



# CHARTER TOWNSHIP OF HIGHLAND

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

## REGULAR BOARD OF TRUSTEES MEETING AGENDA

October 4, 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/86078348940>. New to Zoom? Get the app now and be ready when your first meeting starts October 4, 2021, at 6:30 p.m. Meeting ID: 860 7834 8940.

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

One tap mobile

+13017158592,, 86078348940# US (Washington DC) +13126266799,, 86078348940# 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/86078348940>

Meeting ID: 860 7834 8940

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) September 20, 2021 Board of Trustees Budget Workshop Meeting Minutes
  - b) List of Bills dated October 4, 2021 plus additions
  - c) WCA Assessing Contract Renewal
  - d) Hiring of Probationary Fire Fighters Daniel Ignani and Ryan Cossin  
Receive and File:  
Activity Center Advisory Council Meeting Minutes Minutes – August 11, 2021  
Financial Report – August 2021  
Fire Department Report – August 2021  
Library Board Minutes – August 3, 2021  
Library Director's Report – September 2021  
Treasurer's Report – August 2021
6. Announcements and Information Inquiry:
  - a) Board of Trustees Meeting scheduled for November 1<sup>st</sup> has been moved to November 8<sup>th</sup>.
  - b) Farmers Market on Saturdays, 9:00 a.m. – noon thru October 9<sup>th</sup>
7. Presentation:
  - a) Highland Station Commemorative Elongated Coins
8. Public Comment
9. New Business:
  - a) Introduce Zoning Amendment Z-023 to rezone vacant parcels, S Milford Road, Parcel Numbers 11-34-126-005 and 11-34-126-007 from OS, Office Services Zoning District to C-1, Local Commercial Zoning District. Applicant and Property Owner Highland Holdings, LLC.
  - b) Budget Amendment – Capital Improvement
  - c) Budget Amendment – Fire Wages
  - d) Budget Amendment – Fire Capital Improvement
10. Adjourn

1. Call Meeting to Order

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

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

## 2. Pledge of Allegiance

# Township Board Meeting Roll

Date: October 4, 2021

Present

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Absent

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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) September 20, 2021 Board of Trustees Budget Workshop Meeting Minutes
- b) List of Bills dated September 23, 2021 and October 4, 2021 plus additions
- c) WCA Assessing Contract Renewal
- d) Hiring of Probationary Fire Fighters Daniel Ignani and Ryan Cossin

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
SEPTEMBER 20, 2021 - 6:30 p.m.

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

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

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

Visitors: 6

**Approval of Agenda:**

Mrs. Flowers requested that New Business item e) Move the November 1, 2021 Board of Trustees Meeting to Monday, November 8, 2021, as a result of the Special School Election scheduled for Tuesday, November 2, 2021.

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

**Consent Agenda Approval:**

- a) August 30, 2021 Board of Trustees Meeting Minutes
- b) List of Bills dated September 9, 2021, and September 23, 2021, plus additions
- c) Appoint Judy Cooper to Election Commission

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

**Receive and File:**

- a) Road Commission for Oakland County Road Report

**Announcements and Information Inquiry:**



a) Farmers Market on Saturdays, 9:00 a.m. – 1:00 p.m. thru October 9th

**Public Comment:**

Thank you to Pete Eichinger for the design of the signage off M-59 going to the library. DDA approved trimming and removing trees in the depot park so the depot will be more visible. DDA is no longer doing archway over Milford Road and will look at focusing on a piece of art to put in the park.

**New Business:**

a) Award Bid for 2005 F-350 Ambulance

Mr. Hamill moved to approve award the bid for the 2005 F-350 Ambulance to The Luke Project 52 Clinic of Flint in the amount of \$10,000.00. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Lewis – yes, Salvia – yes.

b) Budget Amendment – Township Improvements and Police Renovations

Mrs. Cooper moved to approve Budget Amendment – Township Improvements and Police Renovations as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Lewis – yes, Salvia – yes.

c) Budget Amendment – Activity Center Rent Expense

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

d) Board of Trustees Meeting Scheduled November 1, 2021

Mr. Hamill moved to reschedule the November 1, 2021 Board of Trustees Meeting to Monday, November 8, 2021 because of a conflict with the upcoming Special School Election. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Lewis – yes, Salvia – yes.

e) Discussion of 2022 Budget

Discussion of proposed 2022 Budget.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 7:08 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

UNAPPROVED

5a2. List of bills will be emailed to the Board on October 4, 2021 prior to the Board Meeting.



## Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: October 4, 2021  
Re: WCA Assessing Contract Renewal

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WCA Assessing has submitted a renewal of their contract for 3 more years ending on 12/31/2024. No changes to the language of the services contract will be made except for the increase in cost for the 1) Services contract, 2) Representation at the Michigan Tax Tribunal and 3) Representation and defense by an Attorney.

The contract runs from January 1 – December 31 of each year.

**For Assessing Services.** Current 2021 yearly cost is \$116,688 for services.

Increases are as follows:

2022 - \$121,355 an 3.99% increase

2023- 2023 \$126,209 an 3.99% increase

2024 - \$131,258 an 4.00% increase

**For representation for all Michigan Tax Tribunal petitions not including Small Claims Division.** Current 2021 cost is \$146.26 per hour. Increases are as follows:

2022 \$155.23 an increase of 3.99%

2023 - \$161.44 an increase of 4.00%

2024 - \$167.90 an increase of 4.00%

**For representation at the Michigan Tax Tribunal and defense by an Attorney.**

Current 2021 cost is \$167.65 per hour. Increases are as follows:

2022- \$174.36 an increase of 4.00%

2023 - \$181.33 an increase of 3.997%

2024 - \$188.58 an increase of 3.998%

The services provided by WCA Assessing has really been exceptional. The Assessor is especially responsive to the needs of the Township and its residents.

It is recommended to authorize the Supervisor to sign the three (3) year renewal of the Assessing contract with WCA Assessing as permitted by the Board Purchasing Policy #6 Exemption #14 (contract increase is less than 5%).

*Warm inside. Great outdoors.*



**ASSESSMENT CONTRACT**

**FOR CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN**

WHEREAS, the Charter Township of Highland, hereinafter called "Township", with its principal offices located at 205 N John Street, Highland, Michigan, 48357 issued a Request for Proposals, Assessing Services that is attached hereto and referred to as the "RFP" for having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, LLC, d/b/a WCA Assessing, whose Resident Agent is Glenn Shaw, Jr. and principal offices are located at 38110 Executive Drive, Suite 200, Westland, Michigan 48185, hereinafter called the "Company", previously submitted a Proposal in response to the RFP to contract for the assessment services in the RFP for Township property effective July 1, 2019, this contract is a renewal of the prior, and;

**IT IS THEREFORE AGREED:**

1. Company agrees to provide the services outlined in the RFP as provided in this Contract and subordinate to the Township Supervisor, who is the Chief Assessing Officer pursuant to MCL 42.11a, and to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall Township assessing goals. The company is familiar and will comply with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes in the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Level III or Master Level IV Michigan Certified Assessing Officer shall act as the assessor of record as of the date of this agreement and supervise the preparation of and certify the 2022, 2023 and 2024 assessment rolls as provided in this Contract.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The Township agrees to provide office space within the Township Hall, or other Township owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office, but the office is closed due to holidays, acts of God, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours is:

- To meet with Township staff to answer questions and give advice;
  - To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
  - Serves as a liaison between the Township and prospective business and industry investors; acts as a resource for Township citizens by responding to inquiries and interpreting State laws.
  - To perform certain other functions as described herein.
4. Company agrees to oversee maintenance of Township Assessing departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of that department.
  5. Company agrees to represent the Township in defending assessments and other Township assessing matters appealed to the Michigan Tax Tribunal (MTT.)
  6. Township agrees that defense of MTT petitions to the entire Tribunal that are not in the Small Claims Division may require review and/or preparation by the Company's legal staff (paralegals or attorneys) and agrees to provide full cooperation with Company's legal staff in such defense. As provide in Section 15, Company agrees to promptly provide written notice to the Township Supervisor of any such petitions where effective representation requires attorney involvement. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall first notify and obtain approval from the Township Supervisor to retain those services.
  7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is properly assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to the General Property Tax Act and State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said Township including but not limited to;
    - Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
    - Perform neighborhood market studies and land value analyses throughout the term of this contract.
    - Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State Tax Commission.
    - Provide digital photographs of all properties visited for maintenance purposes.

- Working with the Township Building Department to ensure all new property is equitably assessed.
  - Prepare all new property record cards in compliance with State tax Commission requirements.
  - Attend, prepare, and work with all Boards of Review.
  - Assist Township in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
  - Certify the Township's annual 2022, 2023 and 2024 assessment rolls.
8. Company agrees to meet with the Supervisor and/or other designated staff of the Township to review progress that the Company has made towards meeting the terms of this contract, preparation of assessment rolls, and other matters the parties deem necessary to review. In addition, the Company will suggest any budgetary information necessary to upgrade and/or improve the Township's assessment process.
9. Township agrees that in addition to the responsibilities provided herein, the staff of the Township shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
10. The Company shall be liable to the Township, and hereby agrees to indemnify and hold the Township and its agents, officials, and employees harmless but only to the extent such liability exceeds its insurance coverage set forth below, against all claims, judgments, losses, damages, demands, and payments of any kind to persons or for property arising out of the performance of the services rendered hereunder and caused by any negligent conduct, intentional conduct, or act or omission of the Company or any of its employees in the performance of this contract.

The Company will carry the following insurance coverage at all times during the times this Contract is in effect:

a. Commercial general liability insurance covering the Company and the Township and its agents, officials, and employees as additional insureds with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.

b. Worker's Compensation Insurance, covering all persons engaged in work under this Contract to the full statutory limits securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan, and Employers Liability Insurance of at least \$500,000.00.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. Although Company represents that the Township cannot be listed an additional insured under this type of policy, should

the Township or its officers, agents, employees, or elected officials ever be held or claimed to be financially liable for any error or omission of the Company, Company shall hold harmless and indemnify the Township and those persons from the claim or liability and shall submit a claim against such insurance as necessary to promptly satisfy this obligation, provided that under no circumstance shall the Company's cumulative liability to the Township or its officers, agents, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

d. Company represents to the Township that none of the services to be provided under this Contract will involve the use of Company owned or leased vehicles, and shall require and maintain documentation available to the Township on request, that all vehicles used in the performance of Contract services shall have automobile liability insurance and all other coverages required by Michigan law.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the Township the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the Township Clerk at the beginning of each year or prior to expiration, whichever comes first.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire or act of nature that might stop or delay the progress of work.
12. The Township and Company agree that the relationship of the Township and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.
13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the Township shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the Township may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.
14. The Township and Company agree that the Company shall not assign, subcontract except for legal services, or transfer either this agreement or any portion therein without first receiving written approval from the Township.
15. The Township agrees to pay the Company as follows;

January 1, 2022 - December 31, 2022	\$121,355
January 1, 2023 - December 31, 2023	\$126,209
January 1, 2024 - December 31, 2024	\$131,258



For each of the above periods, the payment of the stated amount shall be made in equal installments due on the fifteenth (15<sup>th</sup>) day of each month in that period.

The Township's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division, shall be provided by Company's para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

January 1, 2022 to December 31, 2022.....\$155.23 / Hourly

January 1, 2023 to December 31, 2023.....\$161.44 / Hourly

January 1, 2024 to December 31, 2024.....\$167.90 / Hourly

Company shall promptly notify the Township Supervisor upon Company determining that the effective representation and defense of an entire Tribunal petition will require an attorney for trials, hearings, other proceedings, or legal issues. Unless the Township Supervisor notifies Company within seven (7) days of receiving Company's notice that the recommended attorney representation will be provided by the Township Attorney's office, Company shall provide the recommended representation and defense by an attorney possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

January 1, 2022 to December 31, 2022.....\$174.36 / Hourly

January 1, 2023 to December 31, 2023.....\$181.33 / Hourly

January 1, 2024 to December 31, 2024.....\$188.58 / Hourly

The Township and Company agree that the term of this contract shall begin January 1, 2022 and expire on December 31, 2024.

16. The Township and Company agree this contract is entered subject to the charter and ordinances of the Township and the applicable laws of the State of Michigan.

17. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, age, or other prohibited classification. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, age, or other prohibited classification.

18. The Company shall acknowledge receipt of and comply with the Township's ethics policy, computer usage policy or other signed documents

19. The Township agrees the Township Supervisor and Clerk possess complete authority by resolution of the Township Board of Trustees or otherwise to execute this agreement on behalf of the Township.

WITNESSES:

WCA ASSESSING, LLC:

\_\_\_\_\_

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

Doug Shaw., for WCA Assessing,  
as its Managing Director

\_\_\_\_\_

STATE OF MICHIGAN )

)ss

COUNTY OF WAYNE )

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Doug Shaw, doing business as WCA Assessing, known to me to be the person whose name is subscribed to on the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

\_\_\_\_\_

NOTARY PUBLIC

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

WITNESSES:

CHARTER TOWNSHIP OF HIGHLAND:

\_\_\_\_\_

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

Rick Hamill, TOWNSHIP SUPERVISOR

\_\_\_\_\_

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

Tami Flowers, TOWNSHIP CLERK

STATE OF MICHIGAN )

)ss

COUNTY OF OAKLAND )

Be it remembered that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Rick Hamill, Supervisor for Highland Township, and Tami Flowers, Clerk for Highland Township, a Municipal Corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Michigan, known to me to be the persons who executed the foregoing instrument of writing on behalf of said Municipal Corporation, and such persons duly acknowledged the execution of the same to be their act and deed of said Municipal Corporation.

In testimony whereof, I have hereunto set my hand and affixed by official seal the day and year last above written.

\_\_\_\_\_

NOTARY PUBLIC

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_



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

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

TO: Highland Township Board

FROM: Ken Chapman, Fire Chief

SUBJECT: Probationary Fire Fighters

DATE: October 4, 2021

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

- Probationary FF Daniel Ignani
- Probationary FF Ryan Cossin

Both employees have previous experience with other emergency services departments, and are EMT-Paramedics. They will need to complete our Highland orientation with a FTO (Field Training Officer) prior to coming off probation.

**5b. Receive and File:**

Activity Center Advisory Council Meeting Minutes Minutes – August 11, 2021

Financial Report – August 2021

Fire Department Report – August 2021

Library Board Minutes – August 3, 2021

Library Director's Report – September 2021

Treasurer's Report – August 2021

Highland Activity Center Advisory Council Meeting Minutes  
August 11, 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, August 11, 2021 via zoom.

PRESENT:

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

GUEST

There were no guests.

SECRETARY'S MINUTES:

The motion to approve the July Minutes was made by Dick Russell, seconded by Tami Flowers and was unanimously approved.

TREASURERS REPORT:

The revised Treasurers Report for July was read showing a bank balance of \$14,370.52. A motion to accept was made by Ray Polidori, seconded by Dick Russell and was unanimously approved.

UPCOMING EVENTS:

Fireworks – September 4  
No more covid vaccinations planned  
Rosie the Riveter presentation August 20 at 7:00 pm.

NEW BUSINESS:

Patti Janette made a motion to donate \$250 to Rosie the Riveter program, seconded by Sharon Keenan and unanimously approved.  
New date for construction of HAC is September 1, 2021; new drive way is not one way nor connected to the school.

MOTION TO ADJOURN:

A motion to adjourn the meeting at 10:03 am was made by Ray Polidori, seconded by Peter Werthmann. and the meeting was adjourned.

Respectfully submitted,

Darlene Sharpe  
Secretary, Highland Advisory Council

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	200.71	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,739,546.84	
101-000-072.000	COUNTY OF OAKLAND	( 2,154.50)	
101-000-075.000	HURON VALLEY SCHOOLS	( 6,440.50)	
101-000-078.000	DUE FROM STATE REVENUES	289,690.00	
	TOTAL ASSETS		5,021,929.65

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.001	ESCROW BONDS&ENG. FEES PAYABLE	618,169.94	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	2,284.95	
101-000-202.003	ESCROW POLICE SAGINAW PIPELINE	2,356.46	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	199.50	
101-000-231.000	PR W/H FICA	215.94	
	TOTAL LIABILITIES		623,226.79

FUND EQUITY

101-000-386.000	FUND BALANCE-ASSIGN CAPITAL IM	2,000,000.00	
101-000-390.000	FUND BALANCE	1,729,717.69	
	REVENUE OVER EXPENDITURES - YTD	668,985.17	
	TOTAL FUND EQUITY		4,398,702.86
	TOTAL LIABILITIES AND EQUITY		5,021,929.65

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
101-000-402.000	CURRENT PROPERTY TAX	500,000.00	500,000.00	507,578.90	.00 ( 7,578.90)	101.52	
101-000-404.000	SALES TAX	1,600,000.00	1,600,000.00	1,264,406.00	362,918.00	79.03	
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	1,756.28	95.39 ( 1,756.28)	.00	
101-000-423.000	MOBILE HOME TAXES	5,000.00	5,000.00	3,876.50	510.50	77.53	
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	238,149.35	77,077.45	79.38	
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	754.00	94.00	50.27	
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	2,629.50	73.00	52.59	
101-000-491.000	BUILDING PERMITS	170,000.00	200,220.00	166,763.60	19,569.00	83.29	
101-000-491.001	HEATING PERMITS	35,000.00	35,000.00	48,571.00	8,990.60 ( 13,571.00)	138.77	
101-000-491.002	PLUMBING PERMITS	20,000.00	20,000.00	27,484.00	4,080.00 ( 7,484.00)	137.42	
101-000-491.003	ELECTRICAL PERMITS	40,000.00	40,000.00	49,143.00	7,280.80 ( 9,143.00)	122.86	
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	.00	.00	.00	
101-000-528.000	OTHER FEDERAL GRANT REVENUE	.00	.00	36,739.00	.00 ( 36,739.00)	.00	
101-000-584.005	METRO AUTHORITY	12,000.00	12,000.00	21,519.75	.00 ( 9,519.75)	179.33	
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	15,000.00	15,000.00	7,070.24	.00	47.13	
101-000-607.002	CONTRACTORS REGISTRATIONS	2,400.00	2,400.00	2,419.00	390.00 ( 19.00)	100.79	
101-000-607.019	SUMMER TAX COLLECTION FEE	45,000.00	45,000.00	51,244.71	51,244.71 ( 6,244.71)	113.88	
101-000-607.022	ENHANCE ACCESS FEES	3,000.00	3,000.00	3,356.87	.00 ( 356.87)	111.90	
101-000-607.034	ADMINISTRATION FEES	15,000.00	15,000.00	15,103.96	.00 ( 103.96)	100.69	
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	26,885.24	4,431.01	53.77	
101-000-628.014	REZONING FEES, PLANNING	.00	.00	750.00	.00 ( 750.00)	.00	
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	7,700.00	275.00 ( 700.00)	110.00	
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	5,107.00	30.00	85.12	
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	9,200.00	.00 ( 4,200.00)	184.00	
101-000-651.007	ACTIVITY CENTER REVENUES	6,000.00	6,000.00	2,749.95	100.00	45.83	
101-000-657.000	VARIOUS FINES	.00	.00	75.00	.00 ( 75.00)	.00	
101-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	9,164.52	372.91	91.65	
101-000-667.001	PARK: RENTALS	.00	.00	550.00	.00 ( 550.00)	.00	
101-000-667.010	ACTIVITY CTR ANNEX UTILITIES	5,000.00	5,000.00	2,582.48	83.00	51.65	
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	18,666.64	2,333.33	66.67	
101-000-676.018	ELECTION REIMBURSEMENT	.00	35,000.00	.00	.00	.00	
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	2,000.00	2,000.00	630.00	.00	31.50	
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	5,800.00	5,800.00	.00	.00	.00	
101-000-677.031	MISCELLANEOUS	10,000.00	10,000.00	11,014.48	848.69 ( 1,014.48)	110.14	
101-000-692.000	APPROPRIATION FUND BAL.	.00	2,030,021.00	.00	.00	.00	
	<b>REVENUE</b>	<b>2,953,700.00</b>	<b>5,048,941.00</b>	<b>2,543,640.97</b>	<b>540,797.39</b>	<b>2,505,300.03</b>	<b>50.38</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,953,700.00</b>	<b>5,048,941.00</b>	<b>2,543,640.97</b>	<b>540,797.39</b>	<b>2,505,300.03</b>	<b>50.38</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>LEGISLATIVE</b>							
101-102-702.000	LEGISLATIVE: SALARIES	24,180.00	24,180.00	16,160.68	1,860.08	8,019.32	66.83
101-102-820.000	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>16,287.68</b>	<b>1,860.08</b>	<b>13,892.32</b>	<b>53.97</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	78,795.00	78,795.00	51,519.86	6,061.16	27,275.14	65.38
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	48,750.00	18,713.00	18,712.50	.00	.50	100.00
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,065.00	13,065.00	9,266.28	1,005.00	3,798.72	70.92
101-171-704.003	SUP DEPT: FLOATER (2) WAGE P-T	.00	9,750.00	.00	.00	9,750.00	.00
101-171-704.005	SUP DEPT: MAINT WAGE P-T	29,700.00	29,700.00	17,000.05	2,285.20	12,699.95	57.24
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	.00	.00	1,178.10	226.80	( 1,178.10)	.00
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	125.00	.00	2,375.00	5.00
	<b>TOTAL SUPERVISOR</b>	<b>172,810.00</b>	<b>152,523.00</b>	<b>97,801.79</b>	<b>9,578.16</b>	<b>54,721.21</b>	<b>64.12</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	54,600.00	54,600.00	35,627.39	4,200.00	18,972.61	65.25
101-191-704.001	ACCTG: P-T ASSISTANT	20,904.00	20,904.00	13,657.87	1,608.00	7,246.13	65.34
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	135.00	100.00	2,865.00	4.50
	<b>TOTAL ACCOUNTING</b>	<b>78,504.00</b>	<b>78,504.00</b>	<b>49,420.26</b>	<b>5,908.00</b>	<b>29,083.74</b>	<b>62.95</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	74,855.00	74,855.00	48,943.85	5,758.10	25,911.15	65.38
101-215-703.001	CLERK: DEPUTY WAGE F-T	58,500.00	58,500.00	38,160.90	4,500.00	20,339.10	65.23
101-215-703.005	CLERK: CLERICAL WAGE F-T	39,360.00	39,360.00	25,715.37	3,028.51	13,644.63	65.33
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-721.007	CLERK: ELECTION INSPECTORS	.00	.00	( 115.00)	.00	115.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	.00	.00	175.00	175.00	( 175.00)	.00
101-215-820.000	CLERK: DUES/ED/TRAVEL	4,000.00	4,000.00	2,824.19	107.79	1,175.81	70.60
101-215-825.004	CLERK: CERTIFICATION	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	.00	35,000.00	2,223.50	2,223.50	32,776.50	6.35
	<b>TOTAL CLERK</b>	<b>181,515.00</b>	<b>216,515.00</b>	<b>117,927.81</b>	<b>15,792.90</b>	<b>98,587.19</b>	<b>54.47</b>
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	74,855.00	74,855.00	48,943.85	5,758.10	25,911.15	65.38
101-253-703.000	TREAS: DEPUTY WAGE F-T	60,450.00	60,450.00	39,469.55	4,712.00	20,980.45	65.29
101-253-703.003	TREAS: CLERICAL WAGE F-T	40,990.00	40,990.00	26,793.85	3,153.00	14,196.15	65.37
101-253-705.004	TREAS: PART-TIME SEASONAL	7,375.00	7,375.00	.00	.00	7,375.00	.00
101-253-820.000	TREAS: DUES/ED/TRAVEL	4,000.00	4,000.00	957.23	110.00	3,042.77	23.93
101-253-825.002	TREAS: CERTIFICATION	2,500.00	2,500.00	299.00	299.00	2,201.00	11.96
	<b>TOTAL TREASURER</b>	<b>190,170.00</b>	<b>190,170.00</b>	<b>116,463.48</b>	<b>14,032.10</b>	<b>73,706.52</b>	<b>61.24</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>ASSESSOR</b>							
101-257-703.001	ASSESSING: CLERICAL WAGE F-T	25,935.00	22,435.00	11,020.62	2,804.37	11,414.38	49.12
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	122,000.00	122,000.00	90,394.60	19,448.00	31,605.40	74.09
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	565.00	31.00	935.00	37.67
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
	<b>TOTAL ASSESSOR</b>	<b>150,035.00</b>	<b>146,535.00</b>	<b>101,980.22</b>	<b>22,283.37</b>	<b>44,554.78</b>	<b>69.59</b>
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	11,000.00	11,000.00	3,983.16	732.39	7,016.84	36.21
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	4,439.34	1,245.00	3,560.66	55.49
101-261-760.000	GEN GOV: MISC. GRANT EXPENSE	.00	.00	36,739.00	1,327.51	( 36,739.00)	.00
101-261-801.001	GEN GOV: PROF SERVICES	40,000.00	40,000.00	11,010.00	810.00	28,990.00	27.53
101-261-803.000	GEN GOV: SNOWPLOW SERV	36,000.00	36,000.00	11,696.33	.00	24,303.67	32.49
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	37,735.80	5,377.00	37,264.20	50.31
101-261-805.000	GEN GOV: AUDITING	70,000.00	70,000.00	65,685.00	.00	4,315.00	93.84
101-261-810.000	GEN GOV: COURT WITNESS FEES	500.00	500.00	( 26.88)	.00	526.88	( 5.38)
101-261-813.000	GEN GOV: STORM WATER PERMIT	800.00	800.00	500.00	.00	300.00	62.50
101-261-813.001	GEN GOV: WOTA	185,000.00	185,000.00	185,000.00	.00	.00	100.00
101-261-821.000	GEN GOV: MEMBER FEES	10,500.00	10,500.00	10,381.55	8.95	118.45	98.87
101-261-822.000	GEN GOV: BANK FEES	4,000.00	4,000.00	4,983.08	.00	( 983.08)	124.58
101-261-830.000	GEN GOV: GEN INSURANCE	65,000.00	65,000.00	65,093.70	( 165.30)	( 93.70)	100.14
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	12,000.00	12,000.00	7,407.00	823.00	4,593.00	61.73
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	3,379.52	542.30	3,120.48	51.99
101-261-850.002	GEN GOV: WEBSITE	2,000.00	2,000.00	1,945.90	374.00	54.10	97.30
101-261-900.000	GEN GOV: TAX BILL PRINTING	10,000.00	10,000.00	5,982.09	3,639.47	4,017.91	59.82
101-261-900.001	GEN GOV: ADVERTISING	22,500.00	22,500.00	9,564.07	1,063.50	12,935.93	42.51
101-261-900.002	GEN GOV: PRINTING	4,500.00	4,500.00	471.11	.00	4,028.89	10.47
101-261-920.000	GEN GOV: UTILITIES	60,000.00	60,000.00	36,064.01	4,719.05	23,935.99	60.11
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	30,000.00	30,000.00	20,451.02	3,978.05	9,548.98	68.17
101-261-937.000	GEN GOV: VEHICLE OP MAINT	3,000.00	3,000.00	1,584.21	303.03	1,415.79	52.81
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	34,379.34	606.17	15,620.66	68.76
101-261-955.000	GEN GOV: MISCELLANEOUS	10,000.00	10,000.00	4,337.92	37.95	5,662.08	43.38
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	12,000.00	26,157.00	26,525.41	25,892.46	( 368.41)	101.41
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	38,000.00	38,000.00	31,348.97	164.99	6,651.03	82.50
101-261-971.001	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	11,304.05	11,304.05	( 1,304.05)	113.04
101-261-971.002	GEN GOV: COMMUNITY ROUND TABL	20,000.00	20,000.00	.00	.00	20,000.00	.00
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	5,000.00	5,000.00	6,793.52	30.99	( 1,793.52)	135.87
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	.00	2,000,000.00	.00	.00	2,000,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>801,300.00</b>	<b>2,815,457.00</b>	<b>638,758.22</b>	<b>62,814.56</b>	<b>2,176,698.78</b>	<b>22.69</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVERNMENT PERSONNE</b>							
101-279-710.000	GGP: EMPLR PAYROLL TAX	85,000.00	85,000.00	55,444.89	6,490.37	29,555.11	65.23
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	110,000.00	110,000.00	51,946.37	42.59	58,053.63	47.22
101-279-712.000	GGP: HEALTH/DENTAL/LIFE/DIS INS	170,000.00	160,250.00	106,548.14	12,130.48	53,701.86	66.49
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	12,000.00	12,000.00	4,887.00	.00	7,113.00	40.73
101-279-714.004	GGP: MERIT INCREASES	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	61,000.00	61,000.00	36,139.61	4,541.65	24,860.39	59.25
101-279-716.002	GGP: TUITION REIMB	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	13,374.78	.00	31,625.22	29.72
101-279-718.001	GGP: PTO CASH PAYOUT	.00	15,864.00	1,335.00	.00	14,529.00	8.42
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>496,000.00</b>	<b>502,114.00</b>	<b>269,675.79</b>	<b>23,205.09</b>	<b>232,438.21</b>	<b>53.71</b>
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	61,460.00	61,460.00	40,146.15	4,728.00	21,313.85	65.32
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	37,348.00	37,348.00	24,405.68	2,872.50	12,942.32	65.35
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	35,329.00	35,329.00	22,127.40	2,718.00	13,201.60	62.63
101-371-705.000	BLDG: PART-TIME SEASONAL	.00	5,220.00	4,237.50	150.00	982.50	81.18
101-371-735.000	BLDG: POSTAGE	500.00	500.00	303.69	.00	196.31	60.74
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	75,000.00	100,000.00	76,931.86	14,055.03	23,068.14	76.93
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL	2,500.00	2,500.00	.00	.00	2,500.00	.00
	<b>TOTAL BUILDING</b>	<b>212,637.00</b>	<b>242,857.00</b>	<b>168,152.28</b>	<b>24,523.53</b>	<b>74,704.72</b>	<b>69.24</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	41,208.00	41,208.00	27,472.00	3,434.00	13,736.00	66.67
101-567-935.001	CEMETERY: MAINTENANCE	6,000.00	6,000.00	10,020.17	5,033.18	( 4,020.17)	167.00
101-567-955.000	CEMETERY: MISCELLANEOUS	4,500.00	4,500.00	.00	.00	4,500.00	.00
	<b>TOTAL CEMETERY</b>	<b>51,708.00</b>	<b>51,708.00</b>	<b>37,492.17</b>	<b>8,467.18</b>	<b>14,215.83</b>	<b>72.51</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	8,800.00	8,800.00	3,751.34	.00	5,048.66	42.63
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	7,500.00	7,500.00	.00	.00	7,500.00	.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	7,500.00	7,500.00	7,500.00	.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	660.00	.00	1,840.00	26.40
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	8,986.00	.00	41,014.00	17.97
	<b>TOTAL SOCIAL SERVICES</b>	<b>76,300.00</b>	<b>76,300.00</b>	<b>20,897.34</b>	<b>.00</b>	<b>55,402.66</b>	<b>27.39</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>SENIOR CENTER</b>							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	45,825.00	45,825.00	29,836.29	3,525.00	15,988.71	65.11
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	29,250.00	16,250.00	12,660.00	1,500.00	3,590.00	77.91
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-	19,500.00	19,500.00	12,690.00	1,530.00	6,810.00	65.08
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	19,500.00	19,500.00	.00	.00	19,500.00	.00
101-672-704.006	ACTIVITY CTR: SECURITY P-T	4,097.00	4,097.00	.00	.00	4,097.00	.00
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	11,700.00	11,700.00	7,527.90	853.20	4,172.10	64.34
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	5,000.00	5,000.00	96.60	.00	4,903.40	1.93
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	1,298.60	56.75	4,701.40	21.64
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	2.40	.00	2,497.60	.10
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	146.25	.00	1,053.75	12.19
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	618.74	128.24	881.26	41.25
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	1,202.19	152.63	1,297.81	48.09
101-672-850.002	ANNEX: INTERNET SERVICE	1,500.00	1,500.00	1,732.51	216.57	( 232.51)	115.50
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	6,500.00	6,500.00	4,834.40	1,220.00	1,665.60	74.38
101-672-920.000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	4,376.04	539.22	4,623.96	48.62
101-672-920.002	ANNEX: UTILITIES	9,000.00	9,000.00	3,907.20	819.50	5,092.80	43.41
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	5,000.00	5,000.00	645.02	47.73	4,354.98	12.90
101-672-936.002	ANNEX: BUILDING MAINT	5,000.00	5,000.00	7,771.84	675.00	( 2,771.84)	155.44
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	612.87	.00	1,887.13	24.51
101-672-940.000	ACTIVITY CTR: RENT EXPENSE	.00	13,000.00	.00	.00	13,000.00	.00
<b>TOTAL SENIOR CENTER</b>	<b>187,072.00</b>	<b>187,072.00</b>	<b>89,958.85</b>	<b>11,263.84</b>	<b>97,113.15</b>	<b>48.09</b>	
<b>PLANNING &amp; ORDINANCE</b>							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	75,266.00	75,266.00	49,318.10	5,790.00	25,947.90	65.53
101-701-703.003	PLNG: CLERICAL WAGE F-T	35,330.00	.00	.00	.00	.00	.00
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	51,010.00	51,010.00	33,489.63	3,924.00	17,520.37	65.65
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	24,256.00	24,256.00	15,599.59	1,843.00	8,656.41	64.31
101-701-801.000	PLNG: CONSULTANT PROF.	.00	68,867.00	12,380.00	6,480.00	56,487.00	17.98
101-701-820.000	PLNG: DUES/ED/TRAVEL	1,500.00	1,500.00	1,595.00	.00	( 95.00)	106.33
101-701-825.002	PLNG: CERTIFICATION	2,000.00	2,000.00	85.00	.00	1,915.00	4.25
101-701-935.000	OE: VIOLATION CORRECTIONS	5,000.00	5,000.00	920.00	215.00	4,080.00	18.40
<b>TOTAL PLANNING &amp; ORDINANCE</b>	<b>194,362.00</b>	<b>227,899.00</b>	<b>113,387.32</b>	<b>18,252.00</b>	<b>114,511.68</b>	<b>49.75</b>	
<b>ZONING BOARD OF APPEALS (ZBA)</b>							
101-702-720.000	ZBA: MEETING PAY	8,880.00	8,880.00	3,720.00	690.00	5,160.00	41.89
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	152.00	.00	848.00	15.20
101-702-900.000	ZBA: ADVERTISING	2,500.00	2,500.00	4,300.25	306.00	( 1,800.25)	172.01
<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>15,280.00</b>	<b>15,280.00</b>	<b>8,172.25</b>	<b>996.00</b>	<b>7,107.75</b>	<b>53.48</b>	

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>PLANNING COMMISSION</b>							
101-703-720.000	PLNG COMM: RECORDING SECTY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-703-720.001	PLNG COMM: COMMISSION	11,400.00	11,400.00	2,486.25	.00	8,913.75	21.81
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	30,000.00	30,000.00	.00	.00	30,000.00	.00
101-703-801.001	PLNG COMM: ORDINANCE REVISION	10,000.00	10,000.00	7,154.91	.00	2,845.09	71.55
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	925.00	.00	1,075.00	46.25
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	3,500.00	3,500.00	1,759.50	.00	1,740.50	50.27
	<b>TOTAL PLANNING COMMISSION</b>	<b>60,050.00</b>	<b>60,050.00</b>	<b>12,325.66</b>	<b>.00</b>	<b>47,724.34</b>	<b>20.53</b>
<b>PARKS</b>							
101-751-729.000	PARKS: HIGHLAND STATION	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-729.001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	610.20	.00	1,889.80	24.41
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	364.34	.00	2,635.66	12.14
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	3,146.11	622.45	( 146.11)	104.87
101-751-920.000	PARKS: UTILITIES	3,000.00	3,000.00	1,625.83	713.81	1,374.17	54.19
101-751-935.000	PARKS: MAINTENANCE	18,000.00	18,000.00	10,208.20	2,826.00	7,791.80	56.71
	<b>TOTAL PARKS</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>15,954.68</b>	<b>4,162.26</b>	<b>19,045.32</b>	<b>45.58</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>2,932,923.00</b>	<b>5,028,164.00</b>	<b>1,874,655.80</b>	<b>223,139.07</b>	<b>3,153,508.20</b>	<b>37.28</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>20,777.00</b>	<b>20,777.00</b>	<b>668,985.17</b>	<b>317,658.32</b>	<b>648,208.17</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

ROAD FUND

ASSETS

203-000-002.000 HAULING ROUTE SAVINGS ACCT.  
203-000-010.000 CASH - COMBINED SAVINGS

529,576.71  
35,600.39

TOTAL ASSETS

565,177.10

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.001 HAULING ROUTE PAYABLE

38,232.48

TOTAL LIABILITIES

38,232.48

FUND EQUITY

203-000-380.000 RESTRICTED FUND BALANCE  
203-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

491,344.23  
4,563.21  
31,037.18

TOTAL FUND EQUITY

526,944.62

TOTAL LIABILITIES AND EQUITY

565,177.10

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**ROAD FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
203-000-665.000						
	1,500.00	1,500.00	7.00	.45	1,493.00	.47
203-000-699.401						
	100,000.00	100,000.00	100,000.00	.00	.00	100.00
	<u>101,500.00</u>	<u>101,500.00</u>	<u>100,007.00</u>	<u>.45</u>	<u>1,493.00</u>	<u>98.53</u>
	<u>101,500.00</u>	<u>101,500.00</u>	<u>100,007.00</u>	<u>.45</u>	<u>1,493.00</u>	<u>98.53</u>
<u>ROAD</u>						
203-596-967.000						
	60,000.00	60,000.00	29,188.82	364.50	30,811.18	48.65
203-596-967.001						
	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>68,969.82</u>	<u>364.50</u>	<u>31,030.18</u>	<u>68.97</u>
	<u>100,000.00</u>	<u>100,000.00</u>	<u>68,969.82</u>	<u>364.50</u>	<u>31,030.18</u>	<u>68.97</u>
	<u>1,500.00</u>	<u>1,500.00</u>	<u>31,037.18</u>	<u>( 364.05)</u>	<u>29,537.18</u>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

FIRE FUND

ASSETS

206-000-010.000 CASH - COMBINED SAVINGS

1,705,793.57

TOTAL ASSETS

1,705,793.57

LIABILITIES AND EQUITY

FUND EQUITY

206-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

1,343,646.15  
362,147.42

TOTAL FUND EQUITY

1,705,793.57

TOTAL LIABILITIES AND EQUITY

1,705,793.57



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
206-000-402.000	PROPERTY TAXES	1,137,266.00	1,137,266.00	1,143,557.96	.00 ( 6,291.96)	100.55
206-000-603.000	CONSULTING FEE	.00	.00	250.00	250.00 ( 250.00)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	.00	4,140.00	1,230.00 ( 4,140.00)	.00
206-000-638.000	EMS TRANSPORT	350,000.00	350,000.00	224,865.11	27,917.15 125,134.89	64.25
206-000-665.000	INTEREST ON INVESTMENTS	15,000.00	15,000.00	9,238.22	276.90 5,761.78	61.59
206-000-677.000	MISCELLANEOUS	15,000.00	15,000.00	91.00	.00 14,909.00	.61
206-000-692.000	APPROPRIATION FUND BAL.	.00	7,643.00	.00	.00 7,643.00	.00
206-000-693.000	ASSET SALE PROCEEDS	.00	.00	2,000.00	.00 ( 2,000.00)	.00
	<b>REVENUE</b>	<b>1,517,266.00</b>	<b>1,524,909.00</b>	<b>1,384,142.29</b>	<b>29,674.05 140,766.71</b>	<b>90.77</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,517,266.00</b>	<b>1,524,909.00</b>	<b>1,384,142.29</b>	<b>29,674.05 140,766.71</b>	<b>90.77</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>FIRE</b>							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	74,504.00	74,504.00	49,191.71	5,787.26	25,312.29	66.03
206-336-703.000	FIRE: F-T WAGE OFFICER N.G.	60,632.00	60,632.00	40,834.01	4,803.92	19,797.99	67.35
206-336-703.001	FIRE:F-T WAGE OFFICER D.K.	59,116.00	59,116.00	39,523.67	4,683.08	19,592.33	66.86
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	60,632.00	60,632.00	41,025.77	4,803.92	19,606.23	67.66
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	50,986.00	50,986.00	34,831.56	4,040.72	16,154.44	68.32
206-336-703.004	FIRE:F-T WAGE MEDIC M.B.	50,986.00	50,986.00	29,823.88	3,837.20	21,162.12	58.49
206-336-703.005	FIRE:F-T WAGE MEDIC A.G.	50,986.00	50,986.00	30,218.33	3,837.20	20,767.67	59.27
206-336-703.013	FIRE: MARSHAL COMPENSATION	26,047.00	27,846.00	18,312.51	2,163.51	9,533.49	65.76
206-336-704.006	FIRE: P-T CLERICAL	15,382.00	15,912.00	10,378.95	1,208.70	5,533.05	65.23
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	375,000.00	375,000.00	268,869.07	28,563.17	106,130.93	71.70
206-336-707.007	FIRE: F-T OVERTIME	40,000.00	40,000.00	22,198.43	3,612.89	17,801.57	55.50
206-336-709.001	FIRE: CLOTHING ALLOWANCE	3,500.00	3,500.00	3,500.00	.00	.00	100.00
206-336-709.002	FIRE: FOOD ALLOWANCE	3,500.00	3,500.00	3,500.00	.00	.00	100.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	66,117.00	66,117.00	42,854.04	4,873.82	23,262.96	64.82
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	.00	24,200.00	24,200.00	.00	.00	100.00
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T	25,694.00	25,694.00	8,535.30	.00	17,158.70	33.22
206-336-712.000	FIRE: INSURANCE/BONDS	100,000.00	100,000.00	97,007.00	.00	2,993.00	97.01
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	12,000.00	12,000.00	9,564.00	417.50	2,436.00	79.70
206-336-713.001	FIRE:HEALTH/DENTAL/LIFE/DISINS	60,000.00	60,000.00	43,279.46	4,750.07	16,720.54	72.13
206-336-713.002	FIRE: BCN HEALTH REIMBURSEMEN	.00	.00	8,364.74	73.44	( 8,364.74)	.00
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE:CASH IN LIEU BENEF BUYOUT	9,552.00	10,300.00	6,837.95	866.04	3,462.05	66.39
206-336-719.000	FIRE: POST PLAN	10,500.00	10,500.00	.00	.00	10,500.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	10,176.99	.00	( 178.99)	101.79
206-336-722.010	FIRE: INSTRUCTOR TRAINING	3,500.00	3,500.00	601.00	601.00	2,899.00	17.17
206-336-727.000	FIRE: SUPPLIES	8,000.00	8,000.00	4,788.78	468.18	3,211.22	59.86
206-336-731.000	FIRE: MEDICAL SUPPLIES	15,000.00	15,000.00	14,906.77	892.12	93.23	99.38
206-336-732.000	FIRE: UNIFORMS	30,000.00	30,000.00	22,075.16	14,539.66	7,924.84	73.58
206-336-750.000	FIRE: VEHICLE GAS/OIL	30,000.00	30,000.00	15,714.78	2,974.75	14,285.22	52.38
206-336-801.000	FIRE: CODE ENFORCEMENT	10,000.00	10,000.00	.00	.00	10,000.00	.00
206-336-804.000	FIRE: LEGAL SERVICES	10,000.00	10,000.00	1,019.75	.00	8,980.25	10.20
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	3,413.93	913.49	( 913.93)	136.56
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,000.00	15,000.00	3,079.07	100.00	11,920.93	20.53
206-336-820.000	FIRE: DUES & EDUCATION	15,000.00	15,000.00	12,543.80	.00	2,456.20	83.63
206-336-851.000	FIRE: RADIO COMMUNICATIONS	48,500.00	48,500.00	26,507.98	7,877.73	21,992.02	54.66
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	139.95	.00	4,860.05	2.80
206-336-920.000	FIRE: PUBLIC UTILITIES	30,000.00	30,000.00	19,988.03	2,849.02	10,011.97	66.63
206-336-930.000	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	24,652.59	2,093.58	25,347.41	49.31
206-336-936.000	FIRE: BLDG MAINT/REPAIR	20,000.00	20,000.00	11,429.89	1,278.92	8,570.11	57.15
206-336-937.000	FIRE: EQUIP MAINT	15,000.00	15,000.00	14,227.28	225.87	772.72	94.85
206-336-955.000	FIRE: MISC EXPENSE	10,000.00	10,000.00	2,496.94	.00	7,503.06	24.97
206-336-967.000	FIRE: NEW PROJECTS	10,000.00	10,000.00	1,381.80	.00	8,618.20	13.82
<b>TOTAL FIRE</b>		<b>1,497,632.00</b>	<b>1,524,909.00</b>	<b>1,021,994.87</b>	<b>113,136.76</b>	<b>502,914.13</b>	<b>67.02</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>1,497,632.00</b>	<b>1,524,909.00</b>	<b>1,021,994.87</b>	<b>113,136.76</b>	<b>502,914.13</b>	<b>67.02</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**FIRE FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	19,634.00	.00	362,147.42	( 83,462.71)	362,147.42	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00	
207-000-010.000	CASH - COMBINED SAVINGS	3,627,773.18	

TOTAL ASSETS

3,627,823.18

LIABILITIES AND EQUITY

FUND EQUITY

207-000-390.000	FUND BALANCE	2,079,441.74	
	REVENUE OVER EXPENDITURES - YTD	1,548,381.44	

TOTAL FUND EQUITY

3,627,823.18

TOTAL LIABILITIES AND EQUITY

3,627,823.18

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
207-000-402.000	2,820,618.00	2,820,618.00	2,835,175.03	.00	( 14,557.03)	100.52
207-000-479.000	9,600.00	9,600.00	8,760.40	8,760.40	839.60	91.25
207-000-528.000	.00	.00	22,542.92	.00	( 22,542.92)	.00
207-000-582.000	12,000.00	12,000.00	8,504.26	.00	3,495.74	70.87
207-000-582.001	105,000.00	105,000.00	75,646.56	75,646.56	29,353.44	72.04
207-000-582.002	162,000.00	162,000.00	108,000.00	.00	54,000.00	66.67
207-000-665.000	15,000.00	15,000.00	9,653.32	463.12	5,346.68	64.36
207-000-677.000	.00	.00	600.00	.00	( 600.00)	.00
207-000-692.000	.00	310,000.00	.00	.00	310,000.00	.00
<b>REVENUE</b>	<b>3,124,218.00</b>	<b>3,434,218.00</b>	<b>3,068,882.49</b>	<b>84,870.08</b>	<b>365,335.51</b>	<b>89.36</b>
<b>TOTAL FUND REVENUE</b>	<b>3,124,218.00</b>	<b>3,434,218.00</b>	<b>3,068,882.49</b>	<b>84,870.08</b>	<b>365,335.51</b>	<b>89.36</b>
<b>POLICE</b>						
207-301-704.001	31,000.00	31,000.00	21,273.39	2,479.18	9,726.61	68.62
207-301-710.000	2,800.00	2,800.00	1,617.34	189.64	1,182.66	57.76
207-301-807.000	2,648,182.00	2,648,182.00	1,380,310.95	459,929.27	1,267,871.05	52.12
207-301-807.002	105,000.00	105,000.00	.00	.00	105,000.00	.00
207-301-807.003	12,000.00	12,000.00	.00	.00	12,000.00	.00
207-301-807.004	200,000.00	200,000.00	64,098.63	21,519.65	135,901.37	32.05
207-301-874.000	1,500.00	1,500.00	.00	.00	1,500.00	.00
207-301-920.000	14,000.00	14,000.00	4,324.74	562.31	9,675.26	30.89
207-301-935.000	20,000.00	20,000.00	8,185.09	1,762.82	11,814.91	40.93
207-301-940.000	28,000.00	28,000.00	18,666.64	2,333.33	9,333.36	66.67
207-301-955.000	10,000.00	10,000.00	145.00	.00	9,855.00	1.45
207-301-971.000	1,500.00	1,500.00	.00	.00	1,500.00	.00
207-301-971.001	25,000.00	25,000.00	3,788.23	.00	21,211.77	15.15
207-301-971.002	20,000.00	330,000.00	18,091.04	3,225.00	311,908.96	5.48
<b>TOTAL POLICE</b>	<b>3,123,982.00</b>	<b>3,433,982.00</b>	<b>1,520,501.05</b>	<b>492,001.20</b>	<b>1,913,480.95</b>	<b>44.28</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>3,123,982.00</b>	<b>3,433,982.00</b>	<b>1,520,501.05</b>	<b>492,001.20</b>	<b>1,913,480.95</b>	<b>44.28</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>236.00</b>	<b>236.00</b>	<b>1,548,381.44</b>	<b>( 407,131.12)</b>	<b>1,548,145.44</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

REFUSE FUND

ASSETS

227-000-010.000 CASH - COMBINED SAVINGS

597,018.59

TOTAL ASSETS

597,018.59

LIABILITIES AND EQUITY

FUND EQUITY

227-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

202,212.91  
394,805.68

TOTAL FUND EQUITY

597,018.59

TOTAL LIABILITIES AND EQUITY

597,018.59

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**REFUSE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
227-000-626.000	REFUSE COLLECTION	1,096,425.00	1,096,425.00	1,105,499.76	.00 ( 9,074.76)	100.83
227-000-647.002	REFUSE CONTAINERS	1,000.00	1,000.00	15.00	.00 985.00	1.50
227-000-665.000	INTEREST EARNINGS	5,000.00	5,000.00	1,452.04	133.40 3,547.96	29.04
227-000-677.000	MISCELLANEOUS	.00	.00	1,850.00	387.00 ( 1,850.00)	.00
	<b>REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,108,816.80</b>	<b>520.40 ( 6,391.80)</b>	<b>100.58</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,102,425.00</b>	<b>1,102,425.00</b>	<b>1,108,816.80</b>	<b>520.40 ( 6,391.80)</b>	<b>100.58</b>
<b>REFUSE</b>						
227-526-703.000	REFUSE: CLERICAL WAGE F-T	11,115.00	11,115.00	4,723.13	1,201.88 6,391.87	42.49
227-526-710.000	REFUSE: EMPLR PAYROLL TAX	995.00	995.00	.00	.00 995.00	.00
227-526-801.000	REFUSE: CONTRACTOR	1,047,000.00	1,047,000.00	698,817.99	87,419.54 348,182.01	66.74
227-526-812.000	REFUSE: FUND ADMIN COSTS	10,470.00	10,470.00	10,470.00	.00 .00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	4,000.00	4,000.00	.00	.00 4,000.00	.00
	<b>TOTAL REFUSE</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>714,011.12</b>	<b>88,621.42 359,568.88</b>	<b>66.51</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,073,580.00</b>	<b>1,073,580.00</b>	<b>714,011.12</b>	<b>88,621.42 359,568.88</b>	<b>66.51</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>28,845.00</b>	<b>28,845.00</b>	<b>394,805.68</b>	<b>( 88,101.02) 365,960.68</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

BUS TRANSPORTATION

ASSETS

288-000-004.000	PETTY CASH	.00	
288-000-010.000	CASH - COMBINED SAVINGS	.00	
288-000-078.000	DUE FROM RECEIVABLES	.00	
		<hr/>	
	TOTAL ASSETS		<hr/> <hr/> .00

LIABILITIES AND EQUITY

LIABILITIES

288-000-202.000	ACCOUNTS PAYABLE	.00	
288-000-280.000	DEFERRED REVENUE	.00	
288-000-314.000	LOAN DUE TO GENERAL FUND	.00	
		<hr/>	
	TOTAL LIABILITIES		.00

FUND EQUITY

288-000-390.000	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 8 MONTHS ENDING AUGUST 31, 2021**

**BUS TRANSPORTATION**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
288-000-692.011	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>TRANSPORTATION</u>							
288-596-801.000	BUS: WOTA SEMCOG GRANT MGMNT	.00	40,429.65	40,429.65	.00	.00	100.00
	TOTAL TRANSPORTATION	.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  
AUGUST 31, 2021

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000 CASH - COMBINED SAVINGS  
401-000-084.494 DUE TO/FROM DDA

4,950,860.02  
130,687.74

TOTAL ASSETS

5,081,547.76

LIABILITIES AND EQUITY

LIABILITIES

401-000-204.000 RETAINAGE PAYABLE

4,106.76

TOTAL LIABILITIES

4,106.76

FUND EQUITY

401-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

5,297,546.27  
( 220,105.27)

TOTAL FUND EQUITY

5,077,441.00

TOTAL LIABILITIES AND EQUITY

5,081,547.76

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
401-000-665.000	INTEREST EARNINGS	.00	.00	5,621.10	238.63 ( 5,621.10)	.00	
401-000-665.001	INTEREST EARNINGS DDA LOAN	.00	.00	2,438.78	279.54 ( 2,438.78)	.00	
401-000-667.002	CELL TOWER LEASE	130,000.00	130,000.00	161,445.53	13,155.85 ( 31,445.53)	124.19	
401-000-692.000	APPROPRIATION FUND BAL.	4,730,000.00	3,200,000.00	.00	.00 3,200,000.00	.00	
401-000-699.000	OPERATING TRANSFER IN	.00	2,000,000.00	.00	.00 2,000,000.00	.00	
	<b>REVENUE</b>	<b>4,860,000.00</b>	<b>5,330,000.00</b>	<b>169,505.41</b>	<b>13,674.02</b>	<b>5,160,494.59</b>	<b>3.18</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,860,000.00</b>	<b>5,330,000.00</b>	<b>169,505.41</b>	<b>13,674.02</b>	<b>5,160,494.59</b>	<b>3.18</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	4,600,000.00	2,720,000.00	212,409.98	29,231.27 2,507,590.02	7.81	
401-261-971.008	M59 BIKEPATHS	.00	.00	1,016.37	.00 ( 1,016.37)	.00	
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	.00	150,000.00	67,246.61	6,403.34 82,753.39	44.83	
401-261-971.013	SEWER ANTICIPATION EXPENSE	100,000.00	100,000.00	.00	.00 100,000.00	.00	
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	.00	100,000.00	8,937.72	7,799.34 91,062.28	8.94	
401-261-995.103	TRANSFER TO ROAD FUND	.00	100,000.00	100,000.00	.00 .00	100.00	
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>4,700,000.00</b>	<b>3,170,000.00</b>	<b>389,610.68</b>	<b>43,433.95</b>	<b>2,780,389.32</b>	<b>12.29</b>
<b>ANNEX</b>							
401-523-971.000	ANNEX IMPROVEMENTS	5,000.00	5,000.00	.00	.00 5,000.00	.00	
	<b>TOTAL ANNEX</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>
<b>CEMETERY</b>							
401-567-971.000	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>
<b>PARKS</b>							
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	35,000.00	35,000.00	.00	.00 35,000.00	.00	
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	90,000.00	80,000.00	.00	.00 80,000.00	.00	
401-751-971.002	NEW PARK PROPERTY	.00	10,000.00	.00	.00 10,000.00	.00	
	<b>TOTAL 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>3,330,000.00</b>	<b>389,610.68</b>	<b>43,433.95</b>	<b>2,940,389.32</b>	<b>11.70</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>2,000,000.00</b>	<b>( 220,105.27)</b>	<b>( 29,759.93)</b>	<b>( 2,220,105.27)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

FIRE CAPITAL FUND

ASSETS

402-000-010.000 CASH - COMBINED SAVINGS

4,405,427.46

TOTAL ASSETS

4,405,427.46

LIABILITIES AND EQUITY

FUND EQUITY

402-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

6,782,179.72  
( 2,376,752.26)

TOTAL FUND EQUITY

4,405,427.46

TOTAL LIABILITIES AND EQUITY

4,405,427.46

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**FIRE CAPITAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
402-000-402.001	MILLAGE PROP TAX REVENUE	821,847.00	821,847.00	824,921.03	.00 ( 3,074.03)	100.37
402-000-665.000	INTEREST EARNINGS	25,000.00	25,000.00	28,858.31	1,068.42 ( 3,858.31)	115.43
402-000-692.000	APPROPRIATION FUND BAL.	.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>853,779.34</b>	<b>1,068.42 5,739,397.66</b>	<b>12.95</b>
	<b>TOTAL FUND REVENUE</b>	<b>846,847.00</b>	<b>6,593,177.00</b>	<b>853,779.34</b>	<b>1,068.42 5,739,397.66</b>	<b>12.95</b>
<b>FIRE</b>						
402-336-971.000	VEHICLES	.00	174,396.00	176,512.99	.00 ( 2,116.99)	101.21
402-336-971.002	CAPITAL EQUIPMENT	20,000.00	20,000.00	.00	.00 20,000.00	.00
402-336-971.003	CONSTR IN PROCESS FIRE MIL ST1	.00	2,493,666.00	2,342,930.93	885,114.64 150,735.07	93.96
402-336-971.004	CONSTR IN PROCESS FIRE MIL ST2	.00	3,078,268.00	300,212.68	287,769.60 2,778,055.32	9.75
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	410,376.00	270,000.00	270,000.00	.00 .00	100.00
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	133,626.00	274,002.00	140,375.00	.00 133,627.00	51.23
402-336-993.002	FIRE CAP: BONDING AGENT FEES	.00	.00	500.00	.00 ( 500.00)	.00
	<b>TOTAL FIRE</b>	<b>564,002.00</b>	<b>6,310,332.00</b>	<b>3,230,531.60</b>	<b>1,172,884.24 3,079,800.40</b>	<b>51.19</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>564,002.00</b>	<b>6,310,332.00</b>	<b>3,230,531.60</b>	<b>1,172,884.24 3,079,800.40</b>	<b>51.19</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>282,845.00</b>	<b>282,845.00</b>	<b>( 2,376,752.26)</b>	<b>( 1,171,815.82) ( 2,659,597.26)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

DOWNTOWN DEVELOPMENT FUND

ASSETS

494-000-010.000 CASH - COMBINED SAVINGS  
494-000-019.000 TAXES RECEIVABLE

339,607.82  
63,000.00

TOTAL ASSETS

402,607.82

LIABILITIES AND EQUITY

LIABILITIES

494-000-280.000 DEFERRED REVENUE  
494-000-308.000 LONG-TERM LOAN

100,000.00  
130,687.74

TOTAL LIABILITIES

230,687.74

FUND EQUITY

494-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

141,254.18  
30,665.90

TOTAL FUND EQUITY

171,920.08

TOTAL LIABILITIES AND EQUITY

402,607.82

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
494-000-569.000	GRANT REVENUE	.00	.00	6,500.00	.00 ( 6,500.00)	.00	
494-000-665.000	INTEREST EARNINGS	1,080.00	1,080.00	553.92	68.11	526.08	51.29
494-000-677.000	MISCELLANEOUS	.00	.00	10.00	.00 ( 10.00)	.00	
494-000-677.001	DDA EVENTS FUND	.00	.00	( 3,870.00)	( 500.00)	3,870.00	.00
494-000-677.005	FUNDRAISING	3,000.00	3,000.00	2,205.00	.00	795.00	73.50
494-000-677.008	FARMERS MARKET RESERVATIONS	300.00	300.00	.00	.00	300.00	.00
494-000-677.010	TIF	274,000.00	274,000.00	111,103.73	20,172.15	162,896.27	40.55
494-000-692.000	APPROP FUND BALANCE	.00	20,000.00	.00	.00	20,000.00	.00
	<b>REVENUE</b>	<b>278,380.00</b>	<b>298,380.00</b>	<b>116,502.65</b>	<b>19,740.26</b>	<b>181,877.35</b>	<b>39.05</b>
	<b>TOTAL FUND REVENUE</b>	<b>278,380.00</b>	<b>298,380.00</b>	<b>116,502.65</b>	<b>19,740.26</b>	<b>181,877.35</b>	<b>39.05</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>							
494-729-702.001	DDA: DIRECTOR	48,144.00	48,144.00	31,814.27	3,732.62	16,329.73	66.08
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	3,683.00	3,683.00	2,408.05	285.55	1,274.95	65.38
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	.00	.00	1,200.00	.00
494-729-728.000	DDA: OFFICE SUPPLIES	1,500.00	1,500.00	585.71	150.27	914.29	39.05
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	.00	.00	500.00	.00
494-729-801.000	DDA: PROF SERVICES	7,000.00	7,000.00	188.50	.00	6,811.50	2.69
494-729-801.001	DDA: MASTER PLAN	5,000.00	5,000.00	.00	.00	5,000.00	.00
494-729-808.000	DDA: CONSULTANT CASSIE BLASCY	7,200.00	7,200.00	4,440.00	675.00	2,760.00	61.67
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	5,700.00	5,700.00	.00	.00	5,700.00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	4,500.00	4,500.00	1,208.39	.00	3,291.61	26.85
494-729-850.000	DDA: WEBSITE	1,000.00	1,000.00	475.00	.00	525.00	47.50
494-729-880.001	DDA: PROMOTIONS	11,000.00	11,000.00	7,083.75	278.00	3,916.25	64.40
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	9,750.00	29,750.00	20,790.50	157.00	8,959.50	69.88
494-729-880.003	DDA: DESIGN	40,000.00	40,000.00	6,481.83	2,629.42	33,518.17	16.20
494-729-880.004	DDA: ORGANIZATION	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-900.000	DDA: ADVERTISING/PRINTING	5,000.00	5,000.00	1,023.81	709.81	3,976.19	20.48
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	697.29	88.54	2,302.71	23.24
494-729-935.000	DDA: MAINTENANCE FOUR CORNER	6,000.00	6,000.00	680.00	.00	5,320.00	11.33
494-729-936.000	DDA: LANDSCAPING	2,000.00	2,000.00	.00	.00	2,000.00	.00
494-729-967.000	DDA: FARMERS' MARKET	6,000.00	6,000.00	5,296.87	1,790.11	703.13	88.28
494-729-967.002	DDA: DDA SPONSORSHIPS	4,000.00	4,000.00	224.00	31.50	3,776.00	5.60
494-729-967.007	DDA:CART PROJECT	2,500.00	2,500.00	.00	.00	2,500.00	.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	10,000.00	10,000.00	.00	.00	10,000.00	.00
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00	38,752.00	.00
494-729-993.000	DDA: INTEREST EXPENSE	6,500.00	6,500.00	2,438.78	279.54	4,061.22	37.52
	<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>235,929.00</b>	<b>255,929.00</b>	<b>85,836.75</b>	<b>10,807.36</b>	<b>170,092.25</b>	<b>33.54</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>235,929.00</b>	<b>255,929.00</b>	<b>85,836.75</b>	<b>10,807.36</b>	<b>170,092.25</b>	<b>33.54</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	42,451.00	42,451.00	30,665.90	8,932.90	( 11,785.10)	



# CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

## WATER SYSTEM

### ASSETS

591-000-001.000	CASH - CHECKING	434,885.70	
591-000-001.001	CASH - DEBT	1.41	
591-000-010.000	CASH - COMBINED SAVINGS	73,436.82	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	222,283.74	
591-000-034.000	DELQ UTILITY RECEIVABLE WATER	7,329.54	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST	81,886.16	
591-000-123.000	PREPAID EXPENSES	9,905.24	
591-000-152.000	WATERMAINS	8,000,969.53	
591-000-153.000	A/D WATER MAINS	( 358,705.55)	
	TOTAL ASSETS		8,471,992.59

### LIABILITIES AND EQUITY

#### LIABILITIES

591-000-202.000	ACCOUNTS PAYABLE	.02	
591-000-202.001	ACCOUNTS PAYABLE VOUCHER	7,671.88	
591-000-209.000	INTEREST PAYABLE	2,653.68	
591-000-214.000	DUE TO OTHER FUNDS-INVENTORY	5,555.36	
591-000-251.000	ACCOUNTS PAYABLE ACCRUED INT	.65	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	66,000.00	
591-000-300.001	SPECIAL ASSESSMENT BOND	655,000.00	
591-000-399.000	UNRESTRICTED NET ASSETS	54,259.00	
	TOTAL LIABILITIES		791,140.59

#### FUND EQUITY

591-000-373.000	CONTRIBUTED CAPITAL NET POSITI	6,921,264.00	
591-000-390.000	NET POSITION	1,092,061.73	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	70,874.02	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED	77,058.94	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED	562,350.17	
591-000-392.003	RESTRICTED DEBT	1.00	
	REVENUE OVER EXPENDITURES - YTD	( 1,042,757.86)	
	TOTAL FUND EQUITY		7,680,852.00
	TOTAL LIABILITIES AND EQUITY		8,471,992.59

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**WATER SYSTEM**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
591-000-082.000						
TRANSFER IN FROM OAKLAND CTY	.00	.00	65,286.06	21,013.46	( 65,286.06)	.00
	.00	.00	65,286.06	21,013.46	( 65,286.06)	.00
TOTAL FUND REVENUE	.00	.00	65,286.06	21,013.46	( 65,286.06)	.00
<b>WATER</b>						
591-536-812.000						
FUND ADMINISTRATION COST	.00	.00	37,373.18	( 7,291.74)	( 37,373.18)	.00
591-536-921.000						
SYSTEMS	.00	.00	66,839.83	10,046.69	( 66,839.83)	.00
591-536-921.001						
PLAN REVIEW & PERMITTING	.00	.00	4,639.65	269.47	( 4,639.65)	.00
591-536-921.002						
MAPPING UNIT	.00	.00	5,081.38	444.12	( 5,081.38)	.00
591-536-921.003						
BILLING SERVICES	.00	.00	7,201.01	.00	( 7,201.01)	.00
591-536-935.000						
MAINTENANCE	.00	.00	77,210.42	10,033.11	( 77,210.42)	.00
591-536-938.001						
WATER SYSTEMS	.00	.00	35,726.64	3,801.76	( 35,726.64)	.00
591-536-938.002						
WATER MAINTENANCE	.00	.00	100,385.83	12,846.25	( 100,385.83)	.00
591-536-938.003						
PUMP MAINTENANCE	.00	.00	184,727.51	25,992.21	( 184,727.51)	.00
591-536-993.001						
INTEREST EXPENSE	.00	.00	8,021.13	.00	( 8,021.13)	.00
TOTAL WATER	.00	.00	527,206.58	56,141.87	( 527,206.58)	.00
TOTAL FUND EXPENDITURES	.00	.00	527,206.58	56,141.87	( 527,206.58)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 461,920.52)	( 35,128.41)	( 461,920.52)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000 CASH - COMBINED SAVINGS

18,247.68

TOTAL ASSETS

18,247.68

LIABILITIES AND EQUITY

FUND EQUITY

702-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

16,597.12  
1,650.56

TOTAL FUND EQUITY

18,247.68

TOTAL LIABILITIES AND EQUITY

18,247.68

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**HIGHLAND ADVISORY COUNCIL**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>					
702-000-674.000	.00	.00	3,938.52	35.12	( 3,938.52)	.00
	.00	.00	3,938.52	35.12	( 3,938.52)	.00
	.00	.00	3,938.52	35.12	( 3,938.52)	.00
	<u>GENERAL GOVERNMENT</u>					
702-261-729.000	.00	.00	2,287.96	1,657.96	( 2,287.96)	.00
	.00	.00	2,287.96	1,657.96	( 2,287.96)	.00
	.00	.00	2,287.96	1,657.96	( 2,287.96)	.00
	.00	.00	1,650.56	( 1,622.84)	1,650.56	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

CURRENT TAX COLLECT

ASSETS

703-000-010.000 CASH - COMBINED SAVINGS  
703-000-214.000 DUE TO/FR GENERAL FUND

1,693,783.99  
( 4,056.80)

TOTAL ASSETS

1,689,727.19

LIABILITIES AND EQUITY

LIABILITIES

703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE

1,691,170.75

TOTAL LIABILITIES

1,691,170.75

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD

( 1,443.56)

TOTAL FUND EQUITY

( 1,443.56)

TOTAL LIABILITIES AND EQUITY

1,689,727.19

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**CURRENT TAX COLLECT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>					
703-000-665.000	.00	.00	552.94	151.21	( 552.94)	.00
	.00	.00	552.94	151.21	( 552.94)	.00
	.00	.00	552.94	151.21	( 552.94)	.00
	<u>TRUST &amp; AGENCY ADMIN</u>					
703-255-822.000	.00	.00	1,996.50	245.00	( 1,996.50)	.00
	.00	.00	1,996.50	245.00	( 1,996.50)	.00
	.00	.00	1,996.50	245.00	( 1,996.50)	.00
	.00	.00	( 1,443.56)	( 93.79)	( 1,443.56)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	286,592.94
737-000-017.001	MUTUAL FUNDS	648,424.15
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

983,877.09

LIABILITIES AND EQUITY

FUND EQUITY

737-000-390.000	FUND BALANCE	957,860.22
	REVENUE OVER EXPENDITURES - YTD	26,016.87

TOTAL FUND EQUITY

983,877.09

TOTAL LIABILITIES AND EQUITY

983,877.09

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
737-000-665.000	.00	.00	11,037.24	1,237.79	( 11,037.24)	.00
737-000-669.001	.00	.00	43,389.98	7,005.78	( 43,389.98)	.00
737-000-692.002	80,000.00	80,000.00	.00	.00	80,000.00	.00
<b>REVENUE</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>54,427.22</b>	<b>8,243.57</b>	<b>25,572.78</b>	<b>68.03</b>
<b>TOTAL FUND REVENUE</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>54,427.22</b>	<b>8,243.57</b>	<b>25,572.78</b>	<b>68.03</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	80,000.00	80,000.00	21,320.33	2,339.91	58,679.67	26.65
737-279-822.000	.00	.00	7,090.02	.00	( 7,090.02)	.00
<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>28,410.35</b>	<b>2,339.91</b>	<b>51,589.65</b>	<b>35.51</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>28,410.35</b>	<b>2,339.91</b>	<b>51,589.65</b>	<b>35.51</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>26,016.87</b>	<b>5,903.66</b>	<b>26,016.87</b>	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS

176,902.31

TOTAL ASSETS

176,902.31

LIABILITIES AND EQUITY

FUND EQUITY

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

174,094.02  
2,808.29

TOTAL FUND EQUITY

176,902.31

TOTAL LIABILITIES AND EQUITY

176,902.31

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**DUCK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
764-000-665.000						
INTEREST EARNINGS	.00	.00	27.87	1.53	( 27.87)	.00
REVENUE	.00	.00	27.87	1.53	( 27.87)	.00
TOTAL FUND REVENUE	.00	.00	27.87	1.53	( 27.87)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
764-255-812.000						
DUCK LAKE: ADMIN FEES	.00	.00	2,044.98	.00	( 2,044.98)	.00
764-255-956.000						
DUCK LAKE: DEDUCTIONS	.00	.00	( 4,825.40)	3,918.27	4,825.40	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	( 2,780.42)	3,918.27	2,780.42	.00
TOTAL FUND EXPENDITURES	.00	.00	( 2,780.42)	3,918.27	2,780.42	.00
NET REVENUE OVER EXPENDITURES	.00	.00	2,808.29	( 3,916.74)	2,808.29	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS

64,677.41

TOTAL ASSETS

64,677.41

LIABILITIES AND EQUITY

FUND EQUITY

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

56,453.14  
8,224.27

TOTAL FUND EQUITY

64,677.41

TOTAL LIABILITIES AND EQUITY

64,677.41

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**HIGHLAND LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
765-000-665.000						
INTEREST EARNINGS	.00	.00	7.18	.56	( 7.18)	.00
REVENUE	.00	.00	7.18	.56	( 7.18)	.00
TOTAL FUND REVENUE	.00	.00	7.18	.56	( 7.18)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-812.000						
HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	.00	( 270.31)	.00
765-255-956.000						
HIGHLAND LAKE: DEDUCTIONS	.00	.00	( 8,487.40)	21.23	8,487.40	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	( 8,217.09)	21.23	8,217.09	.00
TOTAL FUND EXPENDITURES	.00	.00	( 8,217.09)	21.23	8,217.09	.00
NET REVENUE OVER EXPENDITURES	.00	.00	8,224.27	( 20.67)	8,224.27	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS

73,588.11

TOTAL ASSETS

73,588.11

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

80,222.38  
( 6,634.27)

TOTAL FUND EQUITY

73,588.11

TOTAL LIABILITIES AND EQUITY

73,588.11

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**TAGGETT LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
766-000-665.000						
INTEREST EARNINGS	.00	.00	8.33	.64	( 8.33)	.00
	.00	.00	8.33	.64	( 8.33)	.00
TOTAL FUND REVENUE	.00	.00	8.33	.64	( 8.33)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
766-255-812.000						
TAGGETT LAKE: ADMIN FEES	.00	.00	222.20	.00	( 222.20)	.00
766-255-956.000						
TAGGETT LAKE: DEDUCTIONS	.00	.00	6,420.40	1,679.38	( 6,420.40)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	6,642.60	1,679.38	( 6,642.60)	.00
TOTAL FUND EXPENDITURES	.00	.00	6,642.60	1,679.38	( 6,642.60)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 6,634.27)	( 1,678.74)	( 6,634.27)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000 CASH - COMBINED SAVINGS

42,685.34

TOTAL ASSETS

42,685.34

LIABILITIES AND EQUITY

FUND EQUITY

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

39,236.30  
3,449.04

TOTAL FUND EQUITY

42,685.34

TOTAL LIABILITIES AND EQUITY

42,685.34

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**KELLOGG LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-665.000						
INTEREST EARNINGS	.00	.00	4.68	.37	( 4.68)	.00
	.00	.00	4.68	.37	( 4.68)	.00
REVENUE	.00	.00	4.68	.37	( 4.68)	.00
	.00	.00	4.68	.37	( 4.68)	.00
TOTAL FUND REVENUE	.00	.00	4.68	.37	( 4.68)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-812.000						
KELLOGG LAKE: ADMIN FEES	.00	.00	163.10	.00	( 163.10)	.00
767-255-956.000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	( 3,607.46)	1,733.83	3,607.46	.00
	.00	.00	( 3,444.36)	1,733.83	3,444.36	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	( 3,444.36)	1,733.83	3,444.36	.00
	.00	.00	( 3,444.36)	1,733.83	3,444.36	.00
TOTAL FUND EXPENDITURES	.00	.00	( 3,444.36)	1,733.83	3,444.36	.00
	.00	.00	3,449.04	( 1,733.46)	3,449.04	
NET REVENUE OVER EXPENDITURES	.00	.00	3,449.04	( 1,733.46)	3,449.04	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS

35,647.32

TOTAL ASSETS

35,647.32

LIABILITIES AND EQUITY

LIABILITIES

768-000-214.000 DUE TO CHARLICK LAKE BOARD-NO

200.00

TOTAL LIABILITIES

200.00

FUND EQUITY

768-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

43,959.11

( 8,511.79)

TOTAL FUND EQUITY

35,447.32

TOTAL LIABILITIES AND EQUITY

35,647.32

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**CHARLICK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
768-000-665.000						
INTEREST EARNINGS	.00	.00	5.47	.31	( 5.47)	.00
	.00	.00	5.47	.31	( 5.47)	.00
TOTAL FUND REVENUE	.00	.00	5.47	.31	( 5.47)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
768-255-812.000						
CHARLICK LAKE: ADMIN FEES	.00	.00	236.00	.00	( 236.00)	.00
768-255-956.000						
CHARLICK LAKE: DEDUCTIONS	.00	.00	8,281.26	11,374.39	( 8,281.26)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	8,517.26	11,374.39	( 8,517.26)	.00
TOTAL FUND EXPENDITURES	.00	.00	8,517.26	11,374.39	( 8,517.26)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 8,511.79)	( 11,374.08)	( 8,511.79)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000 CASH - COMBINED SAVINGS

48,912.08

TOTAL ASSETS

48,912.08

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

54,469.35

( 5,557.27)

TOTAL FUND EQUITY

48,912.08

TOTAL LIABILITIES AND EQUITY

48,912.08

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**WOODRUFF LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
769-000-665.000						
INTEREST EARNINGS	.00	.00	6.16	.42	( 6.16)	.00
REVENUE	.00	.00	6.16	.42	( 6.16)	.00
TOTAL FUND REVENUE	.00	.00	6.16	.42	( 6.16)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-812.000						
WOODRUFF LAKE: ADMIN FEES	.00	.00	308.38	.00	( 308.38)	.00
769-255-956.000						
WOODRUFF LAKE: DEDUCTIONS	.00	.00	5,255.05	18.57	( 5,255.05)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	5,563.43	18.57	( 5,563.43)	.00
TOTAL FUND EXPENDITURES	.00	.00	5,563.43	18.57	( 5,563.43)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 5,557.27)	( 18.15)	( 5,557.27)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS

157,092.30

TOTAL ASSETS

157,092.30

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

117,693.70  
39,398.60

TOTAL FUND EQUITY

157,092.30

TOTAL LIABILITIES AND EQUITY

157,092.30

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**WHITE LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	45,805.00	.00	( 45,805.00)	.00
770-000-665.000	.00	.00	16.81	1.36	( 16.81)	.00
	.00	.00	45,821.81	1.36	( 45,821.81)	.00
	.00	.00	45,821.81	1.36	( 45,821.81)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,057.25	.00	( 1,057.25)	.00
770-255-956.000	.00	.00	5,365.96	10,410.20	( 5,365.96)	.00
	.00	.00	6,423.21	10,410.20	( 6,423.21)	.00
	.00	.00	6,423.21	10,410.20	( 6,423.21)	.00
	.00	.00	39,398.60	( 10,408.84)	39,398.60	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS

2,547.53

TOTAL ASSETS

2,547.53

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

638.25  
1,909.28

TOTAL FUND EQUITY

2,547.53

TOTAL LIABILITIES AND EQUITY

2,547.53

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-665.000						
INTEREST EARNINGS	.00	.00	.35	.02	( .35)	.00
REVENUE	.00	.00	.35	.02	( .35)	.00
TOTAL FUND REVENUE	.00	.00	.35	.02	( .35)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
771-255-812.000						
TOMAHAWK LAKE: ADMIN FEES	.00	.00	45.50	.00	( 45.50)	.00
771-255-956.000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	( 1,954.43)	.00	1,954.43	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	( 1,908.93)	.00	1,908.93	.00
TOTAL FUND EXPENDITURES	.00	.00	( 1,908.93)	.00	1,908.93	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,909.28	.02	1,909.28	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS

2,405.22

TOTAL ASSETS

2,405.22

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

2,749.33

( 344.11)

TOTAL FUND EQUITY

2,405.22

TOTAL LIABILITIES AND EQUITY

2,405.22

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**GOURD LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-665.000						
INTEREST EARNINGS	.00	.00	.39	.02	( .39)	.00
REVENUE	.00	.00	.39	.02	( .39)	.00
TOTAL FUND REVENUE	.00	.00	.39	.02	( .39)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
773-255-812.000						
GOURD LAKE: ADMIN FEES	.00	.00	36.25	.00	( 36.25)	.00
773-255-956.000						
GOURD LAKE: DEDUCTIONS	.00	.00	308.25	.00	( 308.25)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	344.50	.00	( 344.50)	.00
TOTAL FUND EXPENDITURES	.00	.00	344.50	.00	( 344.50)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 344.11)	.02	( 344.11)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
AUGUST 31, 2021

PENNINSULA LAKE

ASSETS

774-000-010.000 CASH - COMBINED SAVINGS

4,856.22

TOTAL ASSETS

4,856.22

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

6,321.19

( 1,464.97)

TOTAL FUND EQUITY

4,856.22

TOTAL LIABILITIES AND EQUITY

4,856.22

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**PENNINSULA LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
774-000-665.000						
INTEREST EARNINGS	.00	.00	.87	.04	( .87)	.00
REVENUE	.00	.00	.87	.04	( .87)	.00
TOTAL FUND REVENUE	.00	.00	.87	.04	( .87)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
774-255-812.000						
PENINSULA LAKE: ADMIN FEES	.00	.00	69.84	.00	( 69.84)	.00
774-255-956.000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	1,396.00	640.00	( 1,396.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	1,465.84	640.00	( 1,465.84)	.00
TOTAL FUND EXPENDITURES	.00	.00	1,465.84	640.00	( 1,465.84)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 1,464.97)	( 639.96)	( 1,464.97)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS

10,138.24

TOTAL ASSETS

10,138.24

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

4,546.30  
5,591.94

TOTAL FUND EQUITY

10,138.24

TOTAL LIABILITIES AND EQUITY

10,138.24

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**LOWER PETTIBONE LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
775-000-665.000						
INTEREST EARNINGS	.00	.00	.94	.09	( .94)	.00
REVENUE	.00	.00	.94	.09	( .94)	.00
TOTAL FUND REVENUE	.00	.00	.94	.09	( .94)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
775-255-812.000						
775-255-956.000						
LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	65.00	.00	( 65.00)	.00
LOW PETTIBONE LAKE: DEDUCTION	.00	.00	( 5,656.00)	.00	5,656.00	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	( 5,591.00)	.00	5,591.00	.00
TOTAL FUND EXPENDITURES	.00	.00	( 5,591.00)	.00	5,591.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	5,591.94	.09	5,591.94	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
AUGUST 31, 2021

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000 CASH - COMBINED SAVINGS

1,726.62

TOTAL ASSETS

1,726.62

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000 FUND BALANCE  
REVENUE OVER EXPENDITURES - YTD

4,718.32

( 2,991.70)

TOTAL FUND EQUITY

1,726.62

TOTAL LIABILITIES AND EQUITY

1,726.62

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2021**

**DUNLEAVY/LEONARD LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
776-000-581.000	.00	.00	8,460.00	.00	( 8,460.00)	.00
776-000-665.000	.00	.00	.45	.01	( .45)	.00
	.00	.00	8,460.45	.01	( 8,460.45)	.00
	.00	.00	8,460.45	.01	( 8,460.45)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
776-255-812.000	.00	.00	115.15	.00	( 115.15)	.00
776-255-956.000	.00	.00	11,337.00	.00	( 11,337.00)	.00
	.00	.00	11,452.15	.00	( 11,452.15)	.00
	.00	.00	11,452.15	.00	( 11,452.15)	.00
	.00	.00	( 2,991.70)	.01	( 2,991.70)	



# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT



**August-21**

Last Year (2020)

This Year (2021)

Cost of Firefighter's by Station

Station One	\$ 6,499.66	\$9,061.75
Station Two	\$7,703.20	\$12,470.27
Station Three	\$11,842.99	\$11,098.31
<b>Total</b>	<b>\$43,365.32</b>	<b>\$32,630.33</b>

Cost of Firefighter's Last Month



**\$70,112.00**

Alarms through Current Month

**939**

**1139**

Total Alarms last Year

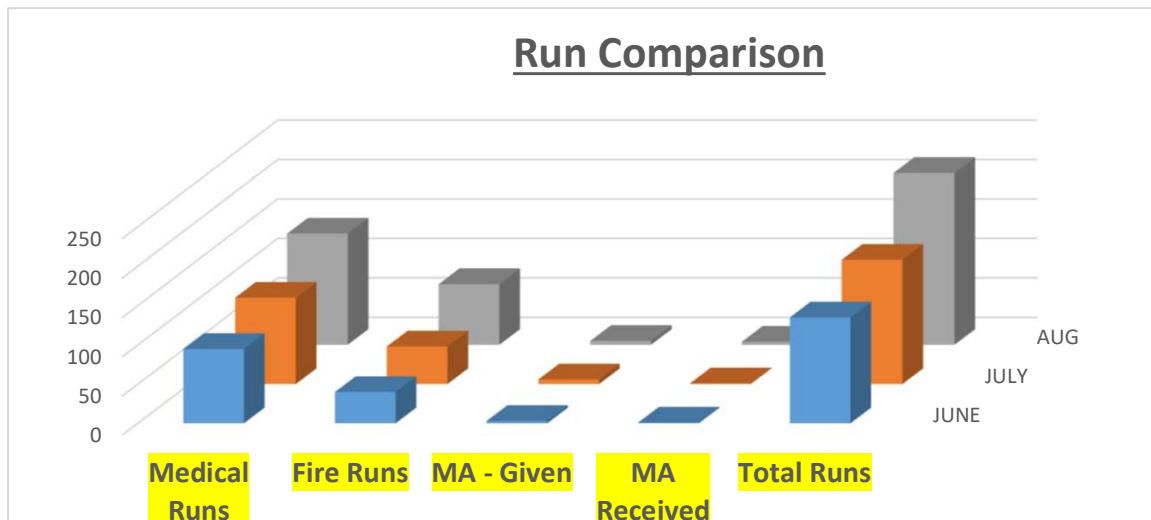
1414

Runs Ahead of Last Year

**200**

### STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$676,000.00	\$113,500.00
Amount Lost by Fire	\$152,700.00	\$24,000.00
Fire Loss	23%	21%
Average Personnel Per Run	5.9	6.7
Medical Related Runs	110	141
Fire Related Runs	48	77
Mutual Aid - Given	6	5
Mutual Aid - Received	1	4
Total Runs	158	218
EMS Transports	82	89
Fire Staff Hours	3227.25	3261
Administration Staff Hours	327	450





Submitted by...

Chief Ken Chapman

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, August 3, 2021**

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

**Members Absent:** K. Polidori, J. Gaglio

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:45 pm by D. Mecklenborg.

**Motion:** J. Matthews 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:** J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of July 6, 2021. Roll call - unanimous vote; motion carried.

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

**Bills:** Total bills for July, 2021 are \$34,035.98. Total bills for August, 2021 are \$38,344.54 with the addition of 2 Moms & A Mop, Applied Imaging, Cardmember Service, Comcast, Digital Document Store, DTE Energy, Library Network, and T-Mobile, when received.

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

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

**Communications:** Article from BOOKRIOT regarding “Demolishing Public Libraries...Warning” shared and discussed. Thank you note to Circulation staff and D. Dittmar shared.

## **UNFINISHED BUSINESS**

**Library Network Update:** The July TLN quarterly membership meeting was in Novi. The library is looking into CARL’s self-checkout option.

**Building Maintenance:** A major blockage due to a large quantity of “disposable” wipes had to be rectified by use of a water jet service; another cleanout of the septic tank was needed as a result. Service interruptions on July 26 and 27 demonstrated the flexibility of the staff. Goyette repaired issues with the Server Room AC and with an air purification device (AHU #1). A new cleaning person has been assigned to the library from 2 Moms and a Mop. Landscaping and paver issues were discussed.

**Motion:** J. Matthews moved and C. Hamill seconded to approve using Plumbers Service to install outside cleanout in sanitary line to provide full access to pipeline in the future for service, at the agreed upon price. Roll call – unanimous vote; motion carried.

**Strategic Planning:** Considering various building/furniture enhancements.

**Highland Community Roundtable:** The Chill at the Mill group is meeting at the library on August 5.

**Pandemic Response:** In light of the new CDC guidance, increased mask-wearing inside the Library has been evident.

**Personnel: Library Director:** A candidate interview was conducted on August 2. The interview process gave the candidate an opportunity to demonstrate qualifications, as well as preparedness to direct the library and serve the community.

**ARPA Grant:** B. Dunseth submitted a book-van grant application. The grant review results will be announced after late August.

## **NEW BUSINESS**

**Audit: FY 2020:** Received audit documents and returned those which were required to sign. The revision of the Chart of Accounts was discussed.

**Budget: FY 2022:** A draft of the FY 2022 budget was reviewed. Discussion on expenditures yet to be assigned or allocated to fund reserve.

**September Public Budget Hearing and Meeting:** The Public Budget Hearing will precede the September Board meeting on September 7, 2021, 5:50 pm. Both meetings will be held electronically.

**Generator Project:** The Board committed \$300,000 of fund reserve for a generator project in July, 2017. This project will be moving forward.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the shared system online calendar as presented. Unanimous vote; motion carried.

**Public Comment:** None

**Adjournment:** J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 7:02pm.

Respectfully Submitted,

Cindy Dombrowski

**DIRECTOR'S REPORT PRESENTED TO THE LIBRARY BOARD  
AT THEIR SEPTEMBER 7, 2021 MEETING**

**PROGRAM STATISTICS**

August totals: 300 for 20 events/programs or kits (136 children at 6, 128 teens at 10, 36 adults at 4)  
Plus one exam proctor session

**REFERENCE QUESTIONS ASKED**

There were 1,142 reference questions asked in August: 690 at the Adult Reference Desk and 452 at the Youth Reference Desk. In August 2020 the total for reference questions was 1,164.

**PUBLIC COMPUTER USAGE**

286 sessions were logged on the public workstations in August: 266 on the Main Level and in 20 the Youth Department. In August 2020 the Internet count was 105 sessions.

There were no sessions on ABC Mouse but 122 sessions on the AWE early literacy Youth computers.

**INTERLIBRARY LOAN**

Circulation of other TLN libraries' materials at Highland: 1,164

Circulation of Highland materials at other TLN libraries: 1,387

MeLCat interloan service: 26 items borrowed from and 47 items loaned to other libraries statewide

**FRIENDS OF THE LIBRARY**

The Friends booksale Room will be open Saturday, September 18 from 10-2. A BIG used book sale is planned for October 13-16. The in-library mobile sale cart is restocked regularly and always available.

**DISPLAYS**

New Job and Career Development Collection received from Library of Michigan

**COMMUNITY ROOM**

The Lower Level Group Study Room was scheduled for use by the public 10 times during the month of August. The Community Room was scheduled for library purposes 11 times, but is not yet available for public booking. This larger space allows for safer distancing for library programs.

**STAFF MEETINGS, WORKSHOPS, ETC.**

Meetings include TLN e-Content, Shared Automation System, Directors and Library of Michigan

**LIBRARY PROGRESS AND HAPPENINGS**

The Fall newsletter has been mailed to Highland addresses – LOTS of new programs!

Circulation of physical items for August 2021 was 6,855 as compared to 4,974 in August 2020.

Digital usage for e-resources: There were 1,997 OverDrive downloads (including 1,086 e-books, 835 audiobooks and 72 e-magazines), 567 circs via hoopla (majority being audiobooks), 544 pageviews for Consumer Reports, 630 Ancestry database searches (plus an additional 62 remote logins), 8 sessions for Mango Languages, 2 Global Road Warrior database sessions, 13 BrainFuse tutoring sessions, 5 for WorldBook, 1 each for Dramatic Learning and Timelines databases and 9 Michigan Adventure Pass loans in August, 2020.

There were 281 wireless clients as compared to 179 in August, 2020 and the visitor count was 3,660 for August 2021 as compared to 2,316 in August, 2020.

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

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	198,042.90	3,379.80*
CHASE	GENERAL	H.R.A.	101		22,548.59
CHASE	GENERAL	F.S.A CHECKING	101		7,284.95
CHASE	GENERAL/ESCROW	CHECKING	101		620,697.45*
CHASE	FIRE OPERATING	MONEY MARKET	206		52,962.58
CHASE	ROAD	MONEY MARKET	203		321.53
CHASE	HAUL ROUTE	MONEY MARKET	203		251,516.77
CHASE	POLICE	MONEY MARKET	207		259,663.76
CHASE	REFUSE	MONEY MARKET	227		90,484.14
CHASE	HAAC	CHECKING	702		18,247.68*
CHASE	DDA	MONEY MARKET	494		16,042.45
CHASE	WATERMAIN	CHECKING	591		73,436.82*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		176,902.31
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		64,677.41
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		73,588.11
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		42,685.34
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		35,647.32
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		48,912.08
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		157,092.30
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		2,547.53
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		2,405.22
CHASE	PENINSULA LAKE	MONEY MARKET	774		4,856.22
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		10,138.24
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		1,726.62
COMERICA	CAPITAL IMP.	PBMM	401		287,702.89
COMERICA	CAPITAL IMP.	JFUND	401		506,141.56
COMERICA	GENERAL	JFUND	101		215,000.83
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		815,057.47
FLAGSTAR	DDA	SAVINGS	494		323,565.37
FLAGSTAR	FIRE	SAVINGS	206		193,529.26
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		107,555.59
FLAGSTAR	GENERAL	SAVINGS	101		135,307.48
FLAGSTAR	CURRENT TAX	CHECKING	703	7,115.03	1,693,783.99
FLAGSTAR	POLICE	SAVINGS	207		549,709.31
HVSB	FIRE	CD	206		267,372.46
HVSB	GENERAL	CD	101		220,602.38
HVSB	HAUL ROUTE	CD	203		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	737		964,422.08
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		19,455.01
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		2,346,545.40
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		244,758.31
MI CLASS	POLICE	INVESTMENT POOL	207		90,977.32
MI CLASS	ROAD	INVESTMENT POOL	203		35,271.46
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		950,043.89
OAKLAND CO	FIRE	INVESTMENT POOL	206		920,600.31
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		3,787,747.37
OAKLAND CO	GENERAL	INVESTMENT POOL	101		1,350,573.64
OAKLAND CO	POLICE	INVESTMENT POOL	207		1,149,255.79
OAKLAND CO	REFUSE	INVESTMENT POOL	227		506,534.45
CIBC	GENERAL	CD	101		261,711.17
CIBC	FIRE	CD	206		165,918.61
CIBC	POLICE	CD	207		739,930.62
CIBC	CAPITAL IMP.	CD	401		726,936.88
CIBC	ESCROW	CD	101		319,613.93
TCF BANK	GENERAL	CD	101		215,402.05
TCF BANK	CAPITAL IMP.	CD	401		0.00
<b>TOTAL</b>					<b>24,322,737.46</b>

BANK STATEMENT
913,804.65
*In Chase checking account
CHASE
2,037,765.22
COMERICA
1,008,845.28
FLAGSTAR
4,545,653.67
HVSB
1,031,317.81
LEVEL ONE
903,457.19
LPL FINANCIAL
983,877.09
MI CLASS
3,667,596.38
OAKLAND COUNTY
7,714,711.56
CIBC
2,214,111.21
TCF BANK
215,402.05
TOTAL
<b>24,322,737.46</b>

Bank statement 1,700,899.02

*Respectfully submitted,*  
*Jennifer Frederick, Treasurer*

	BANK/GL REC. SORTED BY		FUND						
	August 31, 2021					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		TOTAL	FUND NUMBER
CHASE	GENERAL	CHECKING	101				3,379.80		
CHASE	GENERAL	H.R.A. CHECKING	101				22,548.59		
CHASE	GENERAL	F.S.A. CHECKING	101				7,284.95		
CHASE	GENERAL - ESCROW	CHECKING	101				620,697.45		
COMERICA	GENERAL	JFUND	101				215,000.83		
FLAGSTAR	GENERAL	MAX SAVINGS	101				135,307.48		
HVSB	GENERAL	CD	101				220,602.38		
OAKLAND CO	GENERAL	INVESTMENT POOL	101				1,350,573.64		
CIBC	GENERAL	CD	101				261,711.17		
CIBC	GENERAL - ESCROW	CD	101				319,613.93		
TCF BANK	GENERAL	CD	101				215,402.05		
FLAGSTAR	GENERAL	CD	101				417,283.88		
FLAGSTAR	PERPETUAL FUND	CD	101				1,105.40		
MBIA	STATE SHARED REV	INVESTMENT POOL	101	-52.00	4,740,607.44		950,043.89	4,740,555.44	101
CHASE	ROAD	SAVINGS	203				321.53		
MBIA	ROAD	INVESTMENT POOL	203				35,271.46		
CHASE	HAUL ROUTE	SAVINGS	203				251,516.77		
HVSB	HAUL ROUTE	CD	203	0.00	565,177.10		278,067.34	565,177.10	201
FLAGSTAR	FIRE	MAX SAVINGS	206				193,529.26		
HVSB	FIRE	CD	206				267,372.46		
LEVEL ONE	FIRE	CD	206				105,410.35		
OAKLAND CO	FIRE	INVESTMENT POOL	206				920,600.31		
CIBC	FIRE	CD	206				165,918.61		
CHASE	FIRE	SAVINGS	206	0.00	1,705,793.57		52,962.58	1,705,793.57	206
CHASE	POLICE	SAVINGS	207				259,663.76		
FLAGSTAR	POLICE	MAX SAVINGS	207				549,709.31		
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				90,977.32		
OAKLAND CO	POLICE	INVESTMENT POOL	207				1,149,255.79		
CIBC	POLICE	CD	207	0.00	3,627,773.18		739,930.62	3,627,773.18	207
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737				964,422.08		
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	983,877.09		19,455.01	983,877.09	211
CHASE	REFUSE	SAVINGS	227				90,484.14		
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	597,018.59		506,534.45	597,018.59	226
CHASE	HAAC	CHECKING	702	0.00	18,247.68		18,247.68	18,247.68	289
COMERICA	CAPITAL IMP.	PBMM	401				287,702.89		
COMERICA	CAPITAL IMP.	JFUND	401				506,141.56		

FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			815,057.47			
MBIA	CAPITAL IMP.	INVESTMENT POOL	401			2,346,545.40			
LEVEL ONE	CAPITAL IMP.	CD	401			268,475.82			
CIBC	CAPITAL IMP.	CD	401			726,936.88			
TCF BANK	CAPITAL IMP.	CD	401	0.00	4,950,860.02	0.00	4,950,860.02		401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			107,555.59			
LEVEL ONE	FIRE CAPITAL	CD	402			265,366.19			
MBIA	FIRE CAPITAL	CONSTRUCTION	402			244,758.31			
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	4,405,427.46	3,787,747.37	4,405,427.46		402
CHASE	DDA	SAVINGS	494			16,042.45			
FLAGSTAR	DDA	MAX SAVINGS	494	0.00	339,607.82	323,565.37	339,607.82		495
CHASE	WATERMAIN	CHECKING	591	0.00	73,436.82	73,436.82	73,436.82		591
FLAGSTAR	TAX	CHECKING	703	0.00	1,693,783.99	1,693,783.99	1,693,783.99		703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	176,902.31	176,902.31	176,902.31		704
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	64,677.41	64,677.41	64,677.41		705
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	73,588.11	73,588.11	73,588.11		706
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	42,685.34	42,685.34	42,685.34		707
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	35,647.32	35,647.32	35,647.32		708
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	48,912.08	48,912.08	48,912.08		709
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	157,092.30	157,092.30	157,092.30		710
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	2,547.53	2,547.53	2,547.53		711
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	2,405.22	2,405.22	2,405.22		713
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	4,856.22	4,856.22	4,856.22		714
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	10,138.24	10,138.24	10,138.24		715
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	1,726.62	1,726.62	1,726.62		716
<b>TOTAL</b>				-52.00	24,322,789.46	24,322,737.46	24,322,737.46		
AJL 9/27/2021	Fund 101 - Credit cards in transit		52.00						
			52.00						
	short/under								



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

- a) Board of Trustees Meeting scheduled for November 1st has been moved to November 8th.
- b) Farmers Market on Saturdays, 9:00 a.m. – noon thru October 9th

## **7. Presentation**

Highland Station Commemorative Elongated Coins

## 8. Public Comment



## Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: September 24, 2021  
Re: Rezoning request from OS, Office Services to C-1, Local Commercial Zoning District  
Applicant: Highland Holdings, LLC  
PIN 11-34-176-005 and 11-34-176-007

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The attached materials support an application for rezoning two vacant parcels on South Milford Road from OS, Office Services to C-1, Local Commercial Zoning District. The Planning Commission held a public hearing on August 19, 2021. Mr. and Mrs. Morningstar attended and offered opposition to the request. The Planning Commission recommended denial of the request at a subsequent meeting, based primarily on traffic concerns, and compatibility with neighboring residential properties. They further held that the east side of Milford Road is and should remain zoned for office use, despite the Master Land Designation of OLIC, Office and Low Intensity Commercial uses which would allow for either the existing or requested zoning classification.

As you review the packet, you will find materials dating back to a 2018 public hearing. Mr. Heyn initially requested the rezoning at that time; but withdrew before a recommendation was offered.

At your October 4, 2021 meeting, you will be introducing Zoning Amendment Z-023 for consideration at a subsequent meeting.



**CHARTER TOWNSHIP OF HIGHLAND**  
**ORDINANCE NO. Z-023**

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 OS, Office Services Zoning District to C-1, Local Commercial Zoning District for property described as follows:

T3N, R7E, SEC 34 PART OF NW 1/4 BEG AT PT DIST S 89-45-31 E 1448.70 FT & N 02-40-11 W 101.67 FT & N 00-50-19 E 51.07 FT FROM W 1/4 COR, TH N 00-50-19 E 186 FT, TH N 85-15-30 E 406.54 FT, TH S 00-50-19 W 186 FT, TH S 85-15-11 W 406.55 FT TO BEG 1.72 A; and

T3N, R7E, SEC 34 PART OF NW 1/4 BEG AT PT DIST S 89-45-31 E 1448.70 FT FROM W 1/4 COR, TH ALG CURVE TO RIGHT, RAD 830.77 FT, CHORD BEARS N 02-40-11 W 101.67 FT, TH N 00-50-19 E 51.07 FT, TH N 85-15-11 E 406.55 FT, TH S 00-50-19 W 187.92 FT, TH N 89-45-31 W 398.43 FT TO BEG 1.58 A

Parcels 11-34-176-005 and 11-34-176-007

**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 \_\_\_\_\_ 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:	August 18, 2021
Introduction:	October 4, 2021
Adoption:	
Published:	
Effective Date:	



**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
August 19, 2021  
7:30 P.M.**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held via electronic means on the Zoom platform on Thursday, August 19, 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.

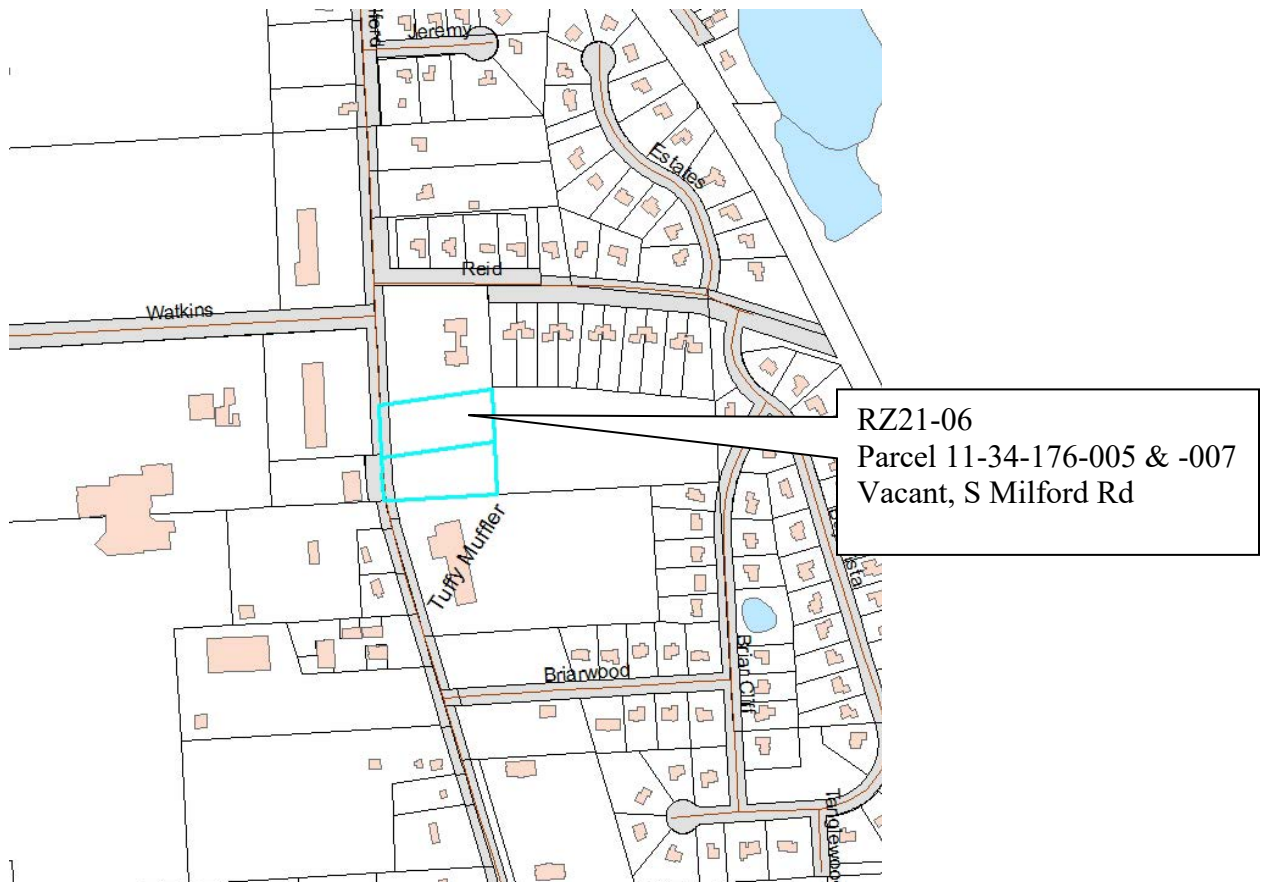
**TO CONSIDER:**

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

Case RZ21-06

Parcels 11-34-176-005 & -007, from current zoning of OS, Office Service District to C-1, Local Commercial District (Vacant Parcels).

Applicant and Property Owner: 2675 Highland Holdings, LLC





**Highland Township Planning Commission  
Record of the 1378th Meeting  
September 16, 2021  
Highland Township Fire Station No. 1**

**Roll Call:**

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

**Also Present:**

Elizabeth J. Corwin, Planning Director

Visitors: 5

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

*Public Hearing:*

**Agenda Item #1:**

Parcel #	11-34-176-005, 11-34-176-007
Zoning:	OS, Office Service
Address:	Vacant, S Milford Rd
File#:	RZ 21-06 PH
Request:	Rezoning from OS to C-1
Applicant:	Highland Holding, LLC
Owner:	Highland Holding, LLC

Mr. Beach introduced the request for rezoning of two vacant parcels on South Milford Road, just north of the Tuffy Muffler store. The request is to rezone from OS, Office Services to C-1, Local Commercial Zoning District. A public hearing was conducted on August 18, 2021.

Mr. Chris Heyn recused himself and stepped away from the Board table.

Mr. Charlick summarized the information provided at the public hearing. He noted that the Master Land Use Plan designation for these parcels is OLIC, Office and Low Intensity Commercial. This single designation covers both the OS, Office Services and C-1, Local Commercial Zoning District. He considers the potential impacts, such as noise, traffic, light trespass to be similar for the land uses in each category. He believes that this is the best

opportunity that will be afforded to the Planning Commission to direct development at this location, by clearly stating an interest in an appropriate buffer between the future businesses and the residential properties and persuading the property owner to consider reasonable limitations on his request.

Mr. Jeff Heyn, applicant restated his position that his request was reasonable and consistent with the Master Land Use Plan. He noted that there are no homes within 500 feet of these parcels, and that the condominium development maintains a densely wooded open space parcel to the east, which provides a buffer to residential properties. Every realtor he has asked to assist in the sale of this property has stated that Office Zoning is a non-starter and has encouraged him to seek Commercial Zoning. It is not his intent to develop anything that would burden the neighborhood.

Ms. Corwin noted that additional correspondence was received from Mr. Richard Thompson, opposed to the request. Mr. Charlick read the email into the record. He reminded the audience that the Planning Commission is a recommending body and that the Board makes the decision about the zoning request.

Mr. Temple asked to review surrounding zoning. He was particularly interested in the properties identified by the public as sources of noise and nuisance. Ms. Corwin noted that Tuffy Muffler is located on a parcel zoned C-2, General Commercial and is a legal non-conforming use. Rock Bottom is located on an ARR, Agricultural and Rural Residential zoned parcel and is also non-conforming. Neither of these uses are what is envisioned in the C-1 or OS Zoning Districts, which include land uses with less intensity and potential for nuisance. The Urgent Care, however, is on a parcel zoned C-1, but would be a permissible use in the OS zoning district.

Mr. Beach noted that Milford Road has stood as a zoning barrier. While there are a mix of C-1 and OS zoned parcels on the west side of the road, the Planning Commission has maintained a consistent pattern of OS zoned developments on the east side of the road. He noted that the character of the neighborhoods on the east side of the road are notably different than the land use patterns on the west side of the road. Mr. Beach further noted that it was not reasonable to count the neighboring open space as a buffer, since the residents should expect to enjoy peaceful use of the natural area. He suggested that it was the applicant's obligation to show evidence that there is no reasonable use of the property under the existing zoning classification.

Mr. Smith noted that although the Master Plan lumps office and low intensity land uses into one category, he argued against that concept, expecting that property owners would seek the more intense use in every case. He thought that since the zoning map classification was office, then that reflects the Master Plan intent. Ms. Corwin noted that the Master Land Use Plan should not merely be a super zoning map, but should provide for future uses of parcel and orderly development of the community.

Mr. Tierney suggested that certain C-1 uses would be appropriate, but that without a specific site plan, it was difficult to be certain that the zoning classification was appropriate. Mr. Beach agreed, but stated that the traffic concerns pointed to a need to limit the intensity of the use. He was particularly concerned about the northbound sight distance, as evidenced by skid marks where vehicles crest the hill and slam on the brakes to avoid hitting someone stopped at Watkins Boulevard or the offset Reid Road. He also noted that cross-country student athletes use the Reid Road crossing to access the Highland State Recreation Area from the high school.

Mr. Curtis noted that he would consider a specific use but was not willing to accept the entire use list for the C-1 Zoning District. Mr. Heyn explained that he had originally proposed a specific use of a hobby store in 2018, but that the potential purchaser backed off then because of the neighborhood reaction to the rezoning. He has had no interest in the property as office use.

Mr. Charlick asked the applicant if he would like time to reconsider and narrow his request. The applicant requested a decision from the Planning Commission so that the matter could advance to the Board of Trustees.

Mr. Beach moved to recommend denial of the request for rezoning from OS, Office Services to C-1, Local Commercial Zoning District for parcels 11-34-176-005 and 11-34-176-007 for the reasons stated in the record, including the nature of surrounding land use and traffic concerns. Mr. Tierney supported the motion. A yes vote signifies the intent to deny the request. Roll Call vote: Curtis-yes; Smith-yes, Charlick-no; Beach-yes; Temple-yes; Tierney-no. Motion carried. (4 affirmative votes, 2 negative votes.) The recommendation is denial of the request.

*Work Session:*

Mr. Chris Heyn returned to his place at the table.

**Agenda Item #2:**

- Continuation of the Discussion on Marihuana Ordinance

Ms. Corwin explained that Mrs. Lewis had taken the Planning Commission's request to the Board, but there has been no opportunity for discussion at that level. She is also waiting for correspondence from the attorney. Absent any new information, she suggested it would be appropriate to table the discussion to a future date.

Mr. Tierney wanted to discuss the ordinance briefly, asking whether there were not already ordinances in place that would limit the activities identified by the ordinance officer, such as storage of explosive materials in a home, and odor nuisances.

There was a brief discussion of whether a police powers ordinance would be more appropriate for enforcement of the activities identified as requiring some regulation. Mr. Beach was particularly concerned about the possibility of inadvertently allowing a "non-conforming use". It was agreed that no meaningful progress could be offered until the Board of Trustees provided additional direction.

Mr. Tierney moved to table the discussion of the medical marihuana ordinance until such time as the Board or Township attorney provides additional direction. Mr. Temple supported the motion. The motion passed unanimously with a voice vote

**Agenda Item #3:**

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

Committee updates were discussed.

**Agenda Item #4:**

Mr. Beach moved to approve the minutes of August 18, 2021 as presented. Mr. Tierney supported the motion which passed by voice vote.

Ms. Corwin invited all Commissioners to stay after the meeting for a tour of the new Fire Hall.

Mr. Tierney moved to adjourn the meeting at 9:14 p.m.. The motion was supported by Mr. Curtis and passed by voice vote.

Respectfully submitted,

A.Roscoe Smith, Secretary

ARS/ejc

UNAPPROVED

**Highland Township Planning Commission  
Record of the 1377th Meeting  
August 19, 2021**

*Remote Electronic via Zoom platform*

**Roll Call:**

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

**Also Present:**

Lisa G. Burkhart, Zoning Administrator

Visitors: 6

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

*Public Hearing:*

**Agenda Item #1:**

Parcel #	11-34-176-005, 11-34-176-007
Zoning:	OS, Office Service
Address:	Vacant, S Milford Rd
File#:	RZ 21-06 PH
Request:	Rezoning from OS to C-1
Applicant:	Highland Holding, LLC
Owner:	Highland Holding, LLC

Mr. Beach introduced the request for rezoning of two vacant parcels on South Milford Road, just north of the Tuffy Muffler store. The property was previously used as the Van Camp Chevy dealership. The request is to rezone from OS, Office Services to C-1, Local Commercial Zoning District. The property is bordered on the east by residential properties, including open space of a condominium project and is opposite strip commercial development and the entrance to the school district properties on the west side of Milford Road. The master plan calls for office use. Mr. Green opened the public hearing at 7:31 p.m.

Mr. Beach asked Mr. Chris Heyn if he believed he had a conflict due to his relationship with the applicant, who is his father. Mr. Heyn believed he could be fair and impartial. Mrs. Burkhart explained the process for the board to determine whether Mr. Heyn should be recused from this

agenda item. Mr. Beach offered a motion that Mr. Chris Heyn recuse himself from this agenda item due to his close familial relationship with the applicant. The motion was supported by Green seconded the motion. Roll call vote: Charlick-yes; Curtis-yes; Lewis-yes; Beach-yes; Smith-yes; Green-yes (6 yes, 1 abstain) motion passes and Mr. Chris Heyn was excused from the discussion of this agenda item.

Mr. Green opened the public meeting at 7:40 p.m.

Mr. Jeff Heyn, applicant explained his request for rezoning from OS, Office Services to C-1, Local Commercial. He noted that when the zoning scheme fails a property, it becomes a liability. He has owned this parcel for 30 years, paying taxes. The property has never been viable for sale as an office use. In today's times and with current technology, there is little need or demand for office space. Real estate brokers have advised Mr. Heyn that the community need is for commercial land use, not office use. This corridor could support small personal services, niche retail, hobby shops, etc. The parcels in question are adjacent to C-2, General Commercial zoned parcel on the south and OS, Office Services to the north, with a densely wooded open space parcel to the east, providing a buffer to residential properties. Rezoning to C-1, Local Commercial would open the parcel to new possibilities and opportunities to put the property to productive use.

Mr. Glen Morningstar and Mrs. Judi Morningstar, 212 Reid Road noted that they had mailed a letter on August 13, 2021 and hoped that it was part of the record. As the letter was not found in the file, Mr. Morningstar read his letter to the Planning Commission, noting concern about the traffic and noise typically associated with commercial activity concerned him and his neighbors. He explained that his neighborhood was already dealing with noise from a nearby landscaping business, and has concerns about traffic safety associated with youthful drivers at the nearby school property. He believed that the current office zoning provided a more appropriate transition to the residential neighborhood.

No other public was present to comment and no additional correspondence has been received.

Mr. Curtis noted concerns about traffic impacts. He shared that his father had previously suffered a collision at this location. He also asked for an explanation of the open space parcel to the west. Mr. Morningstar explained that this was a 5.7 acre nature area and common space for the Chelsey Park condominium development. It is to be maintained as open space in perpetuity.

Mr. Beach offered reasons why he believed the rezoning request was inappropriate. The master land use plan calls for office land use, and the existing development pattern, with the exception of the "grand-fathered" Tuffy Muffler, is an unbroken chain of office use on the east side of Milford Road. He addressed sight distance concerns related to the hill, and the challenges created by the heavy traffic, particularly bus traffic at this location. He noted that in observing traffic, it is not unusual to see vehicles pulling off to the right when confronted with a sudden stop coming down the hill. He further noted that the Watkins Boulevard/Reid Road/Milford Road intersection is offset, creating additional confusion in this area. There is also the added factor of youthful pedestrians.

He noted that the list of local commercial uses can be, although are not in every case, generators of greater traffic, noise and odors than are the typical office uses. He respectfully noted that we as society cannot know the long-term impacts of the pandemic on land use patterns and demand

for office space. While technology has created opportunities for remote work in areas such as data processing, there will always be a need for appointment-based office use such as medical and dental services. He noted that the impacts of the pandemic may also create difficulties for the small local retailer, whereas larger comparison shopping may thrive, and it is not productive to speculate on such trends at this time. He noted that Highland Township has vacant property zoned and developed for local commercial uses, and that the population has actually decreased in the 2020 census. He knew that the property has been marketed for many years, but did not believe that rezoning to local commercial would necessarily make the property more appealing.

Mr. Charlick appreciated the concerns about traffic, but noted that any office use would also generate traffic demand, which would be left to the Road Commission to deal with. Office uses could be built with simple site plan review. He lamented that it was difficult to make a decision about rezoning without the details of the site plan. He believed with the appropriate conditions of approval, such as landscaping buffers, a commercial use could work here.

Mr. Curtis thought that since Mr. Heyn had owned the property for 30 years, he must have realized the office land use was envisioned for the property and he should have known commercial uses would not be appropriate there.

Mrs. Lewis believes the Planning Commission should adhere to the Master Plan.

Mr. Heyn noted that while he did know that the property was zoned for office land use when he bought it 30 years ago, he did not think that office and commercial uses should be segregated. The most vibrant commercial centers house both. Intense office uses such as medical and veterinary could operate late into the evening and generate as much traffic as any retail use. He believed office and commercial uses should be viewed in a more hybrid fashion given today's development trends, and saw little demand for office zoning.

Mr. Green shared that he had recently read a study that explained that it was too early to believe that office workers would always be remote. Too much collaborative energy is lost when all employees are working remotely and corporate employers want their teams back. Although some employees do well in a remote environment, others do not. But he did note that there was a lot of office space available in Highland Township before COVID. There will always be some businesses that cannot thrive in a mail order fashion. Food services and kitchens will always need space. A good buffer between commercial uses and residential uses is key. The proximity to the school use are unfortunate.

Mr. Green asked if Mr. Heyn had considered the new C-3 Zoning District.

Mr. Beach suggested that looking at office use as mere cubicle farms is short sighted and asked the applicant if he had considered the wide range of special land uses that are listed under OS, Office Services, such as adult day care, childcare, etc. Mr. Heyn explained that he had looked at all the available range of uses with his realtor, and that none of them have worked out. He is trying to attract a small unique business, something where the owner becomes part of the community and adds to the community. He reiterated his position that C-1 Zoning offers opportunities for low intensity uses, some with much lower impacts than office use.

Mr. Beach noted that while he agreed that some C-1 uses are desirable, there is a greater likelihood that a restaurant would operate later into the night, cause litter issues, etc. He

suggested that Mr. Heyn might consider limiting his request to a specific list of land uses, limited hours of operation, offer landscape buffers, etc. to exclude such uses as a restaurant.

Mr. Curtis opined that allowing this parcel to be rezoned to local commercial use would open the next parcel for the same request.

Mr. Green closed the public hearing at 8:27 p.m.

Mr. Green moved to table case RZ21-06, for parcels 11-34-176-005 and 11-34-176-007 to September 16, 2021. Mr. Smith supported the motion. Roll Call vote: Curtis-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 Ordinance

Mrs. Burkhart noted that there was no new language before them. She noted her concern of regulating the activity under the Zoning Ordinance lends itself to allowance of continuation of a “nonconforming use”.

Mr. Beach requested an explanation from the attorney about the approach of zoning regulation versus police powers ordinance. He noted that the regulations appeared to have a more direct impact on health, safety and welfare than most land use ordinances. It was noted that it would not be necessary to conduct a public hearing at the Planning Commission if the Board determined to proceed with a police powers ordinance.

Mr. Beach moved to request the Board liaison to communicate their request for a clarification of the rationale for regulating medical marihuana caregiving as a zoning ordinance rather than a police powers ordinance. Mr. Green supported the motion. Roll Call vote: Curtis-yes; Lewis-yes; Smith-yes, Charlick-yes; Beach-yes. Motion carried. (6 affirmative votes.)

Mr. Beach moved to table the discussion of the medical marihuana ordinance to September 16, 2021. Mr. Green supported the motion. Roll Call vote: Curtis-yes; Lewis-yes; Smith-yes, Charlick-yes; Beach-yes. Motion carried. (6 affirmative votes.)

**Agenda Item #3:**

- Committee Updates
- Zoning Board of Appeals:
- Township Board:
- Highland Downtown Development Authority:
- Planning Director’s Update

Committee updates were discussed.

**Agenda Item #4:**

Mr. Beach moved to approve the minutes of July 19, 2021 as presented. Mrs. Lewis supported the motion which passed by voice vote.



Mr. Beach moved to adjourn the meeting at 9:14 p.m.. The motion was supported by Mr. Green and passed by voice vote.

Respectfully submitted,

A.Roscoe Smith, Secretary

ARS/ejc

**NOTICE IS FURTHER GIVEN** that information will be given and written comments will be received regarding the request during office hours Monday through Friday, until the date of the hearing. Telephone (248) 887-3791, extension 2.

The public may participate in the meeting through Zoom by computer, tablet or smart phone using the following link: <https://zoom.us/j/94356337475>

Meeting ID: 943 5633 7475

Dial by your location.

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Scott Green, Chairman  
Highland Township Planning Commission

**(Publish: August 4<sup>th</sup>, 2021)**

**From:** [Karen Provo](#)  
**To:** [Richard Thompson](#)  
**Cc:** [Beth Corwin](#)  
**Subject:** RE: Enquiry received through Highland Township by Richard Thompson  
**Date:** Tuesday, September 14, 2021 10:23:27 AM  
**Attachments:** [image001.png](#)

---

Hi Richard  
I'm including Beth Corwin, Planning Director, in this reply.

Thank you  
*Karen M Provo*  
Charter Township of Highland  
Office of the Supervisor, Rick A. Hamill  
[provok@highlandtwp.org](mailto:provok@highlandtwp.org)  
248-887-3791 x3



[Sign up for the Highland Township Newsletter](#)

---

**From:** Richard Thompson <[info@highlandtwp.net](mailto:info@highlandtwp.net)>  
**Sent:** Tuesday, September 14, 2021 10:09 AM  
**To:** [info@highlandtwp.org](mailto:info@highlandtwp.org)  
**Subject:** Enquiry received through Highland Township by Richard Thompson

## Highland Township

- **Name**

Richard Thompson

- **Email**

[rick.a.thompson56@gmail.com](mailto:rick.a.thompson56@gmail.com)

- **Phone number**

7343959969

- **Describe your request**

Hello, I have concerns on case RZ21-06, parcels 11-34-176-005 &-007 converting the current property from OS to C1. I live at 198 Reid road, approximately a few hundred feet from this

parcel and feel any kind of industrial business would further disrupt residential well being. Some days Milford Road is like a race track and Rock Bottom has been increasingly noisy to disruptive. I do plan on being at the meeting on September 16th to oppose this case.

I have sent an email to the planning commission too per email. Please forward this concern to them for other emails previously sent have been missed or lost.

Thank you,  
Richard Thompson  
198 Reid Road  
Highland, Mi 48357

- **Site Name**

Highland Township

- **Contact Page URL**

[Highland Township - Contact Us](#)

Glen Jr. & Judith Morningstar  
212 Reid Road Highland, MI 48357 USA  
248.330.0832 gmorning@aol.com

August 13, 2021

Scott Green, Chairman  
Highland Township Planning Commission  
Charter Township of Highland  
205 North John Street  
Highland, MI 48357

SUBJECT: Request for rezoning, Case RZ21-06 (north of Tuffy Auto). Public Hearing August 19, 2021

Dear Highland Township Planning Commission,

We are in receipt of your Notice of Public Hearing dated August 4, 2021, regarding the above request for rezoning of Parcels 11-34-176-005 & 007 from the current zoning of OS, (Office Service District) to C-1 (Local Commercial District).

Thank you for the opportunity to contribute to the discussion concerning this rezoning request. We live at the residence that is three houses east of the Painless Dentist offices at 2287 south Milford Road, which is directly north of the lots under consideration for rezoning. We are also part of the Chelsey's Park Homeowner's Association, 10 parcels that are directly east of the dentist offices. Our association owns a common's area that is directly east of parcels 005 and 007.

This letter is to request that the current designation of OS (Office Service District) remain in place for the two parcels 005 and 007, creating an effective buffer to commercial enterprises and the noise and higher traffic typically associated with C-1 (Local Commercial District), such as is currently endured from Tuffy Muffler. We have also realized expanding noise volumes and frequency associated with the business Rock Bottom Stone Supply across from Tuffy Muffler. ARR Zoning variance creep for Rock Bottom Stone Supply has allowed this to happen with no request for comment from area residents. We expressly are concerned about the drop in property value for the parcels closest to parcels 005 and 007 due to these same probable conditions.

Additionally, the intersection of Milford Road and the cross streets Reid Road/Watkins Road, that provide access to Milford High School and our subdivision, is a high-risk intersection for students and other pedestrians crossing Milford Road, and traffic entering or leaving Reid and Watkins Roads. Adding more commercial traffic on Milford Road so near this intersection will raise the risk level for personal injury or death.

Thank you,

Glen Jr. & Judith Morningstar  
(Parcel H-11-34-177-008)

Case file from 2018 hearings

**Highland Township Planning Commission  
Record of the 1334<sup>th</sup> Meeting  
Highland Township Auditorium  
May 17, 2018**

**Roll Call:**

Michael Wiza, Chairperson  
Eugene H. Beach, Jr.  
Mary Pat Chynoweth  
Chris Gostek  
Scott Green (absent)  
Beth Lewis  
Roscoe Smith  
Jeffrey Stander (absent)  
Scott Temple (absent)

Also Present:

Elizabeth J. Corwin, PE, AICP – Planning Director  
Julie Kabalka, Recording Secretary

Visitors: 28

Mr. Wiza, the Chairperson, called the meeting to order at 7:30 p.m.

Public Hearing:

Agenda Item #1:

Parcel #: 11-34-176-005 & 11-34-176-007  
Zoning: OS, Office Services  
Address: Vacant S. Milford Road  
File #: RZ 18-01  
Applicant: 2675 Highland Holdings, LLC  
Owner: 2675 Highland Holdings, LLC  
Request: Rezone from OS to C-1, Local Commercial

Mr. Beach introduced the rezoning request for parcels 11-34-176-005 & 11-34-176-007, located just north of Tuffy Muffler on Milford Road, to be rezoned from OS, Office Services to C-1, Local Commercial. The request is to use this property for local commercial use with the lowest level of intensity. All paperwork is in order.

Chairperson Wiza opened the Public Hearing at 7:35 p.m.

Jeff Heyn – 1310 Pettibone Lake Road. Mr. Heyn is the applicant and had owned this property for 15 years, sold the property and has recently repurchased the property. This property has been for listed for sale for office space for 20 years and has attracted little to no interest. This area has numerous medical and veterinary facilities and there is no additional need for property zoned OS in the community. Mr. Heyn has been approached by people interested in building retail/commercial space where they can own their own facility and that is why he is seeking a zoning change to C-1.

John Dickey – 182 Reid Road. His property is adjacent to the dentist office. The parcels being discussed were zoned OS to offer a buffer between businesses and residential. Mr. Dickey also commented that there is already enough C-1 property available and therefore this property should remain zoned OS. He is concerned that an increase in intensity will result in an increase of traffic, noise, hours of operation, and trash. He also noted that this is a very dangerous section of Milford Road that would not benefit from this rezoning.

Glen Morningstar – 212 Reid Road. Taking into consideration the inexperienced high school drivers, heavy traffic, dangerous stretch of road, and the 100 homes in the adjacent subdivision it would not make sense to rezone to C-1 and risk having something move in that would further add to this problematic area.

Robin Dickey – 182 Reid Road. Concerned that property values will decrease with additional commercial property in this area.

Bill Robertson – 121 Reid Road. Mr. Robertson has been a resident here for 23 years and has seen growth bring an increase in traffic. There are numerous accidents in this area and there is little to no police presence. He also expressed his concern that current ordinances are not being followed and it is risky to assume that new commercial development will be monitored to ensure neighbors are not disturbed. Mr. Robertson is opposed to further development and would like the focus on filling all the current vacancies to avoid blight, instead of rezoning this property from OS to C-1.

Lori Thompson – 198 Reid Road. Agrees with all the other comments and added her deck overlooks the property and if zoned C-1 she would not appreciate a banquet facility with late night weekend events occurring just outside her back door.

Chairperson Wiza closed the Public Hearing at 7:48 p.m.

Mr. Gostek commented that it is concerning to hear that the Township is not enforcing ordinances and that all future site plans need to adequately address screens and lighting to ensure neighbors are not negatively impacted by development. Mrs. Chynoweth encouraged residents to contact the Highland Township Ordinance Officer and Lt. Snyder at the Oakland County Sheriff's Department with any concerns. Mr. Beach explained to Mr. Heyn that even if the property remains zoned



OS, there are a lot of options under special use. He asked him to consider such uses as an adult day care center, child care facility, alternative medical office, or for personal services such as a salon, photographic studio, or music lessons. Mr. Heyn said that he will work with zoning regulations to protect neighbors and will take into consideration their preference for a buffer such as trees, fencing, or berm. He reiterated that business owners wish to purchase property where they can build their desired commercial business.

Mr. Beach moved to table the rezoning from OS to C-1 for parcels #11-34-176-005 & 11-34-176-007 until the June 7, 2018 meeting to allow time to study and review the request. Mr. Gostek supported and the motion carried with the following vote: Wiza – yes, Beach – yes, Chynoweth – yes, Gostek – yes, Lewis – yes, Smith – yes (6 yes votes).

Work Session:

Agenda Item #2:

Parcel #: 11-22-353-013  
Zoning: HS, Highland Station Business District  
Address: 227 N. Milford Road  
File #: SPR 18-04  
Applicant: Panizzoli, Jeremy  
Owner: Panizzoli, Jeremy  
Request: Change of Use from SF Residential to Retail

Mr. Gostek introduced the site plan review from the applicant, Jeremy Panizzoli, for Parcel # 11-22-353-013 for change of use. Mr. Panizzoli was present and explained that this property would be converted to a small show room to showcase some restored furniture pieces his partner has refinished. Currently this is an online business that is being expanded to include a physical retail location.

The Commissioners discussed with Mr. Panizzoli that the neighbors to the north are close and therefore a berm, hedge, picket fence or some type of barrier should be installed to delineate the property line and protect from encroachment of bumpers and headlights to the north. The entrance drive and parking spaces will be located to the north of the property. The historic appearance will be retained and any architectural changes will be brought before the Planning Commission for approval.

Mr. Gostek made the motion to recommend approval of the site plan as submitted, but with the following additions: a barrier to the north, preservation of the historic appearance with any architectural changes requiring preapproval from the Planning Commission, Oakland County Road Commission approval for drive, and final approval from planning staff and/or township engineer. Mr. Beach supported and the motion carried with the following vote: Wiza – yes, Beach – yes, Chynoweth – yes, Gostek – yes, Lewis – yes, Smith – yes (6 yes votes).

# Highland Township Plan Review Application

Highland Township  
205 N. John Street  
Highland, MI 48357  
248-887-3791, ext. 2  
FAX: 248-887-1937  
Lisa G. Burkhart, AICP  
Zoning Administrator



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

Date Filed: 4/11/2018 Fee: \$750 Escrow: — 0 — Case Number: RZ 18-01

### 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.

*receipt 1.043664*

REQUIRED COPIES OF PLANS  
INITIAL REVIEW: 19 COPIES OR RESUBMITTAL: 19 COPIES  
CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES

<p>1. APPLICATION INFORMATION</p> <p>NAME: <u>2675 HIGHLAND HOLDING LLC.</u></p> <p>ADDRESS: <u>P.O. BOX 535 Milford Mi.</u></p> <p>TELEPHONE: <u>586 206 8395</u></p> <p>FAX: <u>E-MAIL - JEFFHEYN@aol.com</u></p>	<p>OWNER INFORMATION -</p> <p>NAME: <u>SAME</u></p> <p>ADDRESS: _____</p> <p>TELEPHONE: _____</p> <p>FAX: _____</p>
<p>2. LOCATION AND LOT DIMENSIONS OF THE SUBJECT PROPERTY: <u>ON MILFORD RD. south of REID RD.</u></p> <p>ADDRESS OR ADJACENT STREETS: <u>ON EAST SIDE OF S. MILFORD RD</u></p> <p>LOT WIDTH: <u>186' (each lot)</u> LOT DEPTH: <u>406'</u> LOT AREA: <u>1.7 acres</u></p>	
<p>3. TAX IDENTIFICATION NUMBER(S) (SIDWELL): <u>11-34-176-005 &amp; 11-34-176-007</u></p>	
<p>4. LAND USE AND ZONING INFORMATION (WHEN APPLICABLE)</p> <p>PRESENT ZONING: <u>OS OFFICE SERVICE</u> PROPOSED ZONING: <u>C-1 Local commercial</u></p> <p>PRESENT USE: <u>VACANT</u> PROPOSED USE: <u>Commercial building</u></p> <p>FUTURE LAND USE PLAN DESIGNATION: _____</p>	
<p>5. SIGNATURE: <u>Jeffrey A. Heyn</u></p> <p>NAME: <u>JEFFREY A. HEYN</u></p>	<p>SIGNATURE: <u>Jeffrey A. Heyn</u></p> <p>NAME: <u>JEFFREY A. HEYN</u></p>

On the 11th day of April, 2018 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

On the 11th day of April, 2018 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: Chantelle M. Green

State Of Michigan  
County Of Oakland  
Notary Public: Chantelle M. Green

• 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.

CHANTELLE M. GREEN  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires May 1, 2022  
Acting in the County of Oakland

CHANTELLE M. GREEN  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires May 1, 2022  
Acting in the County of Oakland

OAKLAND COUNTY TREASURERS CERTIFICATE  
This is to certify that the above described property  
has been examined and found to be correct and  
no correction is needed to the return of any taxes.  
The date of issue is as shown on the return.

LIBER 51633 PAGE 857  
\$21.00 DEED - COMBINED  
\$4.00 REMONUMENTATION  
\$5.00 AUTOMATION

03/15/2018 11:08:30 AM RECEIPT# 29225  
PAID RECORDED - Oakland County, MI  
Lisa Brown, Clerk/Register of Deeds

000670 MAR 15 2018

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

5.00  
~~15~~

2017 NOT EXAMINED

WARRANTY DEED

**Drafted By:**  
Mei Xue, Sole Member  
A & A Rental Properties LLC  
44489 Stone Rd.  
Novi, MI 48375

**Return To:**  
Creekwood Real Estate LLC  
1310 Pettibone Lake Road  
Highland, MI 48356

**Send Tax Bills To:**  
Creekwood Real Estate LLC  
1310 Pettibone Lake Road  
Highland, MI 48356

Recording Fee: \$35.00  
File Number: 4019-241224

Tax Parcel No.: 11-34-326-015, 11-34-176-007, 11-34-326-002, 11-34-176-005

Know All Persons by These Presents: That **A & A Rental Properties LLC, a Michigan limited liability company, by Mei Xue, Sole Member** whose address is 44489 Stone Rd., Novi, MI 48375

5P

Convey(s) and Warrant(s) to **2675 Highland Holding, LLC, a Michigan limited liability company** whose address is 1310 Pettibone Lake Road, Highland, MI 48356

the following described premises situated in the Township of **Highland**, County of **Oakland**, State of Michigan, to wit.

(SEE ATTACHED EXHIBIT A)

More commonly known as: **2675 S Milford Road, Highland, MI 48357**

For the full consideration of: Please see Real Estate Transfer Valuation Affidavit

**Subject To:**

Existing building and use restrictions, easements, and zoning ordinances, if any.

**If the property conveyed is unplatted, the following applies:**

GM RECORDINGS, LLC



REVENUE TO BE AFFIXED  
AFTER RECORDING

2018 MAR 15 AM 10:58

OK - AB

RECEIVED  
OAKLAND COUNTY  
REGISTER OF DEEDS

The grantor grants to the grantee the right to make 0 division(s) under section 108 of the land division act, Act No. 288 of the Public Acts of 1967. **(If no number is inserted, the right to make divisions stays with the portion of the parent tract retained by the grantor; if all of the parent tract is conveyed, then all division rights are granted.)** This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

**(Attached to and becoming a part of Warranty Deed dated: December 28, 2017 between A & A Rental Properties LLC, a Michigan limited liability company, by Mei Xue, Sole Member, as Seller(s) and 2675 Highland Holding, LLC, a Michigan limited liability company, as Purchaser(s).)**

Dated this December 28, 2017.

**Seller(s):**

A & A Rental Properties LLC, a Michigan limited liability company

*Mei Xue* sole member

By \_\_\_\_\_

Name Mei Xue  
Title. Sole Member

State of Michigan  
County of Oakland

The foregoing instrument was acknowledged before me this December 28, 2017 by A & A Rental Properties LLC, a Michigan limited liability company, by Mei Xue, Sole Member.

*Vanessa Fewo*  
Notary Public: Vanessa Fewo  
Notary County/State: Oakland/MI  
County Acting In: Oakland  
Commission Expires: 03-12-2024

***(Attached to and becoming a part of Warranty Deed dated: December 28, 2017 between A & A Rental Properties LLC, a Michigan limited liability company, by Mei Xue, Sole Member, as Seller(s) and 2675 Highland Holding, LLC, a Michigan limited liability company, as Purchaser(s).)***

**EXHIBIT A**

Land situated in the Township of Highland, County of Oakland, State of Michigan, described as follows:

**PARCEL 1:**

A part of the Southwest 1/4 of Section 34, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, described as: Commencing at the West 1/4 corner of said Section 34; thence along the East and West 1/4 line of said Section, South 89 degrees 48 minutes 04 seconds East 1448.70 feet to a point on the centerline of Milford Road (66.00 feet wide); thence along the said centerline and curve to the left (radius of 668.20 feet, arc length of 65.59 feet, central angle of 5 degrees 37 minutes 28 seconds, tangent of 32.82 feet, and chord of South 7 degrees 20 minutes 52 seconds East 65.57 feet) to the Point of Beginning; thence South 89 degrees 48 minutes 04 seconds East 320.73 feet; thence South 7 degrees 58 minutes 51 seconds East 426.19 feet; thence due West 281.46 feet to a point on the centerline of Milford Road (66.00 feet wide); thence along the said centerline, North 13 degrees 13 minutes 16 seconds West 398.79 feet to a point of curvature; thence continuing along the said centerline and along the curve to the right (radius of 668.20 feet, arc length of 35.70 feet, central angle of 3 degrees 03 minutes 40 seconds, tangent of 17.85 feet, and chord of North 11 degrees 41 minutes 20 seconds West 35.69 feet) to the Point of Beginning.

AND

A part of the Southwest 1/4 of Section 34, Town 3 North, Range 7 East, Township of Highland, Oakland County, Michigan, described as: Commencing at the West 1/4 corner of said Section 34; thence along the East and West 1/4 line of said Section, South 89 degrees 48 minutes 04 seconds East 1448.70 feet to a Point of Beginning; thence continuing along the said Section line, South 89 degrees 48 minutes 04 seconds East 946.00 feet; thence due South 484.92 feet; thence due West 557.71 feet, thence North 7 degrees 58 minutes 51 seconds West 426.19 feet; thence North 89 degrees 48 minutes 04 seconds West 320.73 feet to the centerline of Milford Road (66.00 feet wide) and to a point of curvature; thence along the curve to the right (radius of 668.20 feet, arc length of 65.59 feet, central angle of 5 degrees 37 minutes 28 seconds, tangent of 32.82 feet, and chord of North 7 degrees 20 minutes 52 seconds West 65.57 feet to the Point of Beginning.

**PARCEL 2:**

Part of the Southwest 1/4 of Section 34, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, described as: Commencing at the West 1/4 corner of said Section, thence South 89 degrees 48 minutes 04 seconds East along the East and West 1/4 line of said Section, 2394.70 feet; thence South 484.92 feet; thence West 358.71 feet to the Point of Beginning; thence South 13 degrees 13 minutes 16 seconds East 200.00 feet; thence West 480.46 feet to the center line of Milford Road; thence North 13 degrees 13 minutes 16 seconds West along said center line, 200.00 feet; thence East 480.46 feet to the Point of Beginning.

**PARCEL 3:**

A parcel of land located in the Northwest 1/4 of Section 34, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, described as follows: Commencing at the West 1/4 corner of Section 34; thence South 89 degrees 45 minutes 31 seconds East 1448.70 feet along the East and West 1/4 line of Section 34 to its intersection with the centerline of Milford Road; thence along said centerline of Milford Road the following two (2) courses: on a curve to the right having a radius of 830.77 feet, a central angle of 07 degrees 00 minutes 58 seconds and a chord bearing and distance of North 02 degrees 40 minutes 11 seconds West 101.67 feet and North 00 degrees 50 minutes 19 seconds East 51.07 feet to the Point of Beginning of this description; thence continuing along said centerline of Milford Road, North 00 degrees 50 minutes 19 seconds East 186.00 feet; thence leaving said centerline, North 85 degrees 15 minutes 80 seconds East 406.54 feet; thence South 00 degrees 50 minutes 19 seconds West parallel with said centerline of Milford Road, a distance of 186.00 feet, thence South 85 degrees 15 minutes 11 seconds West 406.55 feet to the Point of Beginning.

**PARCEL 4:**

A parcel of land located in the Northwest 1/4 of Section 34, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, described as follows: Commencing at the West 1/4 corner of Section 34; thence South 89 degrees 45 minutes 31 seconds East 1448.70 feet along the East and West 1/4 line of Section 34 to the Point of Beginning of this description; thence along the centerline of Milford Road the following two (2) courses: on a curve to the right having a radius of 830.77 feet, a central angle of 07 degrees 00 minutes 58 seconds and a chord bearing a distance of North 02 degrees 40 minutes 11 seconds West 101.67 feet and North 00 degrees 50 minutes 19 seconds East 51.07 feet; thence North 85 degrees 15 minutes 11 seconds East 406.55 feet; thence South 00 degrees 50 minutes 19 seconds West parallel

with said Milford Road, a distance of 187.92 feet to a point on said East and West 1/4 line of Section 34; thence North 89 degrees 45 minutes 31 seconds West along said East and West 1/4 line, a distance of 398.43 feet to the Point of Beginning.

Tax Parcel Number: 11-34-326-015 and 11-34-176-007 and 11-34-176-005 and 11-34-326-002

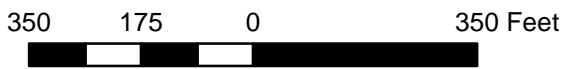
P1

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P3

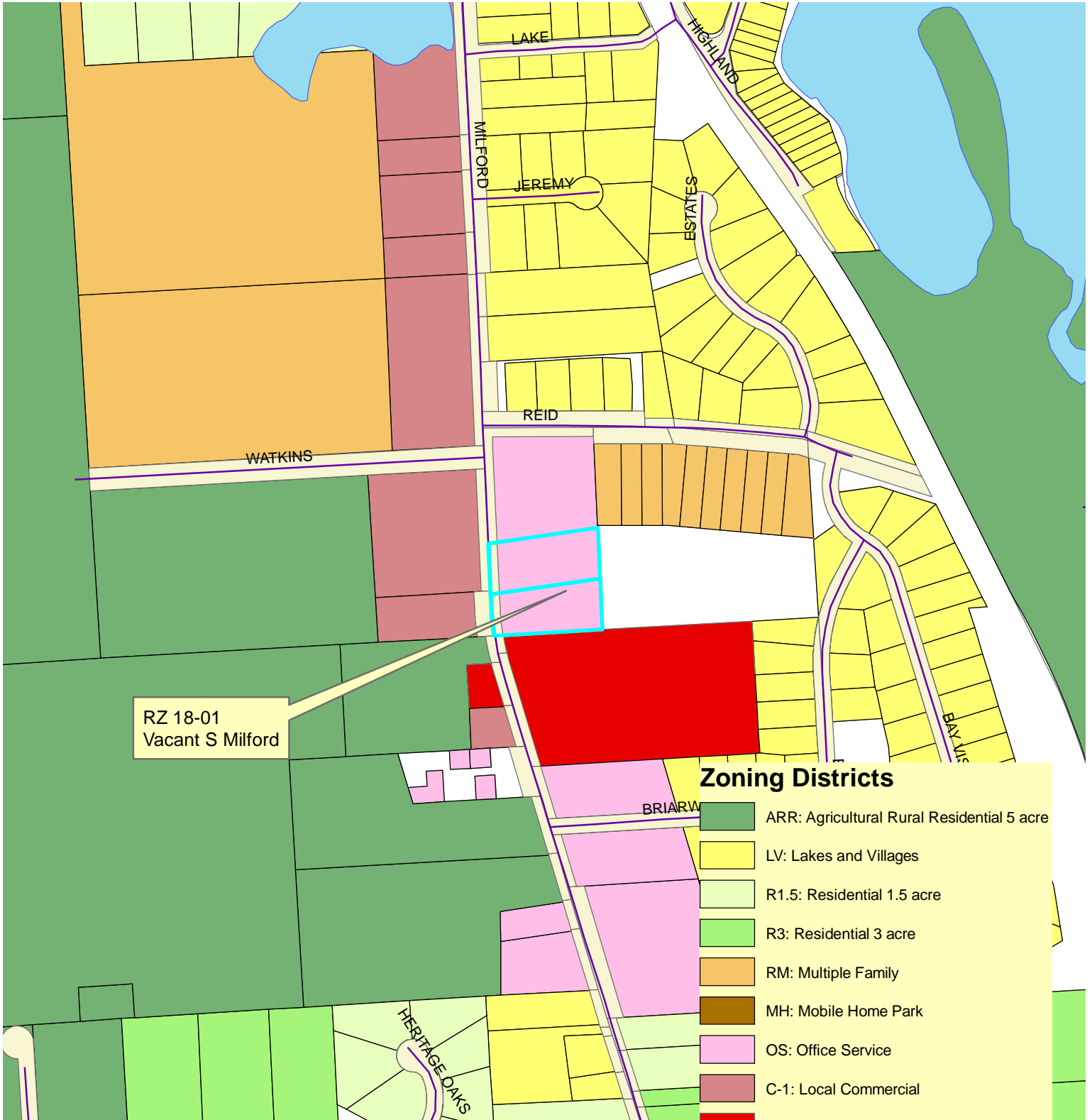
P2

RZ 18-01  
Vacant S Milford





# CHARTER TOWNSHIP OF HIGHLAND ZONING MAP



RZ 18-01  
Vacant S Milford

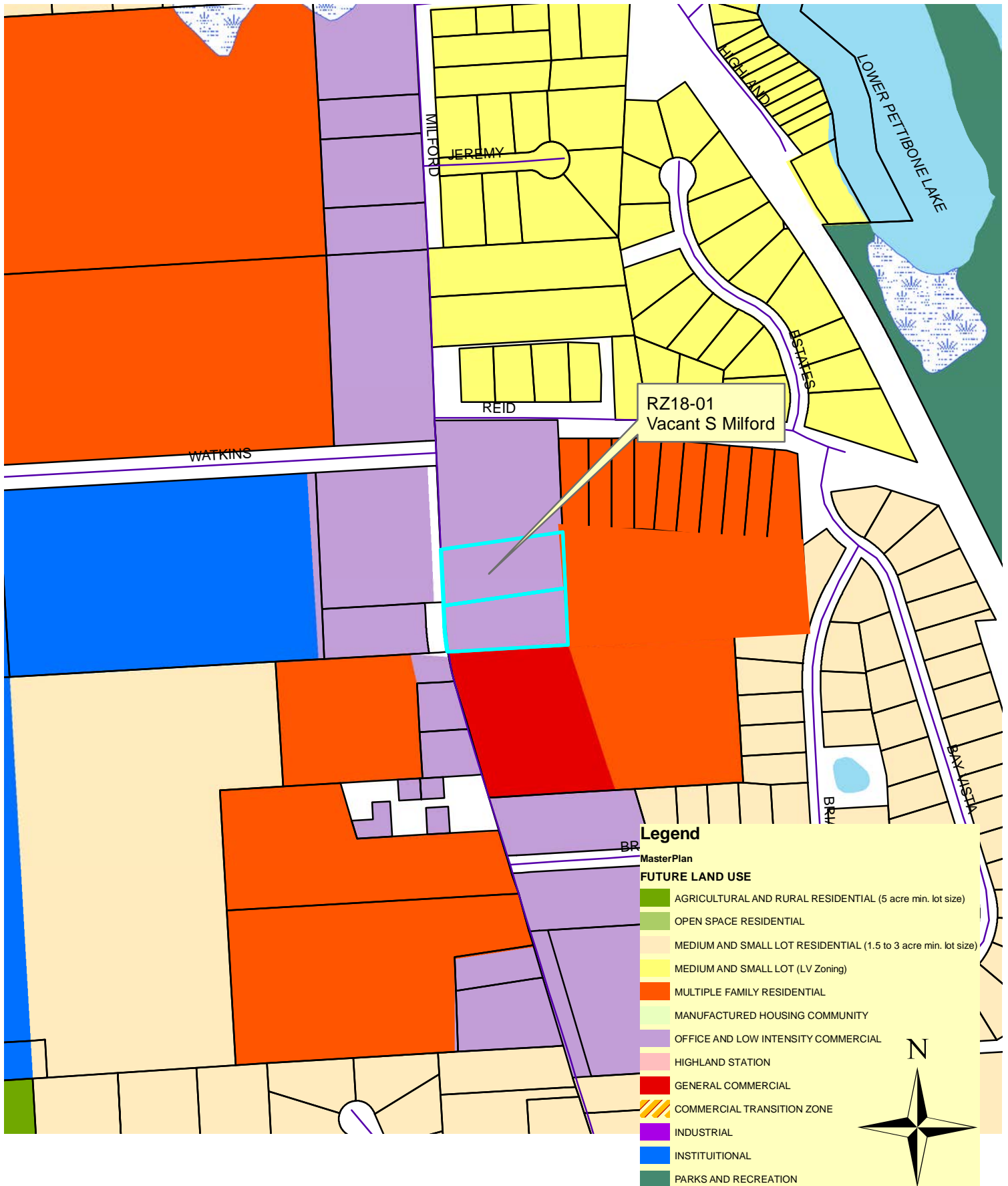
### Zoning Districts

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



ENACTED: November 18, 2010

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

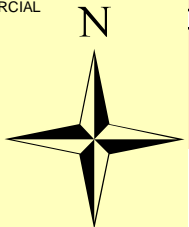


**Legend**

MasterPlan

**FUTURE LAND USE**

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



Public Comment Received 5/16 and 5/17

- 1) Morningstar, 212 Reid Road opposed to Rezoning
- 2) Dickey, 182 Reid Road opposed to Rezoning
- 3) Thompson, 1998 Reid Road opposed to Rezoning
- 4) Dillon, 256 Reid Road supports OS Zoning
- 5) Pattison, 312 Reid Road supports OS Zoning
- 6) Miller, 298 Reid Road supports OS Zoning
- 7) Cherry, 242 Reid Road supports OS Zoning

Glen Jr. & Judith Morningstar  
212 Reid Road Highland, MI 48357 USA  
248.330.0832 gmorning@aol.com

RECEIVED

MAY 16 2018

HIGHLAND TWP  
PLANNING DEPT.

May 16, 2018

Charter Township of Highland  
205 North John Street  
Highland, MI 48357

SUBJECT: Request for rezoning, Case RZ18-01 (north of Tuffy Auto, April 26-May 17, 2018)

Dear Highland Township Planning Commission,

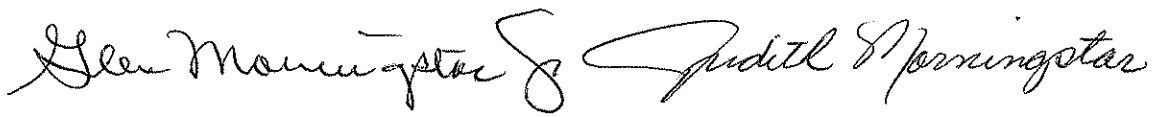
We are in receipt of your Notice of Public Hearing dated April 26, 2018, regarding the above request for rezoning of Parcels 11-34-176-005 & 007 from the current zoning of OS, (Office Service District) to C-1 (Local commercial District).

Thank you for the opportunity to contribute to the discussion concerning this rezoning request. We live at the residence three houses east of the Painless Dentist offices at 2287 south Milford Road, which is directly north of the lots under consideration for rezoning. We are also part of the Chelsey's Park Homeowner's Association, 10 parcels that are directly east of the dentist offices. Our association owns a common's area that is directly east of Tuffy Muffler.

Attached please find documents constructed by John and Robin Dickey, resident at 182 Reid Road, Highland, MI 48357 regarding this rezoning request (used by permission). John and Robin submitted these documents to you on May 14, 2018. Please accept this letter as in complete agreement with the case and points that John and Robin made in their letter. Additionally, we add that the intersection of Milford Road and the cross streets Reid Road/Watkins Road, that provide access to Milford High School and our subdivision, is a high risk intersection for students crossing Milford Road, and traffic entering or leaving Reid and Watkins Roads. Adding more commercial traffic on Milford Road so near this intersection will raise the risk level for personal injury or death.

This letter is to request that the current designation of OS (Office Service District) remain in place for the two parcels 005 and 007, creating an effective buffer to commercial enterprises and the noise and higher traffic typically associated with C-1 (Local Commercial District), such as is currently endured from Tuffy Muffler. We expressly are concerned about the drop in property value for the parcels closest to parcels 005 and 007 due to these same probable conditions.

Thank you,



Glen Jr. & Judith Morningstar  
(Parcel H-11-34-177-008)

From the desk of

---

**John Dickey**

May 14, 2018

Charter Township of Highland  
205 North John Street  
Highland, Michigan 48357

Subject: Request for rezoning, Case RZ18-01 (north of Tuffy Auto), May 2018

Dear Highland Township Planning Commission & Board of Trustees,

Thank you for the opportunity to contribute to the discussion concerning the request for rezoning of Parcels 11-34-176-005 & -007, north of Tuffy Auto in Highland Township.

My wife Robin and I live at the residence bordering 2287 South Milford Road (the Painless Dentist building), which is directly north of the lots under consideration.

We are also part of the Chelsey's Park Homeowner's Association, of which my wife is treasurer. Our commonly owned Chelsey's Park 10-acre section is immediately east of the parcels under consideration.

We have a vested interest in this discussion and know we speak for others in the Reid Road community.

Our hope is that these two parcels under consideration will remain OS-designated as currently zoned and according to the 2013 Master Plan.

**MAIN POINT:** If the parcels on either side of Tuffy Auto which buffer the Reid Road and Briarwood communities aren't the perfect place for utilizing the transitional OS designation, then what is?

Please see the attached sheets for our more detailed thoughts and arguments.

Sincerely,

John & Robin Dickey

**Subject: Request for rezoning, Case RZ18-01 (north of Tuffy Auto), May 2018**

The points below focus on the Milford Road corridor from Briarwood Drive (south of Tuffy Auto) northward to Lone Tree.

**Summary:** main reasons for keeping current OS designations –

1. dangerous road conditions from Briarwood Drive to Lone Tree Road
2. current Master Plan OS zoning designations north and south of Tuffy Auto act as successful transition zones to residential; to change would forfeit this well-planned transition.

**Expanded arguments:** (below):

(the format below is for clarity of presentation and for ease of use for discussion)

-----

**PREMISE 1**

The Milford Road corridor (as currently zoned) *from Briarwood Drive (south of Tuffy Auto) northward to Lone Tree* hosts a dangerous traffic flow, particularly because of the following points:

1. the curved and hilly nature of this stretch (particularly noticeable heading north), coupled with:
  - a) the high density of businesses on the west side of this stretch of Milford Road,
  - b) the traffic associated with Milford High School (also to the west),
  - c) Tuffy Auto (to the east),
  - d) and the many left-hand turns being made in both directions to these highly active locations;
2. the awkward layout at the Watkins Blvd (Milford High School) and Reid Road traffic light:
  - a) Watkins and Reid are not in line with each other; this is a dangerous intersection from any of the four directions;
  - b) the passing/turning lanes both north and south at this location are dangerous:
    - the right hand turning lanes act also as passing lanes
    - this is confusing to many drivers and is dangerous
3. the large amount of school traffic, and
4. the age and inexperience of young drivers from the high school.

**CONCLUSION 1**

Therefore, rezoning any parcels in this corridor to the more highly-trafficked C1 or C2 designations would make this already busy, precarious, and awkward stretch of road even more dangerous.

Anecdotally: From our home on Reid Road we can (and do) hear numerous *HORNS* and the *POP* and *SMASH* of accidents and fender-benders throughout the year from this stretch of road.

## **PREMISE 2**

The Milford Road corridor from Briarwood Drive northward to Lone Tree currently consists of well-balanced zoning (in the Master Plan). This can clearly be seen when studying the zoning map.

1. The currently well-balanced zoning of the Highland Master Plan makes particularly good use of transitional OS designation:
  - a. north of Tuffy Auto – with three OS-designated parcels (including the two under consideration for rezoning), and
  - b. south of Tuffy Auto – with three more OS-designated parcels.
2. These OS parcels *successfully buffer* both the Reid Road and the Briarwood communities:
  - a. from the 11-acre, C2-designated Tuffy Auto site itself
  - b. from the C1, C2, and high school designations on the west side of Milford Road,
  - c. and from Milford Road traffic.
3. To rezone any of these parcels north or south of Tuffy Auto to C1 or C2 forfeits these well-designated OS transitional buffer zones.

Of note (1): most parcels carrying the busier/heavier designation of C1 (and C2) are –

1. on the west side of Milford Road in the corridor from Briarwood Drive to Lone Tree,
2. and on both the east and west sides north of Lone Tree
3. (see zoning map for a clear visual representation<sup>1</sup>)

Of note (2): the Milford Road corridor from Briarwood Drive to Lone Tree already contains a large percentage of available C1 zoning, including –

1. C1 storefront spaces currently unleased,
2. C1-designated tracts of land for sale, and
3. C1-designated buildings for sale (example, the old MVP bar)
4. (therefore: rezoning for more C1 zoning here is superfluous and unnecessary)

## **CONCLUSION 2**

In light of –

1. the currently well-balanced, Master Plan zoning for this corridor and
  2. the proper use of the OS designation near the Reid Road and Briarwood communities –
- leave these transition properties intact and as is per the Master Plan.

The transitional designation of OS for these parcels has been well thought out within the context of the Master Plan and should be kept in place as is.

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<sup>1</sup> Most C2 zoning exists north of M-59.

**PREMISE 3** (and perhaps more anecdotal in nature):

Compliance to local ordinances does not always take place. This is an obvious statement.

Non-compliance by an owner or renter of a non-residential designation pushes the burden of responsibility onto homeowners to complain, rather than on themselves to tend to their own property in a neighborly and law-abiding fashion. This sets the stage for tension.

Example: the OS-zoned building at 2287 South Milford Road (corner of Reid Road) is consistently in non-compliance regarding –

1. the winter sidewalk shoveling ordinance requirements<sup>2</sup>
2. the dumpster screening requirements<sup>3</sup>
3. the screening between land use requirements<sup>4</sup>

This has been ongoing for several years now (and we don't want to be complainers).

Question: How can we get more and more business owners to feel vested in Highland itself as a community of neighbors? (*Highland: Warm inside. Great outdoors.*)

**CONCLUSION 3**

In addition to Premises 1 and 2 (above), behavior mentioned in Premise 3 leaves a “bad taste” in the mouth of any residential community regarding any rezoning of nearby parcels to OS, C1, C2 or any “busier,” non-residential status.

Additionally: busier and heavier use C1 and C2 designations by their very nature also add –

1. light pollution (from having longer than normal daytime business hours)
2. noise pollution (from having longer than normal business hours, more parking lot traffic, and dumpster emptying; example: gas station, child care center, retail)
3. visual pollution (architectural structures not well suited for transitioning to residential)
4. smell (example: restaurant, dry cleaning, gas station)
5. environmental pollution: water, air, soil (example: gas station)
6. trash (blowing from businesses).

And potentially:

1. reduce residential property values
2. forfeit the peaceful atmosphere (the reason people have moved to this community)

We have already experienced some of these things listed above from an adjacent OS parcel.

**FINAL CONCLUSION:** Please keep the parcels north and south of Tuffy Auto designated no greater than OS (transitional) zoning.

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<sup>2</sup>Chapter 20, Article 1, Sec. 20.03, cited May 2018 (snow and ice removal from sidewalks)  
[https://library.municode.com/mi/highland\\_charter\\_township/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_CH20\\_STSIOTPUPL](https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_CH20_STSIOTPUPL)

<sup>3</sup> Chapter 25, Article 12, Sec. 12.08, cited May 2018 (screening of trash containers)  
[https://library.municode.com/mi/highland\\_charter\\_township/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_CH25\\_ZOOR\\_ART12LA\\_S12.08SCTRCO](https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_CH25_ZOOR_ART12LA_S12.08SCTRCO)

<sup>4</sup> Chapter 25, Article 12, Sec. 12.04, cited May 2018 (screening between land uses)  
[https://library.municode.com/mi/highland\\_charter\\_township/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_CH25\\_ZOOR\\_ART12LA\\_S12.04SCBELAUS](https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_CH25_ZOOR_ART12LA_S12.04SCBELAUS)



# CHARTER TOWNSHIP OF HIGHLAND ZONING MAP

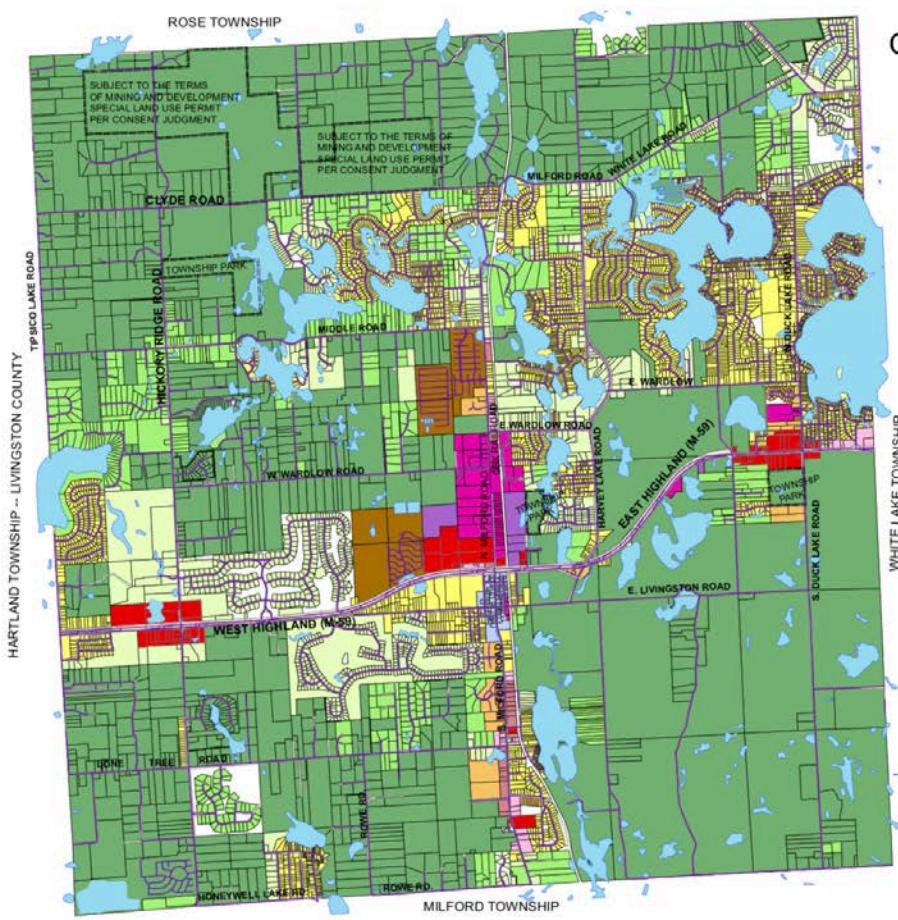


## Zoning Districts

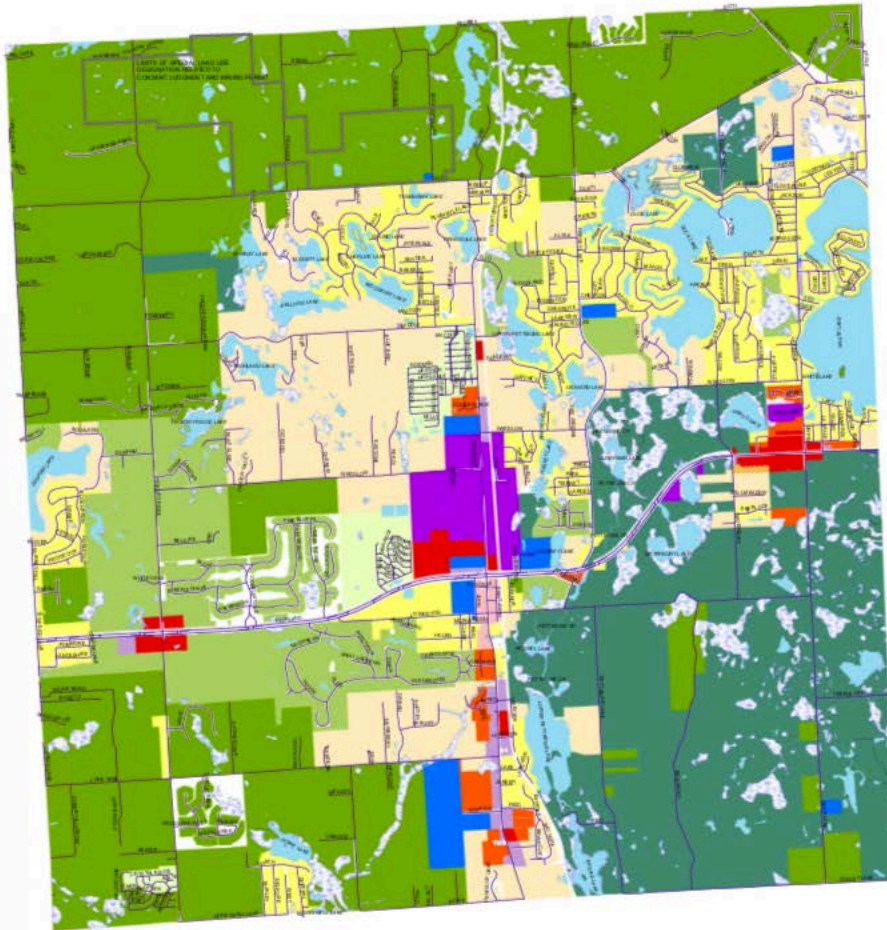
- ARR: Agricultural Rural Residential 5 acre
- LV: Lakes and Villages
- R1.5: Residential 1.5 acre
- R3: Residential 3 acre
- RM: Multiple Family
- MH: Mobile Home Park
- OS: Office Service
- C-1: Local Commercial
- C-2: General Commercial
- HS: Highland Station
- TR: Technology and Research
- IM: Industrial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



ENACTED: November 18, 2010



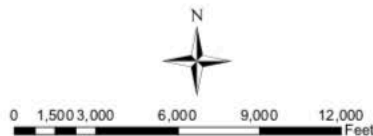
# CONSOLIDATED MASTER PLAN



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

10-000000-000000

- Legend**
- Map/Plan**
- FUTURE LAND USE**
- AGRICULTURAL/RURAL RESIDENTIAL (20 acres min. 30' wide)
  - OPEN SPACE RESIDENTIAL
  - MEDIUM AND SMALL LOT RESIDENTIAL (2.0 to 3.0 acre min. 30' wide)
  - MEDIUM AND SMALL LOT (20' zoning)
  - MULTIPLE FAMILY RESIDENTIAL
  - MANUFACTURED HOUSING COMMUNITY
  - OFFICE AND LOW DENSITY COMMERCIAL
  - HIGHLAND SECTION
  - GENERAL COMMERCIAL
  - COMMERCIAL TRANSITION ZONE
  - INDUSTRIAL
  - INSTITUTIONAL
  - PARKS AND RECREATION



## 2013 Master Plan Review

Township government is guided in its land use policies and decisions through a series of "living documents" collectively known as the Master Plan. For Highland Township, the heart of this guidance is found within the "*Highland Township Comprehensive Land Use Plan 2000-2020*". This document was adopted in 2000, after a lengthy period of study and analysis which included visioning sessions with the public, a resident land use opinion survey, and considerable debate about the future of Highland Township.

Since then, a number of "microarea analyses" have been completed to evaluate either specific small areas (e.g. one square mile centered on a specific intersection) or to discuss specific land uses (e.g. where it is appropriate to focus multiple family development). Such studies are generally initiated by the Planning Commission in response to recognized trends in land use in our Township or region, or as a vehicle to evaluate the appropriateness of development proposals that might vary from those envisioned when the zoning ordinance and zoning map were crafted.

The Township is called to reevaluate its Comprehensive Land Use Plan at least every 5 years after adoption of the plan as required by State Law (P.A. 33 of 2008, Michigan Planning Enabling Act, MCL 125.3801 et. seq.) Some of the tasks undertaken include the following:

- In 2005, the Township conducted an updated land use opinion survey, which affirmed the goals and objectives of the earlier plan.
- In 2007, the Planning Commission issued a notice of "Intent to Plan". The Planning Commission worked on a consolidated map, incorporating all the approved micro-area analyses and discussed the appropriateness of the goals and objectives as currently published in the various documents on multiple occasions.
- In 2007-2008 the Highland Downtown Development Authority conducted some independent visioning sessions which were supported by members of the Planning Commission and staff. The document that was generated as a result of these efforts was ultimately adopted by the Planning Commission as the official "Master Plan" for that subarea.
- In 2007-2008 Oakland County Planning facilitated a "Green Infrastructure" visioning effort that resulted in publication of a map and document. Planning Commission members, the Highland Land Conservancy and the Highland Equestrian Conservancy were all key players in this planning process. While the documents have not been formally adopted by the Planning Commission, they are a valuable resource that has been incorporated into a County-wide visioning map.
- In 2008, the Parks and Recreation Committee facilitated a Parks and Recreation plan update.

In 2008, the United States suffered an unprecedented economic slowdown. Some have come to refer to this recession and the very slow economic recovery as "The Great Recession". Development projects dried up, existing buildings went vacant, and Oakland County suffered a home foreclosure crisis. Given that the Planning Commission was satisfied with the Master Land Use Plan, it was decided that this lull period would be better utilized to completely revamp the Zoning Ordinance, simplifying language and processes, relaxing standards where appropriate, introducing some new tools to assist the community in preserving and protecting the environmental assets and community assets that we value. The new Zoning Ordinance was

adopted at the end of 2010, the culmination of an intense two year planning effort.

Staff efforts have since been concentrated on a similar process to restate the General Code of Ordinances. The General Code of Ordinances adopted in November, 2012 also incorporates the Zoning Ordinance as Chapter 25.

Now, in 2013, there are signs of hope that an economic recovery is underway. The backlog of foreclosed homes is clearing, and new home starts are on the rise. In 2005, before the recession, Highland Township issued 84 permits for new housing starts. In 2008, at the beginning of the recession, Highland Township issued only 6 permits for new homes. In 2010, only 2 permits were issued for new homes. In 2012, Highland Township issued 22 such permits and for 2013, the Building Department expects to exceed that number.

Similarly, in the years before 2008, the Township approved significant expansions of automobile dealerships, the redevelopment of the corner of M-59/Duck Lake Road and new “strip style” commercial development on South Milford Road, as well as several office parks. There have been no new commercial development projects since the beginning of the recession. Yet the existing commercial space vacated during the recession is beginning to be reoccupied (based on review of staff issued land use permits and building permits for remodels).

That is not to say that Highland Township is experiencing any serious development pressure, or that there is any reason to question the integrity of the existing Master Land Use map. In fact, the population of Highland Township remains stable (2010 population of 19,202 represented a 0.2% increase from 2000).

At a Planning Commission meeting on June 20, 2013, the Planning Commission determined the following:

- a) The Consolidated Master Land Use Plan Map (June 2013) reflects the Master Land Use Plan Map adopted July 6, 2000 and incorporates all adopted micro-area analyses through December, 2010. This map accurately reflects the future land use vision for the community and shall now be designated the Official Master Land Use Map.
- b) Based on Planning Commission review of development trends (as discussed above) the Planning Commission will not commence a procedure to amend the master plan or adopt a new master plan. This review and its findings shall be recorded in the official minutes of the Planning Commission.
- c) This review document shall be attached to any new copies of the Highland Township Comprehensive Land Use Plan (2000) and shall be posted on the website at <http://www.highlandtwp.com>

RECEIVED

MAY 17 2018

HIGHLAND TWP  
PLANNING DEPT

May 14, 2018

Mr. Michael Wiza, Chairman  
Highland Township Planning Commission  
Highland Township Offices  
205 North John Street  
Highland, Michigan 48357

Dear Mr. Wiza:

We received the notice regarding the rezoning of parcels located along Milford Road in Highland Township. We have enclosed a copy of the notice for your reference.

We do plan on attending the meeting at the Highland Township Offices on May 17, 2018. We wanted to express our concerns in writing prior to said meeting.

The current zoning of these parcels as OS, as laid out by the Highland Township Master Plan, certainly seems in keeping with businesses located near residential areas. If the rezoning of these parcels to C-1 is approved and certain types of businesses are built on these parcels, we are concerned that it will increase noise, traffic, refuse from dumpsters (which can also attract rats and insects), light pollution, and a general disturbance of our peace and quiet. Our backyard overlooks the parcels in question. If large business establishments are added to these parcels, we fear it would be detrimental to our ability to enjoy our home and yard and also possibly reduce the resale value of our home. No one wants to be overlooking some noisy business with bright lights and loud noises and increased traffic.

There are numerous driveways and entryways to other businesses along that particular section of Milford Road, including the driveway to Milford High School. This area is extremely congested with traffic in the morning and afternoon commute hours. Sometimes it is very difficult for us to turn off of our street on to Milford Road to begin our morning commute to our jobs. Adding more driveways and entryways to an already overly congested area seems like a very dangerous scenario.

It would be our wish that the rezoning of these OS parcels to C-1 not be approved.

Thank you for your time and consideration.

Sincerely,

Richard and Lori Thompson  
198 Reid Road  
Highland, Michigan 48357  
Home (248) 887-7710

BUDGET AMENDMENT WORKSHEET  
 2021 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - October 4, 2021

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>CAPITAL IMPROVEMENT FUND</u></b>				
<b>Revenue:</b>				
401-000-692.000	APPROPRIATION FUND BAL.	\$4,730,000.00	\$3,200,000.00 -	\$2,257,000.00 = \$943,000.00
401-000-665.000	INTEREST EARNINGS	\$0.00	\$0.00 -	\$27,000.00 = \$27,000.00
<b><u>GENERAL FUND</u></b>				
<b>Revenue:</b>				
101-000-692.000	APPROPRIATION FUND BAL.	\$0.00	\$2,030,021.00 -	\$20,777.00 = \$2,009,244.00
<b>Expenditures:</b>				
401-261-971.013	SEWER ANTICIPATION EXPENSE	\$100,000.00	\$100,000.00 - \$	80,000.00 = \$20,000.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	\$0.00	\$100,000.00 - \$	50,000.00 = \$50,000.00
401-567-971.000	CEMETERY IMPROVEMENTS	\$30,000.00	\$30,000.00 - \$	20,000.00 = \$10,000.00
401-751-971.000	HICKORY RIDGE PARK IMPROVEMENT	\$35,000.00	\$35,000.00 - \$	20,000.00 = \$15,000.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	\$90,000.00	\$80,000.00 - \$	60,000.00 = \$20,000.00

**Purpose of Amendment:**

To increase the Capital Improvement interest earnings and decrease the Capital Improvement expenditures to more accurately reflect 2021 expenditures and therefore decreasing the amount from the appropriation funds.

BUDGET AMENDMENT WORKSHEET  
 2021 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - October 4, 2021

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>FIRE FUND</u></b>					
<b>Revenues:</b>					
206-000-692.000	APPROPRIATION FUND BAL.	\$0.00	\$7,643.00	+	\$1,787.00 = \$9,430.00
<b>Expenditures:</b>					
206-336-703.000	FIRE: F-T WAGE OFFICER N.G.	\$60,632.00	\$60,632.00	+	\$1,819.00 = \$62,451.00
206-336-703.001	FIRE:F-T WAGE OFFICER D.K.	\$59,116.00	\$59,116.00	+	\$1,773.00 = \$60,889.00
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	\$60,632.00	\$60,632.00	+	\$1,819.00 = \$62,451.00
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	\$50,986.00	\$50,986.00	+	\$1,200.00 = \$52,186.00
206-336-703.004	FIRE:F-T WAGE MEDIC M.B.	\$50,986.00	\$50,986.00	-	\$2,412.00 = \$48,574.00
206-336-703.005	FIRE:F-T WAGE MEDIC A.G.	\$50,986.00	\$50,986.00	-	\$2,412.00 = \$48,574.00

**Purpose of Amendment:**

Increase in appropriated fund to match approved 2021 wages.

BUDGET AMENDMENT WORKSHEET  
 2021 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - October 4, 2021

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>FIRE CAPITAL IMPROVEMENT FUND</u></b>				
<b>Expenditures:</b>				
402-336-971.003      CONSTR IN PROCESS FIRE MIL ST1	\$0.00	\$2,493,666.00	+ \$500,000.00 =	\$2,993,666.00
402-336-971.004      CONSTR IN PROCESS FIRE MIL ST2	\$0.00	\$3,078,268.00	- \$500,000.00 =	\$2,578,268.00

**Purpose of Amendment:**

To decrease the Construction in Process Fire Millage ST2 and increase the Construction in Process Fire Millage ST1, where the net effect is zero.



**10. Adjourn**

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