



## **CHARTER TOWNSHIP OF HIGHLAND**

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

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

**August 2, 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/85807815767>. New to Zoom? Get the app now and be ready when your first meeting starts August 2, 2021, at 6:30 p.m. Meeting ID: 858 07815 767.

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

One tap mobile

+13017158592,, 85807815767# US (Washington DC) +13126266799,, 85807815767# 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/85807815767>

Meeting ID: 858 07815 767

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) July 12, 2021 Board of Trustees Meeting Minutes
  - b) List of Bills dated July 22, 2021 plus additions
  - c) Federal Procurement Conflict of Interest Policy
  - d) Contract with Michigan Office Movers
  - e) Notification of Grant Application AFG Grant-FEMA (Fire Department)  
Receive and File:  
Activity Center Advisory Council Meeting Minutes – June 9, 2021  
Activity Center Director’s Report – June 2021  
Building Department Report – June 2021  
Financial Report – June 2021  
Fire Department Report – June 2021  
Library Director’s Report – July 2021  
Library Board Minutes – June 1, 2021  
Ordinance Enforcement – June 2021  
Ordinance Inspections – June 2021  
Treasurer’s Report – June 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) Six Rivers Acquisition Assistance Agreement
9. New Business:
  - a) Introduce Rezoning Request from ARR, Agricultural and Rural Residential to R-1.5, Single Family Residential-1.5 acre Zoning District, 1867 Pettibone Lake Rd, PIN 11-35-101-005, applicant: James Long
  - b) Transportation Program Municipal Credit and Community Credit Contract FY 2022 with SMART
  - c) Lake Improvement Board Appointments
  - d) Resolution #21-14 Authorizing Termination of Driveway Easement
  - e) Resolution #21-15 Highland Hills MHC Responsibility of Drinking Water Facility
  - f) Resolution #21-16 for the Establishment of a Post-Employment Medical Expense Reimbursement Plan
10. Adjourn

1. Call Meeting to Order

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

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

## 2. Pledge of Allegiance

# Township Board Meeting Roll

Date: August 2, 2021

Present

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Absent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board Member

Rick A. Hamill

Tami Flowers

Jenny Frederick

Judy Cooper

Brian Howe

Beth Lewis

Joseph Salvia

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

#### 4. Approval of Agenda

## 5a. Consent Agenda Approval

- a) July 12, 2021 Board of Trustees Meeting Minutes
- b) List of Bills dated July 22, 2021 plus additions
- c) Federal Procurement Conflict of Interest Policy
- d) Contract with Michigan Office Movers
- e) Notification of Grant Application AFG Grant-FEMA (Fire Department

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
July 12, 2021 - 6:30 p.m.

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

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

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

Visitors: 7

**Approval of Agenda:**

Mr. Hamill requested New Business Item a) Highland Hills Road Project be removed from the agenda. Mrs. Cooper moved to approve the agenda as amended. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Consent Agenda Approval:**

- a) 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 Rheume 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



Mr. Salvia moved to approve the consent 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, Lewis – yes, Salvia – yes.

**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

**Public Comment:**

Comment regarding Highland Hills Road Project. Questions regarding the Assessing Program and the process to add improvements to the tax role. Discussion regarding the township hall renovations. 2021 Budget is on track to be under budget.

**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

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

- b) Authorization to Proceed with Township Hall Renovations Consideration of Intent to Borrow Resolution

Mr. Hamill moved to approve the Board to move forward with the township hall renovations not to exceed \$7 million subject to review and approval of the contract. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

Mr. Hamill moved to approve the Supervisor to engage with bond counsel and Baker Tilly to explore financial options for the township hall renovation. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- c) Authorization to Proceed with Sheriff Substation Renovations

Mr. Hamill moved to authorize the Supervisor and Clerk to contract up to \$820,000 for the Sheriff Station renovations including roofing, façade improvements, lobby area, and parking canopy. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**New Business:**

a) Highland Hills Road Project

Removed from agenda.

b) Grant Request for American Recovery Act funds

Ms. Frederick moved to 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, Coronavirus State and Local Fiscal Recovery Funds, and the Assurances of Compliance with Title VI of the Civil Rights Act of 1964 . Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

c) Hire Part-Time Employee Floater 2 Position

Mr. Hamill moved to approve the hiring of a part-time employee for up to 25 hours a week at \$15.00/hour to assist with busy times and fill in for vacations. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

d) Budget Amendment for Floater 2 Position

Mr. Hamill moved to approve the Budget Amendment for Floater 2 Position as presented. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

e) Fixed Asset Capitalization Policy

Mrs. Flowers moved to approve the revisions to the Fixed Asset Capitalization Policy. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

f) Proposed Revisions to Personnel Policy

Mrs. Cooper moved to approve the revisions to Personnel Policy as presented and modified in email dated July 12, 2021. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

g) Budget Amendment – Building Inspections

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

h) Proposal for Engineering Services Water Reliability Study

Mr. Hamill moved to approve the Proposal for Engineering Services Water Reliability Study for a fee not to exceed \$22,860 as outlined in the letter from Hubbell, Roth and Clark dated May 13, 2021. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

i) Resolution 21- 10 to Authorize the Placement of Signage on M-59 Median for Fireworks Display

Mr. Hamill moved to approve Resolution 21- 10 to Authorize the Placement of Signage on M-59 Median for Fireworks. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

j) Resolution 21-13 to Establish Millage Rates for 2022 Budget

Mr. Hamill moved to approve Resolution 21- 13 to Establish Millage Rates for 2022 Budget. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 8:16 p.m.

---

Tami Flowers, MiPMC  
Highland Township Clerk

---

Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-000-072-000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	JUN 2021	06/30/2021	31.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	JUNE 2021	07/08/2021	277.00
1159	TREASURER	101-RIDGEWOOD-OAK CTY	JUNE 21	07/08/2021	194.00
<b>101-000-000-075-000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-HIGHLAND HILLS HVS	JUN 2021	06/30/2021	126.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	JUNE 2021	07/08/2021	1,108.00
1159	TREASURER	101-RIDGEWOOD-HVS	JUNE 21	07/08/2021	776.00
<b>101-000-000-202-001 ESCROW BONDS&amp;ENG. FEES PAYABLE</b>					
8300	ASSEMANY, MICHAEL T	101-ESCROW/BUILDING	B21-00368	07/06/2021	125.00
8298	ASSENMACHER, MICHAEL	101-ESCROW/BUILDING	B21-00480	07/02/2021	125.00
8298	ASSENMACHER, MICHAEL	101-REINSPECTION FEE	B21-00480	07/02/2021	57.00-
6425	BETTER BUILT	101-ESCROW/BUILDING	B20-00500	07/02/2021	1,690.00
6425	BETTER BUILT	101-REFUSE FEE	B20-00500	07/02/2021	83.00-
8240	BRAX INVESTMENTS	101-ESCROW/BUILDING	B21-00256	07/13/2021	125.00
1826	CURTIS BUILDERS	101-ESCROW/BUILDING	B21-00204	07/13/2021	250.00
8307	DUNRITE ROOFING AND SIDING CO.	101-ESCROW/BUILDING	B19-00402	07/13/2021	250.00
8307	DUNRITE ROOFING AND SIDING CO.	101-REINSPECTION FEE	B19-00402	07/13/2021	57.00-
6761	HADLEY HOME BUILDERS INC.	101-ESCROW/BUILDING	B20-00524	07/12/2021	1,698.00
6761	HADLEY HOME BUILDERS INC.	101-REINSPECTION FEE	B20-00524	07/12/2021	76.00-
6761	HADLEY HOME BUILDERS INC.	101-REFUSE FEE	B20-00524	07/12/2021	83.00-
6848	HEALY HOMES LLC	101-ESCROW/BUILDING	B20-00303	07/12/2021	2,554.00
6848	HEALY HOMES LLC	101-REINSPECTION FEE	B20-00303	07/12/2021	57.00-
6848	HEALY HOMES LLC	101-REINSPECTION FEE	B20-00303	07/12/2021	57.00-
6848	HEALY HOMES LLC	101-REFUSE FEE	B20-00303	07/12/2021	83.00-
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B19-00402	07/13/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00303	07/12/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00303	07/12/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B20-00524	07/12/2021	76.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00138	07/01/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00394	07/13/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00480	07/02/2021	57.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00303	07/12/2021	83.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00500	07/02/2021	83.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00524	07/12/2021	83.00
5827	HSI	101-ESCROW/BUILDING	B21-00130	07/13/2021	85.00
5827	HSI	101-ESCROW/BUILDING	B21-00138	07/01/2021	85.00
5827	HSI	101-REINSPECTION FEE	B21-00138	07/01/2021	57.00-
5827	HSI	101-ESCROW/BUILDING	B21-00139	07/08/2021	85.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
5827	HSI	101-ESCROW/BUILDING	B21-00148	07/13/2021	250.00
5827	HSI	101-ESCROW/BUILDING	B21-00263	07/02/2021	250.00
5827	HSI	101-ESCROW/BUILDING	B21-00265	07/08/2021	125.00
8299	K & A SIGNS	101-ESCROW/BUILDING	B21-00546	07/02/2021	100.00
8308	LARKIN, DONALD M.	101-ESCROW/BUILDING	B21-00350	07/13/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00390	07/08/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00393	07/13/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00394	07/13/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00394	07/13/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00397	07/13/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00414	07/13/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00436	07/13/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00448	07/13/2021	250.00
7864	NELSON ROOFING	101-ESCROW/BUILDING	B19-00175	07/13/2021	250.00
8302	POLI CONSTRUCTION	101-ESCROW/BUILDING	B21-00202	07/08/2021	500.00
6358	ROOF ONE LLC	101-ESCROW/BUILDING	B21-00386	07/08/2021	125.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B21-00498	07/02/2021	250.00
6567	SPENCER KNISH CONSTRUCTION	101-ESCROW/BUILDING	B19-00326	07/15/2021	125.00
8163	ULTIMATE CARE & MAINTENANCE	101-ESCROW/BUILDING	B21-00236	07/01/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B21-00042	07/02/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B21-00207	07/02/2021	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B21-00243	07/02/2021	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B21-00465	07/02/2021	250.00
<b>101-000-000-478-380 BUILDING PERMITS</b>					
8308	LARKIN, DONALD M.	101-REFUND OF PERMIT FEES	PB21-02777	07/13/2021	87.20
Total :					14,521.70
<b>CLERK'S DEPT</b>					
<b>101-215-000-820-000 CLERK: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-HWLBA SCHOLARSHIP LUNCH/ELECTION CENTER M	6/09/21-7/08/21	07/09/2021	315.00
Total CLERK'S DEPT:					315.00
<b>TREASURER'S DEPT</b>					
<b>101-253-000-820-000 TREAS: DUES/ED/TRAVEL</b>					
6143	GREEN, CHANTELLE M.	101-MILEAGE-OAKLAND CTY MAIL ROOM	06282021	06/28/2021	18.93
Total TREASURER'S DEPT:					18.93

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>ACTIVITY CENTER</b>					
<b>101-289-000-729-001 ACTIVITY CTR: OPER. SUPPLIES</b>					
1410	GORDON FOOD SERVICE INC.	101-ACT. CTR COFFEE/CUPS/TABLE CLOTHS/BROOM	758185960	07/02/2021	153.89
9208	HIGHLAND SUPPLY INC.	101-MULTIFOLD TOWEL/DISINFECTANT/SOAP-ACT CTR	4022571	07/05/2021	145.91
<b>101-289-000-931-000 ACTIVITY CTR: BUILDING MAINT</b>					
1021	GILL-ROY'S HARDWARE	101-NUTS/BOLTS-ACT CTR	2107-638450	07/08/2021	1.71
1021	GILL-ROY'S HARDWARE	101-YARD WASTE BAGS-ACT CTR	2107-642854	07/09/2021	28.74
<b>101-289-000-933-000 ACTIVITY CTR: OFF. EQUIP MAINT</b>					
1521	CHASE CARDMEMBER SERVICE	101-ZOOM	6/09/21-7/08/21	07/09/2021	15.89
<b>101-289-001-931-002 ANNEX: BUILDING MAINT</b>					
2287	UPS STORE - 2655, THE	101-MAIL WATER SAMPLE TO LANSING	35291	06/03/2021	11.37
Total ACTIVITY CENTER:					357.51
<b>GENERAL GOVERNMENT</b>					
<b>101-290-000-792-000 GEN GOV: MEMBER FEES</b>					
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	6/09/21-7/08/21	07/09/2021	8.95
<b>101-290-000-802-000 GEN GOV: AUDITING</b>					
1014	PLANTE & MORAN PLLC	101-WATER FUND	2020923	06/29/2021	516.75
<b>101-290-000-804-000 GEN GOV: LEGAL SERVICES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP	1075874	07/09/2021	116.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-COMMUNITY SHARING	1075874	07/09/2021	14.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ORDINANCE/ZONING	1075874	07/09/2021	232.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1075874	07/09/2021	145.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-EASEMENT TERMINATION	1075874	07/09/2021	58.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE REMOTELY	1075874	07/09/2021	362.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA	1075874	07/09/2021	72.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP PERSONNEL	1075876	07/09/2021	80.00
1407	SEGLUND GABE PAWLAK & GROTH PLC	101-PROSECUTION MATTERS	51229	06/30/2021	2,961.25
<b>101-290-000-852-000 GEN GOV: FIBER-OTHER COMMUNICA</b>					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORKS	865989	07/02/2021	823.00
<b>101-290-000-853-000 GEN GOV: PHONE SERVICE</b>					
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X071	07/08/2021	23.81
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X071	07/08/2021	47.08
<b>101-290-000-855-000 GEN GOV: WEBSITE</b>					
9049	WEB MATTERS	101-WEBSITE HOSTING 06/21-06/22-UPGRADE HOSTING	6754	06/29/2021	419.40
<b>101-290-000-903-000 GEN GOV: ADVERTISING</b>					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL HIGHLAND SYNOPSIS	33389	06/16/2021	153.00
2375	MICHIGAN.COM #1008	101-SUBSCRIPTION OM8836890	08/01/2021-07/31/2	07/12/2021	89.23
<b>101-290-000-920-000 GEN GOV: UTILITIES</b>					
1005	DTE ENERGY	101-205 N. JOHN ST 910008280059	07092021 80059	07/12/2021	502.22

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200172975503	07/01/2021	3,890.67
<b>101-290-000-931-000 GEN GOV: TOWNSHIP MAINTENANCE</b>					
1521	CHASE CARDMEMBER SERVICE	101-TRAFFIC CONES	6/09/21-7/08/21	07/09/2021	202.38
1021	GILL-ROY'S HARDWARE	101-RUST REMOVER	2107-638450	07/08/2021	22.36
1021	GILL-ROY'S HARDWARE	101-GARAGE KEY	2107-660210	07/12/2021	1.99
3152	KOPACKI, KRIS	101-WATER FLOWERS	933	06/30/2021	170.00
3152	KOPACKI, KRIS	101-WATER TWP	934	07/13/2021	170.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2324878	06/30/2021	27.20
1457	STEVE'S LOCKSMITH	101-KEYS-HICKORY RIDGE	211207-1	07/12/2021	10.00
<b>101-290-000-933-000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
1521	CHASE CARDMEMBER SERVICE	101-ADOBE	6/09/21-7/08/21	07/09/2021	84.79
1521	CHASE CARDMEMBER SERVICE	101-ICLOUD/SURVEYMONKEY	6/09/21-7/08/21	07/09/2021	374.99
1712	CIVIC SYSTEMS LLC	101-SUPPORT FEE JUL-DEC 2021	CVC20678	06/22/2021	5,797.00
2021	GRACON SERVICES INC.	101-MICROSOFT OFFICE 365 LICENSES	14029	07/01/2021	5,566.00
2021	GRACON SERVICES INC.	101-ANNUAL SUPPORT AGREEMENT	14059	07/01/2021	3,170.00
1342	MUNICODE	101-ANNUAL CODE ONLINE FEE	00361051	07/09/2021	950.00
<b>101-290-000-967-000 GEN GOV: METRO AUTHORITY EXP</b>					
6300	S&D SEASONAL SERVICES	101- METRO AUTHORITY MOWING	28528	07/01/2021	242.00
<b>101-290-000-970-000 GEN GOV: EQUIP CAP OUTLAY</b>					
1521	CHASE CARDMEMBER SERVICE	101-ROTARY FLEX HITCH FOR TRACTOR	6/09/21-7/08/21	07/09/2021	1,324.99
<b>101-290-000-973-002 GEN GOV: COMPUTER SOFTWARE</b>					
1521	CHASE CARDMEMBER SERVICE	101-VICTORWORKS RENEWAL/MAILCHIMP	6/09/21-7/08/21	07/09/2021	600.99
Total GENERAL GOVERNMENT:					29,230.55
<b>TWP COMMUNITY PARKS</b>					
<b>101-292-000-935-000 PARKS: MAINTENANCE</b>					
6321	MORRIS WELL DRILLING, ERNEST C.	101-WELL PUMP-DUCK LAKE PINES	7270	07/02/2021	1,430.00
1457	STEVE'S LOCKSMITH	101-KEYS/DUCK LK PINES-ACT CTR	210101-1	07/01/2021	37.50
2287	UPS STORE - 2655, THE	101-MAIL WATER SAMPLE TO LANSING	35291	06/03/2021	11.37
Total TWP COMMUNITY PARKS:					1,478.87
<b>GENERAL GOVT PERSONNEL</b>					
<b>101-295-000-715-000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-TWP.	515285	07/12/2021	151.44
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-LIBRARY	515285	07/12/2021	5.60
1057	AMERICAN FAMILY LIFE ASSUR.	101-AFLAC INSURANCE-ACT. CTR.	515285	07/12/2021	138.19
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	211900017239	07/09/2021	1,038.91
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	211900017239	07/09/2021	7,286.89
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	211900017239	07/09/2021	265.70

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	211900017239	07/09/2021	738.24
1184	BURNHAM & FLOWER INSURANCE GP.	101-2ND QTR FSA ADMIN COST	BFG-209155	07/06/2021	48.75
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001226637000	07/06/2021	49.50
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001226637000	07/06/2021	61.33
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001226637000	07/06/2021	153.71
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001226637000	07/06/2021	723.42
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001226637000	07/06/2021	33.52
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	8/01/21-8/30/21	07/11/2021	1,166.52
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	8/01/21-8/30/21	07/11/2021	392.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	8/01/21-8/30/21	07/11/2021	21.18
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	8/01/21-8/30/21	07/11/2021	84.80
<b>101-295-000-719-000 GGP: UNEMPLOYMENT CLAIMS</b>					
1985	UNEMPLOYMENT INSURANCE AGENCY	101-FEIN38-6026891 UIA0802379 EMPRCONTRIB 2020 DO	L0107148882	07/13/2021	4,887.00
Total GENERAL GOVT PERSONNEL:					17,247.18
<b>BUILDING DEPT</b>					
<b>101-371-000-710-001 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	6/30/21-7/13/21	07/13/2021	694.87
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	6/30/21-7/13/21	07/13/2021	1,645.77
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	6/30/21-7/13/21	07/13/2021	2,730.41
Total BUILDING DEPT:					5,071.05
<b>PLANNING DEPT</b>					
<b>101-400-100-903-005 PLNG COMM: ADVERTISING/PRTG</b>					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-PLNG COMM	33482	06/30/2021	408.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-PLNG COMM	33487	06/30/2021	357.00
Total PLANNING DEPT:					765.00
<b>ZONING BOARD OF APPEALS</b>					
<b>101-410-000-903-005 ZBA: ADVERTISING</b>					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-ZBA	32786	03/17/2021	408.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-ZBA	33388	06/16/2021	433.50
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL-ZBA	33483	06/30/2021	306.00
Total ZONING BOARD OF APPEALS:					1,147.50
<b>SOCIAL SERVICES</b>					



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-673-000-857-000 SOC SERV: CDBG EXPENSES</b>					
7919	WESTERN OAKLAND TRANSPORTATION AUTHORI	101-2020 CDBG FUNDS ALLOCATION	2	06/29/2021	8,986.00
Total SOCIAL SERVICES:					8,986.00
Total GENERAL FUND:					79,139.29
<b>ROAD FUND</b>					
<b>ROAD EXPENDITURES</b>					
<b>201-290-000-952-000 DUST CONTROL</b>					
4310	HIGHLAND LAKE COUNTRY CLUB ASSOC.	201-DUST CONTROL PALLISTER & LYNCH	7743	06/24/2021	375.00
Total ROAD EXPENDITURES:					375.00
Total ROAD FUND:					375.00
<b>FIRE FUND</b>					
<b>206-000-000-656-001 OPERATING TR IN FOR EMS</b>					
2631	STAR EMS	206-EMS BILLING SERVICE FEE	06-21-001H	07/01/2021	1,045.90
Total :					1,045.90
<b>FIRE EXPENDITURES</b>					
<b>206-290-001-727-206 FIRE: SUPPLIES</b>					
1973	CINTAS CORPORATION	206-STATION SUPPLIES	4089192283	07/07/2021	225.09
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	4022700	07/06/2021	63.90
1642	PETER'S TRUE VALUE HARDWARE	206-STATION CLEANING	58422	07/04/2021	67.54
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K58381	07/01/2021	97.84
1642	PETER'S TRUE VALUE HARDWARE	206-CREDIT	K58445	07/06/2021	3.50-
<b>206-290-001-835-206 FIRE: MEDICAL SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	206-AED BATTERIES	6/09/21-7/08/21	07/09/2021	210.00
1132	LINDE GAS NORTH AMERICA LLC	206-EMS O2	64342531	06/22/2021	14.70
<b>206-290-001-865-206 FIRE: VEHICLE REPAIR</b>					
2596	FIVE STAR ACE	206-WD40	26088	06/29/2021	11.98
<b>206-290-001-920-206 FIRE: PUBLIC UTILITIES</b>					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X071	07/08/2021	187.21
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X071	07/08/2021	23.81
<b>206-290-001-933-206 FIRE: EQUIP MAINT</b>					
1521	CHASE CARDMEMBER SERVICE	206-FLASHLIGHT MOUNT	6/09/21-7/08/21	07/09/2021	37.42

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-290-001-936-206 FIRE: SOFTWARE MAINTENANCE</b>					
9190	LEXIPOL LLC	206-FIRE RESCUE 1 ACADEMY ANNUAL FEES	INVPRA1918	03/29/2021	2,450.00
2048	OAKLAND COUNTY MEDICAL CONTROL	206-WEBSITE FEES FOR 2021	2903	07/01/2021	75.00
<b>206-290-001-956-206 FIRE: MISC EXPENSE</b>					
1521	CHASE CARDMEMBER SERVICE	206-M&M	6/09/21-7/08/21	07/09/2021	65.97
Total FIRE EXPENDITURES:					3,526.96
<b>GENERAL GOVT PERSONNEL</b>					
<b>206-295-000-715-000 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
1057	AMERICAN FAMILY LIFE ASSUR.	206-AFLAC INSURANCE-FIRE	515285	07/12/2021	305.24
1057	AMERICAN FAMILY LIFE ASSUR.	206-AFLAC INSURANCE-FIRE JUNE CORRECTION	515285	07/12/2021	44.85-
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	211900017239	07/09/2021	4,134.45
1184	BURNHAM & FLOWER INSURANCE GP.	206-2ND QTR FSA ADMIN COSTS	BFG-209155	07/06/2021	41.25
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001226637000	07/06/2021	168.30
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001226637000	07/06/2021	414.83
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001226637000	07/06/2021	83.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001226637000	07/06/2021	33.52
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	8/01/21-8/30/21	07/11/2021	153.84
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	8/01/21-8/30/21	07/11/2021	21.18
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	8/01/21-8/30/21	07/11/2021	631.04
Total GENERAL GOVT PERSONNEL:					5,941.90
Total FIRE FUND:					10,514.76
<b>POLICE FUND</b>					
<b>207-000-000-654-000 MINI CONTRACT</b>					
8303	ELLIOTT'S AMUSEMENT LLC	207-OVERPAYMENT ON LAND USE PERMIT	07082021	07/08/2021	1,008.98
Total :					1,008.98
<b>POLICE EXPENDITURES</b>					
<b>207-290-000-815-000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO.	207-COOLER	58770594	06/30/2021	4.00
1839	ABSOPURE WATER CO.	207-5GALLON WATER	87979290	06/14/2021	43.65
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2324876	06/30/2021	52.75
<b>207-290-000-970-003 POLICE: BUILDING REN</b>					
7943	LINDHOUT ASSOCIATES ARCHITECTS	207-SCHEMATIC DESIGN REMODEL SUB-STATION	2021-0732	07/01/2021	1,032.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total POLICE EXPENDITURES:					1,132.40
Total POLICE FUND:					2,141.38
<b>HAAC ADVISORY COUNCIL</b>					
<b>289-290-000-934-000 HAAC: DEDUCTIONS</b>					
8313	THE TRAVELING TRAINERS	289-EXERCISE CLASS	07152021	07/15/2021	630.00
Total :					630.00
Total HAAC ADVISORY COUNCIL:					630.00
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>CAPITAL IMP EXPENDITURES</b>					
<b>401-290-000-938-000 TOWNSHIP IMPROVEMENTS</b>					
8166	BOSS ENGINEERING	401-CONSTRUCTION DOCS-205 N JOHN	135464	07/07/2021	1,000.00
7943	LINDHOUT ASSOCIATES ARCHITECTS	401-CONSTRUCTION DOCUMENTS	2021-0730	07/01/2021	62,640.00
7943	LINDHOUT ASSOCIATES ARCHITECTS	401-CONSULT/ARCHITECTURAL	2021-0730	07/01/2021	3,200.00
2070	OAKLAND COUNTY TREASURERS	401-RELOCATE FIBER	INF0002797	06/30/2021	1,892.00
<b>401-290-000-938-014 TOWNSHIP RELOCATION EXPENSES</b>					
8305	MICHIGAN OFFICE MOVERS	401-RELOCATE TWP OFFICES	005833	07/15/2021	5,976.00
<b>401-290-000-938-015 250 W LIVINGSTON IMPROVEMENTS</b>					
1288	IVERSON'S LUMBER COMPANY	401-RESTROOMS-FS1	2107-018546	07/06/2021	1,112.87
1288	IVERSON'S LUMBER COMPANY	401-RESTROOMS-FS1	2107-018888	07/07/2021	25.51
Total CAPITAL IMP EXPENDITURES:					75,846.38
Total CAPITAL IMPROVEMENT FUND:					75,846.38
<b>FIRE CAPITAL FUND</b>					
<b>FIRE CAPITAL EXPENDITURES</b>					
<b>402-290-000-988-001 CONSTR IN PROCESS FIRE MIL ST1</b>					
1521	CHASE CARDMEMBER SERVICE	402-REFRIGERATOR/FREEZER/STOVE FS#1	6/09/21-7/08/21	07/09/2021	5,563.08
1521	CHASE CARDMEMBER SERVICE	402-BEDS FS#1	6/09/21-7/08/21	07/09/2021	1,376.00
Total FIRE CAPITAL EXPENDITURES:					6,939.08
Total FIRE CAPITAL FUND:					6,939.08

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>DDA EXPENDITURES</b>					
<b>495-290-000-727-000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	495-POSTAGE/HAND SANITIZER/MASKS/FLOWERS/INK/P	6/09/21-7/08/21	07/09/2021	163.51
<b>495-290-000-810-002 DDA: CONSULTANT CASSIE BLASCYK</b>					
9249	BLASCYK, CASSIE R.	495-MONTHLY CONSULTATION FEE	406	07/01/2021	660.00
<b>495-290-000-820-000 DDA: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	495-LUNCH-HWLBA	6/09/21-7/08/21	07/09/2021	15.00
<b>495-290-000-883-000 DDA: FARMERS' MARKET</b>					
1013	ABC PRINTING INC	495- FLYERS & POSTERS SIDEWALK CHALK	42991	07/01/2021	158.50
1521	CHASE CARDMEMBER SERVICE	495-DUCT TAPE/SIGNS/COOLER/BUTTERFLY GARDEN/MI	6/09/21-7/08/21	07/09/2021	475.57
8310	DEAN, BRIAN	495-ENTERTAINMENT & SOUND 6/19-FARMERS MARKET	2021-10	07/13/2021	100.00
8310	DEAN, BRIAN	495-SOUND 7/10-FARMERS MARKET	2021-10	07/13/2021	50.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	495-ADVERTISING	33208	05/19/2021	455.00
2680	KINGSETT LLC D/B/A SPINAL COLUMN	495-ADVERTISING	33382	06/16/2021	455.00
8297	KOENIG, AMY	495-LOGO/FLYER DESIGN	06292021	06/29/2021	200.00
8309	RUNYAN, BUTCH	495-ENTERTAINMENT 7/10-FARMERS MARKET	2021-11	07/13/2021	50.00
6034	WEST HIGHLAND PROPERTIES LLC	495-RENT FOR FARMERS MARKET	2021-6	07/01/2021	150.00
6034	WEST HIGHLAND PROPERTIES LLC	495-RENT FOR FARMERS MARKET	2021-9	07/13/2021	150.00
<b>495-290-000-903-000 DDA: ADVERTISING/PRINTING</b>					
1521	CHASE CARDMEMBER SERVICE	495-CONSTANT CONTACT	6/09/21-7/08/21	07/09/2021	45.00
1521	CHASE CARDMEMBER SERVICE	495-FACEBOOK AD	6/09/21-7/08/21	07/09/2021	30.00
<b>495-290-000-976-001 DDA: PROMOTIONS</b>					
8296	BYNUM, BILL	495-SUMMER CONCERTS 2021	2021-5	07/01/2021	800.00
8312	CANN, JIM	495-SUMMER CONCERTS-8/10	2021-8	07/13/2021	400.00
1521	CHASE CARDMEMBER SERVICE	495-POSTCARDS/POSTERS/ASCAP LICENSE FEEMUSIC	6/09/21-7/08/21	07/09/2021	910.75
7308	GAGLIO, JOE	495-SUMMER CONCERT	2021-7	07/13/2021	800.00
8311	PERCHA, TOM	495-SUMMER CONCERTS-8/10	2021-8	07/13/2021	400.00
<b>495-290-000-976-002 DDA: ECONOMIC RESTRUCTURING</b>					
1013	ABC PRINTING INC	495- FLYERS/POSTERS SIDEWALK SALE	42989	07/01/2021	158.50
<b>495-290-000-976-003 DDA: DESIGN</b>					
1521	CHASE CARDMEMBER SERVICE	495-MULCH	6/09/21-7/08/21	07/09/2021	46.60
3152	KOPACKI, KRIS	495-WATER FLOWER GARDENS	932	06/30/2021	165.00
3152	KOPACKI, KRIS	495-WATER FLOWER GARDENS	935	07/13/2021	495.00
Total DDA EXPENDITURES:					7,333.43
Total DOWNTOWN DEVELOPMENT AUTHORITY:					7,333.43
<b>CURRENT TAX COLLECT</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>703-000-000-274-000 TAX COLLECTIONS TO DISTRIBUTE</b>					
8304	GEPPERT, THOMAS & DEBRA	703-TAX REFUND	11-19-151-006	07/08/2021	6.00
8306	MAMMOTH TITLE CO	703-TAX REFUND	11-34-130-007	07/01/2012	171.84
8301	REPUTATION FIRST TITLE AGENCY LLC	703-TAX REFUND	11-29-277-024	07/07/2021	11.75
Total :					189.59
Total CURRENT TAX COLLECT:					189.59
<b>DUCK LAKE ASSOC.</b>					
<b>704-290-000-934-000 DUCK LAKE: DEDUCTIONS</b>					
9191	RESTORATIVE LAKE SCIENCES	704-PROFESSIONAL LAKE CONSULTING	9002	06/17/2021	2,625.00
Total :					2,625.00
Total DUCK LAKE ASSOC.:					2,625.00
<b>HIGHLAND LAKE ASSOC.</b>					
<b>705-290-000-934-000 HIGHLAND LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	705-LAKE TREATMENT-HIGHLAND LAKE	16081	05/26/2021	10,300.00
1081	AQUA-WEED CONTROL INC.	705-ALGAE CONTROL-HIGHLAND LAKE	16159	06/07/2021	1,050.00
1081	AQUA-WEED CONTROL INC.	705-MUCK DESTROYER PELLETS-HIGHLAND LAKE	16204	06/10/2021	2,500.00
1081	AQUA-WEED CONTROL INC.	705-EGLE PERMIT FEE-HIGHLAND LAKE	JAN 2021	01/04/2021	816.00
Total :					14,666.00
Total HIGHLAND LAKE ASSOC.:					14,666.00
<b>CHARLICK LAKE ASSOC.</b>					
<b>708-290-000-934-000 CHARLICK LAKE: DEDUCTIONS</b>					
1074	MIDWEST MARINE SERVICES INC	708-WEED HARVESTING-CHARLICK LAKE	2021-1937	07/07/2021	7,050.00
Total :					7,050.00
Total CHARLICK LAKE ASSOC.:					7,050.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GOURD LAKE IMPROVEMENT</b>					
<b>713-290-000-934-000 GOURD LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	713- WEED/ALGAE TREATMENT-GOURD LAKE	15231	07/01/2021	1,500.00
Total :					1,500.00
Total GOURD LAKE IMPROVEMENT:					1,500.00
<b>PENINSULA LAKE</b>					
<b>714-290-000-934-000 PENINSULA LAKE: DEDUCTIONS</b>					
9023	PLM LAKE & LAND MANAGEMENT CORP	714-CLIPPER TREATMENT	4001233	07/07/2021	2,750.00
Total :					2,750.00
Total PENINSULA LAKE:					2,750.00
Grand Totals:					211,699.91

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>PLANNING DEPT</b>					
<b>101-400-000-817-005 PLNG: CONSULTANT</b>					
2240	CARLISLE WORTMAN ASSOC. INC.	101-CONSULTATION-CONTRACT WORK	2161467	07/14/2021	800.00
2240	CARLISLE WORTMAN ASSOC. INC.	101-CONSULTATION-CONTRACT WORK	2161468	07/14/2021	5,040.00
Total PLANNING DEPT:					5,840.00
Total GENERAL FUND:					5,840.00
Grand Totals:					5,840.00

---

Total GENERAL FUND:	84,979.29
Total ROAD FUND:	375.00
Total FIRE FUND:	10,514.76
Total POLICE FUND:	2,141.38
Total HAAC ADVISORY COUNCIL:	630.00
Total CAPITAL IMPROVEMENT FUND:	75,846.38
Total FIRE CAPITAL FUND:	6,939.08
Total DOWNTOWN DEVELOPMENT AUTHORITY:	7,333.43
Total CURRENT TAX COLLECT:	189.59
Total DUCK LAKE ASSOC.:	2,625.00
Total HIGHLAND LAKE ASSOC.:	14,666.00
Total CHARLICK LAKE ASSOC.:	7,050.00
Total GOURD LAKE IMPROVEMENT:	1,500.00
Total PENINSULA LAKE:	2,750.00
	<hr/>
Grand Totals:	217,539.91
	<hr/> <hr/>



**Payroll and Hand Checks July 22, 2021 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	19,056.71
General/Fire Payroll            7/9/2021	\$	57,050.04
Equitable - Deferred Comp.	\$	1,350.00
ICMA - Deferred Comp.	\$	1,489.77
Flexible Savings Account	\$	661.69
Garnishments	\$	384.14
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	350.00
Highland Firefighters Union Dues-Part-Time	\$	616.00
OPEB Monthly Transfer	\$	166.67
7/31/2021 DDA LOAN-Monthly	\$	3,771.83

The following need to be added to the List of Bills dated 7/22/2021:

1. State of Michigan Fund 101 for \$6682.04
2. Comcast Fund 101 for \$ 152.63
3. DTE Fund 101 for \$ 686.50
4. Comcast Fund 206 for \$ 131.57
5. DTE Fund 206 for \$1269.58
6. DTE Fund 207 for \$ 542.29
7. DTE Fund 704 for \$4146.01
8. DTE Fund 705 for \$ 21.77
9. DTE Fund 706 for \$ 357.93
10. DTE Fund 707 for \$ 210.21
11. DTE Fund 708 for \$ 373.27
12. DTE Fund 709 for \$ 97.59

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.

# Highland Township Federal Procurement Conflict of Interest Policy

## I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under [2 C.F.R. § 200.318\(c\)\(1\)](#).

## II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

**A. Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Highland Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

**B. Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Highland Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$100.00, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

## III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Michigan Office Movers

3530 E. Ellsworth Road  
Ann Arbor, MI 48108

# Invoice

Date	Invoice #
7/15/2021	005833

Highland Township  
205 N. John Street  
Highland, MI 48357

P.O. No.	Terms
	Due on receipt

Item	Description	Qty	Rate	Job Date	Amount
Deposit/Bond	Deposit on Relocation	11,952	0.50		5,976.00

APPROVED - RETURN TO BOOKKEEPING

  
7/15/21  
Sign and Date

<b>Total</b>	\$5,976.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$5,976.00

Phone #
800-214-4173



## Memorandum

To: Bookkeeping  
From: Elizabeth J. Corwin, PE  
Date: July 12, 2021  
Re: Request for Check  
Township Relocation Expenses

---

Please issue a deposit check in the amount of \$ 5976.00 payable as follows:

Michigan Office Movers  
3530 East Ellsworth Road  
Ann Arbor, MI 48108

401-290-000-938-014

TOWNSHIP RELOCATION EXPENSES

The check should be mailed with the attached documents.

**APPROVED - RETURN TO BOOKKEEPING**

\_\_\_\_\_  
Sign and Date

*Warm inside. Great outdoors.*





remember...you can always count on M.O.M.

1-800-214-4173

Billing Information

Customer Name: Highland Township

Billing Name (if different): \_\_\_\_\_


Address: 205 N. John St  
Highland, MI 48357

Billing Contact Name: Amy Lavoie

Billing Email Address: lavoiea@highlandtwp.org

Billing Phone #: 248-887-3791 x 136

If you are using a Purchase Order please forward with your paperwork.

X  7/12/2021  
Authorized Signature Date

Rick A. Hamill Supervisor  
Printed Name /Title



remember...you can always count on M.O.M.

1-800-214-4173

### Relocation Authorization Terms and Conditions

Signing below acknowledges acceptance of the terms & conditions and authorizes Michigan Office Movers to perform relocation services on (TBD).

1) Customer must be ready to move when Michigan Office Movers arrives at agreed upon relocation time. All items moving must be labeled and packed. items without labels will not be moved. If you are not ready when movers arrive it may result in additional charges. *RKH*

2) To prevent damages, customer must remove all ink/toner cartridges from all equipment/machines.

3) Basic Valuation is included with quote, Please view your estimate for pricing of the other options. This must be chosen before signing this relocation authorization. If authorization is received without replacement valuation chosen, Basic will be assumed.

- (Please initial only one) Additional costs must be paid in full along with deposit. *RKH*
- Basic valuation - \$.60 per pound per article (included in estimated price)
- \$50,000 Actual Cash Value (additional cost to estimated price \$300)
- \$50,000 Full Value Replacement valuation (additional cost to estimated price \$300)
- Other amounts custom quoted

4) All elevators, docks must be in working condition and our laborers must have unimpeded access. (1) Elevator must be operable and dedicated to mover. At any such time that elevators or docks become inoperable "down time" costs will be applied.

5) Attached to this e-mail is a copy of our crate system directions, please read and advise all employees of crate and label usage. Customer is responsible for labeling all items that are to be moved, along with corresponding signage at destination. Customer will be charged for additional time required and because of failure to follow these instructions.

6) All crates/dollies and/or totes must be ready for pickup on the scheduled day. There will be additional daily rental charge along with an additional pickup charge if they are not available at time of 1<sup>st</sup> pickup.

7) Customer acknowledges; we are moving used office furnishings that routinely have pre-existing scratches, rub marks and other defects. New damage must be noted with crew prior to departure. *RKH*

- 8) Exceptions of liability – Mechanical, electrical or other operation or functioning of any equipment/machine.
  - Unpackaged plate glass moves at owners risk
  - Pressboard furniture – Due to inherent vice – these items are made to be assembled once and not moved.

9) Payment/Credit Terms:

- A. 50% deposit due at time of crate delivery or 1 week prior to relocation, balance due at time of crate pickup or upon completion of job either via company check or credit card. 3% fee for all credit card payments
- B. Upon request, alternative credit terms can be arranged. Please request credit terms at least 10 days prior to move
- C. If balance is not paid within 30 days customer agrees to pay interest at 1% per month plus Michigan Office Movers attorney fees.

10) To prevent injury to our employees and equipment and items being moved, all walk and drive areas must be and remain free of mud, ice and snow at both origin and destination!!!!

11) **Project Quotes** – If you have been provided a project quote please inform your customer service representative of any significant changes that would affect the crew size, crew skill sets or over all cost due to extra time to complete. Some examples; reconfiguration of cubicles from original layout, extra stops, materials originally not going but now are. If you are unsure please call your customer service representative for clarity. *RKH*

*RKH*  
\_\_\_\_\_  
(Authorizing Signature)  
Highland Township

*7/12/2021*  
\_\_\_\_\_  
(Date)



ACCEPTANCE

June 1, 2021

To: Elizabeth Corwin – Highland Township

From: Jeff Cook – Michigan Office Movers, LLC

Re: Township Offices Relocation Quote

Scope

1. Origin: 205 North John St, Highland Township  
Destination: 250 W Livingston Rd, Highland  
Move date: TBD mid-July 2021  
Hours: Regular
2. Mover to supply labor, trucks, supervision, equipment and materials to relocate the township offices per walkthrough 5/26/21.
3. Contents to disassemble and reassemble
  - A. (7) Cubicles (reassembling 5)
  - B. Miscellaneous case goods such as conference table –reassembly
  - C. Shelving will be attempted to move set up by using bracing and zip ties. Otherwise disassembled and reassembled (approx 13 sections)
4. Move vertical file cabinets, card file cabinets loaded if they lock or latch. Otherwise mover to tape shut to move. There are approximately (32) lateral file cabinets to move and all but 5 or 6 can go fully loaded. (bottom 2 drawers ok on those)
5. Materials supplied at **no charge**
  - A. Labels
  - B. (30) Speed packs (usage)
  - C. Toggles to install overheads (drywall)
6. Basic released valuation (replacement valuation available at additional costs)
7. Price predicated on mover having unimpeded access.
8. Proof of insurance provided upon request
9. Pre-planning meeting with Highland move team and Michigan Office Movers supervision 2-3 weeks prior to scheduled move.
10. **Time and Material Pricing**

A. 53' Semi Truck & CDL A driver	\$120.00 per hour
26' Lift gate straight truck & CDL B driver	\$110.00 per hour
Project supervisor	\$ 65.00 per hour
Commercial mover	\$ 48.00 per hour
Commercial installer	\$ 48.00 per hour



- B. (1) Hour drive time applies per day
- (4) Hour work minimum per day
- Overtime rates apply after 6:00 pm

C. **Estimated budget**                      **\$9,465 - \$11,358**

**Optional Materials Recommended**

- 1. Plastic Packing Crates (140) crates & (35) dollies-1 week usage minimum
  - A. Crate rental    \$ 0.30 each per day
  - B. Dolly rental     \$ 0.30 each per day
  - C. Delivery and pickup                                     \$175.00 each way
  - D. Labels & zip ties     Included


example: (175) crates and dollies X \$0.30 = \$52.50 per day X 7 days = \$367.50 +  
 \$350.00 for delivery and pickup = \$717.50 for 1 week rental.

**No Cost Benefit**

We will remove shred and document destruction up to 1,000 pounds of documents.  
 The shredding services include 1 free drop off and 1 free pick up of containers.  
 Each additional rotation of containers if needed will be at a cost of \$100.00 for each  
 service date. Any additional shredding amounts will be billed at \$0.30 per pound.  
 This may be used up to 1-year post move.

Signing below acknowledges acceptance of above quoted price authorizes Michigan  
 Office Movers to perform relocation on TBD.

  
 \_\_\_\_\_  
 (Authorizing Signature)  
 Highland Township

  
 \_\_\_\_\_  
 (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>	AFG GRANT - FEMA
<b>Submitted by:</b>	Ken Chapman, Fire Chief
<b>New Grant or Renewal?</b>	new
<b>Award Notification Received?</b>	NO
<b>Amount:</b>	\$1,500,000
<b>Fiscal Year:</b>	2022
<b>Duration (if more than one fiscal year)</b>	2022 - 2025
<b>Name of Funding Source: ( i.e. DNR)</b>	FEMA
<b>Federal, State or Local?</b>	Federal
<b>District Match Required? If yes please describe</b>	\$500,000 over (3) years (\$167,000/year)
<b>Board Resolution Required?</b>	no
<b>Brief Description of Grant:</b>	Federal SAFER grant to hire (5) Firefighter/Paramedics

DATE RECEIVED:

**5b. Receive and File:**

Activity Center Advisory Council Meeting Minutes – June 9, 2021

Activity Center Director's Report – June 2021

Building Department - June 2021

Financial Report – June 2021

Fire Department Report – June 2021

Library Director's Report – July 2021

Library Board Minutes – June 1, 2021

Ordinance Enforcement – June 2021

Ordinance Inspections – June 2021

Treasurer's Report – June 2021

Highland Activity Center Advisory Council Meeting Minutes  
June 9, 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, June 9, 2021 via zoom.

PRESENT:

Judi Crawford, Dick Russell, Sharon Keenan, Darlene Sharpe, Terry Olexsy, Patti Janette, Carolyn Kress, Chuck Sharpe, Heidi Bey, Peter Werthmann, Steve Jagusch, Tami Flowers,

ABSENT:

Sue Anderson, Linda Bonham and Ray Polidori

GUEST

There were no guests.

SECRETARY'S MINUTES:

The motion to approve May's Minutes was made by Sharon Keenan, seconded by Carolyn Kress and was unanimously approved.

TREASURERS REPORT:

The Treasurers Report for May was read showing a bank balance of \$18,654.57. A motion to accept was made by Steve Jagusch, seconded by Peter Werthmann and unanimously approved.

UPCOMING EVENTS:

Rosie the Riveter presentation on Zoom will be August 10, 2021 at 7:00 PM  
Covid Vaccine June 17 from 9am to 3pm  
Memorial service for Al Evans on June 17<sup>th</sup> at 3:30 pm  
Exercise Class beginning July 19 on Monday, Wednesday and Friday from 9:30 to 10:30 am  
Thomas Edison will be a presentation by Russell Dore. A motion to approve up to \$400 was made by Terry Olexsy, seconded by Patti Janette to allow Peter Werthmann to proceed with this commitment

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  
Farmers Market starts June 19

MOTION TO ADJOURN:

A motion to adjourn the meeting at 10:10 am was made by Sharon Keenan, seconded by Peter Werthmann. and the meeting was adjourned.

Respectfully submitted,

Darlene Sharpe  
Secretary, Highland Advisory Council



Highland Activity Center  
Directors Activity Report  
July 2021

Stats for June 2021 6694!! Copy Attached

Current plan for The Activity Center including purposed plan for relocation at time of and during the renovation.

The Activity Center reopened as of July 6, 2021 per Townships (verses move previous moved planned for Thursday, July 1st) Activities will be held at the Center until notification from Township.

Arrangements for Comcast, Mats, Absopure, Oakland County Health Department and Meals on Wheels, projects with other Community partners, and the newspaper have been reinstated to be received/continue at the Center.

In preparation, we have packed, labeled, and placed in the cabinets most of the Centers belongings. The rest of our items can be packed for relocation &/or added to items to be put in storage. Sheds are fairly well prepared with exception of the medical equipment shed. I am currently working World Medical Relief to donate to that project in attempt to "downsize" our stock to a manageable amount we can move with us to the fire station or put in storage. I have discussed with Beth Corwin the need to keep, if possible, our medical equipment shed accessible (or move to the new fire station #1) for community needs. We have prepared space to store the Centers patio furniture in the shed #3.

**COIN CLUB MUST DISCUSS THEIR BELONINGS BE HELD CAPTIVE**

Note Regarding Meals On Wheels, the concession stand is preapproved and licensed for use. Paid for through 2021

We will need heat and water for winter.

This site was picked due to it being preapproved and licensed. No other sites researched can accommodate the Health Department requirements. I found no other sites or locations in our area preapproved to house MOW in for the time needed to serve our community.

FYI- It is \$200 to file for a site approval. After a site is approved then an application for licensing must be completed, paid for, and approved by that committee.

July – move; Activities to be held at the Center

M-F 9am to 3pm.

All are welcome

Free services

Fellowship

Cooling/warming Center

Zoom presentations scheduled:

Thomas and Mina Edison at 7 pm on Monday, July 26, 2021

Rosie the Riveter at 7pm on Tuesday, August 10, 2021

Technical help with devices, phones, and how to Zoom

Medical equipment donation/ loan program. Pick up of donations or drop off/installation done by staff as needed

Ask the Lawyer consults (By phone. Lawyer's choice)

Ask The Money Man consults (By phone or Face to Face)

### **July – move; Activities to be held at the Center Continued**

Hearing tests by appointment at Livingston/Commerce Hearing. In person at the Center will resume in August.

Resources/Referrals for community members

Mobile Food pantry 3rd Thursday of every month

Bread and/or goodies for patrons. Staff or volunteers pick up on Sunday and 2-3 days per week

Wednesday staff has started picking up Community Sharing leftovers

Emergency Food Closet. Nonperishable items for anyone in need

House and set up for Township and garden club meetings as needed

Knitters Club: Thursdays at 10am. When we move the group will meet at 205 W Livingston Rd.

Bible Study: The 1st Thursdays of the month at 10 am. Location: 205 W Livingston Rd. (now)

Happy Bookers Book Club, 4th Thursday of the month at 10am. Location: 205 W Livingston Rd. (now)

Curbside Entertainment Cart-Puzzles & Books. Free to enjoy. Book shelves have been cleared and relocated stock to the Annex

Bingo M, W at 12pm

Old Radio Shows on Tuesday at 10am

Movies on Tuesday at 12pm

Euchre on Friday at 12pm

Bridge to start in September

Board games

Corn Hole, Shuffleboard, Croquet, or Bocce Ball are available for anyone to play

### **Exercise & Yoga starting on July 19, 2021**

Participants must register and pay in advance. We must have 12 to run the class.

Cost for either Yoga or exercise is \$5 per person, per class for the 6-week program.

Exercise with Matt M, W & F at 9:30

Yoga with Lauren on Thursdays at 9:30

One day a week for 6 weeks = \$30pp

2 days per week for 6 weeks = \$60pp

3 days per week for 6 weeks = \$90pp

4 days per week for 6 weeks= \$120pp

Participants are allowed to pick days and mix exercise and Yoga

Walk-ins are welcome

### **Activities by application or fees paid**

Meals on Wheels (fee) to register 810-632-2155

Books In a Bag (apply/free) Delivery of audio/visual items. This service is a partnership with the Highland Public Library and the Highland Activity Center

BBQ's, Box lunch or Brown Bag Picnics (check the newsletter or Facebook page for the schedule)

Trips will resume when pandemic is truly over

**As of October, time of move...**

I have discussed with Chief Chapman about housing the Center activities and rentals. He has welcomed the Center.

The Center Activities will be held in the training room at the new Fire Station #1

Rentals, dog training, and after hour clubs will be permitted to meet there as well.

(While at the Fire station, revenue from rentals will be given to the Good Fellows program)

I will deal with the billing and other accounts to be discontinued or redirected at that time.

At this time the Center will be receiving a facelift front façade and the parking lot expanded.

The township expansion will allow us to use the 1000 square foot auditorium for activities.

Some talk of a new Center in the future near the library and Community Sharing.

Jun-21	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	
Ask the Lawyer																															0
Ask the Money Man																															0
Ask the Pharmacist																															0
Beautification/Garden Club																															0
Bible Study			6																												6
Bingo																															0
Blood Pressure																															0
Book Clubs/ 1&2														3										8							11
Bridge																															0
Bread	15	6					10	5						9	8						9	7					13	5		87	
Business Network																															0
Cards/Games								4							7							9						4		24	
Class/ Zoom																															0
Coin Club																															0
Computer/Justin																													11	11	
Copies/Faxes			1					1	1						1		1				1			1				1			8
DLPOA																															0
Dogs	15			15				15			15				15			15						15			15				135
Donations																													17	17	
Eucher																															0
Exercise-Tues/Thurs																															0
Exercise - M, W, F																															0
Festivals																															0
Foot Doctor																															0
Garden/ Curbside																															0
Get Hooked w/ Randi			5							3							3							4							15
Ham Radio Club																															0
HDDA									12																						12
Highland Historical Society																															0
HVCA																															0
Knitters		3								3							3						3						3	15	







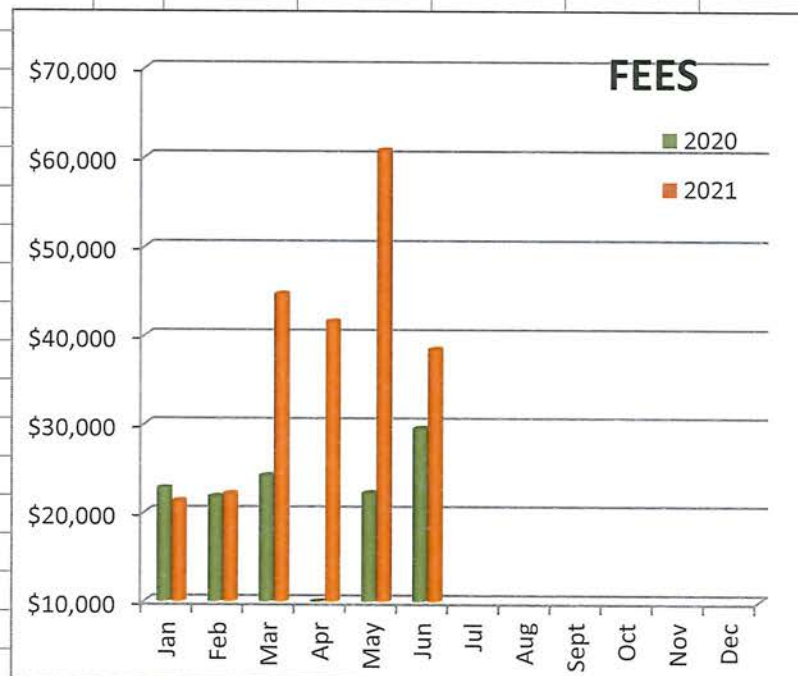
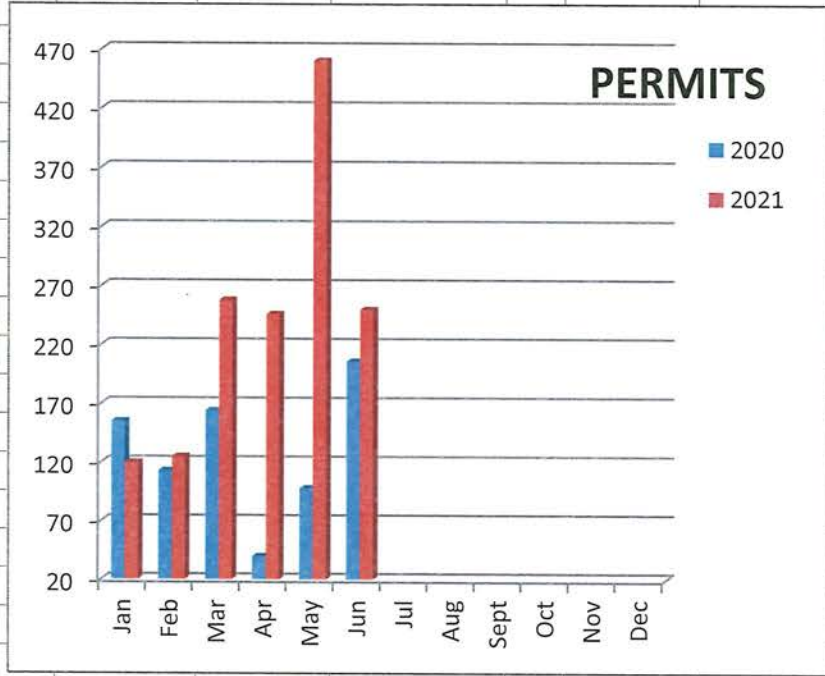
*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
June 2021*

## 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	206	\$29,551	Jun	250	\$38,471	June	44	21%	\$8,920	30.19%
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>776</b>	<b>\$125,865</b>	<b>Totals</b>	<b>1459</b>	<b>\$229,060</b>	<b>Totals</b>	<b>683</b>	<b>88%</b>	<b>\$103,196</b>	<b>81.99%</b>



June 2021

TOTAL (forward)..... \$37,412.00

Additional fees:

Building..... \$490.00

Electric..... \$199.00

Plumbing..... \$111.00

Heating..... \$219.00

Licenses & Misc Fees..... \$39.50

sub total: \$1,058.50

MONTH-END GRAND TOTAL REVENUE..... \$38,470.50

Total number of all Permits to date      This Year:      1357  
Last Year:      776

Total number of all Electric, Plumbing,  
& Heating      This Year:      877  
Last Year:      506

Total number of Building permits to date:      This Year:      573  
Last Year:      260

Total number of New Single-Family Units:      This Year:      18  
Last Year:      11

Total number of Land Use Permits      This Year:      10  
Last Year:      10

Respectfully Submitted:      STEVE ITINO  
Building Official  
Ordinance Dept Supervisor

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Commercial, Renovations</b>					
PB21-0391	3501 E HIGHLAND RD	LUTHERAN CHURCH	\$40000	\$415	
<b>Commercial, Renovations</b>			\$40000	\$415	1
<b>Deck</b>					
PB21-0376	6018 ZANDER LN	Mark Swiastyn	\$22400	\$186	
PB21-0381	2559 JACKSON BLVD	Supreme Deck INC	\$9600	\$137	
PB21-0385	5787 JADA DR	D & J Carpentry LLC	\$27750	\$213	
PB21-0392	3359 OAKGROVE	MGE Carpentry	\$18020	\$164	
PB21-0395	2327 Gibraltar Dr	TROMBLEY, CAROL LYNNE	\$26900	\$209	
PB21-0410	1288 GLEN CT	SCOPACASA, DOMINIC	\$20000	\$174	
PB21-0414	586 GLENEAGLES	R N Construction INc	\$28700	\$233	
PB21-0418	2590 LYNCH DR	EICHINGER, PETER	\$8000	\$114	
<b>Deck</b>			\$161370	\$1430	8
<b>Electrical</b>					
PE21-0288	6 Cedar Ave	Lite Electric	\$0	\$77	
PE21-0289	4 Cedar Ave	Lite Electric	\$0	\$77	
PE21-0290	2330 Gibraltar Dr	Lite Electric	\$0	\$77	
PE21-0291	4211 HUNTERS DR	Family Heating Co Inc	\$0	\$52	
PE21-0292	2643 BAY VISTA DR	Randazzo Mechanical Htg & Cl	\$0	\$52	
PE21-0293	2538 E Lindsay Ct	Lite Electric	\$0	\$77	
PE21-0294	188 MIDDLE RD	Ashcott Electrical Inc	\$0	\$50	
PE21-0295	415 S TIPSICO LAKE RD	Hartland Electric LLC	\$0	\$92	
PE21-0296	641 PERTSHIRE CT	Foundation Systems of Michiga	\$0	\$77	
PE21-0297	3715 CHEVRON DR	Efficient Electric	\$0	\$122	
PE21-0298	4660 ORCHARD DALE CT	J T GENTRY INC	\$0	\$136	
PE21-0300	3465 LONE TREE RD	Voltron Power LLC	\$0	\$137	
PE21-0301	221 E Glengarry Ct	ARI	\$0	\$77	
PE21-0302	2510 E Lindsay Ct	ARI	\$0	\$77	
PE21-0303	2246 Mac Laren	ARI	\$0	\$77	
PE21-0304	2526 E Lindsay Ct	ARI	\$0	\$77	
PE21-0305	225 E Glengarry Ct	ARI	\$0	\$77	
PE21-0306	6420 BUCKHORN LAKE RD	Dubs Electric	\$0	\$227	
PE21-0307	6452 BRIDLE LN	Michigan solar Solutions	\$0	\$48	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0308	2365 WILLOW LN	RA HOME SOLUTIONS LLC	\$0	\$100	
PE21-0309	2920 DUNLEAVY DR	Dubs Electric	\$0	\$67	
PE21-0310	2015 OAKLAND DR	Family Heating Co Inc	\$0	\$121	
PE21-0311	786 W HIGHLAND RD	Patrick Lloyd	\$0	\$108	
PE21-0312	545 SNYDER RD	Bridgewood Electrical LLC	\$0	\$51	
PE21-0313	2872 ROWE RD	All City Electrical Contr. Inc	\$0	\$220	
PE21-0314	1162 GLENEAGLES	Lakeside Service Co Inc	\$0	\$45	
PE21-0315	2525 DAVISTA DR	BECIN, CHRISTINA C	\$0	\$45	
PE21-0316	2322 S Dundee	Chapple Electric Inc	\$0	\$67	
PE21-0317	2310 S Dundee	Chapple Electric Inc	\$0	\$67	
PE21-0318	2311 S Dundee	Chapple Electric Inc	\$0	\$67	
PE21-0319	2327 S Dundee CT.	Chapple Electric Inc	\$0	\$67	
PE21-0320	2331 S Dundee Ct.	Chapple Electric Inc	\$0	\$67	
PE21-0321	2335 S Dundee Ct.	Chapple Electric Inc	\$0	\$67	
PE21-0322	2343 S Dundee Ct.	Chapple Electric Inc	\$0	\$67	
PE21-0323	2525 W Sinclair	Chapple Electric Inc	\$0	\$67	
PE21-0324	2509 W Sinclair	Chapple Electric Inc	\$0	\$67	
PE21-0325	2630 E Campbell Ct	Chapple Electric Inc	\$0	\$67	
PE21-0326	2319 S Dundee	Chapple Electric Inc	\$0	\$67	
PE21-0327	4130 WOODCOCK WAY	Bridgewood Electrical LLC	\$0	\$44	
PE21-0328	2775 N HICKORY RIDGE RD	First Choice Htg. & Cooling	\$0	\$52	
PE21-0329	186 Oak Ave	Lite Electric	\$0	\$77	
PE21-0330	185 Oak Ave	Lite Electric	\$0	\$77	
PE21-0331	184 Oak Ave	Lite Electric	\$0	\$77	
PE21-0332	5 Cedar Ave	Lite Electric	\$0	\$77	
PE21-0333	3 Sycamore	Lite Electric	\$0	\$77	
PE21-0334	133 Oak Ave	Lite Electric	\$0	\$77	
PE21-0335	132 Oak Ave	Lite Electric	\$0	\$77	
PE21-0336	118 Beech Ave	Lite Electric	\$0	\$77	
PE21-0337	87 Elm Ave	Lite Electric	\$0	\$77	
PE21-0338	85 Elm Ave	Lite Electric	\$0	\$77	
PE21-0339	58 Linden Ave	Lite Electric	\$0	\$77	
PE21-0340	55 Linden Ave	Lite Electric	\$0	\$77	
PE21-0341	23 Sycamore	Lite Electric	\$0	\$77	
PE21-0342	15 Pine Ave	Lite Electric	\$0	\$77	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0343	10 Cedar Ave	Lite Electric	\$0	\$77	
PE21-0344	8 Cedar Ave	Lite Electric	\$0	\$77	
PE21-0345	160 Hemlock Blvd	Lite Electric	\$0	\$77	
PE21-0346	3024 STEEPLECHASE	Allstar Electric Company, LLC	\$0	\$319	
PE21-0347	1704 E HIGHLAND RD	A&DC Controls, Inc.	\$0	\$73	
PE21-0348		Rotor Electric	\$0	\$136	
PE21-0349	2560 N MILFORD RD	Bridgewood Electrical LLC	\$0	\$45	
PE21-0350	6240 N MILFORD RD	Matheson Heating & AC	\$0	\$45	
PE21-0351	686 WHITE HOUSE DR	Family Heating Co Inc	\$0	\$45	
PE21-0352	1180 CHARLICK DR	Family Heating Co Inc	\$0	\$52	
PE21-0353	44 Grant Dr	Lite Electric	\$0	\$77	
PE21-0354	2526 E Lindsay Ct	Lite Electric	\$0	\$77	
PE21-0355	3140 ROSEMARY LN	Power Home Solar LLC	\$0	\$167	
PE21-0356	2583 JACKSON BLVD	Randazzo Mechanical Htg & Cl	\$0	\$52	
PE21-0357	3234 Pine Bluff	Allstar Electric Company, LLC	\$0	\$319	
PE21-0358	3822 BROADVIEW LN	Vitale Electric	\$0	\$74	
PE21-0359	2827 Overbrook St	Allstar Electric Company, LLC	\$0	\$319	
PE21-0360	3450 E CLARICE AVE	Lakes Electric	\$0	\$400	
PE21-0361	2453 NORTH ST	Family Heating Co Inc	\$0	\$45	
PE21-0362	2485 JACKSON BLVD	M & D Electric	\$0	\$249	
PE21-0363	5141 Millstone Ln	WLS Electric LLC	\$0	\$60	
PE21-0364	2383 CANTERWOOD	Robin Aire Htg & Clg	\$0	\$52	
PE21-0365	19 Pine Ave	Lite Electric	\$0	\$77	
PE21-0366	20 Pine	Lite Electric	\$0	\$77	
PE21-0367	78 Elm Ave	Lite Electric	\$0	\$77	
PE21-0368	102 Sycamore	Lite Electric	\$0	\$77	
PE21-0369	122 Elm Ave	Lite Electric	\$0	\$77	
PE21-0370	130 Elm	Lite Electric	\$0	\$77	
PE21-0371	144 Beech Ave	Lite Electric	\$0	\$77	
PE21-0372	148 Beech Ave	Lite Electric	\$0	\$77	
PE21-0373	149 Beech Ave	Lite Electric	\$0	\$77	
PE21-0374	151 Beech Ave	Lite Electric	\$0	\$77	
PE21-0375	153 Beech Ave	Lite Electric	\$0	\$77	
PE21-0376	177 Birch Ave	Lite Electric	\$0	\$77	
PE21-0377	300 Tamarack	Lite Electric	\$0	\$77	



## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0378	3522 RESERVE CT	Mister Sparky	\$0	\$77	
PE21-0379	1305 PLOVER DR	Hi-Tech Heating and Cooling	\$0	\$52	
PE21-0380	2311 S Dundee	ARI	\$0	\$77	
PE21-0381	2335 S Dundee Ct.	ARI	\$0	\$77	
PE21-0382	2509 W Sinclair	ARI	\$0	\$77	
PE21-0383	2505 W Sinclair	ARI	\$0	\$77	
PE21-0384	2322 S Dundee	ARI	\$0	\$77	
PE21-0385	4115 Emerald Park Dr	S & L Electric Inc	\$0	\$105	
PE21-0386	1709 PRUIT DR	Clockwork Climate Control	\$0	\$45	
<b>Electrical</b>			\$0	\$8856	98
<b>Fence</b>					
PB21-0386	3548 HIGHLAND BLVD	HOLTGREVEN, JAMES	\$5800	\$88	
PB21-0390	506 E BAKER RD	AIS Installations	\$10030	\$88	
PB21-0402	4323 WOODCOCK WAY	Carpenter, John	\$400	\$149	
PB21-0409	206 S SAINT JOHN RD	FOREN, NICHOLAS	\$4500	\$88	
PB21-0434	2640 MOREL DR	PERRY, TODD R	\$7000	\$88	
<b>Fence</b>			\$27730	\$501	5
<b>Garage, attached</b>					
PB21-0393	2320 Gibraltar Dr	Armour Construction LLC	\$31750	\$233	
<b>Garage, attached</b>			\$31750	\$233	1
<b>Garage, detached</b>					
PB21-0379	1650 White Lk Rd	BOETTGER, CHERIE	\$40000	\$274	
PB21-0388	3818 HIGHLAND CT	GRAYSON, DENNIS	\$25000	\$199	
PB21-0389	4309 HUNTERS DR	Kings Way Construction	\$20500	\$191	
<b>Garage, detached</b>			\$85500	\$664	3
<b>Mechanical</b>					
PM21-0272	2827 Overbrook St	Fireclass LLC	\$0	\$123	
PM21-0273	4211 HUNTERS DR	Family Heating Co Inc	\$0	\$123	
PM21-0274	2643 BAY VISTA DR	Randazzo Mechanical Htg & Cl	\$0	\$124	
PM21-0275	641 PERTSHIRE CT	Foundation Systems of Michiga	\$0	\$116	
PM21-0276	3465 LONE TREE RD	Kern Mechanical LLC	\$0	\$192	
PM21-0277	358 GLENEAGLES	Michigan Consolidated Gas Co	\$0	\$85	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0278	6039 JADA DR	Morrone Plumbing Inc	\$0	\$78	
PM21-0279	3474 HERITAGE FARMS DR	Mulligan Heating	\$0	\$161	
PM21-0280	2920 DUNLEAVY DR	Pipeline Plumbing LLC	\$0	\$78	
PM21-0281	2015 OAKLAND DR	Family Heating Co Inc	\$0	\$117	
PM21-0282	3134 BEL AIRE DR	Unlimited Heating and Air	\$0	\$316	
PM21-0283	2525 DAVISTA DR	Jacob Olson	\$0	\$82	
PM21-0284	545 SNYDER RD	Andy's Statewide Htg & Clg	\$0	\$67	
PM21-0285	1162 GLENEAGLES	Lakeside Service Co Inc	\$0	\$67	
PM21-0286	2125 HORSESHOE DR	Adkisson & Sons Htg & Clg Inc	\$0	\$85	
PM21-0287	188 MIDDLE RD	Lakeside Service Co Inc	\$0	\$67	
PM21-0288	4130 WOODCOCK WAY	Andy's Statewide Htg & Clg	\$0	\$74	
PM21-0289	2509 W Sinclair	HSI	\$0	\$77	
PM21-0290	2335 S Dundee Ct.	HSI	\$0	\$77	
PM21-0291	2311 S Dundee	HSI	\$0	\$77	
PM21-0292	2505 W Sinclair	HSI	\$0	\$77	
PM21-0293	44 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0294	2526 E Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0295	1543 WIND VALLEY LN	MAS Mechanical LLC	\$0	\$218	
PM21-0296	2455 CANTERWOOD	Accu-Temp Heating & A/C	\$0	\$67	
PM21-0297	2560 N MILFORD RD	Andy's Statewide Htg & Clg	\$0	\$73	
PM21-0298	6240 N MILFORD RD	Matheson Heating & AC	\$0	\$67	
PM21-0299	686 WHITE HOUSE DR	Family Heating Co Inc	\$0	\$67	
PM21-0300	1180 CHARLICK DR	Family Heating Co Inc	\$0	\$113	
PM21-0301	2583 JACKSON BLVD	Randazzo Mechanical Htg & Cl	\$0	\$124	
PM21-0302	2330 S Baird Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0303	2317 Mead Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0304	6420 BUCKHORN LAKE RD	Pipeline Plumbing LLC	\$0	\$78	
PM21-0305	112 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0306	5864 ZANDER LN	Morrone Plumbing Inc	\$0	\$78	
PM21-0307	2453 NORTH ST	Family Heating Co Inc	\$0	\$67	
PM21-0308	2383 CANTERWOOD	Robin Aire Htg & Clg	\$0	\$114	
PM21-0309	709 Berwick Ct	Vans Mechanical & Fireplaces L	\$0	\$282	
PM21-0310	1305 PLOVER DR	Hi-Tech Heating and Cooling	\$0	\$181	
PM21-0311	82 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0312	1709 PRUIT DR	Clockwork Climate Control	\$0	\$82	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Mechanical</b>			\$0	\$4336	41
<b>Miscellaneous</b>					
PB21-0383	2445 FOXFIELD LN	C & G Cement Contactor Inc	\$1500	\$81	
PB21-0396	2509 W Sinclair	Housing Specialist Inc	\$2700	\$87	
PB21-0397	2335 S Dundee Ct.	Housing Specialist Inc	\$2700	\$87	
PB21-0398	2311 S Dundee	Housing Specialist Inc	\$2700	\$87	
PB21-0399	2505 W Sinclair	Housing Specialist Inc	\$2700	\$87	
PB21-0401	121 Elm Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0403	3140 ROSEMARY LN	Power Home Solar LLC	\$62000	\$400	
PB21-0411	1590 WILDFLOWER LN	Walter Construction Inc	\$75000	\$465	
PB21-0420	291 Walnut	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0421	171 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0422	196 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0423	237 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0424	203 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0425	223 Maple Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0426	226 Maple Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0428	233 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0429	238 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0430	201 Birch Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0431	162 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0432	236 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0435	210 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0436	188 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0437	228 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0438	142 Oak	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0439	208 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0440	221 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0441	289 Walnut	Grand Blanc Concrete Construct	\$2500	\$86	
<b>Miscellaneous</b>			\$199300	\$3014	27
<b>Permit Renewal</b>					
PB21-0433	2382 JACKSON BLVD	JOHNSON, GARY G	\$0	\$60	
<b>Permit Renewal</b>			\$0	\$60	1

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Plumbing</b>					
PP21-0169	3134 BEL AIRE DR	No Fear Plumbing Co.	\$0	\$324	
PP21-0170	2560 PINE BLUFFS CT	R & B Plumbing Inc	\$0	\$234	
PP21-0171	4660 ORCHARD DALE CT	J T GENTRY INC	\$0	\$95	
PP21-0172	6039 JADA DR	Morrone Plumbing Inc	\$0	\$258	
PP21-0173	3545 CHEVRON DR	Benjamin Franklin Plumbing	\$0	\$60	
PP21-0174	2509 W Sinclair	HSI	\$0	\$67	
PP21-0175	2335 S Dundee Ct.	HSI	\$0	\$67	
PP21-0176	2311 S Dundee	HSI	\$0	\$67	
PP21-0177	2505 W Sinclair	HSI	\$0	\$67	
PP21-0178	44 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0179	2526 E Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0180	1986 ELKRIDGE CIR	Shelby Mechanical LLC	\$0	\$45	
PP21-0181	2330 S Baird Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0182	2317 Mead Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0183	112 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0184	5864 ZANDER LN	Morrone Plumbing Inc	\$0	\$253	
PP21-0185	3766 LOCH DR	MI Plumber LLC	\$0	\$129	
PP21-0186	1740 ROWE RD	Case Closed Plumbing, LLC	\$0	\$45	
PP21-0187	3323 Sandstone Ct.	Case Closed Plumbing, LLC	\$0	\$60	
PP21-0188	82 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0189	2866 LONE TREE RD	Gust Matthew	\$0	\$160	
PP21-0190	565 Edinburgh Circle	Healy Homes LLC	\$0	\$76	
<b>Plumbing</b>			\$0	\$2409	22
<b>Pole Barn</b>					
PB21-0394	3290 S HICKORY RIDGE RD	ALL STARS PRESCHOOL LL	\$118784	\$810	
<b>Pole Barn</b>			\$118784	\$810	1
<b>Res. Additions</b>					
PB21-0373	2174 NORTH ST	Giles Construction	\$130000	\$741	
<b>Res. Additions</b>			\$130000	\$741	1
<b>Res. Mobile Home</b>					
PMH21-0111	2509 W Sinclair	HSI	\$0	\$200	
PMH21-0112	2335 S Dundee Ct.	HSI	\$0	\$200	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH21-0113	2311 S Dundee	HSI	\$0	\$200	
PMH21-0114	2505 W Sinclair	HSI	\$0	\$200	
PMH21-0115	44 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0116	2526 E Lindsay Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0117	2330 S Baird Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0118	2317 Mead Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0119	112 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0120	82 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
<b>Res. Mobile Home</b>			\$0	\$2000	10
<b>Res. Renovations</b>					
PB21-0370	342 TARAS DR	Home Depot USA	\$2093	\$90	
PB21-0371	4555 CHEVRON DR	Victors Roofing	\$94007	\$560	
PB21-0372	3585 HIGHLAND BLVD	MARA, CHERYL	\$150000	\$826	
PB21-0374	3552 LONE TREE RD	Hansons Window and Constructi	\$34980	\$254	
PB21-0375	2701 BRIAR CLIFF DR	Remodels for Less	\$30000	\$239	
PB21-0377	2006 SHEWCHENKO DR	Weathergard Window, Co., Inc.	\$25678	\$208	
PB21-0380	134 W LIVINGSTON RD	DIEDRICH, RONALD W	\$2500	\$145	
PB21-0382	2840 CLOVERDALE	Curtis Builders Inc	\$29870	\$223	
PB21-0387	289 TIMBER RIDGE DR	Roofing Solutions LLC	\$12690	\$110	
PB21-0404	2436 HIGHLAND PARK DR	Power Home Remodeling Group	\$8450	\$121	
PB21-0405	3721 TARA DR	Power Home Remodeling Group	\$14158	\$152	
PB21-0406	3701 KINGSWAY DR	Power Home Remodeling Group	\$11647	\$136	
PB21-0407	1972 WOODRIDGE CT	Quality Home Remodeling	\$9500	\$126	
PB21-0408	993 GLENEAGLES	Yakov Smolyanov	\$29800	\$228	
PB21-0412	3493 RAMADA DR	Certified Flooring Installation	\$3708	\$95	
PB21-0413	4428 CHEVRON DR	Wallside Inc	\$2700	\$90	
PB21-0427	565 NAIRN CIR	Mr Roof	\$0	\$223	
PB21-0442	2345 PINE BLUFFS CT	Finished Basements Plus LLC	\$102453	\$587	
PB21-0443	445 DELMAR CT	MGE Carpentry	\$5000	\$99	
<b>Res. Renovations</b>			\$569234	\$4512	19
<b>Res. Single Family</b>					
PB21-0400	2862 Ben Dr	COX, BRIAN	\$405870	\$2145	
PB21-0417	1965 Percy Lane	JENNINGS, JOHN A	\$408651	\$2159	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2021 12:00:00 AM AND  
6/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0419	565 Edinburgh Circle	Healy Homes LLC	\$402491	\$2129	
<b>Res. Single Family</b>			\$1217012	\$6433	3
<b>Shed</b>					
PB21-0384	3151 KELSEY CT	DUBUC, JACOB	\$12960	\$139	
<b>Shed</b>			\$12960	\$139	1
<b>Signs</b>					
PSG21-0007	1155 S MILFORD RD	K & A Signs	\$0	\$142	
PTS21-0002	2824 CLYDE RD	COLASANTI, WILLIAM K	\$0	\$40	
PTS21-0003	3000 BROWNS LN	CLOR III, ANTHONY G	\$0	\$40	
<b>Signs</b>			\$0	\$222	3
<b>Swimming Pools-Hot Tubs/Spas</b>					
PB21-0416	2452 ELKRIDGE CIR	Romans Pool Supplies	\$61500	\$397	
<b>Swimming Pools-Hot Tubs/Spas</b>			\$61500	\$397	1
<b>Temporary Structure</b>					
PB21-0415	2525 SHERLOCK TRL	TAORMINA JR, THOMAS G	\$100	\$140	
<b>Temporary Structure</b>			\$100	\$140	1
<b>Zoning Land Use</b>					
PLU21-0010	1200 N MILFORD RD	John MacFarland Painting Inc.	\$0	\$0	
PLU21-0012	3255 W HIGHLAND RD	Robert Horvath - Yellow Box Fir	\$0	\$100	
PLU21-0013	4015 WOODLAND DR	LLOYD, MARY ANN	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$100	3
<b>Totals</b>			<b>\$2655240</b>	<b>\$37412</b>	<b>250</b>

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JUNE 30, 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	4,558,926.81	
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	
			<hr/>
	TOTAL ASSETS		4,841,359.62

LIABILITIES AND EQUITY

LIABILITIES

101-000-000-202-001	ESCROW BONDS&ENG. FEES PAYABLE	617,241.94	
101-000-000-202-101	HEALTH REIMBURSEMENT PAYABLES	2,418.15	
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	264.00	
			<hr/>
	TOTAL LIABILITIES		622,496.49

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	2,000,000.00 489,145.44	
			<hr/>
	TOTAL FUND EQUITY		4,218,863.13
			<hr/>
	TOTAL LIABILITIES AND EQUITY		4,841,359.62

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
101-000-000-403-200	CURRENT PROPERTY TAX	500,000.00	500,000.00	507,578.90	14,673.51 ( 7,578.90)	101.52
101-000-000-423-200	MOBILE HOME TAXES	5,000.00	5,000.00	2,863.50	492.50 2,136.50	57.27
101-000-000-428-200	DELINQUENT P. PROPERTY TAX	.00	.00	1,587.82	620.81 ( 1,587.82)	.00
101-000-000-452-380	CONTRACTORS REGISTRATIONS	2,400.00	2,400.00	1,594.00	270.00 806.00	66.42
101-000-000-475-380	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	.00	.00 50,000.00	.00
101-000-000-477-200	DOG LICENSES	1,500.00	1,500.00	660.00	188.00 840.00	44.00
101-000-000-478-380	BUILDING PERMITS	170,000.00	200,220.00	124,618.80	23,534.00 75,601.20	62.24
101-000-000-479-380	HEATING PERMITS	35,000.00	35,000.00	33,970.20	5,847.00 1,029.80	97.06
101-000-000-480-380	PLUMBING PERMITS	20,000.00	20,000.00	20,093.80	3,363.00 ( 93.80)	100.47
101-000-000-481-380	ELECTRICAL PERMITS	40,000.00	40,000.00	37,027.60	9,430.00 2,972.40	92.57
101-000-000-490-200	OTHER LIC. & PERMIT	5,000.00	5,000.00	2,190.50	194.00 2,809.50	43.81
101-000-000-490-201	METRO AUTHORITY	12,000.00	12,000.00	21,519.75	21,519.75 ( 9,519.75)	179.33
101-000-000-528-000	OTHER FEDERAL GRANT REVENUE	.00	.00	36,739.00	.00 ( 36,739.00)	.00
101-000-000-570-961	ACTIVITY CENTER REVENUES	6,000.00	6,000.00	2,149.95	250.00 3,850.05	35.83
101-000-000-570-965	ACTIVITY CTR ANNEX UTILITIES	5,000.00	5,000.00	2,416.48	797.43 2,583.52	48.33
101-000-000-573-001	LOCAL COMMUNITY STABILIZ. AUTH	15,000.00	15,000.00	7,070.24	.00 7,929.76	47.13
101-000-000-576-960	SALES TAX	1,600,000.00	1,600,000.00	901,488.00	311,579.00 698,512.00	56.34
101-000-000-607-805	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	161,071.90	.00 138,928.10	53.69
101-000-000-608-805	REZONING FEES, PLANNING	.00	.00	750.00	.00 ( 750.00)	.00
101-000-000-609-805	ZONING BD. OF APPEALS	7,000.00	7,000.00	7,425.00	550.00 ( 425.00)	106.07
101-000-000-610-805	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	5,077.00	850.00 923.00	84.62
101-000-000-625-805	SUMMER TAX COLLECTION FEE	45,000.00	45,000.00	.00	.00 45,000.00	.00
101-000-000-627-000	ENHANCE ACCESS FEES	3,000.00	3,000.00	2,610.80	.00 389.20	87.03
101-000-000-642-276	SALE OF CEMETERY LOTS	5,000.00	5,000.00	9,200.00	4,700.00 ( 4,200.00)	184.00
101-000-000-653-200	VARIOUS FINES	.00	.00	75.00	.00 ( 75.00)	.00
101-000-000-655-000	DISTRICT COURT MONIES	50,000.00	50,000.00	16,003.99	.00 33,996.01	32.01
101-000-000-664-200	INTEREST EARNINGS	10,000.00	10,000.00	6,390.48	2,255.48 3,609.52	63.90
101-000-000-675-000	PARK: RENTALS	.00	.00	450.00	50.00 ( 450.00)	.00
101-000-000-694-008	ORDINANCE VIOLATION REIMBURSE	2,000.00	2,000.00	630.00	.00 1,370.00	31.50
101-000-000-694-100	SNOW REMOVAL REIMBURSEMENT	5,800.00	5,800.00	.00	.00 5,800.00	.00
101-000-000-694-200	MISCELLANEOUS	10,000.00	10,000.00	8,673.71	5,223.42 1,326.29	86.74
101-000-000-694-203	ADMINISTRATION FEES	15,000.00	15,000.00	15,103.96	15,103.96 ( 103.96)	100.69
101-000-000-694-207	POLICE LEASE PAYMENTS	28,000.00	28,000.00	13,999.98	2,333.33 14,000.02	50.00
101-000-000-695-200	APPROPRIATION FUND BAL.	.00	15,864.00	.00	.00 15,864.00	.00
	<b>REVENUE</b>	<b>2,953,700.00</b>	<b>2,999,784.00</b>	<b>1,951,030.36</b>	<b>423,825.19 1,048,753.64</b>	<b>65.04</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,953,700.00</b>	<b>2,999,784.00</b>	<b>1,951,030.36</b>	<b>423,825.19 1,048,753.64</b>	<b>65.04</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	12,340.52	1,910.08	11,839.48	51.04
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>12,467.52</b>	<b>1,910.08</b>	<b>17,712.48</b>	<b>41.31</b>
<b>SUPERVISOR'S DEPT</b>							
101-171-000-703-000	SUP DEPT: SALARIES	78,795.00	78,795.00	39,397.54	6,061.16	39,397.46	50.00
101-171-000-705-000	SUP DEPT: CLERICAL WAGE F-T	48,750.00	18,713.00	18,712.50	.00	.50	100.00
101-171-000-705-001	SUP DEPT: FLOATER WAGE P-T	13,065.00	13,065.00	7,256.28	753.75	5,808.72	55.54
101-171-000-705-006	SUP DEPT: FLOATER (2) WAGE P-T	.00	9,750.00	.00	.00	9,750.00	.00
101-171-000-707-006	SUP DEPT: MAINT WAGE P-T	29,700.00	29,700.00	12,429.65	2,314.75	17,270.35	41.85
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: MAINTENANCE WAGE P-T	.00	.00	711.90	239.40	( 711.90)	.00
	<b>TOTAL SUPERVISOR'S DEPT</b>	<b>172,810.00</b>	<b>152,523.00</b>	<b>78,632.87</b>	<b>9,369.06</b>	<b>73,890.13</b>	<b>51.55</b>
<b>ACCOUNTING DEPT</b>							
101-201-000-703-000	ACCTG: BOOKKEEPER WAGE F-T	54,600.00	54,600.00	27,227.39	4,200.00	27,372.61	49.87
101-201-000-705-000	ACCTG: P-T ASSISTANT	20,904.00	20,904.00	10,391.62	1,603.81	10,512.38	49.71
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>37,654.01</b>	<b>5,803.81</b>	<b>40,849.99</b>	<b>47.96</b>
<b>ASSESSING DEPT</b>							
101-209-000-705-000	ASSESSING: CLERICAL WAGE F-T	25,935.00	22,435.00	5,381.25	2,712.50	17,053.75	23.99
101-209-000-801-000	ASSESSING: CONTRACTUAL SVCS	122,000.00	122,000.00	70,946.60	9,947.89	51,053.40	58.15
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>76,861.85</b>	<b>12,660.39</b>	<b>69,673.15</b>	<b>52.45</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 F-T	58,500.00	58,500.00	29,160.90	4,500.00	29,339.10	49.85
101-215-000-703-000	CLERK: SALARIES	74,855.00	74,855.00	37,427.65	5,758.10	37,427.35	50.00
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 F-T	39,360.00	39,360.00	19,658.35	3,028.51	19,701.65	49.94
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	2,401.40	90.00	1,598.60	60.04
	<b>TOTAL CLERK'S DEPT</b>	<b>181,515.00</b>	<b>181,515.00</b>	<b>88,533.30</b>	<b>13,376.61</b>	<b>92,981.70</b>	<b>48.77</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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 F-T	60,450.00	60,450.00	30,107.55	4,650.00	30,342.45	49.81
101-253-000-703-000	TREAS: SALARIES	74,855.00	74,855.00	37,427.65	5,758.10	37,427.35	50.00
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 F-T	40,990.00	40,990.00	20,487.85	3,153.00	20,502.15	49.98
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	804.78	100.00	3,195.22	20.12
	<b>TOTAL TREASURER'S DEPT</b>	<b>190,170.00</b>	<b>190,170.00</b>	<b>88,827.83</b>	<b>13,661.10</b>	<b>101,342.17</b>	<b>46.71</b>
<b>CEMETERY</b>							
101-276-000-935-000	CEMETERY: SEXTON	41,208.00	41,208.00	20,604.00	3,434.00	20,604.00	50.00
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	4,986.99	4,012.59	1,013.01	83.12
	<b>TOTAL CEMETERY</b>	<b>51,708.00</b>	<b>51,708.00</b>	<b>25,590.99</b>	<b>7,446.59</b>	<b>26,117.01</b>	<b>49.49</b>
<b>ACTIVITY CENTER</b>							
101-289-000-703-007	ACTIVITY CTR: DIR. WAGE F-T	45,825.00	45,825.00	22,786.29	3,525.00	23,038.71	49.72
101-289-000-704-000	ACT CTR: COORDINATOR WAGE P-T	29,250.00	29,250.00	9,660.00	1,500.00	19,590.00	33.03
101-289-000-704-002	ACT CTR: COMMUNICATION WAGE P-	19,500.00	19,500.00	9,660.00	1,500.00	9,840.00	49.54
101-289-000-705-007	ACT CTR: CLERICAL WAGE P-T	19,500.00	19,500.00	.00	.00	19,500.00	.00
101-289-000-705-008	ACTIVITY CTR: SECURITY P-T	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	.00	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	942.05	67.95	5,057.95	15.70
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	400.24	52.75	1,099.76	26.68
101-289-000-854-000	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	896.93	138.89	1,603.07	35.88
101-289-000-903-000	ACTIVITY CTR: ADVERT./PRINTING	6,500.00	6,500.00	3,614.40	590.00	2,885.60	55.61
101-289-000-920-000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	3,317.99	554.37	5,682.01	36.87
101-289-000-931-000	ACTIVITY CTR: BUILDING MAINT	5,000.00	5,000.00	499.44	52.20	4,500.56	9.99
101-289-000-931-001	ACTIVITY CTR: MAINTEN WAGE P-T	11,700.00	11,700.00	5,774.10	900.60	5,925.90	49.35
101-289-000-933-000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	596.98	205.15	1,903.02	23.88
101-289-001-853-000	ANNEX: INTERNET SERVICE	1,500.00	1,500.00	1,299.37	216.57	200.63	86.62
101-289-001-920-002	ANNEX: UTILITIES	9,000.00	9,000.00	3,047.24	456.51	5,952.76	33.86
101-289-001-931-002	ANNEX: BUILDING MAINT	5,000.00	5,000.00	6,485.47	622.41	( 1,485.47)	129.71
	<b>TOTAL ACTIVITY CENTER</b>	<b>187,072.00</b>	<b>187,072.00</b>	<b>69,225.75</b>	<b>10,382.40</b>	<b>117,846.25</b>	<b>37.00</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	3,016.11	476.63	7,983.89	27.42
101-290-000-728-000	GEN GOV: POSTAGE	8,000.00	8,000.00	2,194.34	229.04	5,805.66	27.43
101-290-000-792-000	GEN GOV: MEMBER FEES	10,500.00	10,500.00	10,363.65	7,425.85	136.35	98.70
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	2,342.62	2,342.62	7,657.38	23.43
101-290-000-802-000	GEN GOV: AUDITING	70,000.00	70,000.00	65,168.25	1,179.75	4,831.75	93.10
101-290-000-804-000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	28,317.05	3,397.25	46,682.95	37.76
101-290-000-806-000	GEN GOV: COURT WITNESS FEES	500.00	500.00	( 26.88)	.00	526.88	( 5.38)
101-290-000-810-000	GEN GOV: PROF SERVICES	40,000.00	40,000.00	10,200.00	.00	29,800.00	25.50
101-290-000-852-000	GEN GOV: FIBER-OTHER COMMUNIC	12,000.00	12,000.00	5,761.00	823.00	6,239.00	48.01
101-290-000-853-000	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	2,417.59	290.24	4,082.41	37.19
101-290-000-855-000	GEN GOV: WEBSITE	2,000.00	2,000.00	1,152.50	112.50	847.50	57.63
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	8,258.34	3,744.84	14,241.66	36.70
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	65,259.00	16,971.00	( 259.00)	100.40
101-290-000-920-000	GEN GOV: UTILITIES	60,000.00	60,000.00	26,654.04	4,773.12	33,345.96	44.42
101-290-000-931-000	GEN GOV: TOWNSHIP MAINTENANCE	30,000.00	30,000.00	13,870.75	3,305.41	16,129.25	46.24
101-290-000-933-000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	17,115.42	4,491.13	32,884.58	34.23
101-290-000-934-000	GEN GOV: VEHICLE OP MAINT	3,000.00	3,000.00	1,091.10	321.47	1,908.90	36.37
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	.00	5,700.03	43.00
101-290-000-956-001	GEN GOV: MISC. GRANT EXPENSE	.00	.00	35,411.49	.00	( 35,411.49)	.00
101-290-000-967-000	GEN GOV: METRO AUTHORITY EXP	12,000.00	12,000.00	390.95	387.54	11,609.05	3.26
101-290-000-970-000	GEN GOV: EQUIP CAP OUTLAY	38,000.00	38,000.00	29,858.99	29,858.99	8,141.01	78.58
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	6,161.54	4,230.99	( 1,161.54)	123.23
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>801,300.00</b>	<b>801,300.00</b>	<b>541,952.34</b>	<b>84,361.37</b>	<b>259,347.66</b>	<b>67.63</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	610.20	34.50	1,889.80	24.41
101-292-000-756-002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	364.34	.00	2,635.66	12.14
101-292-000-756-003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	1,923.66	1,495.00	1,076.34	64.12
101-292-000-920-000	PARKS: UTILITIES	3,000.00	3,000.00	975.57	295.61	2,024.43	32.52
101-292-000-935-000	PARKS: MAINTENANCE	18,000.00	18,000.00	4,654.12	1,494.00	13,345.88	25.86
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>8,527.89</b>	<b>3,319.11</b>	<b>26,472.11</b>	<b>24.37</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	160,250.00	82,540.41	12,122.49	77,709.59 51.51
101-295-000-715-001	GGP: CASH IN LIEU BENEF BUYOUT	61,000.00	61,000.00	27,056.31	4,541.65	33,943.69 44.35
101-295-000-715-004	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	10,300.88	1,378.64	34,699.12 22.89
101-295-000-717-000	GGP: EMPLR PAYROLL TAX	85,000.00	85,000.00	42,329.08	6,636.07	42,670.92 49.80
101-295-000-718-000	GGP: DEFINED CONTRIBUTION PLAN	110,000.00	110,000.00	51,903.78	25,909.30	58,096.22 47.19
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>502,114.00</b>	<b>215,465.46</b>	<b>50,588.15</b>	<b>286,648.54 42.91</b>
<b>ORDINANCE ENFORCEMENT</b>						
101-301-000-703-000	OE: ZONING ADMINISTRATOR WAGE	51,010.00	51,010.00	25,641.63	3,989.40	25,368.37 50.27
101-301-000-806-001	OE: VIOLATION CORRECTIONS	5,000.00	5,000.00	355.00	315.00	4,645.00 7.10
101-301-000-810-003	OE: ORDINANCE OFFICER WAGE	24,256.00	24,256.00	11,913.59	1,849.14	12,342.41 49.12
	<b>TOTAL ORDINANCE ENFORCEMENT</b>	<b>80,266.00</b>	<b>80,266.00</b>	<b>37,910.22</b>	<b>6,153.54</b>	<b>42,355.78 47.23</b>
<b>BUILDING DEPT</b>						
101-371-000-703-000	BLDG: INSPECTOR WAGE F-T	61,460.00	61,460.00	30,690.15	4,728.00	30,769.85 49.94
101-371-000-704-000	BLDG: CLERICAL WAGE 1 F-T	37,348.00	37,348.00	18,660.68	2,872.50	18,687.32 49.96
101-371-000-705-000	BLDG: CLERICAL WAGE 2 F-T	35,329.00	35,329.00	16,691.40	2,718.00	18,637.60 47.25
101-371-000-706-000	BLDG: PART-TIME SEASONAL	.00	5,220.00	3,427.50	1,252.50	1,792.50 65.66
101-371-000-710-001	BLDG: INSP/ELEC/PLUMB/HTG	75,000.00	100,000.00	50,281.37	12,076.45	49,718.63 50.28
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	303.69	154.76	196.31 60.74
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>242,857.00</b>	<b>120,054.79</b>	<b>23,802.21</b>	<b>122,802.21 49.43</b>
<b>PLANNING DEPT</b>						
101-400-000-703-002	PLNG: DIR.PLAN & DEV. WAGE F-T	75,266.00	75,266.00	37,738.10	5,847.90	37,527.90 50.14
101-400-000-704-000	PLNG: CERTIFICATION	2,000.00	2,000.00	85.00	.00	1,915.00 4.25
101-400-000-705-000	PLNG: CLERICAL WAGE F-T	35,330.00	.00	.00	.00	.00 .00
101-400-000-817-005	PLNG: CONSULTANT PROF.	.00	68,867.00	60.00	60.00	68,807.00 .09
101-400-000-820-000	PLNG: DUES/ED/TRAVEL	1,500.00	1,500.00	1,595.00	.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	1,877.50	490.00	9,522.50 16.47
101-400-100-820-000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	925.00	.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	994.50	535.50	2,505.50 28.41
101-400-100-904-000	PLNG COMM: MASTER PLAN PROF.	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	7,154.91	6,164.91	2,845.09 71.55
	<b>TOTAL PLANNING DEPT</b>	<b>174,146.00</b>	<b>207,683.00</b>	<b>50,430.01</b>	<b>13,098.31</b>	<b>157,252.99 24.28</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	2,340.00	690.00	6,540.00	26.35
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	.00	848.00	15.20
101-410-000-903-005	ZBA: ADVERTISING	2,500.00	2,500.00	2,846.75	395.00	( 346.75)	113.87
	<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>15,280.00</b>	<b>15,280.00</b>	<b>5,338.75</b>	<b>1,085.00</b>	<b>9,941.25</b>	<b>34.94</b>
<b>SOCIAL SERVICES</b>							
101-673-000-702-000	SOC SERV: CROSSING GUARDS	8,800.00	8,800.00	3,751.34	619.79	5,048.66	42.63
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>4,411.34</b>	<b>619.79</b>	<b>71,888.66</b>	<b>5.78</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>2,932,923.00</b>	<b>2,979,007.00</b>	<b>1,461,884.92</b>	<b>257,637.52</b>	<b>1,517,122.08</b>	<b>49.07</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>20,777.00</b>	<b>20,777.00</b>	<b>489,145.44</b>	<b>166,187.67</b>	<b>468,368.44</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

ROAD FUND

<u>ASSETS</u>			
201-000-000-007-000	CASH - COMBINED SAVINGS	61,895.46	
201-000-000-008-700	HAULING ROUTE SAVINGS ACCT.	516,972.58	
		<hr/>	
	TOTAL ASSETS		578,868.04
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
201-000-000-202-001	HAULING ROUTE PAYABLE	25,628.35	
		<hr/>	
	TOTAL LIABILITIES		25,628.35
<u>FUND EQUITY</u>			
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	57,332.25	
		<hr/>	
	TOTAL FUND EQUITY		553,239.69
			<hr/>
	TOTAL LIABILITIES AND EQUITY		578,868.04
			<hr/> <hr/>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	6.05	1.48	1,493.95	.40
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>100,006.05</u>	<u>1.48</u>	<u>1,493.95</u>	<u>98.53</u>
TOTAL FUND REVENUE	<u>101,500.00</u>	<u>101,500.00</u>	<u>100,006.05</u>	<u>1.48</u>	<u>1,493.95</u>	<u>98.53</u>
<u>ROAD EXPENDITURES</u>						
201-290-000-952-000						
DUST CONTROL	60,000.00	60,000.00	2,892.80	631.80	57,107.20	4.82
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>42,673.80</u>	<u>631.80</u>	<u>57,326.20</u>	<u>42.67</u>
TOTAL ROAD EXPENDITURES	<u>100,000.00</u>	<u>100,000.00</u>	<u>42,673.80</u>	<u>631.80</u>	<u>57,326.20</u>	<u>42.67</u>
TOTAL FUND EXPENDITURES	<u>100,000.00</u>	<u>100,000.00</u>	<u>42,673.80</u>	<u>631.80</u>	<u>57,326.20</u>	<u>42.67</u>
NET REVENUE OVER EXPENDITURES	<u>1,500.00</u>	<u>1,500.00</u>	<u>57,332.25</u>	<u>( 630.32)</u>	<u>55,832.25</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

BUS TRANSPORTATION

ASSETS

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 6 MONTHS ENDING JUNE 30, 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
	REVENUE	.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
	TOTAL BUS EXPENDITURES	.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
	NET REVENUE OVER EXPENDITURES	.00	.00	( 40,429.65)	.00	( 40,429.65)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

FIRE FUND

ASSETS

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

1,863,457.98

TOTAL ASSETS

1,863,457.98

LIABILITIES AND EQUITY

FUND EQUITY

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

1,343,646.15  
519,811.83

TOTAL FUND EQUITY

1,863,457.98

TOTAL LIABILITIES AND EQUITY

1,863,457.98

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2021**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
206-000-000-403-206	1,137,266.00	1,137,266.00	1,143,557.96	32,790.93	( 6,291.96)	100.55
206-000-000-629-000	.00	.00	2,910.00	150.00	( 2,910.00)	.00
206-000-000-656-001	350,000.00	350,000.00	174,650.23	34,297.87	175,349.77	49.90
206-000-000-664-206	15,000.00	15,000.00	8,535.43	1,299.43	6,464.57	56.90
206-000-000-671-206	.00	.00	2,000.00	.00	( 2,000.00)	.00
206-000-000-694-200	15,000.00	15,000.00	91.00	3.00	14,909.00	.61
206-000-000-695-200	.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>1,331,744.62</b>	<b>68,541.23</b>	<b>193,164.38</b>	<b>87.33</b>
<b>TOTAL FUND REVENUE</b>	<b>1,517,266.00</b>	<b>1,524,909.00</b>	<b>1,331,744.62</b>	<b>68,541.23</b>	<b>193,164.38</b>	<b>87.33</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2021**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>FIRE EXPENDITURES</b>							
206-290-000-717-000	FIRE: EMPLOYER PAYROLL TAX	66,117.00	66,117.00	33,083.89	4,910.84	33,033.11	50.04
206-290-001-702-001	FIRE: F-T WAGE OFFICER N.G.	60,632.00	60,632.00	31,226.17	4,826.58	29,405.83	51.50
206-290-001-702-002	FIRE:F-T WAGE OFFICER D.K.	59,116.00	59,116.00	30,157.51	4,683.08	28,958.49	51.01
206-290-001-702-003	FIRE: F-T WAGE OFFICER G.B.	60,632.00	60,632.00	31,417.93	4,803.92	29,214.07	51.82
206-290-001-702-004	FIRE: F-T WAGE MEDIC C.S.	50,986.00	50,986.00	26,750.12	4,040.72	24,235.88	52.47
206-290-001-702-005	FIRE:F-T WAGE MEDIC M.B.	50,986.00	50,986.00	22,221.43	3,652.95	28,764.57	43.58
206-290-001-702-006	FIRE:F-T WAGE MEDIC A.G.	50,986.00	50,986.00	22,615.88	3,635.80	28,370.12	44.36
206-290-001-704-002	FIRE: P-T CLERICAL	15,382.00	15,912.00	7,946.25	1,224.00	7,965.75	49.94
206-290-001-713-001	FIRE: F-T OVERTIME	40,000.00	40,000.00	16,697.34	3,192.42	23,302.66	41.74
206-290-001-715-206	FIRE: INSURANCE/BONDS	100,000.00	100,000.00	97,007.00	12,601.25	2,993.00	97.01
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	3,793.85	542.47	4,206.15	47.42
206-290-001-728-206	FIRE: UNIFORMS	30,000.00	30,000.00	5,215.50	712.69	24,784.50	17.39
206-290-001-804-206	FIRE: LEGAL SERVICES	10,000.00	10,000.00	1,019.75	175.00	8,980.25	10.20
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	12,543.80	17.00	2,456.20	83.63
206-290-001-821-206	FIRE: FIREFIGHTERS PAYROLL	375,000.00	375,000.00	212,579.71	29,830.95	162,420.29	56.69
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	37,617.19	5,787.26	36,886.81	50.49
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	13,985.49	2,170.73	13,860.51	50.22
206-290-001-835-206	FIRE: MEDICAL SUPPLIES	15,000.00	15,000.00	12,821.83	1,319.73	2,178.17	85.48
206-290-001-852-206	FIRE: RADIO COMMUNICATIONS	48,500.00	48,500.00	18,578.45	3,886.94	29,921.55	38.31
206-290-001-865-206	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	22,268.69	10,352.26	27,731.31	44.54
206-290-001-866-206	FIRE: VEHICLE GAS/OIL	30,000.00	30,000.00	10,447.89	2,814.61	19,552.11	34.83
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	14,969.15	2,029.20	15,030.85	49.90
206-290-001-931-206	FIRE: BLDG MAINT/REPAIR	20,000.00	20,000.00	10,114.98	578.98	9,885.02	50.57
206-290-001-933-206	FIRE: EQUIP MAINT	15,000.00	15,000.00	9,914.79	1,551.57	5,085.21	66.10
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	2,312.97	1,829.00	7,687.03	23.13
206-290-001-973-206	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	2,500.44	396.00	( .44)	100.02
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>758,183.81</b>	<b>111,565.95</b>	<b>660,231.19</b>	<b>53.45</b>
<b>GENERAL GOVT PERSONNEL</b>							
206-295-000-715-000	FIRE:HEALTH/DENTAL/LIFE/DISINS	60,000.00	60,000.00	33,803.92	4,815.48	26,196.08	56.34
206-295-000-715-001	FIRE:CASH IN LIEU BENEF BUYOUT	9,552.00	10,300.00	5,105.87	866.04	5,194.13	49.57
206-295-000-715-004	FIRE: BCN HEALTH REIMBURSEMEN	.00	.00	6,303.89	501.77	( 6,303.89)	.00
206-295-000-718-000	FIRE:DEFINED CONTRIBUTION PLAN	25,694.00	25,694.00	8,535.30	4,267.65	17,158.70	33.22
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>53,748.98</b>	<b>10,450.94</b>	<b>52,745.02</b>	<b>50.47</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	811,932.79	122,016.89	712,976.21	53.24
NET REVENUE OVER EXPENDITURES	19,634.00	.00	519,811.83	( 53,475.66)	519,811.83	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2021

POLICE FUND

ASSETS

207-000-000-004-000	PETTY CASH	50.00	
207-000-000-007-000	CASH - COMBINED SAVINGS	4,209,016.47	
	TOTAL ASSETS		<u>4,209,066.47</u>

LIABILITIES AND EQUITY

FUND EQUITY

207-000-000-390-000	FUND BALANCE	2,079,441.74	
	REVENUE OVER EXPENDITURES - YTD	2,129,624.73	
	TOTAL FUND EQUITY		<u>4,209,066.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,209,066.47</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	2,835,175.03	81,329.44 ( 14,557.03)	100.52
207-000-000-654-000	MINI CONTRACT	12,000.00	12,000.00	9,513.24	9,513.24	79.28
207-000-000-654-100	AMERICAN AG. CONTRACT	162,000.00	162,000.00	67,500.00	.00	41.67
207-000-000-657-000	RETURNABLE LIQUOR LICENSE FEE	9,600.00	9,600.00	.00	.00	.00
207-000-000-664-000	INTEREST EARNINGS	15,000.00	15,000.00	8,505.07	831.51	56.70
207-000-000-694-002	SCHOOL PARTICIPATION	105,000.00	105,000.00	.00	.00	.00
207-000-000-694-200	MISCELLANEOUS	.00	.00	600.00	.00 ( 600.00)	.00
207-000-000-695-200	APPROPRIATION FUND BAL.	.00	32,600.00	.00	.00	.00
	<b>REVENUE</b>	<b>3,124,218.00</b>	<b>3,156,818.00</b>	<b>2,921,293.34</b>	<b>91,674.19</b>	<b>235,524.66</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,124,218.00</b>	<b>3,156,818.00</b>	<b>2,921,293.34</b>	<b>91,674.19</b>	<b>235,524.66</b>
<b>POLICE EXPENDITURES</b>						
207-290-000-715-002	POLICE: RETIREE MEDICAL	1,500.00	1,500.00	.00	.00	.00
207-290-000-716-001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	.00
207-290-000-717-000	POLICE: EMPLOYER PAYROLL TAX	2,800.00	2,800.00	1,238.06	189.64	44.22
207-290-000-815-000	POLICE: SHERIFF'S MAINT	20,000.00	20,000.00	5,599.22	1,269.34	28.00
207-290-000-815-001	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	13,999.98	2,333.33	50.00
207-290-000-816-000	POLICE: OAKLAND CO SHER CONT	2,648,182.00	2,648,182.00	690,949.93	.00	26.09
207-290-000-816-002	POLICE: CLERICAL WAGE	31,000.00	31,000.00	16,315.03	2,479.18	52.63
207-290-000-816-003	POLICE:SCHOOL RESOURCE OFFICE	105,000.00	105,000.00	.00	.00	.00
207-290-000-817-000	POLICE: MINI CONTRACT	12,000.00	12,000.00	.00	.00	.00
207-290-000-817-001	POLICE: OVERTIME	200,000.00	200,000.00	42,578.98	4,252.45	21.29
207-290-000-920-000	POLICE: UTILITIES	14,000.00	14,000.00	3,220.14	507.23	23.00
207-290-000-956-000	POLICE: MISCELLANEOUS	10,000.00	10,000.00	145.00	.00	1.45
207-290-000-956-004	POLICE: RESERVE EQUIPMENT	1,500.00	1,500.00	.00	.00	.00
207-290-000-970-000	POLICE: EQUIP CAP OUTLAY	25,000.00	25,000.00	3,788.23	.00	15.15
207-290-000-970-003	POLICE: BUILDING REN	20,000.00	52,600.00	13,834.04	6,515.00	26.30
	<b>TOTAL POLICE EXPENDITURES</b>	<b>3,123,982.00</b>	<b>3,156,582.00</b>	<b>791,668.61</b>	<b>17,546.17</b>	<b>2,364,913.39</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,123,982.00</b>	<b>3,156,582.00</b>	<b>791,668.61</b>	<b>17,546.17</b>	<b>2,364,913.39</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>236.00</b>	<b>236.00</b>	<b>2,129,624.73</b>	<b>74,128.02</b>	<b>2,129,388.73</b>

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

POST-RETIREMENT BENEFITS

ASSETS

211-000-000-007-000	CASH - COMBINED SAVINGS	280,828.59
211-000-000-008-600	MUTUAL FUNDS	648,424.15
211-000-000-008-700	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

978,112.74

LIABILITIES AND EQUITY

FUND EQUITY

211-000-000-390-000	FUND BALANCE	957,860.22
	REVENUE OVER EXPENDITURES - YTD	20,252.52

TOTAL FUND EQUITY

978,112.74

TOTAL LIABILITIES AND EQUITY

978,112.74



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2021**

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
211-000-000-664-000						
INTEREST EARNINGS	.00	.00	8,477.35	2,030.85	( 8,477.35)	.00
211-000-000-664-001						
GAINS/LOSSES	.00	.00	32,945.20	5,969.86	( 32,945.20)	.00
211-000-000-695-200						
APPROPRIATION FUND BAL.	80,000.00	80,000.00	.00	.00	80,000.00	.00
	<u>80,000.00</u>	<u>80,000.00</u>	<u>41,422.55</u>	<u>8,000.71</u>	<u>38,577.45</u>	<u>51.78</u>
TOTAL FUND REVENUE	<u>80,000.00</u>	<u>80,000.00</u>	<u>41,422.55</u>	<u>8,000.71</u>	<u>38,577.45</u>	<u>51.78</u>
<u>DEPARTMENT 290</u>						
211-290-000-700-000						
RETIREE OPEB EXPENSE	80,000.00	80,000.00	16,464.13	2,844.02	63,535.87	20.58
211-290-000-793-000						
OPEB: BANK FEES	.00	.00	4,705.90	.00	( 4,705.90)	.00
	<u>80,000.00</u>	<u>80,000.00</u>	<u>21,170.03</u>	<u>2,844.02</u>	<u>58,829.97</u>	<u>26.46</u>
TOTAL FUND EXPENDITURES	<u>80,000.00</u>	<u>80,000.00</u>	<u>21,170.03</u>	<u>2,844.02</u>	<u>58,829.97</u>	<u>26.46</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>20,252.52</u>	<u>5,156.69</u>	<u>20,252.52</u>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2021

REFUSE FUND

ASSETS

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

773,174.20

TOTAL ASSETS

773,174.20

LIABILITIES AND EQUITY

FUND EQUITY

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

202,212.91  
570,961.29

TOTAL FUND EQUITY

773,174.20

TOTAL LIABILITIES AND EQUITY

773,174.20

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	1,105,499.76	38,652.79 ( 9,074.76)	100.83
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	1,084.69	193.51 3,915.31	21.69
226-000-000-694-200	MISCELLANEOUS	.00	.00	1,117.00	110.00 ( 1,117.00)	.00
	<b>REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,107,716.45</b>	<b>38,956.30 ( 5,291.45)</b>	<b>100.48</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,107,716.45</b>	<b>38,956.30 ( 5,291.45)</b>	<b>100.48</b>
<b>REFUSE EXPENDITURES</b>						
226-528-000-705-000	REFUSE: CLERICAL WAGE	11,115.00	11,115.00	2,306.25	1,162.50 8,808.75	20.75
226-528-000-706-000	REFUSE: CONTRACTOR	1,047,000.00	1,047,000.00	523,978.91	87,380.15 523,021.09	50.05
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	10,470.00	10,470.00 .00	100.00
	<b>TOTAL REFUSE EXPENDITURES</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>536,755.16</b>	<b>99,012.65 536,824.84</b>	<b>50.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>536,755.16</b>	<b>99,012.65 536,824.84</b>	<b>50.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>28,845.00</b>	<b>28,845.00</b>	<b>570,961.29</b>	<b>( 60,056.35) 542,116.29</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

HAAC ADVISORY COUNCIL

<u>ASSETS</u>			
289-000-000-007-000	CASH - COMBINED SAVINGS	<u>18,852.65</u>	
	TOTAL ASSETS		<u>18,852.65</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>2,255.53</u>	
	TOTAL FUND EQUITY		<u>18,852.65</u>
	TOTAL LIABILITIES AND EQUITY		<u>18,852.65</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	2,255.53	143.82	( 2,255.53)	.00
REVENUE	.00	.00	2,255.53	143.82	( 2,255.53)	.00
TOTAL FUND REVENUE	.00	.00	2,255.53	143.82	( 2,255.53)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	2,255.53	143.82	2,255.53	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>			
401-000-000-007-000	CASH - COMBINED SAVINGS	5,068,276.92	
401-000-000-085-001	DUE TO/FROM DDA	<u>137,665.06</u>	
	TOTAL ASSETS		<u><u>5,205,941.98</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>( 95,711.05)</u>	
	TOTAL FUND EQUITY		<u><u>5,201,835.22</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>5,205,941.98</u></u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	4,433.84	110.96	( 4,433.84)	.00
401-000-000-664-201	INTEREST EARNINGS DDA LOAN	.00	.00	1,872.44	294.05	( 1,872.44)	.00
401-000-000-689-001	CELL TOWER LEASE	130,000.00	130,000.00	140,879.25	79,593.09	( 10,879.25)	108.37
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>147,185.53</b>	<b>79,998.10</b>	<b>4,812,814.47</b>	<b>2.97</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,860,000.00</b>	<b>4,960,000.00</b>	<b>147,185.53</b>	<b>79,998.10</b>	<b>4,812,814.47</b>	<b>2.97</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	114,446.71	16,286.75	4,235,553.29	2.63
401-290-000-938-008	M59 BIKEPATHS	.00	.00	1,016.37	.00	( 1,016.37)	.00
401-290-000-938-014	TOWNSHIP RELOCATION EXPENSES	.00	150,000.00	27,433.50	.00	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>242,896.58</b>	<b>16,286.75</b>	<b>4,557,103.42</b>	<b>5.06</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>242,896.58</b>	<b>16,286.75</b>	<b>4,717,103.42</b>	<b>4.90</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 95,711.05)</b>	<b>63,711.35</b>	<b>( 95,711.05)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2021

FIRE CAPITAL FUND

ASSETS

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

5,585,813.45

TOTAL ASSETS

5,585,813.45

LIABILITIES AND EQUITY

FUND EQUITY

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

6,782,179.72  
( 1,196,366.27)

TOTAL FUND EQUITY

5,585,813.45

TOTAL LIABILITIES AND EQUITY

5,585,813.45



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	824,921.03	23,696.05	( 3,074.03)	100.37
402-000-000-664-000	25,000.00	25,000.00	25,817.85	1,715.83	( 817.85)	103.27
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>850,738.88</b>	<b>25,411.88</b>	<b>5,742,438.12</b>	<b>12.90</b>
<b>TOTAL FUND REVENUE</b>	<b>846,847.00</b>	<b>6,593,177.00</b>	<b>850,738.88</b>	<b>25,411.88</b>	<b>5,742,438.12</b>	<b>12.90</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	1,447,274.08	558,698.81	1,046,391.92	58.04
402-290-000-988-002	.00	3,078,268.00	12,443.08	5,038.75	3,065,824.92	.40
402-290-000-991-000	410,376.00	270,000.00	270,000.00	.00	.00	100.00
402-290-000-992-000	133,626.00	274,002.00	140,375.00	.00	133,627.00	51.23
402-290-000-993-000	.00	.00	500.00	500.00	( 500.00)	.00
<b>TOTAL FIRE CAPITAL EXPENDITURE</b>	<b>564,002.00</b>	<b>6,310,332.00</b>	<b>2,047,105.15</b>	<b>564,237.56</b>	<b>4,263,226.85</b>	<b>32.44</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>564,002.00</b>	<b>6,310,332.00</b>	<b>2,047,105.15</b>	<b>564,237.56</b>	<b>4,263,226.85</b>	<b>32.44</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>282,845.00</b>	<b>282,845.00</b>	<b>( 1,196,366.27)</b>	<b>( 538,825.68)</b>	<b>( 1,479,211.27)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

DOWNTOWN DEVELOPMENT AUTHORITY

<u>ASSETS</u>			
495-000-000-007-000	CASH - COMBINED SAVINGS	340,115.16	
495-000-000-067-800	TAXES RECEIVABLE	63,000.00	
		<hr/>	
	TOTAL ASSETS		403,115.16
			<hr/> <hr/>
<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	137,665.06	
		<hr/>	
	TOTAL LIABILITIES		237,665.06
<u>FUND EQUITY</u>			
495-000-000-390-000	FUND BALANCE	141,254.18	
	REVENUE OVER EXPENDITURES - YTD	24,195.92	
		<hr/>	
	TOTAL FUND EQUITY		165,450.10
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		403,115.16
			<hr/> <hr/>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	6,500.00	2,500.00 ( 6,500.00)	.00
495-000-000-664-000	INTEREST EARNINGS	1,080.00	1,080.00	418.88	65.87	38.79
495-000-000-694-200	MISCELLANEOUS	.00	.00	10.00	( 10.00)	.00
495-000-000-694-201	DDA EVENTS FUND	.00	.00	( 3,370.00)	( 190.00)	.00
495-000-000-694-205	FUNDRAISING	3,000.00	3,000.00	2,205.00	1,700.00	73.50
495-000-000-694-208	FARMERS MARKET RESERVATIONS	300.00	300.00	.00	.00	.00
495-000-000-694-302	TIF	274,000.00	274,000.00	80,038.77	7,504.17	29.21
495-000-000-695-200	APPROP FUND BALANCE	.00	20,000.00	.00	.00	.00
	<b>REVENUE</b>	<b>278,380.00</b>	<b>298,380.00</b>	<b>85,802.65</b>	<b>11,580.04</b>	<b>28.76</b>
	<b>TOTAL FUND REVENUE</b>	<b>278,380.00</b>	<b>298,380.00</b>	<b>85,802.65</b>	<b>11,580.04</b>	<b>28.76</b>
<b>DDA EXPENDITURES</b>						
495-290-000-703-000	DDA: DIRECTOR	48,144.00	48,144.00	24,349.03	3,732.62	50.58
495-290-000-710-000	DDA: RECORDING SECRETARY	1,200.00	1,200.00	.00	.00	.00
495-290-000-717-000	DDA: EMPLOYER PAYROLL TAX	3,683.00	3,683.00	1,836.95	285.55	49.88
495-290-000-727-000	DDA: OFFICE SUPPLIES	1,500.00	1,500.00	271.93	.00	18.13
495-290-000-729-000	DDA: MEETING PUBLIC ED SUPPLIES	500.00	500.00	.00	.00	.00
495-290-000-810-000	DDA: PROF SERVICES	7,000.00	7,000.00	188.50	188.50	2.69
495-290-000-810-001	DDA: MASTER PLAN	5,000.00	5,000.00	.00	.00	.00
495-290-000-810-002	DDA: CONSULTANT CASSIE BLASCY	7,200.00	7,200.00	3,105.00	705.00	43.13
495-290-000-810-003	DDA: SPECIAL PROJ CONSULTANT	5,700.00	5,700.00	.00	.00	.00
495-290-000-820-000	DDA: DUES/ED/TRAVEL	4,500.00	4,500.00	1,193.39	294.39	26.52
495-290-000-883-000	DDA: FARMERS' MARKET	6,000.00	6,000.00	1,026.98	511.98	17.12
495-290-000-903-000	DDA: ADVERTISING/PRINTING	5,000.00	5,000.00	239.00	59.00	4.78
495-290-000-920-000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	520.20	88.55	17.34
495-290-000-947-000	DDA: MAINTENANCE FOUR CORNER	6,000.00	6,000.00	680.00	275.00	11.33
495-290-000-947-401	DDA: INTEREST EXPENSE	6,500.00	6,500.00	1,872.44	294.05	28.81
495-290-000-948-000	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	.00	.00	.00
495-290-000-948-401	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00	.00
495-290-000-973-001	DDA: WEBSITE	1,000.00	1,000.00	475.00	.00	47.50
495-290-000-975-000	DDA: LANDSCAPING	2,000.00	2,000.00	.00	.00	.00
495-290-000-975-002	DDA: DDA SPONSORSHIPS	4,000.00	4,000.00	192.50	192.50	4.81
495-290-000-975-105	DDA: CART PROJECT	2,500.00	2,500.00	.00	.00	.00
495-290-000-976-001	DDA: PROMOTIONS	11,000.00	11,000.00	2,695.00	1,500.00	24.50
495-290-000-976-002	DDA: ECONOMIC RESTRUCTURING	9,750.00	29,750.00	20,475.00	.00	68.82
495-290-000-976-003	DDA: DESIGN	40,000.00	40,000.00	2,485.81	2,010.82	6.21
495-290-000-976-004	DDA: ORGANIZATION	3,000.00	3,000.00	.00	.00	.00
495-290-000-976-100	DDA: CAPITAL IMPROVEMENT PROJ	10,000.00	10,000.00	.00	.00	.00
	<b>TOTAL DDA EXPENDITURES</b>	<b>235,929.00</b>	<b>255,929.00</b>	<b>61,606.73</b>	<b>10,137.96</b>	<b>24.07</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>235,929.00</b>	<b>255,929.00</b>	<b>61,606.73</b>	<b>10,137.96</b>	<b>24.07</b>

# CHARTER TOWNSHIP OF HIGHLAND

EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 2021

## DOWNTOWN DEVELOPMENT AUTHORITY

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	42,451.00	42,451.00	24,195.92	1,442.08	( 18,255.08)	

# CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JUNE 30, 2021

## WATER SYSTEM

### ASSETS

591-000-000-001-000	CASH - CHECKING	465,940.59
591-000-000-007-000	CASH - COMBINED SAVINGS	52,423.36
591-000-000-009-000	CASH - DEBT	1.41
591-000-000-033-000	UTILITY RECEIVABLE WATER SYSTE	38,030.70
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

8,297,780.98

### LIABILITIES AND EQUITY

#### LIABILITIES

591-000-000-202-000	ACCOUNTS PAYABLE	51,913.79
591-000-000-202-002	ACCOUNTS PAYABLE VOUCHER	7,470.73
591-000-000-202-003	ACCOUNTS PAYABLE ACCRUED INT	.65
591-000-000-214-000	DUE TO OTHER FUNDS-INVENTORY	5,555.36
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

842,853.21

#### FUND EQUITY

591-000-000-375-000	MAJOR MAINT.RESERVE-RESTRICTED	70,436.71
591-000-000-376-000	EMERG.MAINT.RESERVE-RESTRICTED	77,058.94
591-000-000-377-000	CAP. IMPRV RESERVE-RESTRICTED	537,106.49
591-000-000-378-000	RESTRICTED DEBT	1.00
591-000-000-390-000	NET POSITION	1,120,048.72
591-000-000-390-100	CONTRIBUTED CAPITAL NET POSITI	6,921,264.00
	REVENUE OVER EXPENDITURES - YTD	( 1,270,988.09)

TOTAL FUND EQUITY

7,454,927.77

TOTAL LIABILITIES AND EQUITY

8,297,780.98

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	( 922,535.06)	7,869.85	922,535.06	.00
591-000-000-626-001						
FIXED CHARGE DEBT	.00	.00	2,499.10	1,529.31	( 2,499.10)	.00
591-000-000-626-002						
FIXED CHARGE MAJOR MAINT	.00	.00	25,071.50	.00	( 25,071.50)	.00
591-000-000-626-003						
FIXED CHARGE CAPITAL IMPR	.00	.00	22,038.15	( 25,073.24)	( 22,038.15)	.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	44,272.60	22,172.50	( 44,272.60)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>( 828,652.70)</b>	<b>6,498.42</b>	<b>828,652.70</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>( 828,652.70)</b>	<b>6,498.42</b>	<b>828,652.70</b>	<b>.00</b>
<b>WATER SYSTEM EXPENDITURES</b>						
591-536-000-812-000						
WATER SYSTEMS	.00	.00	27,936.17	8,269.56	( 27,936.17)	.00
591-536-000-813-000						
WATER MAINTENANCE	.00	.00	82,316.11	31,950.73	( 82,316.11)	.00
591-536-000-814-000						
PUMP MAINTENANCE	.00	.00	142,888.72	35,758.74	( 142,888.72)	.00
591-536-000-815-000						
SYSTEMS	.00	.00	54,663.38	13,980.37	( 54,663.38)	.00
591-536-000-816-000						
PLAN REVIEW & PERMITTING	.00	.00	3,497.05	223.19	( 3,497.05)	.00
591-536-000-817-000						
MAPPING UNIT	.00	.00	3,969.59	1,395.47	( 3,969.59)	.00
591-536-000-818-000						
BILLING SERVICES	.00	.00	7,201.01	3,426.51	( 7,201.01)	.00
591-536-000-819-000						
MAINTENANCE	.00	.00	67,177.31	60,747.69	( 67,177.31)	.00
591-536-000-956-002						
FUND ADMINISTRATION COST	.00	.00	44,664.92	22,942.74	( 44,664.92)	.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>442,335.39</b>	<b>178,695.00</b>	<b>( 442,335.39)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>442,335.39</b>	<b>178,695.00</b>	<b>( 442,335.39)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 1,270,988.09)</b>	<b>( 172,196.58)</b>	<b>( 1,270,988.09)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

CURRENT TAX COLLECT

ASSETS

703-000-000-007-000	CASH - COMBINED SAVINGS	2,862.50	
703-000-000-214-101	DUE TO/FR GENERAL FUND	( 4,056.80)	
		<u>                    </u>	
	TOTAL ASSETS		( 1,194.30)

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	( 1,194.30)	
		<u>                    </u>	
	TOTAL FUND EQUITY		( 1,194.30)
			<u>                    </u>
	TOTAL LIABILITIES AND EQUITY		( 1,194.30)
			<u>                    </u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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-DO NOT USE	.00	.00	.00	3,927,546.49	.00	.00
703-000-000-664-200						
INTEREST EARNINGS	.00	.00	312.20	.86	( 312.20)	.00
	.00	.00	312.20	3,927,547.35	( 312.20)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>312.20</b>	<b>3,927,547.35</b>	<b>( 312.20)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>312.20</b>	<b>3,927,547.35</b>	<b>( 312.20)</b>	<b>.00</b>
<u>EXPENDITURES</u>						
703-290-000-793-000						
TAX: BANK FEES	.00	.00	1,506.50	245.00	( 1,506.50)	.00
<b>TOTAL EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>1,506.50</b>	<b>245.00</b>	<b>( 1,506.50)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>1,506.50</b>	<b>245.00</b>	<b>( 1,506.50)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 1,194.30)</b>	<b>3,927,302.35</b>	<b>( 1,194.30)</b>	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2021

DUCK LAKE ASSOC.

ASSETS

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

187,588.48

TOTAL ASSETS

187,588.48

LIABILITIES AND EQUITY

FUND EQUITY

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

174,094.02  
13,494.46

TOTAL FUND EQUITY

187,588.48

TOTAL LIABILITIES AND EQUITY

187,588.48

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	24.76	1.65	( 24.76)	.00
	.00	.00	24.76	1.65	( 24.76)	.00
TOTAL FUND REVENUE	.00	.00	24.76	1.65	( 24.76)	.00
<u>DEPARTMENT 290</u>						
704-290-000-803-000						
DUCK LAKE: ADMIN FEES	.00	.00	2,044.98	2,044.98	( 2,044.98)	.00
704-290-000-934-000						
DUCK LAKE: DEDUCTIONS	.00	.00	( 15,514.68)	23,274.60	15,514.68	.00
TOTAL DEPARTMENT 290	.00	.00	( 13,469.70)	25,319.58	13,469.70	.00
TOTAL FUND EXPENDITURES	.00	.00	( 13,469.70)	25,319.58	13,469.70	.00
NET REVENUE OVER EXPENDITURES	.00	.00	13,494.46	( 25,317.93)	13,494.46	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

HIGHLAND LAKE ASSOC.

ASSETS

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

79,385.28

TOTAL ASSETS

79,385.28

LIABILITIES AND EQUITY

FUND EQUITY

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

56,453.14  
22,932.14

TOTAL FUND EQUITY

79,385.28

TOTAL LIABILITIES AND EQUITY

79,385.28

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2021**

**HIGHLAND LAKE ASSOC.**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
705-000-000-664-000						
INTEREST EARNINGS	.00	.00	6.05	.70	( 6.05)	.00
	.00	.00	6.05	.70	( 6.05)	.00
REVENUE	.00	.00	6.05	.70	( 6.05)	.00
	.00	.00	6.05	.70	( 6.05)	.00
TOTAL FUND REVENUE	.00	.00	6.05	.70	( 6.05)	.00
<u>DEPARTMENT 290</u>						
705-290-000-803-000						
HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	270.31	( 270.31)	.00
705-290-000-934-000						
HIGHLAND LAKE: DEDUCTIONS	.00	.00	( 23,196.40)	( 1,158.51)	23,196.40	.00
	.00	.00	( 22,926.09)	( 888.20)	22,926.09	.00
TOTAL DEPARTMENT 290	.00	.00	( 22,926.09)	( 888.20)	22,926.09	.00
	.00	.00	( 22,926.09)	( 888.20)	22,926.09	.00
TOTAL FUND EXPENDITURES	.00	.00	( 22,926.09)	( 888.20)	22,926.09	.00
	.00	.00	22,932.14	888.90	22,932.14	
NET REVENUE OVER EXPENDITURES	.00	.00	22,932.14	888.90	22,932.14	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

TAGGETT LAKE ASSOC.

ASSETS

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

75,624.12

TOTAL ASSETS

75,624.12

LIABILITIES AND EQUITY

FUND EQUITY

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

80,222.38  
( 4,598.26)

TOTAL FUND EQUITY

75,624.12

TOTAL LIABILITIES AND EQUITY

75,624.12

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2021**

**TAGGETT LAKE ASSOC.**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
706-000-000-664-000						
INTEREST EARNINGS	.00	.00	7.03	.66	( 7.03)	.00
	.00	.00	7.03	.66	( 7.03)	.00
TOTAL FUND REVENUE	.00	.00	7.03	.66	( 7.03)	.00
<u>DEPARTMENT 290</u>						
706-290-000-803-000						
TAGGETT LAKE: ADMIN FEES	.00	.00	222.20	222.20	( 222.20)	.00
706-290-000-934-000						
TAGGETT LAKE: DEDUCTIONS	.00	.00	4,383.09	12,645.03	( 4,383.09)	.00
TOTAL DEPARTMENT 290	.00	.00	4,605.29	12,867.23	( 4,605.29)	.00
TOTAL FUND EXPENDITURES	.00	.00	4,605.29	12,867.23	( 4,605.29)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 4,598.26)	( 12,866.57)	( 4,598.26)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

KELLOGG LAKE ASSOC.

ASSETS

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

45,878.62

TOTAL ASSETS

45,878.62

LIABILITIES AND EQUITY

FUND EQUITY

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

39,236.30  
6,642.32

TOTAL FUND EQUITY

45,878.62

TOTAL LIABILITIES AND EQUITY

45,878.62

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	3.92	.40	( 3.92)	.00
	REVENUE	.00	.00	3.92	.40	( 3.92)	.00
	TOTAL FUND REVENUE	.00	.00	3.92	.40	( 3.92)	.00
<u>DEPARTMENT 290</u>							
707-290-000-803-000	KELLOGG LAKE: ADMIN FEES	.00	.00	163.10	163.10	( 163.10)	.00
707-290-000-934-000	KELLOGG LAKE: DEDUCTIONS	.00	.00	( 6,801.50)	4,965.58	6,801.50	.00
	TOTAL DEPARTMENT 290	.00	.00	( 6,638.40)	5,128.68	6,638.40	.00
	TOTAL FUND EXPENDITURES	.00	.00	( 6,638.40)	5,128.68	6,638.40	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	6,642.32	( 5,128.28)	6,642.32	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

CHARLICK LAKE ASSOC.

<u>ASSETS</u>			
708-000-000-007-000	CASH - COMBINED SAVINGS	<u>54,444.26</u>	
	TOTAL ASSETS		<u>54,444.26</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>10,285.15</u>	
	TOTAL FUND EQUITY		<u>54,244.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>54,444.26</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2021**

**CHARLICK LAKE ASSOC.**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
708-000-000-664-000						
INTEREST EARNINGS	.00	.00	4.75	.48	( 4.75)	.00
	.00	.00	4.75	.48	( 4.75)	.00
TOTAL FUND REVENUE	.00	.00	4.75	.48	( 4.75)	.00
<u>DEPARTMENT 290</u>						
708-290-000-803-000						
CHARLICK LAKE: ADMIN FEES	.00	.00	236.00	236.00	( 236.00)	.00
708-290-000-934-000						
CHARLICK LAKE: DEDUCTIONS	.00	.00	( 10,516.40)	6,552.72	10,516.40	.00
TOTAL DEPARTMENT 290	.00	.00	( 10,280.40)	6,788.72	10,280.40	.00
TOTAL FUND EXPENDITURES	.00	.00	( 10,280.40)	6,788.72	10,280.40	.00
NET REVENUE OVER EXPENDITURES	.00	.00	10,285.15	( 6,788.24)	10,285.15	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

WOODRUFF LAKE ASSOC.

ASSETS

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

67,557.39

TOTAL ASSETS

67,557.39

LIABILITIES AND EQUITY

FUND EQUITY

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

54,469.35  
13,088.04

TOTAL FUND EQUITY

67,557.39

TOTAL LIABILITIES AND EQUITY

67,557.39

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	5.31	.59	( 5.31)	.00
	.00	.00	5.31	.59	( 5.31)	.00
TOTAL FUND REVENUE	.00	.00	5.31	.59	( 5.31)	.00
<u>DEPARTMENT 290</u>						
709-290-000-803-000						
WOODRUFF LAKE: ADMIN FEES	.00	.00	308.38	308.38	( 308.38)	.00
709-290-000-934-000						
WOODRUFF LAKE: DEDUCTIONS	.00	.00	( 13,391.11)	( 277.12)	13,391.11	.00
TOTAL DEPARTMENT 290	.00	.00	( 13,082.73)	31.26	13,082.73	.00
TOTAL FUND EXPENDITURES	.00	.00	( 13,082.73)	31.26	13,082.73	.00
NET REVENUE OVER EXPENDITURES	.00	.00	13,088.04	( 30.67)	13,088.04	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

WHITE LAKE IMPROVEMENT

<u>ASSETS</u>			
710-000-000-007-000	CASH - COMBINED SAVINGS	<u>186,299.68</u>	
	TOTAL ASSETS		<u>186,299.68</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>68,605.98</u>	
	TOTAL FUND EQUITY		<u>186,299.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>186,299.68</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	13.99	1.63	( 13.99)	.00
	<u>.00</u>	<u>.00</u>	<u>45,818.99</u>	<u>1.63</u>	<u>( 45,818.99)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>45,818.99</u>	<u>1.63</u>	<u>( 45,818.99)</u>	<u>.00</u>
<u>DEPARTMENT 290</u>						
710-290-000-803-000						
WHITE LAKE: ADMIN FEES	.00	.00	1,057.25	1,057.25	( 1,057.25)	.00
710-290-000-934-000						
WHITE LAKE: DEDUCTIONS	.00	.00	( 23,844.24)	18,737.00	23,844.24	.00
	<u>.00</u>	<u>.00</u>	<u>( 22,786.99)</u>	<u>19,794.25</u>	<u>22,786.99</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>( 22,786.99)</u>	<u>19,794.25</u>	<u>22,786.99</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>68,605.98</u>	<u>( 19,792.62)</u>	<u>68,605.98</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

TOMAHAWK LAKE IMPROVEMENT

ASSETS

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

2,547.49

TOTAL ASSETS

2,547.49

LIABILITIES AND EQUITY

FUND EQUITY

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

638.25  
1,909.24

TOTAL FUND EQUITY

2,547.49

TOTAL LIABILITIES AND EQUITY

2,547.49

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	.31	.02	( .31)	.00
	.00	.00	.31	.02	( .31)	.00
REVENUE	.00	.00	.31	.02	( .31)	.00
	.00	.00	.31	.02	( .31)	.00
TOTAL FUND REVENUE	.00	.00	.31	.02	( .31)	.00
<u>DEPARTMENT 290</u>						
711-290-000-803-000						
TOMAHAWK LAKE: ADMIN FEES	.00	.00	45.50	45.50	( 45.50)	.00
711-290-000-934-000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	( 1,954.43)	( 197.83)	1,954.43	.00
	.00	.00	( 1,908.93)	( 152.33)	1,908.93	.00
TOTAL DEPARTMENT 290	.00	.00	( 1,908.93)	( 152.33)	1,908.93	.00
	.00	.00	( 1,908.93)	( 152.33)	1,908.93	.00
TOTAL FUND EXPENDITURES	.00	.00	( 1,908.93)	( 152.33)	1,908.93	.00
	.00	.00	1,909.24	152.35	1,909.24	
NET REVENUE OVER EXPENDITURES	.00	.00	1,909.24	152.35	1,909.24	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

GOURD LAKE IMPROVEMENT

<u>ASSETS</u>			
713-000-000-007-000	CASH - COMBINED SAVINGS	<u>3,905.18</u>	
	TOTAL ASSETS		<u>3,905.18</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>1,155.85</u>	
	TOTAL FUND EQUITY		<u>3,905.18</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,905.18</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	.35	.04	( .35)	.00
	.00	.00	.35	.04	( .35)	.00
REVENUE	.00	.00	.35	.04	( .35)	.00
	.00	.00	.35	.04	( .35)	.00
TOTAL FUND REVENUE	.00	.00	.35	.04	( .35)	.00
<u>DEPARTMENT 290</u>						
713-290-000-803-000						
GOURD LAKE: ADMIN FEES	.00	.00	36.25	36.25	( 36.25)	.00
713-290-000-934-000						
GOURD LAKE: DEDUCTIONS	.00	.00	( 1,191.75)	.00	1,191.75	.00
	.00	.00	( 1,155.50)	36.25	1,155.50	.00
TOTAL DEPARTMENT 290	.00	.00	( 1,155.50)	36.25	1,155.50	.00
	.00	.00	( 1,155.50)	36.25	1,155.50	.00
TOTAL FUND EXPENDITURES	.00	.00	( 1,155.50)	36.25	1,155.50	.00
	.00	.00	1,155.85	( 36.21)	1,155.85	
NET REVENUE OVER EXPENDITURES	.00	.00	1,155.85	( 36.21)	1,155.85	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JUNE 30, 2021

PENINSULA LAKE

ASSETS

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

8,246.13

TOTAL ASSETS

8,246.13

LIABILITIES AND EQUITY

FUND EQUITY

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

6,321.19  
1,924.94

TOTAL FUND EQUITY

8,246.13

TOTAL LIABILITIES AND EQUITY

8,246.13

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	.78	.07	( .78)	.00
	.00	.00	.78	.07	( .78)	.00
REVENUE	.00	.00	.78	.07	( .78)	.00
	.00	.00	.78	.07	( .78)	.00
TOTAL FUND REVENUE	.00	.00	.78	.07	( .78)	.00
<u>DEPARTMENT 290</u>						
714-290-000-803-000						
PENINSULA LAKE: ADMIN FEES	.00	.00	69.84	69.84	( 69.84)	.00
714-290-000-934-000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	( 1,994.00)	2,553.00	1,994.00	.00
	.00	.00	( 1,924.16)	2,622.84	1,924.16	.00
TOTAL DEPARTMENT 290	.00	.00	( 1,924.16)	2,622.84	1,924.16	.00
	.00	.00	( 1,924.16)	2,622.84	1,924.16	.00
TOTAL FUND EXPENDITURES	.00	.00	( 1,924.16)	2,622.84	1,924.16	.00
	.00	.00	1,924.94	( 2,622.77)	1,924.94	
NET REVENUE OVER EXPENDITURES	.00	.00	1,924.94	( 2,622.77)	1,924.94	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

LOWER PETTIBONE LAKE

ASSETS

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

10,138.06

TOTAL ASSETS

10,138.06

LIABILITIES AND EQUITY

FUND EQUITY

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

4,546.30  
5,591.76

TOTAL FUND EQUITY

10,138.06

TOTAL LIABILITIES AND EQUITY

10,138.06

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	.76	.09	( .76)	.00
	.00	.00	.76	.09	( .76)	.00
TOTAL FUND REVENUE	.00	.00	.76	.09	( .76)	.00
<u>DEPARTMENT 290</u>						
715-290-000-803-000						
LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	65.00	65.00	( 65.00)	.00
715-290-000-934-000						
LOW PETTIBONE LAKE: DEDUCTION	.00	.00	( 5,656.00)	( 303.00)	5,656.00	.00
TOTAL DEPARTMENT 290	.00	.00	( 5,591.00)	( 238.00)	5,591.00	.00
TOTAL FUND EXPENDITURES	.00	.00	( 5,591.00)	( 238.00)	5,591.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	5,591.76	238.09	5,591.76	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JUNE 30, 2021

DUNLEAVY/LEONARD LAKE

ASSETS

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

1,491.60

TOTAL ASSETS

1,491.60

LIABILITIES AND EQUITY

FUND EQUITY

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

4,718.32  
( 3,226.72)

TOTAL FUND EQUITY

1,491.60

TOTAL LIABILITIES AND EQUITY

1,491.60

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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	.00	( 8,225.00)	.00
716-000-000-664-000						
INTEREST EARNINGS	.00	.00	.43	.01	( .43)	.00
	<u>.00</u>	<u>.00</u>	<u>8,225.43</u>	<u>.01</u>	<u>( 8,225.43)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>8,225.43</u>	<u>.01</u>	<u>( 8,225.43)</u>	<u>.00</u>
<u>DEPARTMENT 290</u>						
716-290-000-803-000						
DUNLEAVY LEONARDLK: ADMIN FEE	.00	.00	115.15	115.15	( 115.15)	.00
716-290-000-934-000						
DUNLEAVY LEONARDLK: DEDUCTIO	.00	.00	11,337.00	10,000.00	( 11,337.00)	.00
	<u>.00</u>	<u>.00</u>	<u>11,452.15</u>	<u>10,115.15</u>	<u>( 11,452.15)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>11,452.15</u>	<u>10,115.15</u>	<u>( 11,452.15)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>11,452.15</u>	<u>10,115.15</u>	<u>( 11,452.15)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>11,452.15</u>	<u>10,115.15</u>	<u>( 11,452.15)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>( 3,226.72)</u>	<u>( 10,115.14)</u>	<u>( 3,226.72)</u>	



# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT



June-21

Last Year (2020)

This Year (2021)

Cost of Firefighter's by Station

Station One	\$ 10,007.26	\$ 8,568.35
Station Two	\$9,492.43	\$11,797.20
Station Three	\$11,630.35	\$8,569.99
<b>Total</b>	<b>\$31,130.04</b>	<b>\$ 28,935.54</b>

Cost of Firefighter's Last Month

**\$ 66,417.21**

Alarms through Current Month

661

**763**

Total Alarms last Year

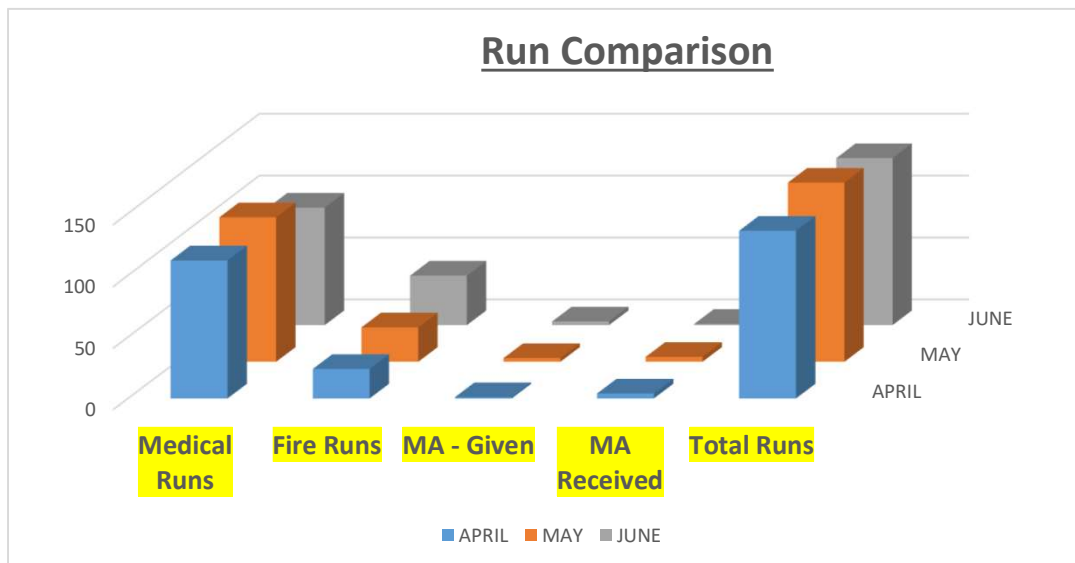
1386

Runs Ahead of Last Year

**102**

### STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$319,500.00	\$638,232.00
Amount Lost by Fire	\$101,000.00	\$68,357.00
Fire Loss	32%	11%
Average Personnel Per Run	6.5	5.5
Medical Related Runs	117	95
Fire Related Runs	28	40
Mutual Aid - Given	3	3
Mutual Aid - Received	4	1
Total Runs	145	135
EMS TRANSPORTS	77	67
Fire Staff Hours	3386.75	3027
Administration Staff Hours	397	367



Submitted by...

Chief Ken Chapman

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

**PROGRAM STATISTICS** (online and in-person)

June totals: 601 at 25 events (274 children at 12, 78 teens at 6 events, 249 adults for 7 events)

Over 200 books have been given away for Summer Reading registrations of all ages

The Library also scheduled 5 counseling appointments with the Michigan Medicare Medicaid Assistance Program (MMAP)

**REFERENCE QUESTIONS ASKED**

There were 1,219 reference questions asked in June : 708 at the Adult Reference Desk and 511 at the Youth Reference Desk.

In June 2020 the total for reference questions was 420.

**PUBLIC COMPUTER USAGE**

240 sessions were logged on the public workstations in June: 213 on the Main level and 27 in the Youth Department. There were 3 sign-ups for ABC Mouse, and 87 sessions on the AWE early literacy Youth computers.

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

**INTERLIBRARY LOAN**

Circulation of other TLN libraries' materials at Highland: 973

Circulation of Highland materials at other TLN libraries: 2,173 (excl. auto renewals)

MeLCat interloan service: 38 items borrowed from and 43 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 bundles now on sale.

**DISPLAYS** "Unity Project" artwork, sponsored by the HVCA, HDDA & HWLBA displayed on Lower Level.

**COMMUNITY ROOM** Quiet and Group Study Rooms are now open; Community Room is not yet available for public use.

**STAFF MEETINGS, WORKSHOPS, ETC.** TLN & Library of MI /Statewide directors meet in alternating weeks.

**LIBRARY PROGRESS AND HAPPENINGS**

Summer Reading is in full swing – full of Tales and Tails for you to enjoy. July programs include Family Rock Painting, Sand Art, Cyanotype, Osmo, Mini Terrarium and MORE!

Circulation of physical items for June 2021 was 6,784 as compared to 1,584 in June 2020.

Digital usage for e-resources: There were 1,718 OverDrive downloads (971 e-books, 661 audiobooks, 83 e-magazines, 3 streaming videos), 466 circs via hoopla (majority being audiobooks), 834 pageviews for Consumer Reports, 441 Ancestry searches, 6 sessions for Mango Languages, 5 pageviews for Global Road Warrior database and 11 Michigan Adventure Pass loans in June, 2021. TumbleBooks/Math and BrainFuse usage not available.

There were 188 wireless clients as compared to 101 in June, 2020, and the visitor count was 3,274 for June 2021. The library was closed to the public in June 2020 due to the pandemic.

**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, June 1, 2021**

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

**Members Absent:** J. Matthews

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:40 pm by D. Mecklenborg.

**Motion:** K. Polidori moved and C. Hamill seconded to approve the agenda as amended. 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 K. Polidori seconded to approve the Board Meeting minutes of May 4, 2021. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for May, 2021 are \$60,090.83. Total bills for June, 2021 are \$28,083.09 with the addition of 2 Moms & A Mop, Allegra Print & Imaging, Applied Imaging, Digital Document Store, DTE Energy, when received.

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

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

**Communications:** Oakland County Board of Commissioners is extending its prices for drinking water bottle filler stations to local governments and libraries.

## **UNFINISHED BUSINESS**

**Library Network Update:** TLN is evaluating AV (antivirus) software for a new contract to begin in September or October. Fines will remain suspended so long as some libraries are still quarantining returned materials. The library will transition to a new public catalog format known as FRBR, which groups items with the same intellectual content together, regardless of format.

**Building Maintenance:** The seasonal carpenter bees are back. Oakland County is scheduled to investigate why the water meter has stopped working.

**Strategic Planning:** The most important strategic goal for the Board right now is to hire the best director.

Review of the Goals set for strategic planning in 2016-2017:

- Fund essential technology purchases
- Build library presence and recognition within the community
- Develop outdoor space around the library

**Highland Community Roundtable:** A final fundraiser and the opening for Chill at the Mill are targeted for September.

**Pandemic response:** The CDC recommendations and Michigan mask order change has created a confusing and challenging environment. Ford donated hundreds of box filters to TLN for distribution to public libraries. Studies have shown increasing air filtration in closed spaces helps reduce particulate concentration. Signage will be updated as the library moves to “Stage 5”, which is “Open with Precautions.”

**Motion:** C. Hamill moved and J. Gaglio seconded to update the pandemic response plan to include state and local orders. Unanimous vote; motion carried.

**Founders Day:** B. Dunseth, T. Flowers and E. Beach spearheaded a virtual project to take viewers on a short walking tour through historic Highland Station and learn the stories behind several local landmarks.

**Personnel:** Procedures to consider in the selection of a director were discussed.

**Motion:** J. Gaglio moved and C. Hamill seconded to move forward to form a subcommittee regarding the expectations, job description and considerations for hiring of a library director. Roll call - unanimous vote; motion carried.

## **NEW BUSINESS**

**July Meeting:** The July Board meeting will be virtual, on Tuesday, July 6, 2021 at 5:30 pm.

**Request for Reconsideration Form:** A request was submitted to remove a book of poetry from the library.

**Motion:** K. Polidori moved and C. Hamill seconded to deny the request for reconsideration of removal of the book and to retain the book at the library. Unanimous vote; motion carried.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:57 pm.

Respectfully Submitted,

Cindy Dombrowski

# Enforcements By Category

07/27/21

## ANIMAL CODES

Enforcement Number	Status	Category	Filed	Closed
EE21-0137	CASE CLOSED	ANIMAL CODES	06/14/21	06/14/21
				<b>Total Entries: 1</b>

## BLIGHT

Enforcement Number	Status	Category	Filed	Closed
EE21-0130	CASE CLOSED	BLIGHT	06/09/21	07/15/21
EE21-0131	OPEN	BLIGHT	06/09/21	
EE21-0147	CASE CLOSED	BLIGHT	06/23/21	07/23/21
				<b>Total Entries: 3</b>

## DANGEROUS BUILDING

Enforcement Number	Status	Category	Filed	Closed
EE21-0136	CASE CLOSED	DANGEROUS BU	06/14/21	06/22/21
				<b>Total Entries: 1</b>

## GRASS/WEEDS

Enforcement Number	Status	Category	Filed	Closed
EE21-0126	CASE CLOSED	GRASS/WEEDS	06/08/21	06/22/21
EE21-0127	PHONE CONTAC	GRASS/WEEDS	06/08/21	
EE21-0128	CASE CLOSED	GRASS/WEEDS	06/09/21	07/15/21
EE21-0138		GRASS/WEEDS	06/14/21	
EE21-0139	CASE CLOSED	GRASS/WEEDS	06/14/21	06/17/21
EE21-0140	CASE CLOSED	GRASS/WEEDS	06/14/21	07/06/21
EE21-0141		GRASS/WEEDS	06/14/21	
EE21-0146		GRASS/WEEDS	06/23/21	
EE21-0149		GRASS/WEEDS	06/28/21	
EE21-0153		GRASS/WEEDS	06/29/21	
				<b>Total Entries: 10</b>

## NOISE ORDINANCE

Enforcement Number	Status	Category	Filed	Closed
EE21-0150	CASE CLOSED	NOISE ORDINA	06/28/21	06/28/21
				<b>Total Entries: 1</b>

## NUISANCE

Enforcement Number	Status	Category	Filed	Closed
--------------------	--------	----------	-------	--------

# Enforcements By Category

07/27/21

EE21-0133

NUISANCE

06/09/21

**Total Entries: 1**

---

## UNLIC/INOP VEHICLE

Enforcement Number	Status	Category	Filed	Closed
EE21-0129	CASE CLOSED	UNLIC/INOP VE	06/09/21	07/15/21
			<b>Total Entries: 1</b>	

---

**Total Records: 18**

Population: All Records

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

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
3536 CHEVRON DR	H-11-11-351-01	re-inspection	04/29/2021	06/22/2021	No Change
598 KEITH DR	H-11-09-479-00	re-inspection	05/18/2021	06/29/2021	Not Complied
1111 S Milford Rd.	H-11-27-326-01	re-inspection	06/01/2021	06/22/2021	Not Complied
2240 SHERLOCK TRL	H-11-24-153-00	re-inspection	06/01/2021	06/01/2021	Violation(s)
4475 LONE TREE RD	H-11-31-100-01	re-inspection	06/02/2021	06/02/2021	Partially Complied
530 WOODRUFF LAKE RD	H-11-09-431-01	ini	06/07/2021	06/08/2021	Violation(s)
2543 N DUCK LAKE RD	H-11-13-179-00	ini	06/07/2021	06/14/2021	Violation(s)
224 CLARK RD	H-11-27-105-01	re-inspection	06/10/2021	06/09/2021	Complied
224 CLARK RD	H-11-27-105-01	ini	06/10/2021	06/09/2021	Complied
224 CLARK RD	H-11-27-105-01	ini	06/10/2021	06/09/2021	Violation(s)
945 S MILFORD RD	H-11-27-127-02	Fire Marshal Insp	06/11/2021	06/24/2021	Approved
1246 FERRIS DR	H-11-27-301-01	comments	06/15/2021	06/14/2021	Violation(s)
530 WOODRUFF LAKE RD	H-11-09-431-01	re-inspection	06/16/2021	06/22/2021	Complied
2823 E Highland Rd.	H-11-13-376-02	Fire Marshal Insp	06/17/2021	06/24/2021	Approved
3361 HIGHLAND BLVD	H-11-11-476-03	ini	06/18/2021	06/17/2021	Complied
1200 N MILFORD RD	H-11-22-176-00	Fire Marshal Insp	06/18/2021	06/18/2021	Approved
1246 FERRIS DR	H-11-27-301-01	re-inspection	06/21/2021	06/22/2021	Not Complied
1246 S MILFORD	H-11-27-301-01	ini	06/22/2021	06/23/2021	Violation(s)
1111 S Milford Rd.	H-11-27-326-01	re-inspection	06/23/2021	06/22/2021	Not Complied
1111 S Milford Rd.	H-11-27-326-01	re-inspection	06/28/2021	06/25/2021	Not Complied
2586 S MILFORD RD	H-11-34-301-00	final	06/29/2021	06/28/2021	No Violation
	H-11-27-301-01	ini	06/30/2021	06/29/2021	Violation(s)

**Inspections: 22**

Population: All Records

Inspection.DateTimeCompleted in <Previous month> [06/01/21 - 06/30/21] AND  
 Inspection.Inspector = ShawnBell/Ord-FireMarshal

**TREASURER'S REPORT**  
**June 30, 2021**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	97,500.81	3,431.80*
CHASE	GENERAL	H.R.A.	101		27,683.34
CHASE	GENERAL	F.S.A CHECKING	101		7,418.15
CHASE	GENERAL/ESCROW	CHECKING	101		603,117.83*
CHASE	FIRE OPERATING	MONEY MARKET	206		62,873.51
CHASE	ROAD	MONEY MARKET	201		1,061.28
CHASE	HAUL ROUTE	MONEY MARKET	201		238,912.64
CHASE	POLICE	MONEY MARKET	207		128,992.49
CHASE	REFUSE	MONEY MARKET	226		179,585.89
CHASE	HAAC	CHECKING	289		18,852.65*
CHASE	DDA	MONEY MARKET	495		26,364.88
CHASE	WATERMAIN	CHECKING	591		52,423.36*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	704		187,588.48
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	705		79,385.28
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	706		75,624.12
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	707		45,878.62
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	708		54,444.26
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	709		67,557.39
CHASE	WHITE LK IMP BRD	MONEY MARKET	710		186,299.68
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	711		2,547.49
CHASE	GOURD LK IMP BRD	MONEY MARKET	713		3,905.18
CHASE	PENINSULA LAKE	MONEY MARKET	714		8,246.13
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	715		10,138.06
CHASE	DUNLEAVY LEONARD	MONEY MARKET	716		1,491.60
COMERICA	CAPITAL IMP.	PBMM	401		267,098.79
COMERICA	CAPITAL IMP.	JFUND	401		506,133.66
COMERICA	GENERAL	JFUND	101		214,997.47
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		156,894.09
FLAGSTAR	DDA	SAVINGS	495		313,750.28
FLAGSTAR	FIRE	SAVINGS	206		342,006.85
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		126,768.60
FLAGSTAR	GENERAL	SAVINGS	101		212,363.01
FLAGSTAR	CURRENT TAX	CHECKING	703	65.61	2,862.50
FLAGSTAR	POLICE	SAVINGS	207		1,271,119.63
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		264,204.83
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		958,657.73
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	211		19,455.01
MBIA	CAPITAL IMP.	INVESTMENT POOL	401		2,346,478.38
MBIA	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		244,751.35
MBIA	POLICE	INVESTMENT POOL	207		82,214.58
MBIA	ROAD	INVESTMENT POOL	201		60,826.78
MBIA	STATE SHARED REV	INVESTMENT POOL	101		707,251.72
OAKLAND CO	FIRE	INVESTMENT POOL	206		920,013.14
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		4,948,927.31
OAKLAND CO	GENERAL	INVESTMENT POOL	101		822,198.42
OAKLAND CO	POLICE	INVESTMENT POOL	207		1,148,522.77
OAKLAND CO	REFUSE	INVESTMENT POOL	226		593,588.31
CIBC	GENERAL	CD	101		260,654.07
CIBC	FIRE	CD	206		165,918.61
CIBC	POLICE	CD	207		739,930.62
CIBC	CAPITAL IMP.	CD	401		378,761.34
CIBC	ESCROW	CD	101		319,613.93
TCF BANK	GENERAL	CD	101		742,155.57
TCF BANK	CAPITAL IMP.	CD	401		1,144,434.84
<b>TOTAL</b>					<b>24,754,093.67</b>

BANK STATEMENT
775,326.45
*In Chase checking account
CHASE
2,073,824.11
COMERICA
988,229.92
FLAGSTAR
3,152,910.16
HVSB
1,031,317.81
LEVEL ONE
903,457.19
LPL FINANCIAL
978,112.74
MBIA
3,441,522.81
OAKLAND COUNTY
8,433,249.95
CIBC
1,864,878.57
TCF BANK
1,886,590.41
TOTAL
<b>24,754,093.67</b>

Bank statement 2,928.11

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



	BANK/GL REC. SORTED BY		FUND						
	June 30, 2021					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		TOTAL	FUND NUMBER
CHASE	GENERAL	CHECKING	101			3,431.80			
CHASE	GENERAL	H.R.A. CHECKING	101			27,683.34			
CHASE	GENERAL	F.S.A. CHECKING	101			7,418.15			
CHASE	GENERAL - ESCROW	CHECKING	101			603,117.83			
COMERICA	GENERAL	JFUND	101			214,997.47			
FLAGSTAR	GENERAL	MAX SAVINGS	101			212,363.01			
HVSB	GENERAL	CD	101			220,602.38			
OAKLAND CO	GENERAL	INVESTMENT POOL	101			822,198.42			
CIBC	GENERAL	CD	101			260,654.07			
CIBC	GENERAL - ESCROW	CD	101			319,613.93			
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	-136.94	4,560,013.91	707,251.72		4,559,876.97	101
CHASE	ROAD	SAVINGS	201			1,061.28			
MBIA	ROAD	INVESTMENT POOL	201			60,826.78			
CHASE	HAUL ROUTE	SAVINGS	201			238,912.64			
HVSB	HAUL ROUTE	CD	201	0.00	578,868.04	278,067.34		578,868.04	201
FLAGSTAR	FIRE	MAX SAVINGS	206			342,006.85			
HVSB	FIRE	CD	206			267,372.46			
LEVEL ONE	FIRE	CD	206			105,410.35			
OAKLAND CO	FIRE	INVESTMENT POOL	206			920,013.14			
CIBC	FIRE	CD	206			165,918.61			
CHASE	FIRE	SAVINGS	206	136.94	1,863,457.98	62,873.51		1,863,594.92	206
CHASE	POLICE	SAVINGS	207			128,992.49			
FLAGSTAR	POLICE	MAX SAVINGS	207			1,271,119.63			
FLAGSTAR	POLICE	CD	207			308,755.92			
HVSB	POLICE	CD	207			265,275.63			
LEVEL ONE	POLICE	CD	207			264,204.83			
MBIA	POLICE	INVESTMENT POOL	207			82,214.58			
OAKLAND CO	POLICE	INVESTMENT POOL	207			1,148,522.77			
CIBC	POLICE	CD	207	0.00	4,209,016.47	739,930.62		4,209,016.47	207
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	211			958,657.73			
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	211	0.00	978,112.74	19,455.01		978,112.74	211
CHASE	REFUSE	SAVINGS	226			179,585.89			
OAKLAND CO	REFUSE	INVESTMENT POOL	226	0.00	773,174.20	593,588.31		773,174.20	226
CHASE	HAAC	CHECKING	289	0.00	18,852.65	18,852.65		18,852.65	289
COMERICA	CAPITAL IMP.	PBMM	401			267,098.79			
COMERICA	CAPITAL IMP.	JFUND	401			506,133.66			
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			156,894.09			

MBIA	CAPITAL IMP.	INVESTMENT POOL	401			2,346,478.38			
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	5,068,276.92	1,144,434.84		5,068,276.92	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			126,768.60			
LEVEL ONE	FIRE CAPITAL	CD	402			265,366.19			
MBIA	FIRE CAPITAL	CONSTRUCTION	402			244,751.35			
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	5,585,813.45	4,948,927.31		5,585,813.45	402
CHASE	DDA	SAVINGS	495			26,364.88			
FLAGSTAR	DDA	MAX SAVINGS	495	0.00	340,115.16	313,750.28		340,115.16	495
CHASE	WATERMAIN	CHECKING	591	0.00	52,423.36	52,423.36		52,423.36	591
FLAGSTAR	TAX	CHECKING	703	0.00	2,862.50	2,862.50		2,862.50	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	704	0.00	187,588.48	187,588.48		187,588.48	704
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	705	0.00	79,385.28	79,385.28		79,385.28	705
CHASE	TAGGETT LK IMP BRD	SAVINGS	706	0.00	75,624.12	75,624.12		75,624.12	706
CHASE	KELLOGG LK IMP BRD	SAVINGS	707	0.00	45,878.62	45,878.62		45,878.62	707
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	708	0.00	54,444.26	54,444.26		54,444.26	708
CHASE	WOODRUFF LK IMP BRD	SAVINGS	709	0.00	67,557.39	67,557.39		67,557.39	709
CHASE	WHITE LK IMP BRD	SAVINGS	710	0.00	186,299.68	186,299.68		186,299.68	710
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	711	0.00	2,547.49	2,547.49		2,547.49	711
CHASE	GOURD LK IMP BRD	SAVINGS	713	0.00	3,905.18	3,905.18		3,905.18	713
CHASE	PENINSULA LAKE	SAVINGS	714	0.00	8,246.13	8,246.13		8,246.13	714
CHASE	LOWER PETTIBONE	SAVINGS	715	0.00	10,138.06	10,138.06		10,138.06	715
CHASE	DUNLEAVY LEONARD	SAVINGS	716	0.00	1,491.60	1,491.60		1,491.60	716
<b>TOTAL</b>				0.00	24,754,093.67	24,754,093.67		24,754,093.67	
AJL 7/14/2021	Fund 101/206 FSA transfer in transit		136.94						
			136.94						
	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: Highland Township Board of Trustees

From: Rick Hamill

Date: 8/2/2021

Re: Six Rivers Acquisition Assistance Agreement

---

The next step in the acquisition of the Robinson Property on Hickory ridge Rd. is to engage with Six Rivers Land Conservancy through the signing of the Acquisition Assistance Agreement.

Recommended motion: To authorize the Supervisor to sign the Six Rivers Acquisition Assistance Agreement.

*Warm inside. Great outdoors.*





CONSERVING, SUSTAINING, AND  
CONNECTING NATURAL AREAS, LANDS,  
AND WATERS THAT MAKE THE PLACES  
WE LIVE SPECIAL.

**Highland Township  
Acquisition Assistance Agreement  
July 20, 2021**

---

The parties to this agreement are Six Rivers Land Conservancy (Six Rivers), whose address is 4480 Orion Rd., P.O. Box 80902, Rochester, MI 48308-0902, and Highland Township, whose address is 205 North John St., Highland, MI 48357.

**Description:**

Six Rivers will assist Highland Township with the acquisition of the vacant property located on South Hickory Ridge Road in Highland Township (see Exhibit A) to create a future public park at this same location.

**As the subject of this agreement, Six Rivers will:**

- Secure the subject property owned by the Dora Jane Robinson Trust, through purchase agreement; secure financing and close and take title to the property by 12/31/2021; and
- Sell the property to Highland Township following the DNR Trust Fund grant process (by 12/31/22); and Six Rivers will consider a one year extension for a re-submittal of the grant application, if necessary.

**Commitments of the parties:**

- Highland Township will enter into a purchase agreement with Six Rivers for the vacant property as follows:
  - South Hickory Ridge Road vacant property (see Exhibit A) for an amount consistent with the value set forth in the appraisal that meets current MDNR appraisal standards.
- Highland Township will pay all costs incurred by Six Rivers associated with Six Rivers' acquisition of the subject properties, including:
  - Earnest money deposit for purchase (if applicable) that would apply to the purchase price
  - Due Diligence (inspections, environmental assessment, title, etc. - the appraisal is already complete and paid for by Highland Township)
  - Closing costs
  - Attorney fees
  - Loan fees including, but not limited to, interest and origination



4480 Orion Rd., 2nd Floor · PO Box 80902 · Rochester · Michigan · 48308-0902

Phone: 248-601-2816 · Fax: 248-601-0106 · [www.sixriverslc.org](http://www.sixriverslc.org)

- Property taxes
  - Real estate commission (if applicable)
  - Any utilities or other associated ownership costs
- Six Rivers will, subject to securing a purchase agreement with Highland Township, enter into a purchase agreement with the Dora Jane Robinson Trust to purchase:
    - 59.23 acres of vacant property on South Hickory Ridge Rd. in Highland Township; to close by 12/31/2021

**Consideration:**

Highland Township will pay Six Rivers a facilitation fee for its assistance in this acquisition as follows:

- \$5,000 due at time of execution of this agreement
- \$5,000 due at time Six Rivers closes on acquisition of property (by 12/31/2021)
- \$10,000 due at time Six Rivers sells assembled properties to Highland Township (by 12/31/2022)

Both parties agree that they will fully cooperate to provide all information, approvals and responses as quickly as possible to maintain the pace and completion of the project as anticipated.

This constitutes the entirety of the agreement between the parties.

This agreement may only be modified by agreement in writing by the parties.

*Chris Bunch*

\_\_\_\_\_  
Chris Bunch, Executive Director, Six Rivers Land Conservancy

*7/20/21*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Hamill, Supervisor, Highland Township, Michigan

\_\_\_\_\_  
Date

Att: Exhibit A – Map of property including profiles of all three parcels



4480 Orion Rd., 2nd Floor • PO Box 80902 • Rochester • Michigan • 48308-0902

Phone: 248-601-2816 • Fax: 248-601-0106 • [www.sixriversrc.org](http://www.sixriversrc.org)

No property address available

beds / full baths / half baths / sq ft

#1



Residential Property Profile

11-30-200-011

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

Owner Information

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

Location Information

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

Property Description

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

Most Recent Sale Since 1994

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

Tax Information

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

Lot Information

Description : ROLLING Area : 19.23 ACRES



No property address available

# 2



beds / full baths / half baths / sq ft

Residential Property Profile

11-30-200-018

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

Tax Information

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

Lot Information

Description : ROLLING SWAMPY Area : 29.24 ACRES

# 3

**No property address available**

beds / full baths / half baths / sq ft



**Residential Property Profile**

11-30-200-019

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

**Tax Information**

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

**Lot Information**

Description : **ROLLING SWAMPY** Area : **9.75 ACRES**

EXHIBIT A

Highland

PARCEL # 1  
11-30-200-011  
19.23 AC

PARCEL # 2  
11-30-200-018  
29.24 AC

ROBINSON  
PROPERTY  
SOUTH OF M-59  
ON HICKORY RIDGE RD.

PARCEL # 3  
11-30-200-019  
9.75 AC

S Hickory Ridge Rd



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: July 23, 2021  
Re: Rezoning request from ARR, Agricultural and Rural Residential to R-1.5, Single Family Residential-1.5 acre Zoning District  
Applicant: James Long  
1867 Pettibone Lake Rd  
PIN 11-35-101-005

---

The attached materials support an application for rezoning a parcel at 1867 Pettibone Lake Road to accommodate a land division. The Planning Commission held a public hearing on July 15, 2021. There was no public comment. The Planning Commission recommended approval of the request as the proposed use is consistent with the stated goal of the Master Plan of preserving space even though the zoning falls outside the Master Land Use designation, while the land division will reduce the non-conformity of the resultant lots by eliminating a lot depth to width ratio issue.

At your August 2, 2021 meeting, you will be introducing Zoning Amendment Z-022 for consideration at your August 30 meeting.



**CHARTER TOWNSHIP OF HIGHLAND**  
**ORDINANCE NO. Z-022**

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-1.5, Single Family Residential-1.5 acre for property described as follows:

The North 5 acres of the South  $\frac{1}{2}$  of Northwest  $\frac{1}{4}$  of Northwest  $\frac{1}{4}$  of Section 35, Town 3 North, Range 7 East, Township of Highland, Oakland County, Michigan

Parcel 11-35-101-005, commonly known as 1867 Pettibone Lake Road; approximately 5 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 \_\_\_\_\_, 2021

**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 \_\_\_\_\_, 2021 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:	July 15, 2021
Introduction:	August 2, 2021
Adoption:	
Published:	
Effective Date:	

**Highland Township Planning Commission  
Record of the 1376th Meeting  
Highland Township Adult Activity Center  
July 15, 2021**

**Roll Call:**

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

**Also Present:**

Elizabeth J. Corwin, Planning Director

Visitors: 6

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

*Public Hearing:*

**Agenda Item #1:**

Parcel #	11-35-101-005
Zoning:	ARR, Agricultural and Rural Residential
Address:	1867 Pettibone Lake Rd
File#:	RZ 21-05 PH
Request:	Rezoning from ARR to R1.5
Applicant:	James Long
Owner:	James Long

Mr. Charlick introduced the request for rezoning of a five-acre parcel at 1867 Pettibone Lake Road from ARR, Agricultural and Rural Residential to R-1.5, Single Family Residential, 1.5 acre minimum lot size. The property is surrounded on 3 sides by Highland State Recreation Area. The Master Land Use Designation is ARR, Agricultural and Rural Residential. Mr. Charlick opened the public hearing at 7:31 p.m.

Mr. Robert Long, applicant explained his request. His parcel is currently non-conforming in a neighborhood where almost all parcels are non-conforming. He moved to the property in 1962. He would like to prepare the property so as to leave two parcels for his sons to inherit the land where they were raised.



Mr. Long has approached the MDNR to inquire about purchasing adjacent land so that he could conform to the Zoning Ordinance regulations for a land division. Mr. Matt Lincoln of the MDNR explained to him that since the adjacent land was purchased with Michigan Natural Resources Trust Fund money, the department could not release them for sale as surplus property.

Mr. Long shared sketches of his proposed land division, which provided for an east and west parcel, with shared driveways. The existing driveway would be abandoned. Ms. Corwin pointed out that the ordinance no longer allows shared driveways, and that each parcel must have a minimum 60 foot wide frontage on a public or approved private road.

James Long, Jr. of 595 Keith and Jeremy Long of 4000 Clifton Ridge spoke and agreed that the layout could be revised to accommodate a 60 foot access. Ms. Corwin explained there may be further issues related to lot depth to width ratio, and they would have to work those out with the Zoning Administrator.

Mr. Charlick closed the public meeting at 7:40 p.m.

Mr. Heyn disclosed that he was a nearby neighbor and friend of the Long family. He was queried as to whether he could render an objective decision, which he believed he could. It was agreed that it was not necessary to recuse himself from the deliberations.

Mr. Charlick noted that this request appears to have no apparent impact on surrounding neighbors, but was concerned about potentially setting a precedent that would undermine the Master Land Use designation of ARR.

Mr. Beach noted that he would probably have considered a different split arrangement than that proposed, but that there was merit to dividing the parcel east/west to bring the lot to depth ratio into better compliance. He sees an issue with very deep parcels where it is difficult for the property owner to “keep eyes” on the back of the parcel. Two families would be better able to inspect, maintain and protect the property. There would be little or no visual evidence of the second home from Pettibone Lake Road, especially if one driveway were shared. He also noted that limiting the two homes to a single driveway would be important on a rural road with poor sight distance. He is sensitive to the desire of wanting to pass the land to family; and is not opposed, as long as the split is logical.

Mr. Tierney pointed out that in another case of land adjacent to the Highland State Recreation Area, the recommendation was for denial. He was concerned that the entire area would be open to greater density. Mr. Heyn shared that concern. Mr. Charlick noted that there were only three other lots on Pettibone Lake Road that were similar. Mr. Beach noted that this Pettibone Lake Road neighborhood is unique in that the area is totally surrounded by state land, and that the Master Land Use designation was intended to preserve open space, which would not be altered through this or a similar land division. He noted that if the Planning Commission erred in deciding this request was compatible with the Master Plan goals, the harm would be de minimis. The area is already characterized by very narrow lots with shared driveways. Many of the existing lots of record are so narrow that the side yard setbacks overlap, necessitating variances for any and all improvements.

Mr. Smith recalled that the properties in this neighborhood were originally designated with a governmental land use, but that the Master Plan designation was changed to agriculture/open

space to protect them from transition to an undesirable land use. At the time, there was considerable discussion about siting such land uses as prisons and land fills within the community. He agreed that the proposed rezoning to accommodate the land division envisioned was consistent with the goals of the Master Land Use plan and would allow for parcels that better complied with the Zoning Ordinance and the 4 to 1 lot depth to width ratio.

Mr. Beach moved in case RZ21-05, for parcel 11-35-101-005, commonly known as 1867 Pettibone Lake Road to recommend approval of the request for rezoning from ARR, Agricultural and Rural Residential to R1.5, Single-Family Residential, 1.5 acres recognizing that the proposed land division was consistent with the vision of open space preservation and would move the parcels towards compliance with the required lot depth to width ratio. Mr. Tierney supported the motion. Roll Call vote: Heyn-yes; Tierney-yes; Lewis-yes; Smith-yes, Charlick-yes; Beach-yes. Motion carried. (6 affirmative votes.)

*Work Session:*

**Agenda Item #2:**

Continuation of the Discussion on Marihuana as Home Occupation Ordinance

Ms. Corwin explained that the draft before the Planning Commission was revised by the attorney in an attempt to address comments raised at the June 3, 2021 Planning Commission meeting. The draft that was discussed previously was incorrect and had not incorporated changes she had already completed prior to the meeting.

Mr. Tierney opened the discussion by stating that although he understands the desire of the ordinance officer to develop regulations for dealing with safety and nuisance issues, he still believes we have other valid ordinances today that could be used. He was concerned about trying to apply the same standards in large acreage parcels as in small lakefront parcels. He did not believe it was the right time to develop new regulations since the issue and state/federal regulatory framework is still evolving.

Mr. Beach noted that he was bemused by the argument. The state has drawn a clear distinction between medical marijuana providers and recreational marijuana producers. The proposed ordinance deals only with medical marijuana providers. He noted that there is a definite community interest in setting limits on what activities are allowed in a home, noting an example of a medical doctor. While a doctor might be able to conduct his business in a quiet and unassuming nature, there would be still be legitimate concerns about storage and distribution of medicines, disposal of biological wastes, and the power demands of x-ray machines in a residential neighborhood. If one strips away the emotions surrounding marijuana, you are left with basic concerns that are typically addressed in ordinances: traffic, signage, intensity of activity, and compatibility with residential density in the neighborhood.

Mr. Tierney was concerned that the regulations do not respect freedoms expected in open space areas, such as the odors that are often part of agricultural activities.

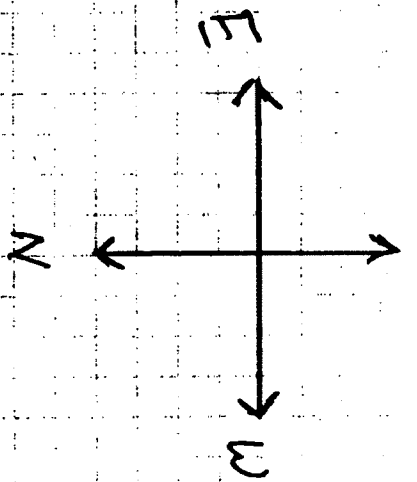
Mr. Beach countered that every regulation in the draft could be legitimately tied back to a public health, safety or welfare concern. There is a case to be made for limits to activities that impact neighboring properties.

1/4" = 1 section = 16.5 ft

WEST 1/2 of property

1 inch = 66 ft

DASHED LINE = PROPOSED SPLIT

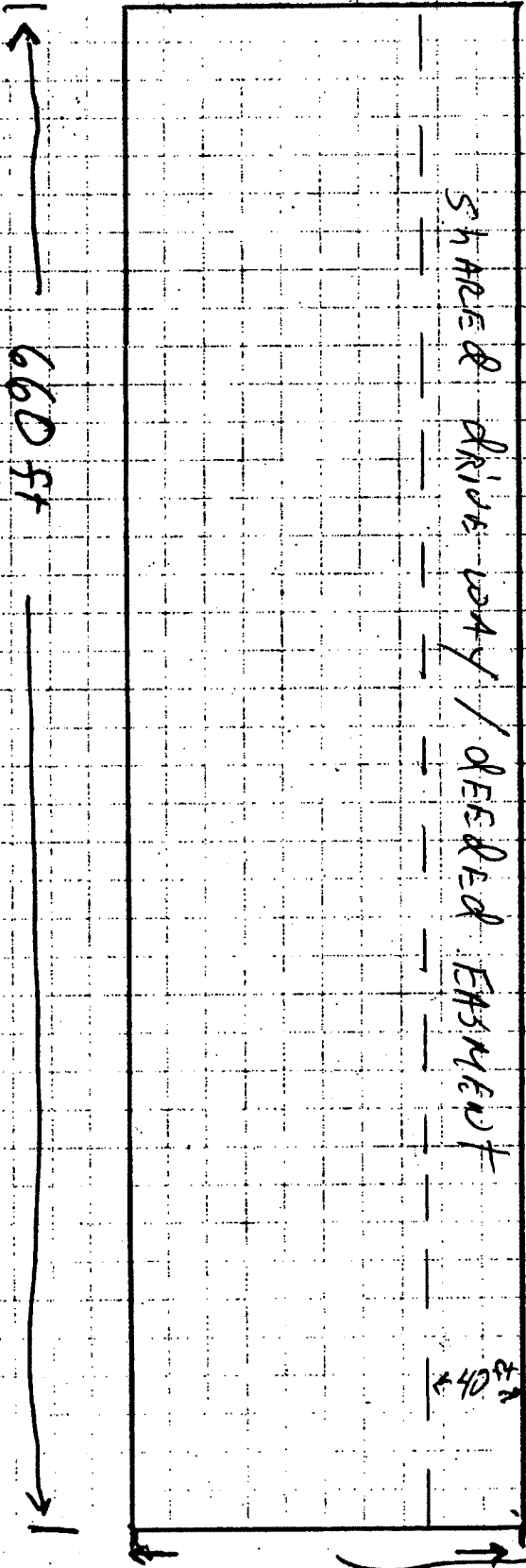


SHARED DRIVEWAY / DESIRED EASEMENT

40 ft

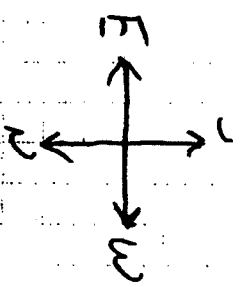
165 ft

PETTIBONE LAKE

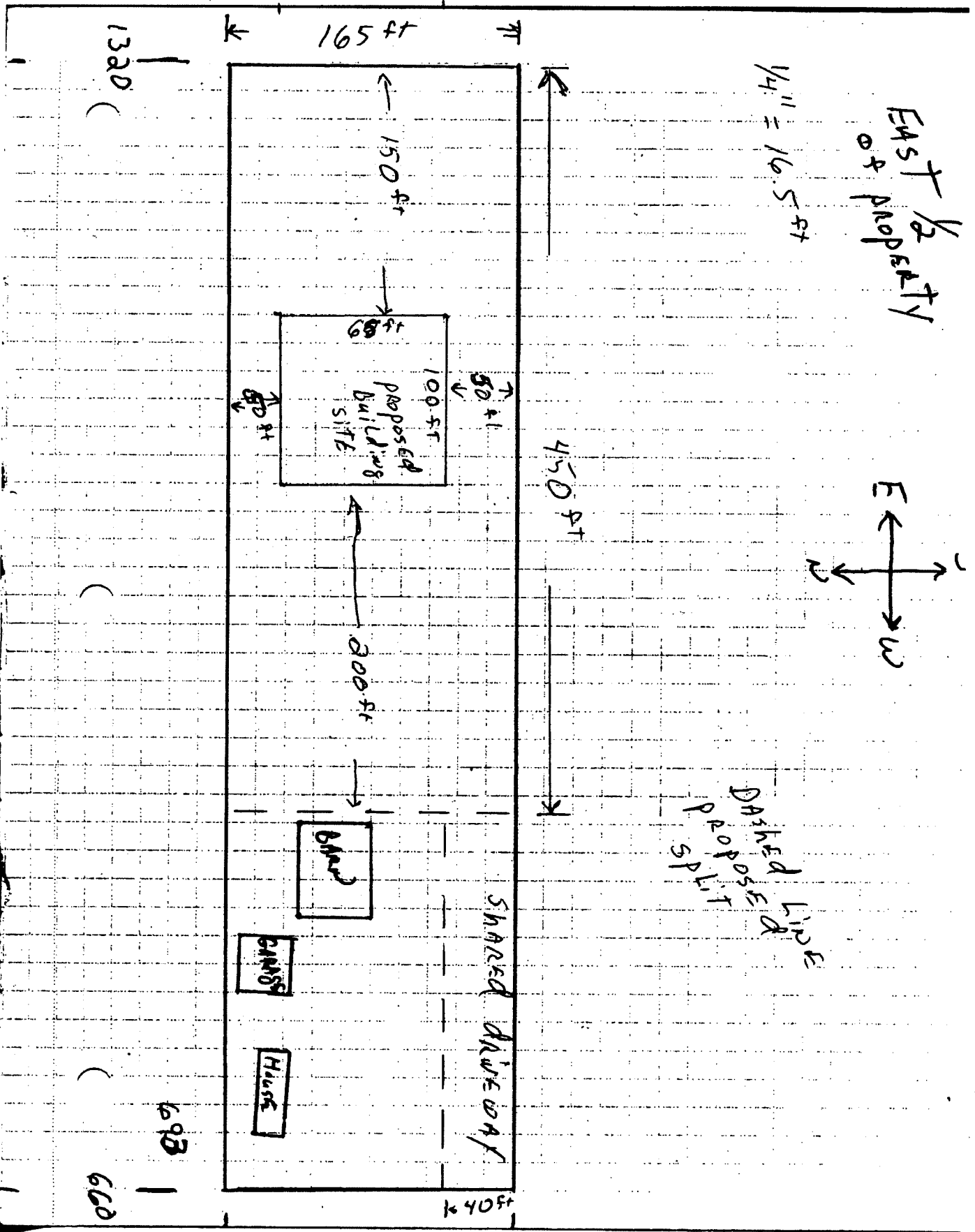


EAST 1/2 PROPERTY  
OF PROPERTY

1/4" = 16.5 FT



DASHED LINE  
PROPOSED  
SPLIT



1320

165 ft

150 ft

68 ft

100 ft

50 ft

80 ft

PROPOSED BUILDING SITE

450 ft

300 ft

Garage

Garage

House

SHARED DRIVEWAY

40 ft

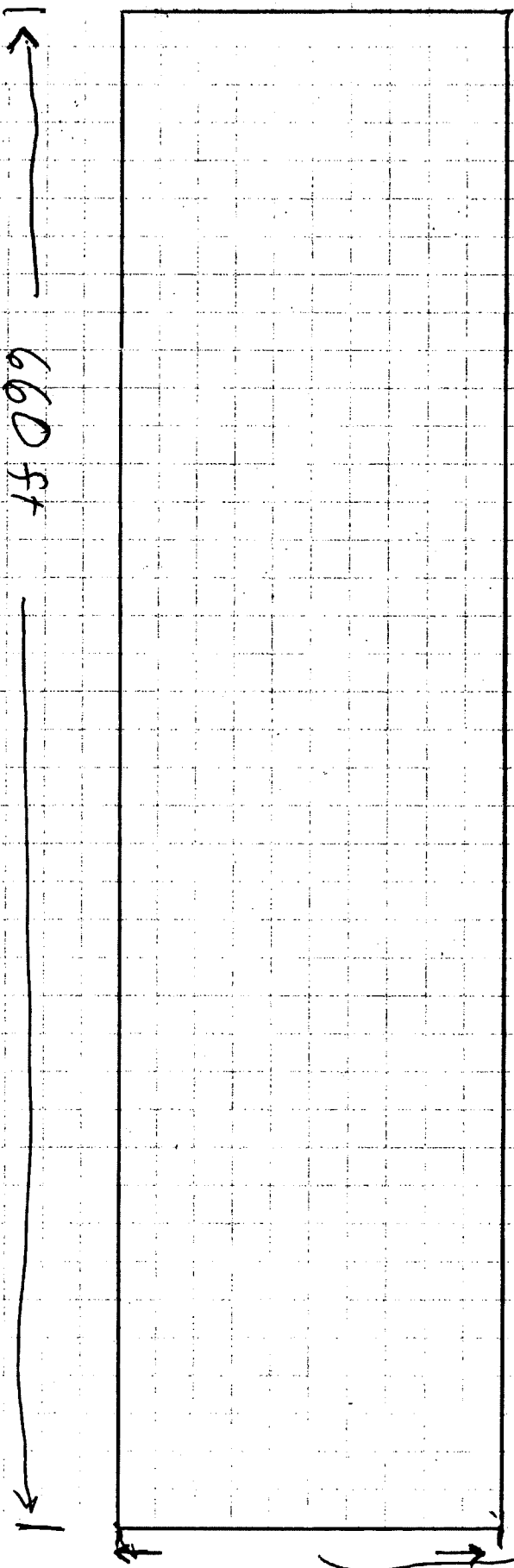
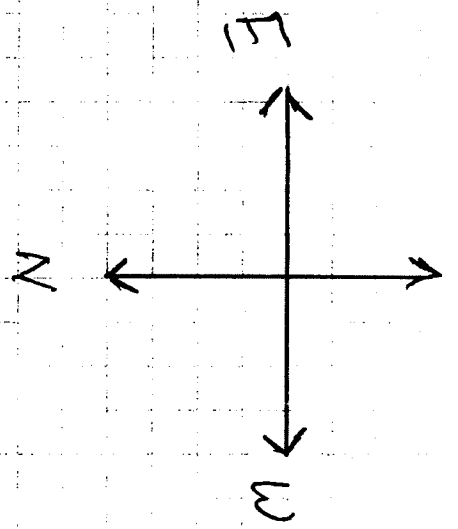
698

660

$\frac{1}{4}'' = 1 \text{ section} = 16.5 \text{ ft}$

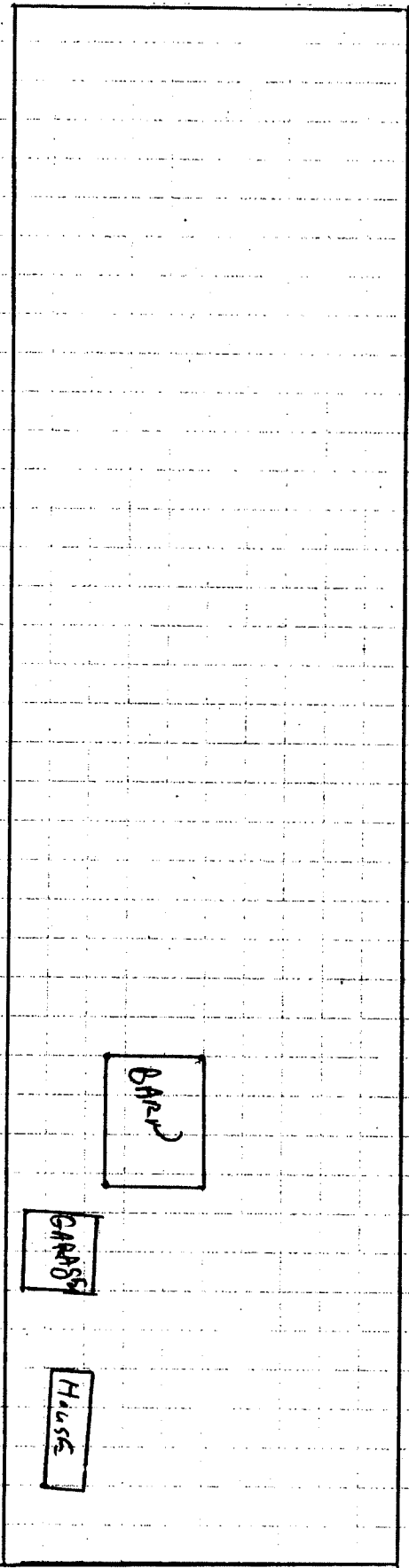
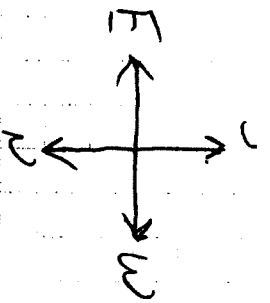
WEST  $\frac{1}{2}$  of property

1 inch = 66 ft



PETTIBOWE LAKE

EAST 1/2  
OF PROPERTY



1320

698

660



# Memorandum

To: Planning Commission Members  
From: Joseph Blair, Planner  
Date: July 1<sup>st</sup>, 2021  
Re: Rezoning request from ARR, Agricultural and Rural Residential to R1.5, Residential 1.5  
Zoning District  
Applicant: James Long  
1867 Pettibone Lake Rd.  
PIN: 11-35-101-005

---

The attached materials support an application for rezoning a parcel on Pettibone Lake Rd to accommodate a land division.

The property is zoned Agricultural and Rural Residential, and also Master Planned for Agricultural and Rural Residential (with a 5-acre min lot size).

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





**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
July 15, 2021  
7:30 P.M.**

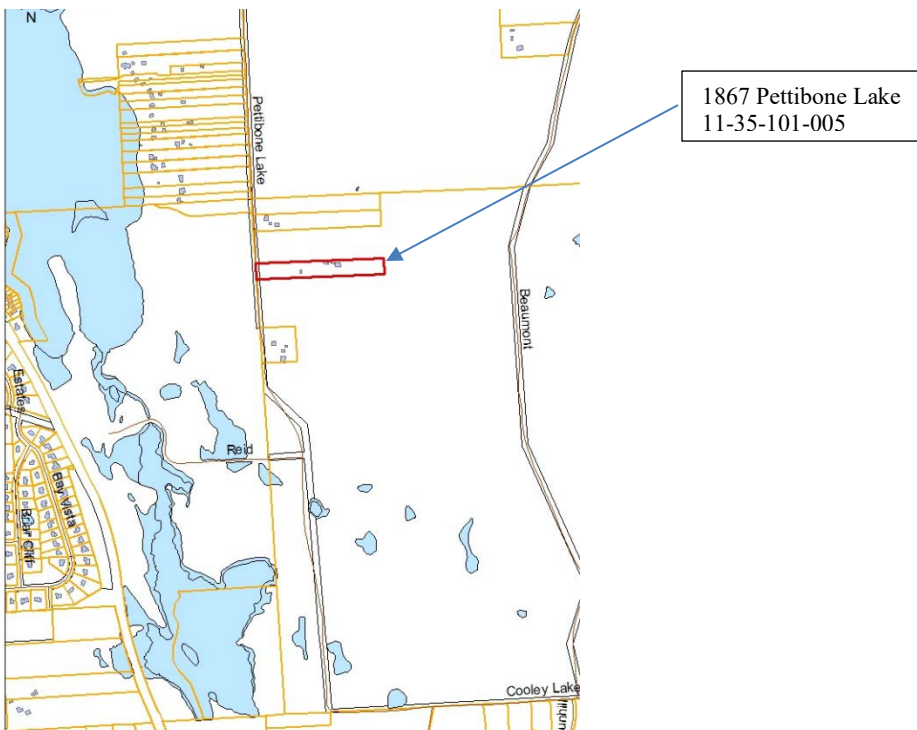
**NOTICE IS HEREBY GIVEN** that a public hearing will be held at the Highland Adult Activity Center, 209 N. John Street on Thursday, July 15, 2021 at 7:30 p.m.

**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 #11-35-101-005, approximately 5 acres.



The applicant and owner is James Long. The property would be changed *from ARR, Agricultural and Rural Residential Zoning District To R-1.5 Single Family Residential Zoning District (1.5 acre min. lot.)*









Scott Green, Chairman  
Highland Township Planning Commission

**(Publish: June 30, 2021)**



# 1867 Pettibone Lake Rd



 2 Foot Contours	 100 yr - FEMA Floodplain
 5 Foot Contours	 100 yr (detailed) - FEMA Floodplain
 FEMA Base Flood Elevations	 500 yr - FEMA Floodplain
 FEMA Cross Sections	 FLOODWAY - FEMA Floodplain

Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.



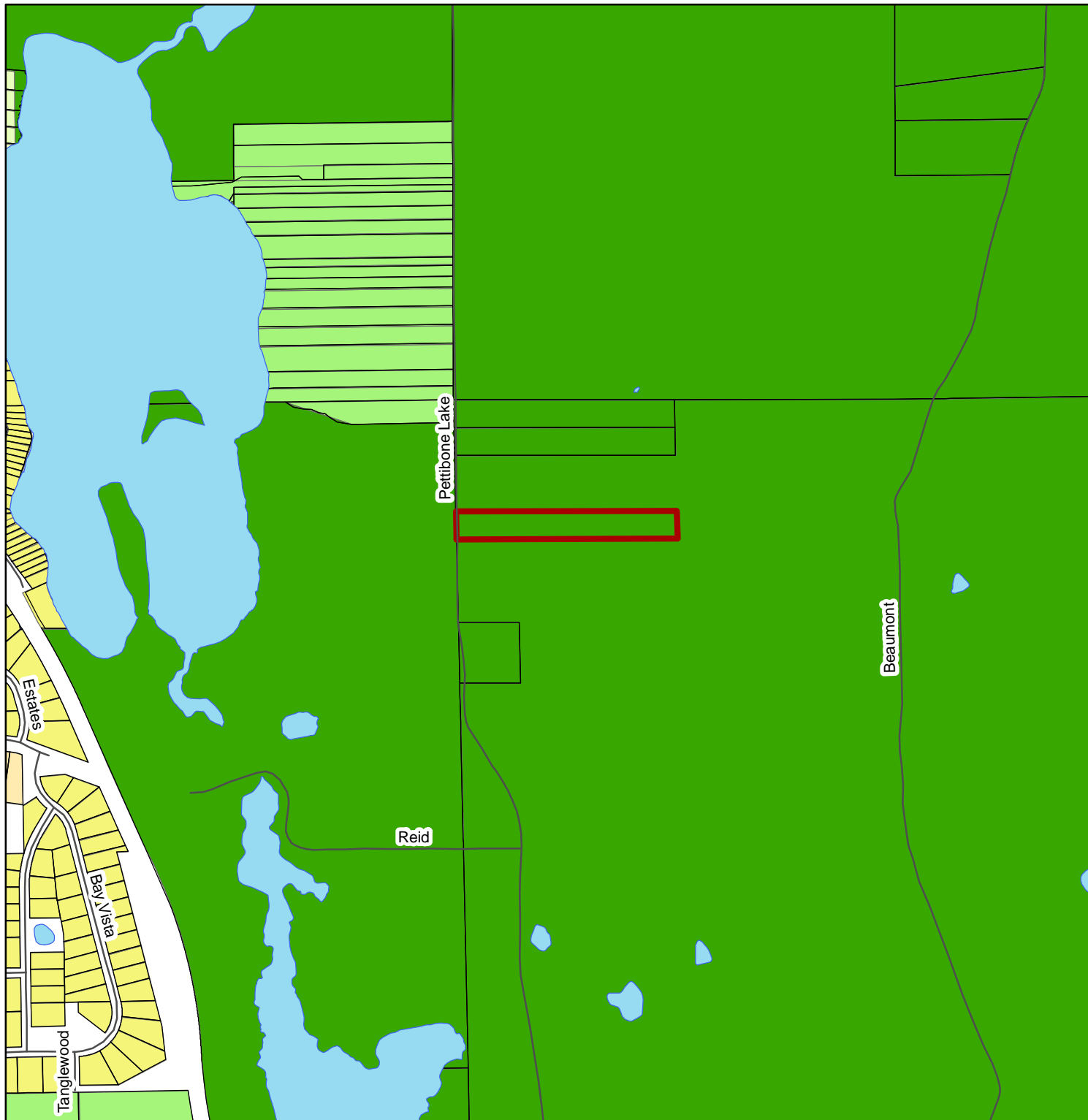
**David Coulter**  
Oakland County Executive

Date Created: 7/1/2021

**NORTH**  
1 inch = 200 feet






# RZ CASE 21-05

Long



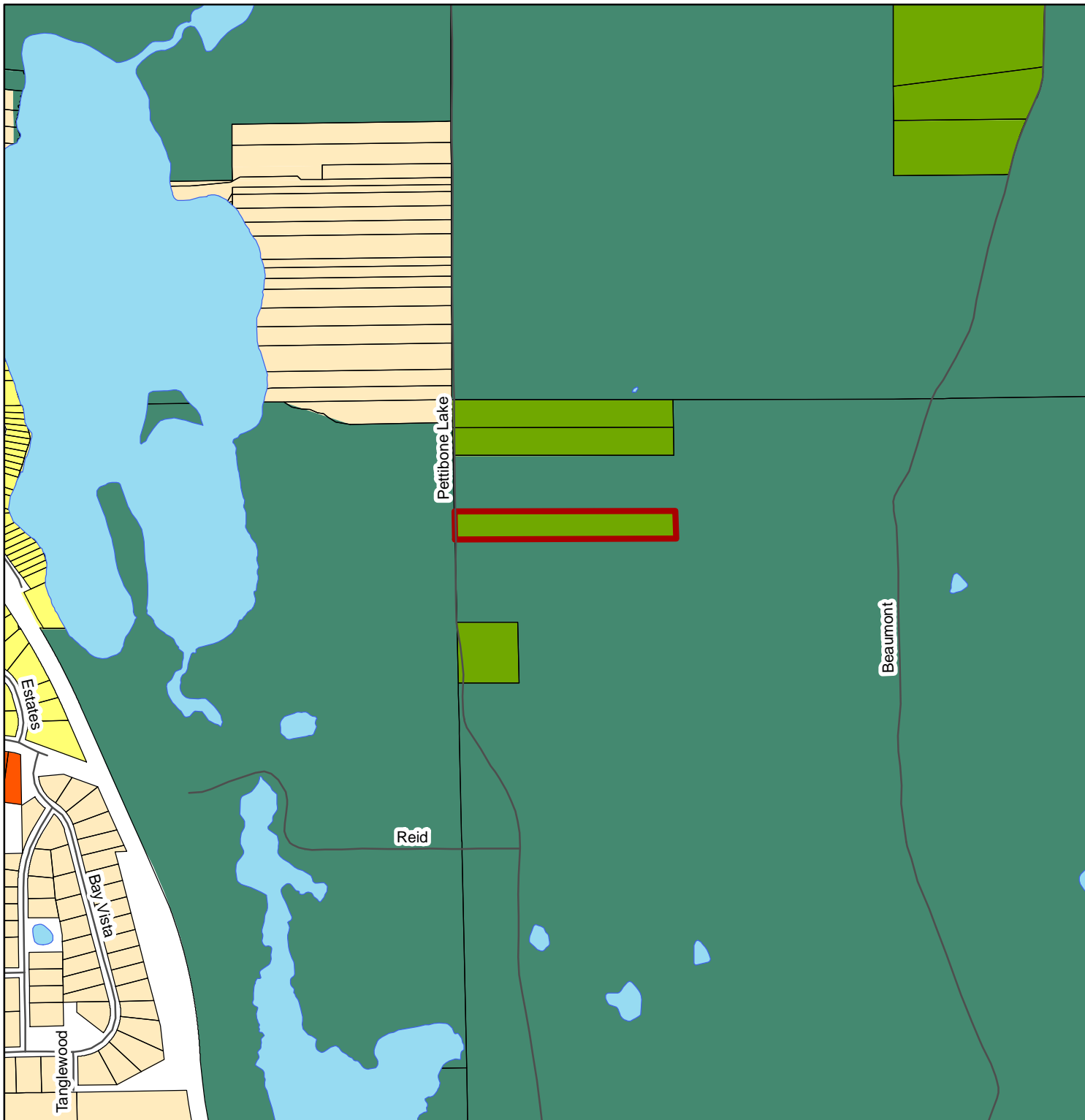
 1867 Pettibone

## 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






# RZ CASE 21-05

Long



 1867 Pettibone

### 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
-  PARKS AND RECREATION

CHARTER TOWNSHIP OF HIGHLAND



<input type="checkbox"/>	Site Plan Review
<input checked="" type="checkbox"/>	Rezoning <i>egp</i>
<input type="checkbox"/>	Use Requiring Special Approval
<input checked="" type="checkbox"/>	Land Division
<input type="checkbox"/>	Land Division & Combination
<input type="checkbox"/>	Road Profile
<input type="checkbox"/>	Other

PLAN REVIEW APPLICATION

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

Date filed: 6/11/2021 Fee: \$750 Escrow: -0- Case Number: 21-05

NOTICE TO APPLICANT AND OWNER

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

*receipt 1.051945*

APPLICANT AND PROPERTY OWNER INFORMATION

Applicant: JAMES LOWE Email: PUREGOLDMORGANS@EARTHLINK.NET  
Phone: 248-887-1057  
Address: 1867 PETTIBONE LK Rd Highland MI 48356  
(Street) (City) (State) (Zip)  
Property Owner: JAMES LOWE Phone: 248-887-1057  
Address: 1867 PETTIBONE LK Rd Highland, MI 48356  
(Street) (City) (State) (Zip)

PROPERTY INFORMATION

Address or Adjacent Streets: 1867 PETTIBONE LK Rd, Highland MI 48356  
Lot Width: 165 ft Lot Depth: 1320 ft Lot Area: 5 ACRES  
Tax Identification Number(s) (Sidwell): 11-35-101-005

PROJECT INFORMATION

Project Name: LAND SPLIT  
Existing Use: RESIDENTIAL Current Zoning: ARR  
Proposed Use: RESIDENTIAL Proposed Zoning: ARR CLUSTER ZONE 5 R1.5

**APPLICANT**  
SIGNATURE: [Signature]  
NAME: JAMES LOWE  
On the 11 day of JUNE 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.

**OWNER**  
SIGNATURE: [Signature]  
NAME: JAMES LOWE  
On the 11 day of JUNE 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: [Signature]

State Of Michigan  
County Of Oakland  
Notary Public: [Signature]

\* 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.



Statement of reason for land division of 1867 Pettibone Lake Rd., Highland MI  
48356

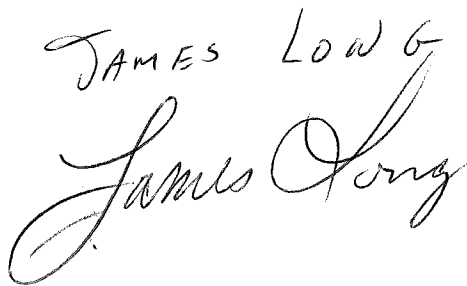
Legal description: North 5 acres of South ½ of Northwest ¼ of Section 35, Town  
3 North, Range 7 East, Township of Highland, Oakland County, Michigan

The purpose of the division/splitting of our property is for the assigning of interest to our 2 sons. Each son would be assigned / added to the deed for a parcel. This would ensure that the land continues to stay in the family which it has since 1962.

There would be one additional building site on the east parcel. Which would meet the current set back requirements.

This provides each son and their family with a residence in Highland.

There would be no impact on the surrounding DNR rural area, there would be no visible impact from the road as the new dwelling would be 900 feet back from Pettibone Lake Rd.

JAMES LONG  


LAND DIVISION  
ADDITIONAL REQUIRED INFORMATION  
ATTACHMENTS

---

1. Location Map (include an address, description of the property, directions to the property relative to nearest major cross roads and/or adjacent address).
2. Property located on a Section Parcel Id Map.
3. Aerial Photo if possible.
4. A drawing of the existing property (ies) as it currently exists with all building sizes and setbacks shown to scale. If there are any wetlands, hazardous areas, steep slopes greater than 1 on 1, these areas should also be noted on the drawing.
5. A drawing of the proposed split or split and recombination.
6. Subdivision Control Act Certification.
7. Land Division Tax Payment Certification.
8. Copy of most recent tax bill.
9. A statement as to what use the property (ies) will be put to when they are divided.
10. A copy of all restrictions (use, development, private road, utility easement, etc.).
11. Previous action by any Township Boards or Commissions.
12. Proof of ownership. (Warranty Deed, Land contract, etc.)

**Land Division**  
**Tax Payment Certification**

I agree that all taxes due at the time the land division is processed by the Assessing Department will be paid prior to the issuance of new tax descriptions and parcel identification numbers.

Current Sidwell Number: 11-35-101-005

*James W. [Signature]*  
(Signature)

*[Signature]*  
(Signature)

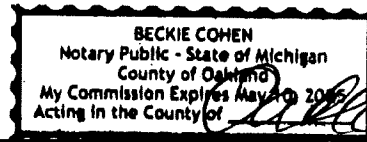
6-2-2021  
(Date)

State of: Michigan

County of: OAKLAND

On the 2<sup>ND</sup> day of JUNE, 2021, before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the fore going instrument, and \_\_\_\_\_ acknowledged to me that \_\_\_\_\_ executed the same.

Notary Public: *[Signature]*



My Commission expires: 5-10-2025

**SUBDIVISION CONTROL ACT CERTIFICATION**

Some requests for land division may not be approved because they are in violation of Act 288 of the Public Acts of 1967, as amended, by the State of Michigan, said Act being known as the "Subdivision Control Act." The applicant shall certify that the request being made has been checked for compliance with regard to this Act. Special concern should be given to those parcels that are over ten (10) acres in size and there is a desire to divide them up into parcels less than ten (10) acres in size, On the other hand, dividing platted lots or combining and redividing platted lots is almost never an issue. For your own information and certification of compliance, please check with a competent engineering professional or title company representative so that you can complete this form.

I, JAMES LOWE certify that I have checked for compliance with regard to act 288 of the Acts of 1967, said Act being known as the "Subdivision Control Act" and that this land division request meets the requirements of said act as follows:



There have not been any land divisions related to this parcel.



The land division that have been related to this parcel have occurred as follows:

---

---

---

---

Name: JAMES LOWE

Signature: [Signature]

Date: 6/3/2021

Name: Judith Lowe

Signature: [Signature]

Date: 6/3/2021



The Grantor(s) WILLIAM H. TOMPKINS and CHRISTINE TOMPKINS, HIS WIFE, whose address is

P.O. BOX 175, BRETHREN, MICHIGAN 49619 convey(s) and warrant(s) to JAMES WILLIAM LONG, SR. and JUDITH THERESE LONG, HIS WIFE whose address is 1867 PETTIBONE LAKE ROAD, HIGHLAND, MICHIGAN 48031

the following described premises situated in the TOWNSHIP of HIGHLAND, County of OAKLAND and State of Michigan:

#326 REG/DEEDS PAID 0001 JAN 16 '92 03:04PM 4469 DEEDS 7.00

North 5 acres of South 1/2 of Northwest 1/4 of Northwest 1/4 of Section 35, Town 3 North, Range 7 East, Township of Highland, Oakland County, Michigan

#326 REG/DEEDS PAID 0001 JAN 16 '92 03:04PM 4469 RPT FEE 2.00

Commonly known as: 1867 PETTIBONE LAKE ROAD Tax Item No. 11-35-101-005

#326 REG/DEEDS PAID 0001 JAN 16 '92 03:04PM 4469 TRNSF TX 82.50

for the sum of SEVENTY-FIVE THOUSAND AND 00/100 (\$75,000.00) DOLLARS

subject to easements and building and use restrictions of record and further subject to any acts or omissions of persons other than the Grantors from and after March 23, 1989, the date of a certain land contract in fulfillment of which this deed is granted.

Dated this 30th day of DECEMBER, 1991

Signed in presence of: Paula S. Myers, Julie A. Vachon

Signed by: William H. Tompkins, Christine Tompkins

STATE OF MICHIGAN, COUNTY OF OAKLAND

REAL ESTATE MICHIGAN DEPT. OF TREASURY 82.50

700 amt + 200 82.50 JE

The foregoing instrument was acknowledged before me this 30th day of DECEMBER 19 91, by WILLIAM H. TOMPKINS AND CHRISTINE TOMPKINS, HIS WIFE

OAKLAND COUNTY TREASURER'S CERTIFICATE I HEREBY CERTIFY that there are no TAX LIENS or TITLES held by the state or any individual against the within description, and all TAXES are current and paid for five years previous to the date of this instrument, as appears by records.

Notary Public, Oakland, Michigan My commission expires: July 12, 1995

When Recorded Return To: GRANTEES (Name) MR. & MRS. JAMES WILLIAM LONG SR. (Street Address) 1867 PETTIBONE LAKE ROAD (City and State) HIGHLAND, MI 48031 Send Subsequent Tax Bills To: GRANTEES Drafted By: UAW-FORD LEGAL SERVICES PLAN BY: NORMA A. MACIAS Business Address: 45009 PONTIAC TRAIL NOVI, MICHIGAN 48377

Tax Parcel # 11-35-101-005 Recording Fee \$10.00 9.00 Transfer Tax \$82.50



# Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: 8/2/2021

Re: Municipal Credit and Community Credit contract FY2022

---

Authorization for the supervisor to sign the contract with SMART to allocate our Municipal Credits for transportation.

Recommend that the Supervisor sign the Municipal Credit and Community Credit contract FY2022 for the transportation program with SMART (Suburban Mobility Authority for Transportation).



*Warm inside. Great outdoors.*



# MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2022

I, **RICK HAMILL**, as the **TOWNSHIP SUPERVISOR** of the **HIGHLAND TOWNSHIP** (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period **July 1, 2021** through **June 30, 2022** (Section 1 below), and **Community Credits** available for the period **July 1, 2021** to **June 30, 2022** (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use \$ **18,886.00** in **Municipal Credit** funds as follows:

- |  |                          |
|--|--------------------------|
| (a) Transfer to _____<br><small style="text-align: center;">TRANSFeree COMMUNITY</small> | Funding of: \$ _____     |
| (b) Van/Bus Operations<br>(Including Charter and Taxi services)                          | At the cost of: \$ _____ |
| (c) Services Purchased from SMART<br>(Including Tickets, Shuttle Services/Dial-a-Ride)   | At the cost of: \$ _____ |
| (d) Services Purchased from Subcontractor  | At the cost of: \$ _____ |

\_\_\_\_\_  
(NAME OF SUBCONTRACTOR)  
(See attached Subcontractor Service Agreement)

**Total \$ 18,886.00**

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by **June 30, 2023**; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use \$ **0** in **Community Credit** funds available as follows:

- |  |                          |
|--|--------------------------|
| (a) Transfer to _____<br><small style="text-align: center;">TRANSFeree COMMUNITY</small> | Funding of: \$ _____     |
| (b) Van/Bus Operations<br>(Including Charter and Taxi services)                          | At the cost of: \$ _____ |
| (c) Services Purchased from SMART<br>(Including Tickets, Shuttle Services/Dial-a-Ride)   | At the cost of: \$ _____ |
| (d) Capital Purchases  | At the cost of: \$ _____ |

(e) Services Purchased from Subcontractor

At the cost of: \$ \_\_\_\_\_

\_\_\_\_\_  
(NAME OF SUBCONTRACTOR)  
(See attached Subcontractor Service Agreement)

**Total \$ 0**

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in **FY 2022**, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by **June 30, 2024** any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY  
FOR REGIONAL TRANSPORTATION**

**HIGHLAND TOWNSHIP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

RICK HAMILL  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

TOWNSHIP SUPERVISOR  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A** (WOTA)

**PROJECT DESCRIPTION**

Overall Project Description (*Provide a descriptive narrative*):

Highland Township contracts with WOTA to provide transportation to residents.

---

---

---

---

Service Area (*Provide geographic boundaries*):

West to US-23 & M-59 (Hartland).

South to Milford Rd and Grand River Ave (New Hudson) and to 10 Mile and Haggerty (Novi).

East to 12 Mile and Orchard Lake Rd (Farmington) and to Telegraph and M-59 (Pontiac).

North to Dixie Highway and I-75 (Clarkston) and Clyde/White Lake Rd (Highland/White Lake).

---

---

Service Times (*Provide days and hours of service*):

7:00 am to 4:30 pm Monday through Friday.

---

---

Eligible User Groups (*Users eligible to use the service*):

Elderly residents age 55+ and disabled adults 18+.

---

---

Fare Structure (*Cost to use service*):

\$2.50 per stop.

Caregivers ride free.

---

---

Service Mode (*Describe the number and type of vehicles used and if they are wheelchair lift-equipped*):

1 7-passenger van; lift non-working, cannot be fixed.

1 9-passenger van; functioning lift.

10 14-passenger buses; functioning lifts.

---

---

---

---

**EXHIBIT B**

**PROJECT OPERATING BUDGET**

Municipality: **HIGHLAND TOWNSHIP**

Contract Period: **July 1, 2021 – June 30, 2022**

Account Number: **48217**

**OPERATING EXPENSES:**

Administrative Fee: *(All employees  
other than drivers and dispatchers)*  
(10% max. of MC & CC funds)

Driver Wages \_\_\_\_\_

Fringe Benefits \_\_\_\_\_

Gasoline & Lubricants \_\_\_\_\_

Vehicle Insurance \_\_\_\_\_

Parts, Maintenance Supplies \_\_\_\_\_

Mechanic Wages \_\_\_\_\_

Fringe Benefits \_\_\_\_\_

Dispatch Wages \_\_\_\_\_

Other *(Specify)* \_\_\_\_\_

**Sub-Total (Operating Expenses)** \_\_\_\_\_

**PURCHASED SERVICE:**

Taxi Service \_\_\_\_\_

Charter Service \_\_\_\_\_

SMART Bus Tickets \_\_\_\_\_

SMART Shuttle Service \_\_\_\_\_

SMART Dial-A-Ride \_\_\_\_\_

Other (WOTA) \$ 18,886.00

**Sub-Total (Purchased Service)** \$ 18,886.00

**CAPITAL EQUIPMENT:**

*(Only list purchases to be made with Community Credits)*

Computer Equipment \_\_\_\_\_

Software \_\_\_\_\_

Vehicle \_\_\_\_\_

Maintenance Equipment \_\_\_\_\_

Other (Specify) \_\_\_\_\_

**Sub-Total (Capital Equipment)** \_\_\_\_\_

**TOTAL EXPENSES:**

**Operating Expenses, Purchased Service,  
and Capital Equipment:** \_\_\_\_\_

**EXHIBIT B, continued (Page 2)**

**REVENUES:**

Municipal Credit Funds	\$ 18,886.00
Community Credit Funds	\$ 0
Specialized Services Funds	
General Funds	
Farebox Revenue	
In-Kind Service	
Special Fares ( <i>Contracted Service</i> )	
Other ( <i>Specify</i> )	

**TOTAL REVENUE:**

\_\_\_\_\_

**(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)**



## Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: July 16, 2021  
Re: New Lake Improvement Board Appointments

---

There are vacancies on three (3) Lake Improvement Boards

Trustees serving on Lake Improvement Boards:

Charlick Lake- Joe Salvia

Duck Lake- Brian Howe

Gourd Lake- Tami Flowers

Highland Lake- Joe Salvia

**Kellogg Lake- OPEN**

**Taggett Lake- OPEN**

**Tomahawk Lake- OPEN**

Woodruff Lake- Brian Howe

Rick Hamill serves on all Lake Improvement Boards.

Per Public Act 451 of 1994, as amended. The lake board shall consist of the following:

Two representatives from each local unit of government appointed by the legislative body of the local unit....

We are looking for volunteers to fill these vacancies so that the Board of Trustees can properly make the appointments.

*Warm inside. Great outdoors.*





**SUMMARY OF PART 309, INLAND LAKE IMPROVEMENTS  
OF THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT,  
PUBLIC ACT 451 OF 1994, AS AMENDED**

Part 309, Inland Lake Improvements, of PA 451 of 1994, as amended, provides for the improvement of certain inland lakes, including nuisance aquatic plant control, authorizes the dredging and removal of undesirable materials from lakes; and authorizes the raising of money by taxation and special assessment.

Part 309 provides for the establishment of a "lake board" that is charged with the responsibility of carrying out desired improvements.

On public inland lakes, lake board may be established by the governing body of a local unit of government (city, village, township or county) upon its own motion or by petition of 2/3 of the freeholders owning lands abutting the lake. Such action can be taken by the governing body of any local unit in which all or any part of the lake is located. The MDEQ may also petition for the lake board.

On private inland lakes, a lake board can be established by petition only.

Upon receipt of a petition(s), or on its own motion, the governing body of a local unit shall within 60 days establish a lake board. The lake board shall consist of the following:

1. A member of the board of commissioners appointed by the chairperson of the board of commissioners of each county affected by the lake improvement project.
2. Two representatives from each local unit of government appointed by the legislative body of the local unit if a lake with a Lake Board is totally within a particular Township; OR, if a lake with a Lake Board is located in more than one Township, then each Township appoints one (1) representative.
3. The county drain commissioner, or his or her designee, or a member of the county road commission in counties not having a drain commissioner.
4. A property owner, appointed by the board, who owns land abutting the lake. Note: The homeowners' association may nominate three people for lake board membership. The government appointed members elect the property owner member from the nominees to serve a four-year term.

Lake Boards established under Part 309 must do the following:

1. Retain a registered professional engineer to prepare an engineering feasibility report, an economic study report and an estimate of project costs. The report must include a proposed special assessment district and a recommendation for the apportionment of benefits. The assessment district may include all parcels of land and local units benefited by the improvement project.
2. Hold a Public Hearing of Practicability to review the feasibility report, the proposed special assessment district, the apportionment of benefits and to determine the practicability of the project. Publish Notice of Hearing of Practicability twice.
3. Once a project is determined to be practical and approved by the lake board and the special assessment district and an apportionment of benefits are determined, the lake board may then proceed to finalize the plans for the approved lake improvement project and prepare an assessment roll.
4. Before confirming the assessment roll, the lake board must hold a Hearing of Assessment to review and hear any objections to the assessment roll. Notice of the hearing must be published twice and mailed to homeowners in special assessment district.
5. After the hearing, the lake board may confirm the assessment roll and proceed with carrying out the approved lake improvement project.



**Resolution No: 21-14**  
**Resolution Authorizing Termination of Driveway Easement**

At a regular meeting of the Charter Township of Highland Board of Trustees, Oakland County, Michigan held on August 2, 2021, at 6:30 p.m. via Zoom in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended;

PRESENT:

ABSENT:

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

**WHEREAS**, the Township of Highland (the "Township") owns Lot 24, Supervisor's Plat No. 4, in the Township of Highland, Oakland County, Michigan, recorded in Liber 62, Page 30 of Plats in the records of the Oakland County Register of Deeds (the "Township's Property"); and

**WHEREAS**, by a vote of the electors of the Township at a meeting held on April 5, 1969, the Township granted to Huron Valley School District an easement over and across the North 30 feet of the Township's Property for trucks, cars, and other motor vehicles for driveway purposes (the "Driveway Easement"); and

**WHEREAS**, the Driveway Easement was recorded in Liber 5361, Page 774 in the office of the Register of Deeds for the County of Oakland, State of Michigan; and

**WHEREAS**, by its terms, the Driveway Easement shall continue so long as the same may be necessary and required as a means of ingress and egress by Huron Valley School District from John's Street; and

**WHEREAS**, the Township and the Huron Valley School District agree that the Driveway Easement is no longer necessary or required as a means of ingress and egress by Huron Valley School District from John's Street; and

**WHEREAS**, despite its automatic termination, Huron Valley School District requested the Township take formal action terminating the easement.

**NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. The Highland Township Board of Trustees hereby adopts this Resolution authorizing the Supervisor execute the Termination of Driveway Easement, attached hereto as Exhibit A.
2. The Termination of Driveway Easement shall be recorded with the Oakland County Register of Deeds evidencing the termination called for therein.
3. This termination shall become effective October 1, 2021 ("Effective Date of Termination"), even if this Termination of Driveway Easement is executed and recorded before such Effective Date of Termination.

This resolution passed with the following vote:

Yeas:

Nays:

Abstain:

**RESOLUTION DECLARED ADOPTED**

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF OAKLAND        )

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 \_\_\_\_\_, 2021.

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

# Exhibit A







**RESOLUTION 21-15  
DECLINING OPERATION AND OWNERSHIP OF  
HIGHLAND HILLS MHP WATER SYSTEM**

At a regular meeting of the Township Board of the Township of Highland, Oakland County, Michigan (the "Township"), held on the 2nd day of August, 2021.

PRESENT:

ABSENT:

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

**WHEREAS**, CC Highland Hills Property LLC, a Delaware limited liability company ("Owner") owns and operates a drinking water system serving Highland Hills MHP, located at 1200 W. Highland Rd., Highland, Michigan 48357, as more particularly described on Exhibit A attached hereto and made part hereof.

**WHEREAS** Owner possesses the ability and willingness to continue effective operation and maintenance of said system;

**WHEREAS**, Sec. 10 of Michigan's Safe Water Drinking Act, MCL 325.1010, states the EGLE shall not approve a permit for a privately owned public water supply unless the Township by resolution states its refusal to accept ownership and operational responsibility of the public water supply;

**WHEREAS** the Township recognizes the need for effective and continued operation and maintenance of said system to protect the public health; and

**WHEREAS**, at this time, the Township declines to accept ownership and/or operational responsibility to own, operate, and administer this particular private drinking water supply; provided, however, if an opportunity to connect to a public water supply arises in the future, the Township will consider such matter at such time;

**NOW, THEREFORE, BE IT RESOLVED** that the Township refuses to accept ownership of or operation, maintenance, and administrative responsibilities for the drinking water system serving the Highland Hills MHP, located at 1200 W. Highland Rd., Highland, Michigan 48357, and hereby endorses the application of Owner to continue these responsibilities under state permit.

Yeas:  
Nays: None  
Abstain: None

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

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

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

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Township of Highland, Oakland County, Michigan, on the 2nd day of August, 2021, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_\_ day of August, 2021.

\_\_\_\_\_  
Township Clerk



Exhibit A

Legal Description

The land referred to in this policy, situated in the County of Oakland, Township of Highland, State of Michigan, is described as follows:

PARCEL A:

All that part of the South 3/4 of the East 1/2 of the West 1/2 of Section 21, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, lying Northerly of the center line of Highway M-59, EXCEPTING that part of subject property lying within a parcel of land described as: Beginning at a point in the center line of M-59 distant East along the Section Line 1335.3 feet and North 00 degrees 08 minutes East 192.00 feet from the Southwest corner of Section 21; thence North 74 degrees 41 minutes East 100.00 feet along the center line of M-59; thence North 00 degrees 08 minutes East 500.00 feet; thence South 74 degrees 41 minutes West 100.00 feet; thence South 00

degrees 08 minutes West 500.00 feet to the Point of Beginning, ALSO EXCEPTING a parcel of land described as: Part of the East 1/2 of the Southwest 1/4 of Section 21, Town 3 North, Range 7 East, Township of Highland, Oakland County, Michigan, described as: Beginning at a point distant North 02 degrees 35 minutes 00 second West 947.06 feet along North and South 1/4 line from the South 1/4 corner of said Section 21 to a point on the Northerly right-of way line of M-59; thence along said right-of-way line South 61 degrees 47 minutes 08 seconds West 455.36 feet; thence continuing along said right-of-way line 595.38 feet on a curve to the right, said curve having a radius of 5,530.52 feet, a central angle of 06 degrees 10 minutes 05 seconds and a chord bearing South 64 degrees 41 minutes 45 seconds West 595.10 feet to the Point of Beginning; thence continuing along said right-of way line 300.00 feet on a curve to the right, said curve having a radius of 5,530.52 feet, a central angle of 03 degrees 06 minutes 29 seconds and a chord bearing South 69 degrees 19 minutes 53 seconds West 299.96 feet; thence North 02 degrees 31 minutes 32 seconds West 291.17 feet; thence South 72 degrees 00 minute 58 seconds West 100.13 feet; thence North 02 degrees 31 minutes 32 seconds West 410.43 feet; thence North 87 degrees 28 minutes 28 seconds East 381.55 feet; thence South 02 degrees 31 minutes 32 seconds East 581.51 feet to the Point of Beginning.

PARCEL B:

The Northwest 1/4 of the Northeast 1/4 of Section 21, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, EXCEPTING a parcel of land described as: Commencing at the Northeast corner of said Section; thence along the North line of said Section, due West 1336.10 feet to the Point of Beginning; thence West 200.00 feet; thence South 01 degree 55 minutes West 326.70 feet; thence due East 200.00 feet; thence North 01 degree 55 minutes East 326.70 feet to the Point of Beginning, ALSO EXCEPTING a parcel of land described as: Commencing at the Northeast corner of said Section; thence along the North line of said Section, due West 1536.10 feet to the Point of Beginning; thence South 01 degree 55 minutes West 326.70 feet; thence West 200.00 feet; thence North 01 degree 55 minutes East 326.70 feet; thence due East 200.00 feet to the Point of Beginning.

PARCEL C:

The South 20 acres of the East 3/4 of the Northeast 1/4 of the Northwest 1/4 of Section 21, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan.

PARCEL D:

The South 3/4 of the West 1/2 of the East 1/2, lying North of State Highway, commonly known as M-59, Section 21, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan.



# Memorandum

To: Board of Trustees  
From: Elizabeth J. Corwin, AICP, PE.  
Date: July 27, 2021  
Re: Highland Hills MHC  
Resolution accepting change of ownership

---

Cambio Homes has purchased Highland Hills Mobile Home Community and is in the process of updating and restoring the infrastructure and siting new homes. As part of their license to operate the park and its water/sewer systems, the State of Michigan requires proof that the Township has rejected ownership and operation of the utilities.

We are discussing the potential of connecting the park to our water system, allowing for proper abandonment of the water supply wells (which have been poorly maintained in the past.) Part of that discussion is determining if the funding is available through MEGLE Water System Consolidation grants.

The resolution before you allows for a proper transfer of ownership and operating licenses while leaving the door open for further exploration of the water system tie-in.





**Resolution No 21-16 for the Establishment of a  
Post-Employment Medical Expense Reimbursement Plan**

At a regular meeting of the Township Board (the "Board") of the Charter Township of Highland, Oakland County, Michigan (the "Township"), held on the 2nd day of August, 2021:

Present:

Absent:

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

**WHEREAS**, the Board of Highland Charter Township, Michigan ("Board"), a Michigan public corporation, desires to establish an irrevocable trust, as provided for the Public Employee Health Care Fund Investment Act, 1999 PA 149, MCL 38.1211 to 38.1216, for the accumulation and investment of funds for the purpose of funding health care benefits to the retirants and the beneficiaries of retirants of the Board; and

**WHEREAS**, the irrevocable trust, the Highland Charter Township Post-Employment Medical Expense Reimbursement Trust, is to be created as an Internal Revenue Code Section 115 trust agreement; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, the Board hereby establishes the Highland Charter Township Post-Employment Medical Expense Reimbursement Plan (Trust) effective August 2, 2021. Withdrawals from the Trust are solely restricted to the payment of health care benefits on behalf of qualified persons and the payment of expenses of administration of the Trust; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, the Head Bookkeeper is hereby designated as a qualified person for the purposes of payment of health care benefits from the Trust and as such is authorized to direct payment of the monies from the Trust for the benefit of the eligible retirants enrolled in the retiree health care benefit program; and in accordance with the terms and conditions of the Trust and related retiree health care benefit program documents; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, the Board shall serve as the fund's investment fiduciary and may employ professional services to support the Board's responsibility; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, the Board approves the investment of the assets of the Trust in accordance with the Public Employee System Investment Act, 1965 PA 314, MCL 38.1132 to 38.1140; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, the Board

- approves the Head Bookkeeper to serve as Trustee of the Trust and do hereby authorize the Head Bookkeeper to act in any or all business related to the Trust; and
- approves and authorizes the Head Bookkeeper as Trustee signature on the Retiree Health Insurance Section 115 Trust Agreement with Burnham & Flower Group, Inc. and on other related agreements; and
- authorizes the the Head Bookkeeper to act as the Administrator for the Trust and execute documents and agreements related to the Trust on behalf of the employer; and
- authorizes Highland Charter Township Board of Trustees to serve as the committee for the Trust and authorizes the Clerk to execute documents and agreements related to the Trust; and
- establishes the Trust on an actuarial basis.

This resolution passed this 2nd day of August, 2021 at a regular meeting of the Charter Township of Highland Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas:

Nays:

Abstain:

**RESOLUTION DECLARED XXXXX**

\_\_\_\_\_  
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 thereof held on August 2, 2021.

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

**POST-EMPLOYMENT  
MEDICAL EXPENSE REIMBURSEMENT PLAN**

**ADMINISTRATIVE SERVICES AGREEMENT**

THIS ADMINISTRATIVE SERVICES AGREEMENT (this “*Agreement*”) is made and entered into on this 2nd day of August 2021, by and among Highland Charter Township (the “*Employer*”), Highland Charter Township Board of Trustees (the “*Committee*”) and BURNHAM & FLOWER GROUP, INC. (the “*Third Party Administrator*” or the “*TPA*”).

**BACKGROUND**

The Employer has previously or concurrently adopted the Post-Employment Medical Expense Reimbursement Plan (the “*Plan*”) and related Trust and Adoption Agreement, each of which is herein incorporated by reference, including all definitions therein, for the benefit of its Eligible Employees and their Dependents.

The Third Party Administrator is engaged in the business of performing services as claims administrator for the Post-Employment Medical Expense Reimbursement Plan and Trust. The Employer and the Committee desire to engage the services of the TPA to provide various services regarding the administration of the Plan.

NOW THEREFORE, in consideration of the facts set forth above and the terms and conditions presented below, the parties hereby agree as follows:

**TERMS AND CONDITIONS**

**1. APPOINTMENT OF THIRD PARTY ADMINISTRATOR.** The Employer and the Committee hereby retain and appoint Burnham & Flower Group, Inc. to act as the Third Party Administrator for the Plan to provide services as herein described in connection with the administration of the Plan.

**2. DUTIES AND RESPONSIBILITIES OF THE PARTIES.**

(a) The Employer and the Committee retain full and final authority and responsibility for the Plan and its operation. The TPA is empowered to act on behalf of the Employer and the Committee in connection with the Plan only as expressly stated in this Agreement or as mutually agreed in writing by the parties.

(b) The TPA hereby agrees to perform the following administrative services for the Plan:

(1) Review, determine and process claims for benefits under the Plan submitted by Participants in accordance with the Plan’s terms;

(2) Process claims, which were originally denied by the TPA but reversed on appeal by the Committee, pursuant to the Committee’s instructions;

(3) Use the contributions collected from the Employer and/or Participants and which reside in the Trust to pay Medical Care Expenses;

(4) Use the contributions collected from the Employer and/or Participants which reside in the Trust to pay any other expenses approved by the Employer, including administrative expenses of the TPA;

(5) Maintain detailed records of claims submitted and paid (or denied, as the case may be) and provide copies of such claims to the Committee;

(6) Prepare, update and amend the Plan document adopted by the Employer as directed by the Employer and as agreed to by the TPA; and

(7) Prepare, update and amend the Explanation of Benefits in accordance with the Plan terms and consistent with the requirements of the Michigan Third Party Administrator Act, with such Explanation of Benefits to contain the following information:

(i) What benefits are being provided;

(ii) Of changes in benefits;

(iii) The fact that individuals covered by the Plan are not insured;

(iv) The fact that in the event the Plan or the Employer does not ultimately pay medical expenses that are eligible for payment under the Plan for any reason, the individuals covered by the Plan may be liable for those expenses;

(v) The fact that the TPA merely processes claims for benefits and does not insure that any medical expenses of individuals covered by the Plan will be paid; and

(vi) The fact that complete and proper claims for benefits made by individuals covered by the Plan will be promptly processed but that in the event there are delays in processing claims, the individuals covered by the Plan shall have no greater rights to interest or other remedies against the TPA than as otherwise afforded them by law.

(c) The Employer and the Committee agree that the TPA is responsible only for the services described above and that the TPA is not responsible for the provision of any services not enumerated within this Agreement.

(d) The Employer agrees and acknowledges that the TPA shall have check-writing authority on the funds held in the Trust.

(e) It is understood and agreed that the services to be performed by the TPA shall be ministerial in nature and shall be performed within the framework of the internal policies, interpretations, rules, practices and procedures made or established by the Employer and the Committee. It is further understood and agreed that the TPA shall not have discretionary

authority or control with respect to management or disposition of any Trust funds, shall not render investment advice with respect to the assets of any account and shall have no authority or responsibility to do so.

(f) The TPA shall have no responsibility for or liability with respect to the compliance or non-compliance of the Plan with any applicable federal, state and local rules, laws and regulations, and the Employer shall have the sole responsibility for and shall bear the entire cost of compliance with all applicable federal, state and local rules, laws and regulations including, but not limited to, any licensing, filing, reporting and disclosure requirements as may apply to the Plan, and all costs, expenses and fees relating thereto.

(g) In fulfilling its duties and responsibilities under this Agreement, the TPA, in its sole discretion, may contract with other entities for performance of any of the services to be performed by the TPA hereunder; provided, however, the TPA shall remain fully responsible and liable for the performance of any such services to be performed by the TPA but delegated to others.

(h) If it is determined that any payment has been made under this Agreement to an ineligible person, or if it is determined that more or less than the correct amount of any payment hereunder has been paid by the TPA, the TPA will make a diligent attempt to recover any such payment made to an ineligible person or overpayment, or the TPA will adjust the underpayment, but the TPA will not be required to initiate court proceedings for any such recovery.

(i) The Employer and/or the Committee shall perform the following duties and responsibilities:

(1) Provide the TPA with the necessary information regarding Employees, Eligible Employees, Participants and Dependents, and their eligibility under the Plan;

(2) Provide the TPA with any desired changes, amendments or revisions to the Plan; and

(3) Provide the TPA with any other information or perform any other services which the parties mutually agree will be provided by the Employer or the Committee.

**3. COMPENSATION.** The Plan Sponsor agrees and acknowledges that the Contract Administrator, in its role as both Broker and Third Party Administrator, shall be entitled to, and shall receive the payment of certain compensation, and that such compensation is proscribed for the performance of certain broker-related services and plan administration services as described in this Agreement. The Plan Sponsor further acknowledges that the aforementioned compensation shall be paid directly to the Contract Administrator by the Plan's Record-keeper.

**4. INDEPENDENT CONTRACTOR.** The parties intend that the TPA provide services under this Agreement as an independent contractor and not as an employee of the Employer. The Employer and the Committee are concerned only that the services to be performed by the TPA are performed in a timely and competent manner. Burnham shall have exclusive control and direction over its work and may perform its services at such locations and during such hours as the TPA may establish. The TPA shall supply its own employees and materials, including computers, for performing services under this Agreement. During the term of this Agreement, the TPA may enter into agreements with other businesses to provide third party administration services.

**5. RELIANCE ON DATA.**

(a) The Employer and the Committee agree and acknowledge that all services provided under the terms of this Agreement shall be based on information provided by or on behalf of the Employer and/or the Committee. The TPA shall not be responsible for the performance of such services until and unless such requested information is provided in an accurate and timely manner.

(b) The TPA may rely on and act in accordance with any information or other instruction believed by it, in good faith, to be genuine and properly given by or on behalf of the Employer and/or the Committee. The TPA shall be entitled to rely fully on the accuracy and completeness of information submitted by or on behalf of the Employer and/or the Committee.

(c) The TPA, in the course of performing its responsibilities under this Agreement, will acquire certain confidential Plan information, together with individually identifiable health information of Participants. Accordingly, the parties agree to comply with the provisions of the Business Associate Addendum as set forth in Exhibit "A."

**6. TIMING.**

(a) The Employer and/or the Committee agree to furnish to the TPA, on a timely basis, any and all information that the TPA may request and that is reasonably required for the performance of the services described in this Agreement, in order to ensure the TPA will have sufficient time to perform its services.

(b) The Employer and the Committee acknowledge that the TPA shall bear no responsibility for any costs relating to an untimely performance of services if the requested information is not provided to the TPA as specified above.

**7. TERM OF AGREEMENT.**

(a) This Agreement shall commence as of the date first set forth above and shall continue for a period of one year (the "*Initial Term*"), at the end of which the term of this Agreement shall be automatically renewed for a period of one year, or another period as agreed upon by both parties, and shall so renew each year on the same terms and conditions, unless otherwise terminated by either of the parties in accordance with this section.



(b) This Agreement will terminate under the following circumstances:

(1) The Plan terminates;

(2) Both parties agree in writing to terminate this Agreement;

(3) The TPA gives the Employer notice of termination because the Employer did not pay the fees or other amounts owed the TPA when due;

(4) The Employer fails to provide the required funds for payments of benefits under the Plan;

(5) Either party is in material breach of this Agreement and does not cure the breach within 30 days of being notified in writing of such breach by the other party; or

(6) Either party gives the other party 90 days' written notice of its desire to terminate the Agreement. Upon the expiration of such period, this Agreement shall terminate.

(c) Upon the termination of this Agreement, the TPA shall have no further responsibility or obligation hereunder, regardless of the date that claims are incurred.

#### **8. RECORDS AND FILES.**

(a) The TPA shall maintain records in conjunction with the services to be performed hereunder.

(b) During the term of this Agreement, the Employer may, upon at least 30 days' written notice to the TPA, conduct reasonable audits of the TPA's records regarding benefit claims processed pursuant to this Agreement.

(c) In the event of the termination of this Agreement, the TPA shall deliver copies of any and all information as contained in its reporting system to the Employer.

#### **9. LIABILITIES AND OBLIGATIONS.**

(a) The TPA shall have no obligation for the funding of any Plan or Trust, or the amount of funds available to pay benefits under any Plan or Trust. Further, the TPA shall have no responsibility or obligation to take action, legal or otherwise, against any entity or person to enforce provisions of any Plan or Trust for which services are provided. In the event that the Employer or the Committee desires to engage the services of the TPA for such purposes, such services shall be engaged and rendered only pursuant to a separate written agreement between the parties.

(b) The TPA will provide administrative services in accordance with the written Plan document. The TPA will incorporate sound business practices and be responsible for commercially reasonable efforts to ensure the accuracy of all services provided. The TPA will put forth all commercially reasonable efforts for the timely correction of any error made

during the course of administering the Plan, and recovery of any monetary loss incurred by the Plan or Trust. The TPA agrees to maintain an insurance policy for the coverage of such errors and omissions that cannot be reasonably recovered.

#### **10. INDEMNIFICATION.**

(a) The TPA shall indemnify and hold harmless the Employer, its councils, commissions, officers, employees and the Committee for that portion of any loss, liability, damage, expense, settlement, cost or obligation (including reasonable attorneys' fees) that the Employer or the Committee incurs which was caused solely and directly by the TPA's negligence, willful misconduct, fraud or lack of good faith related to or arising out of the services provided under this Agreement, as determined by a court of competent jurisdiction.

(b) The Employer shall indemnify and hold harmless the TPA and its directors, officers and employees for that portion of any loss, liability, damage, expense, settlement, cost or obligation (including reasonable attorneys' fees) that the TPA incurs:

(1) Which was caused solely and directly by the Employer's or the Committee's negligence, willful misconduct, fraud or lack of good faith related to or arising out of the services provided under this Agreement, the Employer's role as Plan sponsor or the Committee's role as Plan administrator, as determined by a court of competent jurisdiction;

(2) In connection with the release of PHI (as that term is defined in the Business Associate Addendum attached hereto as Exhibit "A") to the Employer, the Committee or a third party designated by the Employer or the Committee, or the use or further disclosure of such information by the Employer, the Committee or such third party; or

(3) Resulting from or arising out of claims, demands or lawsuits brought against the TPA in connection with the services provided under this Agreement.

(c) Neither party shall be liable to the other for any consequential, incidental or punitive damages whatsoever.

#### **11. PLAN BENEFITS LITIGATION.**

(a) **Against the TPA.** If a demand is asserted or litigation or administrative proceedings are commenced by a Participant or his or her representative to recover Plan benefits, related to the TPA's processing or determining of Plan benefit claims under this Agreement, the TPA will select and retain counsel to represent the TPA's interest. In actions asserted against both the Plan (or the Employer or the Committee) and the TPA, and provided the action relates solely and directly to actions or failure to act by the TPA and no conflict of interest arises between the parties, the TPA will agree to joint defense counsel. All legal fees and costs the TPA incurs in defense of such litigation will be paid by the Employer, except as provided in Section 10.(a). The parties will cooperate fully with each other in the defense of such litigation.

(b) **Against the Employer, Committee or Plan.** If litigation or administrative proceedings are commenced against the Employer, the Committee or Plan, the

Employer will select and retain counsel and will be responsible for all legal fees and costs in connection with such litigation, except as provided in Section 10.(a). The TPA will cooperate fully in the defense of litigation arising out of matters relating to this Agreement.

**12. ARBITRATION.** If the parties to this Agreement are unable to agree on material matters respecting the implementation or interpretation of this Agreement, such material matters shall be determined by arbitration before a single arbitrator in Kalamazoo, Michigan, in accordance with the Michigan Uniform Arbitration Act, as amended, and under the auspices and rules of the American Arbitration Association. The arbitrator shall be empowered to resolve all collateral matters relating to the arbitration, including whether this section and the provisions for arbitration hereunder are properly invoked and applicable, to the end that all questions, disputes and controversies be resolved and determined by the arbitrator. The decision of the arbitrator shall be final and conclusive, and judgment on such decision may be entered in any court having jurisdiction.

**13. MISCELLANEOUS.**

**(a) Notices.** All notices, demands and requests required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed given (i) when personally delivered to the party to be given such notice or other communication, (ii) on the business day that such notice or other communication is sent by facsimile or similar electronic device, fully prepaid, which facsimile or similar electronic communication shall promptly be confirmed by written notice, (iii) on the third business day following the date of deposit in the United States mail if such notice or other communication is sent by certified or registered air mail with return receipt requested and postage thereon fully prepaid, or (iv) on the business day following the day such notice or other communication is sent by reputable overnight courier, to the following (or to such other address or number as a party may designate in writing):

If to the Employer:

Attn: Head Bookkeeper  
Highland Charter Township  
205 N. John Street  
Highland, MI 48357  
Facsimile: (248) 889-0988

If to the Committee:

Attn: Head Bookkeeper  
Highland Charter Township  
205 N. John Street  
Highland, MI 48357  
Facsimile: (248) 889-0988

If to the TPA:

Attn: Mr. Brian Ackerman  
  
Burnham & Flower Group, Inc.  
315 S. Kalamazoo Mall  
Kalamazoo, MI 49007-4806  
Facsimile: (269) 381-6089

**(b) Benefit and Assignment.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, heirs and representatives. Neither party may assign any rights or duties under this Agreement without the prior signed written consent of the other party.

**(c) Authority.** Each of the undersigned parties represents that it has the absolute and unrestricted right, power and authority, and all necessary legal capacity, to enter into, execute and deliver this Agreement.

**(d) Entire Agreement and Amendment.** This Agreement, including the exhibits hereto, contains the entire agreement between the parties with respect to the matters described herein and is a complete and exclusive statement of the terms thereof and supersedes all previous agreements. This Agreement may not be altered or modified except by a writing signed by the parties.

**(e) Invalidity and Waiver.** The invalidity of any provision of this Agreement shall not affect the validity of the remainder of any such provision or the remaining provisions of this Agreement. The failure of any party at any time to require performance by any other party of any provision of this Agreement shall not be deemed a continuing waiver of that provision or a waiver of any other provision of this Agreement and shall in no way affect the full right to require such performance from the other party at any time thereafter.

**(f) Governing Law and Choice of Forum.** Michigan law shall govern the construction and enforceability of this Agreement.

**(g) Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall constitute an original and all of which together shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile shall be deemed to be their original signatures for all purposes.

**SIGNATURE ON THE FOLLOWING PAGE**

IN WITNESS WHEREOF, the parties have made this Agreement effective as of the date first set forth above.

EMPLOYER:

\_\_\_\_\_

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

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

Its: \_\_\_\_\_

COMMITTEE:

\_\_\_\_\_

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

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

Its: \_\_\_\_\_

THIRD PARTY ADMINISTRATOR:

**BURNHAM & FLOWER GROUP, INC.**

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

Name: Amber Howes

Its: Director

## EXHIBIT "A"

### BUSINESS ASSOCIATE ADDENDUM

**1. PURPOSE.** The purpose of this Addendum to the Agreement (the "*Addendum*") is to assure the privacy and security of protected health information and electronic protected health information in accordance with the regulations (the "*Privacy Rule*" and the "*Security Rule*") issued by the Department of Health and Human Services ("*HHS*") under the Health Insurance Portability and Accountability Act of 1996 ("*HIPAA*"). "Protected Health Information" (or "*PHI*") is information regarding the physical or mental condition of an individual, or the treatment of or payment for that condition, that identifies or can be used to identify the individual; "Electronic Protected Health Information" (or "*Electronic PHI*") is limited to PHI transmitted by or maintained in electronic media.

The Privacy Rule and the Security Rule provide that a covered entity is permitted to disclose PHI and Electronic PHI to a business associate and allow the business associate to obtain and receive PHI and Electronic PHI, if the covered entity obtains satisfactory assurances in the form of a written contract that the business associate will appropriately safeguard the PHI and Electronic PHI.

Burnham & Flower Group, Inc., in its capacity as Third Party Administrator of the Plan ("*Business Associate*"), acknowledges that it will have access to create, receive, maintain and/or transmit certain PHI and/or Electronic PHI from or on behalf of the Plan (the "*Covered Entity*") in conjunction with the services being provided by Business Associate to the Covered Entity.

**2. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE.** Business Associate agrees that it will not use or disclose PHI created for, or received from, or on behalf of, the Covered Entity, except as provided for in this Section 2.

**(a) General Rule.** Except as otherwise limited in this Addendum, Business Associate may use or disclose PHI in order to perform its obligations and services to the Covered Entity, provided that such use or disclosure would not violate the Privacy Rule or the Security Rule if done directly by the Covered Entity. Business Associate represents and warrants that it has the right and authority to perform its services and obligations for the Covered Entity under this Addendum and that such services will not violate the Privacy Rule, the Security Rule, Business Associate's privacy policies or any applicable law.

**(b) Other Uses and Disclosures.**

**(1)** Except as otherwise limited in this Addendum, Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

**(2)** Except as otherwise limited in this Addendum, Business Associate may disclose PHI for the proper management and administration of the Business Associate, provided that the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidential and used or

further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

### **3. BUSINESS ASSOCIATE RESPONSIBILITIES.**

(a) Business Associate agrees to abide by all federal and state laws and regulations concerning the confidentiality, privacy and security of PHI or Electronic PHI, and will not use or further disclose PHI or Electronic PHI other than as required by this Addendum or as required by law.

(b) Business Associate agrees to use all appropriate safeguards and apply such security measures that are in compliance with the Privacy Rule and other applicable laws to prevent the use or disclosure of the PHI other than as allowed under this Addendum. Business Associate agrees to implement physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of Electronic PHI, as required by the Security Rule.

(c) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Addendum, the Privacy Rule, the Security Rule or other applicable law.

(d) Business Associate agrees to promptly report to the Covered Entity any use or disclosure of the PHI not provided for by this Addendum of which Business Associate becomes aware, and will take such corrective action necessary in order to prevent and minimize damage to any individual and to prevent any future such occurrences. Business Associate agrees to promptly report any “security incident” (as that term is defined in the Security Rule) of which it becomes aware to the Covered Entity. However, certain low risk attempts to breach network security, such as the incidents listed below, shall not constitute a security incident under this Addendum, provided they do not penetrate the perimeter, do not result in an actual breach of security and remain within the normal incident level:

- Pings on the firewall;
- Port scans;
- Attempts to log onto a system or enter a database with an invalid password or username;
- Denial-of-service attacks that do not result in a server being taken off-line; and
- Malware such as worms or viruses.

(e) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of

the Covered Entity agrees to the same restrictions and conditions that apply through this Addendum to Business Associate with respect to such information. Business Associate will advise the Covered Entity if any agent or contractor breaches its agreement with Business Associate with respect to the disclosure or use of PHI.

**(f)** Within 15 days of a request by the Covered Entity, Business Associate agrees to provide access to, or a copy of, PHI in a designated record set, to the Covered Entity in order to meet the requirements of the Privacy Rule.

**(g)** Within 15 days of a request by the Covered Entity, Business Associate agrees to make any amendments to PHI in a designated record set that the Covered Entity directs or agrees to pursuant to the Privacy Rule.

**(h)** For purposes of the Secretary of HHS determining the Covered Entity's compliance with the Privacy Rule, the Security Rule and HIPAA, Business Associate agrees to make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Covered Entity available to the Secretary of HHS. Business Associate shall give the Covered Entity notice promptly upon receiving any communications received directly from the Secretary that relate to the Covered Entity.

**(i)** Business Associate agrees to document such disclosures of PHI as would be required for the Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with the Privacy Rule. Business Associate agrees to provide to the Covered Entity upon its request the information collected in accordance with this section of this Addendum, to permit the Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with the Privacy Rule.

**(j)** Business Associate agrees to notify the Covered Entity of all requests for the disclosure of PHI from a law enforcement or government official, or pursuant to a subpoena, court or administrative order, or other legal request as soon as possible prior to making the requested disclosure.

**(k)** Business Associate acknowledges that it shall request from the Covered Entity and so disclose to its affiliates, subsidiaries, agents and subcontractors or other third parties, only the minimum necessary PHI, within the meaning of the Privacy Rule, to perform or fulfill a specific function required or permitted hereunder.

#### **4. THE COVERED ENTITY'S RESPONSIBILITIES.**

**(a)** Upon Business Associate's written request, the Covered Entity will provide Business Associate with the notice of privacy practices that the Covered Entity produces in accordance with the Privacy Rule, as well as any changes to that notice.

**(b)** The Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by an individual to use or disclose PHI, if such changes affect Business Associate's permitted or required uses and disclosures.



(c) The Covered Entity shall notify Business Associate of any restriction to or confidential communication of the use or disclosure of PHI that the Covered Entity has agreed to in accordance with the Privacy Rule and Business Associate agrees to conform to any such restriction or confidential communication.

(d) Except as may be set forth in Section 2, the Covered Entity shall not request Business Associate to use, disclose or transmit PHI in any manner that would not be permissible under the Privacy Rule or Security Rule if done by the Covered Entity.

## 5. TERM AND TERMINATION.

(a) **Term.** The provisions of this Addendum shall take effect as of the date first written above and shall terminate when all of the PHI provided by the Covered Entity to Business Associate, or created or received by Business Associate on behalf of the Covered Entity, is destroyed or returned to the Covered Entity, or, if it is infeasible to return or destroy such PHI, protections are extended to such information, in accordance with the provisions in this Addendum.

(b) **Termination for Cause.** Upon either party's material breach of this Addendum, the aggrieved party shall provide an opportunity for the breaching party to cure the breach or end the violation. The aggrieved party shall have the right to immediately terminate the Agreement and related agreements if the breaching party does not cure the breach or end the violation within the time reasonably agreed to by the parties, or immediately terminate the Agreement and any related agreements if cure of such breach is not possible.

### (c) Effect of Termination.

(1) Except as provided in paragraph (2) of this section, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Covered Entity, or created or received by Business Associate on behalf of the Covered Entity.

(2) In the event Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall extend the protections of this Addendum to such PHI only for those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. Following the termination of the Agreement, Business Associate shall not disclose PHI except to the Covered Entity or as required by law.

## 6. MISCELLANEOUS.

(a) **Amendment.** This Addendum may be amended upon the mutual written agreement of the parties. Upon the enactment of any law or regulation affecting the use or disclosure of PHI, or the publication of any decision of a court of the United States or any state relating to any such law or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, either party may, by written notice to the other party, and by mutual agreement, amend the Addendum in such manner as such party determines necessary to comply with such law or regulation. If the

other party disagrees with such amendment, it shall so notify the first party in writing within 30 days of the notice. If the parties are unable to agree on an amendment within 30 days thereafter, then either of the parties may terminate the Agreement on 30 days written notice to the other party.

**(b) Survival.** The respective rights and obligations of the parties under Section 5 of this Addendum shall survive the termination of the Agreement.

**(c) Interpretation.** Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits the Covered Entity to comply with the Privacy Rule and the Security Rule. In the event of any inconsistency or conflict between this Addendum and any other agreement between the parties, the terms, provisions and conditions of this Addendum shall govern and control.

KZLIB:525895.1\113014-00006

**Highland Charter Township**

**POST-EMPLOYMENT  
MEDICAL EXPENSE REIMBURSEMENT PLAN**

## TABLE OF CONTENTS

	<b>Page</b>
ARTICLE 1      DEFINITIONS.....	1
1.1      “Account” .....	1
1.2      “Adoption Agreement” .....	1
1.3      “Break in Service” .....	1
1.4      “Code”.....	1
1.5      “Collective Bargaining Agreement” .....	1
1.6      “Committee” .....	1
1.7      “Compensation” .....	1
1.8      “Covered Group” .....	2
1.9      “Dependent” .....	2
1.10     “Effective Date” .....	2
1.11     “Eligible Employee” .....	2
1.12     “Employee” .....	2
1.13     “Employer” .....	2
1.14     “Entry Date”.....	2
1.15     “Fiduciary” .....	2
1.16     “Fund” or “Trust Fund” .....	2
1.17     “Highly Compensated Individual” .....	2
1.18     “HIPAA” .....	3
1.19     “Hour of Service” .....	3
1.20     “Investment Manager” .....	3
1.21     “Medical Care Expense” .....	3
1.22     “Participant” .....	3
1.23     “Plan” .....	4
1.24     “Plan Year” .....	4
1.25     “Policy” .....	4
1.26     “Protected Health Information” or “PHI” .....	4
1.27     “Separation from Service” .....	4
1.28     “Third Party Administrator” or “TPA” .....	4
1.29     “Trust” .....	4

**TABLE OF CONTENTS**  
**(continued)**

		<b>Page</b>
1.30	“Trustee” .....	4
1.31	“Years of Service” .....	4
ARTICLE 2	ELIGIBILITY AND PARTICIPATION .....	5
2.1	Conditions of Eligibility .....	5
2.2	Participation .....	5
2.3	Change in Classification of Employment .....	5
2.4	Enrollment Form .....	5
2.5	Entry Date .....	6
2.6	Determination of Eligibility .....	6
2.7	Omission of a Participant .....	6
ARTICLE 3	AFTER-TAX EMPLOYEE CONTRIBUTION ELECTIONS .....	6
3.1	Election Procedures .....	6
3.2	Initial Election for New Employees .....	6
3.3	Irrevocability of Election .....	7
ARTICLE 4	CONTRIBUTIONS .....	7
4.1	Contributions .....	7
4.2	Types of Contributions .....	7
4.3	Mistake of Fact .....	7
4.4	Responsibility for Contributions .....	7
ARTICLE 5	ACCOUNTS .....	8
5.1	Participant Accounts .....	8
5.2	Expenses and Fees .....	8
ARTICLE 6	PAYMENT OF PLAN BENEFITS .....	8
6.1	Plan Benefits .....	8
6.2	Medical Care Expenses .....	8
6.3	Claims for Benefits .....	8
6.4	Reimbursement or Payment of Expenses .....	9
6.5	Limitation of Benefits .....	9
6.6	Termination of Coverage .....	9
6.7	Location of Participant Unknown .....	10

**TABLE OF CONTENTS**  
**(continued)**

		<b>Page</b>
ARTICLE 7	NONDISCRIMINATION.....	10
7.1	Eligibility as to Participation and Benefits .....	10
7.2	Nondiscriminatory Eligibility Classifications.....	10
ARTICLE 8	HIPAA PRIVACY AND SECURITY .....	11
8.1	Use and Disclosure of Protected Health Information .....	11
8.2	Employer Certification.....	14
8.3	Adequate Separation Between the Plan and the Employer.....	15
8.4	Limitations of PHI Access and Disclosure .....	15
8.5	Noncompliance .....	15
ARTICLE 9	AMENDMENT, TERMINATION, CONSOLIDATION OR MERGER.....	16
9.1	Amendment.....	16
9.2	Termination of Adoption by Employer.....	16
9.3	Merger, Consolidation or Transfer .....	16
ARTICLE 10	ADMINISTRATION.....	17
10.1	Powers and Responsibilities of the Employer .....	17
10.2	Appointment of the Committee .....	17
10.3	Powers and Duties of the Committee.....	17
10.4	Resignation, Removal and Succession of the Committee .....	19
10.5	Employment of Agents and Advisers .....	20
10.6	Records and Reports .....	20
10.7	Information from Employer.....	20
10.8	Payment of Expenses .....	20
10.9	Appeal Procedure.....	20
10.10	Named Fiduciaries and Allocation of Responsibility .....	20
ARTICLE 11	MISCELLANEOUS .....	21
11.1	Alienation.....	21
11.2	Prohibition Against Diversion or Inurement.....	21
11.3	Essential Governmental Function/Integral Part Trust.....	21
11.4	Committee’s Protective Clause.....	22

**TABLE OF CONTENTS**  
**(continued)**

	<b>Page</b>
11.5 Indemnification of Agents .....	22
11.6 Governing Law .....	23
11.7 Gender and Number .....	23
11.8 Provisions Relating to Insurance .....	23
11.9 Headings .....	23
11.10 Participant's Rights.....	23
11.11 Use of Electronic Media .....	24
11.12 Uniformity.....	24

## HIGHLAND CHARTER TOWNSHIP

### POST-EMPLOYMENT MEDICAL EXPENSE REIMBURSEMENT PLAN

HIGHLAND CHARTER TOWNSHIP (the “*Employer*”), as identified in the Post-Employment Medical Expense Reimbursement Plan Adoption Agreement (the “*Adoption Agreement*”), hereby adopts and establishes this Post-Employment Medical Expense Reimbursement Plan (the “*Plan*”) for the benefit of its Eligible Employees and their Dependents.

#### ARTICLE 1 DEFINITIONS

Where the following words and phrases appear in this Plan, the Trust or the Adoption Agreement, they shall have the respective meaning set forth below, unless their context clearly indicates otherwise:

- 1.1 “*Account*” means a Participant’s Account as described in Article 5.
- 1.2 “*Adoption Agreement*” means the Post-Employment Medical Expense Reimbursement Plan Adoption Agreement attached hereto and incorporated herein by reference, by which the Employer establishes and adopts this Post-Employment Medical Expense Reimbursement Plan for the benefit of its Eligible Employees.
- 1.3 “*Break in Service*” means a Plan Year during which an Employee fails to complete more than 500 Hours of Service.
- 1.4 “*Code*” means the Internal Revenue Code of 1986, as amended from time to time. Reference to any section or subsection of the Code includes reference to any comparable or succeeding provisions of any legislation which amends, supplements or replaces such section or subsection.
- 1.5 “*Collective Bargaining Agreement*” means a bona fide agreement between the Employer and Employee representatives provided that health and welfare benefits were the subject of good faith bargaining between such Employee representatives and the Employer. The term “Employee representatives” does not include an organization more than half of whose members are officers or executives of the Employer.
- 1.6 “*Committee*” means the individual, entity or group designated by the Employer in the Adoption Agreement pursuant to Section 10.2 hereof to administer the Plan on behalf of the Employer and the Participants.
- 1.7 “*Compensation*” means, with respect to an Employee, the total wages or salary, overtime, commissions, bonuses and any other taxable remuneration earned while an Employee of the Employer and actually paid (determined as elected in the Adoption Agreement) during the 12-month period elected in the Adoption Agreement. The Employer may elect in the Adoption Agreement to exclude as Compensation any amount which is contributed by the Employer pursuant to a salary reduction agreement and which is not includible in gross income under Code Section 125, 132(f), 402(e)(3), 402(h) or 403(b). The Employer may also elect in the Adoption Agreement to eliminate categories



of Compensation which do not result in discrimination in favor of Highly Compensated Individuals, including:

- (a) Amounts paid in bonuses or overtime compensation;
- (b) Contributions under a salary reduction agreement to a cash or deferred plan under Code Section 401(k) that was established before May 7, 1986, a Code Section 403(b) plan, a Code Section 457(b) plan or to a simplified employee pension plan under Code Section 408(k).
- (c) Compensation in excess of a maximum amount specified.

1.8 **“Covered Group”** means those Employees whom the Employer has elected to cover under this Plan in the Adoption Agreement.

1.9 **“Dependent”** means, with respect to any Participant, any “dependent” within the meaning of Code Section 152, and a Participant’s son, daughter, stepson or stepdaughter (including a legally adopted individual, an individual who is placed with the Participant for legal adoption, or a foster child who has been placed with the Participant by an authorized placement agency or by judgment, decree or other order of any court of competent jurisdiction) through the end of the calendar month in which the individual reaches age 26, regardless of student or marital status, financial dependence or where the individual resides, provided that the individual is not an employee of the Employer.

1.10 **“Effective Date”** means the date on which this Plan initially is effective, as set forth in the Adoption Agreement.

1.11 **“Eligible Employee”** means an Employee who is in a Covered Group and has satisfied the eligibility requirements set forth in the Adoption Agreement.

1.12 **“Employee”** means any individual who is considered to be in the legal employer-employee relationship with the Employer for federal tax withholding purposes.

1.13 **“Employer”** means Highland Charter Township.

1.14 **“Entry Date”** means the date on which an Eligible Employee commences participation in the Plan as elected by the Employer in the Adoption Agreement. After an Eligible Employee’s Entry Date, such Eligible Employee shall be considered to be a Participant in the Plan.

1.15 **“Fiduciary”** means any person who: (i) exercises any discretionary authority or control with respect to the management of the Plan or exercises any authority or control with respect to the management or disposition of its assets; (ii) renders investment advice for a fee or other compensation, direct or indirect, with respect to any moneys or other property of the Plan or has any authority or responsibility to do so; or (iii) has any discretionary authority or discretionary responsibility in the administration of the Plan, including, but not limited to, the Trustee, the Employer and the Committee.

1.16 **“Fund”** or **“Trust Fund”** means the assets of the Plan held in trust, as the same shall exist from time to time, including earnings and appreciation thereon.

- 1.17 **“Highly Compensated Individual”** means, for purposes of testing whether the Plan meets the requirements of Code Section 105(h), an individual who is among the highest paid 25% of all Employees (other than employees described in Code Section 105(h)(3)(B) who are not participants in this Plan or in any self-insured medical or in a health maintenance organization plan maintained by the Employer). In calculating the highest paid 25% of all Employees, the number of Employees included will be rounded to the next highest number. The level of an Employee’s Compensation is determined on the basis of the Employee’s Compensation for the Plan Year. For purposes of the preceding sentence, fiscal year plans may determine Employee Compensation on the basis of the calendar year ending within the Plan Year.
- 1.18 **“HIPAA”** means the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the privacy and security regulations thereunder.
- 1.19 **“Hour of Service”** means (i) each hour for which an Employee is paid, or entitled to payment, for the performance of duties for the Employer, and (ii) each hour (up to a maximum of 501 hours) for which an Employee is paid, or entitled to payment, by the Employer on account of a period of time during which no duties are performed (irrespective of whether the employment relationship has terminated) due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or authorized leave of absence. Hours of Service shall be determined as provided in the Adoption Agreement.

Solely for purposes of determining whether a Break in Service, as defined in Section 1.3, for purposes of participation and earning of benefits has occurred in a computation period, an individual who is absent from work for maternity or paternity reasons shall receive credit for the Hours of Service which would otherwise have been credited to such individual but for such absence, or in any case in which such hours cannot be determined, eight Hours of Service per day for such absence. For purposes of this paragraph, an absence from work for maternity or paternity reasons means an absence by reason of the pregnancy of the individual, by reason of a birth of a child of the individual, by reason of the placement of a child with the individual in connection with the adoption of such child by such individual or for purposes of caring for such child for a period beginning immediately following such birth or placement. The Hours of Service credited under this paragraph shall be credited in the computation period in which the absence begins if the crediting is necessary to prevent a Break in Service in that period, or in all other cases, in the following computation period. No more than 501 hours will be credited under this paragraph.

- 1.20 **“Investment Manager”** means any person, firm or corporation who is a registered investment adviser under the Investment Advisers Act of 1940, a bank or an insurance company, and (i) who has the power to manage, acquire or dispose of Plan assets, and (ii) who acknowledges in writing his Fiduciary responsibility to the Plan.
- 1.21 **“Medical Care Expense”** means, subject to any limitation set forth in the Adoption Agreement, an expense incurred by a Participant or his or her Dependent for “medical care” as defined in Code Section 213 (including without limitation amounts paid for hospital bills, doctor and dentist bills and payments for prescription drugs) and excludable from income under Code Sections 105 and 106, but only to the extent that the

Participant or Dependent incurring the expense is not reimbursed for the expense through insurance or otherwise (other than under this Plan).

- 1.22 **“Participant”** means any Eligible Employee as of his or her Entry Date who has not for any reason become ineligible to participate in the Plan.
- 1.23 **“Plan”** means the Post-Employment Medical Expense Reimbursement Plan adopted by the Employer under this document, the Adoption Agreement and the Trust, including all amendments thereto, all of which are incorporated by reference and made a part hereof.
- 1.24 **“Plan Year”** means the Plan’s accounting year of 12 consecutive months designated by the Employer in the Adoption Agreement.
- 1.25 **“Policy”** means an insurance policy or policies, either group or individual, issued by an insurer, as attached hereto and made a part hereof.
- 1.26 **“Protected Health Information”** or **“PHI”** means information, as defined under HIPAA, that: relates to the past, present or future physical or mental condition of an individual, provision of health care to an individual or payment for such health care; can either identify the individual or there is a reasonable basis to believe the information can be used to identify the individual; and is received or created by or on behalf of the Plan.
- 1.27 **“Separation from Service”** means a Participant’s severance from employment with the Employer for any reason, including retirement, within the meaning of Section 1.401(k)-1(d)(2) of the Treasury Regulations. A Participant shall be deemed to have separated from service with the Employer for purposes of the Plan when, in accordance with the personnel practices of the Employer, the employment relationship is considered actually terminated.
- 1.28 **“Third Party Administrator”** or **“TPA”** means the person or entity responsible for administering claims and such other duties under the Plan as designated by the Committee.
- 1.29 **“Trust”** means the separate trust or trusts created pursuant to this Plan, incorporated herein by reference.
- 1.30 **“Trustee”** means the person or persons named or appointed as trustee under the Trust forming a part of this Plan, and his, her, their or its successors.
- 1.31 **“Years of Service”** means the computation period of 12 consecutive months, set forth in the Adoption Agreement, during which an Employee is credited by the Employer with the number of Hours of Service specified in the Adoption Agreement. Notwithstanding the foregoing, a Participant shall be credited with a Year of Service for any Plan Year in which he or she performs an average of 30 Hours of Service per week or is credited with 1,000 Hours of Service total.

Years of Service for eligibility to participate in the Plan, for allocation of Employer contributions and for earning of benefits may be different, as elected in the Adoption Agreement. To determine Years of Service and Breaks in Service for purposes of

eligibility, the 12-consecutive month period shall commence on the date on which an Employee first performs an Hour of Service for the Employer and each anniversary thereof, such that the succeeding 12-consecutive month period commences with the Employee's first anniversary of employment and so on.

## **ARTICLE 2**

### **ELIGIBILITY AND PARTICIPATION**

#### **2.1 CONDITIONS OF ELIGIBILITY**

An Employee who is a member of a Covered Group and has satisfied the applicable age and service requirements set forth in the Adoption Agreement shall become a Participant in this Plan. The Employer shall give each Participant written notice of his or her participation in the Plan, which notice may be in the form of a copy of the explanation of benefits.

#### **2.2 PARTICIPATION**

Employees who meet the eligibility requirements in the Adoption Agreement on the Effective Date of the Plan shall become Participants as of such date. If so elected in the Adoption Agreement, all Employees employed on the Effective Date of the Plan shall participate as of the Effective Date, even if they have not satisfied the Plan's specified eligibility requirements. Other Employees shall become Participants on the Entry Date coinciding with or immediately following the date on which they meet the eligibility requirements specified in the Adoption Agreement provided that they are still employed on such Entry Date. A former Participant who returns to the employ of the Employer shall again become a Participant as of the next Entry Date.

#### **2.3 CHANGE IN CLASSIFICATION OF EMPLOYMENT**

In the event an Employee who is not a member of a Covered Group subsequently becomes a member of a Covered Group, such Employee shall participate immediately if he or she has satisfied the minimum age and service requirements and would have previously become a Participant had he or she been a member of a Covered Group. In the event a Participant becomes ineligible to participate because he or she is no longer a member of a Covered Group, such Employee may participate immediately upon his or her return to a Covered Group.

#### **2.4 ENROLLMENT FORM**

- (a) Each Eligible Employee shall automatically be a Participant in this Plan as of the Participant's Entry Date; however, in order to receive benefits hereunder, an Eligible Employee shall enroll on a form provided by the Employer and agree to the terms of this Plan. The enrollment form shall be filed on or before the Participant's Entry Date and shall be effective upon filing.
- (b) An Eligible Employee whose eligibility to participate hereunder is provided for under a Collective Bargaining Agreement shall participate in the Plan as provided for in the Adoption Agreement. Upon ratification by the collective bargaining unit, the adoption of the Plan by the members of such unit shall be presumed to be voluntary with respect to Eligible Employee, and no additional action or application shall be required in order to participate hereunder.

- (c) Upon the acceptance of any benefits under this Plan, a Participant shall automatically be bound by the terms and conditions of this Plan and all amendments hereto.

## **2.5 ENTRY DATE**

An Eligible Employee shall become a Participant as of the Entry Date set forth in the Adoption Agreement. A Dependent shall participate as of the related Participant's Entry Date.

## **2.6 DETERMINATION OF ELIGIBILITY**

The Committee shall determine the eligibility of each Employee to participate in the Plan based upon information furnished by the Employer. Such determination shall be conclusive and binding upon all persons, as long as the same is made in accordance with this Plan and the Collective Bargaining Agreement, if applicable.

## **2.7 OMISSION OF A PARTICIPANT**

If in any Plan Year any person who should be included as a Participant in the Plan is erroneously omitted and discovery of such omission is not made until after a contribution by the Employer for the Plan Year has been made, the Employer shall make a subsequent contribution with respect to the omitted Participant in the amount that the Employer would have contributed with respect to him or her had he or she not been omitted, plus interest computed at the current rate to the date of such subsequent contribution.

# **ARTICLE 3**

## **AFTER-TAX EMPLOYEE CONTRIBUTION ELECTIONS**

### **3.1 ELECTION PROCEDURES**

If voluntary after-tax Employee contributions are selected by the Employer under the Adoption Agreement, the Committee shall provide an election form to each Participant prior to the Participant's Entry Date. An election shall be valid for the coverage period for which it is made (as selected in the Adoption Agreement) and for each subsequent coverage period unless the Participant files a new election form with the Committee during a subsequent election period, provided that certain elections may be irrevocable, in which case there shall be no opportunity to file a new election form. A completed election form must be returned to the Committee on or before the first day of the coverage period to which it applies or, in the case of a new Participant, on or before the Participant's Entry Date into the Plan.

### **3.2 INITIAL ELECTION FOR NEW EMPLOYEES**

A new Employee shall receive an election form when the Employee becomes eligible to participate in this Plan. The completed election form must be returned to the Committee on or before the Employee's entry into the Plan. The election shall be effective as soon as administratively feasible.

### **3.3 IRREVOCABILITY OF ELECTION**

A Participant may not revoke or otherwise change an election after the coverage period begins until the next election period, if at all, or as otherwise provided in the Adoption Agreement.

## **ARTICLE 4** **CONTRIBUTIONS**

### **4.1 CONTRIBUTIONS**

Contributions to Participant Accounts shall be made as set forth in the Adoption Agreement and, with respect to Employee elective contributions, if any, as provided in the election form furnished by the Committee and completed by the Participant.

### **4.2 TYPES OF CONTRIBUTIONS**

Contributions may consist of any one or more of the following, as set forth in the Adoption Agreement:

- (a) Annual mandatory Employer contributions based on a fixed percentage of a Participant's Compensation or a set dollar amount
- (b) Annual discretionary Employer contributions
- (c) Employer contributions as otherwise described in the Adoption Agreement
- (d) One-time Employer contribution made at Separation from Service or at such other time as elected by the Employer
- (e) Mandatory pre-tax Employee contributions
- (f) Voluntary after-tax Employee contributions
- (g) Mandatory conversion of accrued vacation time and/or sick leave

### **4.3 MISTAKE OF FACT**

In the event an Employer contribution is made due to a mistake of fact, such contribution shall be returned to the Employer within one year after the payment of the contribution.

### **4.4 RESPONSIBILITY FOR CONTRIBUTIONS**

The Employer shall have sole responsibility to determine the amount of contributions to the Plan. The Trustee shall not be required to determine if the Employer or an Employee has made a contribution or if the amount contributed is in accordance with the Adoption Agreement or with any applicable law.

**ARTICLE 5**  
**ACCOUNTS**

**5.1 PARTICIPANT ACCOUNTS**

- (a) The Committee shall keep an Account for each Participant for whom amounts are contributed pursuant to Article 4 hereof and any adjustments to such Account provided in this article.
- (b) Contributions shall be allocated to Participants in accordance with the allocation formula(s) selected by the Employer in the Adoption Agreement and the election form as furnished by the Committee and completed by the Employee.

**5.2 EXPENSES AND FEES**

The Employer is authorized to reimburse the Trust Fund for all expenses and fees incurred in the administration of the Plan or Trust and paid out of the assets of the Fund. Such expenses shall include, but shall not be limited to, fees for professional services, printing and postage. Brokerage commissions may not be reimbursed. Apportionment of administration fees between the Employer and Participants shall be determined in accordance with the Employer's election in the Adoption Agreement.

**ARTICLE 6**  
**PAYMENT OF PLAN BENEFITS**

**6.1 PLAN BENEFITS**

Plan benefits shall be paid from the Trust Fund in accordance with this Article 6, at such times and in accordance with the elections made by the Employer in the Adoption Agreement, or as otherwise directed by the Committee.

**6.2 MEDICAL CARE EXPENSES**

Plan benefits shall be limited to payment or reimbursement of Medical Care Expenses which are excludable from income under Code Sections 105 and/or 106 and which are incurred by Participants and their Dependents at any time following the Participant's Separation from Service with the Employer or death.

**6.3 CLAIMS FOR BENEFITS**

- (a) A Participant may apply to the TPA for reimbursement of Medical Care Expenses incurred by the Participant or his or her Dependent at any time following his or her Separation from Service with the Employer by submitting an application in writing to the TPA, in such form as the TPA may prescribe, setting forth:
  - (i) The amount, date and nature of the expense with respect to which a benefit is requested;
  - (ii) The name of the person, organization or entity to which the expense was or is to be paid;

- (iii) The name of the person for whom the expense was incurred and, if such person is not the Participant requesting the benefit, the relationship of such person to the Participant; and
- (iv) The amount recovered or expected to be recovered, under any insurance arrangement or other plan, with respect to the expense.

Such application shall be accompanied by bills, invoices, receipts, canceled checks or other statements showing the amounts of such expenses, together with any additional documentation which the TPA may request.

In the event the Participant's claim for a benefit is denied by the TPA, he or she may submit an appeal with the Committee in accordance with the procedures set forth in Section 10.9.

- (b) Claims under an insurance Policy shall be submitted and reviewed in accordance with the claims procedures set forth under such Policy.

#### **6.4 REIMBURSEMENT OR PAYMENT OF EXPENSES**

A Participant shall be reimbursed for Medical Care Expenses incurred at any time following his or her Separation from Service with the Employer for which the Participant submits a written application and documentation in accordance with Section 6.3, provided that his or her coverage has not terminated pursuant to Section 6.6.

#### **6.5 LIMITATION OF BENEFITS**

No benefits payable hereunder to any Participant or Dependent shall exceed the amount vested in the Participant's Account(s). In no event shall the Trustee be directed to pay amounts in excess of the amount vested in the Participant's Account(s). In the event there are insufficient Trust assets to pay in full any benefit for which the Participant is otherwise eligible, neither the Committee, the Employer, the Trustee nor the TPA shall bear any liability to any Participant or Dependent on account of such insufficiency.

#### **6.6 TERMINATION OF COVERAGE**

- (a) The right of a Participant to receive reimbursement under this Plan shall terminate upon the earlier of:
  - (i) The depletion of the Participant's Account(s); or
  - (ii) The death of the Participant.
- (b) Subject to the terms of the Adoption Agreement, in the event that amounts remain in a Participant's Account(s) after the death of the Participant, such amounts shall be available to reimburse Medical Care Expenses of the Participant's Dependents. In the event that there is no Dependent, any remaining amount shall be forfeited and applied to offset or reduce administrative expenses of the Plan or Employer contributions, or allocated as additional Employer contributions to Participants, as



determined in accordance with the Employer's election in the Adoption Agreement.

**(c) RECEIPT AND RELEASE FOR PAYMENTS**

Any payment to any Participant, his or her legal representative, Dependent, or to any guardian or committee appointed for such Participant or Dependent in accordance with the provisions of this Plan, shall, to the extent thereof, be in full satisfaction of all claims hereunder against the Committee and the Employer, either of whom may require such Participant, legal representative, Dependent, guardian or committee, as a condition precedent to such payment, to execute a receipt and release thereof in such form as shall be determined by the Committee.

**6.7 LOCATION OF PARTICIPANT UNKNOWN**

In the event that all, or any portion, of an amount payable to a Participant or his or her Dependent hereunder shall, at the expiration of five years after it shall become payable, remain unpaid solely by reason of the inability of the Committee, after sending a registered letter, return receipt requested, to the last known address, and after further diligent effort, to ascertain the whereabouts of such Participant or his or her Dependent, the amount so distributable shall remain in the Trust to be used as part of the general Trust Fund.

**ARTICLE 7**  
**NONDISCRIMINATION**

**7.1 ELIGIBILITY AS TO PARTICIPATION AND BENEFITS**

The Plan is intended not to discriminate in favor of Highly Compensated Individuals as to eligibility to participate or as to Employer contributions and benefits, in accordance with the provisions of Code Section 105(h), to the extent applicable. Such provisions shall not apply to the Plan or any Policy for insurance hereunder unless required by law.

**7.2 NONDISCRIMINATORY ELIGIBILITY CLASSIFICATIONS**

- (a)** Although discrimination will depend on the facts and circumstances, the Plan will not be discriminatory if the Plan benefits (i) 70% or more of all Employees, or (ii) 80% or more of all Eligible Employees if 70% or more of all Employees are eligible to benefit under the Plan.
- (b)** For purposes of paragraph (a) above, there may be excluded from consideration:
  - (i)** Employees who have not completed three Years of Service;
  - (ii)** Employees who have not attained age 25;
  - (iii)** Part-time or seasonal Employees;
  - (iv)** Employees not included in the Plan who are included in a unit of Employees covered by a Collective Bargaining Agreement; and
  - (v)** Employees who are nonresident aliens and who receive no earned income (within the meaning of Code Section 911(d)(2)) from the Employer which

constitutes income from sources within the United States (within the meaning of Code Section 861(a)(3)).

**ARTICLE 8**  
**HIPAA PRIVACY AND SECURITY**

**8.1 USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION**

The Plan may use PHI to the extent of and in accordance with the uses and disclosures permitted by HIPAA. Specifically, the Plan may use and disclose PHI for the purposes described below:

- (a) Treatment.** The Plan may use and disclose an individual's PHI for the provision, coordination or management of health care and related services to the individual and for consultations and referrals between one or more of the individual's health care providers.
- (b) Payment.** Payment includes activities undertaken by the Plan to obtain premiums or determine or fulfill its responsibility for coverage and provision of Plan benefits that relate to an individual to whom health care is provided. These activities include, but are not limited to, the following:

  - (i)** Determination of eligibility, coverage and cost sharing amounts (for example, cost of a benefit, plan maximums and copayments as determined for an individual's claim);
  - (ii)** Coordination of benefits;
  - (iii)** Adjudication of benefit claims (including appeals and other payment disputes);
  - (iv)** Subrogation of benefit claims;
  - (v)** Establishing Employee contributions;
  - (vi)** Risk adjusting amounts due based on enrollee health status and demographic characteristics;
  - (vii)** Billing, collection activities and related health care data processing;
  - (viii)** Claims management and related health care data processing, including auditing payments, investigating and resolving payment disputes and responding to Participant inquiries about payments;
  - (ix)** Obtaining payment under a contract for reinsurance (including stop loss and excess of loss insurance);
  - (x)** Medical necessity reviews or reviews of appropriateness of care or justification of charges;

- (xi) Utilization review, including precertification, preauthorization, concurrent review and retrospective review;
  - (xii) Disclosure to consumer reporting agencies related to the collection of premiums or reimbursement (the following PHI may be disclosed for payment purposes: name and address, date of birth, Social Security number, payment history, account number and name and address of the provider and/or health plan); and
  - (xiii) Reimbursement to the Plan.
- (c) **Health Care Operations.** Health care operations include, but are not limited to, the following activities:
- (i) Quality assessment;
  - (ii) Population based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, disease management, contacting health care providers and patients with information about treatment alternatives and related functions;
  - (iii) Rating provider and Plan performance, including accreditation, certification, licensing or credentialing activities;
  - (iv) Underwriting, premium rating and other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits, and ceding, securing or placing a contract for reinsurance of risk relating to health care claims (including stop loss insurance and excess of loss insurance);
  - (v) Conducting or arrangement for medical review, legal services and auditing functions, including fraud and abuse detection and compliance programs;
  - (vi) Business planning and development, such as conducting cost management and planning related analyses related to managing and operating the Plan, including formulary development and administration, development or improvement of payment methods or coverage policies;
  - (vii) Business management and general administrative activities of the Plan, including, but not limited to management activities relating to the implementation of and compliance with HIPAA's administrative simplification requirements, or customer service, including the provision of data analyses for policyholders, plan sponsors or other customers;
  - (viii) Resolution of internal grievances;
  - (ix) Due diligence in connection with the sale or transfer of assets to a potential successor in interest, if the potential successor in interest is a "covered entity" under HIPAA or, following completion of the sale or transfer, will become a covered entity;

- (x) Use for the health care operations of the organized health care arrangement of this Plan.
- (d) **Business Associates.** The Plan may disclose PHI to a business associate of the Plan who provides legal, actuarial, accounting, consulting or administrative services to the Plan provided that a business associate agreement is in place between the Plan and the business associate.
- (e) **Employer.** The Plan may disclose PHI to the Employer for purposes of administering the Plan provided that the Employer certifies compliance with HIPAA. Such purposes include: claims appeals, case management, Participant claim resolution, enrollment/disenrollment, obtaining premium bids, modifying or terminating the Plan.
- (f) **Regulatory or Legal Proceedings.** The Plan may disclose PHI in response to a court or administrative order. The Plan may also disclose such information in response to a subpoena, discovery request or other lawful legal process but efforts will be made to contact the individual to tell them about the request or to obtain an order protecting the information requested.
- (g) **Worker's Compensation.** The Plan may release PHI about an individual for worker's compensation or similar programs that provide benefits for work-related injuries or illness.
- (h) **Health Oversight Activities.** The Plan may disclose PHI to a health oversight agency for activities authorized by law. These oversight activities include audits, investigations and inspections.
- (i) **Public Health Activities.** The Plan may disclose PHI for public health activities. These activities generally include the following:
  - (i) Prevent or control disease, injury or disability;
  - (ii) Report abuse, neglect or domestic violence;
  - (iii) Report to the Food and Drug Administration reactions to medications or problems with products; and
  - (iv) Report disease or infection exposure.
- (j) **Serious Threat to Health or Safety.** The Plan may use and disclose PHI when necessary to prevent a serious threat to the health and safety of an individual or another person.
- (k) **Law Enforcement or Specific Government Functions.** The Plan also may release PHI to law enforcement officials for the following purposes:
  - (i) Pursuant to a court order, warrant or subpoena/summons;

- (ii) Identifying or locating a suspect, fugitive, material witness or missing person; or
- (iii) For reporting suspected criminal activity.
- (l) **Treatment Alternatives and Health-Related Services.** The Plan may use and disclose PHI to inform an individual about or recommend possible treatment options or alternatives or health-related benefits or services that may be of interest to the individual.
- (m) **Individuals Involved in Your Care or Payment for Your Care.** Unless the individual objects, the Plan may release an individual's PHI to a friend or family member who is involved in the individual's medical care or to someone who is involved in payment of the individual's medical care.
- (n) **Coroner, Medical Examiners, Funeral Homes.** The Plan may release PHI to a coroner, medical examiner or funeral director as necessary for them to carry out their duties. The Plan may also release PHI to an organization involved in the donation of organs if the individual is an organ donor.
- (o) **As Required by Law.**
- (p) **As Permitted by the Participant's Valid Authorization.**

## 8.2 EMPLOYER CERTIFICATION

The Employer agrees to:

- (a) Not use or further disclose PHI other than as permitted or required by the Plan or as required by law;
- (b) Ensure that any agents, including a subcontractor, to whom the Employer provides PHI received from the Plan agree to: (i) the same restrictions and conditions that apply to the Employer with respect to such PHI; and (ii) implement reasonable and appropriate security measure to protect the information;
- (c) Not use or disclose PHI for employment-related actions and decisions unless authorized by the individual;
- (d) Not use or disclose PHI in connection with any other benefit or employee benefit plan of the Employer unless authorized by the individual;
- (e) Report to the Plan any use or disclosure of PHI that is inconsistent with the uses or disclosures provided for or any security incident of which it becomes aware;
- (f) Make PHI available to an individual in accordance with HIPAA's access requirements;
- (g) Make PHI available for amendment and incorporate any amendments to PHI in accordance with HIPAA;

- (h) Make available the information required to provide an individual with an accounting of disclosures;
- (i) Make internal practices, books and records relating to the use and disclosure of PHI received from Plan available to the Secretary of Health and Human Services for the purposes of determining the Plan's compliance with HIPAA;
- (j) If feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form, and retain no copies of such PHI when no longer needed for the purpose for which such disclosure was made (or if return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction infeasible);
- (k) Implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that the Employer creates, receives, maintains or transmits on behalf of the Plan; and
- (l) Ensure that the adequate separation described in Section 8.3 is supported by reasonable and appropriate security measures.

### **8.3 ADEQUATE SEPARATION BETWEEN THE PLAN AND THE EMPLOYER**

Only the Employees or classes of Employees designated by the Employer in the Adoption Agreement may be given access to PHI.

### **8.4 LIMITATIONS OF PHI ACCESS AND DISCLOSURE**

The persons described in Section 8.3 may only have access to and use and disclose PHI for Plan administration functions that the Employer performs for the Plan.

### **8.5 NONCOMPLIANCE**

The persons described in Section 8.3 shall be subject to disciplinary action up to and including termination of employment with the Employer for any use or disclosure of PHI in violation of this Article 8. The Employer shall promptly report any such violation to the Plan and shall cooperate with the Plan to correct the violation, impose additional disciplinary action on each Employee or other workforce member causing the violation and mitigate any deleterious effect of the violation.

**ARTICLE 9**  
**AMENDMENT, TERMINATION, CONSOLIDATION OR MERGER**

**9.1 AMENDMENT**

Subject to the terms of a governing Collective Bargaining Agreement, if applicable, the Plan may be amended by the Employer at any time and from time to time, except that no such amendment shall permit the return or reversion to the Employer of any part of the Trust Fund (unless all liabilities hereunder have been satisfied), nor permit the use or application of the Trust for the benefit of anyone other than Participants and their Dependents, and no such amendment which affects the rights of the Committee may be made without the Committee's written consent.

**9.2 TERMINATION OF ADOPTION BY EMPLOYER**

Subject to the terms of a governing Collective Bargaining Agreement, if applicable, the Employer shall have the right at any time to terminate the Plan by delivering to the Committee written notice of termination. If the Plan is terminated or if there is a complete discontinuance of contributions, all amounts credited to the Accounts of Participants shall become nonforfeitable, if not already nonforfeitable. In the event of termination, the Committee may direct the complete distribution of the Accounts in the Trust Fund to Participants as soon as the Committee deems it to be in the best interests of the Participants.

**9.3 MERGER, CONSOLIDATION OR TRANSFER**

This Plan may be merged or consolidated with, or its assets and/or liabilities may be transferred to or from another plan on such terms and conditions as the Committee, acting pursuant to the direction of the Employer, shall deem appropriate.

- (a) In the case of any merger or consolidation of the Plan with, or transfer of assets or liabilities of the Plan to any other plan, each Participant in the Plan shall be entitled to receive benefits immediately after the merger, consolidation, or transfer which are equivalent to or greater than the benefits the Participant would have received if the Plan had terminated immediately before the merger, consolidation or transfer.
- (b) In the event that the Trustee is an institution, that corporation into which the Trustee or any successor trustee may be merged or with which it may be consolidated, or any corporation resulting from any merger or consolidation to which the Trustee or any successor trustee may be a party, or any corporation to which all or substantially all the trust business of the Trustee or any successor trustee may be transferred, shall be the successor of such Trustee without the filing of any instrument or performance of any further act, before any court.
- (c) The Committee may direct the Trustee to transfer the interest of a Participant to, or accept funds transferred from, another plan forming part of an integral part trust meeting the requirements of Code Section 115 maintained by such Participant's new or previous employer and represented by said trustee in writing as meeting the requirements of the Code, provided that the trust to which such transfers are made permits the transfer to be made. The Committee shall maintain

records with respect to the separate Participant's transferred contribution account on behalf of the Employer and the Participant with respect to the amount transferred.

## **ARTICLE 10** **ADMINISTRATION**

### **10.1 POWERS AND RESPONSIBILITIES OF THE EMPLOYER**

The Employer shall have the following duties, powers and responsibilities with regard to the administration of the Plan:

- (a) To appoint and remove the Trustee and the Committee from time to time as it deems necessary for the proper administration of the Plan to assure that the Plan is being operated for the benefit of Participants and their Dependents in accordance with the terms of this Plan, the Adoption Agreement, the Trust, the Code and other applicable federal and state laws and any applicable Collective Bargaining Agreement.
- (b) To periodically review the performance of any Fiduciary or other person to whom duties have been delegated or allocated under the provisions of this Plan or pursuant to procedures established hereunder. This requirement may be satisfied by formal periodic review by the Employer or by a qualified person specifically designated by the Employer, through day-to-day conduct and evaluation, or through other appropriate ways.

### **10.2 APPOINTMENT OF THE COMMITTEE**

The Committee means the Employer or a person or committee designated by the Employer in the Adoption Agreement. The Committee is a named Fiduciary for operation and management of the Plan and shall have the powers and duties set forth below.

### **10.3 POWERS AND DUTIES OF THE COMMITTEE**

The primary responsibility of the Committee is to administer the Plan in accordance with the Code and other applicable laws, subject to the specific terms of the Plan. The Committee shall administer the Plan in accordance with its terms and shall have the power and discretion to construe the terms of the Plan and to determine all questions arising in connection with the administration, interpretation and application of the Plan. Any such determination by the Committee shall be conclusive and binding upon all persons. The Committee may establish procedures, correct any defect, supply any information or reconcile any inconsistency in such manner and to such extent as shall be deemed necessary or advisable to carry out the purpose of the Plan; provided, however, that any procedure, discretionary act, interpretation or construction shall be consistent with the intent that the Trust shall be deemed to be an integral part trust under Code Section 115. The Committee shall have all powers necessary or appropriate to accomplish its duties under this Plan.

The Committee shall be charged with the duties of the general administration of the Plan, including the following:



- (a) The Committee shall establish a “funding policy and method”, i.e., determine whether the Plan has a short-run need for liquidity (e.g., to pay benefits) or whether liquidity is a long-term goal and investment growth (and stability of same) is a more current need, or shall appoint a qualified person to do so. The Employer or its delegate shall communicate such needs and goals to the Trustee and to the Committee;
- (b) To appoint an Investment Manager to manage the assets of the Plan. In such event, the Trustee shall follow the written directions of the Investment Manager in investing the assets of the Plan managed by the Investment Manager;
- (c) The discretion to determine all questions relating to the eligibility of Employees to participate or continue participation hereunder and to receive benefits under the Plan;
- (d) To compute, certify and direct the Trustee with respect to the amount and the kind of benefits to which any Participant or Dependent shall be entitled hereunder;
- (e) To authorize and direct the Trustee with respect to all nondiscretionary or otherwise directed disbursements from the Trust;
- (f) To maintain all necessary records for the administration of the Plan;
- (g) To determine the size and type of any Policy or Policies to be purchased from any insurer, to designate the insurer from which such Policy shall be purchased, and to direct the Trustee with respect to the purchase thereof. All Policies shall be issued on a uniform basis with respect to all Participants under similar circumstances;
- (h) To compute and certify to the Employer and to the Trustee from time to time the sums of money necessary or desirable to be contributed to the Trust Fund;
- (i) To consult with the Employer regarding the short-term and long-term liquidity needs of the Plan in order that the Employer can exercise any investment discretion in a manner designed to accomplish specific objectives;
- (j) To provide information to any Participant regarding his or her participation in and rights, benefits or elections available under the Plan, including the administration of all claims procedures;
- (k) To communicate to Participants an explanation of benefits outlining the provisions of the Plan;
- (l) To appoint the Plan’s attorney, accountant, actuary, custodian or any other party needed to administer the Plan or the Fund;
- (m) To direct the Trustee or custodian with respect to payments from the Fund;
- (n) To file returns and reports, if any, with the Internal Revenue Service or any other governmental agency;

- (o) To review and approve any financial reports, investment reviews or other reports prepared by any party appointed by the Employer under paragraph (a) above; and
- (p) To interpret or construe the provisions of the Plan, to resolve any question of Plan interpretation and to make and publish such rules for regulation of the Plan as are consistent with the terms hereof. The Committee's interpretation of Plan provisions, including eligibility and benefits under the Plan, is final, and, unless it can be shown to be arbitrary and capricious, will not be subject to "de novo" review.

#### **10.4 RESIGNATION, REMOVAL AND SUCCESSION OF THE COMMITTEE**

- (a) The Committee may resign at any time by mailing by registered or certified mail written notice of such resignation addressed to such Employer, at least 60 days before the effective date thereof.
- (b) The Employer may remove the Committee by mailing by registered or certified mail addressed to such Committee at its last known address, at least 60 days before the effective date thereof, a written notice of its removal and a copy certified by the Employer of the resolution adopted effecting its removal.
- (c) Upon the death, resignation, incapacity, dissolution or removal of any Committee, the Employer shall, prior to the effective date thereof, appoint a successor Committee. Upon being notified of such appointment, the Committee shall deliver its records to its successor on the effective date of the resignation or removal, or as soon thereafter as is practicable, and such delivery shall not waive any lien the Committee may have upon the Trust Fund for its compensation or expenses.
- (d) In the event that the Employer does not name a successor Committee by the effective date of the removal or resignation of the Committee, the Employer shall be deemed the successor Committee.
- (e) The successor Committee, upon accepting such appointment in writing and delivering same to the Employer, shall, without further act, become vested with all the estate, rights, powers, discretions and duties of his predecessor with like respect as if it were originally named as the Committee herein. Until such a successor is appointed, the remaining Committee shall have full authority to act under the terms of this Plan.
- (f) The Employer may designate a successor Committee prior to the resignation or removal of a Committee. In the event a successor is so designated by the Employer and accepts such designation, the successor shall, without further action, become vested with all the estate, rights, powers, discretions and duties of its predecessor with the like effect as if it were originally named as Committee herein immediately upon the death, resignation, incapacity or removal of its predecessor.

## **10.5 EMPLOYMENT OF AGENTS AND ADVISERS**

The Committee, in furtherance of its duties and pursuant to its powers enumerated in Section 10.3, may employ counsel, specialists, contract administrative agents and advisers, and other persons as the Committee, in its sole discretion, deems necessary or desirable for the administration of this Plan.

## **10.6 RECORDS AND REPORTS**

The Employer and the Committee shall keep a record of all actions taken and shall keep all other books of accounts, records and other data that may be necessary for proper administration of the Plan and shall be responsible for supplying all information and reports to the Internal Revenue Service, Participants and others as required by law.

## **10.7 INFORMATION FROM EMPLOYER**

To enable the Committee to perform its functions, the Employer shall supply full and timely information to the Committee on all matters relating to the Compensation of all Participants, their Hours of Service, their Years of Service, their Separation from Service, retirement, death or disability and such other pertinent facts as the Committee may require; and the Committee shall advise the Trustee of such of the foregoing facts as may be pertinent to the Trustee's duties under the Plan. The Committee may rely upon such information as is supplied by the Employer and shall have no duty or responsibility to verify such information.

## **10.8 PAYMENT OF EXPENSES**

All reasonable expenses of administration may be paid out of the Trust Fund unless paid by the Employer. Such expenses shall include any expenses incident to the functioning of the Committee or of the Trustee, including, but not limited to, fees of accountants, counsel and other specialists and their agents and other costs of administering the Plan. Until paid, the expenses shall constitute a liability of the Trust Fund.

## **10.9 APPEAL PROCEDURE**

If a Participant has submitted a complete request for reimbursement to the TPA, and the TPA has denied his or her request for benefits, the Participant (or his or her duly authorized representative) can request that the Committee review the TPA's decision by using the procedures described below. The Participant's request for an appeal must be in writing and filed with the Committee within 60 days of the TPA's denial of his or her claim. The Committee will review the appeal and notify such person of its decision in writing. The decision on review will be made within 90 days after the appeal is received by the Committee (or within 180 days if special circumstances require an extension of time for processing the request). If the decision on review is not made within such period or no notice is issued to the Participant, the claim will be considered denied. A denial by the Committee will be final, binding and non-appealable.

## **10.10 NAMED FIDUCIARIES AND ALLOCATION OF RESPONSIBILITY**

The named Fiduciaries of this Plan are: (i) the Committee; (ii) the Trustee; (iii) the Employer; and (iv) any Investment Manager appointed hereunder. The named Fiduciaries shall have only those specific powers, duties, responsibilities and obligations as are specifically given

to them under this Plan and in the Trust. Each named Fiduciary warrants that any directions given, information furnished, or action taken by it shall be in accordance with the provisions of this Plan, authorizing or providing for such direction, information or action. Furthermore, each named Fiduciary may rely upon any such direction, information or action of another named Fiduciary as being proper under this Plan and is not required under this Plan to inquire into the propriety of any such direction, information or action. It is intended under this Plan that each named Fiduciary shall be responsible for the proper exercise of its own powers, duties, responsibilities and obligations under this Plan. No named Fiduciary guarantees the Trust Fund in any manner against investment loss or depreciation in asset value. Any person or group may serve in more than one Fiduciary capacity.

## **ARTICLE 11** **MISCELLANEOUS**

### **11.1 ALIENATION**

- (a) Except as provided in paragraph (c) below, no benefit which shall be payable under the Plan to any person shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or charge, and any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber or charge the same shall be void; and no such benefit shall in any manner be liable for, or subject to, the debts, contracts, liabilities, engagements or torts of any such person, nor shall it be subject to attachment or legal process for or against such person, and the same shall not be recognized by the Committee, except to such extent as may be required by law.
- (b) In the event a Participant's benefits are garnished or attached by order of any court, the Committee may bring an action for a declaratory judgment in a court of competent jurisdiction to determine the proper recipient of the benefits to be paid by the Plan. During the pendency of said action, any benefits that become payable shall be paid into the court as they become payable, to be distributed by the court to the recipient it deems proper at the close of said action.
- (c) This provision shall not apply to an eligible medical child support order. The Committee shall establish written procedures to validate the status of such orders and to administer payments thereunder.

### **11.2 PROHIBITION AGAINST DIVERSION OR INUREMENT**

It shall be impossible by operation of the Plan or by termination thereof, by power of revocation or amendment, by the happening of any contingency, by collateral arrangement or by any other means, for any part of assets of the Trust Fund maintained pursuant to the Plan or any funds contributed thereto, to be used for, or diverted to, or to inure (other than through the payment of benefits provided under the terms of the Plan) to the benefit of any private shareholder or individual.

### **11.3 ESSENTIAL GOVERNMENTAL FUNCTION/INTEGRAL PART TRUST**

- (a) The Employer intends that this Plan and the Trust be tax exempt under Code Section 115 and that the benefits payable hereunder be tax exempt under Code

Sections 105 and/or 106. Should the Commissioner of the Internal Revenue Service or his or her delegate at any time determine that the Plan and Trust fail to meet the requirements of the Code, the Employer will amend the Plan and Trust as necessary to maintain its tax-exempt status.

- (b) Notwithstanding anything herein to the contrary, if the Commissioner of the Internal Revenue Service or his or her delegate should determine that the Trust does not qualify as a tax exempt trust under Code Section 115 and such determination is not contested, or if contested, is finally upheld, then the Plan shall be void *ab initio* and the Committee shall direct the Trustee to return all amounts contributed to the Plan, less expenses paid, within one year and the Plan and Trust shall terminate, and the Committee and Trustee shall be discharged from all further obligations.

#### **11.4 COMMITTEE'S PROTECTIVE CLAUSE**

- (a) Neither the Committee nor its successor shall be responsible for the validity of any Policy issued hereunder or for the failure on the part of the insurer to make payments provided by any such Policy, or for the action of any person which may delay payment or render a Policy null and void or unenforceable in whole or in part.
- (b) In the event any lawsuit, claim or proceeding is brought involving the Plan or the Trust in which the Committee is named as a defendant, and such claim, suit or proceeding is resolved in favor of the Committee, they shall be entitled to be reimbursed from the Trust Fund for any and all costs, attorneys' fees and other expenses pertaining thereto incurred for which the Committee shall have become liable.

#### **11.5 INDEMNIFICATION OF AGENTS**

The Committee shall indemnify and hold harmless its appointed agents from all loss or liability (including expenses and reasonable attorneys' fees) to which such agent may be subject by reason of its execution of its duties under this Plan, or by reason of any acts taken in good faith in accordance with directions, or acts omitted in good faith in the absence of directions from the Committee, unless such loss or liability is due to the agent's gross negligence or willful misconduct. The agent is entitled to collect on the indemnity provided by this section from the Committee only if such amounts are not paid directly or indirectly from assets of the Trust.

In the event that any lawsuit, claim, suit or proceeding is brought involving the Plan or the Trust in which the agent is named as a defendant, the agent shall be entitled to receive, on a current basis, indemnity payments as provided for in this section, provided, however, that if the final judgment entered in the lawsuit or proceeding holds that the agent is guilty of gross negligence or willful misconduct with respect to the Plan, the agent shall be required to refund the indemnity payments that it has received.

## **11.6 GOVERNING LAW**

This Plan shall be construed and enforced according to the laws of the State of Michigan. The laws of the State of Michigan shall govern the construction, validity and administration of the Plan, as embodied in the Plan and the Adoption Agreement.

## **11.7 GENDER AND NUMBER**

Wherever any words are used herein in the masculine, feminine or neuter gender, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

## **11.8 PROVISIONS RELATING TO INSURANCE**

Any Policies purchased under this Plan shall be held subject to the following rules:

- (a)** The Trustee shall be the applicant and owner of any Policies issued.
- (b)** Any insurer who shall issue Policies hereunder shall not have any responsibility for the validity of this Plan or for the tax or legal aspects of this Plan. The insurer shall be protected and held harmless in acting in accordance with any written direction of the Committee, and shall have no duty to see to the application of any funds paid to the Trustee, nor be required to question any actions directed by the Committee. Regardless of any provision of this Plan, the insurer shall not be required to take or permit any action or allow any benefit or privilege contrary to the terms of any Policy that it issues hereunder, or the rules of the insurer.

The Committee shall be solely responsible to see that these insurance provisions are administered properly. If there is any conflict between the provisions of this Plan and any insurance Policies issued hereunder, the terms of this Plan will control.

## **11.9 HEADINGS**

The headings and subheadings of this Plan have been inserted for convenience of reference and are to be ignored in any construction of the provisions hereof.

## **11.10 PARTICIPANT'S RIGHTS**

This Plan shall not be deemed to constitute a contract of employment between the Employer and any Participant or Employee or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect such discharge shall have upon him as a Participant in this Plan.

### **11.11 USE OF ELECTRONIC MEDIA**

Notwithstanding anything herein to the contrary, in any provisions of this Plan where there is a requirement that a Participant provide a written notice, election or claim, such requirement may be satisfied by electronic media provided such Participant meets all requirements regarding electronic media as set forth by the Committee.

### **11.12 UNIFORMITY**

All provisions of this Plan shall be interpreted and applied in a uniform, nondiscriminatory manner.

18,781,857.2\113014-00006

**HIGHLAND CHARTER TOWNSHIP**

**POST-EMPLOYMENT  
MEDICAL EXPENSE REIMBURSEMENT PLAN**

**SECTION 115 TRUST AGREEMENT**



## TABLE OF CONTENTS

	<b>Page</b>
ARTICLE 1 TRUST AND TRUST FUND.....	2
1.1 Name of Trust .....	2
1.2 Trust Fund.....	2
ARTICLE 2 PLAN .....	2
ARTICLE 3 COMMITTEE.....	3
3.1 Appointment of Committee .....	3
3.2 Directions to Trustee.....	3
3.3 Determination of Interests.....	3
ARTICLE 4 TRUSTEE.....	3
4.1 Appointment of Trustee .....	3
4.2 Investment Powers and Duties of the Trustee.....	4
4.3 Other Powers of the Trustee .....	5
4.4 Participant Direction .....	7
4.5 Duties of the Trustee Regarding Payments.....	7
4.6 Trustee’s Compensation, Expenses and Taxes .....	7
4.7 Payment of Expenses .....	8
4.8 Valuation of the Trust Fund.....	8
4.9 Method of Valuation.....	8
4.10 Annual Report of the Trustee.....	8
4.11 Resignation, Removal and Succession of Trustee .....	9
ARTICLE 5 AMENDMENT, TERMINATION AND MERGER .....	10
5.1 Amendment.....	10
5.2 Termination of Plan by Employer.....	10
5.3 Merger, Consolidation or Transfer .....	10
5.4 Transfer of Interest.....	11
ARTICLE 6 MISCELLANEOUS .....	11
6.1 Essential Governmental Function/Integral Part Trust.....	11
6.2 Participant’s Rights.....	11
6.3 Alienation.....	11
6.4 Construction of Agreement.....	12

**TABLE OF CONTENTS**  
**(continued)**

	<b>Page</b>
6.5 Gender and Number .....	12
6.6 Prohibition Against Diversion or Inurement.....	12
6.7 Fiduciary Liability; Errors and Omissions.....	12
6.8 TPA’s, Committee’s and Trustee’s Protective Clause.....	12
6.9 Insurer’s Protective Clause .....	12
6.10 Indemnification of Trustee.....	13
6.11 Limitation of Trustee’s Liability.....	13
6.12 Receipt and Release for Payments.....	13
6.13 No Guarantee .....	13
6.14 Severability .....	14
6.15 Headings .....	14
ARTICLE 7 EXECUTION.....	1
7.1 Signatures.....	1

**HIGHLAND CHARTER TOWNSHIP**

**POST-EMPLOYMENT  
MEDICAL EXPENSE REIMBURSEMENT PLAN**

**SECTION 115 TRUST AGREEMENT**

**THIS POST-EMPLOYMENT MEDICAL EXPENSE REIMBURSEMENT PLAN SECTION 115 TRUST AGREEMENT** (this “*Agreement*”), made effective as of the date indicated in the Adoption Agreement attached hereto and incorporated herein by reference, by and among **HIGHLAND CHARTER TOWNSHIP** (the “*Employer*”), **HEAD BOOKKEEPER** (the “*Trustee*”) and **BURNHAM & FLOWER GROUP, INC.** (the “*TPA*”).

**BACKGROUND**

The Employer has previously or concurrently adopted the Post-Employment Medical Expense Reimbursement Plan (the “*Plan*”), herein incorporated by reference, including all definitions therein. Under the terms of the Plan, funds will from time to time be contributed to the Trustee, which funds as and when the Trustee receives them, will constitute a Trust Fund for said Trustee to hold under the Plan for the benefit of Participants and their Dependents. The Employer desires the Trustee to hold and administer such funds, and the Trustee is willing to hold and administer such funds pursuant to the terms of this Agreement.

The Employer intends that the income that accrues to the Trust be excluded from gross income as income derived from the exercise of an essential governmental function pursuant to Section 115(1) of the Internal Revenue Code of 1986, as amended (the “*Code*”), and rulings and other guidance thereunder, and that the trust be deemed an “integral part” of the Employer within the meaning of Treasury Regulation Section 301.7701-1(a)(3).

Furthermore, the Trust shall be held and invested in all respects in a manner that is consistent with the provisions of the Public Employee Health Care Fund Investment Act, Mich. Comp. Laws §§ 38.1211 - 38.1216, and the Public Employee Retirement System Investment Act, Mich. Comp. Laws §§ 38.1132 - 38.1140m (collectively, the “*Michigan Investment Acts*”), to the extent applicable. The assets of the Trust shall be held for the exclusive purposes of providing Plan benefits to Participants and their Dependents, paying taxes and defraying reasonable expenses of Plan administration as provided for in this Trust.

Participation and coverage under the Plan and Trust shall not constitute an “accrued financial benefit” under Article IX, Section 24, of the State of Michigan Constitution of 1963.

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants herein contained, the Employer, the Trustee and the TPA do hereby covenant and agree as follows:

**TERMS AND CONDITIONS**

**ARTICLE 1**  
**TRUST AND TRUST FUND**

**1.1 NAME OF TRUST**

This trust shall be entitled as provided in the Adoption Agreement (the “*Trust*”) and shall carry into effect the provisions of the Plan created prior to or concurrently herewith and forming a part hereof. All of the definitions in such Plan are hereby incorporated herein by reference, to the extent applicable. The Trustee hereby agrees to act as Trustee of the Trust, and to take, hold, invest, administer and distribute, in accordance with the following provisions, any and all contributions and assets paid or delivered to the Trustee pursuant to the Plan.

**1.2 TRUST FUND**

All right, title and interest in and to the assets of the Trust shall be at all times vested exclusively in the Trustee.

**1.3 PURPOSE OF THE TRUST FUND**

The Trust is created for the purpose of providing reimbursement of post-employment medical expenses for the benefit of Eligible Employees and their Dependents, as set forth in the Plan.

**1.4 CONTRIBUTIONS TO THE TRUST FUND**

The Employer shall deliver to the Trustee periodically the amounts of money and the property other than money that are contributed by the Employer and Participants to the Trust in accordance with the Adoption Agreement and the terms of the Plan. The Trustee shall be accountable for all delivered contributions. The Trustee shall have no duty to determine that the amounts received comply with the provisions of the Plan or that the Trust is adequate to provide the benefits stipulated in the Plan. The Trustee shall have no duty, expressed or implied, to compel any contribution to be made by the Employer, but shall be responsible only for property received by it under this Agreement.

**ARTICLE 2**  
**PLAN**

The Employer shall deliver to the Trustee a copy of the Plan document and of any amendments thereto for convenience of reference, but rights, powers, titles, duties, discretions and immunities of the Trustee shall be governed solely by this Agreement without reference to the Plan.

**ARTICLE 3**  
**COMMITTEE**

**3.1 APPOINTMENT OF COMMITTEE**

The individual or entity named in the Adoption Agreement is hereby designated as the administrator of the Plan and Trust (the “*Committee*”). The Committee shall notify the Trustee in writing of any change in the identity of such Committee. Until notified of the change, the Trustee shall be fully protected in acting upon the assumption that the identity of the Committee has not been changed. The Committee (and any successor appointed pursuant hereto) shall be required to be bonded and shall provide evidence of such bond to the Trustee against any losses to the Trust from the handling of assets or payment of claims by the Committee or its agent or the TPA.

**3.2 DIRECTIONS TO TRUSTEE**

- (a) All directions by the Committee to the Trustee shall be in writing signed by such Committee, or by the Committee’s duly appointed and authorized agent or representative.
- (b) The Committee shall furnish to the Trustee a specimen signature of the Committee or of the Committee’s duly appointed and authorized agent or representative at the time it is appointed.

**3.3 DETERMINATION OF INTERESTS**

The Committee shall have sole responsibility for determining the existence, non-existence, nature and amount of the rights and interests of all persons in the Trust.

**ARTICLE 4**  
**TRUSTEE**

**4.1 APPOINTMENT OF TRUSTEE**

The Trustee hereunder shall be designated by the Employer and shall be a bank or trust company chartered and regulated by federal banking authorities or by similar authorities of one of the United States, or an individual. If the Trustee is an individual, all assets of the Trust shall be held and administered by a bank, trust company or insurance company chartered and regulated by federal banking authorities or by similar authorities of one of the United States under a custodial arrangement. In such case the term “Trustee” shall include both the individual named as the Trustee as well as the bank, trust company or insurance company designated as the custodian. The Trustee shall have the following general categories of responsibilities:

- (a) To invest, manage and control the Trust assets solely as directed by the Committee (or by an Investment Manager, if one is appointed). The Trustee shall not be responsible for verifying that investment of Plan assets is consistent with the funding policy and method the Employer or Committee has established, but may rely on the direction of the Committee and/or the Investment Manager;

- (b) To pay benefits required under the Plan to be paid to Participants and their Dependents, including withholding and depositing of income taxes with respect to taxable benefit payments, if any, pursuant to the direction of the Committee;
- (c) To maintain records of receipts and disbursements and furnish to the Employer and/or Committee for each Plan Year a written annual report pursuant to Section 4.10.

#### **4.2 INVESTMENT POWERS AND DUTIES OF THE TRUSTEE**

Pursuant to the direction of the Committee and consistent with the funding policy and method, the Trustee shall have the following powers and duties with respect to the investment of the Trust assets:

- (a) To apply for, own and pay premiums on health insurance and long term care policies;
- (b) To invest and reinvest the Trust without distinction between principal and income and in such securities (including shares of mutual funds), or property, real or personal, wherever situated, including, but not limited to, stocks, common or preferred, bonds and other evidences of indebtedness or ownership, and real estate or any interest therein. In directing the Trustee to make such investments, the Committee shall give due regard to any limitations imposed by the Code or the Michigan Investment Acts.
- (c) From time to time, to transfer to a common, collective or pooled trust fund which contemplates the commingling for investment purposes of such trust assets with trust assets of other trusts and in which any corporate Trustee maintains hereunder, all or such part of the Trust as the Committee may deem advisable, and all or such part of the Trust Fund so transferred shall be subject to all the terms and provisions of the common, collective or pooled trust fund. The Trustee may, from time to time with the consent of the Committee, withdraw from such common, collective or pooled trust fund all or such part of the Trust as the Committee may deem advisable.
- (d) To maintain one or more accounts within the Trust for the purpose of: (i) keeping track of and charging the Trustee's fees due from the Employer; or (ii) segregating assets held for investment within the Trust by type of investment or investment strategy, and to transfer from any such account to another account within the Trust.
- (e) To maintain separate Participant Accounts within the Trust reflecting contributions made by the Employer and/or a Participant and all investments, receipts, disbursements and other transactions thereunder.

#### **4.3 OTHER POWERS OF THE TRUSTEE**

The Trustee, in addition to all powers and authorities under common law, statutory authority and consistent with the other provisions of this Agreement shall have the following

powers and authorities, to be exercised solely under the direction of the Committee, or an Investment Manager, or if the Adoption Agreement permits, the Participant:

- (a) To purchase, or subscribe for, any securities (including shares of mutual funds) or other property and to retain the same.
- (b) To sell, exchange, convey, transfer and grant options to purchase, or otherwise dispose of any securities or other property the Trustee holds, by private contract or at public auction. No person dealing with the Trustee shall be bound to see to the application of the purchase money or to inquire into the validity, expediency or propriety of any such sale or other disposition;
- (c) To vote upon any stocks, bonds or other securities; to give general or special proxies or powers of attorney with or without power of substitution; to exercise any conversion privileges, subscription rights or other options, and to make any payments incidental thereto; to oppose, or to consent to, or otherwise participate in, corporate reorganizations or other changes affecting corporate securities, and to delegate discretionary powers, and to pay any assessments or charges in connection therewith; and generally to exercise any of the powers of an owner with respect to stocks, bonds, other securities or other property;
- (d) To cause any securities or other property to be registered in the Trustee's own name or in the name of one or more of the Trustee's nominees, and to hold any investments in bearer form, but the books and records of the Trustee shall at all times show that all such investments are part of the Trust;
- (e) To keep such portion of the Trust in cash or cash balances as the Committee may, from time to time, deem to be in the best interests of the Plan, without liability for interest thereon;
- (f) To accept and retain for such time as it may deem advisable any securities or other property received or acquired by it as Trustee hereunder, whether or not such securities or other property would normally be received, acquired or purchased as investments hereunder;
- (g) To make, execute, acknowledge and deliver any documents of transfer and conveyance or any other instruments that may be necessary or appropriate to carry out the powers herein granted;
- (h) To settle, compromise or submit to arbitration any claims, debts or damages due or owing to or from the Plan or Trust, to commence or defend suits or legal or administrative proceedings, and to represent the Plan and the Trust in all suits and legal and administrative proceedings;
- (i) To employ suitable agents and counsel and to pay from the Trust their reasonable expenses and compensation, and such agent or counsel may or may not be agent or counsel for the Employer;

- (j) To do all such acts and exercise all such rights and privileges, although not specifically mentioned herein, as the Trustee may deem necessary to carry out the purposes of the Plan;
- (k) To invest funds of the Trust in time deposits or savings accounts bearing a reasonable rate of interest in the Trustee's bank;
- (l) To invest in U.S. Treasury Bills and other forms of United States government obligations;
- (m) Except as hereinafter expressly authorized, the Trustee is prohibited from selling or purchasing stock options. The Trustee is expressly authorized to write and sell call options under which the holder of the option has the right to purchase shares of stock the Trustee holds as a part of the assets of this Trust, if such options are traded on and sold through a national securities exchange registered under the Securities Exchange Act of 1934, as amended, which exchange has been authorized to provide a market for option contracts pursuant to Rule 9B-1 promulgated under such Act, and so long as the Trustee at all times up to and including the time of exercise or expiration of any such option holds sufficient stock in the assets of this Trust to meet the obligations under such option if exercised. In addition, the Trustee is expressly authorized to purchase and acquire call options for the purchase of shares of stock covered by such options if the options are traded on and purchased through a national securities exchange as described in the immediately preceding sentence, and so long as any such option is purchased solely in a closing purchase transaction, meaning the purchase of an exchange traded call option the effect of which is to reduce or eliminate the obligations of the Trustee with respect to a stock option contract or contracts which it has previously written and sold in a transaction authorized under the immediate prior sentence;
- (n) To deposit moneys in federally insured certificates of deposit in banks or savings and loan associations;
- (o) With the consent of the Committee, to pool all or any of the Trust, from time to time, with assets belonging to any other Code Section 115 trust the Employer has created, and to commingle such assets and make joint or common investments and carry joint accounts on behalf of the Plan and such other trust or trusts, allocating undivided shares or interests in such investments or accounts of the two or more trusts in accordance with their respective interests;
- (p) To acquire by lease, purchase or rent, property, at public or private sale, with or without security, in such manner, at such time or times, for such purposes, for such prices and upon such terms, and conditions as the Trustee may deem advisable;
- (q) To retain such real or personal property for any period, whether or not the same be of the character permissible for investments by fiduciaries under any applicable state law;



- (r) To sell, transfer, exchange, convert or otherwise dispose of, or grant options with respect to any property, held in the Trust, at public or private sale, with or without security, in such manner, at such time or times, for such purposes, for such prices and upon such terms, and conditions as the Trustee may deem advisable;
- (s) To possess, control, manage, insure against loss by fire or other casualties, develop, subdivide, control, partition, mortgage, lease or otherwise deal with any and all real property; to satisfy and discharge or extend the term of any mortgage thereon; to execute the necessary instruments to effectuate the foregoing powers, including the giving or granting of options in connection therewith; to make improvements, structural or otherwise, or abandon the same if deemed to be worthless or not of sufficient value to warrant keeping or protecting; to abstain from the payment of taxes, water rents, assessments, repairs, maintenance and upkeep of the same; to permit to be lost by tax sale or other proceeding or to convey the same for a nominal consideration or without consideration; to set up appropriate reserves out of income for repairs, modernization and upkeep of buildings, including reserves for depreciation and obsolescence, and to add such reserves to principal, and, if the income from the property itself should not suffice for such purposes, to advance out of other income any sums needed therefor, and, to advance any income of the Trust for the amortization of any mortgage on property held in the Trust.

#### **4.4 PARTICIPANT DIRECTION**

The Committee may permit Participants to direct the investments of their Accounts among various investment options, if so selected in the Adoption Agreement. The Committee, in consultation with the Trustee, shall be responsible for establishing rules regarding Participant direction of Accounts.

#### **4.5 DUTIES OF THE TRUSTEE REGARDING PAYMENTS**

At the direction of the Committee and/or Investment Manager, the Trustee shall, from time to time and in accordance with the terms of the Plan, make payments out of the Trust. The Trustee shall be fully protected in making payments from the Trust in accordance with the Committee's and/or Investment Manager's directions.

#### **4.6 TRUSTEE'S COMPENSATION, EXPENSES AND TAXES**

The Trustee shall be paid such reasonable compensation to which the Employer and the Trustee shall from time to time agree. In addition, the Trustee shall be reimbursed for any reasonable expenses, including reasonable counsel fees, it incurs as Trustee. Such compensation and expenses shall be paid from the Trust unless the Employer pays or advances them. All taxes of any kind whatsoever that may be levied or assessed under existing or future laws upon, or in respect of, the Trust or the income thereof, shall be paid from the Trust.

#### **4.7 PAYMENT OF EXPENSES**

All expenses of administration of the Plan may be paid from the Trust unless the Employer pays them. Such expenses shall include any expenses incident to the functioning of

the Committee, including, but not limited to, fees of accountants, counsel, and other specialists, and their agents, and other costs of administering the Plan. Until paid, the expenses shall constitute a liability of the Trust Fund.

#### **4.8 VALUATION OF THE TRUST FUND**

As of each valuation date as specified by the Committee, the Trustee shall determine the net worth of the assets comprising the Trust as it exists on such date prior to taking into consideration any contribution for the Plan Year ending on such date. In determining such net worth, the Trustee shall value the assets comprising the Trust at their fair market value as of the valuation date and shall deduct all expenses for which the Trustee has not yet obtained reimbursement from the Trust.

#### **4.9 METHOD OF VALUATION**

In determining the fair market value of securities held in the Trust that are listed on a registered stock exchange, the Trustee shall value the same at the prices they were last traded on such exchange preceding the close of business on the valuation date. If such securities were not traded on the valuation date, or if the exchange on which they are traded was not open for business on the valuation date, then the securities shall be valued at the prices at which they were last traded prior to the valuation date. Any unlisted security held in the Trust shall be valued at its bid price next preceding the close of business on the valuation date, which bid price shall be obtained from a registered broker or an investment banker. In determining the fair market value of assets other than securities for which trading or bid prices can be obtained, the Trustee may appraise such assets itself, or in its discretion, employ one or more appraisers for that purpose and rely on the values such appraiser establishes.

#### **4.10 ANNUAL REPORT OF THE TRUSTEE**

Within 90 days after the valuation date for each Plan Year, the Trustee shall furnish to the Employer a written statement of account with respect to the Plan Year for which such contribution was made, setting forth:

- (a) The net income or loss of the Trust;
- (b) The gains or losses the Trust realized upon sales or other disposition of the assets;
- (c) The increase or decrease in the value of the Trust;
- (d) All payments and distributions made from the Trust; and
- (e) Such further information as the Trustee and/or Committee deems appropriate. The Employer, forthwith upon its receipt of each such statement of account, shall acknowledge receipt thereof in writing and advise the Trustee of its approval or disapproval thereof. Failure by the Employer to disapprove any such statement of account within 30 days after its receipt thereof shall be deemed an approval thereof. The approval by the Employer of any statement of account shall be binding as to all matters embraced therein as between the Employer and the Trustee to the same extent as if the account of the Trustee had been settled by

judgment or decree in an action for a judicial settlement of its account in a court of competent jurisdiction in which the Trustee, the Employer and all persons having or claiming an interest in the Plan were parties; provided, however, that nothing herein contained shall deprive the Trustee of its right to have its accounts judicially settled if the Trustee so desires.

#### **4.11 RESIGNATION, REMOVAL AND SUCCESSION OF TRUSTEE**

- (a) The Trustee and/or the TPA may resign at any time by delivering to the Employer, at least 60 days before its effective date, a written notice of its resignation (unless the circumstances surrounding the resignation necessitate a shorter notice period).
- (b) The Employer may remove the Trustee and/or the TPA, without penalty, by mailing by registered or certified mail, addressed to the Trustee or the TPA, as the case may be, at his, her or its last known address, at least 60 days before its effective date, a written notice of its removal along with a copy, certified by the Employer, of the governing body's resolution adopted and effecting its removal.
- (c) Upon the death, resignation, incapacity, dissolution or removal of any Trustee, the Employer may appoint a successor, and such successor, upon accepting such appointment in writing and delivering same to the Employer, shall, without further act, become vested with all the rights, powers, discretions and duties of his predecessor with like respect as if he, she or it were originally named as a Trustee herein. Until such a successor is appointed, the remaining Trustee or Trustees shall have full authority to act under the terms of this Agreement. In the event that the Employer does not name a successor Trustee by the effective date of the removal or resignation of the Trustee, the treasurer of the Employer shall become the Trustee hereunder.
- (d) The Employer may designate a successor Trustee prior to the resignation or removal of a Trustee. In the event a successor is so designated by the Employer and accepts such designation, the successor shall, without further act, become vested with all the rights, powers, discretions and duties of his predecessor with the like effect as if he, she or it were originally named as Trustee herein immediately upon the death, resignation, incapacity, dissolution or removal of his, her or its predecessor.
- (e) Whenever any Trustee hereunder ceases to serve as such, he, she or it shall furnish to the Employer and Committee a written statement of account with respect to the portion of the Plan Year during which he, she or it served as Trustee. This statement shall be either (i) included as part of the annual statement of account for the Plan Year required under Section 4.10 or (ii) set forth in a special statement. Any such special statement of account should be rendered no later than the due date of the annual statement of account for the Plan Year. The procedures set forth in Section 4.10 for the approval by the Employer of annual statements of account shall apply to any special statement of account rendered hereunder and approval by the Employer of any such special statement in the manner provided in Section 4.10 shall have the same effect upon the statement as

the Employer approval of an annual statement of account. No successor to the Trustee shall have any duty or responsibility to investigate the acts or transactions of any predecessor who has rendered all statements of account Section 4.10 and this subparagraph require.

## **ARTICLE 5**

### **AMENDMENT, TERMINATION AND MERGER**

#### **5.1 AMENDMENT**

The Employer shall have the right at any time and from time to time to amend, in whole or in part, any or all of the provisions of this Agreement. However, no such amendment shall authorize or permit any part of the corpus or income of the Trust (other than such part as is required to pay taxes and administration expenses) to be used for or diverted to, or inure privately, to individuals or for purposes other than the benefit of Participants and their Dependents as provided herein, or to revert to or become the property of the Employer (unless all liabilities hereunder have been satisfied); moreover, no such amendment that affects the rights, duties or responsibilities of the Trustee or of the Committee may be made without the written consent of the Trustee and of the Committee. Any such amendment (other than as described in the preceding sentence) shall become effective upon delivery of a duly executed instrument to the Trustee, provided that the Trustee shall in writing consent to the terms of such amendment.

#### **5.2 TERMINATION OF PLAN BY EMPLOYER**

The Employer shall have the right at any time to terminate the Trust by delivering to the Trustee written notice of such termination. Upon such termination of the Trust, the Trustee, upon receipt of written instruction from the Committee, shall direct that any assets remaining in the Trust after the satisfaction of all liabilities to existing Participants and their Dependents shall revert to the Employer.

#### **5.3 MERGER, CONSOLIDATION OR TRANSFER**

This Trust may be merged or consolidated with, or its assets and/or liabilities may be transferred to or from another trust only if the benefits a Participant would receive under the Plan, in the event of a termination of the Trust immediately after such transfer, merger or consolidation, are at least equal to the benefits the Participant would have received if the Plan had terminated immediately before the transfer, merger or consolidation.

The Trustee, at the direction of the Committee, may transfer the interest of a Participant to, or receive the transfer of an interest from, another trust forming part of Code Section 115 trust maintained by such Participant's new or previous employer and represented by the said trustee in writing as meeting the requirements of the Code, provided that the trust to which such transfers are made permits the transfer to be made.

#### **5.4 TRANSFER OF INTEREST**

Pursuant to the direction of the Committee, the Trustee may accept funds transferred from another trust forming part of a welfare benefit plan meeting the requirements of Code Section 115. The Committee shall maintain records with respect to the separate Participant's

transferred account on behalf of the Employer and the Participant with respect to the amount transferred. In the event of such a transfer under this Plan, the Trustee may act upon the direction of the Committee without determining the facts concerning a transfer.

## **ARTICLE 6** **MISCELLANEOUS**

### **6.1 ESSENTIAL GOVERNMENTAL FUNCTION/INTEGRAL PART TRUST**

- (a) The Trust and the associated Plan are intended to be tax exempt under Code Section 115. Until advised otherwise, the Trustee may conclusively presume that the Trust constitutes the exercise of an essential governmental function, is an integral part trust under Code Section 115 and that this Trust is exempt from federal and state income taxes.
- (b) Notwithstanding anything herein to the contrary, if the Commissioner of the Internal Revenue Service or his or her delegate should determine that the Trust does not qualify as a tax exempt trust under Code Section 115 and such determination is not contested, or if contested, is finally upheld, then the Trust shall be void *ab initio* and the Committee shall direct the Trustee to return all amounts contributed to the Trust, less expenses paid, within one year and the Plan and Trust shall terminate, and the Committee and Trustee shall be discharged from all further obligations.

### **6.2 PARTICIPANT'S RIGHTS**

Neither the Plan nor this Trust shall be deemed to constitute a contract between the Employer and any Participant or Employee or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in the Plan or the Agreement shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him as a Participant in the Plan.

### **6.3 ALIENATION**

No benefit which shall be payable out of the Trust to any person shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or charge, and any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber or charge the same shall be void; and no such benefit shall in any manner be liable for, or subject to, the debts, contracts, liabilities, engagements or torts of any such person, nor shall such benefit be subject to attachment or legal process for or against such person, and the same shall not be recognized by the Trustee, except to such extent as may be required by law.

In the event a Participant's benefits are garnished or attached by order of any court, the Committee or the Trustee may bring an action for a declaratory judgment in a court of competent jurisdiction to determine the proper recipient of the benefits to be paid by the Plan out of the Trust. During the pendency of said action, any benefits that become payable shall be paid into

the court as they become payable, for the court to distribute to the recipient it deems proper at the close of said action.

#### **6.4 CONSTRUCTION OF AGREEMENT**

This Trust shall be construed and enforced in accordance with the applicable provisions of the Code, the Michigan Investment Acts and the general laws of the State of Michigan.

#### **6.5 GENDER AND NUMBER**

Wherever any words are used herein in the masculine, feminine or neuter gender, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

#### **6.6 PROHIBITION AGAINST DIVERSION OR INUREMENT**

The assets of the Trust shall be held for the exclusive purposes of providing Plan benefits to Participants and their Dependents, paying taxes and defraying reasonable expenses of Plan administration as provided for in this Trust. It shall be impossible by operation of the Plan or of the Trust, by termination, revocation or amendment of either by the happening of any contingency, by collateral arrangement or by any other means, for any part of the corpus or income of the Trust to inure (other than through the payment of benefits provided under the terms of the Plan) to the benefit of any private shareholder, individual, creditor or other third party.

#### **6.7 FIDUCIARY LIABILITY; ERRORS AND OMISSIONS**

The Committee may direct the Trustee to purchase a contract of insurance to protect the Trust Fund and its advisors against any potential liability that may arise in the administration of the Plan and Trust from any error attributable to any action or inaction of the Plan by the Committee, its representatives, agents, employees or advisers or any other Fiduciary. The Employer shall pay the premium for such contract of insurance.

#### **6.8 TPA'S, COMMITTEE'S AND TRUSTEE'S PROTECTIVE CLAUSE**

Neither the TPA, the Committee, the Trustee, nor their successors shall be responsible for the validity of any Policy of insurance issued hereunder or for the failure on the part of the insurer to make payments provided by any such Policy, or for the action of any person that may delay payment or render a Policy null and void or unenforceable in whole or in part.

#### **6.9 INSURER'S PROTECTIVE CLAUSE**

Any insurer who shall issue Policies of insurance hereunder shall not have any responsibility for the validity of the Plan or for the tax or legal aspects of the Plan. The insurer shall be protected and held harmless in acting in accordance with any written direction of the Trustee, and shall have no duty to see to the application of any funds paid to the Trustee, nor be required to question any actions the Trustee directs. Regardless of any provision of the Plan or

Trust, the insurer shall not be required to take or permit any action or allow any benefit or privilege contrary to the terms of any Policy which it issues hereunder, or the rules of the insurer.

#### **6.10 INDEMNIFICATION OF TRUSTEE**

The Employer shall indemnify and hold harmless the Trustee from all loss or liability (including expenses and reasonable attorneys' fees) to which the Trustee may be subject by reason of its execution of its duties under this Agreement, or by reason of any acts taken in good faith in accordance with directions, or acts omitted in good faith in the absence of directions, from the Committee, its agent or representative, or from an Investment Manager, unless such loss or liability is due to the Trustee's gross negligence or willful misconduct. The Trustee is entitled to collect on the indemnity only from the Employer and is not entitled to any direct or indirect payment from assets of the Trust Fund.

#### **6.11 LIMITATION OF TRUSTEE'S LIABILITY**

The Trustee shall accept and rely upon any documents the Committee or the Employer has executed until such time as the Employer or Committee files with the Trustee a written revocation of such designation. If the Trustee makes a written request for directions from the Employer, the Committee or an Investment Manager, the Trustee may await such directions without incurring liability. The Trustee has no duty to act in the absence of such requested directions, but may in its discretion take such action as it deems appropriate to carry out the purpose of this Agreement.

#### **6.12 RECEIPT AND RELEASE FOR PAYMENTS**

- (a) No benefit payable to any Participant or his or her Dependent shall exceed the value of the Trust assets allocated to that benefit. In the event that there are insufficient Trust assets to pay in full any benefit provided hereunder, the Trustee shall not bear any liability to any Participant or his or her Dependent on account of such insufficiency.
- (b) Any payment to any Participant, his legal representative, Dependent, or to any guardian or committee appointed for such Participant or Dependent in accordance with the provisions of this Agreement, shall, to the extent thereof, be in full satisfaction of all claims hereunder against the Trustee, TPA, Committee and Employer, any of whom may require such Participant, legal representative, Dependent, or guardian or committee, as a condition precedent to the receipt of such payment, to execute a receipt and release thereof in such form as shall be determined by the Trustee, TPA, Committee or Employer.

#### **6.13 NO GUARANTEE**

Nothing contained in this Agreement shall constitute a guarantee by the Employer, the Committee, the Trustee or the TPA that the assets of the Trust will be sufficient to pay any benefit to any person or make any other payment. Payments to be paid from the Trust are limited to the assets remaining in the Trust at the time payment is made.

#### **6.14 SEVERABILITY**

If any provision of this Agreement is held illegal or invalid for any reason, the illegality or invalidity shall not affect the remaining parts of this Agreement, but this instrument shall be construed and enforced as if the illegal and invalid provisions had never been inserted into this Agreement.

#### **6.15 HEADINGS**

The headings and subheadings of this Agreement have been inserted for convenience of reference and are to be ignored in any construction of the provisions hereof.



**ARTICLE 7**  
**EXECUTION**

**7.1 SIGNATURES**

In witness of the foregoing promises and mutual covenants herein contained, the parties have adopted and executed this Agreement as of the date first set forth above.

**THE EMPLOYER:**

\_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**THE TRUSTEE:**

\_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Trustee for the Highland Charter Township  
Section 115 Trust

**THE TPA:**

\_\_\_\_\_

**BURNHAM & FLOWER GROUP, INC.**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

KZLIB:562377.1\113014-00010

10. Adjourn

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