITY

101-000-000-390-000	FUND BALANCE	1,729,717.69	
101-000-000-390-005	FUND BALANCE-ASSIGN CAPITAL IM REVENUE OVER EXPENDITURES - YTD	2,000,000.00 322,957.77	
	TOTAL FUND EQUITY		<u>4,052,675.46</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,683,187.14</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
101-000-000-403-200	500,000.00	500,000.00	492,905.39	1,888.93	7,094.61	98.58
101-000-000-423-200	5,000.00	5,000.00	2,371.00	483.00	2,629.00	47.42
101-000-000-428-200	.00	.00	967.01	32.92	( 967.01)	.00
101-000-000-452-380	2,400.00	2,400.00	1,324.00	405.00	1,076.00	55.17
101-000-000-475-380	50,000.00	50,000.00	.00	.00	50,000.00	.00
101-000-000-477-200	1,500.00	1,500.00	472.00	175.00	1,028.00	31.47
101-000-000-478-380	170,000.00	170,000.00	101,084.80	30,007.00	68,915.20	59.46
101-000-000-479-380	35,000.00	35,000.00	28,123.20	10,305.00	6,876.80	80.35
101-000-000-480-380	20,000.00	20,000.00	16,730.80	6,756.00	3,269.20	83.65
101-000-000-481-380	40,000.00	40,000.00	27,597.60	8,863.00	12,402.40	68.99
101-000-000-490-200	5,000.00	5,000.00	1,996.50	287.00	3,003.50	39.93
101-000-000-490-201	12,000.00	12,000.00	.00	.00	12,000.00	.00
101-000-000-528-000	.00	.00	36,739.00	.00	( 36,739.00)	.00
101-000-000-570-961	6,000.00	6,000.00	1,899.95	450.00	4,100.05	31.67
101-000-000-570-965	5,000.00	5,000.00	1,619.05	83.00	3,380.95	32.38
101-000-000-573-001	15,000.00	15,000.00	7,070.24	.00	7,929.76	47.13
101-000-000-576-960	1,600,000.00	1,600,000.00	589,909.00	.00	1,010,091.00	36.87
101-000-000-607-805	300,000.00	300,000.00	161,071.90	78,308.83	138,928.10	53.69
101-000-000-608-805	.00	.00	750.00	.00	( 750.00)	.00
101-000-000-609-805	7,000.00	7,000.00	6,875.00	825.00	125.00	98.21
101-000-000-610-805	6,000.00	6,000.00	4,227.00	1,350.00	1,773.00	70.45
101-000-000-625-805	45,000.00	45,000.00	.00	.00	45,000.00	.00
101-000-000-627-000	3,000.00	3,000.00	2,610.80	973.70	389.20	87.03
101-000-000-642-276	5,000.00	5,000.00	4,500.00	500.00	500.00	90.00
101-000-000-653-200	.00	.00	75.00	.00	( 75.00)	.00
101-000-000-655-000	50,000.00	50,000.00	16,003.99	3,567.53	33,996.01	32.01
101-000-000-664-200	10,000.00	10,000.00	4,135.00	853.58	5,865.00	41.35
101-000-000-675-000	.00	.00	400.00	100.00	( 400.00)	.00
101-000-000-694-008	2,000.00	2,000.00	630.00	.00	1,370.00	31.50
101-000-000-694-100	5,800.00	5,800.00	.00	.00	5,800.00	.00
101-000-000-694-200	10,000.00	10,000.00	3,450.29	( 210.23)	6,549.71	34.50
101-000-000-694-203	15,000.00	15,000.00	.00	.00	15,000.00	.00
101-000-000-694-207	28,000.00	28,000.00	11,666.65	2,333.33	16,333.35	41.67
101-000-000-695-200	.00	15,864.00	.00	.00	15,864.00	.00
<b>REVENUE</b>	<b>2,953,700.00</b>	<b>2,969,564.00</b>	<b>1,527,205.17</b>	<b>148,337.59</b>	<b>1,442,358.83</b>	<b>51.43</b>
<b>TOTAL FUND REVENUE</b>	<b>2,953,700.00</b>	<b>2,969,564.00</b>	<b>1,527,205.17</b>	<b>148,337.59</b>	<b>1,442,358.83</b>	<b>51.43</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>LEGISLATIVE</b>							
101-101-000-703-000	LEGISLATIVE: SALARIES	24,180.00	24,180.00	10,430.44	1,960.08	13,749.56	43.14
101-101-000-820-000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	127.00	.00	5,873.00	2.12
	<b>TOTAL LEGISLATIVE</b>	<b>30,180.00</b>	<b>30,180.00</b>	<b>10,557.44</b>	<b>1,960.08</b>	<b>19,622.56</b>	<b>34.98</b>
<b>SUPERVISOR'S DEPT</b>							
101-171-000-703-000	SUP DEPT: SALARIES	78,795.00	78,795.00	33,336.38	6,061.16	45,458.62	42.31
101-171-000-705-000	SUP DEPT: CLERICAL WAGE	48,750.00	18,713.00	18,712.50	.00	.50	100.00
101-171-000-705-001	SUP DEPT: FLOATER WAGE	13,065.00	13,065.00	6,502.53	1,076.19	6,562.47	49.77
101-171-000-707-006	SUP DEPT: MAINT WAGE	29,700.00	29,700.00	10,114.90	2,216.25	19,585.10	34.06
101-171-000-820-000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	125.00	.00	2,375.00	5.00
101-171-000-931-001	SUP DEPT: MAINT-WORK CREW	.00	.00	472.50	239.40	( 472.50)	.00
	<b>TOTAL SUPERVISOR'S DEPT</b>	<b>172,810.00</b>	<b>142,773.00</b>	<b>69,263.81</b>	<b>9,593.00</b>	<b>73,509.19</b>	<b>48.51</b>
<b>ACCOUNTING DEPT</b>							
101-201-000-703-000	ACCTG: BOOKKEEPER WAGE	54,600.00	54,600.00	23,027.39	4,200.00	31,572.61	42.17
101-201-000-705-000	ACCTG: P-T ASSISTANT	20,904.00	20,904.00	8,787.81	1,624.76	12,116.19	42.04
101-201-000-820-000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	35.00	.00	2,965.00	1.17
	<b>TOTAL ACCOUNTING DEPT</b>	<b>78,504.00</b>	<b>78,504.00</b>	<b>31,850.20</b>	<b>5,824.76</b>	<b>46,653.80</b>	<b>40.57</b>
<b>ASSESSING DEPT</b>							
101-209-000-705-000	ASSESSING: CLERICAL WAGE	25,935.00	22,435.00	2,668.75	2,668.75	19,766.25	11.90
101-209-000-801-000	ASSESSING: CONTRACTUAL SVCS	122,000.00	122,000.00	60,998.71	9,724.00	61,001.29	50.00
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	534.00	.00	966.00	35.60
	<b>TOTAL ASSESSING DEPT</b>	<b>150,035.00</b>	<b>146,535.00</b>	<b>64,201.46</b>	<b>12,392.75</b>	<b>82,333.54</b>	<b>43.81</b>
<b>CLERK'S DEPT</b>							
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	24,660.90	4,500.00	33,839.10	42.16
101-215-000-703-000	CLERK: SALARIES	74,855.00	74,855.00	31,669.55	5,758.10	43,185.45	42.31
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	16,629.84	3,028.52	22,730.16	42.25
101-215-000-740-002	CLERK: ELECTION INSPECTORS	.00	.00	( 115.00)	.00	115.00	.00
101-215-000-820-000	CLERK: DUES/ED/TRAVEL	4,000.00	4,000.00	2,311.40	1,099.40	1,688.60	57.79
	<b>TOTAL CLERK'S DEPT</b>	<b>181,515.00</b>	<b>181,515.00</b>	<b>75,156.69</b>	<b>14,386.02</b>	<b>106,358.31</b>	<b>41.41</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>TREASURER'S DEPT</b>							
101-253-000-702-000	TREAS: DEPUTY WAGE	60,450.00	60,450.00	25,457.55	4,650.00	34,992.45	42.11
101-253-000-703-000	TREAS: SALARIES	74,855.00	74,855.00	31,669.55	5,758.10	43,185.45	42.31
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	17,334.85	3,153.00	23,655.15	42.29
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	704.78	.00	3,295.22	17.62
	<b>TOTAL TREASURER'S DEPT</b>	<b>190,170.00</b>	<b>190,170.00</b>	<b>75,166.73</b>	<b>13,561.10</b>	<b>115,003.27</b>	<b>39.53</b>
<b>CEMETERY</b>							
101-276-000-935-000	CEMETERY: SEXTON	41,208.00	41,208.00	17,170.00	3,434.00	24,038.00	41.67
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	974.40	.00	5,025.60	16.24
	<b>TOTAL CEMETERY</b>	<b>51,708.00</b>	<b>51,708.00</b>	<b>18,144.40</b>	<b>3,434.00</b>	<b>33,563.60</b>	<b>35.09</b>
<b>ACTIVITY CENTER</b>							
101-289-000-703-007	ACTIVITY CTR: DIR. WAGE	45,825.00	45,825.00	19,261.29	3,525.00	26,563.71	42.03
101-289-000-704-000	ACTIVITY CTR: COORDINATOR WAGE	29,250.00	29,250.00	8,160.00	1,500.00	21,090.00	27.90
101-289-000-704-002	ACT CTR: P-TCOMMUNICATIONS	19,500.00	19,500.00	8,160.00	1,500.00	11,340.00	41.85
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	96.60	60.67	4,903.40	1.93
101-289-000-728-000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	2.40	.00	2,497.60	.10
101-289-000-729-001	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	874.10	226.96	5,125.90	14.57
101-289-000-820-000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	146.25	.00	1,053.75	12.19
101-289-000-853-000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	347.49	127.33	1,152.51	23.17
101-289-000-854-000	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	758.04	152.63	1,741.96	30.32
101-289-000-903-000	ACTIVITY CTR: ADVERT./PRINTING	6,500.00	6,500.00	3,024.40	590.00	3,475.60	46.53
101-289-000-920-000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	2,763.62	384.56	6,236.38	30.71
101-289-000-931-000	ACTIVITY CTR: BUILDING MAINT	5,000.00	5,000.00	447.24	139.77	4,552.76	8.94
101-289-000-931-001	ACTIVITY CTR: MAINT-WORK CREW	11,700.00	11,700.00	4,873.50	900.60	6,826.50	41.65
101-289-000-933-000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	391.83	.00	2,108.17	15.67
101-289-001-853-000	ANNEX: INTERNET SERVICE	1,500.00	1,500.00	1,082.80	216.56	417.20	72.19
101-289-001-920-002	ANNEX: UTILITIES	9,000.00	9,000.00	2,590.73	360.85	6,409.27	28.79
101-289-001-931-002	ANNEX: BUILDING MAINT	5,000.00	5,000.00	5,863.06	3,308.08	( 863.06)	117.26
	<b>TOTAL ACTIVITY CENTER</b>	<b>187,072.00</b>	<b>187,072.00</b>	<b>58,843.35</b>	<b>12,993.01</b>	<b>128,228.65</b>	<b>31.45</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVERNMENT</b>							
101-290-000-727-000	GEN GOV: OFFICE SUPPLIES	11,000.00	11,000.00	2,539.48	603.21	8,460.52	23.09
101-290-000-728-000	GEN GOV: POSTAGE	8,000.00	8,000.00	1,965.30	1,116.63	6,034.70	24.57
101-290-000-792-000	GEN GOV: MEMBER FEES	10,500.00	10,500.00	2,937.80	8.95	7,562.20	27.98
101-290-000-793-000	GEN GOV: BANK FEES	4,000.00	4,000.00	5,007.08	.00	( 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	63,988.50	.00	6,011.50	91.41
101-290-000-804-000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	24,919.80	5,916.65	50,080.20	33.23
101-290-000-806-000	GEN GOV: COURT WITNESS FEES	500.00	500.00	( 26.88)	( 26.88)	526.88	( 5.38)
101-290-000-810-000	GEN GOV: PROF SERVICES	40,000.00	40,000.00	10,200.00	10,200.00	29,800.00	25.50
101-290-000-852-000	GEN GOV: FIBER-OTHER COMMUNIC	12,000.00	12,000.00	4,938.00	823.00	7,062.00	41.15
101-290-000-853-000	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	2,127.35	532.50	4,372.65	32.73
101-290-000-855-000	GEN GOV: WEBSITE	2,000.00	2,000.00	1,040.00	225.00	960.00	52.00
101-290-000-856-000	GEN GOV: STORM WATER PERMIT	800.00	800.00	500.00	.00	300.00	62.50
101-290-000-860-001	GEN GOV: WOTA	185,000.00	185,000.00	185,000.00	.00	.00	100.00
101-290-000-903-000	GEN GOV: ADVERTISING	22,500.00	22,500.00	4,513.50	408.00	17,986.50	20.06
101-290-000-903-100	GEN GOV: PRINTING	4,500.00	4,500.00	471.11	.00	4,028.89	10.47
101-290-000-913-000	GEN GOV: GEN INSURANCE	65,000.00	65,000.00	48,288.00	6,892.00	16,712.00	74.29
101-290-000-920-000	GEN GOV: UTILITIES	60,000.00	60,000.00	21,880.92	4,813.60	38,119.08	36.47
101-290-000-931-000	GEN GOV: TOWNSHIP MAINTENANCE	30,000.00	30,000.00	10,565.34	5,785.41	19,434.66	35.22
101-290-000-933-000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	12,624.29	281.67	37,375.71	25.25
101-290-000-934-000	GEN GOV: VEHICLE OP MAINT	3,000.00	3,000.00	769.63	211.46	2,230.37	25.65
101-290-000-940-000	GEN GOV: SNOWPLOW SERV	36,000.00	36,000.00	11,696.33	.00	24,303.67	32.49
101-290-000-956-000	GEN GOV: MISCELLANEOUS	10,000.00	10,000.00	4,299.97	2,735.40	5,700.03	43.00
101-290-000-956-001	GEN GOV: MISC. GRANT EXPENSE	.00	.00	35,411.49	5,727.52	( 35,411.49)	.00
101-290-000-967-000	GEN GOV: METRO AUTHORITY EXP	12,000.00	12,000.00	3.41	3.41	11,996.59	.03
101-290-000-970-000	GEN GOV: EQUIP CAP OUTLAY	38,000.00	38,000.00	.00	( 34,171.89)	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	1,930.55	1,730.99	3,069.45	38.61
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>801,300.00</b>	<b>801,300.00</b>	<b>457,590.97</b>	<b>13,816.63</b>	<b>343,709.03</b>	<b>57.11</b>
<b>TWP COMMUNITY PARKS</b>							
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	575.70	.00	1,924.30	23.03
101-292-000-756-002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	364.34	300.00	2,635.66	12.14
101-292-000-756-003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	428.66	300.00	2,571.34	14.29
101-292-000-920-000	PARKS: UTILITIES	3,000.00	3,000.00	679.96	161.36	2,320.04	22.67
101-292-000-935-000	PARKS: MAINTENANCE	18,000.00	18,000.00	3,160.12	1,915.29	14,839.88	17.56
101-292-000-957-000	PARKS: HISTORICAL MARKERS	3,000.00	3,000.00	.00	.00	3,000.00	.00
	<b>TOTAL TWP COMMUNITY PARKS</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>5,208.78</b>	<b>2,676.65</b>	<b>29,791.22</b>	<b>14.88</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVT PERSONNEL</b>						
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	70,417.92	11,874.69	99,582.08 41.42
101-295-000-715-001	GGP: CASH IN LIEU BENEF BUYOUT	61,000.00	61,000.00	22,514.66	4,541.65	38,485.34 36.91
101-295-000-715-004	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	8,922.24	761.66	36,077.76 19.83
101-295-000-717-000	GGP: EMPLR PAYROLL TAX	85,000.00	85,000.00	35,693.01	6,492.18	49,306.99 41.99
101-295-000-718-000	GGP: DEFINED CONTRIBUTION PLAN	110,000.00	110,000.00	25,994.48	42.59	84,005.52 23.63
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
101-295-000-733-000	GGP: PTO CASH PAYOUT	.00	15,864.00	1,335.00	.00	14,529.00 8.42
	<b>TOTAL GENERAL GOVT PERSONNEL</b>	<b>496,000.00</b>	<b>511,864.00</b>	<b>164,877.31</b>	<b>23,712.77</b>	<b>346,986.69 32.21</b>
<b>ORDINANCE ENFORCEMENT</b>						
101-301-000-703-000	OE: ZONING ADMINISTRATOR WAGE	51,010.00	51,010.00	21,652.23	3,930.54	29,357.77 42.45
101-301-000-806-001	OE: VIOLATION CORRECTIONS	5,000.00	5,000.00	40.00	.00	4,960.00 .80
101-301-000-810-003	OE: ORDINANCE OFFICER WAGE	24,256.00	24,256.00	10,064.45	1,843.00	14,191.55 41.49
	<b>TOTAL ORDINANCE ENFORCEMENT</b>	<b>80,266.00</b>	<b>80,266.00</b>	<b>31,756.68</b>	<b>5,773.54</b>	<b>48,509.32 39.56</b>
<b>BUILDING DEPT</b>						
101-371-000-703-000	BLDG: INSPECTOR WAGE	61,460.00	61,460.00	25,962.15	4,728.00	35,497.85 42.24
101-371-000-704-000	BLDG: CLERICAL WAGE 1	37,348.00	37,348.00	15,788.18	2,886.86	21,559.82 42.27
101-371-000-705-000	BLDG: CLERICAL WAGE 2	35,329.00	35,329.00	13,973.40	1,766.70	21,355.60 39.55
101-371-000-706-000	BLDG: PART-TIME SEASONAL	.00	5,220.00	2,175.00	405.00	3,045.00 41.67
101-371-000-710-001	BLDG: INSP/ELEC/PLUMB/HTG	75,000.00	69,780.00	38,204.92	8,874.04	31,575.08 54.75
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	148.93	.00	351.07 29.79
101-371-000-820-000	BLDG: DUES/ED/TRAVEL	2,500.00	2,500.00	.00	.00	2,500.00 .00
	<b>TOTAL BUILDING DEPT</b>	<b>212,637.00</b>	<b>212,637.00</b>	<b>96,252.58</b>	<b>18,660.60</b>	<b>116,384.42 45.27</b>
<b>PLANNING DEPT</b>						
101-400-000-703-002	PLNG: DIR. OF PLAN & DEV. WAGE	75,266.00	75,266.00	31,890.20	5,886.50	43,375.80 42.37
101-400-000-704-000	PLNG: CERTIFICATION	2,000.00	2,000.00	85.00	85.00	1,915.00 4.25
101-400-000-705-000	PLNG: CLERICAL WAGE	35,330.00	.00	.00	.00	.00 .00
101-400-000-817-005	PLNG: CONSULTANT	.00	68,867.00	.00	.00	68,867.00 .00
101-400-000-820-000	PLNG: DUES/ED/TRAVEL	1,500.00	1,500.00	1,595.00	323.00	( 95.00) 106.33
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	1,387.50	640.00	10,012.50 12.17
101-400-100-820-000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	925.00	675.00	1,075.00 46.25
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	459.00	.00	3,041.00 13.11
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	990.00	.00	9,010.00 9.90
	<b>TOTAL PLANNING DEPT</b>	<b>174,146.00</b>	<b>207,683.00</b>	<b>37,331.70</b>	<b>7,609.50</b>	<b>170,351.30 17.98</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>ZONING BOARD OF APPEALS</b>							
101-410-000-710-008	ZBA: MEMBERS' FEES	8,880.00	8,880.00	1,650.00	.00	7,230.00	18.58
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	152.00	152.00	848.00	15.20
101-410-000-903-005	ZBA: ADVERTISING	2,500.00	2,500.00	2,451.75	510.00	48.25	98.07
	<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>15,280.00</b>	<b>15,280.00</b>	<b>4,253.75</b>	<b>662.00</b>	<b>11,026.25</b>	<b>27.84</b>
<b>SOCIAL SERVICES</b>							
101-673-000-702-000	SOC SERV: CROSSING GUARDS	8,800.00	8,800.00	3,131.55	864.45	5,668.45	35.59
101-673-000-842-000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	660.00	.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
	<b>TOTAL SOCIAL SERVICES</b>	<b>76,300.00</b>	<b>76,300.00</b>	<b>3,791.55</b>	<b>864.45</b>	<b>72,508.45</b>	<b>4.97</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>2,932,923.00</b>	<b>2,948,787.00</b>	<b>1,204,247.40</b>	<b>147,920.86</b>	<b>1,744,539.60</b>	<b>40.84</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>20,777.00</b>	<b>20,777.00</b>	<b>322,957.77</b>	<b>416.73</b>	<b>302,180.77</b>	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

MAY 31, 2021

ROAD FUND

ASSETS

201-000-000-007-000	CASH - COMBINED SAVINGS	62,525.78	
201-000-000-008-700	HAULING ROUTE SAVINGS ACCT.	516,970.66	
		<hr/>	
	TOTAL ASSETS		579,496.44
			<hr/> <hr/>

LIABILITIES AND EQUITY

LIABILITIES

201-000-000-202-001	HAULING ROUTE PAYABLE	25,626.43	
		<hr/>	
	TOTAL LIABILITIES		25,626.43

FUND EQUITY

201-000-000-390-000	FUND BALANCE	4,563.21	
201-000-000-390-001	DESIGNATED FUND BALANCE	491,344.23	
	REVENUE OVER EXPENDITURES - YTD	57,962.57	
		<hr/>	
	TOTAL FUND EQUITY		553,870.01
			<hr/>
	TOTAL LIABILITIES AND EQUITY		579,496.44
			<hr/> <hr/>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**ROAD FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
201-000-000-664-000						
INTEREST EARNINGS	1,500.00	1,500.00	4.57	2.54	1,495.43	.30
201-000-000-694-401						
TRANSFER IN FROM CAPITAL IMP.	100,000.00	100,000.00	100,000.00	.00	.00	100.00
	<u>101,500.00</u>	<u>101,500.00</u>	<u>100,004.57</u>	<u>2.54</u>	<u>1,495.43</u>	<u>98.53</u>
<b>REVENUE</b>	<b>101,500.00</b>	<b>101,500.00</b>	<b>100,004.57</b>	<b>2.54</b>	<b>1,495.43</b>	<b>98.53</b>
	<u>101,500.00</u>	<u>101,500.00</u>	<u>100,004.57</u>	<u>2.54</u>	<u>1,495.43</u>	<u>98.53</u>
<b>TOTAL FUND REVENUE</b>	<b>101,500.00</b>	<b>101,500.00</b>	<b>100,004.57</b>	<b>2.54</b>	<b>1,495.43</b>	<b>98.53</b>
<u>ROAD EXPENDITURES</u>						
201-290-000-952-000						
DUST CONTROL	60,000.00	60,000.00	2,261.00	351.00	57,739.00	3.77
201-290-000-953-000						
TRI PARTY PROGRAM	40,000.00	40,000.00	39,781.00	.00	219.00	99.45
	<u>100,000.00</u>	<u>100,000.00</u>	<u>42,042.00</u>	<u>351.00</u>	<u>57,958.00</u>	<u>42.04</u>
<b>TOTAL ROAD EXPENDITURES</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>42,042.00</b>	<b>351.00</b>	<b>57,958.00</b>	<b>42.04</b>
	<u>100,000.00</u>	<u>100,000.00</u>	<u>42,042.00</u>	<u>351.00</u>	<u>57,958.00</u>	<u>42.04</u>
<b>TOTAL FUND EXPENDITURES</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>42,042.00</b>	<b>351.00</b>	<b>57,958.00</b>	<b>42.04</b>
	<u>1,500.00</u>	<u>1,500.00</u>	<u>57,962.57</u>	<u>( 348.46)</u>	<u>56,462.57</u>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>57,962.57</b>	<b>( 348.46)</b>	<b>56,462.57</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

BUS TRANSPORTATION

ASSETS

205-000-000-001-000	CASH - CHECKING	.00	
205-000-000-004-000	PETTY CASH	.00	
205-000-000-007-000	CASH - COMBINED SAVINGS	.00	
205-000-000-078-000	DUE FROM RECEIVABLES	.00	
		<hr/>	
	TOTAL ASSETS		<hr/> <hr/> .00

LIABILITIES AND EQUITY

LIABILITIES

205-000-000-202-000	ACCOUNTS PAYABLE	.00	
205-000-000-204-000	DEFERRED REVENUE	.00	
205-000-000-299-000	LOAN DUE TO GENERAL FUND	.00	
		<hr/>	
	TOTAL LIABILITIES		.00

FUND EQUITY

205-000-000-390-000	FUND BALANCE	40,429.65	
	REVENUE OVER EXPENDITURES - YTD	( 40,429.65)	
		<hr/>	
	TOTAL FUND EQUITY		<hr/> .00
	TOTAL LIABILITIES AND EQUITY		<hr/> <hr/> .00

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**BUS TRANSPORTATION**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
205-000-000-695-200						
APPROPRIATION FUND BAL.	.00	40,429.65	.00	.00	40,429.65	.00
	.00	40,429.65	.00	.00	40,429.65	.00
REVENUE	.00	40,429.65	.00	.00	40,429.65	.00
	.00	40,429.65	.00	.00	40,429.65	.00
TOTAL FUND REVENUE	.00	40,429.65	.00	.00	40,429.65	.00
<u>BUS EXPENDITURES</u>						
205-290-000-805-002						
BUS: WOTA SEMCOG GRANT MGMNT	.00	40,429.65	40,429.65	.00	.00	100.00
	.00	40,429.65	40,429.65	.00	.00	100.00
TOTAL BUS EXPENDITURES	.00	40,429.65	40,429.65	.00	.00	100.00
	.00	40,429.65	40,429.65	.00	.00	100.00
TOTAL FUND EXPENDITURES	.00	40,429.65	40,429.65	.00	.00	100.00
	.00	.00	( 40,429.65)	.00	( 40,429.65)	
NET REVENUE OVER EXPENDITURES	.00	.00	( 40,429.65)	.00	( 40,429.65)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

MAY 31, 2021

FIRE FUND

ASSETS

206-000-000-007-000 CASH - COMBINED SAVINGS

1,916,933.64

TOTAL ASSETS

1,916,933.64

LIABILITIES AND EQUITY

FUND EQUITY

206-000-000-390-000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

1,343,646.15  
573,287.49

TOTAL FUND EQUITY

1,916,933.64

TOTAL LIABILITIES AND EQUITY

1,916,933.64

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
206-000-000-403-206	PROPERTY TAXES	1,137,266.00	1,137,266.00	1,110,767.03	594.20	26,498.97	97.67
206-000-000-629-000	RENTAL INSPECTIONS	.00	.00	2,760.00	150.00	( 2,760.00)	.00
206-000-000-656-001	OPERATING TR IN FOR EMS	350,000.00	350,000.00	140,352.36	38,262.46	209,647.64	40.10
206-000-000-664-206	INTEREST ON INVESTMENTS	15,000.00	15,000.00	7,236.00	503.21	7,764.00	48.24
206-000-000-671-206	ASSET SALE PROCEEDS	.00	.00	2,000.00	2,000.00	( 2,000.00)	.00
206-000-000-694-200	MISCELLANEOUS	15,000.00	15,000.00	88.00	.00	14,912.00	.59
206-000-000-695-200	APPROPRIATION FUND BAL.	.00	7,643.00	.00	.00	7,643.00	.00
	<b>REVENUE</b>	<b>1,517,266.00</b>	<b>1,524,909.00</b>	<b>1,263,203.39</b>	<b>41,509.87</b>	<b>261,705.61</b>	<b>82.84</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,517,266.00</b>	<b>1,524,909.00</b>	<b>1,263,203.39</b>	<b>41,509.87</b>	<b>261,705.61</b>	<b>82.84</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>FIRE EXPENDITURES</b>							
206-290-000-717-000	EMPLOYER PAYROLL TAX	66,117.00	66,117.00	28,173.05	4,934.27	37,943.95	42.61
206-290-001-702-001	FIRE: F-T WAGE OFFICER N.G.	60,632.00	60,632.00	26,399.59	4,803.92	34,232.41	43.54
206-290-001-702-002	FIRE:F-T WAGE OFFICER D.K.	59,116.00	59,116.00	25,474.43	4,683.08	33,641.57	43.09
206-290-001-702-003	FIRE: F-T WAGE OFFICER G.B.	60,632.00	60,632.00	26,614.01	4,803.92	34,017.99	43.89
206-290-001-702-004	FIRE: F-T WAGE MEDIC C.S.	50,986.00	50,986.00	22,709.40	4,040.72	28,276.60	44.54
206-290-001-702-005	FIRE:F-T WAGE MEDIC M.B.	50,986.00	50,986.00	18,568.48	3,635.80	32,417.52	36.42
206-290-001-702-006	FIRE:F-T WAGE MEDIC A.G.	50,986.00	50,986.00	18,980.08	3,635.80	32,005.92	37.23
206-290-001-704-002	FIRE: P-T CLERICAL	15,382.00	15,912.00	6,722.25	1,224.00	9,189.75	42.25
206-290-001-713-001	FIRE: F-T OVERTIME	40,000.00	40,000.00	13,504.92	3,470.60	26,495.08	33.76
206-290-001-715-206	FIRE: INSURANCE/BONDS	100,000.00	100,000.00	84,405.75	52,303.00	15,594.25	84.41
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	.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	3,251.38	877.56	4,748.62	40.64
206-290-001-728-206	FIRE: UNIFORMS	30,000.00	30,000.00	4,502.81	.00	25,497.19	15.01
206-290-001-804-206	FIRE: LEGAL SERVICES	10,000.00	10,000.00	844.75	87.50	9,155.25	8.45
206-290-001-819-206	FIRE: FIREFIGHTERS MEDICAL	12,000.00	12,000.00	8,523.00	.00	3,477.00	71.03
206-290-001-820-206	FIRE: DUES & EDUCATION	15,000.00	15,000.00	12,526.80	2,249.00	2,473.20	83.51
206-290-001-821-206	FIRE: FIREFIGHTERS PAYROLL	375,000.00	375,000.00	182,748.76	29,898.98	192,251.24	48.73
206-290-001-822-206	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	10,176.99	.00	( 178.99)	101.79
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	31,829.93	5,787.26	42,674.07	42.72
206-290-001-826-206	FIRE: RETIREMENT	.00	24,200.00	24,200.00	.00	.00	100.00
206-290-001-827-206	FIRE: MARSHAL COMPENSATION	26,047.00	27,846.00	11,814.76	2,163.51	16,031.24	42.43
206-290-001-835-206	FIRE: MEDICAL SUPPLIES	15,000.00	15,000.00	11,502.10	3,036.33	3,497.90	76.68
206-290-001-852-206	FIRE: RADIO COMMUNICATIONS	48,500.00	48,500.00	14,691.51	14,380.20	33,808.49	30.29
206-290-001-865-206	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	11,916.43	1,855.37	38,083.57	23.83
206-290-001-866-206	FIRE: VEHICLE GAS/OIL	30,000.00	30,000.00	7,633.28	1,937.97	22,366.72	25.44
206-290-001-890-206	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	139.95	.00	4,860.05	2.80
206-290-001-920-206	FIRE: PUBLIC UTILITIES	30,000.00	30,000.00	12,939.95	2,217.56	17,060.05	43.13
206-290-001-931-206	FIRE: BLDG MAINT/REPAIR	20,000.00	20,000.00	9,536.00	682.39	10,464.00	47.68
206-290-001-933-206	FIRE: EQUIP MAINT	15,000.00	15,000.00	8,363.22	814.22	6,636.78	55.75
206-290-001-936-206	FIRE: SOFTWARE MAINTENANCE	15,000.00	15,000.00	454.07	.00	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	483.97	19.97	9,516.03	4.84
206-290-001-973-206	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	2,104.44	438.99	395.56	84.18
206-290-001-978-206	FIRE: NEW PROJECTS	10,000.00	10,000.00	1,381.80	.00	8,618.20	13.82
<b>TOTAL FIRE EXPENDITURES</b>		<b>1,391,886.00</b>	<b>1,418,415.00</b>	<b>646,617.86</b>	<b>153,981.92</b>	<b>771,797.14</b>	<b>45.59</b>
<b>GENERAL GOVT PERSONNEL</b>							
206-295-000-715-000	FIRE:HEALTH/DENTAL/LIFE/DISINS	60,000.00	60,000.00	28,988.44	4,722.49	31,011.56	48.31
206-295-000-715-001	FIRE:CASH IN LIEU BENEF BUYOUT	9,552.00	10,300.00	4,239.83	866.04	6,060.17	41.16
206-295-000-715-004	FIRE: BCN HEALTH REIMBURSEMEN	.00	.00	5,802.12	651.92	( 5,802.12)	.00
206-295-000-718-000	FIRE:DEFINED CONTRIBUTION PLAN	25,694.00	25,694.00	4,267.65	.00	21,426.35	16.61
206-295-000-727-000	FIRE: POST PLAN	10,500.00	10,500.00	.00	.00	10,500.00	.00
<b>TOTAL GENERAL GOVT PERSONNEL</b>		<b>105,746.00</b>	<b>106,494.00</b>	<b>43,298.04</b>	<b>6,240.45</b>	<b>63,195.96</b>	<b>40.66</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	689,915.90	160,222.37	834,993.10	45.24
NET REVENUE OVER EXPENDITURES	19,634.00	.00	573,287.49	( 118,712.50)	573,287.49	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

MAY 31, 2021

POLICE FUND

ASSETS

207-000-000-004-000	PETTY CASH	50.00	
207-000-000-007-000	CASH - COMBINED SAVINGS	4,134,888.45	
	TOTAL ASSETS		<u>4,134,938.45</u>

LIABILITIES AND EQUITY

FUND EQUITY

207-000-000-390-000	FUND BALANCE	2,079,441.74	
	REVENUE OVER EXPENDITURES - YTD	2,055,496.71	
	TOTAL FUND EQUITY		<u>4,134,938.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,134,938.45</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
207-000-000-403-000	CURRENT TAXES	2,820,618.00	2,820,618.00	2,753,845.59	1,478.10	66,772.41	97.63
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	67,500.00	13,500.00	94,500.00	41.67
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	7,673.56	660.46	7,326.44	51.16
207-000-000-694-002	SCHOOL PARTICIPATION	105,000.00	105,000.00	.00	.00	105,000.00	.00
207-000-000-694-200	MISCELLANEOUS	.00	.00	600.00	600.00	( 600.00)	.00
207-000-000-695-200	APPROPRIATION FUND BAL.	.00	32,600.00	.00	.00	32,600.00	.00
	<b>REVENUE</b>	<b>3,124,218.00</b>	<b>3,156,818.00</b>	<b>2,829,619.15</b>	<b>16,238.56</b>	<b>327,198.85</b>	<b>89.64</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,124,218.00</b>	<b>3,156,818.00</b>	<b>2,829,619.15</b>	<b>16,238.56</b>	<b>327,198.85</b>	<b>89.64</b>
<b>POLICE EXPENDITURES</b>							
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	1,048.42	189.64	1,751.58	37.44
207-290-000-815-000	POLICE: SHERIFF'S MAINT	20,000.00	20,000.00	4,329.88	1,119.53	15,670.12	21.65
207-290-000-815-001	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	11,666.65	2,333.33	16,333.35	41.67
207-290-000-816-000	POLICE: OAKLAND CO SHER CONT	2,648,182.00	2,648,182.00	690,949.93	229,641.51	1,957,232.07	26.09
207-290-000-816-002	POLICE: CLERICAL WAGE	31,000.00	31,000.00	13,835.85	2,609.18	17,164.15	44.63
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	38,326.53	5,582.64	161,673.47	19.16
207-290-000-920-000	POLICE: UTILITIES	14,000.00	14,000.00	2,712.91	367.02	11,287.09	19.38
207-290-000-956-000	POLICE: MISCELLANEOUS	10,000.00	10,000.00	145.00	.00	9,855.00	1.45
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	3,788.23	336.00	21,211.77	15.15
207-290-000-970-003	POLICE: BUILDING REN	20,000.00	52,600.00	7,319.04	6,412.02	45,280.96	13.91
	<b>TOTAL POLICE EXPENDITURES</b>	<b>3,123,982.00</b>	<b>3,156,582.00</b>	<b>774,122.44</b>	<b>248,590.87</b>	<b>2,382,459.56</b>	<b>24.52</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,123,982.00</b>	<b>3,156,582.00</b>	<b>774,122.44</b>	<b>248,590.87</b>	<b>2,382,459.56</b>	<b>24.52</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>236.00</b>	<b>236.00</b>	<b>2,055,496.71</b>	<b>( 232,352.31)</b>	<b>2,055,260.71</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

POST-RETIREMENT BENEFITS

ASSETS

211-000-000-007-000	CASH - COMBINED SAVINGS	275,671.90	
211-000-000-008-600	MUTUAL FUNDS	648,424.15	
211-000-000-008-700	LPL INVESTMENTS	48,860.00	
		<hr/>	
	TOTAL ASSETS		<u>972,956.05</u>

LIABILITIES AND EQUITY

FUND EQUITY

211-000-000-390-000	FUND BALANCE	957,860.22	
	REVENUE OVER EXPENDITURES - YTD	15,095.83	
		<hr/>	
	TOTAL FUND EQUITY		<u>972,956.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>972,956.05</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
211-000-000-664-000	.00	.00	6,446.50	1,319.27	( 6,446.50)	.00
211-000-000-664-001	.00	.00	26,975.34	2,905.40	( 26,975.34)	.00
211-000-000-695-200	80,000.00	80,000.00	.00	.00	80,000.00	.00
<b>REVENUE</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>33,421.84</b>	<b>4,224.67</b>	<b>46,578.16</b>	<b>41.78</b>
<b>TOTAL FUND REVENUE</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>33,421.84</b>	<b>4,224.67</b>	<b>46,578.16</b>	<b>41.78</b>
<u>DEPARTMENT 290</u>						
211-290-000-700-000	80,000.00	80,000.00	13,620.11	2,971.77	66,379.89	17.03
211-290-000-793-000	.00	.00	4,705.90	.00	( 4,705.90)	.00
<b>TOTAL DEPARTMENT 290</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>18,326.01</b>	<b>2,971.77</b>	<b>61,673.99</b>	<b>22.91</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>18,326.01</b>	<b>2,971.77</b>	<b>61,673.99</b>	<b>22.91</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>15,095.83</b>	<b>1,252.90</b>	<b>15,095.83</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

MAY 31, 2021

REFUSE FUND

ASSETS

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

833,230.55

TOTAL ASSETS

833,230.55

LIABILITIES AND EQUITY

FUND EQUITY

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

202,212.91  
631,017.64

TOTAL FUND EQUITY

833,230.55

TOTAL LIABILITIES AND EQUITY

833,230.55

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**REFUSE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
226-000-000-600-805	REFUSE COLLECTION	1,096,425.00	1,096,425.00	1,066,846.97	( 165.00)	29,578.03	97.30
226-000-000-613-805	REFUSE CONTAINERS	1,000.00	1,000.00	15.00	.00	985.00	1.50
226-000-000-664-200	INTEREST EARNINGS	5,000.00	5,000.00	891.18	181.10	4,108.82	17.82
226-000-000-694-200	MISCELLANEOUS	.00	.00	1,007.00	110.00	( 1,007.00)	.00
	<b>REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,068,760.15</b>	<b>126.10</b>	<b>33,664.85</b>	<b>96.95</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,068,760.15</b>	<b>126.10</b>	<b>33,664.85</b>	<b>96.95</b>
<b>REFUSE EXPENDITURES</b>							
226-528-000-705-000	REFUSE: CLERICAL WAGE	11,115.00	11,115.00	1,143.75	1,143.75	9,971.25	10.29
226-528-000-706-000	REFUSE: CONTRACTOR	1,047,000.00	1,047,000.00	436,598.76	87,353.89	610,401.24	41.70
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
	<b>TOTAL REFUSE EXPENDITURES</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>437,742.51</b>	<b>88,497.64</b>	<b>635,837.49</b>	<b>40.77</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>437,742.51</b>	<b>88,497.64</b>	<b>635,837.49</b>	<b>40.77</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>28,845.00</b>	<b>28,845.00</b>	<b>631,017.64</b>	<b>( 88,371.54)</b>	<b>602,172.64</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

HAAC ADVISORY COUNCIL

<u>ASSETS</u>			
289-000-000-007-000	CASH - COMBINED SAVINGS	<u>18,708.83</u>	
	TOTAL ASSETS		<u>18,708.83</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>2,111.71</u>	
	TOTAL FUND EQUITY		<u>18,708.83</u>
	TOTAL LIABILITIES AND EQUITY		<u>18,708.83</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	2,111.71	654.77	( 2,111.71)	.00
	.00	.00	2,111.71	654.77	( 2,111.71)	.00
TOTAL FUND REVENUE	.00	.00	2,111.71	654.77	( 2,111.71)	.00
<u>DEPARTMENT 290</u>						
289-290-000-934-000						
HAAC: DEDUCTIONS	.00	.00	.00	( 53.96)	.00	.00
TOTAL DEPARTMENT 290	.00	.00	.00	( 53.96)	.00	.00
TOTAL FUND EXPENDITURES	.00	.00	.00	( 53.96)	.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	2,111.71	708.73	2,111.71	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>			
401-000-000-007-000	CASH - COMBINED SAVINGS	5,001,087.79	
401-000-000-085-001	DUE TO/FROM DDA	<u>141,142.84</u>	
	TOTAL ASSETS		<u><u>5,142,230.63</u></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	5,297,546.27	
	REVENUE OVER EXPENDITURES - YTD	<u>( 159,422.40)</u>	
	TOTAL FUND EQUITY		<u><u>5,138,123.87</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>5,142,230.63</u></u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
401-000-000-664-200	INTEREST EARNINGS	.00	.00	4,322.88	420.25	( 4,322.88)	.00
401-000-000-664-201	INTEREST EARNINGS DDA LOAN	.00	.00	1,578.39	301.28	( 1,578.39)	.00
401-000-000-689-001	CELL TOWER LEASE	130,000.00	130,000.00	61,286.16	12,254.43	68,713.84	47.14
401-000-000-695-200	APPROPRIATION FUND BAL.	4,730,000.00	4,830,000.00	.00	.00	4,830,000.00	.00
	<b>REVENUE</b>	<b>4,860,000.00</b>	<b>4,960,000.00</b>	<b>67,187.43</b>	<b>12,975.96</b>	<b>4,892,812.57</b>	<b>1.35</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,860,000.00</b>	<b>4,960,000.00</b>	<b>67,187.43</b>	<b>12,975.96</b>	<b>4,892,812.57</b>	<b>1.35</b>
<u>CEMETERY</u>							
401-276-000-938-000	CEMETERY IMPROVEMENTS	30,000.00	30,000.00	.00	.00	30,000.00	.00
	<b>TOTAL CEMETERY</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>.00</b>	<b>.00</b>	<b>30,000.00</b>	<b>.00</b>
<u>ACTIVITY CENTER</u>							
401-289-000-938-002	ANNEX IMPROVEMENTS	5,000.00	5,000.00	.00	.00	5,000.00	.00
	<b>TOTAL ACTIVITY CENTER</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>.00</b>
<u>CAPITAL IMP EXPENDITURES</u>							
401-290-000-938-000	TOWNSHIP IMPROVEMENTS	4,600,000.00	4,350,000.00	98,159.96	57,939.96	4,251,840.04	2.26
401-290-000-938-008	M59 BIKEPATHS	.00	.00	1,016.37	1,016.37	( 1,016.37)	.00
401-290-000-938-014	TOWNSHIP RELOCATION EXPENSES	.00	150,000.00	27,433.50	27,433.50	122,566.50	18.29
401-290-000-938-015	250 W LIVINGSTON IMPROVEMENTS	.00	100,000.00	.00	.00	100,000.00	.00
401-290-000-939-000	SEWER ANTICIPATION EXPENSE	100,000.00	100,000.00	.00	.00	100,000.00	.00
401-290-000-974-201	TRANSFER TO ROAD FUND	.00	100,000.00	100,000.00	.00	.00	100.00
	<b>TOTAL CAPITAL IMP EXPENDITURES</b>	<b>4,700,000.00</b>	<b>4,800,000.00</b>	<b>226,609.83</b>	<b>86,389.83</b>	<b>4,573,390.17</b>	<b>4.72</b>
<u>COMMUNITY PARKS</u>							
401-292-000-938-002	HICKORY RIDGE PARK IMPROVEMEN	35,000.00	35,000.00	.00	.00	35,000.00	.00
401-292-000-938-003	DUCK LAKE PARK IMPROVEMENT	90,000.00	90,000.00	.00	.00	90,000.00	.00
	<b>TOTAL COMMUNITY PARKS</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>.00</b>	<b>.00</b>	<b>125,000.00</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>4,860,000.00</b>	<b>4,960,000.00</b>	<b>226,609.83</b>	<b>86,389.83</b>	<b>4,733,390.17</b>	<b>4.57</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 159,422.40)</b>	<b>( 73,413.87)</b>	<b>( 159,422.40)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

MAY 31, 2021

FIRE CAPITAL FUND

ASSETS

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

6,124,639.13

TOTAL ASSETS

6,124,639.13

LIABILITIES AND EQUITY

FUND EQUITY

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

6,782,179.72  
( 657,540.59)

TOTAL FUND EQUITY

6,124,639.13

TOTAL LIABILITIES AND EQUITY

6,124,639.13

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**FIRE CAPITAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
402-000-000-403-000	821,847.00	821,847.00	801,224.98	428.80	20,622.02	97.49
402-000-000-664-000	25,000.00	25,000.00	24,102.02	3,601.52	897.98	96.41
402-000-000-695-200	.00	5,746,330.00	.00	.00	5,746,330.00	.00
<b>REVENUE</b>	<b>846,847.00</b>	<b>6,593,177.00</b>	<b>825,327.00</b>	<b>4,030.32</b>	<b>5,767,850.00</b>	<b>12.52</b>
<b>TOTAL FUND REVENUE</b>	<b>846,847.00</b>	<b>6,593,177.00</b>	<b>825,327.00</b>	<b>4,030.32</b>	<b>5,767,850.00</b>	<b>12.52</b>
<b>FIRE CAPITAL EXPENDITURES</b>						
402-290-000-942-000	.00	174,396.00	176,512.99	.00	( 2,116.99)	101.21
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	888,575.27	204,540.64	1,605,090.73	35.63
402-290-000-988-002	.00	3,078,268.00	7,404.33	4,636.33	3,070,863.67	.24
402-290-000-991-000	410,376.00	410,376.00	270,000.00	.00	140,376.00	65.79
402-290-000-992-000	133,626.00	133,626.00	140,375.00	.00	( 6,749.00)	105.05
<b>TOTAL FIRE CAPITAL EXPENDITURE</b>	<b>564,002.00</b>	<b>6,310,332.00</b>	<b>1,482,867.59</b>	<b>209,176.97</b>	<b>4,827,464.41</b>	<b>23.50</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>564,002.00</b>	<b>6,310,332.00</b>	<b>1,482,867.59</b>	<b>209,176.97</b>	<b>4,827,464.41</b>	<b>23.50</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>282,845.00</b>	<b>282,845.00</b>	<b>( 657,540.59)</b>	<b>( 205,146.65)</b>	<b>( 940,385.59)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

DOWNTOWN DEVELOPMENT AUTHORITY

<u>ASSETS</u>			
495-000-000-007-000	CASH - COMBINED SAVINGS	342,150.86	
495-000-000-067-800	TAXES RECEIVABLE	<u>63,000.00</u>	
	TOTAL ASSETS		<u><u>405,150.86</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
495-000-000-204-000	DEFERRED REVENUE	100,000.00	
495-000-000-299-000	LONG-TERM LOAN	<u>141,142.84</u>	
	TOTAL LIABILITIES		241,142.84
<u>FUND EQUITY</u>			
495-000-000-390-000	FUND BALANCE	141,254.18	
	REVENUE OVER EXPENDITURES - YTD	<u>22,753.84</u>	
	TOTAL FUND EQUITY		<u><u>164,008.02</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>405,150.86</u></u>

# CHARTER TOWNSHIP OF HIGHLAND

## REVENUES WITH COMPARISON TO BUDGET FOR THE 5 MONTHS ENDING MAY 31, 2021

### DOWNTOWN DEVELOPMENT AUTHORITY

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
495-000-000-475-000	GRANT REVENUE	.00	.00	4,000.00	.00 ( 4,000.00)	.00
495-000-000-664-000	INTEREST EARNINGS	1,080.00	1,080.00	353.01	70.94 726.99	32.69
495-000-000-694-200	MISCELLANEOUS	.00	.00	10.00	10.00 ( 10.00)	.00
495-000-000-694-201	DDA EVENTS FUND	.00	.00	( 3,180.00)	( 370.00) 3,180.00	.00
495-000-000-694-205	FUNDRAISING	3,000.00	3,000.00	505.00	200.00 2,495.00	16.83
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	72,534.60	( 3,901.81) 201,465.40	26.47
495-000-000-695-200	APPROP FUND BALANCE	.00	20,000.00	.00	.00 20,000.00	.00
	<b>REVENUE</b>	<b>278,380.00</b>	<b>298,380.00</b>	<b>74,222.61</b>	<b>( 3,990.87) 224,157.39</b>	<b>24.88</b>
	<b>TOTAL FUND REVENUE</b>	<b>278,380.00</b>	<b>298,380.00</b>	<b>74,222.61</b>	<b>( 3,990.87) 224,157.39</b>	<b>24.88</b>
<b>DDA EXPENDITURES</b>						
495-290-000-703-000	DDA: DIRECTOR	48,144.00	48,144.00	20,616.41	4,069.62 27,527.59	42.82
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	1,551.40	285.55 2,131.60	42.12
495-290-000-727-000	DDA: OFFICE SUPPLIES	1,500.00	1,500.00	271.93	87.23 1,228.07	18.13
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	2,400.00	600.00 4,800.00	33.33
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	899.00	.00 3,601.00	19.98
495-290-000-883-000	DDA: FARMERS' MARKET	6,000.00	6,000.00	515.00	455.00 5,485.00	8.58
495-290-000-903-000	DDA: ADVERTISING/PRINTING	5,000.00	5,000.00	180.00	45.00 4,820.00	3.60
495-290-000-920-000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	431.65	88.55 2,568.35	14.39
495-290-000-947-000	DDA: MAINTENANCE FOUR CORNER	6,000.00	6,000.00	405.00	.00 5,595.00	6.75
495-290-000-947-401	DDA: INTEREST EXPENSE	6,500.00	6,500.00	1,578.39	301.28 4,921.61	24.28
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	475.00	.00 525.00	47.50
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	1,195.00	75.00 9,805.00	10.86
495-290-000-976-002	DDA: ECONOMIC RESTRUCTURING	9,750.00	29,750.00	20,475.00	.00 9,275.00	68.82
495-290-000-976-003	DDA: DESIGN	40,000.00	40,000.00	474.99	474.99 39,525.01	1.19
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
	<b>TOTAL DDA EXPENDITURES</b>	<b>235,929.00</b>	<b>255,929.00</b>	<b>51,468.77</b>	<b>6,482.22 204,460.23</b>	<b>20.11</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>235,929.00</b>	<b>255,929.00</b>	<b>51,468.77</b>	<b>6,482.22 204,460.23</b>	<b>20.11</b>

# CHARTER TOWNSHIP OF HIGHLAND

EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2021

## DOWNTOWN DEVELOPMENT AUTHORITY

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	42,451.00	42,451.00	22,753.84	( 10,473.09)	( 19,697.16)	

# CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
MAY 31, 2021

## WATER SYSTEM

### ASSETS

591-000-000-001-000	CASH - CHECKING	512,644.83
591-000-000-007-000	CASH - COMBINED SAVINGS	30,250.86
591-000-000-009-000	CASH - DEBT	1.41
591-000-000-033-000	UTILITY RECEIVABLE WATER SYSTE	142,432.46
591-000-000-034-000	DELQ UTILITY RECEIVABLE WATER	7,329.54
591-000-000-035-000	UNBILLED RECEIVABLE WATER SYST	81,886.16
591-000-000-123-000	PREPAID EXPENSES	9,905.24
591-000-000-148-000	WATERMAINS	8,000,969.53
591-000-000-158-001	A/D WATER MAINS	( 358,705.55)

TOTAL ASSETS

8,426,714.48

### LIABILITIES AND EQUITY

#### LIABILITIES

591-000-000-202-000	ACCOUNTS PAYABLE	.02
591-000-000-202-002	ACCOUNTS PAYABLE VOUCHER	21,055.77
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	66,000.00
591-000-000-300-000	SPECIAL ASSESSMENT BOND	655,000.00
591-000-000-303-000	INTEREST PAYABLE	2,653.68
591-000-000-395-000	UNRESTRICTED NET ASSETS	54,259.00

TOTAL LIABILITIES

803,674.63

#### FUND EQUITY

591-000-000-375-000	MAJOR MAINT.RESERVE-RESTRICTED	131,184.40
591-000-000-376-000	EMERG.MAINT.RESERVE-RESTRICTED	77,058.94
591-000-000-377-000	CAP. IMPRV RESERVE-RESTRICTED	562,179.73
591-000-000-378-000	RESTRICTED DEBT	1.00
591-000-000-390-000	FUND BALANCE	1,030,143.29
591-000-000-390-100	CONTRIBUTED CAPITAL FUND BAL	6,921,264.00
	REVENUE OVER EXPENDITURES - YTD	( 1,098,791.51)

TOTAL FUND EQUITY

7,623,039.85

TOTAL LIABILITIES AND EQUITY

8,426,714.48



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**WATER SYSTEM**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
591-000-000-626-000						
CHARGES FOR SERVICES RENDERE	.00	.00	( 930,404.91)	89,313.70	930,404.91	.00
591-000-000-626-001						
FIXED CHARGE DEBT	.00	.00	969.79	.00	( 969.79)	.00
591-000-000-626-002						
FIXED CHARGE MAJOR MAINT	.00	.00	25,071.50	12,556.25	( 25,071.50)	.00
591-000-000-626-003						
FIXED CHARGE CAPITAL IMPR	.00	.00	47,111.39	24,319.32	( 47,111.39)	.00
591-000-000-664-200						
INTEREST EARNINGS	.00	.00	1.01	.00	( 1.01)	.00
591-000-000-694-000						
TRANSFER IN FROM OAKLAND CTY	.00	.00	22,100.10	.00	( 22,100.10)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>( 835,151.12)</b>	<b>126,189.27</b>	<b>835,151.12</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>( 835,151.12)</b>	<b>126,189.27</b>	<b>835,151.12</b>	<b>.00</b>
<b>WATER SYSTEM EXPENDITURES</b>						
591-536-000-812-000						
WATER SYSTEMS	.00	.00	19,666.61	2,627.97	( 19,666.61)	.00
591-536-000-813-000						
WATER MAINTENANCE	.00	.00	50,365.38	9,331.24	( 50,365.38)	.00
591-536-000-814-000						
PUMP MAINTENANCE	.00	.00	107,129.98	13,761.81	( 107,129.98)	.00
591-536-000-815-000						
SYSTEMS	.00	.00	40,683.01	15,199.59	( 40,683.01)	.00
591-536-000-816-000						
PLAN REVIEW & PERMITTING	.00	.00	3,273.86	802.48	( 3,273.86)	.00
591-536-000-817-000						
MAPPING UNIT	.00	.00	2,574.12	82.23	( 2,574.12)	.00
591-536-000-818-000						
BILLING SERVICES	.00	.00	3,774.50	.00	( 3,774.50)	.00
591-536-000-819-000						
MAINTENANCE	.00	.00	6,429.62	1,371.56	( 6,429.62)	.00
591-536-000-956-002						
FUND ADMINISTRATION COST	.00	.00	21,722.18	5,745.25	( 21,722.18)	.00
591-536-000-995-000						
INTEREST EXPENSE	.00	.00	8,021.13	.00	( 8,021.13)	.00
<b>TOTAL WATER SYSTEM EXPENDITUR</b>	<b>.00</b>	<b>.00</b>	<b>263,640.39</b>	<b>48,922.13</b>	<b>( 263,640.39)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>263,640.39</b>	<b>48,922.13</b>	<b>( 263,640.39)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 1,098,791.51)</b>	<b>77,267.14</b>	<b>( 1,098,791.51)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

CURRENT TAX COLLECT

ASSETS

703-000-000-007-000	CASH - COMBINED SAVINGS	3,106.64	
703-000-000-214-101	DUE TO/FR GENERAL FUND	( 4,237.15)	
		<u>                    </u>	
	TOTAL ASSETS		<u>                    </u> ( 1,130.51)

LIABILITIES AND EQUITY

LIABILITIES

703-000-000-202-000	ACCOUNTS PAYABLE	3,927,366.14	
		<u>                    </u>	
	TOTAL LIABILITIES		3,927,366.14

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	( 3,928,496.65)	
		<u>                    </u>	
	TOTAL FUND EQUITY		<u>                    </u> ( 3,928,496.65)
	TOTAL LIABILITIES AND EQUITY		<u>                    </u> ( 1,130.51)

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	( 3,927,546.49)	( 1,192.83)	3,927,546.49	.00
703-000-000-664-200						
INTEREST EARNINGS	.00	.00	311.34	.50	( 311.34)	.00
	<u>.00</u>	<u>.00</u>	<u>( 3,927,235.15)</u>	<u>( 1,192.33)</u>	<u>3,927,235.15</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>( 3,927,235.15)</u>	<u>( 1,192.33)</u>	<u>3,927,235.15</u>	<u>.00</u>
<u>EXPENDITURES</u>						
703-290-000-793-000						
TAX: BANK FEES	.00	.00	1,261.50	245.00	( 1,261.50)	.00
	<u>.00</u>	<u>.00</u>	<u>1,261.50</u>	<u>245.00</u>	<u>( 1,261.50)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,261.50</u>	<u>245.00</u>	<u>( 1,261.50)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,261.50</u>	<u>245.00</u>	<u>( 1,261.50)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>( 3,928,496.65)</u>	<u>( 1,437.33)</u>	<u>( 3,928,496.65)</u>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

MAY 31, 2021

DUCK LAKE ASSOC.

ASSETS

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

212,906.41

TOTAL ASSETS

212,906.41

LIABILITIES AND EQUITY

FUND EQUITY

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

174,094.02  
38,812.39

TOTAL FUND EQUITY

212,906.41

TOTAL LIABILITIES AND EQUITY

212,906.41

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	23.11	1.80	( 23.11)	.00
	REVENUE	.00	.00	23.11	1.80	( 23.11)	.00
	TOTAL FUND REVENUE	.00	.00	23.11	1.80	( 23.11)	.00
<u>DEPARTMENT 290</u>							
704-290-000-934-000	DUCK LAKE: DEDUCTIONS	.00	.00	( 38,789.28)	4,020.21	38,789.28	.00
	TOTAL DEPARTMENT 290	.00	.00	( 38,789.28)	4,020.21	38,789.28	.00
	TOTAL FUND EXPENDITURES	.00	.00	( 38,789.28)	4,020.21	38,789.28	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	38,812.39	( 4,018.41)	38,812.39	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

HIGHLAND LAKE ASSOC.

ASSETS

705-000-000-007-000 CASH - COMBINED SAVINGS

78,496.38

TOTAL ASSETS

78,496.38

LIABILITIES AND EQUITY

FUND EQUITY

705-000-000-390-000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

56,453.14  
22,043.24

TOTAL FUND EQUITY

78,496.38

TOTAL LIABILITIES AND EQUITY

78,496.38

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**HIGHLAND LAKE ASSOC.**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
705-000-000-664-000	.00	.00	5.35	.67	( 5.35)	.00
	.00	.00	5.35	.67	( 5.35)	.00
	.00	.00	5.35	.67	( 5.35)	.00
<u>DEPARTMENT 290</u>						
705-290-000-934-000	.00	.00	( 22,037.89)	166.12	22,037.89	.00
	.00	.00	( 22,037.89)	166.12	22,037.89	.00
	.00	.00	( 22,037.89)	166.12	22,037.89	.00
	.00	.00	22,043.24	( 165.45)	22,043.24	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

TAGGETT LAKE ASSOC.

ASSETS

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

88,490.69

TOTAL ASSETS

88,490.69

LIABILITIES AND EQUITY

FUND EQUITY

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

80,222.38  
8,268.31

TOTAL FUND EQUITY

88,490.69

TOTAL LIABILITIES AND EQUITY

88,490.69



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**TAGGETT LAKE ASSOC.**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
706-000-000-664-000	.00	.00	6.37	.75	( 6.37)	.00
	.00	.00	6.37	.75	( 6.37)	.00
	.00	.00	6.37	.75	( 6.37)	.00
<u>DEPARTMENT 290</u>						
706-290-000-934-000	.00	.00	( 8,261.94)	3,076.46	8,261.94	.00
	.00	.00	( 8,261.94)	3,076.46	8,261.94	.00
	.00	.00	( 8,261.94)	3,076.46	8,261.94	.00
	.00	.00	8,268.31	( 3,075.71)	8,268.31	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

KELLOGG LAKE ASSOC.

ASSETS

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

51,006.90

TOTAL ASSETS

51,006.90

LIABILITIES AND EQUITY

FUND EQUITY

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

39,236.30  
11,770.60

TOTAL FUND EQUITY

51,006.90

TOTAL LIABILITIES AND EQUITY

51,006.90

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	3.52	.43	( 3.52)	.00
REVENUE	.00	.00	3.52	.43	( 3.52)	.00
TOTAL FUND REVENUE	.00	.00	3.52	.43	( 3.52)	.00
<u>DEPARTMENT 290</u>						
707-290-000-934-000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	( 11,767.08)	107.32	11,767.08	.00
TOTAL DEPARTMENT 290	.00	.00	( 11,767.08)	107.32	11,767.08	.00
TOTAL FUND EXPENDITURES	.00	.00	( 11,767.08)	107.32	11,767.08	.00
NET REVENUE OVER EXPENDITURES	.00	.00	11,770.60	( 106.89)	11,770.60	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

CHARLICK LAKE ASSOC.

<u>ASSETS</u>			
708-000-000-007-000	CASH - COMBINED SAVINGS	<u>61,232.50</u>	
	TOTAL ASSETS		<u>61,232.50</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
708-000-000-214-000	DUE TO CHARLICK LAKE BOARD-NO	<u>200.00</u>	
	TOTAL LIABILITIES		200.00
<u>FUND EQUITY</u>			
708-000-000-390-000	FUND BALANCE	43,959.11	
	REVENUE OVER EXPENDITURES - YTD	<u>17,073.39</u>	
	TOTAL FUND EQUITY		<u>61,032.50</u>
	TOTAL LIABILITIES AND EQUITY		<u>61,232.50</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**CHARLICK LAKE ASSOC.**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
708-000-000-664-000	.00	.00	4.27	.52	( 4.27)	.00
	.00	.00	4.27	.52	( 4.27)	.00
	.00	.00	4.27	.52	( 4.27)	.00
<u>DEPARTMENT 290</u>						
708-290-000-934-000	.00	.00	( 17,069.12)	510.74	17,069.12	.00
	.00	.00	( 17,069.12)	510.74	17,069.12	.00
	.00	.00	( 17,069.12)	510.74	17,069.12	.00
	.00	.00	17,073.39	( 510.22)	17,073.39	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

WOODRUFF LAKE ASSOC.

<u>ASSETS</u>			
709-000-000-007-000	CASH - COMBINED SAVINGS	<u>67,588.06</u>	
	TOTAL ASSETS		<u>67,588.06</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
709-000-000-390-000	FUND BALANCE	54,469.35	
	REVENUE OVER EXPENDITURES - YTD	<u>13,118.71</u>	
	TOTAL FUND EQUITY		<u>67,588.06</u>
	TOTAL LIABILITIES AND EQUITY		<u>67,588.06</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	4.72	.57 ( 4.72)	.00
	REVENUE	.00	.00	4.72	.57 ( 4.72)	.00
	TOTAL FUND REVENUE	.00	.00	4.72	.57 ( 4.72)	.00
<u>DEPARTMENT 290</u>						
709-290-000-934-000	WOODRUFF LAKE: DEDUCTIONS	.00	.00	( 13,113.99)	685.36 13,113.99	.00
	TOTAL DEPARTMENT 290	.00	.00	( 13,113.99)	685.36 13,113.99	.00
	TOTAL FUND EXPENDITURES	.00	.00	( 13,113.99)	685.36 13,113.99	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	13,118.71	( 684.79) 13,118.71	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

WHITE LAKE IMPROVEMENT

<u>ASSETS</u>			
710-000-000-007-000	CASH - COMBINED SAVINGS	<u>206,092.30</u>	
	TOTAL ASSETS		<u>206,092.30</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
710-000-000-390-000	FUND BALANCE	117,693.70	
	REVENUE OVER EXPENDITURES - YTD	<u>88,398.60</u>	
	TOTAL FUND EQUITY		<u>206,092.30</u>
	TOTAL LIABILITIES AND EQUITY		<u>206,092.30</u>



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**WHITE LAKE IMPROVEMENT**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>							
710-000-000-590-000	CONTRIBUTIONS	.00	.00	45,805.00	.00	( 45,805.00)	.00
710-000-000-664-000	INTEREST EARNINGS	.00	.00	12.36	1.75	( 12.36)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>45,817.36</b>	<b>1.75</b>	<b>( 45,817.36)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>45,817.36</b>	<b>1.75</b>	<b>( 45,817.36)</b>	<b>.00</b>
<u>DEPARTMENT 290</u>							
710-290-000-934-000	WHITE LAKE: DEDUCTIONS	.00	.00	( 42,581.24)	2,110.76	42,581.24	.00
	<b>TOTAL DEPARTMENT 290</b>	<b>.00</b>	<b>.00</b>	<b>( 42,581.24)</b>	<b>2,110.76</b>	<b>42,581.24</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 42,581.24)</b>	<b>2,110.76</b>	<b>42,581.24</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>88,398.60</b>	<b>( 2,109.01)</b>	<b>88,398.60</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

TOMAHAWK LAKE IMPROVEMENT

ASSETS

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

2,395.14

TOTAL ASSETS

2,395.14

LIABILITIES AND EQUITY

FUND EQUITY

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

638.25  
1,756.89

TOTAL FUND EQUITY

2,395.14

TOTAL LIABILITIES AND EQUITY

2,395.14

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	.29	.02	( .29)	.00
	REVENUE	.00	.00	.29	.02	( .29)	.00
	TOTAL FUND REVENUE	.00	.00	.29	.02	( .29)	.00
	<u>DEPARTMENT 290</u>						
711-290-000-934-000	TOMAHAWK LAKE: DEDUCTIONS	.00	.00	( 1,756.60)	2,200.00	1,756.60	.00
	TOTAL DEPARTMENT 290	.00	.00	( 1,756.60)	2,200.00	1,756.60	.00
	TOTAL FUND EXPENDITURES	.00	.00	( 1,756.60)	2,200.00	1,756.60	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	1,756.89	( 2,199.98)	1,756.89	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

GOURD LAKE IMPROVEMENT

<u>ASSETS</u>			
713-000-000-007-000	CASH - COMBINED SAVINGS	<u>3,941.39</u>	
	TOTAL ASSETS		<u>3,941.39</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>1,192.06</u>	
	TOTAL FUND EQUITY		<u>3,941.39</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,941.39</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	.31	.03	( .31)	.00
	.00	.00	.31	.03	( .31)	.00
REVENUE	.00	.00	.31	.03	( .31)	.00
	.00	.00	.31	.03	( .31)	.00
TOTAL FUND REVENUE	.00	.00	.31	.03	( .31)	.00
<u>DEPARTMENT 290</u>						
713-290-000-934-000						
GOURD LAKE: DEDUCTIONS	.00	.00	( 1,191.75)	.00	1,191.75	.00
	.00	.00	( 1,191.75)	.00	1,191.75	.00
TOTAL DEPARTMENT 290	.00	.00	( 1,191.75)	.00	1,191.75	.00
	.00	.00	( 1,191.75)	.00	1,191.75	.00
TOTAL FUND EXPENDITURES	.00	.00	( 1,191.75)	.00	1,191.75	.00
	.00	.00	( 1,191.75)	.00	1,191.75	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,192.06	.03	1,192.06	
	.00	.00	1,192.06	.03	1,192.06	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

MAY 31, 2021

PENINSULA LAKE

ASSETS

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

10,868.90

TOTAL ASSETS

10,868.90

LIABILITIES AND EQUITY

FUND EQUITY

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

6,321.19  
4,547.71

TOTAL FUND EQUITY

10,868.90

TOTAL LIABILITIES AND EQUITY

10,868.90

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	.71	.09	( .71)	.00
REVENUE	.00	.00	.71	.09	( .71)	.00
TOTAL FUND REVENUE	.00	.00	.71	.09	( .71)	.00
<u>DEPARTMENT 290</u>						
714-290-000-934-000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	( 4,547.00)	.00	4,547.00	.00
TOTAL DEPARTMENT 290	.00	.00	( 4,547.00)	.00	4,547.00	.00
TOTAL FUND EXPENDITURES	.00	.00	( 4,547.00)	.00	4,547.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	4,547.71	.09	4,547.71	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

LOWER PETTIBONE LAKE

<u>ASSETS</u>			
715-000-000-007-000	CASH - COMBINED SAVINGS	<u>9,899.97</u>	
	TOTAL ASSETS		<u>9,899.97</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
715-000-000-390-000	FUND BALANCE	4,546.30	
	REVENUE OVER EXPENDITURES - YTD	<u>5,353.67</u>	
	TOTAL FUND EQUITY		<u>9,899.97</u>
	TOTAL LIABILITIES AND EQUITY		<u>9,899.97</u>



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	.67	.09	( .67)	.00
	REVENUE	.00	.00	.67	.09	( .67)	.00
	TOTAL FUND REVENUE	.00	.00	.67	.09	( .67)	.00
	<u>DEPARTMENT 290</u>						
715-290-000-934-000	LOW PETTIBONE LAKE: DEDUCTION	.00	.00	( 5,353.00)	.00	5,353.00	.00
	TOTAL DEPARTMENT 290	.00	.00	( 5,353.00)	.00	5,353.00	.00
	TOTAL FUND EXPENDITURES	.00	.00	( 5,353.00)	.00	5,353.00	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	5,353.67	.09	5,353.67	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
MAY 31, 2021

DUNLEAVY/LEONARD LAKE

ASSETS

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

11,606.74

TOTAL ASSETS

11,606.74

LIABILITIES AND EQUITY

FUND EQUITY

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

4,718.32  
6,888.42

TOTAL FUND EQUITY

11,606.74

TOTAL LIABILITIES AND EQUITY

11,606.74

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2021**

**DUNLEAVY/LEONARD LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
716-000-000-590-000						
CONTRIBUTIONS	.00	.00	8,225.00	1,175.00	( 8,225.00)	.00
716-000-000-664-000						
INTEREST EARNINGS	.00	.00	.42	.10	( .42)	.00
	<u>.00</u>	<u>.00</u>	<u>8,225.42</u>	<u>1,175.10</u>	<u>( 8,225.42)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>8,225.42</u>	<u>1,175.10</u>	<u>( 8,225.42)</u>	<u>.00</u>
<u>DEPARTMENT 290</u>						
716-290-000-934-000						
DUNLEAVY LEONARDLK: DEDUCTIO	.00	.00	1,337.00	.00	( 1,337.00)	.00
	<u>.00</u>	<u>.00</u>	<u>1,337.00</u>	<u>.00</u>	<u>( 1,337.00)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,337.00</u>	<u>.00</u>	<u>( 1,337.00)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,337.00</u>	<u>.00</u>	<u>( 1,337.00)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>6,888.42</u>	<u>1,175.10</u>	<u>6,888.42</u>	

# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT

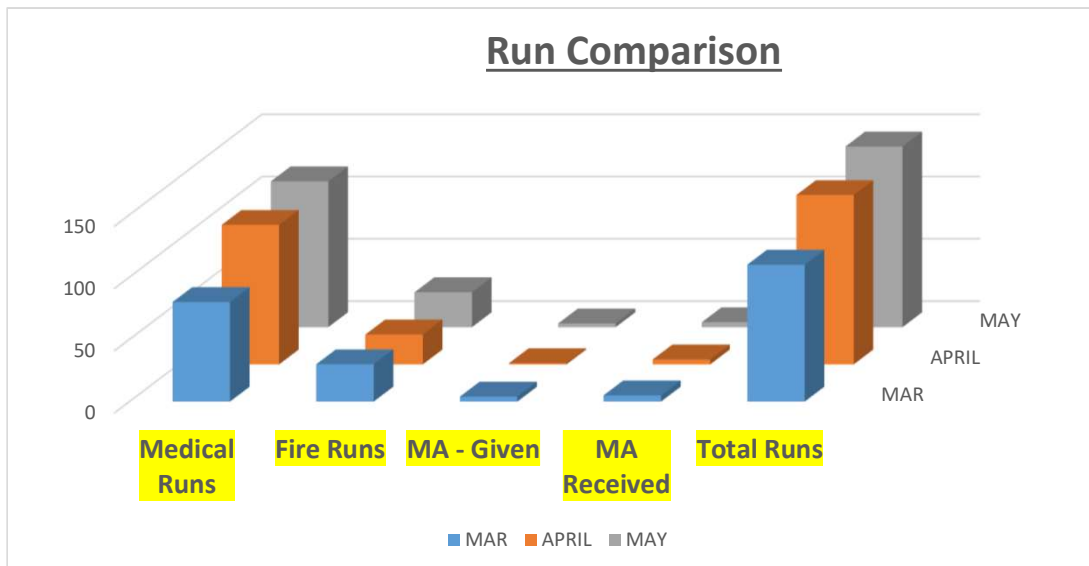


May-21

	<u>Last Year (2020)</u>	<u>This Year (2021)</u>
Cost of Firefighter's by Station		
Station One	\$7,677.41	\$11,035.13
Station Two	\$7,616.44	\$11,827.53
Station Three	\$12,797.71	\$11,156.82
<b>Total</b>	<b>\$28,091.56</b>	<b>\$34,019.48</b>
Cost of Firefighter's Last Month	—————→	
		<b>\$71,501.15</b>
Alarms through Current Month	541	<b>628</b>
Total Alarms last Year	1386	<b>Runs Ahead of Last Year 87</b>

### STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$9,000.00	\$319,500.00
Amount Lost by Fire	\$9,000.00	\$101,000.00
Fire Loss	100%	32%
Average Personnel Per Run	6	6.5
Medical Related Runs	112	117
Fire Related Runs	24	28
Mutual Aid - Given	1	3
Mutual Aid - Received	4	4
Total Runs	136	145
EMS TRANSPORTS	68	77
Fire Staff Hours	3150.75	3386.75
Administration Staff Hours	341	397



**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, March 2, 2021**

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

**Members Absent:** K. Polidori

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:41 pm by D. Mecklenborg.

**Motion:** C. Hamill moved and J. Matthews 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 Board Meeting minutes of February 2, 2021. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for February, 2021 are \$26,264.19. Total bills for March, 2021 are \$36,058.74 with the addition of 2 Moms & A Mop, Applied Imaging, Digital Document Store, DTE Energy, Office Depot Business Credit, Spinal Column and T-Mobile, when received.

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

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

**Communications:** Board President, D. Mecklenborg, received a letter from S. Rice in Youth Services expressing appreciation to the Board for approving the installation of the UV filtering system.

#### **UNFINISHED BUSINESS**

**Library Network Update:** Digital magazines moved from RBdigital to the Libby app, becoming part of our OverDrive collection. This will make it more convenient to have access to e-magazines, e-books and e-audiobooks all in one place via OverDrive/Libby.

**Building Maintenance:** J. Werthman has been dealing with shutting off water in the staff area overnight to help prevent pipe freezes when temperatures are in the single digits. He has also been up on the roof, chopping free ice that caused the meltwater to back up and drip in the foyer entryway. Goyette installed air purification devices and performed regular quarterly maintenance.

**Strategic Planning:** Hotspots are working well; will be adding three more hot spots, bringing the circulating total to seven. TLN has advised adding an exterior Wireless Access Point (WAP) to further enhance the wifi reach in the parking lot. The new TLN 3-year telecommunications contract, beginning July 1, will double bandwidth. Looking for an update on Chill at the Mill playspace budget/project.

**Motion:** C. Hamill moved and J. Matthews seconded to proceed with the purchase and installation of the exterior WAP as proposed. Roll call - unanimous vote; motion carried.

**Pandemic Response:** Indoor, in-person public meetings remain prohibited through at least March 29. Installation of the air purification devices is complete.

**Patio Furniture:** Received an estimated ship date of early April for the new patio furniture from Library Design.

**Phone System:** Working through basic phone operations, including an abundance of complicated programming and setup issues.

**Employee Assistance Program (EAP):** TLN received quotes from both Ulliance and All in One Health. All In One Health offered a mental health support and life management concierge service within range for almost any TLN library.

**Motion:** J. Matthews moved and C. Hamill seconded to proceed with EAP support for the library staff as discussed, for one year. Roll call – unanimous vote; motion carried.

## **NEW BUSINESS**

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:22 pm.

Respectfully Submitted,

Cindy Dombrowski

**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, April 6, 2021**

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

**Members Absent:** K. Polidori

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:31 pm by D. Mecklenborg.

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

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

**Motion:** J. Matthews moved and J. Gaglio seconded to approve the Board Meeting minutes of March 2, 2021. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for March, 2021 are \$43,014.53. Total bills for April, 2021 are \$31,870.69 with the addition of Applied Imaging, Comcast, DTE Energy, Peachstate Hobby Distributors, Steve's Locksmith, when received.

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

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

**Communications:** Correspondence with Simbrix founder, "Mr. Simbrix" and with UNC MLS student.

### **UNFINISHED BUSINESS**

**Library Network Update:** TLN has installed a new firewall as well as the new Wireless Access Point (WAP) for expanded Wi-Fi access.

**Building Maintenance:** J. Gaglio registered for a webinar on Meraki security camera devices from the Library Network. Mulching is on hold per assessment by K. Polidori.

**Strategic Planning:** Tech and outdoor use projects are in progress. Patio furniture and exterior WAP are on target.

**Pandemic response:** Covid 19 case numbers in Michigan are alarming. Remaining with virtual meetings is allowable per Highland Township resolution declaring coronavirus local state of emergency. Quarantine periods for materials per TLN libraries range from 24 hours to 6 days. A

general policy is in place regarding full and part time sick leave to help with required quarantines; enabling remote access to files for staff may also help with the situation.

**Patio Furniture:** Projected date for installation is the end of April.

**Phone System:** E-911 compliance is still outstanding and required by year-end. Further training is forthcoming on how to use the system remotely.

**Employee Assistance Program (EAP):** This should be in effect as of May 1 and is eagerly anticipated.

## **NEW BUSINESS**

**People Counter:** Recommendation is to replace the current counter, which has failed.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the replacement of the sensors and counter with Sensource, at the agreed upon price. Roll call - unanimous vote; motion carried.

**Founders Day:** Discussion regarding parade participation in the Highland Township Founders Day event on May 15.

**Public Comment:** None

**Adjournment:** J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:15 pm.

Respectfully Submitted,

Cindy Dombrowski



**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, May 4, 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:** K. Polidori moved and J. Gaglio 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:** C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of April 6, 2021 as corrected. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for April, 2021 are \$35,179.59. Total bills for May, 2021 are \$53,593.38 with the addition of Applied Imaging, Comcast, DTE Energy, Frontier, Spinal Column, Steve's Locksmith, Telnet Group Inc., when received.

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

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

**Communications:** K. Perrin spoke about his wife and their love for the Library.

### **UNFINISHED BUSINESS**

**Library Network Update:** M. Vela installed a new firewall enabling staff to access Highland Library server files remotely. The Employee Assistance Program (EAP) began on May 1, 2021. TLN is researching choices for new network AV (antivirus) software.

**Building Maintenance:** The SenSource people counter became operational on April 19, 2021. Goyette performed quarterly spring maintenance. A supply fan base was repaired. The humidification canister needed replacement; humidification is one of the engineering controls recommended for COVID protection.

**Strategic Planning:** Continued progress is being made for Chill at the Mill, which will expand the outdoors. The patio furniture is in place and looks fabulous.

**HCRT:** The Highland Community Roundtable met on April 13. The township is working with a sign company to come up with designs for the 3 “Welcome to Highland” signs, 2 park signs and the Library sign.

**Pandemic response:** The Highland Township’s local declaration of COVID emergency allows the Library Board to continue meeting virtually. MiOSHA announced April 13 that the emergency rules issued in October will be extended until October 14, 2021. The extension means that we will continue to operate as we have, following restrictions such as mask wearing and social distancing. Quarantine periods for library materials are still in place and overdue fines are still suspended. The Library of Michigan is working on plans to distribute ARPA (American Rescue Plan Act) funding to Michigan libraries.

**Founders Day:** The Founders Day parade has been cancelled. Options for a “virtual” commemoration are being explored.

## **NEW BUSINESS**

**Budget/Finance Update:** Automatic or online bill payment for any/all bills is being considered. C. Hamill, N. White and j. halloran attended a webinar on the Chart of Accounts update, which will be in place for the 2022 Budget presentation in September.

**LSTA Grant Award:** B. Dunseth was informed her summer grant application was successful. The Library is awarded a 2021 LSTA Public Library Service grant through the Library of Michigan for “Osmo”, an educational game system for iPad.

**Personnel:** It is the Library Board’s responsibility to hire the best director they can afford for the position. With that said, j.halloran, the library’s director for the past 30 years, announced she will be retiring before the end of the 2021 year. Considerations in planning the transition process and steps along the timeline to a new director were discussed.

**Public Comment:** None

**Adjournment:** J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:55 pm.

Respectfully Submitted,

Cindy Dombrowski

**DIRECTOR'S REPORT PRESENTED TO THE LIBRARY BOARD  
AT THEIR APRIL 6, 2021 MEETING**

**PROGRAM STATISTICS**

March totals: 342 at 24 virtual & take-and-make events (278 children at 17, 60 teens at 6, 4 adults at 1)  
Plus 164 in Tax Aide appointments

**REFERENCE QUESTIONS ASKED**

There were 1,099 reference questions asked in March : 801 at the Adult Reference Desk and 298 at the Youth Reference Desk. The March 2020 reference question count is not available

**PUBLIC COMPUTER USAGE**

163 sessions were logged on the public workstations in March: 149 on the main level and 14 in the Youth Department. There were 2 sign-ups for ABC Mouse. The AWE early literacy Youth computers with educational games were not available. The March 2020 Internet count is not available.

**INTERLIBRARY LOAN**

Circulation of other TLN libraries' materials at Highland: 1,586  
Circulation of Highland materials at other TLN libraries: 2,603  
MeLCat interloan service: 18 items borrowed from and 54 items loaned to other libraries statewide

**FRIENDS OF THE LIBRARY** The in-library mobile sale cart is now being restocked regularly. Donations may be left outside the library on the Friends cart on Mondays and Thursdays.

**DISPLAYS** March display topics included Bees, Organizing and Gardening

**COMMUNITY ROOM** Community Room and Study Rooms are not available for public use at this time

**STAFF MEETINGS, WORKSHOPS, ETC.**

3/2/21	Library of Michigan webinar: Chart of Accounts – Dunseth, Hamill, White and halloran
3/2/21	Library Board meeting
3/ 3, 17 and 31 /21	TLN Directors' meetings
3/5/21	TLN Membership meeting: Diversity, Equity and Inclusion
3/10/21	TLN Accounting and Budgeting webinar – Dunseth, halloran
3/11/21	TLN Circulation Services - Mintus
3/11/21	Friends of the Highland Library
3/12/21 and 3/26/21	Library of Michigan Directors meetings
3/16/21	Canva webinar - halloran
3/19/21	Detroit Suburban Library Roundtable - halloran
3/25/21	TLN Shared Automated System Users Group – halloran, Buehner

**LIBRARY PROGRESS AND HAPPENINGS**

Open for browsing, 30-minute computer use, outside wi-fi expanded, curbside pickup still available.

Circulation of physical items for March 2021 was 6,637 as compared to 4,981 in March 2020.

Digital usage for e-resources: There were 2,006 OverDrive downloads (a monthly record!; 1,313 e-books and 693 audiobook downloads), 573 circ via hoopla (majority being audiobooks), 52 checkouts of OverDrive e-magazines and 333 e-magazines on RBDigital, 715 pageviews for Consumer Reports, 1,511 Ancestry searches, 18 sessions for Mango Languages, 11 pageviews for Global Road Warrior database, 25 content views for various World Book online products, Tumblebooks/Math had 2 views. No activity for BrainFuse or Michigan Activity Pass loans in March, 2021. There were 179 wireless clients in March.

**DIRECTOR'S REPORT PRESENTED TO THE LIBRARY BOARD  
AT THEIR MAY 4, 2021 MEETING**

**PROGRAM STATISTICS**

April totals: 204 at 17 events (165 children and tweens for 11 kits and online events, 45 teens at 6)  
Plus 78 for Tax Aide appointments coordinated by the Adult Department

**REFERENCE QUESTIONS ASKED**

There were 934 reference questions asked in April : 574 at the Adult Reference Desk and 360 for Youth Reference Desk.

The library was closed to the public in April 2020 due to the pandemic.

**PUBLIC COMPUTER USAGE**

162 sessions were logged on the public workstations in April: 156 on the main level and 6 in the Youth Department. There were 2 sign-ups for ABC Mouse. AWE early literacy Youth computers were unavailable.

The library was closed to the public in April 2020 due to the pandemic.

**INTERLIBRARY LOAN**

Circulation of other TLN libraries' materials at Highland: 1,179

Circulation of Highland materials at other TLN libraries: 4,223 (plus online catalog requests)

MeLCat interloan service: 30 items borrowed from and 44 items loaned to other libraries statewide

**FRIENDS OF THE LIBRARY** The in-library mobile sale cart is now being restocked regularly. Donations may be left outside the library on the Friends cart on Mondays and Thursdays. Gift book bundle sale coming in July.

**DISPLAYS** Gardening book are on display for spring planting.

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

**STAFF MEETINGS, WORKSHOPS, ETC.**

4/6/21	Library Board	4/22/21	TLN SASUG – halloran
4/9 and 23/21	Library of MI: Directors' meetings – halloran	4/28/21	TLN EAP webinar
4/13/21	Highl. Community Roundtable – halloran	4/29/21	TLN virus protection demo - halloran (computer virus protection)
4/14 and 28/21	TLN Library Directors' meetings – halloran		
4/14 and 21/21	TLN HR webinar – halloran, Dunseth		
4/21/21	Library Chart of Accounts webinar – Hamill, White and halloran		

**LIBRARY PROGRESS AND HAPPENINGS**

Watch for the library's Summer newsletter in the mail the week of May 24, with Take&Make kits for all ages! Enjoy Highland Library outdoors – with our new patio furniture, via our expanded parking lot wifi or at the Farmer's Market. The Library was awarded a grant to purchase the OSMO learning system, to be featured in summer programs for families, by appointment. This year's Summer Reading will be full of Tails and Tales!

Circulation of physical items for April 2021 was 5,402 (excl. renewals) as compared to 19 in April 2020.

Digital usage for e-resources: There were 1,918 OverDrive downloads (1,088 e-books, 724 audiobooks, 103 magazines. 3 streaming video), 566 borrows from hoopla, 516 pageviews for Consumer Reports, 1,039 Ancestry database searches, 9 sessions for Mango Languages, 4 views for Global Road Warrior database, 2 for TumbleBooks/Math, 39 sessions for 6 varied World Book databases and 1 Museum Pass loan in April, 2021. BrainFuse online tutoring had 154 database uses in 7 unique visits in April, 2021.

There were 166 wireless clients in April and the visitor count was 967 for April 2021 (count beginning at 5 pm, 4/19/21.)

**DIRECTOR'S REPORT PRESENTED TO THE LIBRARY BOARD  
AT THEIR JUNE 1, 2021 MEETING**

**PROGRAM STATISTICS**

May totals: 182 at 16 events (123 children at 11, 53 teens at 4, 6 adults at 1)

**REFERENCE QUESTIONS ASKED**

There were 847 reference questions asked in May: 534 at the Adult Reference Desk and 313 at the Youth Reference Desk.

The library was closed to the public in May 2020 due to the pandemic.

**PUBLIC COMPUTER USAGE**

167 sessions were logged on the public workstations in May: 151 on the main level and 16 in the Youth Department. There were 4 sign-ups for ABC Mouse. AWE early literacy Youth computers were unavailable.

The library was closed to the public in May 2020 due to the pandemic.

**INTERLIBRARY LOAN**

Circulation of other TLN libraries' materials at Highland: 1,275

Circulation of Highland materials at other TLN libraries: (plus online catalog requests) 2,131

MeLCat interloan service: 25 items borrowed from and 40 items loaned to other libraries statewide

**FRIENDS OF THE LIBRARY** The in-library mobile sale cart is now being restocked regularly. Donations may be left outside the library on the Friends cart on Mondays and Thursdays. Gift book bundle sale coming in July.

**DISPLAYS** Gardening books were amongst the materials on display in May.

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

**STAFF MEETINGS, WORKSHOPS, ETC.**

Bimonthly directors' meetings with Library of Mi and Library Network cooperative.

5/18/21 Highland Community Roundtable 5/27/21 Shared Automation System Users Group.

**LIBRARY PROGRESS AND HAPPENINGS**

Sand Art, Take-and-Make Crafts, STEM kits, OSMO Tech, Simbrix, grilled zucchini meatballs, Rock n' Roll K9s, book giveaways, Medicare counseling appointments - find all these plus more Summer Reading Tails and Tales in your library summer flyer - check your mailbox!... Additional public computers and seating are now available. Study tables and one study room now open. Masks not required if fully vaccinated.

Circulation of physical items for May 2021 was 5,503 as compared to 20 in May 2020.

Digital usage for e-resources: There were 1,995 OverDrive downloads (1,110 e-books, 753 audiobooks, 2 streaming video, 130 e-magazines), 561 circs via hoopla (majority being audiobooks), 352 pageviews for Consumer Reports, 859 Ancestry searches, 5 sessions for Mango Languages, 4 sessions for Global Road Warrior countries' info database, 2 for Tumblebooks and 6 Michigan Adventure Pass loans in May, 2021.

There were 177 wireless clients in May, 2021, as compared to 54 in May, 2020. and the visitor count was 2,422 for May 2021. The library was closed to the public in May 2020 due to the pandemic.

# Enforcements By Category

06/22/21

## BLIGHT

Enforcement Number	Status	Category	Filed	Closed
EE21-0097	CASE CLOSED	BLIGHT	05/07/21	05/07/21
EE21-0099		BLIGHT	05/10/21	
EE21-0103	LETTER SENT	BLIGHT	05/18/21	
EE21-0105	LETTER SENT	BLIGHT	05/18/21	
EE21-0106		BLIGHT	05/19/21	
EE21-0112		BLIGHT	05/24/21	
EE21-0114		BLIGHT	05/25/21	
<b>Total Entries: 7</b>				

## FIRE MARSHAL INSPECTION

Enforcement Number	Status	Category	Filed	Closed
EE21-0119		FIRE MARSHAL I	05/28/21	
<b>Total Entries: 1</b>				

## GRASS/WEEDS

Enforcement Number	Status	Category	Filed	Closed
EE21-0095		GRASS/WEEDS	05/06/21	
EE21-0098		GRASS/WEEDS	05/07/21	
EE21-0101	CASE CLOSED	GRASS/WEEDS	05/17/21	05/19/21
EE21-0108	CASE CLOSED	GRASS/WEEDS	05/20/21	05/25/21
EE21-0115	CASE CLOSED	GRASS/WEEDS	05/25/21	
EE21-0117		GRASS/WEEDS	05/26/21	
<b>Total Entries: 6</b>				

**Total Records: 14**

Population: All Records

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

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
1185 S MILFORD	H-11-27-327-01	re-inspection	01/04/2021	05/25/2021	Complied
540 DUNLEAVY DR	H-11-15-252-00	Rental Inspections	01/04/2021	05/06/2021	Complied
1440 S MILFORD	H-11-27-351-01	re-inspection	04/30/2021	05/26/2021	Not Complied
1435 MARYLAND	H-11-29-400-02	re-inspection	05/03/2021	05/25/2021	Complied
598 KEITH DR	H-11-09-479-00	re-inspection	05/06/2021	05/07/2021	Partially Complied
3150 OAK RIDGE DR	H-11-12-352-00	ini	05/07/2021	05/06/2021	Violation(s)
3615 N HICKORY RIDGE RD	H-11-07-400-01	Fire Marhsal	05/10/2021	05/07/2021	No Violation
3615 N HICKORY RIDGE RD	H-11-07-400-01	ini	05/10/2021	05/07/2021	Complied
4796 WOODSIDE DR	H-11-12-131-00	ini	05/11/2021	05/10/2021	Violation(s)
4796 WOODSIDE DR	H-11-12-131-00	re-inspection	05/13/2021	05/25/2021	Not Complied
1555 CLYDE RD	H-11-09-101-00	re-inspection	05/15/2021	05/19/2021	Complied
3150 OAK RIDGE DR	H-11-12-352-00	re-inspection	05/17/2021	05/17/2021	Not Complied
	H-11-09-151-00	ini	05/18/2021	05/17/2021	Violation(s)
4475 LONE TREE RD	H-11-31-100-01	ini	05/19/2021	05/18/2021	Violation(s)
6444 N MILFORD RD	H-11-02-100-01	ini	05/20/2021	05/19/2021	Violation(s)
	H-11-09-151-00	re-inspection	05/21/2021	05/19/2021	Complied
2941 TES DR	H-11-12-458-00	ini	05/21/2021	05/20/2021	Violation(s)
1111 S Milford Rd.	H-11-27-326-01	ini	05/25/2021	05/24/2021	Violation(s)
2941 TES DR	H-11-12-458-00	re-inspection	05/26/2021	05/25/2021	Complied
6660 N MILFORD RD	H-11-02-100-02	ini	05/26/2021	05/25/2021	Violation(s)
2240 SHERLOCK TRL	H-11-24-153-00	ini	05/26/2021	05/25/2021	Violation(s)

**Inspections: 21**

Population: All Records

Inspection.DateTimeCompleted in <Previous month> [05/01/21 - 05/31/21] AND

Inspection.Inspector = ShawnBell/Ord-FireMarshal





**TREASURER'S REPORT**  
**May 31, 2021**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	211,163.50	3,047.30*
CHASE	GENERAL	H.R.A.	101		29,563.75
CHASE	GENERAL	F.S.A CHECKING	101		6,929.59
CHASE	GENERAL/ESCROW	CHECKING	101		639,371.08*
CHASE	FIRE OPERATING	MONEY MARKET	206		48,409.61
CHASE	ROAD	MONEY MARKET	201		293.06
CHASE	HAUL ROUTE	MONEY MARKET	201		238,910.72
CHASE	POLICE	MONEY MARKET	207		134,691.02
CHASE	REFUSE	MONEY MARKET	226		239,834.10
CHASE	HAAC	CHECKING	289		18,708.83*
CHASE	DDA	MONEY MARKET	495		15,375.63
CHASE	WATERMAIN	CHECKING	591		30,250.86*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	704		212,906.41
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	705		78,496.38
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	706		88,490.69
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	707		51,006.90
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	708		61,232.50
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	709		67,588.06
CHASE	WHITE LK IMP BRD	MONEY MARKET	710		206,092.30
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	711		2,395.14
CHASE	GOURD LK IMP BRD	MONEY MARKET	713		3,941.39
CHASE	PENINSULA LAKE	MONEY MARKET	714		10,868.90
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	715		9,899.97
CHASE	DUNLEAVY LEONARD	MONEY MARKET	716		11,606.74
COMERICA	CAPITAL IMP.	PBMM	401		187,489.47
COMERICA	CAPITAL IMP.	JFUND	401		506,129.36
COMERICA	GENERAL	JFUND	101		214,995.64
FLAGSTAR	PERPETUAL FUND	CD	101		1,105.40
FLAGSTAR	GENERAL	CD	101		417,283.88
FLAGSTAR	POLICE	CD	207		308,755.92
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		169,374.65
FLAGSTAR	DDA	SAVINGS	495		326,775.23
FLAGSTAR	FIRE	SAVINGS	206		411,026.94
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		398,704.45
FLAGSTAR	GENERAL	SAVINGS	101		195,479.01
FLAGSTAR	CURRENT TAX	CHECKING	703	65.61	3,106.64
FLAGSTAR	POLICE	SAVINGS	207		1,191,863.78
HVSB	FIRE	CD	206		267,372.46
HVSB	GENERAL	CD	101		220,602.38
HVSB	HAUL ROUTE	CD	201		278,067.34
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		268,475.82
LEVEL ONE	FIRE CAPITAL	CD	402		265,366.19
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	211		953,501.04
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	211		19,455.01
MBIA	CAPITAL IMP.	INVESTMENT POOL	401		2,346,422.31
MBIA	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		244,745.45
MBIA	POLICE	INVESTMENT POOL	207		82,212.57
MBIA	ROAD	INVESTMENT POOL	201		62,225.32
MBIA	STATE SHARED REV	INVESTMENT POOL	101		530,655.23
OAKLAND CO	FIRE	INVESTMENT POOL	206		919,715.77
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		5,215,823.04
OAKLAND CO	GENERAL	INVESTMENT POOL	101		821,932.66
OAKLAND CO	POLICE	INVESTMENT POOL	207		1,148,151.54
OAKLAND CO	REFUSE	INVESTMENT POOL	226		593,396.45
CIBC	GENERAL	CD	101		260,654.07
CIBC	FIRE	CD	206		164,998.51
CIBC	POLICE	CD	207		739,930.62
CIBC	CAPITAL IMP.	CD	401		378,761.34
CIBC	ESCROW	CD	101		317,681.37
TCF BANK	GENERAL	CD	101		742,155.57
TCF BANK	CAPITAL IMP.	CD	401		1,144,434.84
<b>TOTAL</b>					<b>25,163,431.55</b>

902,541.57
*In Chase checking account
CHASE
2,209,910.93
COMERICA
908,614.47
FLAGSTAR
3,423,475.90
HVSB
1,031,317.81
LEVEL ONE
903,259.73
LPL FINANCIAL
972,956.05
MBIA
3,266,260.88
OAKLAND COUNTY
8,699,019.46
CIBC
1,862,025.91
TCF BANK
1,886,590.41
TOTAL
<b>25,163,431.55</b>

Bank statement 3,172.25

*Respectfully submitted,*  
*Jennifer Frederick, Treasurer*

	BANK/GL REC. SORTED BY		FUND						
	May 31, 2021					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND	FUND
								TOTAL	NUMBER
CHASE	GENERAL	CHECKING	101			3,047.30			
CHASE	GENERAL	H.R.A. CHECKING	101			29,563.75			
CHASE	GENERAL	F.S.A. CHECKING	101			6,929.59			
CHASE	GENERAL - ESCROW	CHECKING	101			639,371.08			
COMERICA	GENERAL	JFUND	101			214,995.64			
FLAGSTAR	GENERAL	MAX SAVINGS	101			195,479.01			
HVSB	GENERAL	CD	101			220,602.38			
OAKLAND CO	GENERAL	INVESTMENT POOL	101			821,932.66			
CIBC	GENERAL	CD	101			260,654.07			
CIBC	GENERAL - ESCROW	CD	101			317,681.37			
TCF BANK	GENERAL	CD	101			742,155.57			
FLAGSTAR	GENERAL	CD	101			417,283.88			
FLAGSTAR	PERPETUAL FUND	CD	101			1,105.40			
MBIA	STATE SHARED REV	INVESTMENT POOL	101	-384.50	4,401,841.43	530,655.23		4,401,456.93	101
CHASE	ROAD	SAVINGS	201			293.06			
MBIA	ROAD	INVESTMENT POOL	201			62,225.32			
CHASE	HAUL ROUTE	SAVINGS	201			238,910.72			
HVSB	HAUL ROUTE	CD	201	0.00	579,496.44	278,067.34		579,496.44	201
FLAGSTAR	FIRE	MAX SAVINGS	206			411,026.94			
HVSB	FIRE	CD	206			267,372.46			
LEVEL ONE	FIRE	CD	206			105,410.35			
OAKLAND CO	FIRE	INVESTMENT POOL	206			919,715.77			
CIBC	FIRE	CD	206			164,998.51			
CHASE	FIRE	SAVINGS	206	0.00	1,916,933.64	48,409.61		1,916,933.64	206
CHASE	POLICE	SAVINGS	207			134,691.02			
FLAGSTAR	POLICE	MAX SAVINGS	207			1,191,863.78			
FLAGSTAR	POLICE	CD	207			308,755.92			
HVSB	POLICE	CD	207			265,275.63			
LEVEL ONE	POLICE	CD	207			264,007.37			
MBIA	POLICE	INVESTMENT POOL	207			82,212.57			
OAKLAND CO	POLICE	INVESTMENT POOL	207			1,148,151.54			
CIBC	POLICE	CD	207	0.00	4,134,888.45	739,930.62		4,134,888.45	207
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	211			953,501.04			
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	211	0.00	972,956.05	19,455.01		972,956.05	211
CHASE	REFUSE	SAVINGS	226			239,834.10			
OAKLAND CO	REFUSE	INVESTMENT POOL	226	0.00	833,230.55	593,396.45		833,230.55	226
CHASE	HAAC	CHECKING	289	0.00	18,708.83	18,708.83		18,708.83	289
COMERICA	CAPITAL IMP.	PBMM	401			187,489.47			
COMERICA	CAPITAL IMP.	JFUND	401			506,129.36			
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			169,374.65			

MBIA	CAPITAL IMP.	INVESTMENT POOL	401			2,346,422.31			
LEVEL ONE	CAPITAL IMP.	CD	401			268,475.82			
CIBC	CAPITAL IMP.	CD	401			378,761.34			
TCF BANK	CAPITAL IMP.	CD	401	0.00	5,001,087.79	1,144,434.84		5,001,087.79	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			398,704.45			
LEVEL ONE	FIRE CAPITAL	CD	402			265,366.19			
MBIA	FIRE CAPITAL	CONSTRUCTION	402			244,745.45			
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	6,124,639.13	5,215,823.04		6,124,639.13	402
CHASE	DDA	SAVINGS	495			15,375.63			
FLAGSTAR	DDA	MAX SAVINGS	495	0.00	342,150.86	326,775.23		342,150.86	495
CHASE	WATERMAIN	CHECKING	591	0.00	30,250.86	30,250.86		30,250.86	591
FLAGSTAR	TAX	CHECKING	703	0.00	3,106.64	3,106.64		3,106.64	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	704	0.00	212,906.41	212,906.41		212,906.41	704
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	705	0.00	78,496.38	78,496.38		78,496.38	705
CHASE	TAGGETT LK IMP BRD	SAVINGS	706	0.00	88,490.69	88,490.69		88,490.69	706
CHASE	KELLOGG LK IMP BRD	SAVINGS	707	0.00	51,006.90	51,006.90		51,006.90	707
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	708	0.00	61,232.50	61,232.50		61,232.50	708
CHASE	WOODRUFF LK IMP BRD	SAVINGS	709	0.00	67,588.06	67,588.06		67,588.06	709
CHASE	WHITE LK IMP BRD	SAVINGS	710	0.00	206,092.30	206,092.30		206,092.30	710
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	711	0.00	2,395.14	2,395.14		2,395.14	711
CHASE	GOURD LK IMP BRD	SAVINGS	713	0.00	3,941.39	3,941.39		3,941.39	713
CHASE	PENINSULA LAKE	SAVINGS	714	0.00	10,868.90	10,868.90		10,868.90	714
CHASE	LOWER PETTIBONE	SAVINGS	715	0.00	9,899.97	9,899.97		9,899.97	715
CHASE	DUNLEAVY LEONARD	SAVINGS	716	0.00	11,606.74	11,606.74		11,606.74	716
<b>TOTAL</b>					-384.50	25,163,816.05	25,163,431.55	25,163,431.55	
AJL 6/11/2021	Fund 101 - Credit cards in transit		384.50						
			384.50						
	short/under								

## 6. Announcements and Information Inquiry

- a) Farmers Market on Saturdays, 9:00 a.m. – noon , thru October 9th
- b) Summer Concert Series at Veterans Park, Tuesdays, thru August 10th

## 7. Public Comment



## Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: June 3, 2021  
Re: Rezoning request from ARR, Agricultural and Rural Residential to R-3, Single Family Residential-3 acre Zoning District  
Applicant: Andrew Pyles  
2810 S Milford  
PIN 11-34-301-016

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The attached materials support an application for rezoning a parcel on S. Milford Road to accommodate a land division. The Planning Commission held a public hearing on May 20, 2021. There was no public comment. The Planning Commission recommended approval of the request as the proposed use is less intense than the Master Land Use designation.

At your June 7, 2021 meeting, you will be introducing Zoning Amendment Z-021 for consideration at your July Board meeting.



**CHARTER TOWNSHIP OF HIGHLAND**  
**ORDINANCE NO. Z-021**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING MAP OF ORDINANCE Z-001 WHOSE SHORT TITLE IS THE ZONING ORDINANCE OF HIGHLAND TOWNSHIP.

**THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:**

**Section No. 1.**

That the Township Zoning Map, Ordinance Z-001 be amended as follows:

That the zoning map of Highland Township, Oakland County, State of Michigan, be changed from ARR, Agricultural and Rural Residential Zoning District to R-3, Single Family Residential-3 acre for property described as follows:

Part of the SW  $\frac{1}{4}$  of Section 34, Town 3 North, Range 7 East, Township of Highland, Oakland County, Michigan described as follows: Beginning at a point distant North 87 degrees 29 minutes 53 seconds East 880.40 feet and South 02 degrees 30 minutes 07 seconds East 412.5 feet and South 87 degrees 23 minutes 45 seconds West 208.76 feet and South 02 degrees 28 minutes 02 seconds East 396.75 feet from the West  $\frac{1}{4}$  corner, thence North 87 degrees 30 minutes 08 seconds East 964.35 feet; thence South 16 degrees 50 minutes 52 seconds East 177.41 feet, thence South 82 degrees 05 minutes 08 seconds West 268.65 feet; thence South 01 degree 30 minutes 52 seconds East 311.91 feet; thence South 87 degrees 31 minutes 58 seconds West 735.80 feet, thence North 02 degrees 28 minutes 02 seconds West 508.71 feet to the beginning.

Parcel 11-34-301-016, commonly known as 2810 S. Milford; approximately 9.68 acres

**Section No. 2.**

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

**Section 3. Savings Clause**

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

**Section 4. Severability**

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

**Section 5. Adoption**

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

**Section 6. Effective Date**

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

---

Rick A. Hamill, Township Supervisor

---

Tami Flowers MiPMC, Township Clerk



CERTIFICATION OF CLERK

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

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

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

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

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

Planning Commission Public Hearing:      May 3, 2021  
Introduction:                                      June 7, 2021  
Adoption:  
Published:  
Effective Date:

**Highland Township Planning Commission**  
**Record of the 1374th Meeting**  
**Highland Township Adult Activity Center**  
**May 20, 2021**  
*Electronic via Zoom Platform*

**Roll Call:**

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

Also Present:

Elizabeth J. Corwin, Planning Director  
Shawn Bell, Fire Marshal and Code Enforcement Officer  
Justin Lado, Zoom moderator

Visitors: 6

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

*Public Hearing:*

**Agenda Item #1:**

Parcel #:	11-34-301-016
Zoning:	ARR, Agricultural & Rural Residential
Address:	2810 S. Milford Rd
File#:	RZ 21-06 PH
Request:	Rezoning from ARR to R-3, Single Family Residential
Applicant:	Andrew Pyles
Owner:	Andrew Pyles

Mr. Smith introduced the request for rezoning of a 9.68 acre parcel at 2810 S. Milford Road, parcel 11-34-301-016 from ARR, Agricultural and Rural Residential Zoning District to R-3, Single-Family Residential Zoning District. The property is master planned for RM, Multiple-Family Residential land use. The stated intent of the property owner is to accommodate a land division.

Mr. Andrew Pyle, applicant was present to discuss the request with the Planning Commission. He confirmed that his goal is to split a 3.5 acre parcel for his sister and her husband to build a home.

Mr. Green opened the public hearing at 7:35 p.m. There was no public comment. Mr. Green closed the public hearing at 7:37 p.m.

Mr. Beach noted that the proposed zoning represented less intense land use than the Master Plan provides for. He believed it was appropriate to preserve open space where possible, and that establishing another single-family house was appropriate for the surrounding area. Other Planning Commission members expressed their support for the request.

Mr. Smith moved in case RZ21-06, for parcel 11-34-301-016, to recommend approval for rezoning from ARR, Agricultural and Rural Residential Zoning District to R-3, Single Family Residential, 3 acre lot size Zoning District. Mr. Tierney supported the motion. Roll Call vote: Temple-yes; Curtis-yes; Heyn-yes; Tierney-yes; Lewis-yes; Smith-yes, Green-yes; Beach-yes. Motion carried. (8 affirmative votes.)

**Agenda Item #2:**

Parcel #	11-28-100-006
Zoning:	ARR, Agricultural & Rural Residential
Address:	3290 S. Hickory Ridge Rd
File#:	SPR 21-06
Request:	Amendment of Special Use Permit
Applicant:	Scott and Andrea Sarasin
Owner:	All-Stars Preschool, LLC

Mr. Beach introduced the amendment of the site plan for the All Star Preschool at 3290 S. Hickory Ridge Rd.; parcel 11-28-100-006. The project involves the addition of a pole barn with an office. He noted that the site plan has been marked to clarify that the daycare addition proposed and approved in 2017 is not part of the current proposal, and that no expansion of the child care operations has been proposed. Therefore, it is deemed unnecessary to amend the Special Use Permit. The proposed pole barn is clearly accessory to the child care operations and would be allowed with other permitted uses in this Zoning District.

The applicants, Scott and Andrea Sarasin were present to discuss the project.

Mr. Beach noted that any lighting proposed for the yard must be fully shielded and downward directed in accordance with the zoning ordinance. Mr. Green offered that Highland Township is a dark sky community and cautioned the applicants to discuss their choice of fixtures with staff before they are purchased.

Mr. Beach noted that if the building will be heated there will be implications for the design of the footings.

Mr. Curtis offered that he had visited the site and believes the project will be consistent with the neighborhood character.



**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
May 20, 2021  
7:30 P.M.**

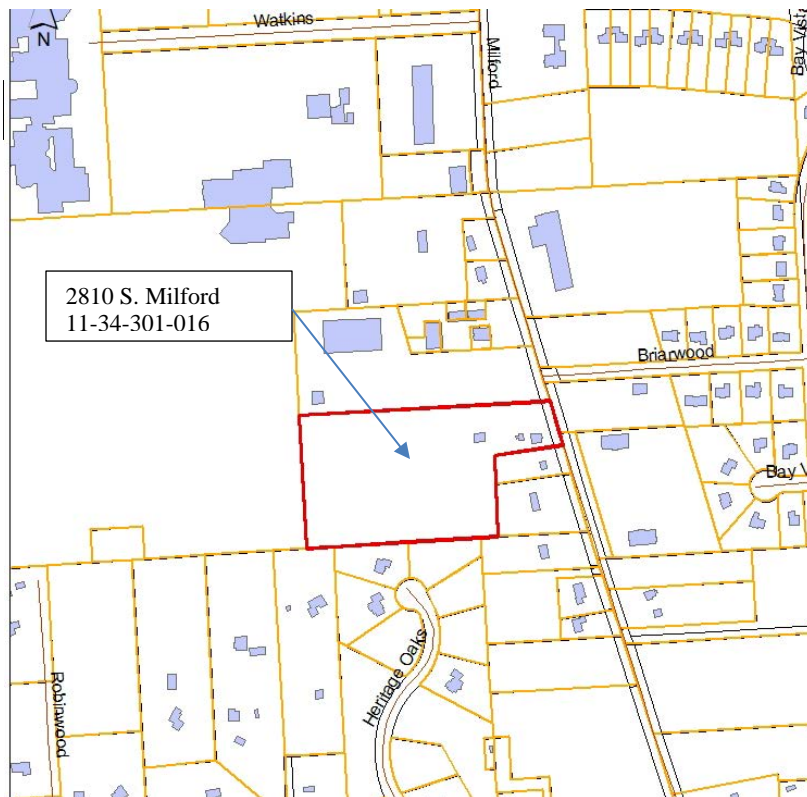
**NOTICE IS HEREBY GIVEN** that a public hearing will be held via electronic means on the Zoom platform on Thursday, May 20, 2021 at 7:30 p.m.

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

**TO CONSIDER:**

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

Parcel #11-34-301-016, 2810 S. Milford Rd, approximately 9.68 acres.



The applicant and owner is Andrew Pyles. The property would be changed *from ARR, Agricultural and Rural Residential Zoning District To R-3 Single Family Residential Zoning District (3 acre min. lot.)*

The public may participate in the meeting through Zoom by computer, tablet or smart phone using the following link: <https://zoom.us/j/96852069387>

Meeting ID: 968 5206 9387

Dial by your location.

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Find your local number: <https://zoom.us/j/96852069387>

Additional information regarding remote meeting participation is available at our website:  
[www.highlandtwp.net](http://www.highlandtwp.net)

Scott Green, Chairman  
Highland Township Planning Commission

**(Publish: May 5, 2021)**



## Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: April 22, 2021  
Re: Rezoning request from ARR, Agricultural and Rural Residential to R-3, Single Family Residential-3 acre Zoning District  
Applicant: Andrew Pyles  
2810 S Milford  
PIN 11-34-301-016

---

The attached materials support an application for rezoning a parcel on S. Milford Road to accommodate a land division.

The property is zoned Agricultural and Rural Residential, but master planned for multiple family residential use.

I have included excerpts of the aerial photograph of the general vicinity, the zoning map and Master Land Use plan map.

At the April 22, 2021 meeting, the Planning Commission should complete its initial review and set a public hearing date for May 19 or later.







28110 S Milford Rd,  
Highland, MI 48337

Church of Faith  
Hope & Love

Huron Valley Law Center

Trinity's Pet Parlor

Blairwood Dr

S Milford Rd

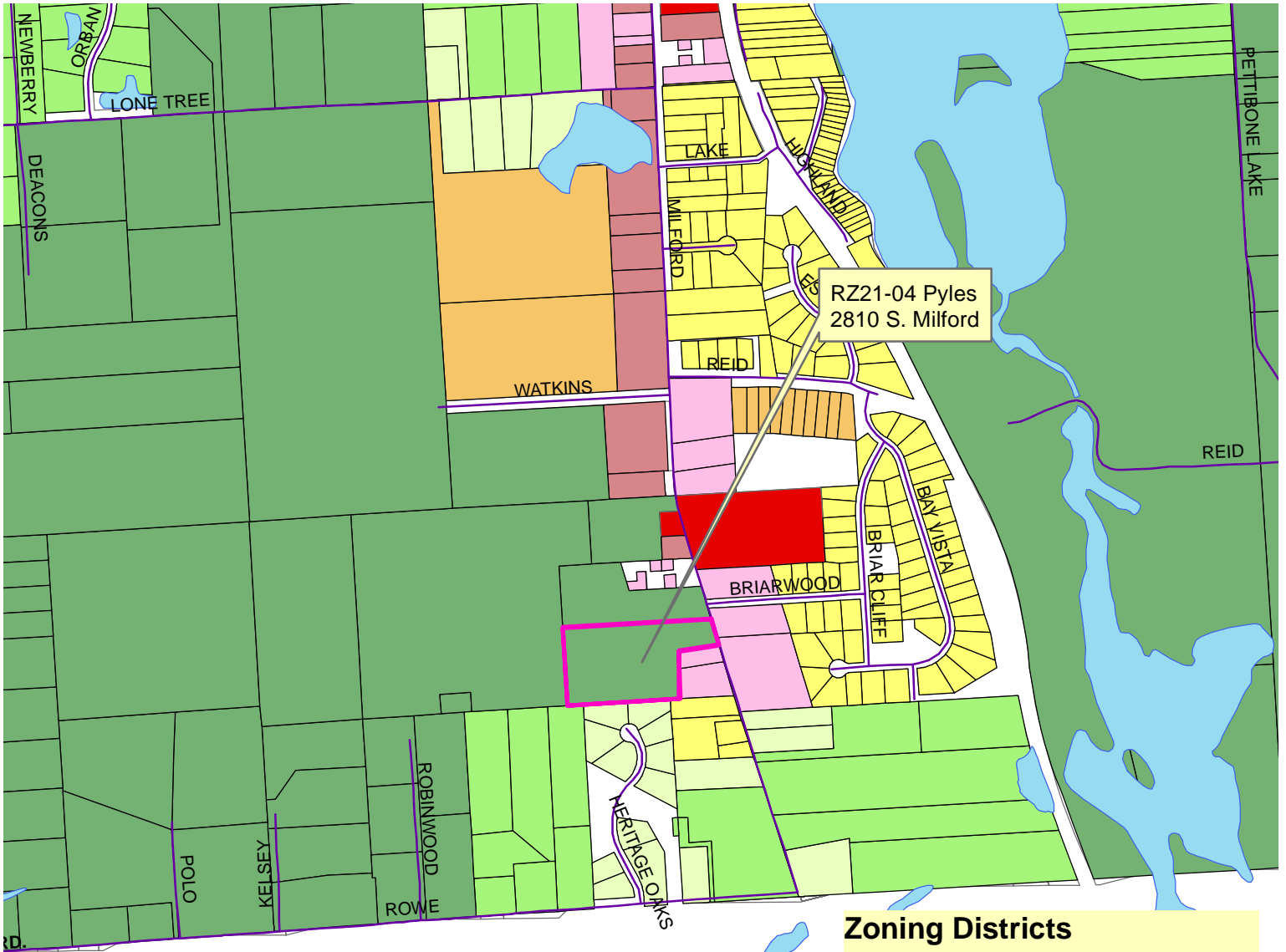
S Milford Rd

S Milford Rd

Google



# CHARTER TOWNSHIP OF HIGHLAND ZONING MAP



## Zoning Districts

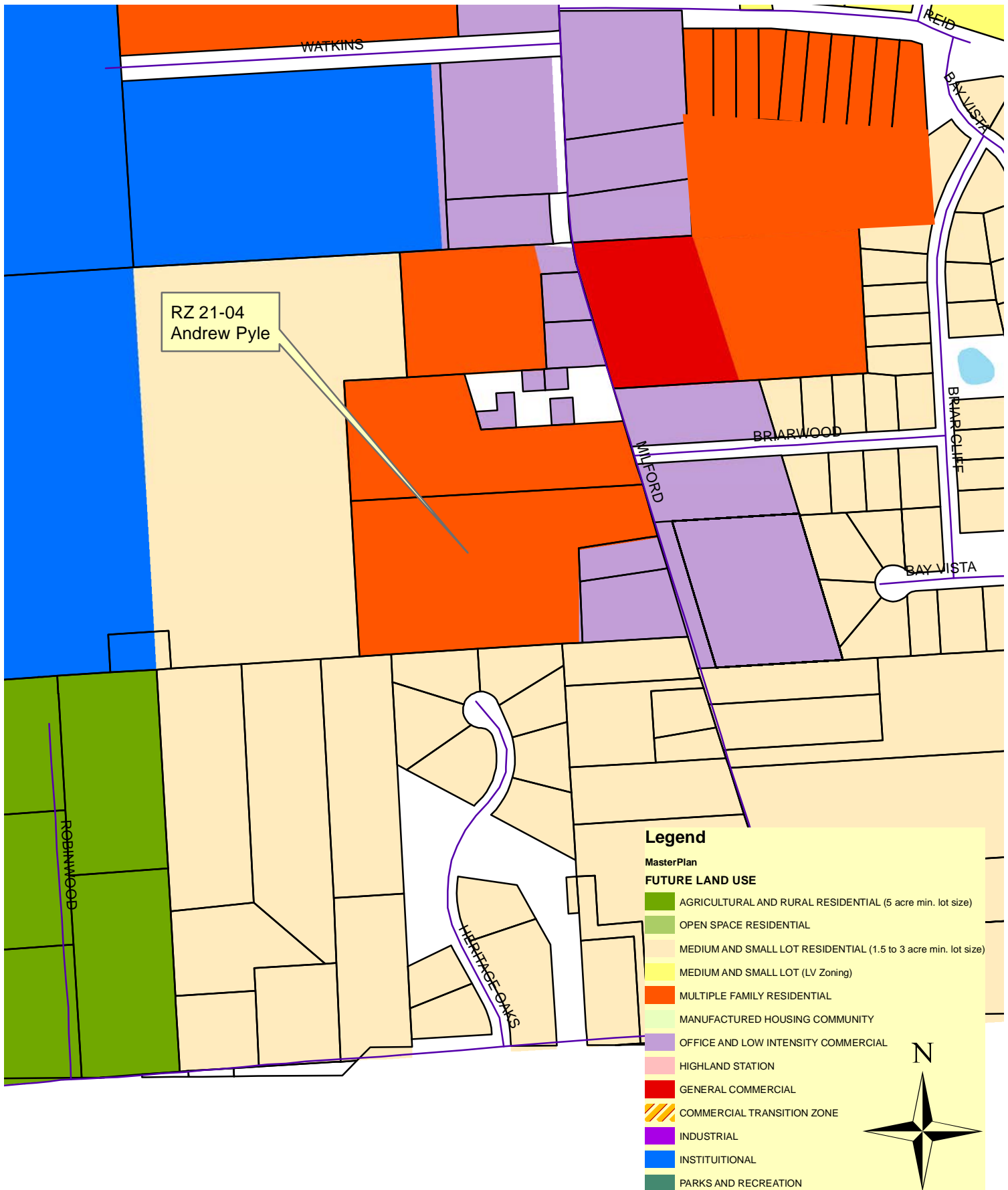
- ARR: Agricultural Rural Residential 5 acre
- LV: Lakes and Villages
- R1.5: Residential 1.5 acre
- R3: Residential 3 acre
- RM: Multiple Family
- MH: Mobile Home Park
- OS: Office Service
- C-1: Local Commercial
- C-2: General Commercial
- HS: Highland Station
- TR: Technology and Research
- IM: Industrial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



ENACTED: November 18, 2010



HIGHLAND TOWNSHIP 1999 MASTER LAND USE PLAN MAP  
 ADOPTED JULY 6, 2000  
 AND INCORPORATION OF MICRO-AREA ANALYSES THROUGH DECEMBER, 2010



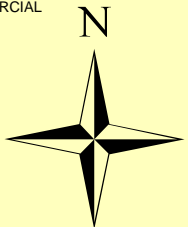
RZ 21-04  
 Andrew Pyle

**Legend**

MasterPlan

**FUTURE LAND USE**

- AGRICULTURAL AND RURAL RESIDENTIAL (5 acre min. lot size)
- OPEN SPACE RESIDENTIAL
- MEDIUM AND SMALL LOT RESIDENTIAL (1.5 to 3 acre min. lot size)
- MEDIUM AND SMALL LOT (LV Zoning)
- MULTIPLE FAMILY RESIDENTIAL
- MANUFACTURED HOUSING COMMUNITY
- OFFICE AND LOW INTENSITY COMMERCIAL
- HIGHLAND STATION
- GENERAL COMMERCIAL
- COMMERCIAL TRANSITION ZONE
- INDUSTRIAL
- INSTITUTIONAL
- PARKS AND RECREATION



**CHARTER TOWNSHIP OF HIGHLAND**



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

**PLAN REVIEW APPLICATION**

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

**Date filed:** \_\_\_\_\_ **Fee:** \_\_\_\_\_ **Escrow:** \_\_\_\_\_ **Case Number:** R221-04

**NOTICE TO APPLICANT AND OWNER** *Receipt # 1.051385*

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

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

**APPLICANT AND PROPERTY OWNER INFORMATION**

Applicant: Andrew Pyles

Phone: 248-798-5015 Email: dspmr6@comcast.net

Address: 2810 S Milford Rd. Highland, MI 48357  
 (Street) (City) (State) (Zip)

Property Owner: Andrew Pyles Phone: 248-798-5015

Address: 2810 S Milford Rd. Highland, MI 48357  
 (Street) (City) (State) (Zip)

**PROPERTY INFORMATION**

Address or Adjacent Streets: 2810 S Milford Rd. Highland, MI 48357

Lot Width: 508.71 Lot Depth: 964.35 Lot Area: 9.68

Tax Identification Number(s) (Sidwell): 11-34-301-016

**PROJECT INFORMATION**

Project Name: Pyles Rezoning

Existing Use: Residential Current Zoning: ARR

Proposed Use: Residential Proposed Zoning: R-3

**APPLICANT**  
 SIGNATURE: *Andrew Pyles*  
 NAME: Andrew Pyles

**OWNER**  
 SIGNATURE: *Andrew Pyles*  
 NAME: Andrew Pyles

On the 12 day of April, 2021 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

On the 12 day of April, 2021 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan  
 County Of Oakland  
 Notary Public: *Jennifer Bosh*

State Of Michigan  
 County Of Oakland  
 Notary Public: *Jennifer Bosh*

**JENNIFER BOSH**  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF OAKLAND  
 My Commission Expires June 16, 2025  
 Notary in the County of Oakland

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

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

**FEE RESPONSIBILITY CERTIFICATE**

I/we acknowledge that the applicant and/or owner is responsible for all specific engineering, legal or planning fees that arise from review of the attached application.

All fees must be reimbursed to Highland Township within 30 days of billing or before any permits are issued, which ever is first.

Under certain conditions, I/we acknowledge that the Township may require fees to be paid in advance into an escrow account.

Current Sidwell Number: 11-34-301-016

And Pyle  
(Signature)

\_\_\_\_\_  
(Signature)

4/12/21  
(Date)

STATE OF MICHIGAN  
COUNTY OF Oakland

On the 12 day of April, 20 21, before me, a Notary Public, personally appeared the above named person whose signature appears above and who executed the foregoing instrument and he acknowledged to me that he executed the same.

Notary Public:

Jennifer Bosh

My commission expires: 06-16-2025

JENNIFER BOSH  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires June 16, 2025  
Acting in the County of Oakland

LIBER 45379 PAGE 18  
\$13.00 DEED - COMBINED  
\$4.00 REMONUMENTATION  
\$842.80 TRANSFER TX COMBINED  
02/19/2013 11:29:23 AM RECEIPT# 24501  
PAID RECORDED - Oakland County, MI  
Lisa Brown, Clerk/Register of Deeds

OAKLAND COUNTY TREASURERS CERTIFICATE  
I HEREBY CERTIFY that there are no TAX LIENS or TITLES held by the state or any Incidental against the within description and all TAXES on same are paid for five years previous to the date of this Instrument as appears by the records in the office except as stated

FEB 14 2013

1.00

ANDREW E. MEISNER, County Treasurer  
Sec 135, Act 206, 1893 as amended

STATE OF MICHIGAN REAL ESTATE TRANSFER TAX  
OAKLAND 02/19/2013 24501  
\$107.80 CO  
\$735.00 ST  
000825964

002073

COVENANT DEED

File No 50443

Drafted by Peter M Schneiderman  
Schneiderman and Sherman, P.C., 23938 Research Drive, Suite 300, Farmington Hills, MI 48335

When recorded return to Grantee

THE GRANTOR, Flagstar Bank, FSB

whose address is 2691 S. Decker Lake Lane Salt Lake City, Utah, 84119

conveys to Andrew S. Pyles, a single man

whose address is 2810 South Milford Road Highland, Michigan, 48357



the following described premises situated in the Township of Highland, County of Oakland, and State of Michigan, and particularly described as follows

PART OF THE SOUTHWEST 1/4 OF SECTION 34, TOWN 3 NORTH, RANGE 7 EAST, TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN DESCRIBED AS FOLLOWS. BEGINNING AT A POINT DISTANT NORTH 87 DEGREES 29 MINUTES 53 SECONDS EAST 880 40 FEET AND SOUTH 02 DEGREES 30 MINUTES 07 SECONDS EAST 412.5 FEET AND SOUTH 87 DEGREES 23 MINUTES 46 SECONDS WEST 208.76 FEET AND SOUTH 02 DEGREES 28 MINUTES 02 SECONDS EAST 396 75 FEET FROM THE WEST 1/4 CORNER, THENCE NORTH 87 DEGREES 30 MINUTES 08 SECONDS EAST 964.35 FEET; THENCE SOUTH 16 DEGREES 50 MINUTES 52 SECONDS EAST 177 41 FEET, THENCE SOUTH 82 DEGREES 05 MINUTES 08 SECONDS WEST 268 65 FEET; THENCE SOUTH 01 DEGREE 30 MINUTES 52 SECONDS EAST 311 91 FEET; THENCE SOUTH 87 DEGREES 31 MINUTES 58 SECONDS WEST 735.80 FEET, THENCE NORTH 02 DEGREES 28 MINUTES 02 SECONDS WEST 508 71 FEET TO BEGINNING.

Handwritten: 220 RPS

Tax Parcel No . H-11-34-301-016  
Commonly known as 2810 South Milford Road, Highland, MI 48357-4943,

OK - AN

together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for the sum of 100,000.00 / \$98,000.00

2013 FEB 15 PM 1:44




As its sole covenant to the Grantee under this Covenant Deed, Grantor hereby covenants and agrees that it has not heretofore done, committed or willfully suffered to be done or committed, any act, matter or thing whatsoever,

whereby the Property hereby conveyed or any part thereof, is, shall or may be charged or encumbered in title, estate or otherwise

The covenants herein shall be binding upon and inure to the benefit of the respective heirs, successors, assigns and legal representatives of the Grantor and Grantee

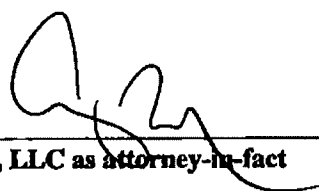
If the land being conveyed is unplatted, the following is deemed to be included "This property may be located within the vicinity of farmland or farm operation Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act."

Subject to easements, reservations and restrictions of record.

Dated January 29<sup>th</sup>, 2013  
February 18, 2013 

Signed and Sealed

Flagstar Bank, FSB



AVIVA BUSH, VICE PRESIDENT

by Green River Capital, LLC as attorney-in-fact

STATE OF Utah  
COUNTY OF Salt Lake } ss

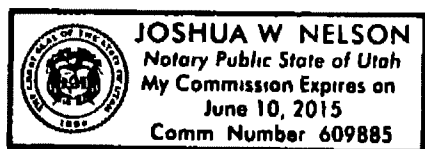
On this 29<sup>th</sup> of January 2013 before me personally appeared Aviva Bush as Vice President on behalf of Flagstar Bank, FSB by Green River Capital, LLC as attorney-in-fact to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their free act and deed

Notary Public 

Printed Name JOSHUA W NELSON

Salt Lake County, Utah  
Acting in the County of Salt Lake

My Commission Expires June 10<sup>th</sup>, 2015



ADDITIONAL ATTACHMENT  
REZONING APPLICATIONS

1. Please submit proof of ownership for all parcels covered by the application.

**Warranty deeds are required.**

A land contract or quit claim deed is acceptable as long as the underlying warranty deed is submitted with the land contract or quit claim deed.

2. Location Map
3. Property located on a partial Zoning Map
4. Property located on a partial Sidwell Map
5. Aerial photo if possible (Possible sources for maps: Oakland County Planning, Google Maps, etc.)

Highland Township Planning staff can help you with assembling the maps. Please feel free to ask for assistance.

NOTE:

Failure to submit necessary information may result in a delay in processing the application.



## Memorandum

To: Board of Trustees  
From: Rick A. Hamill, Supervisor  
Date: July 7, 2021  
Re: Authorization to proceed with Township Hall Renovations  
Consideration of Intent to borrow resolution

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As you probably recall, when we last considered the Township renovation project as a Board, our cost estimate for the project was \$4.7million. This project scope included a full remodel and expansion of Township Hall, as well as remodel and expansion of the Activity Center. By bringing a construction manager to the team, we have been able to drill down further to a cost estimate more grounded in today's construction environment. Material costs and availability have been greatly impacted by COVID, as observed in the Fire Hall projects. Today, the cost of the Township Hall/Activity Center project as originally conceived is estimated at \$7.1 million.

Our architect and construction managers have refined the design to bring costs back in line with the original estimate without sacrificing form and function. The construction manager has sought quotes from potential trades and suppliers, focusing on local Highland businesses where feasible.

The reality is that while the optimal time to start such a project was two years ago; this is still a uniquely wise time to proceed. Analysts agree that prices will never decline to before-COVID levels, that materials are starting to become available once again, and that the costs to borrow money (if we should decide to) are still very low. Most importantly, our needs have not changed. The roofs still leak when it rains, COVID has shown our auditorium to be inadequate, and the public lobbies never seemed so cramped as during the past unprecedented election season.

The project team has agreed to a path forward. First, we revised the scope of the improvements at the adult activity center to roof and façade only (no expansion.) Second, with value engineering, re-use of some existing fixtures/cabinetry, and serious reconsideration of the backup generator and solar power options, additional savings were identified. The revised project cost is now \$6.25 million for the Township Hall alone. We do not have a firm estimate for the Activity Center roof and façade improvements but the entire project should now come in between \$6.5 and \$6.9 million.



We pledged at the beginning of the project that no new taxes or millage are under consideration. That is still true.

The Treasurer has completed an analysis of cash available to commit to this project. The Board policy is to maintain 40 to 60 percent of our annual operating cost as fund equity. Per her analysis, we have \$2.2 million available in the general fund and \$4.9 million available in Capital Improvements for a total of \$7.1 million.

If the Board feels uncomfortable in cutting our margins so close, there is an option to borrow. We have met with our municipal financial advisors who laid out some options for a bond sale. They propose we set the stage to borrow up to \$3 million, if needed. Baker Tilly has provided several bond scenarios for consideration. With an annual interest rate of 2.00% (which is feasible given our AA rating), we could borrow \$1.5 million for 10 years with an annual payment of \$165,000. The interest over the life of the bonds would be \$153,600 and we would also incur the costs of issuance. The cost of the annual debt reduction could be offset by the revenues received each year on the cell tower leases. The bonds could be readily repaid without negative impact on the budget or reduction in services.

We are asking the Board to discuss whether to proceed, despite the increase in project cost. Ideally, if the Board is as confident as the project team of the need for the project and the details of the project and costs as now known, ***an approval to contract up to \$7.1 million for the Township Hall renovation and Activity Center roofing and façade improvements*** would allow us to lock in subcontractors soon. We expect to have solid quotes and subcontractor selections by mid-August.

A second point of discussion is whether to proceed with the groundwork for borrowing or expect to pay totally from fund equity. A decision to borrow funds or to determine the amount of funding is not urgent, as we have funds available to commence the project. But if financing a portion of the project is desirable, the Board could ***direct the project team to prepare a resolution of Intent to Borrow for future consideration.***





# Memorandum

To: Board of Trustees  
From: Rick A. Hamill, Supervisor  
Date: July 8, 2021  
Re: Authorization to proceed with Sheriff Substation Roof and Façade Improvement

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The Township renovations project team has completed some initial work into a project scope and cost estimates for roofing and façade improvements at the Oakland County Sheriff substation. The project would be intended to extend some of the architectural features of the renovated Township Hall to the substation, to address roofing concerns relative to the flat roof, provide more energy efficient windows and doors, and add a parking canopy.

The project cost is approximately \$820,000 based on the assumption that the project would run concurrently with the Township Hall renovations, providing a savings in General Conditions costs such as mobilization and field offices.

The project costs would be covered through the police fund. There is \$832,000 available while still reserving the 40 percent of operating budget as established by Board policy. The project team has met with representatives of the Oakland County Sheriff's Department who are satisfied with the scope and budget.

At this time, the Board is requested to authorize the Supervisor and Clerk to **contract up to \$820,000 for the Sheriff Station roofing and façade improvements and parking canopy** which would allow the team to accept bids and lock in subcontractors soon. We expect to have solid quotes and subcontractor selections by mid-August.



- Highland Hills Road Project - Map2 per Greg N 6-25-21 - This is the sub map highlighting the roads that are within the scope of the road project
- PCI Coring Proposal 2021 - Highland Hills Subdivision - This is the proposal from the consultants to conduct a full assessment of the roads within the project. The final assessment report will be provided to the road-paving company that will do the work. the report will contain specs, actual square footage etc... that the road company will need to provide their final proposal for the overall cost of the project. The indicative estimate is forecasted to be somewhere between 2-2.5 Million
- PCI Project Bid Document Proposal 2021 - Highland Hills Subdivision - This is the document to gather, provide and develop the final proposal to submit to the road paving company.

The total cost for PCI consulting to provide a full configuration final-report will be up to and not exceed \$10,500.

I will be asking the Highland Township Board to provide the funds to pay for PCI consulting to conduct this work in order to obtain the overall cost from the road paving company so we may then meet with the residents to review and vote on the project going forward. Without the initial up-front funds, the road project for our subdivision will cease going forward as funds are not available from the HOA to pay for this service.



CLYDE ROAD

MILFORD ROAD



Sat Mar 13 2021

Imagery © 2021 Nerdmap, HERE

500 ft

nerdmap



July 1, 2021

Greg Nicozisis  
Chairman – Roads Committee  
Highland Hills Subdivision  
3914 Loch Drive  
Highland, Michigan 48347

Re: Asphalt Pavements within Highland Hills Subdivision

Dear Mr Nicozisis:

Please accept this letter as our proposal to provide a coring analysis and condition report for the existing asphalt roads totaling about 767,802 sft of pavement provided by yourself on June 25, 2021. Other roads proposed for asphalt paving are presently aggregate surfaces.

This analysis will consist of removing a number of cores, (approximately 80 +/-) from the existing pavement to assess the thickness, and apparent quality, of the asphalt pavement, aggregate base, subbase, and subgrade. The report will contain our observations and opinions, along with recommendations for the reconstruction of the pavement, as well as an engineer's estimate for the costs associated with the project.

The price for these services will not exceed \$9,000.00 (Nine Thousand dollars) and we can commence with this analysis upon your authorization to proceed.

Thank you for the opportunity to provide you with this proposal, and we look forward to assisting you with the successful completion of your Project.

Please call if you have any questions, please call me at 248-388-8949.

Thank you,

*Alan Sandell*

Alan Sandell  
Sr Project Engineer

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

July 1, 2021

Greg Nicozisis  
Chairman – Roads Committee  
Highland Hills Subdivision  
3914 Loch Drive  
Highland, Michigan 48347

Re: Asphalt Pavements within Highland Hills Subdivision

Dear Mr Nicozisis:

Please accept this letter as our proposal to provide professional asphalt consulting, and project management services for the reconstruction of asphalt & aggregate roads as stated per yourself in the attached two documents.

Our services will include, but not be limited to, the following:

- Development of Specifications, and Bidding Documents, including line-item unit pricing, RIGID quality control specifications, table of disincentives for non-compliance. Our contracts, unless otherwise noted, include a contractor provided 5-year warranty against failure of materials or workmanship.

The cost for this service for this project shall be \$1,500.00

- Bidder Pre-Qualification, if needed. This will include already pre-qualified contractors from the area, as well as:
  - Pre-Qualification of contractors not already on our bidders list
  - On-site Pre-bid meeting
  - Post bid interviews, assistance with contractor selection, and verified bid tabs.

The fees for Project Documents & Specifications for the project will be Invoiced upon completion of the tasks.

Construction drawings will be limited to available satellite imagery.

Please call if you have any questions.

Best regards,



Robert J. Pfauth

Accepted by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: July 12, 2021  
Re: Grant Request for American Recovery Act funds

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Currently, we are eligible to receive \$2,111,374 from the Coronavirus Local Fiscal Recovery Funds under the Federal American Recovery Act. To receive the funds we need to apply to the U.S. Department of Treasury.

We authorize the Supervisor to apply for the funds available to Highland Township from the Coronavirus Local Fiscal Recovery Funds, signing the Award Terms and Conditions Agreement, The Funding and Election and Budget Certification, and the Assurances of Compliance with Title VI of the Civil Rights Act of 1964.



## NOTIFICATION OF GRANT/PROGRAM APPLICATION

### Board Approval for Grant Applications and Renewals:

All applications for Grants or Programs must be approved, prior to application, by the Highland Township Board.

In order to submit your grant application for Board approval, please complete the following information and attach any additional paperwork and forward to the Highland Township Supervisors office.

The Township Board if approved will provide, depending on the requirements of the Grant; a simple Board Motion or Resolution.

Complete Name of Grant:	Coronavirus Local Fiscal Recovery Funds/American Recovery Act (ARP)
Submitted by:	Jennifer Frederick
New Grant or Renewal?	New Grant
Award Notification Received?	Yes
Amount:	\$2,111,374.
Fiscal Year:	2021-2024
Duration (if more than one fiscal year)	3 years
Name of Funding Source: ( i.e. DNR)	U.S. Department of Treasury
Federal, State or Local?	Federal Funds
District Match Required? If yes please describe	No
Board Resolution Required?	No
Brief Description of Grant:	Respond to COVID-19 public health emergency or its negative economic impact, essential work during emergency, reduction in revenue, necessary investments in water, sewer or broadband infrastructure

SUPERVISOR \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

## **ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS**

### **ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.



4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

*The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

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Recipient

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Date

---

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

OMB Approved No. 1505-0271  
Expiration Date: November 30, 2021

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: [Recipient to provide]	DUNS Number: [Recipient to provide] Taxpayer Identification Number: [Recipient to provide] Assistance Listing Number: 21.027
---	--

Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:

---

Authorized Representative:

Title:

Date signed:

U.S. Department of the Treasury:

---

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS LOCAL FISCAL RECOVERY FUND  
AWARD TERMS AND CONDITIONS

1. Use of Funds.
  - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
  - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
  - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury’s implementing regulation at 31 C.F.R. Part 19.
  - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
  - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
  - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
  - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
  - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
  - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
  - i. A member of Congress or a representative of a committee of Congress;
  - ii. An Inspector General;
  - iii. The Government Accountability Office;
  - iv. A Treasury employee responsible for contract or grant oversight or management;
  - v. An authorized official of the Department of Justice or other law enforcement agency;
  - vi. A court or grand jury; or
  - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

## Coronavirus Local Fiscal Recovery Fund (CLFRF) Non-Entitlement Unit of Local Government (NEU) Funding Election and Budget Certification

Completed and signed form must be uploaded in the [ELITE System](#).

PART 1: NON-ENTITLEMENT UNIT OF LOCAL GOVERNMENT INFORMATION			
Local Unit Name		Local Unit County Name	
Local Unit Municipal Code		Contact Email Address	
Contact Name	Contact Title	Contact Telephone Number	Extension
PART 2: ELECTION OF CORONAVIRUS LOCAL FISCAL RECOVERY FUND (CLFRF) FUNDING			
<p>Select one of the options below indicating the CLFRF funding option your local unit elects. The selected option will apply to both the 2021 and 2022 CLFRF funding distributions. A local unit cannot change the elected option once this form is submitted to the Michigan Department of Treasury.</p> <p><input type="checkbox"/> <b>Option One:</b> NEU accepts the CLFRF funding and requests payment from the State of Michigan. Complete the remainder of the form.</p> <p><input type="checkbox"/> <b>Option Two:</b> NEU declines the CLFRF funding allocation for the NEU and requests the funds be transferred to the State of Michigan. The NEU must complete and sign the U.S. Treasury Notice of Transferring CLFRF Funds to the State. Complete Parts 3 and 5 and skip Part 4.</p> <p><input type="checkbox"/> <b>Option Three:</b> NEU declines the CLFRF funding by selecting neither Option One or Option Two; and therefore, the NEU's CLFRF funds will be distributed proportionately to NEUs that elected Option One. For U.S. Treasury purposes, the NEU will be classified as "non-responsive." Skip Parts 3 and 4 and complete Part 5.</p>			
PART 3: CERTIFIED TOP-LINE BUDGET TOTAL			
An NEU that elected Option One or Option Two in Part 2 must enter the NEU's Top-Line Budget (as defined in <a href="#">Michigan Department of Treasury Numbered Letter 2021-5</a> ) as of January 27, 2020.		Top-Line Budget	
PART 4: REQUIRED NOTIFICATION			
<p>NEUs that elected Option One in Part 2, accepting the CLFRF funding, will be required to report and upload the documents below as part of the NEU's first reporting to the U.S. Treasury. The first report is due October 31, 2021.</p> <ul style="list-style-type: none"> <li>• Copy of signed <a href="#">Award Terms and Conditions Agreement</a></li> <li>• Copy of signed <a href="#">Assurances of Compliance with Title VI of the Civil Rights Act of 1964</a></li> <li>• Copy of actual budget documents validating the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount provided to the State of Michigan in Part 3 above</li> </ul>			
PART 5: CERTIFICATION			
<p>The undersigned Chief Administrative Officer, following approval by the governing board where applicable, of the local unit indicated in Part 1 hereby certifies to the Michigan Department of Treasury the following:</p> <p>1) The Chief Administrative Officer elected an Option in Part 2 to either accept or decline the Coronavirus Local Fiscal Recovery Fund (CLFRF) funding. <b>Acknowledges that this election is a one-time election and cannot be modified for future CLFRF distributions.</b></p> <p>2) The Chief Administrative Officer reviewed the federal and state guidance related to the determination and calculation of the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5), and certifies to the Michigan Department of Treasury that the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount as of January 27, 2020, provided in Part 3 above, is accurate.</p> <p>3) The Chief Administrative Officer read the information provided in Part 4 above and acknowledges and understands the documents that will be required to be provided to the U.S. Treasury as part of the first federal reporting due October 31, 2021.</p>			
Chief Administrative Officer Signature (as defined in <a href="#">MCL 141.422b</a> )		Printed Name of Chief Administrative Officer (as defined in <a href="#">MCL 141.422b</a> )	
Title		Date	





## Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: July 12, 2021  
Re: Addition of a Part-time Employee

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We would like to hire a part-time person to work in multiple departments. The Supervisor, Building and Planning Departments need one additional person to help with busy times and fill in for vacations. See attached job description.

I recommend that we hire one part-time employee for upto 25 hours a week at \$15/hour to assist with busy times and fill in for vacations.

We would need to amend the 2021 budget to add a line for the new employee at no additional cost in 2021, because we have had a decrease in our total 2021 budgeted benefits. See budget amendment.



## **FLOATER**

Date: July 2021

Reports directly to the Township Supervisor

### **Job Summary:**

Provide clerical and administrative support in multiple departments as needed

### **Essential Functions:**

- Provide administrative support to all departments; cover for absent personnel
- Provide excellent customer service at the counter and on the phone
- Process daily incoming and outgoing mail
- Use copier, mail machine, postage meter, scale, shredder and other equipment as needed
- Filing as needed
- Provide additional assistance as needed

### **Position Requirements:**

- High School Diploma or GED
- At least six (6) months related clerical experience and/or training
- At least six (6) months of experience with Microsoft Word, Excel, Outlook, and general computer skills
- Must be able to type at least 35 wpm
- Must have excellent organizational skills
- Attend classes/meetings when necessary to benefit the Department and Township
- Read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Interact and communicate well with customers and coworkers
- Use of calculators and have knowledge of basic math
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Stand and walk frequently; regularly use hand to finger movements
- Lift and/or move up to 10 to 40 lbs.; specific vision requirements include close vision
- Work with moderate noise level

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

BUDGET AMENDMENT WORKSHEET  
 2021 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - July 12, 2021

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>				
<b>Expenditures:</b>				
101-295-000-715-000      GGP:HEALTH/DENTAL/LIFE/DIS INS	\$170,000.00	\$170,000.00	-	\$160,250.00
101-171-000-705-006      SUP DEPT: FLOATER (2) WAGE	\$0.00	\$0.00	+	\$9,750.00

**Purpose of Amendment:**

To decrease the benefit insurance line to fund a floater position, where the net effect is zero.  
 The budget for staffing has been reduced by two full time employees, therefore causing the budget for total benefits to be inflated.  
 These excess funds will fully cover the cost of hiring a part-time floater.

**CHARTER TOWNSHIP OF HIGHLAND  
OAKLAND COUNTY, MICHIGAN  
FIXED ASSET CAPITALIZATION POLICY  
Adopted: \_\_\_\_\_**

The Charter Township of Highland will regard fixed assets as capitalized when all of the following criteria are met:

- (1) Assets purchased, built or leased have useful lives of one year or more.
- (2) The cost of the asset (including installation) is \$5,000 or more. Multiple assets whose cost is less than \$5,000 but the aggregate requestor total is \$25,000 or more are capitalized.
- (3) The cost of repairing or renovating the asset is \$5,000 or more and prolongs the life of the asset.

The Township will regard the purchase software programs as fixed assets subject to the above capitalization policy, and will amortize over an estimated useful life of 3 years. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized.

**Other Considerations:**

- (1) REPAIR is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department and fund.
- (2) IMPROVEMENTS are expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of the nature are capitalized.

**Examples of Repairs vs. Improvements**

**Repairs = Expenditures**

All items—life less than one year  
All items under \$5,000  
Property maintenance, wall repair  
Replacement of machine parts to keep machine in normal operating condition  
Property restoration (rebuilding) for normal operations  
Existing building repairs  
Replacement of small sections of wiring, pipes or light fixtures  
Patching walls, minor repair of floors, painting, etc.  
Patching driveways  
Cleaning drapery, carpet, furniture

**Improvements = Capitalized Assets**

Life of more than one year  
All items \$5,000 or more  
Property rebuilding  
Replacement of motor and parts that prolong the useful life  
Property restoration for something different or better  
Building regulation conformity  
Major replacement of wiring, lighting, pipes or sewer  
Installation of floor, wall, roof, wall-covering, etc.  
New driveway or major repair  
New drapery, carpets, furniture

Depreciation will be calculated on a straight line basis over the asset's useful life according to accepted accounting standards.

This policy was adopted by the Highland Township Board of Trustees at a regular meeting held on \_\_\_\_\_ at which \_\_\_\_\_ were present and \_\_\_\_\_ were absent. The motion was made by \_\_\_\_\_ and supported by \_\_\_\_\_ and carried with a unanimous voice vote:

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



# Memorandum

To: Township Board of Trustees  
From: Tami Flowers  
Date: June 30, 2021  
Subject: Proposed Revisions to Personnel Policy

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I recommend the following changes to the Personnel Policy (proposed new content is in italics, proposed deletions to content is struck out).

## **Application and Hiring Process**

Application forms for employment are available from the Township. All open employment positions ~~shall be advertised in at least one local newspaper~~ may be advertised in a local newspaper, posted on the Township website, and posted at the Township offices.

## **Meal Time**

A 60-minute, unpaid meal break shall be taken Monday - Thursday and a 30-minute, unpaid meal break shall be taken on Friday *for full-time employees*.

## **Health, Vision and Dental Insurance**

Beginning January 1, 2018, in lieu of health benefits, other than dental, any eligible employee can opt out of coverage and the Township will pay fifty percent (50%) of the total premium cost, on a monthly basis, for participants who opt out of coverage. *This payment is not available to employees who are immediate family members with another employee of the Township who receives coverage. Dual coverage does not exist for payments for co-pays or deductibles for employees.*

## **Holidays**

~~Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their Department Heads.~~

Instead, we believe this issue can be handled by adding this:  
*PTO can not be used to extend employment when an employee is leaving their job.*

*Warm inside. Great outdoors.*



BUDGET AMENDMENT WORKSHEET  
 2021 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - July 12, 2021

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>				
<b>Revenue:</b>				
101-000-000-478-380      BUILDING PERMITS	\$170,000.00	\$170,000.00	+      \$30,220.00 =	\$200,220.00
<b>Expenditures:</b>				
101-371-000-710-001      BLDG: INSP/ELEC/PLUMB/HTG	\$75,000.00	\$69,780.00	+    \$    30,220.00 =    \$	100,000.00

**Purpose of Amendment:**

To increase expenses for Building insp/elec/plumb/htg from the increase in Building Permit revenue.



# Memorandum

To: Board of Trustees  
From: Rick A. Hamill, Supervisor  
Date: July 7, 2021  
Re: Proposal for Engineering Services  
Water Reliability Study

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The State of Michigan requires periodic submittals of engineering studies documenting system performance, reliability and future planning as a condition of licensing for water supply systems. As you know, The Oakland County Water Resources Commissioner operates the water system on our behalf. They have worked with Hubbel, Roth and Clark, the Township engineers, to develop a scope of services that meets the regulatory requirements and provides the best value in terms of updating our water system model for our future planning needs (see attached.)

For your consideration is the approval of a proposal for Engineering Services for a Water System Reliability Study for a fee not to exceed \$22,860 as outlined in the letter from Hubbel, Roth and Clark, dated May 13, 2021.





May 13, 2021

Highland Township  
205 N. John Street  
Highland, MI 48357

Attn: Ms. Beth Corwin, P.E

Re: Water System Reliability Study and General Plan  
Proposal for Professional Engineering Services

HRC Job No. 20210177

Dear Ms. Corwin:

Thank you for the opportunity to submit a proposal for professional engineering services to assist you with updating your Water Reliability Study and General Plan. Hubbell, Roth & Clark, Inc. (HRC) has wide-ranging experience assisting municipalities in all aspects of water supply system operation from planning to design and construction, water quality testing, hydrant flow testing, hydraulic modeling, and especially regulatory reporting.

Our experience with the Township's water system extends many years. In 2008, HRC completed a master plan and reliability study which included updates to the Township's existing hydraulic model. In 2015, HRC completed an update to the Township's Water Reliability Study and General Plan. This update included a comprehensive update to the Township's hydraulic model including a review of the model's boundary conditions (groundwater supply points, ground storage reservoir and booster station), chronicling water main attributes (size, material, install year, etc.), calibrating the model with hydrant flow testing, and the development of a Capital Improvement Plan (CIP). In 2019, HRC assisted the Township in completing a fire flow analysis of the proposed Timberland Estates subdivision, which included updated model analysis and dialogue with water system operations staff and further strengthened our knowledge and familiarity with the Township's water system. HRC continues to provide as-needed modeling for the Township to assist with plan reviews and emergency operational scenarios.

The Michigan Department of Environment, Great Lakes and Energy (EGLE) has requested a schedule to complete the update to your Reliability Study and General Plan. It is our understanding that the Township and Oakland County have proposed a schedule to EGLE that requested the Water Reliability Study and General Plan updated be due in roughly six (6) months.

HRC has developed a well-defined knowledge of the practices and processes needed to submit a complete, clear and concise report that has earned a good rapport with EGLE staff. Our understanding of the scope of work is based upon:

- ≡ EGLE's recommendation to the Township to submit an updated Water Reliability Study and General Plan to satisfy the requirements of Part 12 and Part 16 of Michigan's Safe Drinking Water Act (MI-SDWA).
- ≡ Knowledge of the rules of the Michigan Safe Drinking Water Act, 1976 PA 399 as amended, and the work required to complete a Water System Reliability Study and General Plan.
- ≡ Experience with the Township's water system and previous hydraulic modeling, including the Township's previous Water Reliability Study submitted and accepted in 2015.

#### Tasks to Comply with Part 12 MI-SDWA – Reliability Study:

The tasks involved to address the Part 12 requirements are as follows:

1. Meetings
2. Update the Existing Conditions Computer Model
3. Update Future Conditions Computer Model and Mapping
4. Update Recommended Future System Improvements
5. Report Preparation

**Delhi Township**  
2101 Aurelius Rd.  
Suite 2A  
Holt, MI 48842  
517-694-7760

**Detroit**  
535 Griswold St.  
Buhl Building, Ste 1650  
Detroit, MI 48226  
313-965-3330

**Grand Rapids**  
801 Broadway NW  
Suite 215  
Grand Rapids, MI 49504  
616-454-4286

**Howell**  
105 W. Grand River  
Howell, MI 48843  
517-552-9199

**Jackson**  
401 S. Mechanic St.  
Suite B  
Jackson, MI 49201  
517-292-1295

**Kalamazoo**  
834 King Highway  
Suite 107  
Kalamazoo, MI 49001  
269-665-2005

**Lansing**  
215 S. Washington SQ  
Suite D  
Lansing, MI 48933  
517-292-1488

Optional tasks to improve the hydraulic model performance and precision:

1. Demand Allocation
2. Hydrant Flow Tests and Static Conditions Verification
3. Model Calibration

#### Task 1 - Meetings

A project kickoff meeting will be conducted to review the scope of the project, any significant operational changes to the system and any field work that may need to be completed. HRC will provide monthly project updates via email to the project team as well as up to two (2) additional project meetings with Township staff to update the project progress, share interim results, confirm assumptions, and solicit input. We will coordinate these meetings through your office as needed.

#### Task 2 - Update the Existing Conditions Computer Model

In 2014-2015, HRC updated the existing conditions hydraulic model of the Township's water distribution system as part of the Reliability Study update. Further localized updates were made in 2019 in conjunction with the Timberland Estates fire flow review. HRC proposes to review the water supply and consumption data since 2014, compare with the current model boundary conditions and update the model as necessary. Additionally, HRC will update the hydraulic model with the improvements to the distribution system that have been made since 2014 that have not yet been incorporated into the model. Lastly, HRC will communicate with County's operations personnel to review any changes in operation, pressure re-districting, pressure fluctuations, break frequency/locations, resident complaints, etc. to uncover any trends that may be present in the system.

The review will include:

- Range of pressure and flow supply for average day, max day and peak hour demands since 2014 (WAMR).
- Update pumping facilities and production wells settings
- Review Township water consumption data since the last water model update (2014)
- Review top 20 water users, total, daily, and hourly flows if possible
- Update model information with new water main installed since 2014 – sizes, lengths, material and install year
- Discussions with operations staff and other operational data
- Review of the Township's adopted fire code for any changes that may impact previous recommendations

The Township's current hydraulic model was developed in WaterCAD (also known as WaterGems). We will continue to utilize this software to update the Township's hydraulic model. HRC owns a license to this software for our use on this project.

#### Task 3 - Static Conditions Verification

It is recommended that updated hydrant flow tests be performed to enable either a simple static conditions model verification or more detailed model calibration (described in optional task 3A, below). HRC has archived the information gathered during the 2014 calibration effort so hydrant flow tests can be obtained at the same 15 locations.

We understand that the County plans to conduct the hydrant flow testing; HRC can provide this testing service if requested. HRC will provide the County with a map of the hydrants to be flowed and will review this map with the County prior to performing the testing. Should the hydrant flow testing and static conditions model verification reveal disparities between the model and field conditions, additional model analysis and hydrant testing should be completed. The proposed scope to complete the additional analysis and testing will be discussed prior to any work being completed and can be negotiated later.

#### Task 4 - Develop Future Conditions Computer Model and Mapping

5-year and 20-year population projections for future flows will be developed based on communication with Township staff, SEMCOG, and any other available resources. The additional demand and/or known future system changes will be input into the future conditions model. Future fire flow capabilities will also be evaluated.

#### Task 5 - Develop Future System Improvements

In the event that insufficient flows and/or pressures are observed after completion of the updated hydraulic model as described in the previous tasks, the following is the scope of work to prioritize the necessary improvements to the water system based upon data provided

from the hydraulic model indicating areas of insufficient capacity, pressure or available fire flow:

- Identify areas of low model predicted available fire flows
- Prioritize recommended improvements
- Develop exhibits to illustrate the recommended improvements

#### Task 6 - Report Preparation

The existing technical report will be updated and submitted in accordance with the requirements to demonstrate compliance with Part 12 of MI-SDWA that will include the data collection process, the data analysis methodology, a summary of results for existing and future condition models and recommendations. HRC will provide the Township with up to two (2) bound copies of the report and one (1) electronic copy of the report.

#### Additional Tasks to Fully Update Hydraulic Model

The tasks outlined above represent the effort to make essential updates to the Township's existing hydraulic model, necessary since the previous model update five years ago. However, more thorough updates are recommended roughly every 15-20 years or as needed based on system changes or new available information. We recently discussed the Township's model with Oakland County WRC and identified several tasks that could be added to the current model to improve it from the original development over 15 years ago. In our discussion of the sequencing of model updates, however, it was determined that it would be most efficient to undertake all improvements simultaneously to reduce future duplication of efforts. A full model update including all the following tasks simultaneously could be undertaken now or in five years for the next required Reliability Study update. Following are the additional and augmented steps to the tasks above that would be included in a full model update:

##### *Task 2A – Input Conveyances from GIS*

The existing GIS from Oakland County would be used to build a new model of the Highland Township water system, including all pipes. Data from the water geodatabase would be used for all pipe location, size, material and age data. Based on our preliminary review of the geodatabase, it appears that all pipes are connected by valves or tee point features and the data is in excellent condition to import into the modeling program. If this is not correct, additional effort may be necessary to clean the data for input into the model.

##### *Task 2B - Demand Allocation*

Demand allocation is one of the most important aspects of a hydraulic model as it provides the engine that runs the model analysis. The Township is using demand developed previously based on land use estimates and not hard data, which was not available before. Model software sophistication is ever increasing; the model is now able to utilize billing records to spatially distribute water use throughout the system and better simulate actual distribution system activity. This task would include obtaining billing records associated with parcel data and updating water usage throughout the system.

##### *Task 3A - Model Calibration*

Calibration is an important part of model development as it provides assurance and confidence that the hydraulic model is simulating actual field conditions. The Township's hydraulic model has not been calibrated since the 2014 model update. It is good practice to update the calibration of your hydraulic model as much as possible. The base proposal Task 3 includes a minimum static check of the hydrant tests and model results. This additional calibration Task 3A includes comparing both static and flowing hydrant flow test information to the model results under the same boundary conditions, reviewing the demand allocation and boundary conditions, and adjusting the water main roughness coefficients to better simulate system operation.

## Tasks to Comply with Part 16 MI-SDWA – General Plan:

### Task 7 – General Plan Update

In order to satisfy the requirements of Part 16 of Michigan's SDWA General Plan, the following items will need to be included:

- General layout of the waterworks system, including the location of all valves, hydrants, and water mains.
- Rated capacity of the waterworks system.
- Hydraulic analysis showing pressure contours of the distribution system under peak hour conditions.
- Service area maps and an inventory of water main size, material, age.

These items are typically completed as part of the Reliability Study; however, they will be reported separately to assist with EGLE's review of the submitted documents.

## SUMMARY

Our proposed Tasks and the estimated hours and fees to complete the work have been identified in Table 1 (attached). As shown, we have budgeted **194 hours for a proposed not-to-exceed fee of \$22,860.00** for our Professional Engineering Services for the Base Tasks for this project. The Optional Tasks and associated costs have been identified separately in Table 1.

We are prepared to begin immediately upon your authorization to proceed and propose to complete data gathering and model updating as soon as possible. However, we recommend that the hydrant flow testing (if requested) be pushed until Spring when temperatures begin to warm up. This information is needed early in the process for updating the Water Reliability Study, so our start may be delayed. Our understanding of the project schedule is to have the reporting completed by October 31, 2021; however, we endeavor to complete the work within 6 to 8 weeks upon gathering all the information needed for the model update.

HRC is also available to assist with any of the Township's upcoming water system regulatory reporting requirements and can provide a proposal(s) under separate cover that is consistent with the schedule and descriptions attached to this proposal.

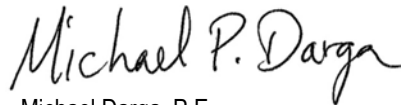
If you have any questions regarding this proposal, please contact the undersigned. Should you concur with this proposal, please sign below to serve as our authorization to proceed. Once again, we thank you for this opportunity and look forward to our continued services to Highland Township.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland Alix, P.E.  
Vice President



Michael Darga, P.E.  
Associate

pc: Highland Twp; R. Hamill  
WRC; C. Sims, A. Ploof  
HRC; B. Shepler, B. Clarke, File

**CHARTER TOWNSHIP OF HIGHLAND  
PROFESSIONAL ENGINEERING SERVICES FOR  
WATER RELIABILITY STUDY AND GENERAL PLAN UPDATE**

**TABLE 1  
ESTIMATED HOURS AND FEES**

May 13, 2021

HRC Job No. 20210177

Task Description	Rate Classification & Estimated Hours				Total Hours	Estimated Fees
	Principal	Associate/ Managing Engineer	Project Engineer	Staff Engineer		
<b>WATER RELIABILITY STUDY AND GENERAL PLAN UPDATE</b>						
1 Meetings (assumed 3 meetings)	2	12	12	16	42	\$ 4,940
2 Update the Existing Conditions Computer Model	-	8	16	16	40	\$ 4,920
3 Static Conditions Verification	-	-	8	4	12	\$ 1,500
4 Update Future Conditions Computer Model and Mapping	1	2	6	8	17	\$ 1,910
5 Update Recommended Future System Improvements	1	4	6	12	23	\$ 2,590
6 Report Preparation	-	6	12	24	42	\$ 4,890
7 General Plan Update	-	4	4	10	18	\$ 2,110
<b>BASE PROPOSAL TOTAL</b>	<b>4</b>	<b>36</b>	<b>64</b>	<b>90</b>	<b>194</b>	<b>\$ 22,860</b>
<b>ADDITIONAL TASKS TO FULLY UPDATE HYDRAULIC MODEL</b>						
2A Input Conveyances from GIS	-	4	16	24	44	\$ 5,160
2B Demand Allocation	-	4	12	24	40	\$ 4,610
3A Model Calibration	-	6	20	16	42	\$ 5,190
<b>ADDITIONAL TASKS TOTAL</b>	<b>-</b>	<b>14</b>	<b>48</b>	<b>64</b>	<b>126</b>	<b>\$ 14,960</b>
<b>FULL MODEL UPDATE TOTAL (BASE + ADDITIONAL)</b>	<b>4</b>	<b>50</b>	<b>112</b>	<b>154</b>	<b>320</b>	<b>\$ 37,820</b>

**ESTIMATED FEE SUMMARY (BASE PROPOSAL)**

PERSONNEL	HOURS	RATE	TOTAL
Principal	4	\$ -	\$ -
Associate/Managing Engineer	36	\$ 140.70	\$ 5,070.00
Project Engineer	64	\$ 136.90	\$ 8,760.00
Staff Engineer	90	\$ 100.30	\$ 9,030.00
<b>TOTAL LUMP SUM NOT-TO-EXCEED</b>			<b>\$ 22,860.00</b>

**ADDITIONAL TASK FEE ESTIMATE**

TASK	TOTAL
Input Conveyances from GIS	\$ 5,160.00
Demand Allocation	\$ 4,610.00
Model Calibration	\$ 5,190.00
<b>TOTAL ADDITIONAL TASKS FOR FULL UPDATE</b>	<b>\$ 14,960.00</b>





## Memorandum

To: Highland Township Board of Trustees

From: Rick A. Hamill

Date: June 17, 2021

Re: Placement of Signage on M-59 median for Fireworks Display

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This request is to accommodate Red, White and Blues Fireworks and events on Saturday, September 4, 2021 in Downtown Highland.

This request is for a resolution to place 2 (2 sided), 3 ft. tall X 4 ft. wide, coroplast signs within the center median of M59. The signs will be secured with metal fence posts and will include the festival name, date and our website. The signs are labeled on the attached map. The signs would be in place August 23, 2021 through September 7, 2021.

*Warm inside. Great outdoors.*





**RESOLUTION #21-10 TO AUTHORIZE THE PLACEMENT OF SIGNAGE  
ON M-59 MEDIAN FOR FIREWORKS DISPLAY**

At a regular public meeting of the Highland Township Board of Trustees, held via zoom on Monday, July 12, 2021, at 6:30 p.m.:

Present: Rick Hamill, Tami Flowers, Jenny Frederick, Judy Cooper, Brian Howe,  
Beth Lewis, Joseph Salvia  
Absent: None

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

To approve the request presented by the Highland Township Supervisor to place two, (2 sided) 3' tall x 4' wide coroplast signs secured with metal fence posts within the M-59 median in Highland Township, per the attached diagrams, between the dates of August 23 – September 7, 2021 for the purpose of advertising the Fireworks Display. Placement will follow MDOT guidelines to maintain clear vision in turn-arounds and any other requirements necessary.

This approval is granted through agreement with the Michigan Department of Transportation, Annual Community Events Permit # 99023-075009-21-012621.

Yeas:  
Nays:  
Abstain:

**RESOLUTION DECLARED \_\_\_\_\_**

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

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

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting held on July 12, 2021.

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



Charter Township of Highland  
Annual Permit for Signs in ROW

Text







**RESOLUTION #21-13: TO ESTABLISH MILLAGE RATES  
FOR 2022 BUDGET**

At a regular meeting of the Charter Township of Highland Board of Trustees held on the 12<sup>th</sup> day of July 2021;

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

Absent: None

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

**WHEREAS** the proposed millage rates for 2021 tax bill are as follows:

0.6000 for the General Operating Fund millage  
2.3228 for the Fire Fund millage,  
3.3443 for the Police Fund millage  
1.5771 for the Library millage

**WHEREAS** a public hearing on the 2022 Budget will be held on a date to be determined;

**NOW THEREFORE BE IT RESOLVED THAT** the millage rates for the 2022 Budget be approved as presented.

Yeas:

Nays:

Abstain:

RESOLUTION DECLARED \_\_\_\_\_

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

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

I hereby certify that the above is a true and a complete copy of the resolution, the original of which is on file in my office, by the Charter Township of Highland Board of Trustees of the County of Oakland, State of Michigan on the 12th of July, 2021.

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Tami Flowers MiPMC, Clerk

**2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)**

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes <b>OAKLAND</b>	2021 Taxable Value of ALL Properties in the Unit as of 5-24-21. <b>893,912,570</b>
Local Government Unit Requesting Millage Levy <b>TOWNSHIP OF HIGHLAND</b>	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating		1.4100	0.9519	0.9920	0.9442	1.0000	0.9442		0.6000	
Voted	Police	08/07/18	3.4319	3.3713	0.9920	3.3443	1.0000	3.3443		3.3443	12/31/2023
Voted	Fire	08/02/16	1.4295	1.3593	0.9920	1.3484	1.0000	1.3484		1.3484	12/31/2022
Voted	Fire	08/07/18	1.0000	0.9823	0.9920	0.9744	1.0000	0.9744		0.9744	12/31/2037
Voted	Library	1927	0.2500	0.1684	0.9920	0.1670	1.0000	0.1670		0.1670	
Voted	Library	8/1/1994	0.5860	0.5062	0.9920	0.5021	1.0000	0.5021		0.5021	
Voted	Library	8/1/1994	0.2500	0.2154	0.9920	0.2136	1.0000	0.2136		0.2136	
Voted	Library	8/7/2018	0.7127	0.7001	0.9920	0.6944	1.0000	0.6944		0.6944	12/31/2028

Prepared by Jennifer L Frederick	Telephone Number 248-887-3791 x 135	Title of Preparer Treasurer	Date 6/11/2021
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.**

X Clerk	Signature	Print Name Tami Flowers, Clerk	Date 8/10/2021
	Signature	Print Name Rick Hamill, Supervisor	Date 8/10/2021

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

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

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

10. Adjourn

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