



## **CHARTER TOWNSHIP OF HIGHLAND**

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

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

**AUGUST 4, 2025 - 6:30 P.M.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda
  - a) Approve:
    1. July 7, 2025 Board of Trustee Minutes
    2. List of Bills dated July 10, 2025, July 24, 2025 and additions
  - b) Receive and File:
    1. Building Dept June Activity Report
    2. Fire Dept June Activity Report
    3. Activity Center Reports
    4. Library Reports
    5. Treasurer Report
    6. Planning Commission Minutes – June 19, 2025
    7. ZBA Minutes – June 18, 2025
    8. OCSO Stat Report – June 2025
6. Announcements:
  - a) Congratulations to Lisa Burkhart on her retirement after 46 years of service. Join us for her retirement celebration Thursday, August 21, Noon -3pm at the Township Office.
  - b) Farmers' Market Saturdays through October 5th at Highland Township Complex
  - c) Sounds Like Summer Concert Series Tuesdays through Aug 19 at 7:00 p.m. in Veterans Park
  - d) Township Offices will be closed on Monday, September 1st, in Observance of Labor Day. The Board of Trustees meeting is on the 2<sup>nd</sup> Monday of the month, September 8<sup>th</sup>, 2025.
7. Public Comment
8. Public Hearing
  - a) Knoblock Lake 2025 Special Assessment District
9. Pending Business:
  - a) Consider Resolution 25-17 To Proceed with the Knoblock Lake Special Assessment District
  - b) Consider Approval of Zoning Map amendment Z-037, Request for rezoning parcel 11-16-100-011, 2601 Westwind, approximately 10.16 acre parcel from ARR, Agriculture and Rural Residential Zoning District to R-3, Single Family Residential, 3-acre Zoning District for applicant/owner Vince Pipitone

10. New Business:

- a) Consider Resolution 25-18 to Establish Millage Rates for 2026
- b) Consider Resolution 25-19 To Approve Credit Card Distribution
- c) Consider Approval of Updated Code of Conduct Policy
- d) Consider Hiring of Part Time Zoning Administrator
- e) Consider Budget Amendment for Part Time Zoning Administrator
- f) Consider Posting Open Position for FT Assistant Building Inspector
- g) Consider Proposed Contract with Plante Moran
- h) Consider Deputy Clerk Compensation Adjustment

11. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/87208422226>

Meeting ID: 872 0842 2226

Any member of the audience wishing to address the board will be asked to state his/her name and address. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's office at (248) 887-3791 prior to the meeting. Our staff will be pleased to make the necessary arrangements.

**1. Call Meeting to Order**

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

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

## **2. Pledge of Allegiance**

# Township Board Meeting Roll

Date: 2025

Present

Absent

Board Member

\_\_\_\_\_

\_\_\_\_\_

Rick A. Hamill

\_\_\_\_\_

\_\_\_\_\_

Tami Flowers

\_\_\_\_\_

\_\_\_\_\_

Jenny Frederick

\_\_\_\_\_

\_\_\_\_\_

Grant Charlick

\_\_\_\_\_

\_\_\_\_\_

Brian Howe

\_\_\_\_\_

\_\_\_\_\_

Beth Lewis

\_\_\_\_\_

\_\_\_\_\_

Joseph Salvia

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

#### **4. Approval of Agenda**

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

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
July 7, 2025 - 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  
Grant Charlick, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee (Absent)  
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George  
Lieutenant Matt Snyder  
Lisa Hamameh, Township Attorney  
Beth Corwin, PE, AICP; Planning Director

Visitors: 12

**Approval of Agenda:**

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

**Consent Agenda Approval:**

- a) Approve:
- 1) June 2, 2025 Board of Trustees Meeting Minutes
  - 2) List of Bills dated June 12, 2025, June 26, 2025 and Additions
- b) Receive and File:
- 1) Treasurer's Report – May 2025
  - 2) Library Director's Report – May 2025
  - 3) Library Board Minutes – May 2025
  - 4) Financial Reports – May 2025
  - 5) Highland Activity Center Reports and Minutes - May 2025
  - 6) Building Permit Activity Report – May 2025
  - 7) ZBA Minutes – May 21, 2025 and June 4, 2025
  - 8) Planning Commission Minutes – May 1, 2025 and June 5, 2025
  - 9) OCSO Stat Report – May 2025
  - 10) Fire Department Report - May 2025

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

**Announcements:**

- a) Farmers' Market every Saturday through October 5<sup>th</sup> at Highland Township Complex

b) Sounds Like Summer Concert Series begins July 9<sup>th</sup> at 7:00 p.m. in Veterans Park

**Public Comment:**

A resident requested that a decision be made on the food truck ordinance and permit requirement.

**Presentation:**

Highland Downtown Development Authority's Main Street Accreditation

**Public Hearing:**

a) Site Specific Relief for file URSA 25-02, 100 Lone Tree Road, PIN 11-27-351-005

Public Hearing opened at 6:35 p.m. and closed at 6:36 p.m. No public comment was offered.

**Pending Business:**

None

**New Business:**

a) Consider Site Specific Relief for file URSA 25-02, 100 Lone Tree Road, PIN 11-27-351-005 to allow Pitch Hopper to reuse the former GTE/Frontier Communications maintenance facility for offices, sales and distribution, research and development of the Pitch Hopper and other products for the construction industry.

Applicant: Phil Rashid, Pitch Hopper  
Property Owner: 100 Lone Tree LLC

Ms. Frederick moved to grant site specific relief for 100 S. Lone Tree Road, PIN 11-27-351-005 to allow Pitch Hopper to reuse the former GTE Frontier Communications facility for office space, sales, and distribution and research and development subject to a development agreement prepared, executed and recorded at the Register of Deeds. This relief is granted upon finding that the property is eligible for consideration under Section 18.02 of the Zoning Ordinance, namely that 1) the property which fronts on Lone Tree Road does not have reasonable value as office space due to its location and nature of the existing structure; 2) the applicant's difficulty in developing the property for office use is related to near proximity of undeveloped properties zoned for office use; 3) the essential character of the surrounding area will be improved through aesthetic improvements to the site and the less intense nature of the proposed use; 4) the history of the site is that the facility was developed prior to the existence of zoning in Highland Township and recognizes that the existing structure has excellent "bones" to accommodate the proposed use; and 5) the reuse of the site is less intense than the previous non-conforming use and preserves the investment. It is further agreed that staff will work with the Township Attorney to draft a development agreement for the signature of the Supervisor and Clerk and recorded with the Oakland County Register of Deeds to document conditions of continued use, including requirements for landscaping, site improvements and building façade improvements and the applicant will be permitted to construct an additional building on the site of approximately 1.5 times the existing structure, subject to review and approval of the Planning Commission through the site plan process consistent with the concept plan presented by UMLOR Group, dated May 12, 2025. The Board of Trustees has relied upon the "Statement of Agreed Upon Facts" developed by the applicant and staff at the pre-hearing conference and the report of the Planning Commission from its

June 5, 2025 Public Hearing. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

b) Consider Introduction of Zoning Map amendment Z-037, Request for rezoning parcel 11-16-100-011, 2601 Westwind, approximately 10.16-acre parcel from ARR, Agriculture and Rural Residential Zoning District to R-3, Single Family Residential, 3-acre Zoning District for applicant/owner Vince Pipitone

Ms. Frederick moved to introduce the Zoning Map Amendment Z-037 to rezone parcel 11-16-100-011, 2601 Westwind, approximately 10.16-acre parcel from ARR, Agriculture and Rural Residential Zoning District to R-3, Single Family Residential, 3-acre Zoning District for applicant/owner Vince Pipitone. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

c) Consider Approval of Municipal Credit and Community Interlocal Agreement with SMART

Mr. Hamill moved to approve the authorization for the Highland Township Supervisor to execute the Municipal Credit and Community Interlocal Agreement with the Suburban Mobility Authority for Regional Transportation (SMART), including Exhibit A, for the purpose of transferring eligible Municipal and Community Credits to WOTA for local transit services after review and approval by the Township Attorney. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

d) Consider Bids for Masonry Repairs at Steeple Hall

Mr. Hamill moved to approve the bid from Audette Building, LLC in the amount of \$10,600.00 for chimney removal, tuckpointing of the stone foundation, and brick/mortar repairs around the back porch/ramp at Steeple Hall – 205 W. Livingston Road, to be funded from Capital Fund: 401-523-971.000 Steeple Hall Improvements and authorize the Township Supervisor to execute any necessary agreements. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

e) Consider Resolution 25-15 Surplus Property – Harvey Lake Road Well Site

Ms. Frederick moved to approve Resolution 25-15 Declaring Harvey Lake Road Well Site as Surplus Property. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

f) Consider Resolution 25-16 to Determine the Intent to form Knoblock Lake SAD

Mr. Hamill moved to approve Resolution 25-16 to determine the intent to form the Knoblock Lake Special Assessment District for the control of weeds and dam maintenance at Knoblock Lake. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

g) Consider Public Service Contract with Community Sharing

Mr. Hamill moved to allow the Township Supervisor to sign the Public Purpose Service Contract to approve sponsorship to Community Sharing after final approval is given from the Township Attorney. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

h) Consider Public Service Contract with HV Youth Assistance

Mr. Hamill moved to allow the Township Supervisor to sign the Public Purpose Service Contract to approve this sponsorship to HV Youth Assistance after final approval is given from the Township Attorney. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

i) Consider Hiring Recommended Payroll/HR Administrative Assistant

Mrs. Flowers moved to hire Nancy Edwards for the position of Payroll/HR Administrative Assistant at starting pay of \$21.68/hour, not to exceed 29 hours per week. Effective start date of July 31, 2025. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

j) Consider Budget Amendment for Payroll/HR Administrative Assistant

Mr. Hamill moved to approve the budget amendment for the addition of a Payroll/HR Administrative Assistant for \$16,347. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

Prior to adjournment, Mr. Howe expressed his appreciation for the Boardwalk project and the Fireworks event. Mr. Salvia expressed his appreciation for the DDA flower garden volunteers. Mr. Charlick inquired about the status of hiring a part-time Zoning Administrator.

**Adjourn:**

The Supervisor adjourned the meeting at 7:24 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00201	06/24/2025	125.00
4597	BOTTOMS UP CONTRACTING	101-ESCROW/BUILDING	B25-00240	06/24/2025	125.00
4995	BROWN, DENNIS	101-ESCROW/BUILDING	B25-00009	06/26/2025	125.00
5080	BRUETSCH, BENJAMIN	101-ESCROW/BUILDING	B25-00107	06/26/2025	125.00
4565	CMC CONSTRUCTION & REMOLDING LLC	101-ESCROW/BUILDING	B24-00151	06/26/2025	3,800.00
4565	CMC CONSTRUCTION & REMOLDING LLC	101-REFUSE FEE	B24-00151	06/26/2025	90.00-
6647	COX, BRIAN	101-ESCROW/BUILDING	B24-00463	06/26/2025	125.00
8333	ERIE CONSTRUCTION MID-WEST INC	101-ESCROW/BUILDING	B24-00440	06/24/2025	500.00
6704	FOUNDATION SYSTEMS OF MICHIGAN	101-ESCROW/BUILDING	B25-00227	06/24/2025	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00093	06/24/2025	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B24-00151	06/26/2025	90.00
6069	HOME PRO ROOFING	101-ESCROW/BUILDING	B25-00185	06/26/2025	250.00
6069	HOME PRO ROOFING	101-ESCROW/BUILDING	B25-00242	06/26/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00057	06/24/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00070	06/24/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00280	06/24/2025	250.00
6070	KROLL CONSTRUCTION CO.	101-ESCROW/BUILDING	B25-00154	06/26/2025	125.00
4884	LLOYD, TINA	101-ESCROW/BUILDING	B24-00227	06/26/2025	250.00
3240	MGE CARPENTRY	101-ESCROW/BUILDING	B25-00206	06/24/2025	125.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00044	06/24/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00045	06/24/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00093	06/24/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B25-00093	06/24/2025	60.00-
8394	R N CONSTRUCTION INC.	101-ESCROW/BUILDING	B25-00225	06/24/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00135	06/24/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00150	06/26/2025	500.00
8009	ROGGERO, ROBERTO	101-ESCROW/BUILDING	B25-00086	06/26/2025	500.00
8484	ROOFING PD	101-ESCROW/BUILDING	B25-00256	06/26/2025	250.00
6899	SILJANDER, PHILIP J.	101-ESCROW/BUILDING	B24-00481	06/24/2025	125.00
4609	SUPERIOR FENCE	101-ESCROW/BUILDING	B25-00133	06/24/2025	125.00
7551	SWEENEY, JAMES	101-ESCROW/BUILDING	B25-00141	06/23/2025	250.00
5079	TIHOMIR TESIC	101-ESCROW/BUILDING	B24-00020	06/24/2025	500.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B25-00204	06/26/2025	125.00
<b>101-000-222.000 OAKLAND CO. ANIMAL CONTROL</b>					
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	06302025	06/30/2025	105.00
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	06302025	06/30/2025	976.00
<b>101-000-491.000 BUILDING PERMITS</b>					
7551	SWEENEY, JAMES	101-REFUND PERMIT FEES	PB25-0148	06/23/2025	117.60

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-000-491.001</b>	<b>HEATING PERMITS</b>				
7551	SWEENEY, JAMES	101-REFUND PERMIT FEES	PM25-0134	06/23/2025	97.00
<b>101-000-491.002</b>	<b>PLUMBING PERMITS</b>				
7551	SWEENEY, JAMES	101-REFUND PERMIT FEES	PP25-0063	06/23/2025	123.00
<b>101-000-491.003</b>	<b>ELECTRICAL PERMITS</b>				
7551	SWEENEY, JAMES	101-REFUND PERMIT FEES	PE25-0202	06/23/2025	109.00
<b>101-000-628.016</b>	<b>SITE PL. REVIEW, OTHERS</b>				
4884	LLOYD, TINA	101-REFUND FOR SITE PLAN REVIEW	11-01-151-006	06/30/2025	750.00
Total :					12,702.60
<b>TREASURER</b>					
<b>101-253-820.000</b>	<b>TREAS: DUES/ED/TRAVEL</b>				
9152	MAERTENS, WENDY	101-MILEAGE TAX USER GROUP/MAIL ROOM	06262025	06/26/2025	45.64
Total TREASURER:					45.64
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000</b>	<b>GEN GOV: OFFICE SUPPLIES</b>				
8253	AMAZON CAPITAL SERVICES	101-NOTE PADS/SCISSORS/STAPLER	1V39-4KD4-R3J3	07/01/2025	62.34
8253	AMAZON CAPITAL SERVICES	101-POWER STRIP	1V39-4KD4-R3J3	07/01/2025	26.97
8253	AMAZON CAPITAL SERVICES	101-MONITOR STAND	1V39-4KD4-R3J3	07/01/2025	56.99
8253	AMAZON CAPITAL SERVICES	101-TABS/BINDER/INK	1V39-4KD4-R3J3	07/01/2025	165.67
<b>101-261-850.002</b>	<b>GEN GOV: WEBSITE</b>				
9049	WEB MATTERS	101-WEBSITE UPDATE	6682	07/03/2025	71.25
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
2216	COMCAST	101-3550 DUCK LK RD 0310657	08032025 0310657	07/01/2025	149.95
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-WOTA	202610948513	06/23/2025	176.93
1375	CONSUMERS ENERGY	101-3550 DUCK LK RD BUILDING	202610948514	06/24/2025	133.32
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP	206081433151	06/23/2025	68.67
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200335752496	07/01/2025	5,412.19
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE MAINTENANACE M59 MEDIAN	51933	06/26/2025	232.00
2596	FIVE STAR ACE	101-LATE FEE	32885	06/16/2025	25.00
2596	FIVE STAR ACE	101-REEL/SHUTOFF	32925	06/24/2025	62.98
2596	FIVE STAR ACE	101-RETURN REEL	32926	06/24/2025	35.99-
2596	FIVE STAR ACE	101-BROOMS/SHOVEL	32966	07/02/2025	105.97
1021	GILL-ROY'S HARDWARE	101-NUTS/BOLTS FOR TRACTOR REPAIR	2506-934772	06/26/2025	10.76
1021	GILL-ROY'S HARDWARE	101-HOOKS	2507-975589	07/02/2025	17.96
1021	GILL-ROY'S HARDWARE	101-RETURN HOOK	2507-975821	07/02/2025	17.96-
1021	GILL-ROY'S HARDWARE	101-HOOKS	2507-975826	07/02/2025	19.96

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2694	GOYETTE MECHANICAL	101-ANNUAL MAINTENANCE-TWP	910214338	05/09/2025	2,932.00
2694	GOYETTE MECHANICAL	101-REPLACE WATER HEATER-165 N JOHN SHERIFFS S	910219917	06/20/2025	2,642.57
8500	ON TIME PORTABLES LLC	101-RED WHITE & BLUE FESTIVAL	3471	07/02/2025	1,350.00
4685	WOLVERINE POWER SYSTEMS	101-GENERATOR MAINTENANCE	0294662-IN	07/03/2025	400.00
<b>101-261-936.003 GEN GOV: OFFICE CLEANING</b>					
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-TWP	2030	07/07/2025	2,120.00
<b>101-261-937.000 GEN GOV: VEHICLE OP MAINT</b>					
2692	WEX BANK	101-GAS FOR TWP VEHICLE	105732758	06/30/2025	698.24
<b>101-261-955.000 GEN GOV: MISCELLANEOUS</b>					
7540	STUTESMAN, BARBARA	101-REPLACE VOIDED ADP CK #78671175	990000250117	06/02/2025	331.64
<b>101-261-971.001 GEN GOV: COMP CAP OUTLAY</b>					
8253	AMAZON CAPITAL SERVICES	101-2 MONITORS	1V39-4KD4-R3J3	07/01/2025	191.98
Total GENERAL GOVERNMENT:					17,411.39
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001916419631	07/02/2025	46.20
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001916419631	07/02/2025	234.48
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001916419631	07/02/2025	162.55
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001916419631	07/02/2025	1,014.29
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001916419631	07/02/2025	43.10
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	8/01/25-8/31/25	07/01/2025	1,766.07
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	8/01/25-8/31/25	07/01/2025	490.68
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	8/01/25-8/31/25	07/01/2025	26.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	8/01/25-8/31/25	07/01/2025	490.68
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP COBRA	8/01/25-8/31/25	07/01/2025	106.04
Total GENERAL GOVERNMENT PERSONNEL B:					4,380.57
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	06/18/2025-07/01/2	07/01/2025	882.13
Total BUILDING:					882.13
<b>CEMETERY</b>					
<b>101-567-935.000 CEMETERY: SEXTON</b>					
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	JUL 2025	06/30/2025	4,251.00
<b>101-567-935.001 CEMETERY: MAINTENANCE</b>					
9254	PRECISION TREE AND SHRUB SVCS INC.	101-TREE/STUMP REMOVAL-CEMETERY	7937	06/30/2025	630.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CEMETERY:					4,881.00
<b>ACTIVITY CENTER</b>					
<b>101-672-850.002</b>	<b>STEEPLE HALL: INTERNET SERVICE</b>				
2216	COMCAST	101-STEEPLE HALL 8529 10 157 0100876	08082025 0100876	06/26/2025	252.65
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-209 N JOHN ST-ACT CTR	202610948516	06/24/2025	164.70
<b>101-672-920.002</b>	<b>STEEPLE HALL: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL	202610948515	06/23/2025	62.98
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202506764	06/23/2025	28.60
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202506767	06/23/2025	34.60
<b>101-672-936.002</b>	<b>STEEPLE HALL: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO	101-H/C COOLER-STEEPLE HALL	31475066	06/30/2025	12.00
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE MAINTENANCE-STEEPLE HALL	51932	06/26/2025	460.00
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-STEEPLE HALL	2032	07/07/2025	900.00
Total ACTIVITY CENTER:					1,915.53
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-935.000</b>	<b>OE: VIOLATION CORRECTIONS</b>				
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW 1625 HIGHLAND PARK BLVD	7184	06/25/2025	365.00
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW 1789 LASALLE	7185	06/25/2025	185.00
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW 2381 JACKSON	7191	07/02/2025	225.00
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW-2510 LAKESIDE DR	7204	06/30/2025	235.00
Total PLANNING & ORDINANCE:					1,010.00
Total GENERAL FUND:					43,228.86
<b>ROAD FUND</b>					
<b>ROAD</b>					
<b>203-596-959.000</b>	<b>METRO AUTHORITY EXP</b>				
2158	ROAD COMMISSION FOR O.C.	203-TRAFFIC SIGNAL MAINTENANCE	8976	05/31/2025	9.32
<b>203-596-967.000</b>	<b>DUST CONTROL</b>				
2158	ROAD COMMISSION FOR O.C.	203-2025 CHLORIDE PROGRAM 1 OF 2	105624	06/27/2025	30,712.60
Total ROAD:					30,721.92

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ROAD FUND:					30,721.92
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001916419631	07/02/2025	105.60
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001916419631	07/02/2025	933.35
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001916419631	07/02/2025	90.15
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001916419631	07/02/2025	43.11
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	8/01/25-8/31/25	07/01/2025	192.32
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	8/01/25-8/31/25	07/01/2025	26.48
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	8/01/25-8/31/25	07/01/2025	1,548.73
<b>206-336-727.000 FIRE: SUPPLIES</b>					
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV103516	06/30/2025	350.28
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85825269	06/30/2025	395.12
1132	LINDE GAS & EQUIPMENT INC	206-EMS SUPPLIES	50376516	06/19/2025	314.72
1132	LINDE GAS & EQUIPMENT INC	206-EMS SUPPLIES	50501538	06/23/2025	64.15
<b>206-336-732.000 FIRE: UNIFORMS</b>					
9122	KENWORTHY, HALEIGH P.	206-KENWORTHY BOOTS	SIN13648118	04/24/2025	233.20
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET FRONTS	INV704191	06/23/2025	594.78
<b>206-336-750.000 FIRE: VEHICLE GAS/OIL</b>					
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	105732758	06/30/2025	128.95
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	105732758	06/30/2025	2,719.33
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	105732758	06/30/2025	65.24
<b>206-336-804.000 FIRE: LEGAL SERVICES</b>					
7845	KELLER THOMA	206-UNION MATTERS	127786	06/01/2025	227.50
<b>206-336-809.000 FIRE: SOFTWARE MAINTENANCE</b>					
9049	WEB MATTERS	206-HTFD WEBSITE	6682	07/03/2025	142.50
9049	WEB MATTERS	206-HTFD WEBSITE TRAINING	6682	07/03/2025	47.50
<b>206-336-820.000 FIRE: DUES &amp; EDUCATION</b>					
5078	CLIMBING THE RUNGS LLC	206-INSTRUCTOR I COURSE	250001	06/25/2025	4,400.00
9206	MICHIGAN ASSOC. OF FIRE CHIEFS	206-CHIEF EXPO-BELL/BONHAM/KORPONIC/MOORE/BE	08886	04/30/2025	855.00
2389	OAKLAND CO. MUTUAL AID ASSOC.	206-MABAS DUES	492	06/30/2025	2,635.86
<b>206-336-890.000 FIRE: PUBLIC EDUCATION</b>					
8253	AMAZON CAPITAL SERVICES	206-PROMOTIONS	1V39-4KD4-R3J3	07/01/2025	199.20
1642	PETER'S TRUE VALUE HARDWARE	206-PUBLIC EDUCATION STAKES	K78057	06/28/2025	6.49
9187	POSITIVE PROMOTIONS INC	206-PUBLIC EDUC. SUPPLIES CUST#00794307-01	07593858	06/19/2025	4,538.55
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	08022025 0170820	07/01/2025	204.85
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND FS1	203767797816	06/24/2025	105.27

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	204301760402	06/23/2025	31.50
1375	CONSUMERS ENERGY	206-2550 E WARDLOW-FS2	205903503391	06/24/2025	147.55
9090	NET EXPRESS VOIP	206-STATION PHONE	1605250623	06/23/2025	110.82
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
8253	AMAZON CAPITAL SERVICES	206-FUSE FOR 2024 DODGE 2500 (B2)	1V39-4KD4-R3J3	07/01/2025	8.90
4883	BOSSMANS DIESEL REPAIR LLC	206-2019 FORD (R212) BRAKE BOOSTER	269	07/01/2025	1,117.85
<b>206-336-967.000 FIRE: NEW PROJECTS</b>					
4618	AMERIVET CUSTOM FLAGS	206-RETIREMENT GIFT (COLE)	2516	06/19/2025	339.50
Total FIRE:					22,793.87
Total FIRE FUND:					22,793.87
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1375	CONSUMERS ENERGY	207-165 N JOHN ST	202610948512	06/24/2025	39.59
2285	CUMMINS SALES AND SERVICE	207-REPAIR SUBSTATION GENERATOR-LABOR	S6-250237930B	02/18/2025	577.59
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	202506766	06/23/2025	79.60
Total POLICE:					696.78
Total POLICE FUND:					696.78
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>ANNEX</b>					
<b>401-523-971.000 STEEPLE HALL IMPROVEMENTS</b>					
2173	DIEDRICH PAINTING	401-DEPOSIT FOR PAINTING WINDOW SASHES-STEEPL	2408	06/21/2025	3,556.00
Total ANNEX:					3,556.00
<b>PARKS</b>					
<b>401-751-971.001 DUCK LAKE PARK IMPROVEMENT</b>					
2419	ROCK BOTTOM STONE SUPPLY	401-PICKLEBALL PATIO-DUCK LAKE	0021801357-001	07/03/2025	193.20
2419	ROCK BOTTOM STONE SUPPLY	401-SAND FOR PICKLEBALL PATIO-DUCK LK	0021851460-001	07/02/2025	78.83
2419	ROCK BOTTOM STONE SUPPLY	401-SAND FOR PICKLEBALL PATIO-DUCK LK	0021854285-001	07/02/2025	375.70
Total PARKS:					647.73
Total CAPITAL IMPROVEMENT FUND:					4,203.73

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-712.000 DDA: HEALTH/DENTL/LIFE/DIS INS</b>					
1967	MUTUAL OF OMAHA	494-LIFE,DENTAL,DISAB. INS. DDA	001916419631	07/02/2025	63.82
9094	STANDARD INSURANCE CO.	494-DENTAL INSURANCE-DDA	8/01/25-8/31/25	07/01/2025	106.04
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	494-PANEL TRUCK	1V39-4KD4-R3J3	07/01/2025	189.99
8253	AMAZON CAPITAL SERVICES	494-PANEL TRUCKS	1V39-4KD4-R3J3	07/01/2025	398.98
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1013	ABC PRINTING INC	494-BANNER/FLYERS/POSTERS-RED WHITE AND BLUE F	10965	07/02/2025	250.00
4420	BERNADETTE KATHRYN & LONELY DAYS BAND	494-CONCERT IN THE PARK-DEPOSIT	2025-12	07/01/2025	700.00
4420	BERNADETTE KATHRYN & LONELY DAYS BAND	494-CONCERT IN THE PARK-FINAL	2025-12B	07/01/2025	700.00
8462	BLASCYK, TOM	494-REIMBURSEMENT FOR ICE-RED WHITE & BLUE FES	06282025	06/28/2025	13.96
4877	BROCK, RANDY	494-RED WHITE & BLUE FESTIVAL	2025-8	06/21/2025	1,500.00
1532	DASHEVICH, MELISSA	494-REIMBURSEMENT FOR MICHAEL MAY-RED WHITE &	06272025	06/27/2025	1,000.00
5082	DUPURE, MICHAEL	494-PERFORMANCE SOUNDS LIKE SUMMER	2025-9	06/30/2025	900.00
1506	GREAT LAKES ACE	494-WATER FOR RED WHITE & BLUE FEST	2297/71	06/28/2025	13.47
<b>494-729-880.003 DDA: DESIGN</b>					
2262	BRIEN'S SERVICES INC.	494-MAINTENANCE OF BEDS	51926	06/24/2025	1,128.00
4494	CURTIS, ZACHARY	494-MURAL MAINTENANCE-ODD AND INS	1024	06/22/2025	700.00
4865	WARDELL MANOR FAMILY FARM LLC	494-BOARDWALK RIBBON CUTTING REFRESHMENTS	1224	06/23/2025	60.00
<b>494-729-967.000 DDA: FARMERS' MARKET</b>					
8253	AMAZON CAPITAL SERVICES	494-BUTTERFLY KITS/CHALK/CUPS/SEEDS	1V39-4KD4-R3J3	07/01/2025	126.44
8253	AMAZON CAPITAL SERVICES	494-CANOPY TENT/FOLDING WAGON	1V39-4KD4-R3J3	07/01/2025	286.97
4414	JONES, JAMISON	494-PERFORMER	2025-11	07/01/2025	150.00
4414	JONES, JAMISON	494-SOUND	2025-11	07/01/2025	125.00
4496	VIGNA, DAVID	494-ENTERTAINMENT AND SOUND	2025-10	07/01/2025	225.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					8,637.67
Total DOWNTOWN DEVELOPMENT FUND:					8,637.67
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
8253	AMAZON CAPITAL SERVICES	702-AIR TAGS	1V39-4KD4-R3J3	07/01/2025	75.60
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	833215607	06/23/2025	122.42
9079	HOMETOWN CATERING-MEALS ON WHEELS	702-CUTLERY	53125	05/31/2025	47.00
2692	WEX BANK	702-GAS FOR HAAC TRIPS	105732758	06/30/2025	167.32

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total GENERAL GOVERNMENT:					412.34
Total HIGHLAND ADVISORY COUNCIL:					412.34
<b>POST-RETIREMENT BENEFITS</b>					
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>737-279-719.000 RETIREE OPEB EXPENSE</b>					
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	JUL 2025	06/30/2025	165.00
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	JUN 2025	07/02/2025	278.53
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	MAY 2025	06/30/2025	278.53
1311	PILCHOWSKI, PATRICIA	737-RETIREE DENTAL REIMBURSEMENT	06112025	06/11/2025	23.00
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	JUL 2025	06/30/2025	422.83
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	JUN 2025	06/30/2025	209.69
Total GENERAL GOVERNMENT PERSONNEL B:					1,377.58
Total POST-RETIREMENT BENEFITS:					1,377.58
<b>HIGHLAND LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	765-LAKE TREATMENT-HIGHLAND LAKE	23449	06/11/2025	2,080.00
Total TRUST & AGENCY ADMIN:					2,080.00
Total HIGHLAND LAKE ASSOC:					2,080.00
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
4888	OAKLAND HARVESTERS	766-HARVEST-TAGGETT LAKE	TAGGETT TEST HA	06/24/2025	6,500.00
Total TRUST & AGENCY ADMIN:					6,500.00
Total TAGGETT LAKE ASSOC:					6,500.00
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
9023	PLM LAKE & LAND MANAGEMENT CORP	767-WEED & ALGAE TREATMENT-KELLOGG LAKE	4007647	06/17/2025	2,250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					2,250.00
Total KELLOGG LAKE ASSOC:					2,250.00
<b>CHARLICK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
4888	OAKLAND HARVESTERS	768-HARVEST-CHARLICK LAKE	CHARLICK LAKE #	06/24/2025	6,500.00
Total TRUST & AGENCY ADMIN:					6,500.00
Total CHARLICK LAKE ASSOC:					6,500.00
<b>PENNINSULA LAKE</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>774-255-956.000 PENINSULA LAKE: DEDUCTIONS</b>					
9023	PLM LAKE & LAND MANAGEMENT CORP	774-ALGAE TREATMENT-PENINSULA LAKE	4007721	06/24/2025	2,777.50
Total TRUST & AGENCY ADMIN:					2,777.50
Total PENNINSULA LAKE:					2,777.50
Grand Totals:					<u>132,180.25</u>

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>101-261-802.000 GEN GOV: PAYROLL PROCESSING</b>					
4868	ADP INC	101-PAYROLL SERVICES	694707652	07/04/2025	161.85
<b>101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA</b>					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1884203	07/01/2025	823.00
<b>101-261-900.001 GEN GOV: ADVERTISING</b>					
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-198	07/01/2025	430.32
Total GENERAL GOVERNMENT:					<u>1,415.17</u>
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	06/18/25-07/01/25	07/01/2025	2,819.07
8149	WATKINS III, MITCHELL	101-INSPECTIONS	06/18/25-07/01/25	07/01/2025	2,036.13
Total BUILDING:					<u>4,855.20</u>
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES</b>					
2059	APPLIED INNOVATION	101-TONER-ACT CTR	2870125	07/02/2025	15.43
Total ACTIVITY CENTER:					<u>15.43</u>
Total GENERAL FUND:					<u>6,285.80</u>
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
2059	APPLIED INNOVATION	206-PRINTER INK	2858598	06/18/2025	126.05
Total FIRE:					<u>126.05</u>
Total FIRE FUND:					<u>126.05</u>
<b>REFUSE FUND</b>					
<b>REFUSE</b>					
<b>227-526-801.000 REFUSE: CONTRACTOR</b>					
4887	PRIORITY WASTE LLC	227-MONTHLY CONTRACT-JULY	INV1162014	07/01/2025	91,895.44

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<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
Total REFUSE:					<u>91,895.44</u>
Total REFUSE FUND:					<u>91,895.44</u>
Grand Totals:					<u><u>98,307.29</u></u>

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**Payroll and Hand Check July 10, 2025 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 7/3/2025	\$	32,009.73
General/Fire Payroll 7/3/2025	\$	84,955.75
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	2,093.90
Flexible Savings Account	\$	746.65
Friend of the Court	\$	35.17
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	600.00
Highland Firefighters Union Dues-Part-Time	\$	396.00

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Total GENERAL FUND:	49,514.66
Total ROAD FUND:	30,721.92
Total FIRE FUND:	22,919.92
Total POLICE FUND:	696.78
Total REFUSE FUND:	91,895.44
Total CAPITAL IMPROVEMENT FUND:	4,203.73
Total DOWNTOWN DEVELOPMENT FUND:	8,637.67
Total HIGHLAND ADVISORY COUNCIL:	412.34
Total POST-RETIREMENT BENEFITS:	1,377.58
Total HIGHLAND LAKE ASSOC:	2,080.00
Total TAGGETT LAKE ASSOC:	6,500.00
Total KELLOGG LAKE ASSOC:	2,250.00
Total CHARLICK LAKE ASSOC:	6,500.00
Total PENNINSULA LAKE:	2,777.50
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Grand Totals:	230,487.54
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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-RIDGEWOOD-OAK CTY	JUN 2025	07/10/2025	218.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	JUNE 2025	07/10/2025	373.50
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	JUNE2025	07/10/2025	142.50
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-RIDGEWOOD-HVS	JUN 2025	07/10/2025	874.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	JUNE 2025	07/10/2025	1,494.00
1159	TREASURER	101-HIGHLAND HILLS HVS	JUNE2025	07/10/2025	570.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00127	07/09/2025	125.00
5094	ATA RESIDENTAIL SOLUTION	101-ESCROW/BUILDING	B25-00030	07/15/2025	500.00
7254	BALLARD, SEAN MICHAEL	101-ESCROW/BUILDING	B24-00235	07/09/2025	3,700.00
7254	BALLARD, SEAN MICHAEL	101-REFUSE FEE	B24-00235	07/09/2025	90.00-
5093	BROADSTONE HOMES LLC	101-ESCROW/BUILDING	B25-00020	07/15/2025	1,750.00
5093	BROADSTONE HOMES LLC	101-REFUSE FEE	B25-00020	07/15/2025	83.00-
5088	EMERGENCY EGRESS LLC	101-ESCROW/BUILDING	B25-00291	07/09/2025	125.00
8333	ERIE CONSTRUCTION MID-WEST INC	101-ESCROW/BUILDING	B24-00053	07/09/2025	500.00
5042	GREEN SHIELD HOME LLC	101-ESCROW/BUILDING	B25-00034	07/15/2025	500.00
6093	GUSTAFSON, ERIC W.	101-BUILDING/ESCROW	B25-00255	07/09/2025	125.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B24-00235	07/09/2025	90.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B25-00020	07/15/2025	83.00
5061	HOME DEPOT USA	101-ESCROW/BUILDING	B25-00158	07/15/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00068	07/15/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00074	07/09/2025	250.00
5086	K&W FENCE	101-ESCROW/BUILDING	B25-00184	07/09/2025	125.00
5087	MCFERN, GREGORY	101-ESCROW/BUILDING	B25-00213	07/09/2025	125.00
5083	MODFORCE HOME SOLUTIONS	101-ESCROW/BUILDING	B25-00248	07/09/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00048	07/15/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00120	07/15/2025	500.00
7419	RJ HOFFMAN MANAGEMENT INC	101-ESCROW/BUILDING	B25-00239	07/09/2025	500.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B25-00253	07/15/2025	500.00
<b>101-000-202.005 PLANNING ESCROW PAYABLES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SOUTH BAY SHORES	1083815	07/09/2025	15.50
<b>101-000-412.000 DELINQUENT P. PROPERTY TAX</b>					
6317	OAKLAND COUNTY TREASURER	101- DELINQUENT PROPERTY TAX	06302025	06/30/2025	1,245.75
Total :					15,258.75

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>CLERK</b>					
<b>101-215-820.000</b>	<b>CLERK: DUES/ED/TRAVEL</b>				
1370	OAKLAND COUNTY CLERKS ASSOC	101-LUNCH AND LEARN-FLOWERS/KABALKA	07212025	07/21/2025	85.00
Total CLERK:					85.00
<b>TREASURER</b>					
<b>101-253-820.000</b>	<b>TREAS: DUES/ED/TRAVEL</b>				
9152	MAERTENS, WENDY	101-MILEAGE REIMBURSEMENT FOR TAX USER GROUP	07172025	07/17/2025	21.98
Total TREASURER:					21.98
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000</b>	<b>GEN GOV: OFFICE SUPPLIES</b>				
1521	CHASE CARDMEMBER SERVICE	101-NOTARY STAMP-BOSH	6/09/25-7/08/25	07/08/2025	28.62
1521	CHASE CARDMEMBER SERVICE	101-IKEA FURNITURE	6/09/25-7/08/25	07/08/2025	411.16
2541	STAPLES	101-COPY PAPER/ADDING MACHINE TAPE	6036825225	07/12/2025	210.24
<b>101-261-804.000</b>	<b>GEN GOV: LEGAL SERVICES</b>				
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53446	07/01/2025	4,111.25
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1083815	07/09/2025	93.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1083815	07/09/2025	511.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ORDINANCE	1083815	07/09/2025	155.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SHEETZ	1083816	07/09/2025	1,968.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTERS	1083818	07/09/2025	255.00
<b>101-261-821.000</b>	<b>GEN GOV: MEMBER FEES</b>				
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	6/09/25-7/08/25	07/08/2025	26.00
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X071	07/06/2025	23.70
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X071	07/06/2025	47.08
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
2375	GANNETT MICHIGAN LOCALIQ	101-AMENDMENT-TOWNSHIP BOARD	0007184844	06/30/2025	154.42
2375	GANNETT MICHIGAN LOCALIQ	101-MEETING NOTICE-TWP BOARD	0007184844	06/30/2025	111.28
2375	MICHIGAN.COM #1008	101-SUBSCRIPTION OM8836890	08/01/25-07/31/26	07/15/2025	89.22
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	07162025 66330	07/17/2025	17.69
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	07162025 66959	07/17/2025	17.68
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	07162025 67072	07/17/2025	634.35
1005	DTE ENERGY	101-501 N. MILFORD RD CEMETERY 910008267460	07162025 67460	07/17/2025	19.73
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	07162025 80059	07/17/2025	942.70
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	07162025 80661	07/17/2025	88.51
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	07162025 80786	07/17/2025	78.54

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	07162025 80885	07/17/2025	44.96
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
1521	CHASE CARDMEMBER SERVICE	101-BATTERY/WATERING TANK/PUMP/WARRANTY	6/09/25-7/08/25	07/08/2025	468.60
1521	CHASE CARDMEMBER SERVICE	101-REFUND FOR TAXES CHARGED	6/09/25-7/08/25	07/08/2025	4.20-
2596	FIVE STAR ACE	101-DRAIN REPAIR-TWP	32986	07/08/2025	42.98
2596	FIVE STAR ACE	101-DRAIN REPAIR-TWP	32987	07/08/2025	20.98
9208	HIGHLAND SUPPLY INC.	101-PLATES/TP/MULTIFOLD/LINERS	INV104732	07/11/2025	428.34
1642	PETER'S TRUE VALUE HARDWARE	101-WEED WHACKER REPAIR	K78221	07/10/2025	199.97
1642	PETER'S TRUE VALUE HARDWARE	101-CHAINSAW BLADES	K78329	07/17/2025	40.00
<b>101-261-936.002</b>	<b>GEN GOV: MOWING</b>				
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING-JUNE	11234	07/05/2025	3,182.50
6300	S&D SEASONAL SERVICES	101-TWP MOWING-M59 MEDIAN	35862	07/01/2025	242.00
<b>101-261-936.004</b>	<b>GEN GOV: WOTA MAINTENANCE</b>				
2596	FIVE STAR ACE	101-LIGHT BULBS-WOTA BLDG 250 W LIVINGSTON	33023	07/16/2025	45.98
7919	WESTERN OAKLAND TRANSPORTATION AUTHORI	101-REIMB FOR GARAGE DOOR REPAIR-250 W LIVINGST	2591	07/14/2025	283.00
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2203	06/30/2025	36.00
1642	PETER'S TRUE VALUE HARDWARE	101-WIPER BLADES/FUEL MIX	K78198	07/09/2025	91.46
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	6/09/25-7/08/25	07/08/2025	116.39
2021	GRACON SERVICES INC.	101-MICROSOFT NCE 365 G3 GCC-1YR	16517	07/17/2025	18,605.40
2021	GRACON SERVICES INC.	101-MICROSOFT EXCHANGE ANNUAL FOR TRUSTEES	16520	07/17/2025	574.38
<b>101-261-955.000</b>	<b>GEN GOV: MISCELLANEOUS</b>				
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-TWP	89804352	07/14/2025	42.65
<b>101-261-971.000</b>	<b>GEN GOV: EQUIP CAP OUTLAY</b>				
1521	CHASE CARDMEMBER SERVICE	101-GENERATOR	6/09/25-7/08/25	07/08/2025	1,099.99
1521	CHASE CARDMEMBER SERVICE	101-TOOLS/CLAMPS	6/09/25-7/08/25	07/08/2025	428.60-
<b>101-261-971.001</b>	<b>GEN GOV: COMP CAP OUTLAY</b>				
1521	CHASE CARDMEMBER SERVICE	101-LAPTOP/MONITORS	6/09/25-7/08/25	07/08/2025	1,094.94
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	6/09/25-7/08/25	07/08/2025	124.99
Total GENERAL GOVERNMENT:					36,347.38
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
1184	BURNHAM & FLOWER INSURANCE GP.	101-2ND QTR FSA ADMIN COST	BFG-1327707	07/15/2025	71.25
9138	UNITED STATES TREASURY	101-38-6026891-2Q-PCORI FORM 720	2025-FORM 720	07/16/2025	140.54
Total GENERAL GOVERNMENT PERSONNEL B:					211.79

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	07/02/2025-07/15/2	07/16/2025	405.81
5077	KESSLER, GERALD	101-INSPECTIONS	07/02/2025-07/15/2	07/16/2025	765.00
Total BUILDING:					1,170.81
<b>CEMETERY</b>					
<b>101-567-935.001</b>	<b>CEMETERY: MAINTENANCE</b>				
1521	CHASE CARDMEMBER SERVICE	101-PLOT CLEANER/CUTTER	6/09/25-7/08/25	07/08/2025	147.66
Total CEMETERY:					147.66
<b>ACTIVITY CENTER</b>					
<b>101-672-850.001</b>	<b>ACTIVITY CTR: INTERNET SERVICE</b>				
1521	CHASE CARDMEMBER SERVICE	101-COMCAST	6/09/25-7/08/25	07/08/2025	107.98
<b>101-672-900.000</b>	<b>ACTIVITY CTR: ADVERT./PRINTING</b>				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-NATURALLY CONNECTED ADVERTISEMENT	00002	04/09/2025	300.00
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1005	DTE ENERGY	101-209 N JOHN ACT CTR 910008266702	07102025 66702	07/11/2025	732.11
<b>101-672-920.002</b>	<b>STEEPLE HALL: UTILITIES</b>				
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL 91000828013	07162025 80133	07/17/2025	541.85
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO	101- H/C COOLER-ACTIVITY CTR.	31476860	06/30/2025	12.00
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-ACTIVITY CTR.	89804354	07/14/2025	116.15
2596	FIVE STAR ACE	101-CLEANER/ELECTRICAL SUPPLIES-ACT CTR	33000	07/10/2025	26.35
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202507528	07/21/2025	28.60
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202507531	07/21/2025	34.60
<b>101-672-936.002</b>	<b>STEEPLE HALL: BUILDING MAINT</b>				
1521	CHASE CARDMEMBER SERVICE	101-REFUND FOR TAXES CHARGED	6/09/25-7/08/25	07/08/2025	69.04-
Total ACTIVITY CENTER:					1,830.60
<b>ZONING BOARD OF APPEALS (ZBA)</b>					
<b>101-702-900.000</b>	<b>ZBA: ADVERTISING</b>				
2375	GANNETT MICHIGAN LOCALIQ	101-LEGAL ADVERTISEMENT-ZBA	0007184844	06/30/2025	326.98
Total ZONING BOARD OF APPEALS (ZBA):					326.98
<b>PLANNING COMMISSION</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-703-900.000 PLNG COMM: ADVERTISING/PRTG</b>					
9077	21ST CENTURY MEDIA-MICHIGAN	101-ADVERTISEMENT-PLN COMM	2725752	06/04/2025	372.50
Total PLANNING COMMISSION:					372.50
<b>PARKS</b>					
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	07162025 67940	07/17/2025	188.09
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	07172025 66587	07/18/2025	178.94
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	07172025 66835	07/18/2025	17.65
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	07172025 67205	07/18/2025	29.89
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
2596	FIVE STAR ACE	101-ELECTRICAL REPAIR-VETERANS PARK	33017	07/16/2025	56.78
2596	FIVE STAR ACE	101-CREDIT FOR ELECTRICAL-VETERANS PARK	33018	07/16/2025	46.00-
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING PARKS-JUNE	11234	07/05/2025	1,567.50
1070	OAKLAND COUNTY HEALTH DIVISION	101-BAC-T TEST	CI061074	06/30/2025	12.00
Total PARKS:					2,004.85
Total GENERAL FUND:					57,778.30
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
1184	BURNHAM & FLOWER INSURANCE GP.	206-2ND QTR FSA ADMIN COSTS	BFG-1327707	07/15/2025	41.25
9138	UNITED STATES TREASURY	206-38-6026891-2Q-PCORI FORM 720	2025-FORM 720	07/16/2025	178.70
<b>206-336-713.000 FIRE: FIREFIGHTERS MEDICAL</b>					
8052	SPRINGFIELD URGENT CARE PLLC	206-SIMPSON-PRE EMPLOYMENT PHYSICAL	188K31854	07/01/2025	352.50
8052	SPRINGFIELD URGENT CARE PLLC	206-CLEVELAND-PRE EMPLOYMENT PHYSICAL	188K31854	07/01/2025	352.50
8052	SPRINGFIELD URGENT CARE PLLC	206-TERNES- PRE EMPLOYMENT PHYSICAL	188K31854	07/01/2025	352.50
8052	SPRINGFIELD URGENT CARE PLLC	206-WILLS- PRE EMPLOYMENT PHYSICAL	188K31854	07/01/2025	417.50
<b>206-336-727.000 FIRE: SUPPLIES</b>					
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV105427	07/17/2025	305.04
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K78291	07/15/2025	47.47
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85825270	06/30/2025	1,039.20
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85840193	07/11/2025	335.80
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85841764	07/14/2025	45.45
<b>206-336-732.000 FIRE: UNIFORMS</b>					
1521	CHASE CARDMEMBER SERVICE	206-HELMET FRONTS	6/09/25-7/08/25	07/08/2025	289.50
9276	HURON VALLEY GUNS LLC	206-UNIFORMS-WILLS	238291	07/01/2025	305.97

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9276	HURON VALLEY GUNS LLC	206-UNIFORMS-CLEVELAND	238297	07/01/2025	234.97
9276	HURON VALLEY GUNS LLC	206-UNIFORM-TERNES	238348	07/02/2025	454.95
9276	HURON VALLEY GUNS LLC	206-UNIFORM-MOORE	238618	07/07/2025	160.98
<b>206-336-806.001</b>	<b>FIRE: COMPUTERS/SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	206-LAPTOPS/CORDS/SPEAKERS	6/09/25-7/08/25	07/08/2025	2,199.88
<b>206-336-820.000</b>	<b>FIRE: DUES &amp; EDUCATION</b>				
1521	CHASE CARDMEMBER SERVICE	206-NATIONAL REG OF EMERG TECHS-FOTOPOULOS	6/09/25-7/08/25	07/08/2025	175.00
5039	DORSEY COLLEGE - EMS/AHA	206-CPR AED CLASS	5615	07/07/2025	98.00
<b>206-336-920.000</b>	<b>FIRE: PUBLIC UTILITIES</b>				
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X071	07/06/2025	90.01
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X071	07/06/2025	23.71
9027	AT&T MOBILITY	206-IPADS	287287294406X071	07/06/2025	422.89
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	08152025 0160011	07/12/2025	199.90
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	07072025 06488	07/08/2025	753.57
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	07152025 66207	07/16/2025	58.75
<b>206-336-930.000</b>	<b>FIRE: VEHICLE REPAIR</b>				
1521	CHASE CARDMEMBER SERVICE	206-2007 PIERCE (E1) REPAIR	6/09/25-7/08/25	07/08/2025	1,542.67
9257	R&R FIRE TRUCK REPAIR	206-2019 PIERCE (E11) CHECK ENGINE LIGHT	71228	07/08/2025	260.00
9257	R&R FIRE TRUCK REPAIR	206-2007 PIERCE (E1) VALVE WORK	71288	07/12/2025	657.31
<b>206-336-936.000</b>	<b>FIRE: BLDG MAINT/REPAIR</b>				
4907	SELECTIVE HVAC HEATING & COOLING INC	206-STN 2 UNIT 3 KITCHEN HEATER REPLACEMENT	45376	06/10/2025	11,750.00
<b>206-336-937.000</b>	<b>FIRE: EQUIP MAINT</b>				
1521	CHASE CARDMEMBER SERVICE	206-REPAIR WASHER-FS1	6/09/25-7/08/25	07/08/2025	99.00
1864	FIRE PROTECTION PLUS INC	206-TEST & FILL	07072	07/07/2025	480.00
Total FIRE:					23,724.97
Total FIRE FUND:					23,724.97
<b>POLICE FUND</b>					
<b>207-000-677.000</b>	<b>MISCELLANEOUS</b>				
1194	PETTY CASH	207-POLICE COPIES	07142025	07/14/2025	30.00
Total :					30.00
<b>POLICE</b>					
<b>207-301-920.000</b>	<b>POLICE: UTILITIES</b>				
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	07162025 66454	07/17/2025	535.69
<b>207-301-935.000</b>	<b>POLICE: SHERIFF'S MAINT</b>				
1839	ABSOPURE WATER CO	207-COOLER	31476433	06/30/2025	4.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1839	ABSOPURE WATER CO	207-5 GALLON WATER	89775337	06/16/2025	19.40
<b>207-301-936.000</b>	<b>POLICE: OFFICE CLEANING</b>				
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG-JUNE	2031	07/07/2025	765.00
Total POLICE:					1,324.09
Total POLICE FUND:					1,354.09
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-ADOBE/ZOOM	6/09/25-7/08/25	07/08/2025	61.45
<b>494-729-801.000</b>	<b>DDA: PROF SERVICES</b>				
1114	ROSATI SCHULTZ JOPPICH ET AL	494-PROFESSIONAL SERVICES	1083817	07/09/2025	124.00
<b>494-729-808.000</b>	<b>DDA: MARKETING CONSULTANT</b>				
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2032	06/16/2025	520.00
<b>494-729-820.000</b>	<b>DDA: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	494-MAIN STREET AMERICA MEMBERSHIP	6/09/25-7/08/25	07/08/2025	375.00
<b>494-729-880.001</b>	<b>DDA: PROMOTIONS</b>				
1521	CHASE CARDMEMBER SERVICE	494-BOLTS	6/09/25-7/08/25	07/08/2025	8.16
1521	CHASE CARDMEMBER SERVICE	494-SAND BAGS	6/09/25-7/08/25	07/08/2025	49.47
5089	CRUIZIN' JUPITER ENTERTAINMENT	494-SOUNDS LIKE SUMMER CONCERT	2025-13	07/12/2025	1,500.00
<b>494-729-880.002</b>	<b>DDA: ECONOMIC RESTRUCTURING</b>				
1013	ABC PRINTING INC	494-SIDEWALK SALE POSTERS/FLYERS	10969	07/16/2025	215.00
<b>494-729-880.003</b>	<b>DDA: DESIGN</b>				
1521	CHASE CARDMEMBER SERVICE	494-REFUND FOR TAXES CHARGED	6/09/25-7/08/25	07/08/2025	23.02-
<b>494-729-880.004</b>	<b>DDA: ORGANIZATION</b>				
1521	CHASE CARDMEMBER SERVICE	494-VOLUNTEER EVENT GIFTS	6/09/25-7/08/25	07/08/2025	27.56
1521	CHASE CARDMEMBER SERVICE	494-WOOD EASELS/CERTIFICATE FRAMES	6/09/25-7/08/25	07/08/2025	357.38
<b>494-729-900.000</b>	<b>DDA: ADVERTISING/PRINTING</b>				
4000	CHARTER TOWNSHIP OF HIGHLAND	494-ADVERTISEMENT IN NATURALLY CONNECTED	00007	05/07/2025	600.00
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT	6/09/25-7/08/25	07/08/2025	88.00
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK ADS	6/09/25-7/08/25	07/08/2025	50.00
<b>494-729-900.001</b>	<b>DDA: FUNDRAISER EXPENSE</b>				
1521	CHASE CARDMEMBER SERVICE	494-SPONSOR TAGS	6/09/25-7/08/25	07/08/2025	435.00
<b>494-729-920.000</b>	<b>DDA: RENT/ UTILITIES</b>				
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	6/09/25-7/08/25	07/08/2025	244.11
<b>494-729-967.000</b>	<b>DDA: FARMERS' MARKET</b>				
1013	ABC PRINTING INC	494-A-FRAME SIGNS	10968	07/16/2025	780.00
1521	CHASE CARDMEMBER SERVICE	494-SIDEWALK SIGN/MATERIAL FOR SIGNS	6/09/25-7/08/25	07/08/2025	427.92

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DOWNTOWN DEVELOPMENT AUTHORITY:					5,840.03
Total DOWNTOWN DEVELOPMENT FUND:					5,840.03
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>702-000-674.000 CONTRIBUTIONS</b>					
5095	JAROIS, DIANNE	702-REFUND FOR HOT AIR BALLOON CANCELLED TRIP	07152025	07/15/2025	50.00
Total :					50.00
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	702-REFUND FOR CANCELLED BALLONFEST	6/09/25-7/08/25	07/08/2025	323.50-
1521	CHASE CARDMEMBER SERVICE	702-CANAL BOATS TOLEDO	6/09/25-7/08/25	07/08/2025	196.00
1521	CHASE CARDMEMBER SERVICE	702-TROLLEY TOUR	6/09/25-7/08/25	07/08/2025	200.00
1521	CHASE CARDMEMBER SERVICE	702-FOOD	6/09/25-7/08/25	07/08/2025	74.24
1521	CHASE CARDMEMBER SERVICE	702-PARKING/FOOD-COMERICA PARK	6/09/25-7/08/25	07/08/2025	96.77
1521	CHASE CARDMEMBER SERVICE	702-HOTEL/VAN RENTAL-PETOSKEY/MACKINAW	6/09/25-7/08/25	07/08/2025	3,461.84
1521	CHASE CARDMEMBER SERVICE	702-SUPES EXOTIC JUNGLE	6/09/25-7/08/25	07/08/2025	104.00
1521	CHASE CARDMEMBER SERVICE	702-WOUNDED WARRIOR PROJECT	6/09/25-7/08/25	07/08/2025	150.00
1521	CHASE CARDMEMBER SERVICE	702-RENTAL VANS	6/09/25-7/08/25	07/08/2025	143.82
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1135	07/07/2025	1,380.00
Total GENERAL GOVERNMENT:					5,483.17
Total HIGHLAND ADVISORY COUNCIL:					5,533.17
<b>DUCK LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	07162025 91144	07/17/2025	554.42
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	07172025 07439	07/18/2025	562.89
1005	DTE ENERGY	764-3261 RAMADA DR IRRIGATION 920009313643	07172025 13643	07/18/2025	722.82
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	07172025 13650	07/18/2025	815.64
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	07172025 13668	07/18/2025	660.86
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	07172025 43164	07/18/2025	1,043.66
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	07172025 75436	07/18/2025	137.59

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					4,497.88
Total DUCK LAKE ASSOC:					4,497.88
<b>HIGHLAND LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC	765-LAKE TREATMENT-HIGHLAND LAKE	23622	07/01/2025	1,131.00
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	07152025 67338	07/16/2025	613.47
Total TRUST & AGENCY ADMIN:					1,744.47
Total HIGHLAND LAKE ASSOC:					1,744.47
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	07152025 80281	07/16/2025	764.12
Total TRUST & AGENCY ADMIN:					764.12
Total TAGGETT LAKE ASSOC:					764.12
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	07152025 80281	07/16/2025	448.78
6636	HANSFORD, LYNN M.	767-REIMBURSE FOR KEY FEE/PRINTING	07092025	07/09/2025	21.00
9023	PLM LAKE & LAND MANAGEMENT CORP	767-ALGAE TREATMENT-KELLOGG LAKE	4007841	07/08/2025	1,940.00
Total TRUST & AGENCY ADMIN:					2,409.78
Total KELLOGG LAKE ASSOC:					2,409.78
<b>CHARLICK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	07152025 80414	07/16/2025	197.11

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					197.11
Total CHARLICK LAKE ASSOC:					197.11
<b>WOODRUFF LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>769-255-956.000 WOODRUFF LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	07152025 67676	07/16/2025	12.95
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	07152025 80547	07/16/2025	22.75
Total TRUST & AGENCY ADMIN:					35.70
Total WOODRUFF LAKE ASSOC:					35.70
Grand Totals:					103,879.62

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>101-261-801.001 GEN GOV: PROF SERVICES</b>					
2240	CARLISLE WORTMAN ASSOC. INC.	101-PLANNING CONSULTATION	2180002	07/10/2025	282.50
<b>101-261-802.000 GEN GOV: PAYROLL PROCESSING</b>					
4868	ADP INC	101-TIME AND ATTENDANCE	694708414	07/04/2025	265.00
4868	ADP INC	101-TAX REPORTING	694710695	07/04/2025	500.00
4868	ADP INC	101-WIRE FEES	695734618	07/18/2025	35.00
4868	ADP INC	101-PAYROLL SERVICES	695734618	07/18/2025	169.70
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2874721	07/10/2025	66.12
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2874721	07/10/2025	56.90
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	2874721	07/10/2025	4.92
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2874722	07/10/2025	112.32
Total GENERAL GOVERNMENT:					1,492.46
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004578627	07/23/2025	714.67
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004578627	07/23/2025	313.89
Total GENERAL GOVERNMENT PERSONNEL B:					1,028.56
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	07/02/2025-07/15/2	07/16/2025	792.25
8149	WATKINS III, MITCHELL	101-INSPECTIONS	07/02/2025-07/15/2	07/16/2025	604.50
Total BUILDING:					1,396.75
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES</b>					
2059	APPLIED INNOVATION	101-TONER-ACT CTR	2874851	07/10/2025	15.43
Total ACTIVITY CENTER:					15.43
Total GENERAL FUND:					3,933.20
<b>FIRE FUND</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>FIRE</b>					
<b>206-336-712.001</b>	<b>FIRE:HEALTH/DENTAL/LIFE/DISINS</b>				
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004578649	07/23/2025	311.78
Total FIRE:					311.78
Total FIRE FUND:					311.78
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-712.000</b>	<b>DDA: HEALTH/DENTL/LIFE/DIS INS</b>				
9402	ASSURITY LIFE INSURANCE CO.	494-ASSURITY INSURANCE-DDA	4004578627	07/23/2025	218.49
Total DOWNTOWN DEVELOPMENT AUTHORITY:					218.49
Total DOWNTOWN DEVELOPMENT FUND:					218.49
Grand Totals:					4,463.47

**Payroll and Hand Check July 24, 2025 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 7/18/2025	\$	34,273.02
General/Fire Payroll 7/18/2025	\$	88,811.79
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	2,605.53
Flexible Savings Account	\$	796.65
Friend of the Court	\$	35.17
Highland Firefighters Assn	\$	740.00
Highland Firefighters Union Dues-Full-Time	\$	600.00
Highland Firefighters Union Dues-Part-Time		

Total GENERAL FUND:	61,711.50
Total FIRE FUND:	24,036.75
Total POLICE FUND:	1,354.09
Total DOWNTOWN DEVELOPMENT FUND:	6,058.52
Total HIGHLAND ADVISORY COUNCIL:	5,533.17
Total DUCK LAKE ASSOC:	4,497.88
Total HIGHLAND LAKE ASSOC:	1,744.47
Total TAGGETT LAKE ASSOC:	764.12
Total KELLOGG LAKE ASSOC:	2,409.78
Total CHARLICK LAKE ASSOC:	197.11
Total WOODRUFF LAKE ASSOC:	35.70
	<hr/>
Grand Totals:	108,343.09
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## Tami Flowers

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**From:** Renee Bowen  
**Sent:** Wednesday, July 9, 2025 9:08 AM  
**To:** Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick  
**Cc:** Dawn Mecklenborg; Nick George; Chantelle Green; Robin Orlando  
**Subject:** List of Bills dated 7/10/2025 additions

Hello, the following needs to be added to the List of Bills dated 7/10/2025:

1. Blue Care Network Fund 101 for \$15762.34
2. Staples Fund 101 for \$68.82
3. Blue Care Network Fund 206 for \$9756.64

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

Checks will be processed and mailed this week.

Please contact me if you have any questions or concerns. Have a nice day.

Thank you,

*Renee Bowen*

Assistant Bookkeeper  
248-887-3791 ext. 140  
248-889-0988 Fax  
[Bowenr@highlandtwp.org](mailto:Bowenr@highlandtwp.org)



## Tami Flowers

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**From:** Renee Bowen  
**Sent:** Wednesday, July 23, 2025 9:13 AM  
**To:** Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick  
**Cc:** Dawn Mecklenborg; Nick George; Chantelle Green; Robin Orlando  
**Subject:** List of Bills dated 7/24/2025 additions

Hello, the following needs to be added to the List of Bills dated 7/24/2025:

1. Comcast Fund 206 for \$56.16
2. Comcast Fund 207 for \$124.95

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

Checks will be processed and mailed this week.

Please contact me if you have any questions or concerns. Have a nice day.

Thank you,

*Renee Bowen*

Assistant Bookkeeper  
248-887-3791 ext. 140  
248-889-0988 Fax

[Bowenr@highlandtwp.org](mailto:Bowenr@highlandtwp.org)



**5b. Receive and File:**

*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
June 2025*



# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2025 12:00:00 AM AND  
6/30/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Deck</b>					
PB25-0263	4200 WOODCOCK WAY	E.W Gustafson	\$5000	\$114	
PB25-0280	3290 S HICKORY RIDGE RD	Boones Carpentry Inc	\$39000	\$284	
PB25-0288	1089 GLENEAGLES	Silver Hammer Carpentry Inc	\$108000	\$615	
<b>Deck</b>			\$152000	\$1013	3
<b>Electrical</b>					
PE25-0292	2342 S Dundee	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0293	2352 MacLaren	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0294	2374 N Baird Dr	Chapple Electric Inc	\$0	\$74	
PE25-0295	1400 BLUE HERON DR	Randazzo Mechanical Htg & Cl	\$0	\$90	
PE25-0296	2759 OVERBROOK	Family Heating Co Inc	\$0	\$107	
PE25-0297	3150 OAK RIDGE DR	EGLITIS, GARRETT	\$0	\$57	
PE25-0298	1575 S MILFORD RD 101	IB Electric Inc	\$0	\$317	
PE25-0299	4501 W HIGHLAND RD	Magnum Electric Assoc Inc	\$0	\$810	
PE25-0300	4321 LONE TREE RD	Randazzo Mechanical Htg & Cl	\$0	\$55	
PE25-0301	1160 W LIVINGSTON RD	Hall Engineering Company	\$0	\$260	
PE25-0302	2965 VERO DR	Conditioned Air LLC	\$0	\$55	
PE25-0303	648 TIERNEY AVE	Family Heating Co Inc	\$0	\$55	
PE25-0304	1775 NOTTINGHAM DR	Holland Htg & Air Conditioning	\$0	\$91	
PE25-0305	217 S HICKORY RIDGE RD	1st Heating & Cooling	\$0	\$54	
PE25-0306	2875 BEN DR	GILES, DAVID K	\$0	\$109	
PE25-0307	3563 MANTUA FARMS	S & L Electric Inc	\$0	\$99	
PE25-0308	2144 DAVISTA DR	S & L Electric Inc	\$0	\$223	
PE25-0309	2670 VERO DR	Moshier & Son Electric	\$0	\$202	
PE25-0310	1051 Marble Dr	Lite Electric	\$0	\$87	
PE25-0311	6070 Granite Ln	Lite Electric	\$0	\$87	
PE25-0312	2224 Mac Laren	Lite Electric	\$0	\$87	
PE25-0313	2227 Douglas	Lite Electric	\$0	\$87	
PE25-0314	417 CARNOUSTIE	Northern Integrity LLC	\$0	\$128	
PE25-0315	2770 VERO DR	Family Heating Co Inc	\$0	\$74	
PE25-0316	2000 HORSESHOE DR	Oak Electric Service Inc	\$0	\$131	
PE25-0317	773 ADAM CT	Be Energy Solutions	\$0	\$97	
PE25-0318	300 NAIRN CIR	State Electric Company	\$0	\$119	
PE25-0319	3650 BURWOOD LN	Osburn Services Inc	\$0	\$218	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2025 12:00:00 AM AND  
6/30/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE25-0320	2187 MIDDLE RD	Dominion Service Company	\$0	\$64	
PE25-0321	2525 ELKRIDGE CIR	Lakeside Service Co Inc	\$0	\$64	
PE25-0322	1044 Marble Dr	WLS Electric LLC	\$0	\$78	
PE25-0323	2790 MOREL DR	GARIEPY, JEFFREY N	\$0	\$81	
PE25-0324	5370 FISH LAKE RD	RHB Services	\$0	\$128	
PE25-0325	2949 MAPLE RIDGE AVE	HUSTON, DEBORAH J	\$0	\$84	
<b>Electrical</b>			\$0	\$4434	34
<b>Fence</b>					
PB25-0258	3046 WHITE OAK BEACH DR	MALIK, DIANE	\$2900	\$88	
PB25-0266	1131 BLUE HERON DR	AGP Construction	\$6000	\$88	
PB25-0277	2796 JACKSON BLVD	Real Renovations	\$7959	\$88	
PB25-0294	3375 HARVEY LAKE RD	Superior Fence	\$5017	\$88	
<b>Fence</b>			\$21876	\$352	4
<b>Footing (garage)</b>					
PB25-0291	2960 FRY RD	Oasis Custom Pools and Spa Inc	\$6000	\$119	
<b>Footing (garage)</b>			\$6000	\$119	1
<b>Garage, detached</b>					
PB25-0260	1670 N DUCK LAKE RD	Dinverno Remolding and Constr	\$81600	\$498	
<b>Garage, detached</b>			\$81600	\$498	1
<b>Mechanical</b>					
PM25-0214	2342 S Dundee	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0215	2352 MacLaren	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0216	5360 N MILFORD RD	D & B Mechanical	\$0	\$308	
PM25-0217	2759 OVERBROOK	Family Heating Co Inc	\$0	\$123	
PM25-0218	4321 LONE TREE RD	Randazzo Mechanical Htg & Cl	\$0	\$102	
PM25-0219	2965 VERO DR	Conditioned Air LLC	\$0	\$102	
PM25-0220	648 TIERNEY AVE	Family Heating Co Inc	\$0	\$102	
PM25-0221	2381 WHITE LAKE RD	LLOYD, JACOB	\$0	\$83	
PM25-0222	1775 NOTTINGHAM DR	Holland Htg & Air Conditioning	\$0	\$168	
PM25-0223	217 S HICKORY RIDGE RD	1st Heating & Cooling	\$0	\$102	
PM25-0224	175 CLYDE RD	Randazzo Mechanical Htg & Cl	\$0	\$92	
PM25-0225	6060 Granite Ln	Mobile & Modular Homes Inc	\$0	\$87	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM25-0226	6070 Granite Ln	Mobile & Modular Homes Inc	\$0	\$87	
PM25-0227	2337 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM25-0228	417 CARNOUSTIE	Four Seasons Cooling and Heati	\$0	\$148	
PM25-0229	2549 Loch Lomond	HSI	\$0	\$87	
PM25-0230	2320 WILLOW LN	ICEBERG, ANDREW B	\$0	\$84	
PM25-0231	165 N JOHN ST	Goyette Mechanical	\$0	\$92	
PM25-0232	2770 VERO DR	Family Heating Co Inc	\$0	\$102	
PM25-0233	2000 HORSESHOE DR	Oak Heating Cooling and Plumb	\$0	\$168	
PM25-0234	2710 VERO DR	Licata, Carlo	\$0	\$84	
PM25-0235	6700 FISH LAKE RD	Tip Top heating & air	\$0	\$205	
PM25-0236	772 TIERNEY AVE	Oakland Fireplace Inc	\$0	\$92	
PM25-0237	3650 BURWOOD LN	Osburn Services Inc	\$0	\$84	
PM25-0238	2187 MIDDLE RD	Dominion Service Company	\$0	\$159	
PM25-0239	2525 ELKRIDGE CIR	Lakeside Service Co Inc	\$0	\$169	
PM25-0240	930 INTERVALE CT	DTE GAS COMPANY	\$0	\$92	
PM25-0241	2790 MOREL DR	GARIEPY, JEFFREY N	\$0	\$123	
<b>Mechanical</b>			\$0	\$3336	28
<b>Miscellaneous</b>					
PB25-0264	2697 Foxgrove	Ayers Basement Systems	\$7500	\$111	
PB25-0265	2365 WILLOW LN	Staydry Home Services	\$26500	\$222	
PB25-0268	2027 JACKSON BLVD	Dry Basements Plus	\$11000	\$144	
PB25-0269	1945 LAKEVIEW LN	Foundation Systems of Michiga	\$4189	\$95	
PB25-0282	276 Norman	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0283	236 Norman	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0284	216 Norman	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0285	2218 Mac Laren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0286	2254 Mac Laren	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0290	2525 LAKESIDE DR	Foundation Systems of Michiga	\$4000	\$94	
PB25-0295	3344 LAKEVIEW BLVD	Foundation Systems of Michiga	\$19600	\$172	
<b>Miscellaneous</b>			\$86789	\$1278	11
<b>Permit Renewal</b>					
PB25-0271	1965 PERCY LN	JENNINGS, JOHN A	\$0	\$79	
PB25-0300	2866 LONE TREE RD	Northern Home Builders LLC	\$0	\$79	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2025 12:00:00 AM AND  
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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB25-0302	799 SPIROFF DR	LAMAY, TROY	\$0	\$79	
<b>Permit Renewal</b>			\$0	\$237	3
<b>Plumbing</b>					
PP25-0086	5360 N MILFORD RD	D & B Mechanical	\$0	\$246	
PP25-0087	2365 WILLOW LN	The Plumberologist 2 LLC	\$0	\$77	
PP25-0088	2027 JACKSON BLVD	MICHAEL A. GENSON	\$0	\$60	
PP25-0089	1303 WIND VALLEY LN	Shannon The Plumber LLC	\$0	\$360	
PP25-0090	6060 Granite Ln	Mobile & Modular Homes Inc	\$0	\$77	
PP25-0091	6070 Granite Ln	Mobile & Modular Homes Inc	\$0	\$77	
PP25-0092	2337 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP25-0093	2549 Loch Lomond	HSI	\$0	\$77	
PP25-0094	3502 JACKSON BLVD	Foundation Systems of Michiga	\$0	\$52	
PP25-0095	2274 NORTH ST	KOHLER, RONALD	\$0	\$286	
PP25-0096	4200 INTERVALE CT	SNIDER, MARK R	\$0	\$92	
PP25-0097	2644 FRY RD	Pipeline Plumbing LLC	\$0	\$133	
<b>Plumbing</b>			\$0	\$1614	12
<b>Res. Additions</b>					
PB25-0289	3569 WOODLAND DR	Black Wolf Custom Builders	\$190000	\$1042	
PB25-0305	1011 WOODRUFF LAKE DR	Michigan Construction Group	\$128000	\$690	
<b>Res. Additions</b>			\$318000	\$1732	2
<b>Res. Mobile Home</b>					
PMH25-0054	6060 Granite Ln	Mobile & Modular Homes Inc	\$0	\$200	
PMH25-0055	6070 Granite Ln	Mobile & Modular Homes Inc	\$0	\$200	
PMH25-0056	2337 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH25-0057	2549 Loch Lomond	HSI	\$0	\$200	
<b>Res. Mobile Home</b>			\$0	\$800	4
<b>Res. Renovations</b>					
PB25-0259	1990 N DUCK LAKE RD	Premier Roofing	\$16368	\$162	
PB25-0262	1331 W HIGHLAND RD	Roofing PD	\$15612	\$157	
PB25-0267	1770 IMPERIAL DR	Renewal By Anderson LLC	\$16331	\$162	
PB25-0270	4540 WOODCOCK WAY	Weathergard Window, Co., Inc.	\$11664	\$136	
PB25-0272	3711 CHAPIN DR	Install Partners	\$8000	\$116	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 6/1/2025 12:00:00 AM AND  
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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB25-0274	329 COUNTRYSIDE CT	C & L Ward Bros. Co.	\$3434	\$95	
PB25-0276	321 MAPLEGROVE DR	A Better Exterior LLC	\$18600	\$182	
PB25-0278	1932 WOODRIDGE CT	Kroll Construction, Co.	\$3900	\$95	
PB25-0287	840 LONE TREE RD	Renewal By Anderson LLC	\$28788	\$223	
PB25-0293	4005 Emerald Park Dr	Maple Roofing Construction	\$11275	\$136	
PB25-0296	2494 JACKSON BLVD	A Better Exterior LLC	\$22047	\$192	
PB25-0299	190 LAKE DR	Emergency Egress LLC	\$2900	\$103	
PB25-0303	1300 LUDEAN DR	KOLB, BRIAN T	\$5200	\$106	
<b>Res. Renovations</b>			\$164119	\$1865	13
<b>Roof</b>					
PB25-0261	1692 PERCY LN	ROOF-RITE LLC	\$29760	\$228	
PB25-0297	2832 WALING WOODS DR	Northbound Contracting	\$12000	\$136	
PB25-0301	1115 W LIVINGSTON RD	WOZNAK, JUSTIN R	\$7000	\$109	
<b>Roof</b>			\$48760	\$473	3
<b>Shed</b>					
PB25-0281	321 MAPLEGROVE DR	BEST, KENNETH	\$9000	\$119	
PB25-0298	3580 WOODLAND DR	SOAVE, PAUL	\$14000	\$144	
<b>Shed</b>			\$23000	\$263	2
<b>Sign with Footing</b>					
PS/F25-0004	3290 S HICKORY RIDGE RD	Image 360	\$0	\$202	
PS/F25-0005	JOSHUA DR	SZARO, TIMOTHY WILLIAM	\$0	\$202	
<b>Sign with Footing</b>			\$0	\$404	2
<b>Swimming Pools-Hot Tubs/Spas</b>					
PB25-0279	2653 LYNCH DR	SLOWINSKI, JAMES	\$50000	\$360	
PB25-0304	2812 STEEPLECHASE	MIDDLETON, KYLE L	\$8000	\$114	
<b>Swimming Pools-Hot Tubs/Spas</b>			\$58000	\$474	2
<b>Temporary Sign</b>					
PTS25-0003	192 W HIGHLAND RD	Milford Dental & Associates	\$0	\$67	
<b>Temporary Sign</b>			\$0	\$67	1
<b>Windows</b>					

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

Permit.DateIssued Between 6/1/2025 12:00:00 AM AND  
6/30/2025 11:59:59 PM

<b>Permit #</b>	<b>Address</b>	<b>Applicant</b>	<b>Estimated Value</b>	<b>Permit Fee</b>	<b># of Permits</b>
PB25-0273	859 WHITE HOUSE DR	Wallside Inc	\$1929	\$85	
PB25-0275	2368 FOXFIELD LN	Weathergard Window, Co., Inc.	\$4055	\$94	
<b>Windows</b>			\$5984	\$179	2
<b>Zoning Business Registration</b>					
PLU25-0028	1300 S MILFORD RD	PROVENZOLA, PETER J	\$0	\$0	
<b>Zoning Business Registration</b>			\$0	\$0	1
<b>Totals</b>			<b>\$966128</b>	<b>\$19138</b>	<b>129</b>

**CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT  
MONTHLY REPORT**

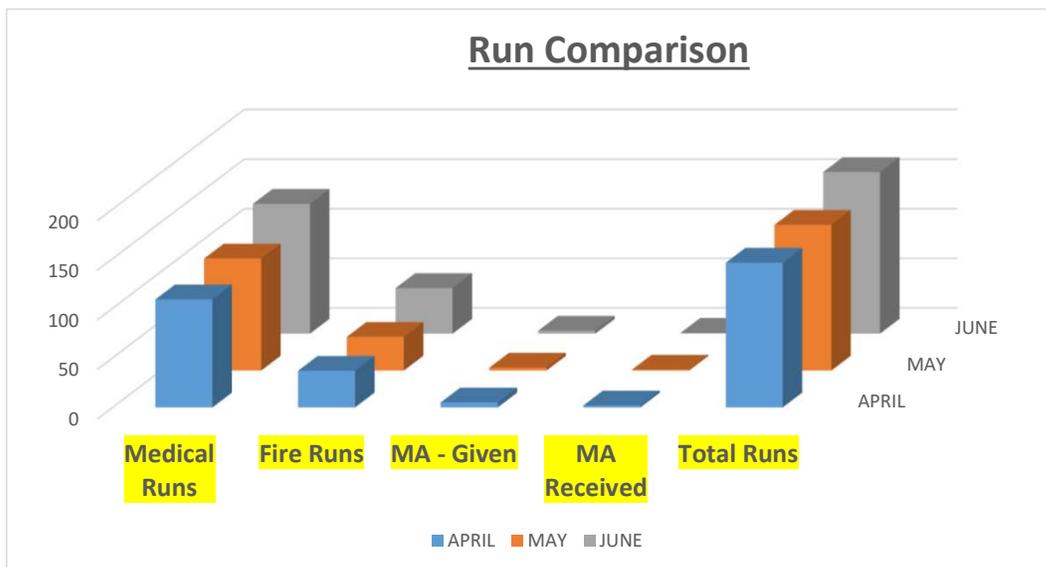


**June-24**

	<u>Last Year (2023)</u>		<u>This Year (2024)</u>
Cost of Firefighter's by Station			
Station One	\$ 14,502.48		\$ 12,364.89
Station Two	\$6,601.46		\$6,996.56
Station Three	\$2,510.92		\$418.01
<u>Total</u>	<b>\$ 23,614.86</b>		<b>\$19,779.46</b>
Cost of Firefighter's Last Month	<b>\$ 98,738.32</b>	→	<b>\$102,265.04</b>
Alarms through Current Month	<b>914</b>		<b>914</b>
Total Alarms last Year	1817	Runs Ahead of La	<b>0</b>

**STATISTICS**

	<u>Last Month</u>		<u>This Month</u>
Amount Endangered by	\$82,000.00		\$1,500,000.00
Amount Lost by Fire	\$82,000.00		\$5,050.00
Fire Loss	100%		0%
Medical Related Runs	113		131
Fire Related Runs	34		46
Mutual Aid - Given	3		3
Mutual Aid - Received	1		1
EMS TRANSPORTS	75		88
Total Runs	147		163
Fire Staff Hours	3600.25		3864
Administration Staff Hours	500		420



Submitted by... Chief Nick George



**Highland Activity Center  
 Directors Activity Report  
 Meeting: Tuesday, July 8, 2025, at 9am  
 (Township Auditorium)**

- **June Stats 17k+**
- **Bee/Honey & Maple syrup presentation. 55 attendees.**
- **Reminder, yoga on Monday 8am-9am, and Friday 6pm-8pm.**
- **EPA Estate Preservation Associates seminars. Lunch and learn, June – October on Tuesdays at 11.**

**Upcoming events**

7/15	Paint w/ Connie	10am	\$20					OPEN
7/15	Self Defense Pt. 3	11am	Free					OPEN
7/17	Port Huron	9am	\$35	Ashley	Jeff	18		OPEN
7/17	Blood Drive	10am						
7/22	EPA Lunch & Learn	11am	Free					OPEN
7/28	Leader Dog Presentation	6pm	\$15					OPEN
7/31	DIA	11:45	Free					OPEN
8/5	Paint w/ Connie	10am	\$20					OPEN
8/8	Tall Ships Detroit	8:30	\$35	Ashley	Jeff	Heidi		OPEN
8/12	Paint w/ Connie	10am	\$20					OPEN
8/14	Feldman Presentation	10am	\$5					OPEN
8/21	Saginaw Castle & Tea	8:30	\$35					FULL
8/25	Eloise Presentation	6pm	\$15			70		OPEN
8/26	EPA Lunch & Learn	11am	FREE					OPEN
8/28	Canal	9am	\$30			22		OPEN

**Highland Activity Center  
Advisory Board - Fund 702  
Financial Report  
June 30, 2025**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
<b>Starting Balance June 1, 2025</b>			<b>17,690.28</b>
<b>Revenues</b>	<i>Donations: J. Perna</i>		
	<i>Donations: William &amp; Leslie</i>		
	<i>Donations Wreaths of America</i>		
	<i>Donations: Colasanti</i>	85.43	
	<i>Trips</i>	715.00	
	<i>Party</i>	550.00	
	<i>Classes</i>		
<b>Total Revenues</b>		<b>1,350.43</b>	<b><u>19,040.71</u></b>
<b>Expenditures</b>			
	<i>Traveling Trainers</i>	1,380.00	
	<i>Gas/Wex</i>	49.67	
	<i>Chase Credit Card</i>	4,989.76	
	<i>Gordon Foods</i>		
	<i>Highland Supply</i>		
	<i>Amazon</i>	341.42	
<b>Total Expenditures</b>		<b>6,760.85</b>	<b><u>12,279.86</u></b>
	<b>Ending bank balance June 30, 2025</b>		<b><u><u>12,279.86</u></u></b>
<b>Submitted by</b>			
<b>Jennifer Frederick, Treasurer</b>			
<b>Highland Township</b>	July 8, 2025		

### Circulation of Physical Items

	March 7,006	April 5,677	May 5,671
Books:	Adult 2,117 (2,232)	Teen 78 (112)	Youth 2,377 (2,339)
	DVD 565 (477)	Realia 48 (36)	Board Games 21 (26)
<b>Interlibrary Loan:</b>			
Other TLN Library material to Highland: 938			
Highland Materials to other TLN Libraries: 1,252			
MeLCat Interloan Service: 8			

### Digital Usage

	April	May
<b>Overdrive</b>		
Overall	2,831	2,765
e-books	1,224	1,160
e-audiobooks	1,320	1,310
e-magazines	287	295
New Users	25	21
Unique User	623	621
Hoopla Borrows	894	750
Kanopy Plays	57	33
Consumer Reports Page View	239	344
Mango Languages	42	35
Brainfuse	0	9
World Book	2	20
Ancestry	65	33
Educate Station	1	3

### Library Happenings

- Library staff visited Highland Elementary to promote Summer Reading
- The original building boilers and AC have been replaced
- The library yearly audit is complete
- The Chimney Swift alternative habitat outside the library has been painted with a beautiful mural thanks to the FRIENDS of the library
- Library staff attended the Founder's Day festival
- We have a new board member, Laura Symons
- Our server has a new backup system to protect in case of cyber threats or other disasters

### Programs & Reference

	<b>May</b>	<b>Programs</b>	<b>#</b>
Adult	4		63
Teen	2		
			53
Youth	6		
			163
<b>Total</b>	<b>10</b>		<b>223</b>
Last Month	20		235
Passive	12		347
	<b>Reference</b>		
Adult & Teen			
			735
Youth	274		
<b>Total</b>	<b>1,009</b>		
Last Month	1,272		
<b>People Count</b>	<b>4,613</b>		
Last year	4,497		

### Public Computer Usage

<b>Computers</b>		
Adult		
		278
Teen		
		2
Youth	20	
AWE	411	
ABC Mouse	1	

### Website

**MAP passes: 9 families**  
 Metroparks  
 Howell Nature Center  
 Pontiac Lake Recreation

**Highland Township Public Library**  
**Board Meeting Minutes**  
**Tuesday, June 3, 2025**

**Members Present:** C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, L. Symons and Director B. Dunseth

**Members Absent:** D. Mecklenborg

**Guests:** None

The meeting was called to order at the Highland Township Public Library at 5:36 pm by J. Matthews.

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

**Motion:** L. Symons moved and J. Gaglio seconded to approve the Board Meeting minutes for May 6, 2025. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for May, 2025 are \$86,442.22. Total bills for June, 2025 are \$44,635.09 with the addition of Applied Innovations, Baker & Taylor Books, Digital Document Store, DTE Energy, when received.

**Motion:** C. Hamill moved and J. Gaglio seconded to approve the May, 2025 and June, 2025 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** An article in Detroit Free Press explained the free benefits Libraries across Michigan provide by offering the Michigan Activity Pass (MAP) to patrons.

**UNFINISHED BUSINESS**

**Library Network:** The Library purchased three portable drives to back up the server on a weekly basis. Four reference disk computers have been replaced at an approximate cost of \$2,700. The Library Network director is monitoring the court case involving Texas library patrons and the First Amendment.

**Motion:** Chris Hamill moved and J. Gaglio seconded to purchase four reference disk computers not to exceed the cost of \$2,700. Roll call - unanimous vote; motion carried.

**Building Maintenance:** Goyette and Carrier completed the job of fine-tuning the air conditioning system. Goyette needed to replace the wire on the actuator after a mouse chewed through the wire. Several quotes were received and reviewed for shading the Clerestory windows.

**Motion:** L. Symons moved and J. Gaglio seconded to accept the quote from Blind Cleaning Services Llc. for shading the Clerestory windows as presented. Roll call - unanimous vote; motion carried.

**Audit:** The audit was returned and reviewed by the Board.

**Strategic Plan:** The Friends of the Library voted to pay the entire cost of painting a habitat mural on the chimney swift.

**Outreach:** Three staff members attended the Founder's Day festival. D. Schwanninger is visiting local elementary schools to promote summer reading. The summer newsletter went out on May 21st.

**Board:** D. Mecklenborg resigned from the Library Board. The Library has 4 candidates which are under consideration for the position. The Board positions of president and vice-president need to be filled.

**Motion:** C. Hamill moved and L. Symons seconded to accept the appointment of J. Matthews as Board president and J. Gaglio as vice-president. Unanimous vote; motion carried.

## **NEW BUSINESS**

**Equipment:** A new copy machine for staff use is on order.

**Policies:** The Library lawyer sent a template of an employee handbook, which the board reviewed.

**Personnel:** J. Fenton has returned to work.

**July Meeting:** The July 1, 2025 Library Board Meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** L. Symons moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:26 pm.

Respectfully Submitted,

*Cindy Dombrowski*

**TREASURER'S REPORT**  
**June 30, 2025**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE	BANK STATEMENT
CHASE	GENERAL	CHECKING	101	615,503.74	4,669.80*	1,351,789.66
CHASE	GENERAL	H.R.A.	101		110,583.30	*In Chase checking account
CHASE	GENERAL	F.S.A CHECKING	101		14,245.49	
CHASE	GENERAL	CHECKING (SAVINGS)	101		658,011.67*	
CHASE	FIRE OPERATING	MONEY MARKET	206		87,816.02	
CHASE	ROAD	MONEY MARKET	203		9,671.27	CHASE
CHASE	HAUL ROUTE	MONEY MARKET	203		461,183.27	3,308,446.57
CHASE	POLICE	MONEY MARKET	207		300,628.40	COMERICA
CHASE	REFUSE	MONEY MARKET	227		692,966.33	664,296.55
CHASE	OPIOID SETTLEMENT	CHECKING	284		1,531.27*	FLAGSTAR
CHASE	HAAC	CHECKING	702		18,440.61*	5,720,044.06
CHASE	DDA	MONEY MARKET	494		98,025.64	HVSB
CHASE	WATERMAIN	CHECKING	591		53,632.57*	1,128,811.03
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		192,776.87	LPL FINANCIAL
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		77,049.18	822,579.20
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		24,742.01	MI CLASS
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		49,714.91	4,465,167.38
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		67,201.64	OAKLAND COUNTY
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		53,075.77	386,495.80
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		294,913.50	CIBC
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		3,236.74	2,226,029.16
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		8,015.17	HUNTINGTON
CHASE	PENINSULA LAKE	MONEY MARKET	774		12,850.98	233,864.79
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		6,218.15	TOTAL
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		7,246.01	<b>18,955,734.54</b>
COMERICA	CAPITAL IMP.	PBMM	401		71,996.59	
COMERICA	CAPITAL IMP.	JFUND	401		346,660.55	
COMERICA	GENERAL	JFUND	101		245,639.41	
FLAGSTAR	PERPETUAL FUND	CD	101		1,244.61	
FLAGSTAR	GENERAL	CD	101		230,481.55	
FLAGSTAR	GENERAL	CD	101		230,481.55	
FLAGSTAR	POLICE	CD	207		342,281.97	
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		7,141.06	
FLAGSTAR	DDA	SAVINGS	494		132,308.14	
FLAGSTAR	FIRE	SAVINGS	206		2,078,651.62	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		370,985.94	
FLAGSTAR	GENERAL	SAVINGS	101		99,743.43	Flagstar Bank Statement
FLAGSTAR	CURRENT TAX	CHECKING	703	31.72	22,306.30	22,338.02
FLAGSTAR	POLICE	SAVINGS	207		2,204,417.89	
HVSB	FIRE	CD	206		292,374.69	
HVSB	GENERAL	CD	101		239,212.99	
HVSB	HAUL ROUTE	CD	203		304,069.67	
HVSB	POLICE	CD	207		293,153.68	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		119,766.02	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		702,813.18	
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,985,506.19	
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		473,233.69	
MI CLASS	POLICE	INVESTMENT POOL	207		455,210.38	
MI CLASS	ROAD	INVESTMENT POOL	203		68,316.00	
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,482,901.12	
OAKLAND CO	FIRE	INVESTMENT POOL	206		25,094.39	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		10,384.70	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		24,619.58	
OAKLAND CO	POLICE	INVESTMENT POOL	207		158,212.08	
OAKLAND CO	REFUSE	INVESTMENT POOL	227		168,185.05	
CIBC	GENERAL	CD	101		282,719.91	
CIBC	FIRE	CD	206		186,892.45	
CIBC	POLICE	CD	207		302,112.97	
CIBC	POLICE	CD	207		518,580.51	Respectfully submitted,
CIBC	CAPITAL IMP.	CD	401		376,067.98	Jennifer Frederick, Treasurer
CIBC	ESCROW	CD	101		359,655.34	
CIBC	DDA	CD	494		100,000.00	
CIBC	DDA	CD	494		100,000.00	
HUNTINGTON	GENERAL	CD	101		233,864.79	
					<b>18,955,734.54</b>	

Fund 101 Chase Credit Cards in Transit \$ 1,238.00

Flagstar Outstanding Checks \$ 31.72

BANK/GL REC. SORTED BY			FUND		LEDGER		BANK		FUND	
June 30, 2025										
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND TOTAL	FUND NUMBER	
CHASE	GENERAL	CHECKING	101			4,669.80				
CHASE	GENERAL	H.R.A. CHECKING	101			110,583.30				
CHASE	GENERAL	F.S.A. CHECKING	101			14,245.49				
CHASE	GENERAL	CHECKING (SAVINGS)	101			658,011.67				
COMERICA	GENERAL	JFUND	101			245,639.41				
FLAGSTAR	GENERAL	MAX SAVINGS	101			99,743.43				
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101			1,482,901.12				
OAKLAND CO	GENERAL	INVESTMENT POOL	101			24,619.58				
CIBC	GENERAL	CD	101			282,719.91				
CIBC	GENERAL - ESCROW	CD	101			359,655.34				
HUNTINGTON	GENERAL	CD	101			233,864.79				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	PERPETUAL FUND	CD	101			1,244.61				
HVSB	GENERAL	CD	101	1,238.00	4,216,836.54	239,212.99		4,218,074.54	101	
CHASE	ROAD	SAVINGS	203			9,671.27				
MI CLASS	ROAD	INVESTMENT POOL	203			68,316.00				
CHASE	HAUL ROUTE	SAVINGS	203			461,183.27				
HVSB	HAUL ROUTE	CD	203	0.00	843,240.21	304,069.67		843,240.21	201	
FLAGSTAR	FIRE	MAX SAVINGS	206			2,078,651.62				
CHASE	FIRE	SAVINGS	206			87,816.02				
OAKLAND CO	FIRE	INVESTMENT POOL	206			25,094.39				
CIBC	FIRE	CD	206			186,892.45				
HVSB	FIRE	CD	206	0.00	2,670,829.17	292,374.69		2,670,829.17	206	
CHASE	POLICE	SAVINGS	207			300,628.40				
FLAGSTAR	POLICE	MAX SAVINGS	207			2,204,417.89				
MI CLASS	POLICE	INVESTMENT POOL	207			455,210.38				
OAKLAND CO	POLICE	INVESTMENT POOL	207			158,212.08				
FLAGSTAR	POLICE	CD	207			342,281.97				
HVSB	POLICE	CD	207			293,153.68				
CIBC	POLICE	CD	207			518,580.51				
CIBC	POLICE	CD	207	0.00	4,574,597.88	302,112.97		4,574,597.88	207	
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	1,531.27	1,531.27		1,531.27	284	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			119,766.02				
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	822,579.20	702,813.18		822,579.20	737	
CHASE	REFUSE	SAVINGS	227			692,966.33				
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	861,151.38	168,185.05		861,151.38	227	
CHASE	HAAC	CHECKING	702	0.00	18,440.61	18,440.61		18,440.61	702	
COMERICA	CAPITAL IMP.	PBMM	401			71,996.59				
COMERICA	CAPITAL IMP.	JFUND	401			346,660.55				
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			7,141.06				
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,985,506.19				
CIBC	CAPITAL IMP.	CD	401	0.00	2,787,372.37	376,067.98		2,787,372.37	401	
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			370,985.94				
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			473,233.69				
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	854,604.33	10,384.70		854,604.33	402	
CHASE	DDA	SAVINGS	494			98,025.64				
FLAGSTAR	DDA	MAX SAVINGS	494			132,308.14				
CIBC	DDA	CD	494			100,000.00				
CIBC	DDA	CD	494	0.00	430,333.78	100,000.00		430,333.78	494	
CHASE	WATERMAIN	CHECKING	591	0.00	53,632.57	53,632.57		53,632.57	591	
FLAGSTAR	TAX	CHECKING	703	0.00	22,306.30	22,306.30		22,306.30	703	
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	192,776.87	192,776.87		192,776.87	764	
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	77,049.18	77,049.18		77,049.18	765	
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	24,742.01	24,742.01		24,742.01	766	
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	49,714.91	49,714.91		49,714.91	767	
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	67,201.64	67,201.64		67,201.64	768	
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	53,075.77	53,075.77		53,075.77	769	
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	294,913.50	294,913.50		294,913.50	770	
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	3,236.74	3,236.74		3,236.74	771	
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	8,015.17	8,015.17		8,015.17	773	
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	12,850.98	12,850.98		12,850.98	774	
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	6,218.15	6,218.15		6,218.15	775	
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	7,246.01	7,246.01		7,246.01	776	
<b>TOTAL</b>				1,238.00	18,954,496.54	18,955,734.54		18,955,734.54		
RLO -7/10/25	Flagstar Outstanding Checks = \$ 31.72									
CTRL, ALT, SHIFT, F9	Fund 101 Chase Credit Cards in Transit = \$ 1,238.00									

**Highland Township Planning Commission  
Record of the 1431st Meeting  
Highland Township Auditorium  
June 19, 2025**

***Roll Call:***

Kevin Curtis, Chairman  
Grant Charlick  
Chris Heyn  
Mike O'Leary  
Roscoe Smith  
Scott Temple  
Russ Tierney (absent)  
Guy York (absent)  
Michael Zeolla

***Also Present:***

Kariline Littlebear, Zoning Administrator

Visitors: 2

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

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

There was no public comment.

***Public Hearing:***

**Agenda Item #2:**

Parcel # 11-16-100-011  
Zoning: ARR, Agricultural and Rural Residential Zoning District  
Address: 2601 Westwind  
File#: RZ25-01 PH  
Request: Request for Rezoning to R-3, Single-Family Residential, 3-acre Zoning District  
Applicant: Vince Pipitone  
Owner: Lisa Nonamaker

Mr. Curtis introduced the request for rezoning for the 10.16 acre parcel at 2601 Westwind, parcel 11-16-100-011. The request is to rezone from ARR, Agriculture-Rural Residential to R-3, Single Family Residential, 3-acre minimum Zoning District. Mr. Vince Pipitone was present to answer questions and identified himself as the new owner of the property under review.

Mr. Pipitone hopes to rezone the property in order to build 2 new homes. It seems consistent to him in relationship to other parcels located on the east side of Westwind.

Mr. O’Leary asked if Mr. Pipitone knew how he intended to split the property. Mr. Pipitone explained there would be two new 3-acre parcels and the remainder of the parcel would remain with the existing homesite.

Mr. Charlick asked if Mr. Pipitone currently lived in the house. Mr. Pipitone explained the former owner is still occupying the house. The closing was only a few days before the meeting. Mr. Charlick asked if there was a private road maintenance agreement. Ms. Littlebear explained that the agreement was included in the packet and any new property owners would be subject to the agreement.

Mr. Charlick asked if the new lots would be sold vacant or if Mr. Pipitone intended to build homes there. He also asked about the soils on the parcel and whether they would support septic systems. Mr. Pipitone replied that the soils on the existing homesite are sandy and that he does not foresee any issues with septic permits or foundations. Mr. Pipitone explained that he is not aware of any water table issues or wetlands.

Mr. Charlick noted that there are similar divisions to the northeast of the property. He was uncertain why the Master Plan map has a small “L” shaped area of large lots among small and medium lot parcels, but thought that dividing this parcel into three homesites would not impact the character of the area.

Mr. Pipitone explained that he had discussed the road maintenance agreement with the association treasurer who reported that the road is well maintained and that all parties have willingly paid their assessments.

Mr. Charlick asked if the notices had been mailed and advertised. Ms. Littlebear noted that only one property owner had inquired, who asked a lot of questions about the process and the Master Plan but seemed satisfied. No one submitted any written comments.

Mr. Zeolla asked about the mapping in this area on the Master Plan, which shows a mixture of designations ranging from small to large lots. Ms. Littlebear reported that she had discussed the map with Ms. Corwin, the Planning Director. Ms. Corwin’s impression is that the area was not studied during the Master Plan, and the mapping designations are the result of some defaults from the lot sizes and from the former Master Plan. Ms. Corwin thought there was no serious intent to preserve any specific lot size here, as long as the development was in character with the existing patterns of development.

Mr. Charlick noted that there are many other areas in the township where existing lot sizes are smaller than the Master Plan designation.

Mr. Heyn noted that there are other parcels on the east side of the street that are already 3-acre lots. Although he in general does not like to break up the Agricultural and Rural Residential lots, he can accept 3-acre lots. He would be opposed to 1.5 acre lots.

Mr. Charlick moved to recommend approval of the rezoning request for parcel 11-16-100-011, 2601 Westwind from ARR, Agricultural and Rural Residential to R-3, Single-Family Residential Zoning District to the Board of Trustees based on the facts and findings stated tonight. Mr. O’Leary supported the motion.

Roll Call vote: Charlick-yes; O’Leary-yes; Temple-yes; Zeolla-no; Curtis-yes; Heyn-yes; Smith -yes. Motion carries (6 yes votes, 1 no votes.)

### **Agenda Item #3: Committee Updates**

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

Committee liaisons reported on the activities of their respective organizations.

**Agenda Item #4:** Minutes: June 5, 2025

Mr. Charlick offered a motion to approve the minutes of the June 5, 2025, Planning Commission meeting as presented. Mr. Curtis supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. Zeolla moved to adjourn the meeting at 8:08 p.m. Mr. O'Leary supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

A. Roscoe Smith, Secretary  
ARS/ejc

CHARTER TOWNSHIP OF HIGHLAND  
ZONING BOARD OF APPEALS  
APPROVED MINUTES  
June 18, 2025

The meeting was held at Highland Township Auditorium, 205 N. John St, Highland, MI, 48357.

The meeting was called to order at 7:30 p.m.

**ROLL CALL:**

David Gerathy, Chair  
Michael Borg, Vice Chair  
Anthony Raimondo, Secretary  
Michael Zeolla, P.C. Liaison  
Peter Eichinger  
Robert Hoffman  
Gary Childs - **absent**  
Chuck Benke, Alternate  
Jacob Probe, Alternate - **absent**

Kariline P. Littlebear, Zoning Administrator

Visitors: 5

Chair Gerathy welcomed the public to the meeting and reviewed the procedures for addressing the Board, stating that four affirmative votes are required to approve a variance. If a variance is approved, the applicant has one year to act upon the variance. He noted that in Mr. Childs' absence, alternate member, Chuck Benke, will be sitting in at this meeting.

**NEW BUSINESS:**

1. CASE NUMBER: 25-11  
ENFORCEMENT:  
ZONING: R3 –Single Family Residential District (3-acre min.)  
PARCEL #: 11-27-400-022  
PROPERTY ADDRESS: 1736 Pettibone Lake Rd  
APPLICANT: Norman Johnson  
OWNER: Norman & Lisa Johnson  
VARIANCE REQUESTED: A 19-foot variance from the required 40-foot north side yard setback to 21-feet provided.  
(Sec. 4.15.)  
This request is for a reduction of the north side yard setback for the construction of a covered porch and second story deck.

Chair Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium. He then asked the Zoning Administrator if there was anything new to add. Mrs. Littlebear stated that she received two emails regarding this case but had not provided them to the Board earlier because they were lost in her Junk folder. She apologized and provided copies of each email to the Board members.

**Discussion from the Applicant:**

Norman Johnson, applicant and property owner, discussed the case noting that the proposal is smaller than the original covered porch and deck so it will encroach less into the north side yard. He further stated that he combined this parcel with his adjacent vacant parcel to the south in order to eliminate the need for a variance

request on the south side. He stated that he and his family are excited to be able to restore this old farmhouse. Mr. Johnson also thanked his neighbors for coming to the meeting in support of his request.

**Discussion from the Public:**

Michael Zarate, 1562 Pettibone Lake Rd, spoke in support of this proposal noting that he and many of the other neighbors have been granted variances in the past due to the extreme narrowness of all of the parcels in the neighborhood.

Mr. Gerathy read into record an email in opposition to this request from Mark Overberg at 1720 Pettibone Lake Rd and an email in support of this request from Jeffrey Kaiser at 1672 Pettibone Lake Rd.

**Discussion from the Board:**

Mr. Borg stated that the septic tank is only 3 ft from the proposed deck and asked the zoning administrator if she had information on the Health Division's general concern regarding structures too close to septic systems. Mrs. Littlebear stated that Frank Rhodes, Oakland County Sanitarian, has reviewed the proposal and discussed it with Mr. Johnson. Mr. Rhodes informed Mrs. Littlebear that after his review and discussion with Mr. Johnson he was able to determine that due to the particulars of this specific proposal he can approve the encroachment.

Mr. Borg then asked how far the northern neighbor encroaches into his side yard. Mrs. Littlebear stated that the northern neighbors' home is approximately 15 feet from the property line. Mr. Borg noted that the building envelope created by the setbacks on this approximately 82-foot-wide parcel would be only about 2 feet wide.

Mr. Benke asked the Zoning Administrator to explain more about the land combination that Mr. Johnson applied for. Mrs. Littlebear stated that Mr. Johnson has applied for the combination and it has received approval from Oakland County. The process for parcel combination will be finalized by the beginning of 2026 and it is okay to now move forward with any proposed projects as a new parcel.

Mr. Hoffman stated that he felt that this is a reasonable request because the lot is very narrow and the request will enhance the house and the neighborhood.

Mr. Eichinger stated that he agreed with Mr. Hoffman.

Mr. Raimondo noted that this is a substandard parcel as are all of the parcels in this neighborhood which are often referred to as "bowling alley lots". He further stated that variance requests cannot be approved based on financial concerns.

Mr. Borg agreed with Mr. Raimondo, stating also that the previous dilapidated porch encroached further to the north lot line than this proposal, the parcel combination eliminated the need for a southern variance request, and approving this request will not be harmful to the health, safety, or welfare of the township.

**Motion:**

Mr. Eichinger made a motion in Case #25-11, parcel # 11-27-400-022, commonly known as 1736 Pettibone Lake Rd, to approve a 19-foot variance from the required 40-foot north side yard setback to 21-feet provided for the construction of a covered porch and second story deck. Mr. Hoffman supported the motion.

**Facts and Findings:**

This original parcel is substandard in width and area.

This original parcel is very narrow, leaving only a 2.43-foot-wide building envelope.

The property owner has applied to combine his two adjacent parcels, eliminating the need for a variance request on the south side.

The proposed structure will encroach less than the original structure on the north side.

This request is the minimum necessary.

This request is consistent with the surrounding neighborhood.

This request will not be detrimental to nor alter the essential character of the neighborhood.

The practical difficulties on this parcel are not self-created.

**Roll Call Vote:** Mr. Eichinger-yes, Mr. Hoffman-yes, Mr. Raimondo-yes, Mr. Zeolla-yes, Mr. Gerathy-yes, Mr. Borg-yes, Mr. Benke-yes (7 yes votes). The motion passed and the variance request was approved.

**Motion:**

Mr. Hoffman made a motion in Case #25-11, parcel # 11-27-400-022, commonly known as 1736 Pettibone Lake Rd, to approve a Final Decision form. Mr. Borg supported the motion, and it was approved with a unanimous voice vote.

**MINUTES:**

Mr. Borg made a motion to approve the minutes of June 4, 2025, as presented. Mr. Benke supported the motion, and it was approved with a unanimous voice vote.

**DISCUSSION:**

Mrs. Littlebear reminded the Board that there is not a meeting scheduled for July 2, 2025 so the next meeting will be on July 16, 2025.

Mr. Borg asked how many cases will be heard on the July 16, 2025 meeting. Mrs. Littlebear stated that there will be three cases, two in the LV district and one in the IM district.

**ADJOURN:**

At 7:55 p.m., Mr. Hoffman made a motion to adjourn the meeting. Mr. Raimondo supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,

Anthony Raimondo  
AR/kpl



## 2025 MONTHLY ACTIVITY REPORT HIGHLAND TOWNSHIP

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
<b>Calls for Service</b>	2190	2089	2277	2085	2016	1770							12427
<b>Highland D.B.</b>													
Warrants Submitted	4	7	7	12	10	8							48
Warrants Obtained	4	6	5	10	4	5							34
Court Appearances	8	9	9	11	10	8							55
New Cases	22	20	30	23	26	28							149
Closed Cases	26	25	27	18	26	22							144
Call Outs	0	0	2	2	1	2							7
<b>School Liaison</b>													
Incidents / Calls	9	6	8	11	12	8							54
Special Presentations	3	4	2	3	4	0							16
<b>Traffic Enforcement</b>													
Citations	150	156	140	157	134	162							899
Warnings	153	133	173	130	181	163							933
<b>Substation Activity</b>													
Citizen "walk ins"	25	15	25	24	31	31							151
<b>Traffic Crashes</b>	49	27	27	40	20	44							207
<b>Arrests</b>													
Adults	29	38	40	26	38	32							203
Juveniles	0	0	0	0	0	3							3

## **6. Announcements**

- a) Congratulations to Lisa Burkhart on her retirement after 46 years of service. Join us for her retirement celebration Thursday, August 21, Noon -3pm at the Township Office.
- b) Farmers' Market Saturdays through October 5th at Highland Township Complex
- c) Sounds Like Summer Concert Series Tuesdays through Aug 19 at 7:00 p.m. in Veterans Park
- d) Township Offices will be closed on Monday, September 1st, in Observance of Labor Day. The Board of Trustees meeting is on the 2<sup>nd</sup> Monday of the month, September 8<sup>th</sup>, 2025.

## **7. Public Comment**

**Public Hearing**

**a) Knoblock Lake 2025 Special Assessment District**

**Begin Time:**

**End Time:**

**Comments:**

**1954 PA 188 PROCEEDINGS NOTICE OF PUBLIC HEARING  
NOTICE OF PUBLIC HEARING  
KNOBLOCK LAKE 2025 SPECIAL ASSESSMENT DISTRICT  
CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN**

PLEASE TAKE NOTICE that as a result of Petitions of property owners within the Charter Township of Highland signed by the record owners of land whose area constitutes more than 50% of the total acreage of the proposed Knoblock Lake Special Assessment District, the Township Board for the Charter Township of Highland proposes that a special assessment district be established to provide for weed control and Dam Maintenance in Knoblock Lake and to create a special assessment for the recovery of the cost thereof by special assessment against the properties benefited therein, more particularly described as follows:

110310006	1103100017	1103376018
110310007	1103376011	1103376021
1103100012	1103376012	1103376022
1103100013	1103376013	1103376023
1103100014	1103376014	1103376024
1103100015	1103376015	1103376025
1103100016	1103376016	
	1103376017	

PLEASE TAKE FURTHER NOTICE that the Township Board has received an estimate of the costs of such weed control in Knoblock Lake for a total period of three (3) years in the amount of \$446.67 each year, has placed same on file with the Township Clerk and has passed a Resolution tentatively declaring its intention to make such improvement and to create the aforementioned Special Assessment District and has further found the Petitions for the creation of a Special Assessment District to be in compliance with statutory requirements.

PLEASE TAKE FURTHER NOTICE that said estimates, plans and specifications and Petitions are on file with the Township Clerk and may be examined at the office of the Township Clerk from the date of this notice until the date of the public hearing.

PLEASE TAKE FURTHER NOTICE that a **public hearing** upon such Petitions, Plans and Specifications, District and Estimate of Cost will be held at the Charter Township of Highland Township Hall located at 205 N John St., Highland, Michigan at 6:30 p.m. on Monday the **4 day of August, 2025**.

At such hearing, the Board will consider any written objections to any of the foregoing matters which might be filed with the Board at or prior to the time of said hearing, as well as any revisions, corrections, amendments, or changes to said plans, estimates and costs or to said District.

All interested persons are invited to be present at the aforesaid time and place and to submit comments concerning any of the foregoing.

TAMI FLOWERS, TOWNSHIP CLERK  
CHARTER TOWNSHIP OF HIGHLAND  
205 N. JOHN STREET  
HIGHLAND, MICHIGAN 48357

**James H. Youngblood**

5324 Knobby Hill Drive  
Highland, MI 48357  
jblood98@gmail.com  
(248) 396-9426

**July 29, 2025**

**Tami Flowers, Clerk**

Charter Township of Highland  
205 N. John Street  
Highland, Michigan 48357

**RE: Written Objection to Proposed Knoblock Lake Special Assessment District (SAD)**

Dear Ms. Flowers,

I write to formally object to the proposed Knoblock Lake Special Assessment District (SAD) set for public hearing on August 4, 2025. While I fully support the goals of lake weed control and dam maintenance on Knoblock Lake, I believe the current structure of the proposed SAD raises legal and equity concerns that must be addressed to ensure compliance with Michigan law.

**1. Failure to Align with MCL 41.721 et seq. (Public Improvements Act, 1954 PA 188)**

The Township is proceeding under the authority of **1954 PA 188, MCL 41.721 et seq.**, which permits townships to establish SADs for public improvements. However, **MCL 41.725(1)** specifically requires that the costs of such improvements be assessed **“in proportion to the benefits derived”**. Uniform assessment by parcel, without accounting for parcel size, use, or benefit, is not aligned with this statutory requirement.

The proposed method—uniform assessment per Parcel Identification Number (PIN)—disregards proportionality and results in an inequitable cost distribution. Larger parcels, including those resulting from lot combinations, stand to benefit significantly while paying the same as smaller, single-lot parcels, violating the statutory requirement that assessments be reasonably proportional to the benefit received.

Furthermore, this disparity becomes even more problematic in the context of ongoing lot combinations and divisions. The lack of clarity in how future changes in parcel configuration will be handled only increases the risk of unfair assessments.

## **2. Inconsistency with Petition Basis and Township Practice**

As noted in the Township's notice, the petition to form the SAD was validated based on signatures representing “**more than 50% of the total acreage**” within the district. It is therefore inconsistent and legally questionable to shift from an acreage-based standard to a flat-rate, per-PIN assessment. This incongruity undermines the internal logic of the assessment district and further suggests arbitrariness in cost allocation.

## **3. Legal Risk Under Michigan Caselaw: “Special assessments must be proportional to benefit”**

Michigan courts have consistently held that special assessments must be proportionate to the benefit received:

- In **Knott v. City of Flint, 363 Mich. 483 (1961)**, the Michigan Supreme Court ruled that a special assessment system must be “just and equitable, and based upon a fair approximation of the benefit received.”
- In **Duggan v. City of Saginaw, 324 Mich. 281 (1949)**, the Court emphasized that “[a] special assessment that operates unequally, arbitrarily, or oppressively violates constitutional protections.”
- In **Conlin v. City of Dearborn, 370 Mich. 590 (1963)**, the Court invalidated a special assessment that did not reflect the relative benefits derived by the assessed properties.

The current SAD proposal fails this test. It treats unequal properties as if they were equal, resulting in a disproportionate burden on smaller parcel owners. The Township risks legal challenge by adopting an assessment model that contravenes established law.

## **4. Impact on Private Covenants and Property Rights**

The **Knobby Hill Farms Neighborhood Association (KHFNA)**, established in 1979 and incorporated in 1985, has successfully administered weed control and dam maintenance under its own covenants for over 30 years. These covenants are legally binding and run with the land. Imposition of a SAD that conflicts with the KHFNA's assessment model and parcel definitions may not only result in unnecessary duplication but could also create legal conflicts.

The Township's use of Oakland County's PIN system fails to reflect the parcel framework and voting structure defined in the KHFNA covenants. Combined parcels (e.g., parcels 1103100016 and 1103100017) would receive a lower assessment despite retaining doubled voting power under the association—further exacerbating the inequity. The proposed method rewards lot combinations and penalizes owners of smaller, individual parcels.

## **5. Questionable Legal Basis for Declaring a "Necessity"**

Under **MCL 41.722**, the Township may initiate a special assessment district only upon a finding that the proposed improvement is a “necessity.” However, in this case, the claimed necessity is highly questionable. The Knobby Hill Farms Neighborhood Association (KHFNA) has successfully

managed both weed control and dam maintenance on Knoblock Lake for over 30 years, funded and governed through binding covenants and community participation. There is no evidence of a failure, breakdown, or insufficiency in the current system that would justify governmental intervention. Courts have held that necessity under public improvement statutes must reflect **a legitimate public need, not merely administrative convenience or preference**. In the absence of any demonstrated deficiency in existing maintenance or imminent threat to public welfare, the proposed SAD appears unnecessary and may exceed the Township's statutory authority.

#### **6. Recommendation: Use Acreage-Based Assessment**

To ensure statutory compliance and fairness, I respectfully urge the Township to amend the proposed SAD to assess properties **based on acreage**, shoreline frontage, or another proportional metric directly tied to benefit. This would:

- Align with **MCL 41.725** requirements;
- Reflect the logic of the petition formation;
- Satisfy the constitutional and caselaw standards for equitable special assessments; and
- Prevent unnecessary conflict with longstanding neighborhood governance documents.

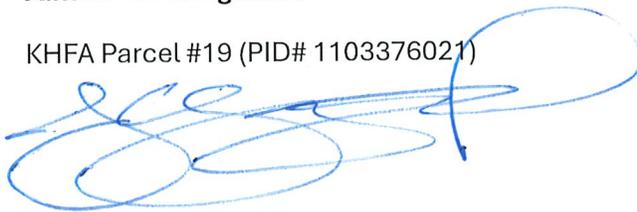
#### **Conclusion**

I respectfully request that this letter be entered into the official record for the August 4, 2025 hearing. I urge the Township Board to withdraw or revise the proposed SAD to ensure fairness, transparency, and compliance with Michigan law. Thank you for your service and for considering the interests of all affected property owners.

Sincerely,

**James H. Youngblood**

KHFA Parcel #19 (PID# 1103376021)

A handwritten signature in blue ink, appearing to read 'James H. Youngblood', is written over the typed name and address. The signature is fluid and cursive, with a large loop at the end.

MICHIGAN DEPARTMENT OF COMMERCE — CORPORATION AND SECURITIES BUREAU			
(FOR BUREAU USE ONLY)	FILED		Date Received <b>JUN 19 1985</b>
	JUL 16 1985		JUL 09 1985
	Administrator MICHIGAN DEPARTMENT OF COMMERCE Corporation & Securities Bureau		
CORPORATION IDENTIFICATION NUMBER	7	23	- 349

**ARTICLES OF INCORPORATION**  
For use by Domestic Nonprofit Corporations

(Please read instructions and Paperwork Reduction Act notice on last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

**ARTICLE I**

The name of the corporation is:

KNOBBY HILL FARMS ASSOCIATION

**ARTICLE II**

The purpose or purposes for which the corporation is organized are:

is to promote high standards of maintenance and operation of all property in Knobby Hill Farms reserved or dedicated for the common use of all residents and owners of property, to arrange the provisions of services and facilities of common benefit and to maintain and promote the desired character of Knobby Hill Farms (as extracted from Article V, Sec. 1 of the "Declaration of Protected Covenants" dated March 16, 1979, as recorded in Li 7497, Pa 712-729, Oakland County Records.

**ARTICLE III**

The corporation is organized upon a \_\_\_\_\_ non-stock \_\_\_\_\_ basis.  
(stock or nonstock)

1. If organized on a stock basis, the aggregate number of shares which the corporation has authority to issue is \_\_\_\_\_. If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:



Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

ARTICLE VI.

The names and addresses of the first board of directors are as follows:

Ernest Wise	145 Knobby View Drive, Highland, MI 48031
Jeanne Naysmith	6400 Buckhorn Lake Rd, Highland, MI 48031
Richard Bunting	5701 Knobby Hill Dr., Highland, MI 48031
Thomas Ridley	200 Knobby View Drive, Highland, MI 48031

I (We), the incorporator(s) sign my (our) name(s) this 31 day of May, 19 85.

_____	<u>Ernest Wise</u> Ernest Wise
_____	<u>Jeanne Naysmith</u> Jeanne Naysmith
_____	<u>Richard L. Bunting</u> Richard Bunting
_____	
_____	

**DOCUMENT WILL BE RETURNED TO NAME AND MAILING ADDRESS INDICATED IN THE BOX BELOW.** Include name, street and number (or P.O. box), city, state and ZIP code.

Name of person or organization remitting fees:

Randall A. Pentiuik

RANDALL A. PENTIUK  
LOGAN, HUCHLA, WYCOFF & PENTIUK, P.C.  
13900 Sibley Rd, P.O. Box 2148  
Riverview, Michigan 48192  
283 - 5300

Preparer's name and business telephone number:

Randall A. Pentiuik

(313 ) 283-5300

### INFORMATION AND INSTRUCTIONS

1. This form is issued under the authority of Act 162, P.A. of 1982. The articles of incorporation cannot be filed until this form, or a comparable document, is submitted.
2. Submit one original copy of this document. Upon filing, a microfilm copy will be prepared for the records of the Corporation and Securities Bureau. The original copy will be returned to the address appearing in the box above as evidence of filing.  
Since this document must be microfilmed, it is important that the filing be legible. Documents with poor black and white contrast, or otherwise illegible, will be rejected.
3. This document is to be used pursuant to the provisions of Act 162, P.A. of 1982 by one or more persons for the purpose of forming a domestic nonprofit corporation.
4. ARTICLE II — The purpose for which the corporation is organized must be included. It is not sufficient to state that the corporation may engage in any activity within the purposes for which corporations may be organized under the Act.
5. ARTICLE III — Complete item III(1) or III(2) as appropriate, but not both.
6. ARTICLE IV — A post office box may not be designated as the street address of the registered office. The mailing address may differ from the address of the registered office only if a post office box address in the same city as the registered office is designated as the mailing address.
7. ARTICLE V — The Act requires one or more incorporators. The addresses should include a street number and name (or other designation), city and state.
8. This document is effective on the date approved and filed by the Bureau. A later effective date, no more than 90 days after the date of delivery, may be stated as an additional article.
9. This document must be signed in ink by each incorporator. However, if there are 3 or more incorporators, they may, by resolution adopted at the organizational meeting by a written instrument, designate one of them to sign the articles of incorporation on behalf of all of them. In such event, these articles of incorporation must be accompanied by a copy of the resolution duly certified by the acting secretary at the organizational meeting and a statement must be placed in the articles incorporating that resolution into them.
10. FEES: Filing fee ..... \$10.00  
Franchise fee ..... \$10.00  
Total fees (Make remittance payable to State of Michigan) ..... \$20.00

11. Mail form and fee to:

Michigan Department of Commerce, Corporation and Securities Bureau, Corporation Division,  
P.O. Box 30054, Lansing, Michigan 48909. Telephone: (517) 373-0493

MAY. 1st 1979

70 43042

LDL 7497 PAGE 712

DECLARATION OF PROTECTIVE COVENANTS

Conditions, Covenants, Restrictions, and Reservations,  
and Grants affecting the property of Declarant

37/4

THIS DECLARATION is made this 16th day of March, 1979, by MAHLON A. BENSON, JR., HUBERT S. GARNER\*, and JAMES CLARKSON, having an address at \*P.O. Box 137, Clarkston, Michigan, 48016, hereinafter referred to as "Declarant", a Michigan co-partnership known as Knobby Hills Farms, consisting of the three named individuals;

WITNESSETH:

WHEREAS, Declarant is the owner of the real property described in Article I of this Declaration; and,

WHEREAS, Declarant is desirous of subjecting said real property to the conditions, covenants, restrictions, reservations, and grants hereinafter set forth, each and all of which is and are for the benefit of and pass with said property and each and every parcel thereof;

NOW, THEREFORE, Declarant hereby declares that the real property described in and referred to in Article I hereof is, and shall be held, transferred, sold, conveyed and occupied subject to the conditions, covenants, restrictions, reservations and grants (sometimes hereinafter collectively referred to as "Covenants") hereinafter set forth, together with such other conditions, covenants, restrictions and grants which have heretofore or which are hereafter recorded with respect to said real property.

ARTICLE I.

Property Subject to this Declaration

The real estate which is, and shall be held, transferred, sold, conveyed and occupied subject to the Covenants set forth herein is located in the Township of Highland, Oakland County, Michigan, and is more particularly described as follows, to-wit:

(See attached descriptions)

Winchester Real Estate  
Rtn to: P.O. Box 137, Clarkston 48016

37.00

MAY. 1st 1979

LIBER 7497 PAGE 713

ARTICLE II.

General Purposes of this Declaration

The real property described in Article I hereof is subject to the Covenants hereby declared to promote proper use and appropriate development and improvement of Knobby Hill Farms to protect the owners of the property therein against such improper use of surrounding lots as may depreciate the value of their property; to guard against the erection thereon of buildings built of improper or unsuitable materials; to promote adequate and reasonable development of said property; to encourage the erection of attractive improvements thereon, with appropriate locations thereof; to prevent haphazard and inharmonious improvements; to secure and maintain proper setbacks from streets, and adequate free spaces between structures; to promote desired high standards of maintenance and operation of community facilities and services for the benefit and convenience of all owners of property and all residents and in general to provide adequately for a residential subdivision of the highest quality and character.

ARTICLE III.

Definitions

**BASEMENT.** A portion of a building located partly underground, but having less than half its clear floor-to-ceiling height below the average grade of the adjoining ground at the building front.

**BUILDABLE AREA** (for the purpose of measuring lot width). The narrowest width within the 30' of parcel depth immediately in back of the front yard setback line.

**BUILDING.** Any structure having a roof, supported by columns, by walls and intended for the shelter, housing, or enclosure of any person, animal or chattel.

**BUILDING ACCESSORY.** A subordinate building or portion of a principal building the use of which is incidental to that of the principal building and customary in connection with that use.

**BUILDING HEIGHT.** The vertical distance measured from the established ground level to the highest point of the roof surface.

MAY. 1ST 1979

LIBER 7497 PAGE 714

In the case of a flat roof; to the dock line of a mansard roof; and to the mean level of the underside of rafters between the eaves and the ridge of a gable, hip or gambrel roof. Chimneys and ornamental architectural projections shall not be included in calculating the height.

CELLAR. The portion of a building located partly or wholly underground and having half or more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

DWELLING. A residential building or portion thereof but not including hotels, motels, rooming houses, nursing homes, tourist homes or trailers.

FAMILY. Two or more persons each related to the other by blood, marriage, or legal adoption, or a group of not more than three persons not all so related, together with his or their domestic servants, maintaining a common household in a dwelling.

FRONT BUILDING LINE. That established by local governmental ordinances or rules.

STORY. That portion of a building included between the surface of any floor and the surface of the floor next above; or if there is no floor above, the space between the floor and the ceiling next above. A basement shall be counted as a story, and a cellar shall not be counted as a story.

#### ARTICLE IV.

##### General Restrictions

###### 1. Land Use and Building Type.

Land and all parcels in Knobby Hill Farms shall be used for private residence purposes only, and no building, except as specifically authorized elsewhere in this Declaration shall be erected, re-erected or maintained thereon, except one dwelling, erected for occupancy by one family, and a private garage containing no less than two parking spaces for the sole use of the owners or occupants of the dwelling. No other necessary building or structures may be erected in any manner or location except as approved in writing by Declarant.

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However, anything to the contrary notwithstanding, the property described as "park" in the attached description may be utilized by subsequent owners of lots or parcels on adjoining 145 acres on westerly side of Buckhorn Lake Road presently owned by Declarants and also the owners of Parcels A, B, C and D pursuant to the descriptions attached hereto and designated as such.

2. Dwelling Quality and Size.

It is the intention and purposes of these Covenants to assure that all dwellings in Knobby Hill Farms shall be of a quality of design, workmanship and materials approved by Declarant. All dwellings shall be constructed in accordance with the applicable governmental building code and with more restrictive standards that may be required by Declarant. The minimum livable ground floor area of the dwelling, exclusive of attached garages, open terraces and breezeways, shall be:

- (a) That all dwellings shall have a minimum of 1800 square feet on the first floor as to Parcel I and 1500 sq. ft. in Parcel II on the attached description;
- (b) That two story buildings-dwellings may be erected provided they have the minimum square feet on the first floor;
- (c) The rear exterior elevation of homes shall be designed with the same care and variety of materials used in designing the front elevation.

3. Natural Drainage Ways.

Where there exists on any parcel or parcels a condition of accumulation of storm water remaining over an extended period of time, the parcel owners may, with the written approval of Declarant, take such steps as shall be necessary to remedy such conditions, provided that no obstructions or diversions of existing storm water drainage swales and channels, over and through which surface storm water naturally flows upon or across any lot, shall be made by parcel owner in such manner as to cause damage to other property.

4. Building Materials.

Exterior building materials may be stone, brick, wood siding or any material blending with the architecture and natural landscape that is approved by the Declarant, aluminum siding is expressly prohibited.

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5. Home Occupations, Nuisances and Livestock.

No home occupation or profession shall be conducted in any dwelling located in Knobby Hill Farms. No noxious activity shall be carried on, in or upon any premises, nor shall anything be done thereon which may be, or may become, an annoyance or nuisance to the neighborhood. No burning of refuse shall be permitted as or if allowed by Ordinance of Highland Township, as the case may be. The keeping and maintaining of horses shall be permitted as long as the same is not contrary to township requirements. The use of any garage or driveway or parking area which may be in front of, adjacent to, or part of any lot as an habitual parking place for commercial vehicles is prohibited, except for pickups and cars and station wagons.

6. Plant Diseases or Noxious Insects.

No plants or seeds or other things or conditions harboring or breeding infectious plant diseases or noxious insects shall be introduced or maintained upon any part of a parcel.

7. Nameplate and Hospitality Light Standards, Television or Radio Antennae and Towers, Laundry Drying Facilities or Flag Poles.

There shall be no more than one nameplate on each parcel. A nameplate shall not be more than 48 square inches in area, and contain the name of the occupant and/or the address of the dwelling. It may be located on the door of the dwelling or the wall adjacent thereto, or free standing in the front or side yard, provided that the height of the nameplate is not more than 12 inches above the adjoining ground grade. No television or radio antennae, or tower or laundry drying equipment shall be erected or used outdoors, whether attached to a building or otherwise.

8. Temporary Structures.

No trailer, basement or uncompleted buildings; tents, shack, garage, barn (except as permitted in Paragraph 1 of this Article IV) and no temporary building or structure of any kind shall be used at any time for a residence either temporary or permanent. Temporary buildings or

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or structures and trucks and equipment used during the construction of a dwelling shall be on the same parcel as the dwelling, and such buildings or structures shall be removed upon the completion of construction. Nothing contained in these Covenants shall require the removal of or limit the use by Declarant, of temporary real estate sales offices for transacting the sales of parcels in Knobby Hill Farms.

9. Garages.

Garages must be attached to the dwelling and must accommodate a minimum of two cars.

10. Soil Removal.

Soil removal from parcels shall not be permitted, except as required for building constructions, as permitted by the PROPRIETOR. In general, no more than one-third (1/3) of lot area may be stripped.

11. Architectural Controls.

(a) It is understood and agreed that the purpose of architectural controls is to promote an attractive, harmonious residential development having continuing appeal. Until the construction plans and specifications are submitted to and approved in writing by the Declarant, (i) No building, fence, wall or other structure shall be commenced, erected or maintained, nor (ii) shall any addition, change or alternation therein be made except for interior alterations, nor (iii) shall exterior color changes be made. The said construction plans and specifications shall show the nature, kind, shape, height, materials, (including samples of exterior building materials upon request), location on parcel, approximate cost of such building or other structure and the grading and landscaping plans of the parcel to be built upon. Declarant shall have the right to refuse to approve any such construction plans or specifications, or grading and landscape plan, which are not suitable or desirable, in the opinion of Declarant, for aesthetic or other reasons; and in so passing upon such construction plans or specifications, grading and landscape plan, Declarant shall have the right to take into consideration the suitability of the proposed building or other structure with the surroundings, and the effect of the building or other structure with the surroundings, and the effect of the building or other structure on the outlook from adjacent

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or neighboring properties. It is desired that the natural landscape and trees be left in their natural state as much as possible or practical. In no instance shall a building of a design exactly the same as any other in Knobby Hill Farms be permitted except as permitted by Declarant.

(b) All plans, specifications and other material shall be filed in the office of Declarant located on property of subdivision, for approval or disapproval. Declarant shall have the sole authority to review, approve and disapprove the conditions, covenants, restrictions, reservations and grants contained in this Declaration of Protective Covenants. A report in writing setting forth the decisions of Declarant, and the reasons therefor shall thereafter be transmitted to the applicant by Declarant, within fifteen (15) days after the date of filing complete plans, specifications and other material by the applicant. Declarant will aid and collaborate with prospective builder and make suggestions from preliminary sketches. Prospective builders are encouraged to submit preliminary sketches for informal comment prior to the submittal of architectural drawings and specifications for approval. In the event: (i) Declarant fails to approve or disapprove within fifteen (15) days after complete submission, the final plans, specifications and other materials, as required by this Declaration; or (ii) no suit to enjoin construction has been filed within fifteen (15) days after commencement of such construction, approval shall not be required, and the related requirements of this Declaration shall be deemed complied with.

12. Architectural Control Committee.

The Declarant may at any time assign its rights, power and authority as set forth herein, to a Committee or Association representing the Owners of parcels in the development, provided that such assignment shall be accomplished by a written instrument recorded in the office of the Oakland County Register of Deeds. At such time as Declarant no longer has any interest in any parcel in the development, such an assignment must be given if requested by a Committee or Association representing the owners of 75% of the parcels in the development.

13. Tree Removal.

Clear-cutting or removal of trees greater than 6" caliper

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shall not be permitted without the prior approval of the Declarant.

14. Public Water/Sewer.

(a) All dwellings shall be served by a sewage disposal system. During the initial development of the subdivision, private septic tanks and drainfield constructed in compliance with the regulations of the Oakland County Health Department and with applicable Michigan Department of Public Health regulations may be installed. All toilet facilities must be located inside a dwelling.

(b) All dwellings shall be served by a potable water supply system. All wells on individual parcels shall be drilled by a well driller licensed by the State of Michigan to a depth of not less than 40 feet, and a complete well log form for each such potable water well shall be submitted to the County or District Health Department within 60 days following completion of such well.

(c) At some time subsequent to the initial development, it may be necessary to construct a community water supply and sewage disposal system. The construction of such public system may be financed in whole or in part, by the creation of a special assessment district or districts which may include all original lots. The acceptance of a conveyance or the execution of a land contract by any owner or purchaser shall constitute the agreement by such owner or purchaser, his heirs, executors, administrators and assigns that such owner or purchaser will execute any petition circulated for the purpose of creating such a special assessment district. Further, each owner will pay such special assessments as may be levied against his parcel by such special assessment district and shall take the necessary steps as required by the appropriate state, county and township agencies to connect, at his own expense, his water intake and sewage discharge facilities to such community system within 90 days following the completion of said system or systems.

15. Deviations by Agreement with Declarant.

Declarant hereby reserves the right to enter into agreements with the grantee of any parcel or parcels (without the consent of grantees of other parcels or adjoining or adjacent property) to deviate

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from any or all of the Covenants set forth in this Article IV, provided there are practical difficulties or particular hardships evidenced by the grantee, and any such deviation (which shall be manifested by an agreement in writing) shall not constitute a waiver of any such Covenant as to the remaining real estate in Knobby Hill Farms.

16. When 75% of the parcels in the development have been sold, the owner of the common area will convey it to the Development Homeowners Association if one has been formed pursuant to the Subdivision Building and Use Restrictions.

17. It is expressly declared that water skiing and activities related thereto shall be permitted on all waters north of the easterly extension of the south boundary of parcel 9. That all parcels abutting on any of the waters contained in Knobby Hill Farms are restricted from taking any activity to restrict water skiing on the described waters. That water skiing shall be and the same hereby is prohibited on the remaining waters abutting south of the easterly extension of the south boundary line of parcel 9 and that all waters south of the said boundary are restricted to prohibit high speed operation of power boats therein and thereon, the restriction being that boats will not be operated in excess of 15 miles per hour. That the owners of the parcels known as Knobby Hill Farms shall not allow access to said waters over and across their respective parcels to the general public and access shall only be for the use of the parcel owners and their private guests.

18. Covenant Duration.

These Covenants are to run with the land and shall be binding on all parties and all persons claiming under them for a period of Thirty-Five (35) years from the date hereof, after which time said Covenants shall be automatically extended for successive periods of ten (10) years unless an instrument signed by the then owners of 51% or more of the parcels have been recorded, agreeing to change said Covenants in whole or in part.

19. Enforceability.

Any person or persons having an interest in any parcel in the development shall have the right to enforce these restrictions.

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In the event that any part or portion of these restrictions should be held invalid or unenforceable for any reason whatsoever, such determination shall in no manner affect the enforceability of any other provision. Failure to enforce any provision hereof as to any parcel shall not constitute a waiver of the right to enforce such provision as to other parcels or of the right to enforce all other provisions as to the offending parcel. Declarant shall not be liable for refusal or failure to enforce this Declaration of Protective Covenants.

ARTICLE V.

KNOBBY HILL FARMS

1. Creation and Purposes.

There shall be formed a Michigan not-for-profit corporation to be known as the Knobby Hill Farms Association (hereinafter referred to as the "Association"). The purposes of the Association shall be to promote high standards of maintenance and operation of all property in Knobby Hill Farms reserved or dedicated by Declarant for the common use of all residents and owners of property, to arrange the provision of services and facilities of common benefit and in general to maintain and promote the desired character of Knobby Hill Farms.

2. Membership and Voting.

Declarant and every record owner of a fee simple interest in a residential parcel in Knobby Hill Farms shall become a member of the Association. Each such member, including Declarant, shall be entitled to one vote on each matter submitted to a vote of members for each such parcel owned by him or it. Where title to a parcel is in more than one person, such co-owners acting jointly shall be entitled to but one vote. That the owners of the parcels described in attached Exhibits A, B, C & D shall have the option to become voting members of the Association.

3. Powers of the Association.

The Association shall have the following powers:

A. To the extent such services are not provided by any governmental body:

(1) To care for, spray, trim, protect and replant trees on all streets and in other public places where trees have once been planted, and to care for, protect and replant shrubbery and grass in the side strips which are in streets and set aside for the use of residents and owners of property in Knobby Hill Farms and to provide for maintenance of park, construction of boat launching ramp and to provide a parking lot for persons entitled to use said park.

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(2) to provide for the plowing and removal of snow from public streets and private easements designated and granted for road purposes and for the necessary maintenance and dust control thereof.

(3) To spray and to take other measures for mosquito and fly abatement within Knobby Hill Farms.

(4) To employ duly qualified peace officers for the purpose of providing such police protection as the Association may deem necessary or desirable in addition to that provided by any governmental body.

B. To mow, care for, and maintain vacant and unimproved property and remove rubbish from same and to do any other things necessary or desirable in the judgment of the officers of the Association to keep any vacant and unimproved property and side strips in front of any property in Knobby Hill Farms neat in appearance and in good order and to make and collect reasonable charges therefor from owners of such property in amounts not to exceed the cost of the Association.

4. Method of Providing General Funds.

A. For the purpose of providing general funds to enable the Association to exercise the powers and make and maintain the improvements and render the services herein provided for, the Board of Trustees of the Association shall determine for each year the total amount required of such fund for such year and may levy an annual assessment uniformly against each parcel in Knobby Hill Farms.

B. In the event of failure of any owner to pay any assessment on or before 30 days following notice to such owner of such assessment or the scheduled due date thereof, if later, then such assessment shall become delinquent and shall bear interest at the rate of seven percent (7%) per annum from the due date thereof to the date of payment, and the Association shall have a lien on each parcel against which such assessment is levied to secure payment thereof plus interest. When delinquent, payment of both principal and interest may hereafter be enforced against the owner personally, or as a lien on said real estate. It shall be the duty of the Association to bring suits to enforce such liens before the expiration thereof. The Association may, at its discretion, file certificates of nonpayment of assessments in the offices of the Register

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of Deeds whenever any such assessments are delinquent. For each such certificate so filed, the Association shall be entitled to collect from the owner or owners of the real property described therein a fee of \$10.00 which fee is hereby declared to be a lien upon the real estate so described in said certificate. Such fee shall be collectable in the same manner as the original assessments provided for herein and in addition to the interest and principal due thereon.

C. The liens herein provided shall be subject and subordinate to the lien of any valid mortgage or deed of trust now existing or which may hereafter be placed on said real property prior to the effective dates of such liens. In the event of the issuance of a deed, pursuant to foreclosure on such mortgage or deed of trust or in lieu of such foreclosure, the grantee of such deed shall take title free and clear from any liens herein provided which accrue prior to the recording of such deed.

D. Such liens shall continue for a period of five years from the date of delinquency and no longer, unless within such time suit shall have been filed for the collection of the assessment, in which case the lien shall continue until the termination of the suit and until the sale of the property under execution of the judgment in such suit.

5. Additional Members.

Declarant, as to parcels owned by it, and every other owner of a fee simple interest in real estate subdivided hereafter by Declarant, including, if any, unplatted parcel owners, pursuant to the aforesaid restrictions, shall become a member of the Association.

6. Expenditures Limited to Assessment for Current Year.

The Association shall not expend more money within any one year than the total amount of the assessment for that particular year, plus any surplus which it may have on hand from previous assessments; nor shall said Association enter into any contract whatever binding the assessment of any future year, except for the contracts for utilities, and no such contract shall be valid or enforceable against the Association.

7. Procedure for Amendments.

Notwithstanding the provisions of Paragraph 3 of Article VI

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to the contrary, this article V may be amended at any time following the affirmative vote thereon by a two-thirds majority of the total number of votes entitled to be cast by members pursuant to Paragraph 2 of Article V hereof. Said agreement or agreements to amend shall be duly executed and acknowledged by such owners and recorded in the Office of the Register of Deeds, Oakland County, Michigan.

8. Until such time as the Association is formed as aforesaid, Declarant shall have all the powers of the Association specified in this Article V.

ARTICLE VI.

General Provisions

1. Each of the Covenants set forth in this Declaration shall continue and be binding as set forth in Paragraph 2 of this Article VI for an initial period of thirty-five (35) years from the date of recording these Covenants and thereafter for successive periods of ten (10) years each.

2. The Covenant herein set forth shall run with the land and bind Declarant, its successors, grantees and assigns, and all parties claiming by, through or under them. Declarant, and each owner or owners of any of the above land from time to time shall have the right jointly and separately to sue for and obtain a prohibitive or mandatory injunction to prevent the breach of, or to enforce the observance of, the Covenants above set forth, or any of them, in addition to the right to bring an ordinary legal action for damages. Whenever there shall have been built on any parcel in Knobby Hill Farms any structure which is and remains in violation of the Covenants above set forth, or any of them, for a period of thirty (30) days after actual receipt of written notice of such violation from Declarant by the owner of such parcel, then Declarant shall have, in addition to the foregoing rights, the right to enter upon the property where such violation exists and summarily abate or remove the same at the expense of the owner, and such entry and abatement or removal shall not be deemed a trespass. In no event shall the failure of the Declarant and such owners to enforce any of the Covenants herein set forth as to a particular violation be deemed to be a waiver of the right to do so as to any subsequent violation.

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3. The members of the Association may revoke, modify, amend, or supplement in whole or in part any or all of the Covenants and conditions contained in this Declaration and may release from any part or all of said Covenant all or any part of the real property subject thereto, but only at the following times and in the following manner:

A. Any such change or changes may be made effective at any time within ten (10) years from the date of recording of this Declaration following the affirmative vote thereon by a three-fourths majority of the total number of votes entitled to be cast by members of the Association pursuant to Paragraph 2 of Article V hereof;

B. Any such change or changes may be made effective at the end of said initial thirty-five (35) year period or any such successive ten (10) year period following the affirmative vote thereon by two-thirds majority of the total number of votes entitled to be cast by members of the Association pursuant to Paragraph 2 of Article V hereof, at least five (5) years prior to the end of such period.

C. Any such consents shall be effective only if expressed in a written instrument or instruments executed and acknowledged by each of the consenting owners and recorded in the office of the Register of Deeds of Oakland County, Michigan; provided, however, that Article V hereof may be amended at any time in the manner therein set forth. A recordable certificate by an accredited abstractor or title guaranty company doing business in Oakland County, Michigan, as to the record ownership of said property shall be deemed conclusive evidence thereof with regard to compliance with the provisions of this section. Upon and after the effective date of any such change or changes, it or they shall be binding upon all persons, firms and corporations then owning property in Knobby Hill Farms and shall run with the land and bind all persons claiming by, through or under any one or more of them.

4. All Covenants, liens and other provisions herein set forth shall be subject to and subordinate to all mortgages or deeds of trust in the nature of a mortgage now or hereafter executed, encumbering any of the real property in Knobby Hill Farms and none of said Covenants, liens or other provisions shall supersede or in any way reduce the security

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or affect the validity of any such mortgage or deed of trust in the nature of a mortgage. However, if any such property is acquired in lieu of foreclosure, or if sold under foreclosure of any mortgage or under the provisions of any deed of trust in the nature of a mortgage, or under any judicial sale, any purchaser at such sale, his or its grantees, heirs, personal representatives, successors or assigns shall hold any and all such property so purchased or acquired subject to all the covenants, liens and other provisions of Declaration except as hereinabove set forth in Paragraph 4C of Article V.

5. If a court of competent jurisdiction shall hold invalid or unenforceable any part of any covenants or provision contained in this Declaration, such holding shall not impair, invalidate or otherwise affect the remainder of this Declaration which shall remain in full force and effect.

6. Declarant hereby reserves the right to vest the Association or any other not-for-profit corporation with all or any of the rights, privileges, easements, powers and duties herein retained or reserved by the Declarant by written instrument or instruments in the nature of an assignment which shall be effective when recorded in the Office of the Register of Deeds of Oakland County, Michigan, and Declarant shall thereupon be relieved and discharged from every duty to vest in the Association or in such other not-for-profit corporation.

7. When used in these covenants "Successors" means any person, corporation or other entity who succeeds to the position of Declarant, as developer in parcels in Knobby Hill Farms and "assigns" means any person, corporation or other entity who takes by written assignment from Declarant.

8. Each owner of a parcel in Knobby Hill Farms shall file the correct mailing address of such owner with Declarant and shall notify Declarant promptly in writing of any subsequent change of address. Declarant shall maintain a file of such addressee and make the same available to the Association. A written or printed notice, deposited in the United States Post Office, postage prepaid, and addressed to any owner at the last address filed by such owner with Declarant shall be

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sufficient and property notice of such owner wherever notices are required in this Declaration.

IN WITNESS WHEREOF, MAHLON A. BENSON, JR., HUBERT S. GARNER and JAMES CLARKSON have, as Declarants, caused this instrument to be executed and attested the day and year first above-written.

WITNESSETH:

Judith A. Moon  
Judith A. Moon  
Dianne L. Fox  
Dianne L. Fox

KNobby HILLS FARMS, a Michigan Co-Partnership

BY: Mahlon A. Benson, Jr.  
Mahlon A. Benson, Jr., a Partner

STATE OF MICHIGAN )  
COUNTY OF OAKLAND ) ss.

On this 16th day of March, 1970, before me personally appeared Mahlon A. Benson, Jr., a Partner in Knobby Hills Farms, a Michigan Co-Partnership, to me known to be the person who executed the foregoing instrument and acknowledged that he executed the foregoing instrument as his free act and deed.

Dianne L. Fox  
Notary Public, Oakland County, MI  
My Commission Expires: DIANNE L. FOX  
Notary Public, Oakland County, Michigan  
My Commission Expires April 6, 1982

WITNESSETH:

Judith A. Moon  
Judith A. Moon  
Dianne L. Fox  
Dianne L. Fox

KNobby HILLS FARMS, a Michigan Co-Partnership

BY: Hubert S. Garner  
Hubert S. Garner, a Partner

STATE OF MICHIGAN )  
COUNTY OF OAKLAND ) ss.

On this 16th day of March, 1970, before me personally appeared Hubert S. Garner, a Partner in Knobby Hills Farms, a Michigan Co-Partnership, to me known to be the person who executed the foregoing instrument and acknowledged that he executed the foregoing instrument as his free act and deed.

Dianne L. Fox  
Notary Public, Oakland County, MI  
My Commission Expires: DIANNE L. FOX  
Notary Public, Oakland County, Michigan  
My Commission Expires April 6, 1982

WITNESSETH:

Judith A. Moon  
Judith A. Moon  
Dianne L. Fox  
Dianne L. Fox

KNobby HILLS FARMS, a Michigan Co-Partnership

BY: James Clarkson  
James Clarkson, a Partner

STATE OF MICHIGAN )  
COUNTY OF OAKLAND ) ss.

On this 16th day of March, 1970, before me personally appeared James Clarkson, a Partner in Knobby Hills Farms, a Michigan Co-Partnership, to me known to be the person who executed the foregoing instrument and acknowledged that he executed the foregoing instrument as his free act and deed.

Dianne L. Fox  
Notary Public, Oakland County, MI  
My Commission Expires: DIANNE L. FOX  
Notary Public, Oakland County, Michigan  
My Commission Expires April 6, 1982

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PONTIAC STATE BANK, a Michigan  
Banking Corporation  
28 North Saginaw  
Pontiac, Michigan 48058

WITNESSETH:

Tess Schimansky  
Tess Schimansky  
Pat Sciberras  
Pat Sciberras

BY: Wilmer E. Bryant, Jr.  
Wilmer E. Bryant, Jr., Senior Vice President

BY: Martha Vander Brook  
Martha Vander Brook, Assistant Vice President

STATE OF MICHIGAN )  
COUNTY OF OAKLAND ) ss.

On this 23rd day of March, 1979, before me personally appeared Wilmer E. Bryant, Jr. as Senior Vice President, and Martha Vander Brook as Assistant Vice President, of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such Wilmer E. Bryant, Jr. and Martha Vander Brook of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the free act and deed of said corporation, by its authority.

Anna P. Crase  
Notary Public, Oakland County, MI  
My Commission Expires: ANNA P. CRASE  
Notary Public, Oakland County, Michigan  
My Commission Expires November 15, 1980

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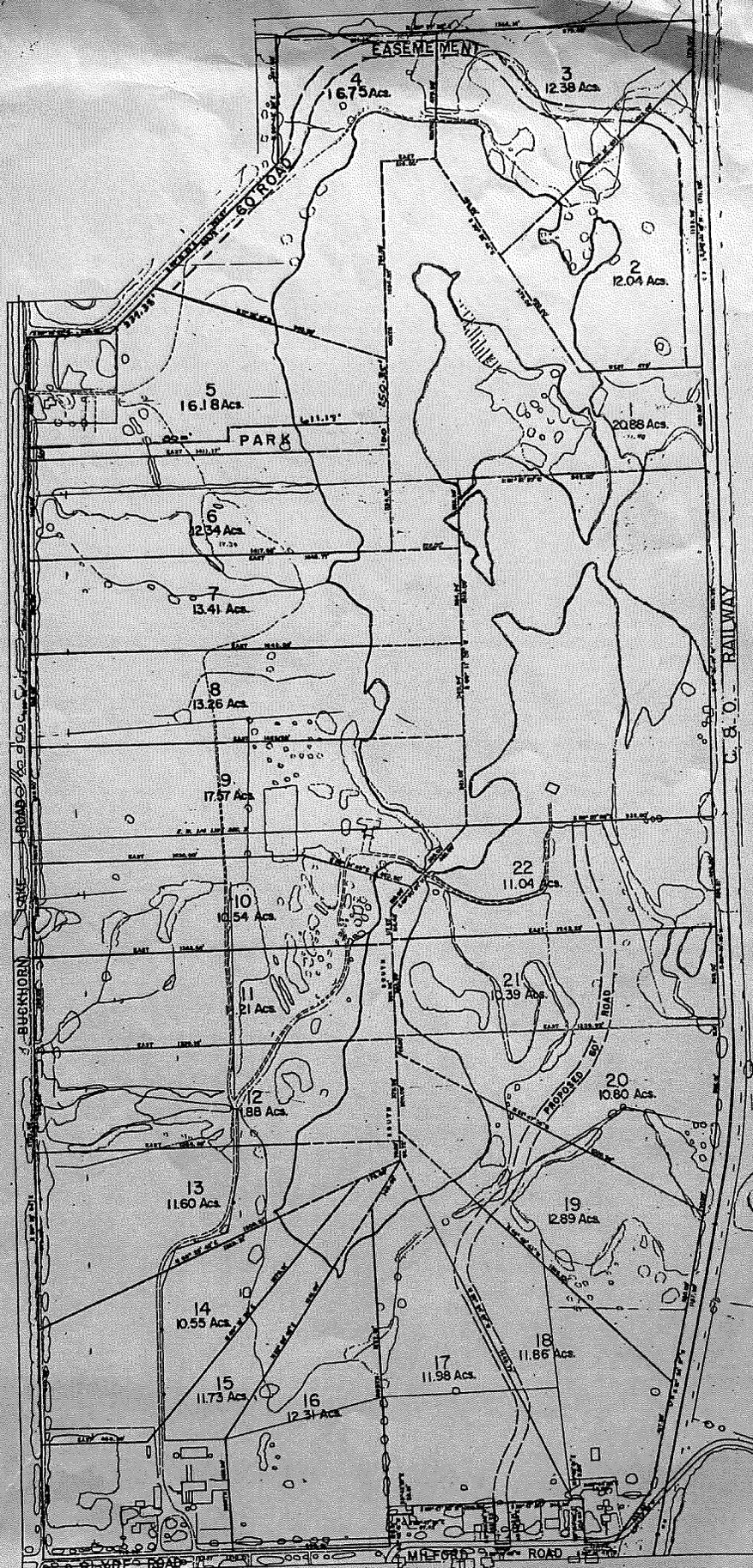
PARCEL I

Part of the West 1/4 of Section 3, T3N, R7E, Highland Township, Oakland County, Michigan, described as beginning at West 1/4 corner of Section 3, T3N, R7E; thence N 00°50'40" E 1927.41 feet along the West line of Section 3; thence S 89°18'27" E 328.35 feet; thence N 46°15'23" E 923.07 feet; thence N 00°48'30" E 467.58 feet to the North line of Section 3; thence N 89°57'30" E 1586.14 feet along said North section line to the West right of way line of C & O Railroad; thence S 00°31'10" W 1711.95 feet along said right of way line; thence N 89°57'50" W 942.55 feet; thence S 00°11'30" W 1319.90 feet to the East and West 1/4 line; thence S 89°57'50" E 935.00 feet along East and West 1/4 line to West right of way line of C & O Railroad; thence S 00°31'10" W 806.81 feet along said right of way line; thence on a curve to the right (Delta = 11°53'07", Radius = 2814.93 feet, Long Chord = S 06°27'43" W 582.87 feet) an arc distance of 583.92 feet along said right of way line; thence S 12°24'17" W 1157.20 feet along said right of way line; thence S 37°32'33" W 235.63 feet to the South section line; thence S 89°41'47" W 117.73 feet along said South section line; thence N 00°24'08" W 156.63 feet; thence S 89°44'50" W 40.00 feet; thence S 00°42'40" W 9.00 feet; thence S 89°47'30" W 240.84 feet; thence S 00°42'40" W 148.14 feet to the South section line; thence S 89°41'47" W 60.00 feet; thence N 00°42'40" E 148.25 feet; thence S 89°47'30" W 300.00 feet; thence S 00°42'40" W 28.82 feet; thence S 89°47'30" W 97.42 feet; thence S 00°42'40" W 120.00 feet to the South section line; thence West 1310.21 feet along the South section line to the Southwest corner of Section 3; thence N 00°52'04" E 2709.48 feet along the West section line of Section 3 to point of beginning. Containing 283.711 acres.

PARCEL II

Part of the Northeast 1/4 of Section 4, T3N, R7E, Highland Township, Oakland County, Michigan, described as beginning at the East 1/4 corner Section 4, T3N, R7E; thence S 89°06'14" W 2693.20 feet along the East and West 1/4 line to the center of Section 4; thence N 00°59'23" E 1322.25 feet along the North and South 1/4 line; thence N 80°37'00" E 493.31 feet; thence N 01°01'52" E 1719.88 feet to the North line of Section 4; thence N 89°51'02" E 963.58 feet along said North line to the centerline of Buckhorn Lake Road; thence S 15°38'52" E 804.05 feet along said centerline; thence S 89°30'46" E 970.70 feet along said centerline to the East line of Section 4; thence S 00°58'40" W 2154.87 feet to point of beginning. Containing 145.715 acres.

RECORDED  
OAKLAND COUNTY REGISTER  
REGISTERED BY REC-11 RECORDS  
MAY 1 PM 4 14  
JAMES D. O'NEILL  
CLERK - REGISTER OF DEEDS





**RESOLUTION #25-17: TO PROCEED WITH THE  
KNOBLOCK LAKE SPECIAL ASSESSMENT  
DISTRICT FOR THE CONTROL OF WEEDS AND DAM  
MAINTENANCE IN KNOBLOCK LAKE AND RELATED  
SERVICES PURSUANT TO 1954 P.A. 188, AS AMENDED**

At a regular meeting of the Township Board (the "Board") of the Charter Township of Highland, Oakland County, Michigan (the "Township"), held on the 4<sup>th</sup> day of August, 2025:

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

Absent: None

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

WHEREAS, on July 7, 2025 the Township Board ("the Board") of the Charter Township of Highland ("the Township"), Oakland County, Michigan, pursuant to a petition filed by the owners of more than fifty (50%) percent of the affected property, tentatively determined to provide for the control of weeds and dam maintenance in Knoblock Lake ("the Project"); and

WHEREAS the Board had designated a proposed special district against which all or part of the costs thereof are to be specially assessed; and

WHEREAS the Board set August 4, 2025 as the date and 6:30p.m. as the time for a hearing on whether to proceed with the Project and establish the District ("the hearing"); and

WHEREAS a Notice of Hearing on the Project and the District were published twice in the Milford Times, which first publication was at least ten days prior to the Hearing and such notices were also mailed to the persons with record ownership or interests as required by Act No. 188, Public Acts of Michigan 1954, as amended; and

WHEREAS the Board has held the Hearing and heard objections to the Project, to the Petition, and to the Special Assessment District, copies of which, if any, are on file with the Township Clerk; and

WHEREAS as a result of the foregoing hearing, the Township believes the Project to be in the best interests of the Township and that the costs thereof should be assessed to the Special Assessment District proposed to be established therefore;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The petition(s) filed by the owners of more than fifty (50%) percent of the affected property for the chemical treatment of weeds, dam maintenance and related services for Knoblock Lake is hereby approved.
2. The plans for the Project and the estimate of cost for the completion thereof of \$28,140.00 (Twenty-eight thousand, one hundred and forty dollars) are approved and the Township hereby determines to proceed with the Project which shall also be known as the Knoblock Lake Weed Control and Dam Maintenance Project.
3. A Special Assessment District to be known as the Knoblock Lake 2025 Special Assessment District is approved against which the costs of the Project shall be assessed according to benefits, the area in the Township described on Exhibit A attached hereto. The District shall last three years or until all special assessments are paid.
4. The Supervisor or Assessing Officer is directed to prepare a special assessment roll in the amount of \$28,140.00 (Twenty-Eight thousand, one hundred, and forty dollars), upon which shall be entered and described all the parcels of land to be assessed with the names of respective owners thereof if known, and a total amount to be assessed against each parcel of land within the Knoblock Lake Special Assessment District, which amount shall be a relative portion of the whole sum to be levied against other parcels of land in the Special Assessment District as the benefit to the parcel of land bears to the total benefit to all parcels of land in the Special Assessment District. When same has been completed, the Supervisor's or Assessing Officer's Certificate shall be affixed thereto, stating that the roll was prepared pursuant to and conforms in all respects with this Resolution and the applicable state statutes.
5. The Special Assessment Roll for the Project shall be filed with the Township Clerk no later than August 4<sup>th</sup>, 2025 and shall be available for public examination during regular office hours until the public hearing upon the same and may be further examined at the public hearing.
6. The Board shall hold a public hearing at the Township Hall at 205 N. John Street, Highland Township, MI 48357, on September 8, 2025 at 6:30p.m. for the purpose of hearing any objections to the special assessment roll described herein.
7. Notice of such public hearing shall be given by publication of the Notice at least twice in a newspaper of general circulation in the proposed special assessment district, with the first publication being at least ten (10) days prior to the public hearing, and the Township Clerk shall also give notice of such public hearing to each owner of or party in interest in property to be assessed whose name appears upon the last ad valorem tax assessment records, by mailing such notice by first class mail at least ten (10) days prior to the public hearing. The notices shall state that the proposed Special Assessment Roll is on file with the Township Clerk for public examination, shall state the time and place designated in the resolution provided to hear any objections and shall state that any persons objecting to the improvements shall file their objections thereto in writing with the Township Board at or prior to the public hearing. The notice shall also contain such other language as to the right to appeal the assessment roll as required by law.

8. All previous resolutions, or parts of previous resolutions, of the Board which are inconsistent with this resolution are hereby rescinded.

This resolution passed this 4<sup>th</sup> day of August, 2025 at a regular meeting of the Charter Township of Highland Township Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas: Hamill, Flowers, Frederick, Charlick, Howe, Lewis, and Salvia

Nays: None

Abstain: None

**RESOLUTION DECLARED ADOPTED**

---

Rick A. Hamill, Township Supervisor

---

Tami Flowers MiPMC, Township Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on August 4<sup>th</sup>, 2025.

---

Tami Flowers MiPMC, Clerk

**Knoblock Lake Special Assessment District**  
**Resolution #25-XX**  
**Exhibit A**

1103100006
1103100007
1103100012
1103100013
1103100014
1103100015
1103100016

1103100017
1103376011
1103376012
1103376013
1103376014
1103376015
1103376016

1103376017
1103376018
1103376021
1103376022
1103376023
1103376024
1103376025

**1954 PA 188 PROCEEDINGS NOTICE OF PUBLIC HEARING  
 NOTICE OF PUBLIC HEARING  
 KNOBLOCK LAKE 2025 SPECIAL ASSESSMENT DISTRICT  
 CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN**

PLEASE TAKE NOTICE that as a result of Petitions of property owners within the Charter Township of Highland signed by the record owners of land whose area constitutes more than 50% of the total acreage of the proposed Knoblock Lake Special Assessment District, the Township Board for the Charter Township of Highland proposes that a special assessment district be established to provide for weed control and Dam Maintenance in Knoblock Lake and to create a special assessment for the recovery of the cost thereof by special assessment against the properties benefited therein, more particularly described as follows:

1103100006	1103100017	1103376018
1103100007	1103376011	1103376021
1103100012	1103376012	1103376022
1103100013	1103376013	1103376023
1103100014	1103376014	1103376024
1103100015	1103376015	1103376025
1103100016	1103376016	
	1103376017	

PLEASE TAKE FURTHER NOTICE that the Township Board has received an estimate of the costs of such weed control in Knoblock Lake for a total period of three (3) years in the amount of \$446.67 each year, has placed same on file with the Township Clerk and has passed a Resolution tentatively declaring its intention to make such improvement and to create the aforementioned Special Assessment District and has further found the Petitions for the creation of a Special Assessment District to be in compliance with statutory requirements.

PLEASE TAKE FURTHER NOTICE that said estimates, plans and specifications and Petitions are on file with the Township Clerk and may be examined at the office of the Township Clerk from the date of this notice until the date of the public hearing.

PLEASE TAKE FURTHER NOTICE that a **public hearing** upon such Petitions, Plans and Specifications, District and Estimate of Cost will be held at the Charter Township of Highland Township Hall located at 205 N John St., Highland, Michigan at 6:30 p.m. on Monday the **4 day of August, 2025**.

At such hearing, the Board will consider any written objections to any of the foregoing matters which might be filed with the Board at or prior to the time of said hearing, as well as any revisions, corrections, amendments, or changes to said plans, estimates and costs or to said District.

All interested persons are invited to be present at the aforesaid time and place and to submit comments concerning any of the foregoing.

TAMI FLOWERS, TOWNSHIP CLERK  
CHARTER TOWNSHIP OF HIGHLAND  
205 N. JOHN STREET  
HIGHLAND, MICHIGAN 48357



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: July 7, 2025  
Re: Rezoning from ARR to R-3  
2601 Westwind  
PIN. 11-16-100-011  
Applicant: Vince Pipitone

---

The proposal before you is a request for rezoning from ARR, Agriculture and Rural Residential to R-3, Single-Family Residential with 3-acre density. The subject parcel is 10.16 acres, developed with a single family home on the southern 1/3 of the parcel. The parcel has 660 feet of frontage on Westwind, which is a private road currently serving nine parcels. The home on the site was built in 1981.

The Planning Commission held the public hearing required by state law on June 19, 2025. There was no public input. The Planning Commission recommended approval of the request. Their unapproved minutes are included in your packet.

Rezoning amendments require two readings before the Board. No action is required tonight other than to introduce the amendment and establish that you will consider approval at your August 4, 2025 Board meeting.

**CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NO. Z-037**

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

That the zoning map of Highland Township, Oakland County, State of Michigan, be changed from ARR, Agriculture and Rural Residential Zoning District to R-3, Single-Family Residential, 3-acre Zoning District.

Parcel # 11-16-100-011, approximately 10.16 gross acres

**Section 2. Repealer Clause**

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 the day of \_\_\_\_\_, 2025.

**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 A. 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 \_\_\_\_\_ 2025, 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. \_\_\_\_\_  
voted against the adoption of said Zoning Ordinance amendment.

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

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

Planning Commission Recommendation: June 19, 2025  
Introduction: July 7, 2025  
Adoption:  
Published:  
Effective Date:

**Highland Township Planning Commission  
Record of the 1431st Meeting  
Highland Township Auditorium  
June 19, 2025**

***Roll Call:***

Kevin Curtis, Chairman  
Grant Charlick  
Chris Heyn  
Mike O'Leary  
Roscoe Smith  
Scott Temple  
Russ Tierney (absent)  
Guy York (absent)  
Michael Zeolla

***Also Present:***

Kariline Littlebear, Zoning Administrator

Visitors: 2

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

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

There was no public comment.

***Public Hearing:***

**Agenda Item #2:**

Parcel # 11-16-100-011  
Zoning: ARR, Agricultural and Rural Residential Zoning District  
Address: 2601 Westwind  
File#: RZ25-01 PH  
Request: Request for Rezoning to R-3, Single-Family Residential, 3-acre Zoning District  
Applicant: Vince Pipitone  
Owner: Lisa Nonamaker

Mr. Curtis introduced the request for rezoning for the 10.16 acre parcel at 2601 Westwind, parcel 11-16-100-011. The request is to rezone from ARR, Agriculture-Rural Residential to R-3, Single Family Residential, 3-acre minimum Zoning District. Mr. Vince Pipitone was present to answer questions and identified himself as the new owner of the property under review.

Mr. Pipitone hopes to rezone the property in order to build 2 new homes. It seems consistent to him in relationship to other parcels located on the east side of Westwind.

Mr. O’Leary asked if Mr. Pipitone knew how he intended to split the property. Mr. Pipitone explained there would be two new 3-acre parcels and the remainder of the parcel would remain with the existing homesite.

Mr. Charlick asked if Mr. Pipitone currently lived in the house. Mr. Pipitone explained the former owner is still occupying the house. The closing was only a few days before the meeting. Mr. Charlick asked if there was a private road maintenance agreement. Ms. Littlebear explained that the agreement was included in the packet and any new property owners would be subject to the agreement.

Mr. Charlick asked if the new lots would be sold vacant or if Mr. Pipitone intended to build homes there. He also asked about the soils on the parcel and whether they would support septic systems. Mr. Pipitone replied that the soils on the existing homesite are sandy and that he does not foresee any issues with septic permits or foundations. Mr. Pipitone explained that he is not aware of any water table issues or wetlands.

Mr. Charlick noted that there are similar divisions to the northeast of the property. He was uncertain why the Master Plan map has a small “L” shaped area of large lots among small and medium lot parcels, but thought that dividing this parcel into three homesites would not impact the character of the area.

Mr. Pipitone explained that he had discussed the road maintenance agreement with the association treasurer who reported that the road is well maintained and that all parties have willingly paid their assessments.

Mr. Charlick asked if the notices had been mailed and advertised. Ms. Littlebear noted that only one property owner had inquired, who asked a lot of questions about the process and the Master Plan but seemed satisfied. No one submitted any written comments.

Mr. Zeolla asked about the mapping in this area on the Master Plan, which shows a mixture of designations ranging from small to large lots. Ms. Littlebear reported that she had discussed the map with Ms. Corwin, the Planning Director. Ms. Corwin’s impression is that the area was not studied during the Master Plan, and the mapping designations are the result of some defaults from the lot sizes and from the former Master Plan. Ms. Corwin thought there was no serious intent to preserve any specific lot size here, as long as the development was in character with the existing patterns of development.

Mr. Charlick noted that there are many other areas in the township where existing lot sizes are smaller than the Master Plan designation.

Mr. Heyn noted that there are other parcels on the east side of the street that are already 3-acre lots. Although he in general does not like to break up the Agricultural and Rural Residential lots, he can accept 3-acre lots. He would be opposed to 1.5 acre lots.

Mr. Charlick moved to recommend approval of the rezoning request for parcel 11-16-100-011, 2601 Westwind from ARR, Agricultural and Rural Residential to R-3, Single-Family Residential Zoning District to the Board of Trustees based on the facts and findings stated tonight. Mr. O’Leary supported the motion.

Roll Call vote: Charlick-yes; O’Leary-yes; Temple-yes; Zeolla-no; Curtis-yes; Heyn-yes; Smith -yes. Motion carries (6 yes votes, 1 no votes.)

**Agenda Item #3: Committee Updates**

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

Committee liaisons reported on the activities of their respective organizations.

**Agenda Item #4:** Minutes: June 5, 2025

Mr. Charlick offered a motion to approve the minutes of the June 5, 2025, Planning Commission meeting as presented. Mr. Curtis supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. Zeolla moved to adjourn the meeting at 8:08 p.m. Mr. O'Leary supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

A. Roscoe Smith, Secretary  
ARS/ejc

UNAPPROVED



# Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: June 19, 2025  
Re: Rezoning from ARR to R-3  
2601 Westwind  
PIN. 11-16-100-011  
Applicant: Vince Pipitone

---

The proposal before you is for a request for rezoning from ARR, Agriculture and Rural Residential to R-3, Single-Family Residential with 3-acre density. The subject parcel is 10.16 acres, developed with a single family home on the southern 1/3 of the parcel. The parcel has 660 feet of frontage on Westwind, which is a private road currently serving nine parcels. The home on the site was built in 1981.

The applicant's stated goal is to divide the property for 2 new homesites plus the existing home, which would be allowed under the R-3 Zoning District. The Master Plan designates this parcel for Rural Residential, although properties on the east side of Westwind are designated Medium Lot Single Family Residential.

The factors which can and should be considered in reviewing a rezoning application may be found in Section 19.05 of the Zoning Ordinance ([https://library.municode.com/mi/highland\\_charter\\_township/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_C\\_H25Z0OR\\_ART19TEAMRE\\_S19.05REAM](https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_C_H25Z0OR_ART19TEAMRE_S19.05REAM)). Essentially, you are called to evaluate whether the request is reasonable given existing development patterns around the site, whether the request is compatible with the master plan, and whether there are any issues relative to developing the site in conformance with the requested zoning classification.



**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
June 19, 2025  
7:30 P.M.**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held at the Highland Township Hall Auditorium, 205 N. John St. on Thursday, June 19, 2025 at 7:30 p.m.

**Notice is further given** that all interested parties are invited to review the request and offer comment through the internet or mail. The application may be viewed at <http://highlandtwp.net> under the Planning Commission e-packet tab. Comment may be submitted to [planning@highlandtwp.org](mailto:planning@highlandtwp.org), mailed to the Township offices or dropped in our secure drop box at the Township Offices, 205 N. John St. If you have any questions, please call 248-887-3791, ext. 2.

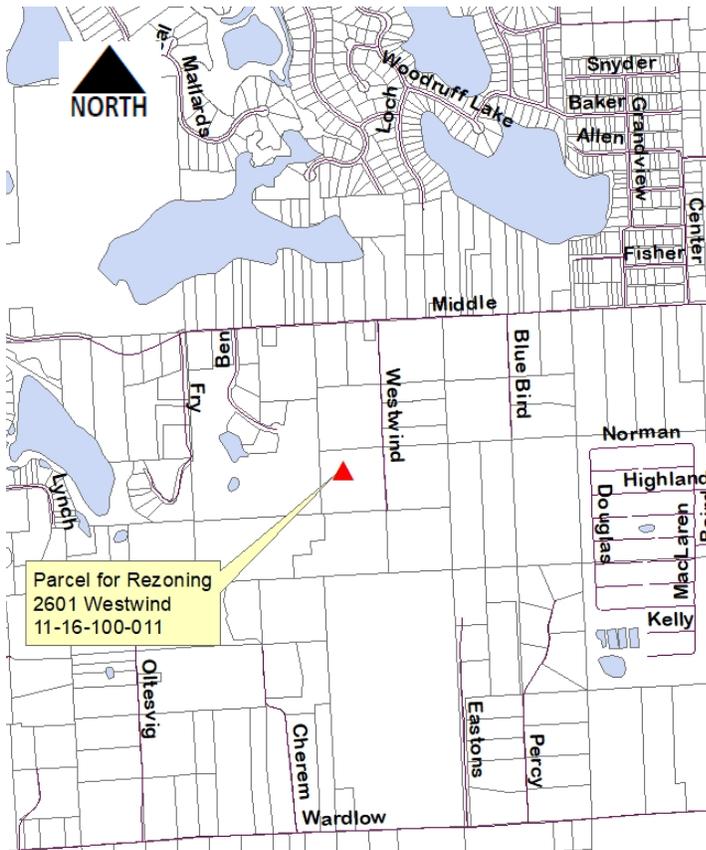
**TO CONSIDER:**

A request for rezoning submitted by applicant Vince Pipitone and property owner Lisa Nonamaker

FROM: ARR, Agriculture and Rural Residential

TO: R-3, Single-Family Residential, 3 acre

LOCATION: Parcel 11-16-100-022; 2601 Westwind



Kevin Curtis, Chairman  
Highland Township Planning Commission

(Publish: once on or before 06/04/2024)



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

**PLAN REVIEW APPLICATION**

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

Date Filed: 5/28/25 Fee: \$750<sup>00</sup> Escrow: 0 Case Number: RZ 25-01

**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.

**REQUIRED COPIES OF PLANS**

*receipt 1062735*

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND PDF COPY OF PLANS  
 CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 2 COPIES AND PDF COPY

**1. APPLICANT INFORMATION**

NAME: Vince Pipitone  
 ADDRESS: 11887 Stow Rd  
Perry MI 48872  
 PHONE: 248-722-5195  
 EMAIL: goprobuilt200@Gmail.com

**PROPERTY OWNER INFORMATION**

NAME: Lisa Nonamaker  
 ADDRESS: 2601 Westwind Highland MI 48357  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**2. SITE INFORMATION**

ADDRESS OR ADJACENT STREETS: Middle Rd And hickory Ridge  
 LOT WIDTH: 661 LOT DEPTH: 669 LOT AREA: 442476  
 PARCEL IDENTIFICATION NUMBER(S): 1116100011

**3. PROJECT INFORMATION**

PROJECT NAME: 2601 Westwind  
 PRESENT ZONING: AG Rrual Residential 5 acres PROPOSED ZONING: Residential 3 acre  
 PRESENT USE: Residential PROPOSED USE: Residential

**APPLICANT**

SIGNATURE: \_\_\_\_\_  
 PRINT NAME: VINCE PIPITONE

On the 28 day of May, 2025 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.

NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF OAKLAND

State Of Michigan My Commission Expires 12/22/2028  
 County Of Oakland Acting in the County of Oakland

Notary Public: Jessie A. Kaba

**PROPERTY OWNER**

SIGNATURE: Lisa Nonamaker  
 PRINT NAME: Lisa Nonamaker

On the 28 day of May, 2025 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.

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

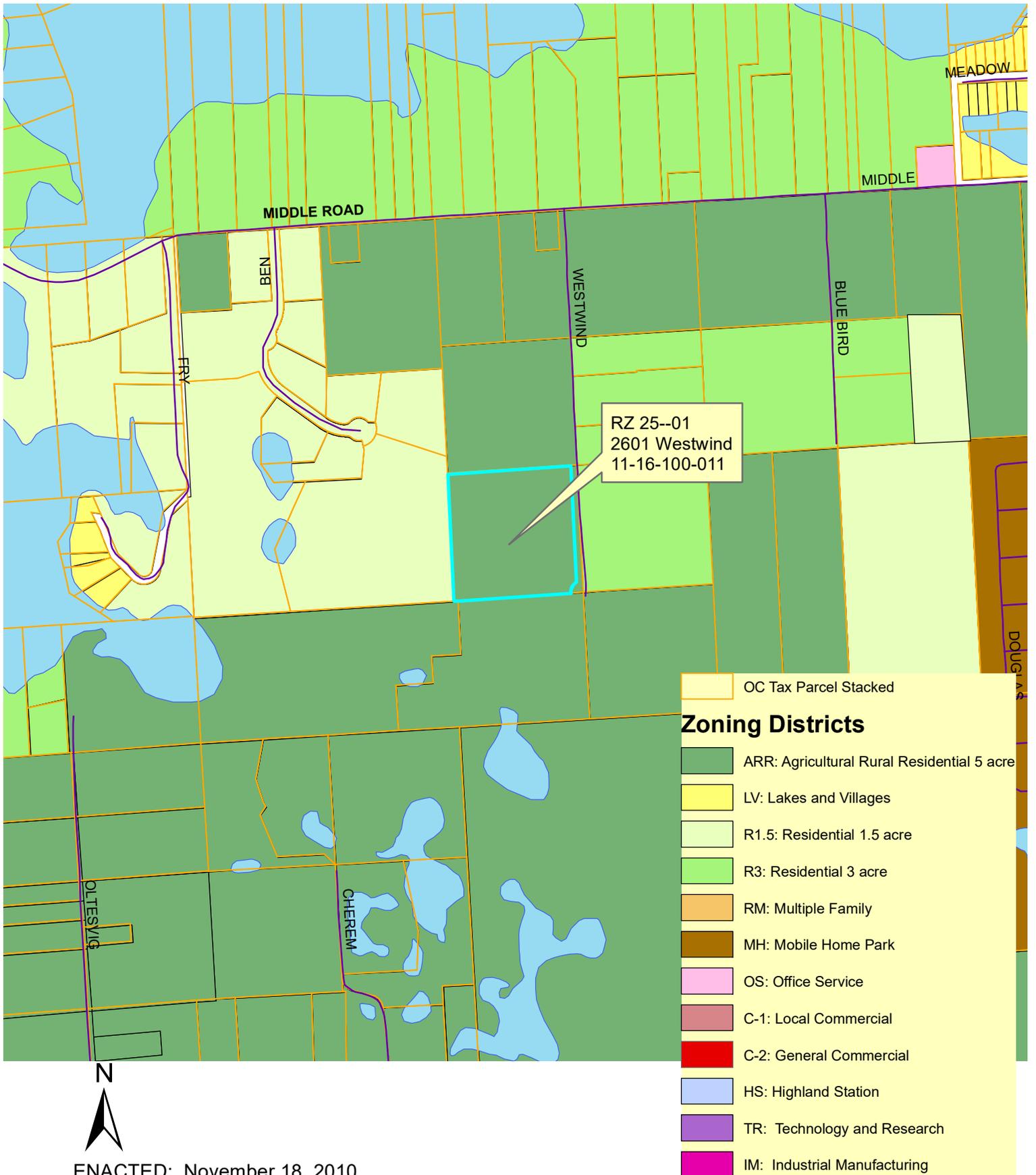
State Of Michigan  
 County Of Oakland

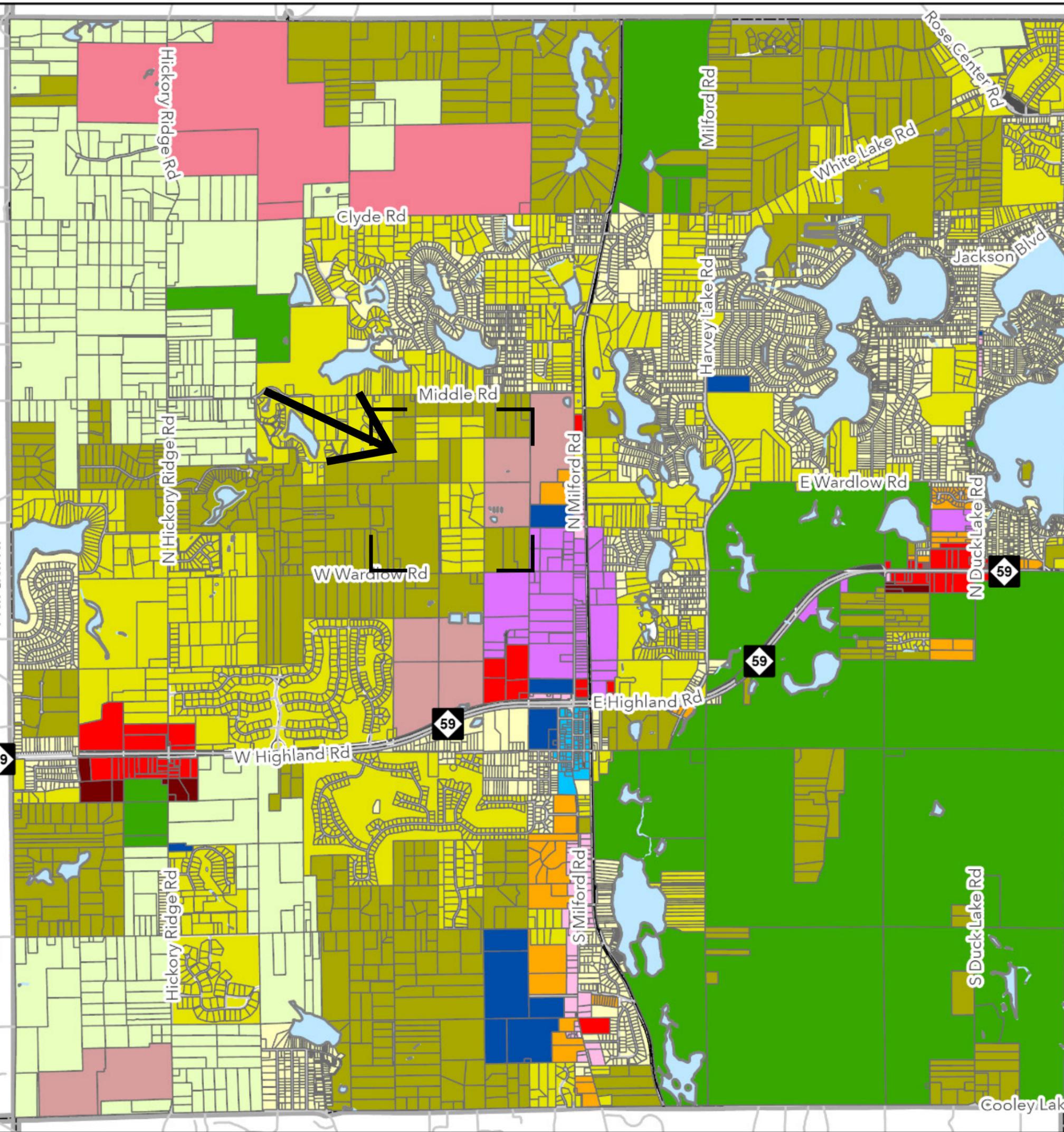
Notary Public: Jennifer Bosh

• 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.

# CHARTER TOWNSHIP OF HIGHLAND ZONING MAP





- |                                      |                      |
|--------------------------------------|----------------------|
| Small Lot Single Family Residential  | Highland Station     |
| Medium Lot Single Family Residential | Industrial           |
| Rural Residential                    | Institutional        |
| Multiple Family Residential          | Parks and Recreation |
| Manufactured Housing Community       | Parcel Boundaries    |
| Agricultural                         | Lakes and Creeks     |
| Office and Low Intensity Commercial  | Rivers and Streams   |
| General Commercial                   | All Roads            |
| Consent Judgement                    | Railroad             |
| Transition from Commercial           |                      |

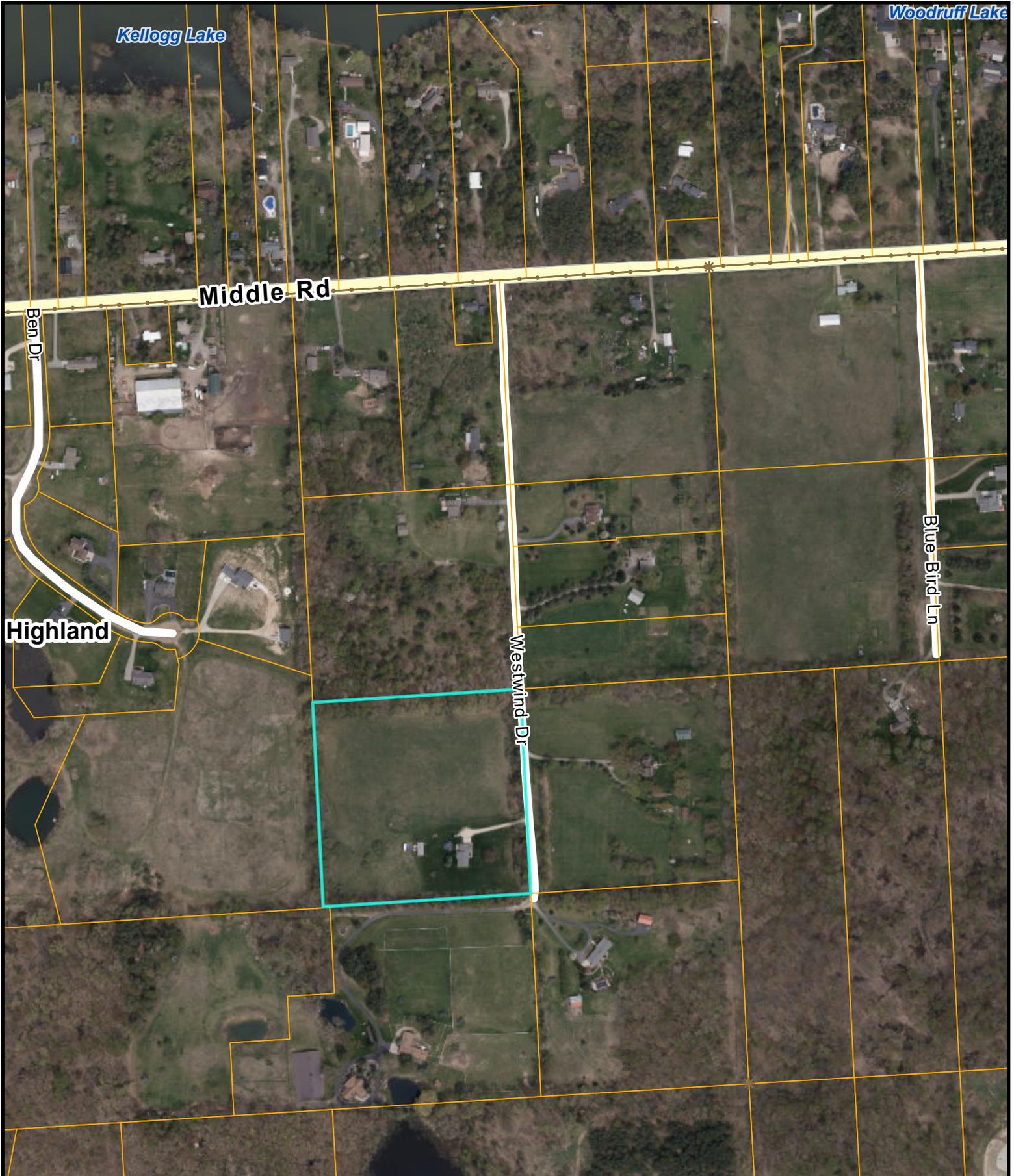
# Future Land Use

## Highland Township

### Oakland County, Michigan



# 2601 Westwind



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

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

  
**David Coulter**  
 Oakland County Executive

Date Created: 5/29/2025

  
**NORTH**  
 1 inch = 400 feet

# detail 2610 Westwind



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

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

  
**David Coulter**  
 Oakland County Executive

Date Created: 5/29/2025

  
**NORTH**  
 1 inch = 100 feet

## 2601 WESTWIND DR HIGHLAND MI 48357-3419



3 beds / 2 full baths / 0 half baths / 1818 sq ft

### Residential Property Profile

11-16-100-011

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

#### Owner Information

Owner(s) : LISA RENEE NONAMAHER  
Postal Address : 2601 WESTWIND DR HIGHLAND MI 48357-3419

#### Location Information

Site Address : 2601 WESTWIND DR HIGHLAND MI 48357-3419  
PIN : 11-16-100-011 Neighborhood Code : RC1  
Municipality : Charter Township of Highland  
School District : 63220 HURON VALLEY SCHOOLS  
Class Code : 401 Residential - Improved

#### Property Description

T3N, R7E, SEC 16 PART OF NW 1/4 BEG AT PT DIST W 1347.01 FT & S 00-48-28 W 1320 FT FROM N 1/4 COR, TH S 00-48-28 W 660 FT, TH E 670.34 FT, TH N 00-49-33 E 660 FT, TH W 670.55 FT TO BEG 10.16 A

#### Most Recent Sale Since 1994

Date : 01/05/2024  
Amount : \$1 Liber : 59324:878  
Grantor : NONAMAHER, CHRISTOPHER MAXMILLIAN Grantee : NONAMAHER, LISA RENEE

#### Next Most Recent Sale

Date : 08/25/2014  
Amount : \$240,000 Liber : 47435:448  
Grantor : EUGENE DELEZYNSKI TR Grantee : NONAMAHER, CHRISTOPHER M

#### Tax Information

Taxable Value : \$157,567 State Equalized Value : \$221,730  
Current Assessed Value : \$221,730 Capped Value : \$157,567  
Effective Date For Taxes : 12/01/2024 Principal Residence Exemption Type : N/A  
Summer Principal Residence Exemption Percent : 0% Winter Principal Residence Exemption Percent : 0%

2023 Taxes		2024 Taxes	
Summer	: \$3,277.09	Summer	: \$3,435.40
Winter	: \$1,647.93	Winter	: \$1,765.71
Village	:	Village	:

#### Lot Information

3 beds / 2 full baths / 0 half baths / 1818 sq ft

**Residential Property Profile**

11-16-100-011

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

**Primary Structure**

Structure	: Ranch	Living Area	: 1818 SQ FT
Ground Floor	: 1803 SQ FT	Year Built	: 1980
Effective Year	: 1981	Remodel Year	: 0
Stories	: 1 Story	Rooms	: 6
Bedrooms	: 3	Full Baths	: 2
Half Baths	: 0	Fireplaces	: 1
Ext Walls	: Alum., Vinyl	Basement	: YES - FULL
Garage	: ATTACHED - 2 car (568 SQ FT)	Heat	: Forced Hot Water
Fuel Type	: Gas	Central Air	: No

**Basement Information**

Finish	: UNFINISHED	Area	: 0 SQ FT
--------	--------------	------	-----------

**Porch Information**

Type	Area
CCP (1 Story)	101 SQ FT

ROADWAY MAINTENANCE AGREEMENT

We, the undersigned, being Owners of property located on Westwind Drive, a private road, located in the Township of Highland, County of Oakland, State of Michigan, do hereby state that we are aware that it is our responsibility to provide for continued maintenance to assure year-round vehicular access to and from each property

Further, we agree that each residence will contribute equally to the costs required to maintain the above mentioned roadway Details relating to collection of fees, standards of maintenance and payment for services will be decided by majority approval (one vote per residence)

This agreement is to apply to present and future owners of the affected properties Change of ownership and/or division of any properties will require the seller to provide the buyer with a copy of this agreement prior to closing Legal descriptions for affected properties are attached

Owner(s) of property at 2500 WESTWIND DRIVE is/are Joseph W. Wigley  
Sidwell # 11-16-100-014 Signature(s) Debra A. Wigley DEBRA A WIGLEY

Owner(s) of property at 2525 WESTWIND DRIVE is/are  
Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 2

Owner(s) of property at 2600 WESTWIND DRIVE is/are STANLEY P. MILLER NORENE E. MILLER  
Sidwell # 11-16-100-012 Signature(s) Stanley P. Miller Norene E. Miller

#

Owner(s) of property at 2601 WESTWIND DRIVE is/are EUGENE C. DELESZYNSKI  
Sidwell # 11-16-100-011 Signature(s) Eugene C. Deleszynski

Owner(s) of property at 2730 WESTWIND DRIVE is/are WILLIAM M. BOCKELMAN SANDRA S. BOCKELMAN  
Sidwell # 11-16-100-023 Signature(s) William M. Bockelman Sandra S. Bockelman

Owner(s) of property at 2801 WESTWIND DRIVE is/are HERBERT LUCRE SUSAN LUCRE  
Sidwell # 11-16-100-009 Signature(s) Herbert Lucire Susan Lucire

Owner(s) of property at 2810 WESTWIND DRIVE is/are SCOTT M. BOCKELMAN DAWN M. BOCKELMAN  
Sidwell # 11-16-100-022 Signature(s) Scott M. Bockelman Dawn M. Bockelman

Owner(s) of property at 2831 WESTWIND DRIVE is/are JUDITH D. TEACHOUT-PETRUCHA RICHARD L. PETRUCHA  
Sidwell # 11-16-100-007 Signature(s) Judith D. Teachout-Petrucha Richard L. Petrucha

Witnessed by Joanna J. K. New  
JULIA J. K. NEW

Witnessed by Pamela Dawn Hurst  
PAMELA DAWN HURST

438747  
LITER 20871 PAGE 108  
\$24.00 RISE RECORDING  
\$2.00 REGENERATION  
12/04/1999 02:21:35 P.M. RECEIVED 106536  
PAID RECORDS - OAKLAND COUNTY  
B. WILLIAM COPPELL, CLERK/REGISTER OF DEEDS

STATE OF MICHIGAN  
COUNTY OF OAKLAND

On this 21st day of November, 19 96 before me personally appeared Joseph W. Wigley, Debra A. Wigley, Stanley P. Miller, Norene E. Miller, Eugene C. Deleszynski, William M. Bockelman, Sandra S. Bockelman, Herbert Lucire, Susan Lucire, Scott M. Bockelman, Dawn M. Bockelman, Judith D. Teachout-Petrucha and Richard L. Petrucha

to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed

O.K. - LG

Notary Public, Oakland County, Michigan  
My commission expires: 8/17/99

Drafted by  
Sandra Bockelman  
2730 Westwind Drive  
Highland, MI 48357

When recorded return to:  
Sandra Bockelman  
2730 Westwind Drive  
Highland, MI 48357

ROADWAY MAINTENANCE AGREEMENT

We, the undersigned, being Owners of property located on Westwind Drive, a private road, located in the Township of Highland, County of Oakland, State of Michigan, do hereby state that we are aware that it is our responsibility to provide for continued maintenance to assure year-round vehicular access to and from each property

Further, we agree that each residence will contribute equally to the costs required to maintain the above mentioned roadway Details relating to collection of fees, standards of maintenance and payment for services will be decided by majority approval (one vote per residence)

This agreement is to apply to present and future owners of the affected properties Change of ownership and/or division of any properties will require the seller to provide the buyer with a copy of this agreement prior to closing Legal descriptions for affected properties are attached

~~Owner(s) of property at 2500 WESTWIND DRIVE is/are~~

Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 1

~~Owner(s) of property at 2925 WESTWIND DRIVE is/are~~ Douglas S. McNeill

~~Sidwell # 11 16 100 021~~ Signature(s) *[Signature]*

Owner(s) of property at 2600 WESTWIND DRIVE is/are \_\_\_\_\_

Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 1

Owner(s) of property at 2601 WESTWIND DRIVE is/are \_\_\_\_\_

Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 1

Owner(s) of property at 2730 WESTWIND DRIVE is/are \_\_\_\_\_

Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 1

Owner(s) of property at 2801 WESTWIND DRIVE is/are \_\_\_\_\_

Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 1

Owner(s) of property at 2810 WESTWIND DRIVE is/are \_\_\_\_\_

Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 1

Owner(s) of property at 2831 WESTWIND DRIVE is/are \_\_\_\_\_

Sidwell # \_\_\_\_\_ Signature(s) SEE PAGE 1

Witnessed by: *[Signature]*

~~Witnessed by:~~ Catherine Van Uet

STATE OF MICHIGAN  
COUNTY OF OAKLAND

On this 9th day of November, 1999 before me personally  
appeared Douglas S. McNeill

to me known to be the person(s) described in and who executed the foregoing  
Instrument and acknowledged that he executed the same as his  
free act and deed.

*[Signature]*  
Notary Public, Oakland County, Michigan  
My commission expires 02-20-02

Drafted by:  
Sandra Bockelman  
2730 Westwind Drive  
Highland, MI 48357

When recorded return to  
Sandra Bockelman  
2730 Westwind Drive  
Highland, MI 48357

LIBER 20871 110

Joe + Debbie Wigley  
2500 Westwind Dr.  
Highland, MI 48357

SCL470CM LAND DESCRIPTION INQUIRY 11/24/99 13:18  
FOR H 11-16-100-014

01 T3N, R7E, SEC 16  
02 PART OF NW 1/4  
03 BEG AT PT DIST  
04 S 00-57-14 W 1980 FT  
05 FROM N 1/4 COR,  
06 TH W 671.61 FT,  
07 TH S 00-49-33 W 658.04 FT,  
08 TH S 88-52-53 E 670.12 FT,  
09 TH N 00-57-14 E 659.48 FT  
10 TO BEG 10.14 A  
PF-KEY: 3:HELP 7:PRIOR 8:NEXT 10:MENU PAGE 1 OF 1  
SCL470CM TOWNSHIP OF HIGHLAND 11/24/99 13:19  
LAND INQUIRY FOR H 11-16-100-011

HOME EX: %EX: A/V: 99,910  
TAXABLE: 79,170  
SCHOOL: 140 ZONE: SI USE: SI NBRD: 3XC BANK: LOCK: ESTAB:

OWNER(S): EUGENE C DELEZYNSKI  
ADDR \*---(DIR STREET SUFFIX,QUAL)---\* \*---(CITY STATE ZIPCODE)---\*  
PROP: 2601 WESTWIND HIGHLAND MI 48357-3419  
MAIL: 7533 TERNES DEARBORN MI 48126-1319

DESCRIPTION:  
01 T3N, R7E, SEC 16 04 W 1347.01 FT &  
02 PART OF NW 1/4 05 S 00-48-28 W 1320 FT  
03 BEG AT PT DIST 06 FROM N 1/4 COR,  
NEXT CVT: H PARCEL: 11 16 100 011  
PF: 2:DESC11 5:PRINT 6:ADDR 7:PRIOR 8:NEXT 9:NOTES 10:MENU 11:TAX ING  
13:ETUP

SCL470CM LAND DESCRIPTION INQUIRY 11/24/99 13:19  
FOR H 11-16-100-011

01 T3N, R7E, SEC 16  
02 PART OF NW 1/4  
03 BEG AT PT DIST  
04 W 1347.01 FT &  
05 S 00-48-28 W 1320 FT  
06 FROM N 1/4 COR,  
07 TH S 00-48-28 W 660 FT,  
08 TH E 670.34 FT,  
09 TH N 00-49-33 E 660 FT,  
10 TH W 670.55 FT  
11 TO BEG 10.16 A  
PF-KEY: 3:HELP 7:PRIOR 8:NEXT 10:MENU PAGE 1 OF 1  
SCL470CM LAND DESCRIPTION INQUIRY 11/24/99 13:20  
FOR H 11-16-100-009

01 T3N, R7E, SEC 16  
02 PART OF NW 1/4  
03 BEG AT PT DIST  
04 W 677 FT &  
05 S 00-33-00 W 200 FT &

Joe + Debbie Wigley  
2500 Westwind Dr.  
Highland, MI 48357

03 TH S 00-49-33 W, 660 FT,  
05 TH W 670.55 FT,  
09 TH N 00-48-28 E 660 FT,  
11 TH E 670.77 FT

LIBEP 20871 NO 111

12 TO BEG

10.16 A

PF-KEY:

3:HELP

7:PRIOR

8:NEXT

10:MENU

PAGE 1 OF 1

Douglas Mc Nabbs  
2525 Westwind Drive  
Highland, MI 48357

LIBEP 20871 : 112

SCL470CM

LAND DESCRIPTION INQUIRY  
FOR H 11-16-100-021

11/09/99 15:11

01 T3N, R7E, SEC 16  
02 PART OF NW 1/4  
03 BEG AT PT DIST  
04 E 1354.61 FT &  
05 S 00-48-28 W 1982.29 FT  
06 FROM NW SEC COR,  
07 TH S 00-48-28 W 647 FT,  
08 TH N 89-52-53 W 1345.63 FT,  
09 TH N 00-36-48 E 646.98 FT,  
10 TH S 89-52-53 E 1347.83 FT  
11 TO BEG, ALSO  
12 BEG AT PT DIST  
13 W 1347.01 FT &  
14 S 00-48-28 W 1980 FT  
15 FROM N 1/4 COR,  
16 TH S 00-48-28 W 656.60 FT,  
17 TH S 89-52-53 E 670.12 FT,

18 TH N 00-49-33 E 633.04 FT,  
19 TH W 670.74 FT  
20 TO BEG  
21 S-2-95 FT 013 & 018

PF-KEY: 3:HELP 7:PRIOR 8:NEXT 10:MENU

PAGE 1 OF 1

11-16-100-012

20071

Stanley + Moore M/llc.  
112600 Westwood Drive  
Highland, MI 48357

4. THE LAND REFERRED TO IN THIS COMMITMENT, SITUATED IN THE COUNTY OF OAKLAND, STATE OF MICHIGAN, IS DESCRIBED AS FOLLOWS:

**TOWNSHIP OF HIGHLAND**

**PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWN 3 NORTH, RANGE 7 EAST HIGHLAND TOWNSHIP, OAKLAND COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION; THENCE WEST ALONG THE NORTH LINE OF SAID SECTION, 677.00 FEET TO THE CENTERLINE OF A 66 FOOT WIDE PRIVATE ROAD EASEMENT; THENCE ALONG SAID CENTERLINE, SOUTH 00 DEGREES 33 MINUTES WEST 200.00 FEET; THENCE SOUTH 00 DEGREES 49 MINUTES 33 SECONDS WEST 1120.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00 DEGREES 49 MINUTES 33 SECONDS WEST 660.00 FEET TO A 60 FOOT TURNING RADIUS POINT; THENCE EAST 671.61 FEET TO THE NORTH AND SOUTH 1/4 LINE; THENCE NORTH 00 DEGREES 57 MINUTES 14 SECONDS EAST ALONG SAID LINE, 660.26 FEET; THENCE SOUTH 89 DEGREES 58 MINUTES 40 SECONDS WEST 673.58 FEET TO THE POINT OF BEGINNING, TOGETHER WITH THE RIGHTS OF INGRESS AND EGRESS OVER A 66 FOOT WIDE PRIVATE ROAD EASEMENT DESCRIBED AS: PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWN 3 NORTH, RANGE 7 EAST, COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION; THENCE WEST ALONG THE NORTH LINE OF SAID SECTION, 677.00 FEET TO THE POINT OF BEGINNING OF CENTERLINE OF A 66 FOOT WIDE PRIVATE ROAD EASEMENT; THENCE SOUTH 00 DEGREES 33 MINUTES WEST 200.00 FEET; THENCE SOUTH 00 DEGREES 49 MINUTES 33 SECONDS WEST 1780.00 FEET TO THE CENTER OF A 60 FOOT TURNING RADIUS AND POINT OF ENDING OF SAID CENTERLINE DESCRIPTION.**

*William & Sandra Bockelman*

*Sec 16 NW 1/4  
2730 Chestnut Dr*

*11-20871 11.1 Highland, MI 48357*

OAKLAND COUNTY

LAND DESCRIPTION INQUIRY  
FOR H 11-16-100-023

10/26/95 13:00

- 01 T3N, R7E, SEC 16
- 02 PART OF NW 1/4
- 03 BEG AT PT DIST
- 04 W 677 FT &
- 05 S 00-33-00 W 200 FT &
- 06 S 00-49-33 W 660 FT
- 07 FROM N 1/4 COR,
- 08 TH E 333 FT,
- 09 TH N 7 FT,
- 10 TH E 341.23 FT,
- 11 TH S 00-57-14 W 266.74 FT
- 12 TH S 89-58-40 W 673.54 FT,
- 13 TH N 00-49-33 E 260 FT
- 14 TO BEG 4.07 A
- 15 9-18-95 FR 010

PF-KEY: 3:HELP 7:NEXT 8:PRIOR 10:MENU

PAGE 1 OF 1

*Tacoma 2 acres*

OAKLAND COUNTY

LAND DESCRIPTION INQUIRY  
FOR H 11-16-100-024

10/26/95 13:01

- 01 T3N, R7E, SEC 16
- 02 PART OF NW 1/4
- 03 BEG AT PT DIST
- 04 W 677 FT &
- 05 S 00-33-00 W 200 FT &
- 06 S 00-49-33 W 920 FT
- 07 FROM N 1/4 COR,
- 08 TH N 89-58-40 E 673.54 FT,
- 09 TH S 00-57-14 W 200 FT,
- 10 TH S 89-58-40 W 673.09 FT,
- 11 TH N 00-49-33 E 200 FT
- 12 TO BEG 3.09 A
- 13 9-18-95 FR 010

PF-KEY: 3:HELP 7:NEXT 8:PRIOR 10:MENU

PAGE 1 OF 1

Scott + Dawn Borkman  
2810 Westwood Drive  
Highland, MI 48357

~~Scott + Dawn~~

20871 115

OAKLAND COUNTY

LAND DESCRIPTION INQUIRY  
FOR H 11-16-100-022

10/26/95 17 00

- 01 T3N, R7E, SEC 16
- 02 PART OF NW 1/4
- 03 BEG AT PT DIST
- 04 W 677 FT &
- 05 S 00-33-00 W 200 FT &
- 06 S 00-49-33 W 460 FT
- 07 FROM N 1/4 COR,
- 08 TH E 674.56 FT,
- 09 TH S 00-57-14 W 193 FT,
- 10 TH W 341.23 FT,
- 11 TH S 7 FT,
- 12 TH W 333 FT,
- 13 TH N 00-49-33 E 200 FT
- 14 TO BEG 3.04 A
- 15 9-18-95 FR 010

FF-KEY: 3:HELP 7:NEXT 8:PRIOR 10:MENU

PAGE 1 OF 1

Richard & Judith Petruska  
 2831 Westwind Drive  
 Highland, MI 48357-2071 116

LEGAL DESCRIPTION

11-16-100-007

TOWNSHIP OF HIGHLAND  
 PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWN 3 NORTH, RANGE 7 EAST, HIGHLAND TOWNSHIP, OAKLAND COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION, THENCE DUE WEST ALONG THE NORTH LINE OF SAID SECTION 677.00 FEET TO THE POINT OF BEGINNING, THENCE ALONG THE CENTERLINE OF A 66 FOOT WIDE PRIVATE ROAD EASEMENT SOUTH 00 DEGREES 33 MINUTES WEST 200.00 FEET, THENCE SOUTH 00 DEGREES 49 MINUTES 33 SECONDS WEST 460.00 FEET; THENCE WEST 340.77 FEET; THENCE NORTH 00 DEGREES 48 MINUTES 28 SECONDS EAST 660.00 FEET TO THE NORTH LINE OF SAID SECTION, THENCE ALONG SAID LINE EAST 185.60 FEET; THENCE SOUTH 200.00 FEET; THENCE EAST 119.50 FEET; THENCE NORTH 00 DEGREES 33 MINUTES EAST 200.00 FEET TO THE NORTH LINE OF SAID SECTION; THENCE ALONG SAID LINE DUE EAST 33.00 FEET TO THE POINT OF BEGINNING, TOGETHER WITH AND SUBJECT TO THE RIGHTS OF INGRESS AND EGRESS AND PUBLIC UTILITIES OVER A 66 FOOT WIDE PRIVATE ROAD EASEMENT DESCRIBED AS FOLLOWS: PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWN 3 NORTH, RANGE 7 EAST, HIGHLAND TOWNSHIP, OAKLAND COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION, THENCE WEST ALONG THE NORTH LINE OF SAID SECTION 677.00 FEET TO THE POINT OF BEGINNING OF CENTERLINE OF A 66 FOOT WIDE PRIVATE ROAD EASEMENT; THENCE SOUTH 00 DEGREES 33 MINUTES WEST 200.00 FEET; THENCE SOUTH 00 DEGREES 49 MINUTES 33 SECONDS WEST 1789.00 FEET TO THE CENTERLINE OF A 60 FOOT TURNING RADIUS AND POINT OF ENDING OF SAID CENTERLINE DESCRIPTION

a/k/a 2831 Westwind Drive



**RESOLUTION #25-18: TO ESTABLISH MILLAGE RATES  
FOR 2026 BUDGET**

At a regular meeting of the Charter Township of Highland Board of Trustees held on the 8<sup>th</sup> day of September 2025.

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

Absent: None

The following resolution was offered by Ms. Frederick and supported by Mrs. Lewis:

**WHEREAS** the proposed millage rates for 2025 winter tax bill are as follows:

0.6000 for the General Operating Millage  
1.8322 for the Fire Operating Millage  
0.9568 for the Fire Capital Millage  
3.2919 for the Police Operating Millage  
1.5482 for the Library Operating Millage

**WHEREAS** a public hearing on the 2026 Budget will be held on a date to be determined.

**NOW THEREFORE BE IT RESOLVED THAT** the millage rates for the 2026 Budget be approved as presented in the attached 2025 Tax Rate Request Form L-4029.

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

**RESOLUTION DECLARED ADOPTED**

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

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

I hereby certify that the above is a true and a complete copy of the resolution, the original of which is on file in my office, by the Charter Township of Highland Board of Trustees of the County of Oakland, State of Michigan on the 9th of September 2024.

---

Tami Flowers MiPMC, Clerk

**2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)**

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes <b>OAKLAND</b>	2025 Taxable Value of ALL Properties in the Unit as of 4-7-25. <b>1,125,710,672</b>
Local Government Unit Requesting Millage Levy <b>TOWNSHIP OF HIGHLAND</b>	For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating		1.4100	0.9340	0.9927	0.9271	1.0000	0.9271		0.6000	
Voted	Police	08/06/24	3.3162	3.3162	0.9927	3.2919	1.0000	3.2919		3.2919	12/31/2029
Voted	Fire Operating	08/02/22	1.8500	1.8457	0.9927	1.8322	1.0000	1.8322		1.8322	12/31/2026
Voted	Fire Capital	08/07/18	1.0000	0.9639	0.9927	0.9568	1.0000	0.9568		0.9568	12/31/2037
Voted	Library	1927	0.2500	0.1651	0.9927	0.1638	1.0000	0.1638		0.1638	
Voted	Library	8/1/1994	0.5860	0.4966	0.9927	0.4929	1.0000	0.4929		0.4929	
Voted	Library	8/1/1994	0.2500	0.2113	0.9927	0.2097	1.0000	0.2097		0.2097	
Voted	Library	8/7/2018	0.7127	0.6869	0.9927	0.6818	1.0000	0.6818		0.6818	12/31/2028

Prepared by Jennifer L Frederick	Telephone Number 248-887-3791 x 135	Title of Preparer Treasurer	Date 8/7/2025
-------------------------------------	--	--------------------------------	------------------

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

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

<input checked="" type="checkbox"/> Clerk	Signature	Print Name Tami Flowers, Clerk	Date
<input checked="" type="checkbox"/> Supervisor	Signature	Print Name Rick Hamill, Supervisor	Date

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

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

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



**Resolution 25-19 to Approve Highland Township  
Credit Card Distribution**

At a regular meeting of the Charter Township of Highland Board of Trustees held on the 4<sup>th</sup> day of August 2025:

Present: Rick Hamill, Tami Flowers, Jennifer Frederick, Grant Charlick, Brian Howe, Beth Lewis, and Joe Salvia  
Absent: None

The following resolution was offered by Mr. Hamill and supported by Mrs. Lewis:

**BE IT RESOLVED THAT** the following employees of the Charter Township of Highland are authorized to hold Township Credit Cards:

Supervisor	Downtown Development Authority Director
Clerk	Fire Chief
Treasurer	Maintenance Department
Deputy Clerk	Activity Center Director
Deputy Treasurer	

The motion carried with the following roll call vote:

Ayes: Hamill, Flowers, Frederick, Charlick, Howe, Lewis, and Salvia  
Nays: None  
Abstentions: None

**RESOLUTION DECLARED ADOPTED**

---

Rick A. Hamill, Supervisor

---

Tami Flowers MiPMC, Clerk

I, the undersigned, the duly qualified and elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution enacted by the Township Board at a regular meeting held on the 4<sup>th</sup> day of August 2025, the original of which is on file in my office.

---

Tami Flowers MiPMC, Clerk



# MEMORANDUM

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: August 4<sup>th</sup>, 2025  
Re: Request for Approval of Updated Code of Conduct Policy

---

I request your approval of the updated Charter Township of Highland Code of Conduct Policy.

This revised policy strengthens ethical standards for all Township officials and employees. Key updates include:

- Clearer definitions of public service roles and conflicts of interest
- Updated rules for use of Township property, information, and influence
- Defined procedures for disclosure, recusal, and enforcement
- Alignment with Michigan law and inclusion of penalties for violations

**Motion:** I move that the Highland Township Board of Trustees formally adopt the updated Code of Conduct Policy as presented. Upon adoption, the policy shall be distributed to all current officials and employees, and included in the onboarding materials for all incoming board members. Furthermore, a review cycle shall be initiated every four (4) years, as outlined in the policy.

Enclosures: Code of Conduct Policy



# Charter Township of Highland

## Code of Conduct

### 1. Purpose

It is the policy of the Charter Township of Highland, ("Highland Township or Township") that all officials and employees must avoid conflicts between their private interests and those of the general public whom they serve. To enhance the faith of the people and the integrity and impartiality of all officials and employees of the Township, it is necessary that adequate guidelines be provided for separating their roles as private citizens from their roles as public servants. Citizens are entitled to have complete confidence in the integrity of this government. Each official and employee must honor that trust by his/her own integrity and conduct in all official duties and actions.

### 2. Intention of the Code

It is the intention of this Code of Conduct that Township public servants avoid any action, whether or not specifically prohibited herein, which might result in, or create the appearance of:

- Using public employment or office for private gain,
- Giving or accepting preferential treatment to or from any organization or person,
- Losing impartiality of action,
- Making a Township decision, or giving the impression that a Township decision has been made, outside official channels,
- Affecting adversely the confidence of the public or integrity of the Township government, or
- Giving or accepting preferential treatment in the use of Township property.

This Code of Conduct is intended to be preventative. It should not be construed to interfere or abrogate in any way the provisions of any Michigan or Federal statutes or the Township Code of Ordinances. This Code of Conduct is not intended to prevent any public servant of the Township from receiving compensation for work performed on his or her own time as a private citizen and not involving Township business. This policy is not intended to apply to contributions to political campaigns which are governed by state law.

### 3. Definitions

3.1 "**Public servant**" means a person elected, appointed, or otherwise serving in any capacity with the Township in any position which is established by state law or an action of the Township Board which involves the exercise of a public power, trust or duty. The term includes any official or employee of the Township, whether or not they receive compensation, including people who serve on Township boards and commissions.

3.2 "**Decision or Decision making**" means exercising public power to adopt laws, regulations or standards, render quasi-judicial decisions, establish executive policy, or determine questions involving substantial discretion.

3.3 "**Substantial**" means anything of significant worth and importance, or of considerable value as distinguished from something with little value, social tokenism or merely nominal.

3.4 "**Compensation**" means any money, property, thing of value or benefit conferred upon or received by any person in return for services rendered or to be rendered to himself or another.

3.5 "**Official duties**" or "**Official action**" means a decision, recommendation, approval, disapproval or other action or failure to act which involves the use of discretionary authority.

3.6 "**Part-time**" means a public official or employee who is paid for working an average of 25 hours per week or less for the Township.

#### 4. **Code of Conduct:**

##### 4.1 **Gratuities**

4.1.1 No public servant of the Township shall solicit, accept or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it can be incontrovertibly shown that the gift is intended to influence him or her in the performance of his or her official duties or is intended as a reward for any official action on their part.

4.1.2 It shall be presumed that a non-monetary gift having a value of less than fifty dollars (\$50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.

##### 4.2 **Preferential Treatment**

4.2.1 No public servant of the Township shall use, or attempt to use, their official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

4.2.2 In the event a Township public servant either is offered or receives preferential treatment for him or herself or others as a result of his or her status as a Township public servant without soliciting the same, the Township public servant shall immediately upon discovery of the preferential treatment:

- Either reject the offer of preferential treatment or return the full value of preferential treatment for the most recent transaction received before discovery, and
- Disclose the transaction or proposed transaction which would have constituted preferential treatment to the relevant controlling authority listed in Section 5 of this Code of Ethics.
- Upon completion of this process, it will be presumed that the Township public servant did not act in contravention of this Section of the Code of Conduct.

### **4.3 Use of Information**

Any public servant of Highland Township who acquires information in the course of their official duties, which information is not available to the general public, shall not purposefully use such information to further the private economic interests of him or herself or anyone else.

### **4.4 False Representation of Township Position**

- 4.4.1 No public servant of Highland Township shall falsely represent his or her personal opinion to be the official position or determination of the Township or the department, board of committee of which he or she is a public servant.
- 4.4.2 This section shall not apply to the professional opinions of Township public servants rendered while performing their duties, provided that such opinions are clearly identified as professional or personal opinions and not the opinion of the Township.

### **4.5 Outside Business Dealings**

- 4.5.1 No Township public servant shall engage in a business transaction in which he or she may profit because of his or her position or authority or benefit financially from confidential information which he or she has obtained or may obtain by reason of such position or authority.
- 4.5.2 No Township public servant shall engage in or accept employment or render services for any private or public interest when that employment or service is incompatible or in conflict with the discharge of his or her duties or when that employment may tend to impair his or her independence of judgment or action in the performance of his or her duties.
- 4.5.3 Except as provided in Section 5.2.7, a public servant shall participate in the negotiation or execution of contracts, granting subsidies, fixing rates, issuance of permits or certificates or other regulation or supervision, relating to any business entity in which he or she has, directly or indirectly, a financial or personal interest. This section shall not prohibit a part-time elected or appointed official from engaging in private employment or business on his or her own time as a private citizen and where Township business is not involved, subject to his or her disclosing such private employment or business on the public record for any matter on which he or she may be called upon to act in his or her official capacity, in accordance with Section 5.2.7 below. He or she shall refrain from voting upon or otherwise participate in debate on any such matter, except as otherwise provided by law.

### **4.6 Suppression of Public Information**

No Township public servant shall intentionally suppress any public Township report, document, or other information available to the general public because it might tend to affect unfavorably their private financial or political interests.

#### **4.7 Use of Township Property**

No Township public servant shall, directly or indirectly, make use of or permit others to make use of Township property of any kind for personal gain. Township public servants should protect and conserve all Township property including equipment and supplies entrusted or issued to them.

#### **4.8 Independence of Boards, Committees**

Because of the value of the independent advice of subordinate board, committees, councils and commissions to the public decision-making process, members of the Board of Trustees shall, except when the Board of Trustees member is a member of the committee, board, council, limit their participation in the proceedings of such subordinate public bodies to the communication of requested information and providing relevant information, shall not attempt to unduly influence the deliberations or outcomes of the proceedings.

### **5. Conflict of Interest**

No public official shall vote on any issue in which he or she may reasonably be considered to have a conflict of interest. A conflict shall at the minimum include the following:

- 5.1.1 Deliberating on, voting on, or reviewing a matter concerning land owned by the member or adjacent to land owned by the member.
- 5.2.2 Deliberating on, voting on, or reviewing a matter concerning a spouse, child, parent or member of the public servant's household.
- 5.2.3 Deliberating on, voting on, or reviewing a case where the public servant's employer or employee is an applicant or has a direct interest in the outcome.
- 5.2.4 Deliberating on, voting on, or reviewing a matter where the action may result in a financial or personal benefit to the public servant.
- 5.2.5 Being a party, directly or indirectly, to any contract between him or herself and the public body of which her or she is an officer or employee.
- 5.2.6 Directly or indirectly solicit any contract between the Township and (i) himself or herself; (ii) any firm (meaning a co-partnership or other unincorporated association) of which he or she is a partner, member or employee; (iii) any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class where such stock is not listed on a stock exchange or stock with a present total market value in excess of \$100,000.00 where such stock is listed on a stock exchange or of which he or she is a director, officer or employee; or (iv) any trust of which he or she is a beneficiary or trustee; nor shall he or she take any part in the negotiations for such a contract or the renegotiation thereof or amendment thereto or in the approval thereof; nor shall he or she represent either party in the transaction.

5.2.7 Sections 5.2.5 and 5.2.6 do not apply to a part-time public servant provided the public servant discloses their financial interest in writing to the presiding officer of the board, committee or council at least 7 days before the meeting where a vote on the matter will take place. The public servant must also disclose the financial interest during a public meeting at least 7 days before the vote will take place, if the public servant will benefit in an amount more than \$5,000.

The contract may only be approved if at least 2/3 of the full membership of the approving body vote in open session without the vote of the public servant making the disclosure.

The public servant must disclose the following information which must be included in the minutes: (i) the name of each party involved in the contract, (ii) the terms of the contract, including duration, financial consideration, facilities or services included in the contract, (iii) the nature and degree of Township employees involved in fulfilling the contract and (iv) the nature of the financial interest.

5.2.8 If the part-time public servant's vote is required by law to constitute a quorum, the part-time public servant may participate in the vote if the public servant will have a direct financial benefit of \$250.00 or less and less than 5% of the contract value. The public servant must sign a sworn affidavit of this limited financial benefit, which shall be part of the record of the meeting.

## **6. Duty to Disclose**

If a member of the Township Board of Trustees has a conflict of interest, they shall request the Board vote unanimously to excuse him/her from voting on the matter. Unless the Board of Trustees concludes, upon a majority vote of the remaining members, that the member's participation does not constitute a conflict of interest and that his or her participation and vote will not be affected by his or her interest, the member shall leave his or her seat at the dais or meeting table and shall abstain from discussion and voting on the matter. A member shall not appear before the Board as an advocate in relation to any matter in which he or she has abstained for reasons of conflict of interest.

If a public servant could reasonably be considered to have a conflict of interest pertaining to a matter that is to be addressed or considered by a Township board, council, committee other than the Board of Trustees, before participating in any discussion or casting a vote on such a matter, the member shall disclose the conflict of interest to the board/council, committee and shall abstain from voting, leave their seat on the dais or voting area and not participate in the discussion of the matter.

## **7. Violation Enforcement and Penalties**

### **7.1 Controlling Authorities**

Conflicts of interest concerning a township official or employee and a public contract are governed by MCL 15.321 through 15.330. Conflicts of interest regarding public contracts must be rectified through the statutory procedures and not through the Township Conflict of Interest and Code of Ethics.

All other matters concerning the Code of Conduct shall be directed to one of the two following controlling authorities depending upon the employment status of the public servant involved and the nature of the action requested:

- Matters involving elected and appointed officials of the Township should be directed to the Supervisor, Township Board and Township Attorney.
- Matters involving appointed employees, full- and part-time, of the Township should be directed to the Township Supervisor, Human Resources Director and Township Labor Attorney.

## **7.2 Violations concerning Township Board of Trustee actions**

All Township Board members have a responsibility to act when they learn of actions of another Board member that appear to be in violation of this Code of Conduct. Upon being notified of a reasonable suspicion of a violation of the Code of Conduct and the unwillingness of a member to appropriately address the situation as determined by the Supervisor, the Supervisor shall set, or any three Board members may require, a public hearing during a regular or special meeting of the Board of Trustees to determine whether a violation of the Code of Conduct has occurred and if so, what sanctions may be imposed.

## **7.3 Penalties for violation**

Upon determination that there has been a violation, the Controlling Authority has the sole authority to set a penalty which is rationally related to the violation. The Controlling Authority may, but is not limited to, use any of the following as penalties:

- 7.3.1 Private Reprimand of the violator through mail or by private meeting.
- 7.3.2 Public Reprimand with a detailed description of the offense and code provision violated.
- 7.3.3 Temporary Suspension from Office or Duties, but in no case more than six months.\*
- 7.3.4 Removal from Office/Termination of Employment.\*

\* Provisions marked with an asterisk shall not be applicable to elected officials.

## **7.4 Status of violations, Implementation**

- 7.4.1 Violations of this Code of Conduct shall not be considered the basis for challenging the validity of a Board of Trustees decision.
- 7.4.2 Members of the Board of Trustees are expected to be familiar with this Code of Conduct. All new members of the Board of Trustees shall be provided with a copy of the Code of Conduct and shall acknowledge its receipt.
- 7.4.3 This Code of Conduct shall be reviewed every four (4) years.



# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: August 4<sup>th</sup>, 2025  
Re: Hiring for Part-time Assistant Zoning Administrator

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I am submitting my recommendation for the approval of Samantha George as the new Assistant Zoning Administrator. This position will be under the direct supervision of the Zoning Administrator. The Assistant Zoning Administrator will assist with in managing office activities that require significant independent judgment and a high level of accuracy. The role demands a strong understanding of the assigned area to ensure efficient and organized operations.

This position also involves handling sensitive issues and confidential information, which requires discretion and professionalism. The individual in this role will collaborate with Township staff to support the achievement of established programs, processes, and goals.

The position was advertised across multiple platforms, including the Township website, digital sign, and social media. After reviewing Ms. George's application and consulting with the hiring committee, we are confident that she is an excellent fit for the role.

**Candidate Name:** Samantha George  
**Starting Date:** August 25<sup>th</sup>, 2025  
**Starting Hourly Wage:** \$24.99/ hour  
**Grade:** 3  
**Classification:** Part-time  
**Seasonal:** No  
**Exempt:** No  
**Maximum Hours:** 1,508 max per year  
**Position Title:** Assistant Zoning Administrator  
**Regular Schedule:** Yes  
**Department Name/Head:** Supervisor Department, Rick Hamill / Zoning Department, Kari Littlebear  
**Interviewed by:** Rick Hamill, Beth Corwin, Kari Littlebear and Cassie Blascyk  
**Budget Amendment Needed:** Yes

I recommend that we hire Samantha George to fill the position of Assistant Zoning Administrator. Starting pay will be \$24.99/ hour, not to exceed 29 hours per week. Effective start date will be August 25, 2025.

*Warm inside. Great outdoors.*



BUDGET AMENDMENT WORKSHEET  
**2025 PROPOSED BUDGET AMENDMENTS**  
 BOARD MEETING - August 4, 2025

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>				
<b>Expenditures:</b>				
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	\$60,451.00	\$60,451.00 +	\$20,451.00 = \$40,000.00
101-701-704.004	OE: ZONING ADMIN ASST WAGE PT	\$0.00	\$0.00 +	\$14,000.00 = \$14,000.00
				<u>\$6,451.00</u>

**Purpose of Amendment:**

To add additional expense for new part-time Payroll / HR administrative assistant.

Current Surplus	\$ 231,418.00
Add: Increase in Revenue	\$ -
Add: Net Decrease in Expenses	\$ 6,451.00
<u>Remaining Surplus</u>	<u>\$ 237,869.00</u>



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: 8/4/2025

Re: Request for Authorization to Post Full-Time Assistant Building Inspector

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I am requesting the Board's approval to authorize the posting of a full-time Assistant Building Inspector position within the Building Department.

This position will report directly to the Township Building Official and will provide essential support in daily operations and departmental staff services. In preparation for the upcoming retirement of our current Building Official, we believe it is both prudent and necessary to begin the transition process now. Hiring an Assistant Building Inspector at this time will allow for approximately nine-ten months of training and onboarding within the department before the leadership transition occurs.

This position will be funded through the Building Department's cumulative surplus budget.

**Key Responsibilities Include:**

- Providing customer service related to building and construction matters within the Township
- Supporting the Building Official with daily operations
- Enforcing building safety codes and regulations
- Performing inspections as assigned

**Position Details:**

- **Status:** Full-time, hourly
- **Hours:** 37.5 hours per week
- **Rate of pay:** \$24.99 per hour
- **Benefits:** Full-time benefits



*Warm inside. Great outdoors.*





# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: 8/4/2025

Re: Authorization to Sign Plante Moran Auditing Contract (2025–2029)

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In an effort to ensure the Township is receiving the highest quality service at the most competitive price, Township officials met with representatives from three auditing firms—including Plante Moran—to review service offerings, experience, and proposed fees. After a thorough review and evaluation process, it was determined that continuing our partnership with Plante Moran remains in the best interest of the Township and its residents.

Plante Moran has proposed a five-year agreement for audit and advisory services covering fiscal years 2025 through 2029. Given their long-standing knowledge of our operations, consistent high-quality service, and added value throughout the year, I recommend the Board authorize the execution of the new agreement.

Plante Moran has proposed a five-year agreement for audit and advisory services covering fiscal years 2025 through 2029. The Township has paid the following fees in recent years:

- **2021** – \$54,800
- **2022** – \$59,200
- **2023** – \$62,500
- **2024** – \$65,000

Under the proposed agreement:

- The fee will remain at **\$65,000** for both **2025 and 2026**
- A **3% increase** will apply in **2027, 2028 and 2029**

**Recommended Action:**

*Motion to authorize the Township Supervisor to sign the Professional Services Agreement with Plante Moran for fiscal years 2025–2029.*

**Enclosures: Plant Moran Auditing Contract**



*Warm inside. Great outdoors.*



July 17, 2025

Board of Trustees  
Charter Township of Highland  
205 N. John Street  
Highland, MI 48357

Dear Board of Trustees:

As the Township's Auditor, Plante Moran respectfully submits the following proposed fee schedule for a five-year contract for external audit services and overall business advisory services for the Township for the fiscal years ended December 31, 2025 through 2029.

It has been our professional pleasure to serve as the Township's auditors over many years, and we are proud of the long-term trusted advisor relationship we have developed. The Township is an important and valued client of our firm and to me and Amanda personally, and we look forward to the privilege of working with you in the future.

We believe that we have served the Township well during our time as your trusted advisors. We have performed timely audits, assisted with accounting issues, recommended value-added suggestions for improvements in operations and internal controls, and worked well with Township staff and the board, maintaining constant communication throughout the year and really being a sounding board for the Township as you continue to grow and enter into unique agreements and adopt new standards.

Over the years, we have provided training opportunities, along with toolkits and checklists for your staff to ensure that we can help the Township be well prepared for any new changes coming down the pipeline. These have all been free of charge, which other firms do not offer. We have assisted the Township with the implementation of countless new accounting standards. In the last 10 years alone, the Township has implemented or considered adoption of GASB's 65 through 101, and over 70 GASB's in the last 20 years.

More recently, we have helped the Township with the proper accounting for the opioid settlement (which we were uniquely positioned to do given our large Michigan client base, we reached out to the State and worked with them to help ensure that the local units were getting the information they needed to properly record this as well as we created a tool to help our clients calculate the accounting properly which no other firm did), ARPA considerations including spending in a manner that would avoid the need for a single audit (and hence saved the Township the expense of one or more Single Audits), federal grant/SEFA guidance, assistance with accounting for debt related to the Fire station construction, and the addition of the Water Fund to the Township's accounting records and financial statements, to name a few. We have also provided valuable insight regarding reporting for the Township under GASB 74 and 75 related to OPEB benefits, along with suggesting the utilization of assets in the OPEB Trust to pay current benefits, which saved the

Township annual budgeted resources by not having to obtain a full valuation annually as well as reducing that budgeted line item by not paying current retiree health care expenses out of the General Fund but instead out of the trust.

Further, while certain audit team members rotate on the engagement for a continued fresh look at Township financial matters, we have maintained certain key engagement staff, which lessens the distractions for the Clerk/Treasurer's office and allows you to avoid spending needless time training auditors. This continuity coupled with a fresh look is key to our success and key to the Township's success. We know the Township employees all work hard and are very busy. The cost not only in dollars but employees' time to switch auditors, is one that cannot be measured. We have worked closely with your team over the years to refine the audit process and make it as seamless as possible. That coupled with the positive changes the Township has made in the last several years, we are confident that process is going to continue to go smoother and smoother each year. We finished the audit in record time this year, finalizing about 6-7 weeks after the start of the audit.

The Township has also undergone significant turnover in the accounting and Treasury departments in the last several years. Our team has been there to help. We have helped because your success is important to us and we want you to succeed. We Care! We have helped by assisting in training new individuals as well as always being available for any questions that arose during the transition period which we were able to do due to our deep knowledge and history of the Township.

We also have the unique ability to be able to say that we have extensive knowledge of the Township's processes, procedures, and controls that we have obtained from working with the Township over many years. Our vast knowledge of the Township, combined with our deep understanding of the fundamental operations of governmental entities in the State of Michigan, have proven to be a very valuable resource to the Township over the years, as noted above, and will continue to be as you continue to grow and evolve in the future.

We pride ourselves on being more than just your external auditors. Many others will be able to issue an opinion on the Township's financial statements, but not all will have the extensive knowledge of what is happening in the industry, at the State level, as well as the history with the Township and your team, which is a benefit to the Township when new and complex issues arise. We want to continue being your trusted advisor.

Also, as a part of the external audit contract, we prepare an attestation report for the Levy agreement. We have performed these unique procedures seamlessly every year, without the need to involve Township employees and take their time. We are able to do that as Plante Moran audits Levy as well. So, we are able to work internally together with that team to meet Levy's deadlines as well as meet the Township's contractual obligations. Other firms would have an added layer of work that would require more of the Township employee's' time to facilitate these procedures.

To summarize, we truly value the Township as a client and want to see you succeed. We take pride in being a part of that. To us this is more than just about issuing an audit opinion, it is and continues to be about helping you and being your reliable trusted advisor.

We are sending this letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter; to confirm our understanding of the nature, limitations, and terms of the services we will provide to Charter Township of Highland (“Highland Township”).

### **Scope of Services**

We will audit Highland Township’s financial statements as of and for the years ended December 31, 2025 through 2029. In addition, the supplemental information accompanying the financial statements, consisting of the nonmajor governmental funds combining balance sheet, combining statement of revenue, expenditures, and changes in fund balances, and combining statements of fiduciary net position and changes in fiduciary net position, will be subjected to the auditing procedures applied in our audit of the financial statements.

This contract is for professional services for the audit of the financial statements of the Township as described in the attached Professional Services Agreement – Audit Services. The initial audit engagement under this contract is for the fiscal year ended December 31, 2025. Upon completion of the audit and delivery of the audit report for that fiscal year, the contract will automatically renew for one year to cover the following fiscal year unless terminated by either party. The automatic renewals apply for the audits for the years ending December 31, 2026 through 2029. Notice of termination shall be in accordance with the “Termination of Engagement” section of the Professional Services Agreement.

In connection with our audit engagement, we will assist you in drafting your financial statements, supplementary information, and related notes. This assistance is considered a non-audit service; you agree to the contemporaneous provision of these audit and non-audit services.

If you determine that you need additional services, including accounting, consulting, or tax assistance, PM can be available to provide such additional services if and to the extent provided for in a separate, signed engagement agreement.

### **Timing of Services**

We expect to begin fieldwork for this engagement at your offices in early March of each year. We anticipate that our on-site audit work will end in mid-March and that our report will be issued shortly thereafter.

### **Fees and Payment Terms**

Our fee for this engagement will be based on the value of the services provided, which is primarily a function of the time that Plante Moran staff expend at our discounted hourly rates.

### **Fee Background:**

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From 2004 to 2023, our base audit fee had only increased \$12,160 (average of 1% increase per year, which is well below the average annual rate of inflation over this time period).

A lot has changed in the last 20+ years, not only at the Township but also at the State and Federal levels as well as in the accounting standards. Our fees are based on the staff time spent on the engagement at discounted hourly rates. Since we have performed the audit for many years, we are in the unique position of knowing exactly how many hours it takes and not needing to guess. We have also spent a considerable amount of time reflecting on pricing to ensure we are being fair not only to ourselves but to the Township as well. In looking back over the last 20 years, as noted above, our fee has increased very minimally while 70+ new accounting standards have been implemented, and the Township's revenue and expenses have almost doubled. Simply put, there is just more to audit than there was 20 years ago.

Below are a few examples of what has changed over the last 20 years, making the audit more complex than it was:

- *Increased complexity due to continued growth experienced by the Township:*
  - *Total governmental fund revenues have increased approximately 87%*
  - *Total governmental fund expenditures have increased approximately 86%*
  - *Water fund was transferred from the County to the Township, which included significant consulting to transfer the assets and assist in setting up the accounting structure within the Township's accounting records and now requires the Fund to be audited*
- *New fiduciary funds, including OPEB fund and custodial funds, as a result of GASB 74 and 84 (2020 and beyond)*
- *Several new projects and complex arrangements, including the Levy agreement which requires an opinion over compliance with covenants and construction of both the Township Hall and Fire Station*
- *Significant new accounting standards required to be implemented with significant financial statement impact requiring auditing of these items every year:*
  - *GASB 74 and 75 for OPEB plans (2018 and beyond)*
  - *GASB 84 fiduciary activities (2020 and beyond)*
  - *Others GASBs worth noting – 72 (fair value measurement), 77 (tax abatements), 79 (external investment pools), 80/90 (component units), 87 (leases), 88 (debt disclosures), and 96 (subscription-based IT arrangements)*
- *New auditing standards (SAS 143 and 145)*

As a result of reflecting back, reviewing our fees, the current market and the fact that we truly do value this relationship, we have landed on the proposed fee schedule below.

This schedule holds flat our 2024 fee for the next two years and provides minimal inflationary increases for the last three years of the contract.

**Audit Fees for the Years ending December 31:**

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	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Audit of Township</b>	\$65,000	\$65,000	\$66,950	\$68,950	\$71,000

*This fee does not include assistance with, or the adoption of, new accounting or auditing standards required to be adopted by the Township which through 2027 (which is based on the latest approved GASB) we would expect to be minimal costs, if any.*

*NOTE: Routine calls or consultations are considered part of the basic services at no additional charge. Further, access to our thought leadership, CPE-approved webinars, tools, and templates will continue to be provided at no additional charge. Any services provided outside of the scope of the audit will be discussed and determined before any billing takes place. Rates including our governmental discount will be dependent upon the nature of the services rendered.*

Once again, thank you for the opportunity to serve the Charter Township of Highland. The Township is an important client to us personally and to our firm as a whole. We are appreciative of the opportunity to continue to serve the Township and will work very diligently with you to ensure that the audit remains effective and efficient with high value add.

If you have any questions, please contact me at (810) 766-6022.

Yours truly,

**PLANTE & MORAN, PLLC**



Pamela L. Hill, CPA  
Partner

**Agreed and Accepted**

We accept this engagement letter and the accompanying Professional Services Agreement, which set forth the entire agreement between Charter Township of Highland and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

Charter Township of Highland

\_\_\_\_\_  
Rick Hamill

\_\_\_\_\_

\_\_\_\_\_  
Supervisor

## **Professional Services Agreement – Audit Services Addendum to Plante & Moran, PLLC Engagement Letter**

The terms of this Professional Services Agreement are incorporated into the accompanying engagement letter, (collectively, the Professional Services Agreement and the accompanying engagement letter are referred to herein as “Agreement”) for audit services dated July 17, 2025 between Plante & Moran, PLLC (referred to herein and in such letter as “PM”) and Charter Township of Highland (referred to as “Client”). Any work performed in connection with the engagement before the date of this letter will also be governed by the terms and conditions of this Agreement.

- 1. Financial Statements** – The financial statements of Client being audited by PM are to be presented in accordance with accounting principles generally accepted in the United States of America (GAAP).

PM has determined, based on representations Client has made to PM, that the applicable independence rules for the services contemplated hereunder are those specified by the American Institute of Public Accountants (AICPA) Code of Professional Conduct. Client represents and warrants that it agrees with that determination.

- 2. Management Responsibilities** – Client management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework, including compliance with the requirements of accounting principles generally accepted in the United States of America and the completeness and accuracy of the information presented and disclosed therein. Management is also responsible for the capability and integrity of Client personnel responsible for Client’s underlying accounting and financial records.

Client personnel will provide PM, in a timely and orderly manner, with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and additional information that PM may request from management for the purpose of the audit.

This includes providing assistance and information PM requests during the course of its audit, including retrieval of records and preparation of schedules, analyses of accounts, and confirmations. A written request for information to be provided will be submitted under separate cover and supplemented by additional written and oral requests as necessary during the course of PM’s audit. In addition, Client will provide PM with all information in its possession that has a material impact on any material transaction and that information will be complete, truthful, and accurate. Client will allow PM unrestricted access to personnel within Client from whom PM determines it necessary to obtain audit evidence.

Client represents and warrants that any and all information that it transmits, or otherwise makes available, to PM will be done so in full compliance with all applicable federal, state, local, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, “Data Privacy Laws”). Client shall not disclose personal data of data subjects (“Personal Data”) who are entitled to certain rights and protections afforded by Data Privacy Laws to PM without prior notification to PM. Client shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

Management is responsible for making all management decisions and performing all management functions relating to the financial statements, supplementary financial information, and related notes and for accepting full responsibility for such decisions, even if PM provides advice as to the application of accounting principles or assists in drafting the financial statements, supplementary financial information, and related notes. Client has designated Rick Hamill and Tami Flowers to oversee financial statement related services PM provides. Management will be required to acknowledge in the management representation letter that it has reviewed and approved the financial statements, supplementary financial information, and related notes prior to their issuance and have accepted responsibility for the adequacy of the financial statements.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing PM about all known or suspected fraud affecting Client involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management’s responsibilities include informing PM of its knowledge of any allegations of fraud or suspected fraud affecting Client received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Management is responsible for providing PM with complete, accurate, and timely information that could bear on PM’s independence under applicable professional standards, including, but not limited to, information and representations regarding affiliates of Client, business or personal relationships between Client and PM, and business, personal and employment relationships between those in a financial reporting oversight role, including

## **Professional Services Agreement – Audit Services**

members of governance, and PM (collectively, Independence Information). Client represents and warrants (a) that it has provided PM any and all Independence Information existing as of the date of this Agreement; (b) that such Independence Information is accurate and complete as of the date of this Agreement; (c) that it will notify PM of any changes to Independence Information that has been provided as of the date of this Agreement; and (d) that, after the date of this Agreement, it will provide any new Independence Information to PM as soon as it becomes known to Client.

- 3. Objective of an Audit of Financial Statements** – The objective of PM's audit is the expression of an opinion on the Client's financial statements specified in the accompanying engagement letter. PM offers no guarantee, express or implied, that its opinion will be unmodified or that it will be able to form an opinion about these financial statements in the event that Client's internal controls or accounting and financial records prove to be unreliable or otherwise not auditable. If PM's opinion is to be modified, PM will discuss the reasons with Client management in advance of the issuance of its audit report. If, for any reason, PM is prevented from completing its audit or is unable to form an opinion on these financial statements, PM may terminate the engagement and decline to issue a report.
- 4. Supplementary Information** – In any document that contains supplementary information to the basic financial statements that indicates that the auditor has reported on such supplementary information, management agrees to include the auditor's report on that supplementary information. In addition, management agrees to present the supplementary information with the audited financial statements or to make the audited financial statements readily available no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.
- 5. Internal Controls** – Client is responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including controls established for the purpose of preventing or detecting errors in financial reporting, preventing fraud or misappropriation of assets, and identifying and complying with applicable laws and regulations. PM, in making its risk assessments, will consider internal control relevant to Client's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. PM's audit will not be designed to provide assurance on the design or operating effectiveness of Client's internal controls or to identify all conditions that represent significant deficiencies in those internal controls. PM will communicate all significant deficiencies and material weaknesses in internal controls relevant to the audit of the financial statements, instances of fraud, or misappropriation of assets that come to PM's attention.
- 6. Audit Procedures and Limitations** – PM's audit will be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and will include examination, on a test basis, of evidence supporting the amounts and disclosures in the Client financial statements specified in this engagement letter. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. An audit in accordance with GAAS involves judgment about the number of transactions to be tested and the overall approach to testing in each area. As a result, PM's audit can only be designed to provide reasonable rather than absolute assurance that these financial statements are free from material misstatement. In addition, an audit in accordance with GAAS is not designed to detect errors or fraud that are immaterial to the financial statements. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected always exists, even in an audit properly planned and performed in accordance with GAAS. In recognition of these limitations, Client acknowledges that PM's audit cannot guarantee that all instances of error or fraud will be identified.
- 7. Auditor Communications** – PM is obligated to communicate certain matters related to the audit to those responsible for governance of Client, including instances of error or fraud and significant deficiencies and material weaknesses in internal control that PM identifies during its audit. PM will communicate these matters to the members of Client's governing board, and Client acknowledges and agrees that communication in this manner is sufficient for Client's purposes.
- 8. Accounting and Financial Records** – Client agrees that it is responsible for providing PM with accounting and financial records that are closed, complete, accurate, and in conformity with the requirements of GAAP, for providing schedules and analyses of accounts that PM requests, and for making all Client financial records and related information available to PM for purposes of PM's audit, whether obtained from within or outside of the general ledger and subsidiary ledgers. Where PM has provided estimates of the timing of its work and completion of PM's engagement and issuance of PM's report, those estimates are dependent on Client providing PM with all such accounting and financial records, schedules, and analyses on the date PM's work commences. PM will assess the condition of Client's accounting and financial records, schedules, and analyses of accounts prior to commencing its work. In the event that such records, schedules, and analyses are not closed, complete, accurate, or in conformity with GAAP, PM may have to reschedule its work, including the dates on which PM expects to complete its on-site procedures and issue its audit report.

## **Professional Services Agreement – Audit Services**

In any circumstance where PM's work is rescheduled due to Client's failure to provide information as described in the preceding paragraph, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of the audit work or issuance of its audit report. Because rescheduling audit work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for the additional time PM incurs as a result of rescheduling its work. These fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

- 9. Audit Adjustments** – PM will recommend adjustments to Client's accounting records that PM believes are appropriate. Client management is responsible for adjusting Client accounting records and financial statements to correct material misstatements and for affirming to PM in writing that the effects of any unrecorded adjustments identified during PM's audit are immaterial, both individually and in the aggregate, to the Client's financial statements specified in this Agreement.
- 10. Management Representations** – Client is responsible for the financial statements being audited and the implicit and explicit representations and assertions regarding the recognition, measurement, presentation, and disclosure of information therein. During the course of the audit, PM will request information and explanations from Client officers, management, and other personnel regarding accounting and financial matters, including information regarding internal controls, operations, future plans, and the nature and purpose of specific transactions. PM will also require that management make certain representations to PM in writing as a precondition to issuance of PM's report.

PM's audit procedures will be significantly affected by the representations and assertions PM receives from management and, accordingly, false representations could cause material error or fraud to go undetected by PM's procedures. Accordingly, Client acknowledges and agrees that it will instruct each person providing information, explanations, or representations to an auditor to provide true and complete information, to the best of his or her knowledge and belief. It is also agreed that any deliberate misrepresentation by any director, officer, or member of management, or any other person acting under the direction thereof ("Client Personnel"), intended to influence, coerce, manipulate, or mislead PM in the conduct of its audit of the financial statements will be considered a material breach of this Agreement. In addition, as a condition of its audit engagement, Client agrees to indemnify and hold PM and its partners, affiliates, and employees harmless from any and all claims, including associated attorneys' fees and costs, based on PM's failure to detect material misstatements in Client's financial statements resulting in whole or in part from deliberate false or misleading representations, whether oral or written, made to PM by Client Personnel. This indemnity will be inoperative only if, and to the extent that, a court having competent jurisdiction has determined that PM failed to conduct its audit in accordance with generally accepted auditing standards and such failure resulted in PM not determining such misrepresentation by Client Personnel was false.

- 11. Use of Report** – PM's report on the financial statements must be associated only with the financial statements that were the subject of PM's audit engagement. Client may make copies of the audit report, but only if the entire financial statements (including related footnotes and supplemental information, as appropriate) are reproduced and distributed with that report. Client agrees not to reproduce or associate PM's audit report with any other financial statements, or portions thereof, that are not the subject of this engagement.

If PM's report on the financial statements being audited is to be published in any manner or if Client intends to make reference to PM in a publication of any type, Client agrees to submit proofs of the publication to PM for review prior to such publication and cooperate with PM in PM's performance of any additional audit procedures PM deems necessary in the circumstances, the nature and extent of which will be at PM's sole discretion. Client acknowledges and agrees that additional fees for such work will be determined in accordance with the Fee Adjustments provision of this Agreement. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on Client's Internet website, Client understands that electronic sites are a means to distribute information and, therefore, PM is not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

- 12. Securities Offerings** – PM's audit does not contemplate, and does not include, any services in connection with any offering of securities, whether registered or exempt from registration. In the event Client elects to incorporate or make reference to PM's report in connection with any offering of debt or equity securities and requests PM's consent to such incorporation or reference, Client understands that additional procedures will need to be performed. In the event PM agrees in writing to perform such additional procedures, the nature and extent of which will be at PM's sole discretion, it is agreed and acknowledged that PM's performance of such additional procedures will be subject to all of the terms and conditions of this Agreement. Additional fees for such work will be determined based on the actual time that PM staff expend at current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.

**Professional Services Agreement – Audit Services**

If Client incorporates or makes reference to PM's report in connection with any offering of debt or equity securities without obtaining consent from PM as described above, Client agrees to include the following provision in the offering document:

Plante & Moran, PLLC, our independent auditor, has not performed or been engaged to perform any services in connection with the offering of securities. Nor has Plante & Moran, PLLC performed or been engaged to perform any procedures on the financial statements of Client since the date of the Plante & Moran, PLLC report included herein. Plante & Moran, PLLC also has not performed any procedures relating to this offering document.

**13. Tax Return Preparation** – This engagement does not include preparation of any tax returns or filings. If Client requires tax services, including tax consulting or preparation of tax returns, those services will be detailed in a separate engagement letter.

**14. Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to Client's confidential, proprietary information, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Client. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of Client.

In the interest of facilitating PM's services to Client, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Client recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both Client and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this Agreement. In the event that a request for any confidential information or workpapers covered by this Agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Client in a timely manner of such request and to cooperate with Client should Client attempt, at Client's cost, to limit such access. This provision will survive the termination of this Agreement. PM's efforts in complying with such requests will be deemed billable to Client as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

Both Client and PM acknowledge that upon completion of the audit PM is required to send an electronic copy of Client's financial report, PM's official letter of comments and recommendations, and auditing procedures report directly to the State of Michigan pursuant to Michigan Department of Treasury Regulations. Client authorizes and directs PM to provide such information and disclosure of such information shall not constitute a breach of the provisions of this Agreement.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon Client's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Unless otherwise provided by law, Client acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

## **Professional Services Agreement – Audit Services**

**15. Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees (“Fee Quotes”), these Fee Quotes are based on information provided by Client regarding the nature and condition of its accounting, financial, and tax records; the nature and character of transactions reflected in those records; and the design and operating effectiveness of its internal controls. Client acknowledges that the following circumstances may result in an increase in fees:

- Client’s failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Client’s failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances;
- Delays by Client causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances, or report disclosures that impact the current year engagement;
- An excessive number of audit adjustments.

PM will use best efforts to advise Client in the event these circumstances occur; however, it is acknowledged that the exact impact on the Fee Quotes may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

**16. Payment Terms** – PM’s invoices for professional services are due upon receipt unless otherwise specified in the engagement letter. In the event any of PM’s invoices are not paid in accordance with the terms of this Agreement, PM may elect, at PM’s sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM’s services or issuance of PM’s report upon resumption of PM’s work, whether imposed by agreement or by law. Client agrees that in the event PM stops work or terminates this Agreement as a result of Client’s failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

**17. Fee Adjustments** – Any fee adjustments for reasons described in this Agreement will be determined based on the actual time expended by PM staff at PM’s current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM’s invoices related to this engagement. Client acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this Agreement.

**18. Exclusion of Certain Damages** – In no event shall either party be liable to the other, whether a claim be in tort, contract, or otherwise, for any indirect, consequential, punitive, exemplary, lost profits, or similar damages in claims relating to PM’s services provided under this engagement.

**19. Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Client but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Client agrees to compensate PM for the affected PM staff’s time at such staff’s current hourly rates, and to reimburse PM for all of PM’s out-of-pocket costs incurred associated with PM’s response unless otherwise reimbursed by a third party.

**20. Subsequent Discovery of Facts** – After the date of PM’s report on the financial statements, PM has no obligation to make any further or continuing inquiry or perform any other auditing procedures with respect to the audited financial statements covered by PM’s report, unless new information that may affect the report comes to PM’s attention. If PM becomes aware of information that relates to these financial statements but was not known to PM at the date of its report, and that is of such a nature and from such a source that PM would have investigated it had it come to PM’s attention during the course of the audit, PM will, as soon as practicable, undertake to determine whether the information is reliable and whether the facts existed at the date of PM’s report. In this connection, PM will discuss the matter with Client and request cooperation in whatever investigation and modification of the financial statements that may be necessary. Additional fees for such work will be determined based on the actual time that PM staff expend at PM’s current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and Client acknowledges and agrees that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.

## **Professional Services Agreement – Audit Services**

- 21. Termination of Engagement** – This engagement may be terminated by either party upon 30 days written notice. Upon notification of termination of this engagement, PM will cease providing services under the engagement. Client shall compensate PM for all time expended and reimburse PM for all out-of-pocket expenditures incurred by PM through the date of termination of this engagement.
- 22. Entire Agreement** – This Agreement is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this Agreement supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this Agreement will only become effective if evidenced by a written amendment to this Agreement, signed by all of the parties.
- 23. Severability** – If any provision of this Agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.
- 24. Force Majeure** – Neither party shall be deemed to be in breach of this Agreement as a result of any delays or nonperformance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war, other violence, epidemic, pandemic or other public health emergency or government mandated shut down (each individually a “Force Majeure Event”). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.
- 25. Electronic Signatures** – The parties intend that any electronic signature shall be given full legal effect as if it were a handwritten signature.
- 26. Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this Agreement, or any dispute arising from or relating to this Agreement shall reside exclusively within the State of Michigan.

## **End of Professional Services Agreement – Audit Services**



# Memorandum

To: Highland Township Board  
From: Tami Flowers  
Date: July 30, 2025  
Subject: Deputy Clerk Appointment and Compensation Adjustment

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I'm sorry to share that it appears Dawn Mecklenborg will not be able to return to work when her FMLA eligibility ends next week. We all deeply miss her presence in the office.

Over the past several months, Julie Kabalka has been serving with dedication and professionalism as Interim Deputy Clerk. I plan to formally appoint her to the Deputy Clerk position effective August 4th.

Julie has been with the Clerk's Office for over 10 years in the role of Office Coordinator. She is current on the State of Michigan's Election Certification training and plans to begin the Michigan Association of Municipal Clerks Certification program in 2026.

In recognition of her expanded responsibilities, I am requesting that Julie's hourly rate be increased to \$30/hour effective August 4th.

*Warm inside. Great outdoors.*



**11. Adjourn**

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