



CHARTER TOWNSHIP OF HIGHLAND
205 N. John Street - Auditorium - Highland, Michigan 48357 248/887-3791
REGULAR BOARD OF TRUSTEES MEETING AGENDA
OCTOBER 6, 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. September 22, 2025 Board of Trustees Budget Workshop Meeting Minutes
 2. List of Bills dated October 6, 2025 and Additions
 3. Resolution 25-28 Charitable Gaming License for Mitchell Leland Shaver Foundation
 4. Budget Amendment for Downtown Development Authority Fund
 - b) Receive and File:
 1. HDDA Minutes – March 2025 thru August 2025
 2. Highland Activity Center Reports and Minutes – August 2025
 3. Ordinance Reports – August 2025
 4. ZBA Minutes – August 20, 2025
 5. Planning Commission Minutes – June 19, 2025, July 17, 2025 & September 14, 2025
 6. Library Reports – August 2025
 7. Financial Reports – August 2025
 8. Treasurer’s Report – August 2025
 9. OSCO Stat Reports – August 2025 and September 2025
 10. Fire Reports – August 2025 and September 2025
 11. Building Reports – August 2025
 12. Hire Paid on Call Fire Dept Employee – Kaleb Moreno
6. Announcements:
 - a) Self-Guided Historic Highland Cemetery Tour with approximately 30 featured sites are marked and a flyer is available at the wellhouse with detailed information.
7. Public Comment
8. Public Hearing
 - a) Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance
 - b) Dunleavy and Leonard Lake Special Assessment District for Weed Control
 - c) CDBG Reprograming
9. Pending Business:
 - a) Consider Resolution 25-23 Approving Assessment Roll for Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance
 - b) Consider Resolution 25-24 Approving to Proceed with the Dunleavy and Leonard Lake Special Assessment District for Weed Control

10. New Business:

- a) Consider Resolution 25-27 to Reprogram 2024 CDBG Funds for Kitchen Remodel
- b) Consider Hiring Full-Time Assistant Building Inspector and Amending Budget
- c) Consider Resolution 25-25 Approving the Winter 2025 Tax Roll Special Assessment
- d) Consider Resolution 25-26 Accepting Bid on Surplus Land Purchase on Harvey Lake Road
- e) Consider Reimbursement Request for the Forax UTV Mulcher Attachment Purchase
- f) Consider Approval of Special Land Use Permit, URSA 25-03 Pinefield Farm Class C Farm Market (with events), 2381 White Lake Road, PIN 11-01-151-006; Applicant Jake Lloyd, Property Owners James and Mary Lloyd
- g) Consider Request to Hire Drake Vachon Full Time
- h) Consider Request to Approve Repair to Engine 11
- i) Request to Approve Agreements with Ambulance Billing Network
- j) Request to Purchase Ambulance Equipment
- k) Request to Amend the Budget for Fire Operating Fund and Fire Capital Fund

11. Adjourn

No zoom connection will be available to the public for this meeting.

Meeting can be viewed once it's posted on the Highland Township YouTube channel:

<https://youtube.com/@chartertownshipofhighlandm2527>

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: October 6, 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
BOARD OF TRUSTEES BUDGET WORKSHOP
September 22, 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 (Absent)
Grant Charlick, Trustee (Absent)
Brian Howe, Trustee
Beth Lewis, Trustee
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George
Lieutenant Matt Snyder

Visitors: 5

Approval of Agenda:

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

Consent Agenda Approval:

September 8, 2025 Board of Trustees Meeting Minutes
September 8, 2025 Closed Session Meeting Minutes
Budget Amendment for DDA Wages and Designs
List of Bills dated September 22, 2025 and additions

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

Announcements:

Farmers' Market Saturdays through October 4th at Highland Township Complex

Public Comment:

A representative from Huron Valley Youth Assistance thanked Highland Township for their continued support and sponsorship of this resource program.

New Business:

Mr. Hamill reviewed the proposed Budget for 2026

Adjourn:

The Supervisor adjourned the meeting at 7:30 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

UNAPPROVED

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-202.001 BUILDING BONDS PAYABLES					
4598	AYERS BASEMENT SYSTEMS	101-ESCROW/BUILDING	B25-00257	09/19/2025	125.00
4598	AYERS BASEMENT SYSTEMS	101-REINSPECTION FEE	B25-00257	09/19/2025	60.00-
5143	BELCHER, ANDREW	101-ESCROW/BUILDING	B25-00305	09/19/2025	125.00
5147	CHARGE INFRASTRUCTURE	101-ESCROW/BUILDING	B24-00040	09/19/2025	500.00
4962	COOK, PHILLIP	101-ESCROW/BUILDING	B25-00416	09/19/2025	125.00
7842	D & J CARPENTRY	101-ESCROW/BUILDING	B25-00208	09/25/2025	250.00
5149	GRINNELL, COLLEEN	101-ESCROW/BUILDING	B25-00366	09/19/2025	250.00
8198	HAMEL, LAURA	101-ESCROW/BUILDING	B25-00162	09/19/2025	250.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00500	09/19/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00257	09/19/2025	60.00
5148	HISSONG, MARK	101-ESCROW/BUILDING	B24-00500	09/19/2025	125.00
5148	HISSONG, MARK	101-REINSPECTION FEE	B24-00500	09/19/2025	60.00-
5144	HORTON, DAYNA	101-ESCROW/BUILDING	B25-00207	09/19/2025	500.00
4933	INSTALL PARTNERS	101-ESCROW/BUILDING	B25-00264	09/19/2025	125.00
4755	IRLAND, DEREK	101-ESCROW/BUILDING	B24-00188	09/19/2025	250.00
5117	ORIGINAL ROOFING COMPANY	101-ESCROW/BUILDING	B25-00348	09/19/2025	500.00
6045	PRO BUILT CUSTOM BUILDING INC.	101-ESCROW/BUILDING	B25-00297	09/19/2025	500.00
7749	SMOLYANOV HOME IMPROVEMENT	101-ESCROW/BUILDING	B25-00382	09/12/2025	125.00
101-000-202.005 PLANNING ESCROW PAYABLES					
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND BUSINESS CTR PHASE 4 OBSERVATION	0227299	05/22/2025	165.59
2284	HUBBELL ROTH & CLARK INC.	101-SHEETZ STUDY PLAN	0227300	05/22/2025	827.95
2284	HUBBELL ROTH & CLARK INC.	101-SCHOOL BELL OBSERVATION	0227301	05/22/2025	367.49
7181	PYLES, ANDREW S.	101-REFUND PLANNING ESCROW	11-34-301-016	09/24/2025	2,350.65
101-000-222.000 OAKLAND CO. ANIMAL CONTROL					
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	09222025	09/22/2025	43.50
4007	OAK CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	09222025	09/22/2025	362.00
101-000-491.000 BUILDING PERMITS					
7749	SMOLYANOV HOME IMPROVEMENT	101-REFUND PERMIT FEES	PB25-0429	09/12/2025	136.80
101-000-491.002 PLUMBING PERMITS					
5169	EASY FLOW PLUMBING	101-REFUND PERMIT FEES	PP25-0071	09/25/2025	311.35
5169	EASY FLOW PLUMBING	101-REFUND PERMIT FEES	PP25-0076	09/25/2025	93.20
Total :					8,408.53
SUPERVISOR					
101-171-820.000 SUP DEPT: DUES/ED/TRAVEL					
9249	BLASCYK, CASSIE R.	101-REIMBURSE MILEAGE FOR CDBG TRAINING/AMER B	09292025	09/29/2025	60.62
3056	HAMILL, RICK	101-REIMBURSE ADMISSION FOR MI SNOW CONFEREN	09232025	09/23/2025	75.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total SUPERVISOR:					135.62
CLERK					
101-215-820.000 CLERK: DUES/ED/TRAVEL					
1067	MICHIGAN ASSOC. OF MUNICIPAL CLERKS	101-MAMC MASTER ACADEMY-FLOWERS	09172025	09/17/2025	525.00
Total CLERK:					525.00
GENERAL GOVERNMENT					
101-261-804.000 GEN GOV: LEGAL SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-KNOBLOCK LAKE	1084262	09/12/2025	1,317.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1084262	09/12/2025	77.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-HVS	1084262	09/12/2025	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-OPIOD	1084262	09/12/2025	77.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1084262	09/12/2025	77.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA/SMART	1084262	09/12/2025	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1084262	09/12/2025	418.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ORDINANCE	1084262	09/12/2025	852.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTERS	1084263	09/12/2025	64.00
101-261-830.000 GEN GOV: GEN INSURANCE					
1508	MICHIGAN MUNICIPAL LEAGUE	101-ANNUAL FEE	0009461	09/12/2025	225.00
101-261-850.001 GEN GOV: PHONE SERVICE					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429250923	09/23/2025	267.66
2652	T-MOBILE	101-CELL PHONE-TOWNSHIP	09152025 28344	09/16/2025	34.00
101-261-900.001 GEN GOV: ADVERTISING					
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-TWP BOARD	0007288175	08/31/2025	111.28
101-261-920.000 GEN GOV: UTILITIES					
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP	201810156271	09/22/2025	20.91
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-WOTA	204123904426	09/22/2025	161.00
1375	CONSUMERS ENERGY	101-3550 DUCK LK RD BUILDING	204123904427	09/23/2025	133.32
1005	DTE ENERGY	101-977 S HICKORY RIDGE CEMETERY 910008266330	09152025 66330	09/22/2025	18.25
1005	DTE ENERGY	101-3570 N DUCK LK RD BUILDING 910008267205	09162025 67205	09/17/2025	30.60
101-261-936.000 GEN GOV: TOWNSHIP MAINTENANCE					
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE MAINTENANACE M59 MEDIAN	52728	09/23/2025	232.00
9208	HIGHLAND SUPPLY INC.	101-TP/MULTIFOLD/LINERS	INV112486	09/23/2025	131.33
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	202509154	09/15/2025	107.00
1642	PETER'S TRUE VALUE HARDWARE	101-CHAINSAW BLADES	79323	09/24/2025	101.98
1642	PETER'S TRUE VALUE HARDWARE	101-STUMP GRINDER RENTAL-VET PARK STATION MOVE	K79331	09/24/2025	275.00
1457	STEVE'S LOCKSMITH	101-REPAIR BALLOT BOX IN FRONT FOYER	251509-3	09/15/2025	180.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-261-936.002 GEN GOV: MOWING					
6300	S&D SEASONAL SERVICES	101-TWP MOWING-M59 MEDIAN	36265	09/01/2025	242.00
101-261-936.003 GEN GOV: OFFICE CLEANING					
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-TWP	2049	09/24/2025	2,385.00
101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT					
2021	GRACON SERVICES INC.	101-CISCO DUO ESSENTIALS EDITION	16507	07/14/2025	62.05
Total GENERAL GOVERNMENT:					7,665.38
GENERAL GOVERNMENT PERSONNEL B					
101-279-711.000 GGP: DEFINED CONTRIBUTION PLAN					
1350	EQUITABLE RETIREMENT	101-DEF CONTR 3RD QTR-ACT CTR PLAN ID 652977	6717221	09/19/2025	2,095.76
1350	EQUITABLE RETIREMENT	101-DEF CONTR 3RD QTR-IN-HOUSE PLAN ID 652977	6717221	09/19/2025	7,899.20
1350	EQUITABLE RETIREMENT	101-DEF CONTR 3RD QTR-TWP PLAN ID 652977	6717221	09/19/2025	3,361.56
Total GENERAL GOVERNMENT PERSONNEL B:					13,356.52
BUILDING					
101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	09/10/25-09/23/25	09/25/2025	502.08
5077	KESSLER, GERALD	101-INSPECTIONS	09/10/25-09/23/25	09/25/2025	400.00
Total BUILDING:					902.08
CEMETERY					
101-567-935.000 CEMETERY: SEXTON					
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	OCT 2025	09/18/2025	4,251.00
101-567-935.001 CEMETERY: MAINTENANCE					
2596	FIVE STAR ACE	101-CAULK	33295	09/22/2025	7.99
1021	GILL-ROY'S HARDWARE	101-CEMETERY GLASS	2509-673317	09/22/2025	35.07
Total CEMETERY:					4,294.06
ACTIVITY CENTER					
101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES					
2541	STAPLES	101-COPY PAPER-ACT CTR	6042392161	09/13/2025	225.78
101-672-850.000 ACTIVITY CTR: PHONE SERVICE					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-ACT CTR	429250923	09/23/2025	64.36
2652	T-MOBILE	101-CELL PHONE-ACTIVITY CENTER	09152025 28344	09/16/2025	39.92
101-672-850.002 STEEPLE HALL: INTERNET SERVICE					
2216	COMCAST	101-STEEPLE HALL 8529 10 157 0100876	11082025 0100876	09/26/2025	296.65

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-672-920.000 ACTIVITY CTR: UTILITIES					
1375	CONSUMERS ENERGY	101-209 N JOHN ST-ACT CTR	204123904429	09/22/2025	181.39
101-672-920.002 STEEPLE HALL: UTILITIES					
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL	204123904428	09/22/2025	29.23
101-672-936.000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-ACTIVITY CTR.	89860624	09/08/2025	116.15
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202509153	09/15/2025	28.60
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202509156	09/15/2025	34.60
101-672-936.002 STEEPLE HALL: BUILDING MAINT					
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE MAINTENANCE-STEEPLE HALL	52727	09/23/2025	460.00
2596	FIVE STAR ACE	101-MESH	33315	09/26/2025	27.99
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-STEEPLE HALL	2050	09/24/2025	900.00
Total ACTIVITY CENTER:					2,404.67
PLANNING COMMISSION					
101-703-820.000 PLNG COMM: DUES/ED/TRAVEL					
9040	LITTLEBEAR, KARI	101-MILEAGE REIMBURSE FOR SITE INSPECTIONS	09182025	09/18/2025	64.40
Total PLANNING COMMISSION:					64.40
PARKS					
101-751-729.002 PARKS: HICKORY RIDGE					
2596	FIVE STAR ACE	101-POST HOLE DIGGER/LEVEL	33268	09/16/2025	83.98
1642	PETER'S TRUE VALUE HARDWARE	101-SPRAY PAINT	K79205	09/16/2025	8.99
101-751-920.000 PARKS: UTILITIES					
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	09162025 66587	09/17/2025	187.17
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	09162025 66835	09/17/2025	18.05
Total PARKS:					298.19
Total GENERAL FUND:					38,054.45
ROAD FUND					
ROAD					
203-596-967.000 DUST CONTROL					
9062	BRUDER, STEVEN	203-DUST CONTROL-OLTESVIG LN	09232025	09/23/2025	617.50
Total ROAD:					617.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ROAD FUND:					617.50
FIRE FUND					
FIRE					
206-336-727.000 FIRE: SUPPLIES					
9208	HIGHLAND SUPPLY INC.	206-PAPER TOWEL - 8X600 KRUGER WHITE SUPREME	INV112165	09/19/2025	84.00
1132	LINDE GAS & EQUIPMENT INC	206-EMS SUPPLIES	52212492	09/23/2025	68.09
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K79303	09/23/2025	21.89
5031	VESCO OIL CORPORATION	206-STATION SUPPLIES	5820553-00	09/23/2025	156.70
5031	VESCO OIL CORPORATION	206-STATION SUPPLIES	5820611-00	09/23/2025	7.50
206-336-731.000 FIRE: MEDICAL SUPPLIES					
2039	BOUND TREE MEDICAL LLC	206-MEDICAL SUPPLIES	85915955	09/11/2025	564.30
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85919056	09/15/2025	55.92
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85924353	09/18/2025	12.89
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85924354	09/18/2025	105.80
206-336-732.000 FIRE: UNIFORMS					
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET FRONTS	INV750894	09/19/2025	175.32
206-336-820.000 FIRE: DUES & EDUCATION					
5078	CLIMBING THE RUNGS LLC	206-INSTRUCTOR I COURSE	250002	09/18/2025	4,400.00
5039	DORSEY COLLEGE - EMS/AHA	206-CPR AED CLASS	5637	09/24/2025	274.00
206-336-920.000 FIRE: PUBLIC UTILITIES					
2216	COMCAST	206-510 CLYDE 0115262	11022025 0115262	09/20/2025	56.16
1375	CONSUMERS ENERGY	206-2550 E WARDLOW-FS2	201187291850	09/23/2025	77.52
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	203589972692	09/22/2025	26.63
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND FS1	203678981433	09/22/2025	99.09
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	09192025 05909	09/22/2025	1,119.90
9090	NET EXPRESS VOIP	206-STATION PHONE	1605250923	09/23/2025	110.79
206-336-930.000 FIRE: VEHICLE REPAIR					
4883	BOSSMANS DIESEL REPAIR LLC	206-2019 FORD (R212) BRAKES	334	09/21/2025	1,243.98
4883	BOSSMANS DIESEL REPAIR LLC	206-2019 FORD (R212) BRAKE SWITCH	708	09/25/2025	819.93
206-336-936.000 FIRE: BLDG MAINT/REPAIR					
4907	SELECTIVE HVAC HEAT & COOLING	206-STN 1 GYM AC	45476	07/09/2025	150.00
206-336-937.000 FIRE: EQUIP MAINT					
9407	MACQUEEN EMERGENCY	206-MSA CALLIBRATION GAS	P54942	09/18/2025	466.04
Total FIRE:					10,096.45
Total FIRE FUND:					10,096.45
POLICE FUND					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
207-000-677.000 MISCELLANEOUS					
1194	PETTY CASH	207-POLICE COPIES	09222025	09/22/2025	20.00
Total :					20.00
POLICE					
207-301-920.000 POLICE: UTILITIES					
2216	COMCAST	207-165 N. JOHN 0179656	10242025 0179656	09/21/2025	159.95
207-301-935.000 POLICE: SHERIFF'S MAINT					
1375	CONSUMERS ENERGY	207-165 N JOHN ST	205814612978	09/22/2025	26.63
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	202509155	09/15/2025	79.60
207-301-936.000 POLICE: OFFICE CLEANING					
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - SEPT	2051	09/24/2025	765.00
Total POLICE:					1,031.18
Total POLICE FUND:					1,051.18
FIRE CAPITAL FUND					
FIRE					
402-336-971.002 CAPITAL EQUIPMENT					
9407	MACQUEEN EMERGENCY	402-SHIPPING	P55293	09/24/2025	42.97
9407	MACQUEEN EMERGENCY	402-GLOBE HOODS	P55293	09/24/2025	1,928.00
Total FIRE:					1,970.97
Total FIRE CAPITAL FUND:					1,970.97
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-808.000 DDA: MARKETING CONSULTANT					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2033	09/22/2025	1,080.00
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2034	09/22/2025	360.00
494-729-880.001 DDA: PROMOTIONS					
1013	ABC PRINTING INC	494-POSTERS/FLYERS	10975	09/22/2025	132.50
2596	FIVE STAR ACE	494-LIGHTS FOR FESTIVAL OF TREES	33265	09/16/2025	719.28
3152	KOPACKI, KRIS	494-REMOVE/REPLACE BANNERS	2104	09/19/2025	210.00
494-729-880.002 DDA: ECONOMIC RESTRUCTURING					
1013	ABC PRINTING INC	494-POSTERS/FLYERS/COPIES/SIGNS	10976	09/22/2025	1,167.98
3152	KOPACKI, KRIS	494-MOVE STORAGE TO SHED	2105	09/19/2025	212.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
494-729-880.003 DDA: DESIGN					
2262	BRIEN'S SERVICES INC.	494-MAINTENANCE OF BEDS	52729	09/23/2025	1,128.00
3152	KOPACKI, KRIS	494-MOVE STORAGE TO SHED	2105	09/19/2025	212.50
3152	KOPACKI, KRIS	494-DISTRIBUTE FALL DECOR	2106	09/19/2025	590.00
494-729-880.004 DDA: ORGANIZATION					
2065	CUSTOM PLUS INC.	494-TOTE BAGS	13672	09/12/2025	295.00
494-729-900.001 DDA: FUNDRAISER EXPENSE					
1013	ABC PRINTING INC	494-SIGN	10974	09/22/2025	38.00
494-729-920.000 DDA: RENT/ UTILITIES					
9090	NET EXPRESS VOIP	494-PHONE SERVICE DDA	429250923	09/23/2025	6.78
494-729-967.000 DDA: FARMERS' MARKET					
4414	JONES, JAMISON	494-MUSIC/SETUP/SOUND-9/13/25	2025-31	09/19/2025	275.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					6,427.54
Total DOWNTOWN DEVELOPMENT FUND:					6,427.54
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000 HAAC: DEDUCTIONS					
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	961118692	09/19/2025	72.43
9208	HIGHLAND SUPPLY INC.	702-CREDIT FOR PLATES	CM3850	04/23/2025	58.32-
9208	HIGHLAND SUPPLY INC.	702-PLATES/NAPKINS	INV112899	09/25/2025	69.46
Total GENERAL GOVERNMENT:					83.57
Total HIGHLAND ADVISORY COUNCIL:					83.57
CURRENT TAX COLLECT					
703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE					
4268	CORELOGIC INC	703-TAX REFUND	H-11-07-100-016	09/22/2025	3,671.65
4268	CORELOGIC INC	703-TAX REFUND	H-11-09-251-004	09/22/2025	2,421.48
4268	CORELOGIC INC	703-TAX REFUND	H-11-09-254-015	09/22/2025	4,099.76
4268	CORELOGIC INC	703-TAX REFUND	H-11-09-301-002	09/22/2025	2,901.08
4268	CORELOGIC INC	703-TAX REFUND	H-11-10-126-010	09/22/2025	1,560.77
4268	CORELOGIC INC	703-TAX REFUND	H-11-10-477-001	09/22/2025	5,205.53
4268	CORELOGIC INC	703-TAX REFUND	H-11-11-304-012	09/22/2025	2,500.07
4268	CORELOGIC INC	703-TAX REFUND	H-11-11-327-014	09/22/2025	2,829.88
4268	CORELOGIC INC	703-TAX REFUND	H-11-12-106-002	09/22/2025	3,047.28
4268	CORELOGIC INC	703-TAX REFUND	H-11-12-330-022B	09/22/2025	1,325.23

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
4268	CORELOGIC INC	703-TAX REFUND	H-11-12-452-009	09/22/2025	3,691.55
4268	CORELOGIC INC	703-TAX REFUND	H-11-12-476-010	09/22/2025	2,292.05
4268	CORELOGIC INC	703-TAX REFUND	H-11-12-478-007	09/22/2025	896.72
4268	CORELOGIC INC	703-TAX REFUND	H-11-13-453-008B	09/22/2025	1,236.26
4268	CORELOGIC INC	703-TAX REFUND	H-11-15-301-002B	09/22/2025	9,949.29
4268	CORELOGIC INC	703-TAX REFUND	H-11-17-300-059	09/22/2025	5,429.15
4268	CORELOGIC INC	703-TAX REFUND	H-11-22-231-022	09/22/2025	1,864.69
4268	CORELOGIC INC	703-TAX REFUND	H-11-22-280-001	09/22/2025	2,848.63
4268	CORELOGIC INC	703-TAX REFUND	H-11-27-128-016	09/22/2025	1,255.88
4268	CORELOGIC INC	703-TAX REFUND	H-11-28-402-005	09/22/2025	3,251.60
4268	CORELOGIC INC	703-TAX REFUND	H-11-29-278-017	09/22/2025	9,547.98
4268	CORELOGIC INC	703-TAX REFUND	H-11-34-130-009	09/22/2025	3,915.04
4268	CORELOGIC INC	703-TAX REFUND	H-11-34-401-014	09/22/2025	3,179.35
5151	FORSYTH, JOHN & MARY	703-TAX REFUND	H-11-33-151-003	09/22/2025	9.00
4490	PRIMARY TITLE AGENCY LLC	703-TAX REFUND	H-11-29-227-003	09/22/2025	65.46
5150	SHALLMAN, ROBERT & LINDA	703-TAX REFUND	H-11-14-226-017	09/22/2025	52.64
1106	STATE OF MICHIGAN	703-2025 IFT STATE EDUCATION TAX FORM 3865	2025	09/26/2025	7,669.65
8400	TITLEOCITY	703-TAX REFUND	H-11-15-301-032	09/22/2025	7.54

Total : 86,725.21

Total CURRENT TAX COLLECT: 86,725.21

**POST-RETIREMENT BENEFITS
 GENERAL GOVERNMENT PERSONNEL B
 737-279-719.000 RETIREE OPEB EXPENSE**

1178	BURKHART, LISA	737-RETIREE HEALTH REIMBURSEMENT	OCT 2025	09/25/2025	147.47
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	OCT 2025	09/29/2025	165.00
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	SEP 2025	09/26/2025	337.33
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	OCT 2025	09/18/2025	422.83
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	SEP 2025	09/18/2025	209.69

Total GENERAL GOVERNMENT PERSONNEL B: 1,282.32

Total POST-RETIREMENT BENEFITS: 1,282.32

**DUCK LAKE ASSOC
 TRUST & AGENCY ADMIN
 764-255-956.000 DUCK LAKE: DEDUCTIONS**

1081	AQUA-WEED CONTROL INC	764-DUCK LAKE WEED TREATMENTS	23637	09/01/2025	3,000.00
1081	AQUA-WEED CONTROL INC	764-DUCK LAKE WEED TREATMENTS	23866	08/08/2025	6,280.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	09162025 07439	09/17/2025	565.09
1005	DTE ENERGY	764-3261 RAMADA DR IRRIGATION 920009313643	09162025 13643	09/17/2025	814.48
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	09162025 13650	09/17/2025	864.76
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	09162025 13668	09/17/2025	1,142.05
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	09162025 43164	09/17/2025	1,125.39
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	09162025 75436	09/17/2025	143.19
4300	DUCK LAKE PROPERTY OWNERS ASSOC.	764-PO BOX RENEWAL	09132025	09/13/2025	312.00
4300	DUCK LAKE PROPERTY OWNERS ASSOC.	764-MATERIALS FOR AERATION CRIBS	09132025	09/13/2025	141.43
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	7102	06/04/2025	264.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	7264	07/21/2025	176.00
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	7482	09/03/2025	396.00
Total TRUST & AGENCY ADMIN:					15,224.39
Total DUCK LAKE ASSOC:					15,224.39
TAGGETT LAKE ASSOC					
TRUST & AGENCY ADMIN					
766-255-956.000 TAGGETT LAKE: DEDUCTIONS					
9077	21ST CENTURY MEDIA-MICHIGAN	766-TAGGETT LIB ADVERTISEMENT	2745600	08/05/2025	958.44
Total TRUST & AGENCY ADMIN:					958.44
Total TAGGETT LAKE ASSOC:					958.44
KELLOGG LAKE ASSOC					
TRUST & AGENCY ADMIN					
767-255-956.000 KELLOGG LAKE: DEDUCTIONS					
9077	21ST CENTURY MEDIA-MICHIGAN	767-KELLOGG LIB ADVERTISEMENT	2745600	08/05/2025	753.06
Total TRUST & AGENCY ADMIN:					753.06
Total KELLOGG LAKE ASSOC:					753.06
CHARLICK LAKE ASSOC					
TRUST & AGENCY ADMIN					
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
1081	AQUA-WEED CONTROL INC	768-ALGAE/WEED TREATMENT-CHARLICK LAKE	23833	08/28/2025	2,800.00
Total TRUST & AGENCY ADMIN:					2,800.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CHARLICK LAKE ASSOC:					2,800.00
TOMAHAWK LAKE IMPROVEMENT					
TRUST & AGENCY ADMIN					
771-255-956.000 TOMAHAWK LAKE: DEDUCTIONS					
2375	GANNETT MICHIGAN LOCALIQ	771-TOMAHAWK LAKE BOARD	0007288175	08/31/2025	197.56
1114	ROSATI SCHULTZ JOPPICH ET AL	771-LEGAL	1084262	09/12/2025	139.50
Total TRUST & AGENCY ADMIN:					337.06
Total TOMAHAWK LAKE IMPROVEMENT:					337.06
Grand Totals:					166,382.14

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
ASSESSOR					
101-257-720.000	ASSESSING: CONTRACTUAL SVCS				
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	OCT 2025	09/22/2025	11,485.00
Total ASSESSOR:					11,485.00
GENERAL GOVERNMENT					
101-261-802.000	GEN GOV: PAYROLL PROCESSING				
4868	ADP INC	101-PAYROLL SERVICES	701350437	09/26/2025	177.80
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
2059	APPLIED INNOVATION	101-FREIGHT-TWP	2936909	09/22/2025	20.92
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP	2936909	09/22/2025	298.40
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP	2936909	09/22/2025	224.57
Total GENERAL GOVERNMENT:					721.69
GENERAL GOVERNMENT PERSONNEL B					
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN				
1502	MISSIONSQUARE RET CLIENTS-109785	101-DEF CONTR 3RD QTR-ACT CTR PLAN # 109785	6262447	09/19/2025	1,280.28
1502	MISSIONSQUARE RET CLIENTS-109785	101-DEF CONTR 3RD QTR-TWP PLAN # 109785	6262447	09/19/2025	12,633.65
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS				
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004626056	09/24/2025	714.67
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004626056	09/24/2025	289.34
Total GENERAL GOVERNMENT PERSONNEL B:					14,917.94
BUILDING					
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG				
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	09/10/25-09/23/25	09/25/2025	1,764.74
8149	WATKINS III, MITCHELL	101-INSPECTIONS	09/10/25-09/23/25	09/25/2025	1,545.25
Total BUILDING:					3,309.99
Total GENERAL FUND:					30,434.62
FIRE FUND					
FIRE					
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T				
1502	MISSIONSQUARE RET CLIENTS-109785	206-DEF CONTR 3RD QTR- PLAN # 109785	6262447	09/19/2025	10,992.87

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
206-336-712.001	FIRE:HEALTH/DENTAL/LIFE/DISINS				
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004627934	09/24/2025	311.78
206-336-937.000	FIRE: EQUIP MAINT				
2059	APPLIED INNOVATION	206-COPIER CONTRACT	2939248	09/24/2025	121.20
2059	APPLIED INNOVATION	206-ADDITIONAL PAGES	2939248	09/24/2025	38.80
2059	APPLIED INNOVATION	206-FREIGHT	2939248	09/24/2025	6.40
Total FIRE:					11,471.05
Total FIRE FUND:					11,471.05
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-711.000	DDA: DEFINED CONTRIBUTION PLAN				
1502	MISSIONSQUARE RET CLIENTS-109785	494-DEF CONTR 3RD QTR- PLAN # 109785	6262447	09/19/2025	606.94
494-729-712.000	DDA: HEALTH/DENTL/LIFE/DIS INS				
9402	ASSURITY LIFE INSURANCE CO.	494-ASSURITY INSURANCE-DDA	4004626056	09/24/2025	218.49
Total DOWNTOWN DEVELOPMENT AUTHORITY:					825.43
Total DOWNTOWN DEVELOPMENT FUND:					825.43
Grand Totals:					42,731.10

Payroll and Hand Check October 2, 2025 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT) 9/26/2025	\$	34,222.35
General/Fire Payroll 9/26/2025	\$	90,575.41
Payroll Tax on STD 9/25/2025		\$330.63
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	2,385.18
Flexible Savings Account	\$	726.65
Friend of the Court	\$	106.21
Highland Firefighters Assn	\$	735.00
Highland Firefighters Union Dues-Full-Time	\$	650.00
Highland Firefighters Union Dues-Part-Time		

Total GENERAL FUND:	68,489.07
Total ROAD FUND:	617.50
Total FIRE FUND:	21,567.50
Total POLICE FUND:	1,051.18
Total FIRE CAPITAL FUND:	1,970.97
Total DOWNTOWN DEVELOPMENT FUND:	7,252.97
Total HIGHLAND ADVISORY COUNCIL:	83.57
Total CURRENT TAX COLLECT:	86,725.21
Total POST-RETIREMENT BENEFITS:	1,282.32
Total DUCK LAKE ASSOC:	15,224.39
Total TAGGETT LAKE ASSOC:	958.44
Total KELLOGG LAKE ASSOC:	753.06
Total CHARLICK LAKE ASSOC:	2,800.00
Total TOMAHAWK LAKE IMPROVEMENT:	337.06
	<hr/>
Grand Totals:	209,113.24
	<hr/> <hr/>

Julie Kabalka

From: Renee Bowen
Sent: Wednesday, October 1, 2025 9:41 AM
To: Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick
Cc: Julie Kabalka; Nick George; Chantelle Green; Robin Orlando
Subject: List of Bills dated 10/02/2025 additions

Hello, the following needs to be added to the List of Bills dated 10/02/2025:

1. ADP Fund 101 for \$148.35
2. DTE Fund 101 for \$5552.36
3. Wex Fund 101 for \$699.27
4. Wex Fund 206 for \$2618.44
5. Wex Fund 702 for \$156.86

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@highlandtp.org





**RESOLUTION 25-28: CHARITABLE GAMING LICENSE
FOR MITCHELL LELAND SHAVER FOUNDATION**
(Required by MCL.432.103(K)(II))

At a regular meeting of the Charter Township of Highland Board of Trustees called to order by Supervisor Rick Hamill held at Highland Township, 205 N. John Street, Highland, Michigan on the 6th day of October 2025 at 6:30 p.m.

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

ABSENT: _____

The following resolution was offered by _____ and supported by _____: That the request from Mitchell Leland Shaver Foundation, 2025 Foxgrove Court, Highland, MI, Oakland County, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license, be considered for approval.

Yeas:
Nays:
Abstentions:

RESOLUTION DECLARED ADOPTED

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Township 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 special meeting held on the 6th day of October, 2025, the original of which is on file in my office.

Tami Flowers MiPMC, Township Clerk

QUALIFICATION INFORMATION

THIS IS AN INFORMATION FORM ONLY, NOT A LICENSE APPLICATION. Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name Mitchell Leland Shaver Foundation			Organization Telephone Number [REDACTED]
Organization Physical Street Address 2505 Foxgrove Court			
City Highland	State MI	Zip Code 48356	County 63 Oakland <input type="checkbox"/>
Organization Mailing Address			<input checked="" type="checkbox"/> Same as Physical Address
City	State	Zip Code	County
Organization Email Address			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

A non-profit that empowers the ALS community by delivering financial assistance, raising awareness and educating others through real life experiences. Our community outreach includes equipment grants, educational scholarships, and home renovations for accesibility.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Bingo Raffle Charity Game Ticket license

For all license applications, visit our website at www.michigan.gov/cg/qualify-and-apply. Make checks payable to STATE OF MICHIGAN.

4. PRINCIPAL OFFICER INFORMATION

Principal Officer Name Mariah Shaver		Title Vice President	
Mailing Address 2505 Foxgrove Ct		City Highland	
State MI	Zip Code 48356	Telephone Number (Day) [REDACTED]	Telephone Number (Evening) [REDACTED]
Email Address [REDACTED]			
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.			
Principal Officer Signature <i>Mariah Shaver</i>		Date 10/01/20	

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.



Mitchell Leland Shaver Foundation is a 501(c)(3) non-profit that seeks to make a positive impact on people with Amyotrophic Lateral Sclerosis (ALS) and their families. ALS is a progressive, terminal, degenerative neuromuscular disease for which there is no known cause and no cure. People with ALS have a life expectancy of 2-5 and often rely on caregivers for the majority of their battle.

Meet our founder, Mitch. Mitch Shaver was diagnosed with ALS in January, 2018. Mitch battled relentlessly against ALS for nearly 7 years before his death in January, 2025. Mitch was a loving husband and dad to two amazing children. Through Mitch's battle against ALS, he and his family learned first hand about the difficulties of living with ALS. He not only remained strong and dedicated in his own fight against ALS, but was inspired to help other people battling the disease. Thus, Mitch founded the Mitchell Leland Shaver Foundation in November, 2023. The Mission: to empower the ALS community by delivering financial assistance, raising awareness and educating others through real-life experiences.

The Foundation hosts several fundraising events throughout the year to fund three primary community outreach initiatives:

1. **Educational Scholarships-** Post-highschool scholarships (university, trade school, graduate school, etc.) for children of parents or guardians that battled or are battling ALS
2. **Equipment Grants-** Funding for various forms of equipment including but limited to augmented communications devices, wheelchairs, feeding equipment, Hoyer lifts, ramps, stairlifts, etc.
3. **Home Renovations (coming 2026)-** Home renovation projects to increase home accessibility including installation of wheelchair ramps, door widening, and other renovations that increase home accessibility.

The equipment grants are named in honor of two amazing men who were friends of Mitch and who also lost their lives to ALS:

- The Emanuel "Manny" Dines Grant
- The Ronald "DLUX" Luxton Grant

The Foundation is proudly managed by our Board of Directors who graciously dedicate their time to honor Mitch's legacy, carry-out his vision, and support the ALS community:

Rhonda Shaver, President and Director of Fundraising
Mariah Shaver, Vice President and Director of Marketing and Content
Dan Cezat, Director of Finance
Steve Iverson, Director of Community Outreach
Mike Morgan, Board Member
Merick Shaver, Board Member
Curt Clauson, Board Member
Jeramie Shaver, Board Member

We would love to hear from you! For more information regarding our community outreach initiatives or attending an event, please contact the Board of Directors via email at shaverfoundation@gmail.com.

Follow us on Facebook: Mitchell Leland Shaver Foundation

We welcome donations via checks or Venmo @MitchellLelandShaverFoundation. Please make checks payable to Mitchell Leland Shaver Foundation and mail to:
Mitchell Leland Shaver Foundation
2025 Foxgrove Court
Highland MI, 48356



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MITCHELL LELAND SHAVER FOUNDATION
2505 FOXGROVE CT
HIGHLAND, MI 48356

Date:
11/15/2023
Employer ID number:
93-3888183
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
Section 509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
October 12, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053707002593

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

BUDGET AMENDMENT WORKSHEET
2025 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - October 6, 2025

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>DDA FUND</u>				
Expenditures:				
494-729-702001 DDA: DIRECTOR	\$48,570.00	\$48,555.00 +	\$7,300.00	\$41,255.00
494-729-705.000 DDA: PART-TIME SEASONAL	\$10,000.00	\$10,000.00 +	\$15,000.00	\$25,000.00
494-729-720.002 DDA: RECORDING SECRETARY	\$1,200.00	\$1,200.00 +	\$300.00	\$1,500.00
494-729-880.003 DDA: DESIGN	\$73,100.00	\$73,100.00 +	\$8,000.00	\$65,100.00
			<u>\$0.00</u>	

Purpose of Amendment:

To adjust budget for anticipated changes in wages and design expenditures. Net effect = \$0.

Current Surplus	\$	-
Add: Increase in Revenue	\$	-
Less: Net Increase in Expenditures	\$	-
<u>Remaining Surplus</u>	<u>\$</u>	<u>-</u>

5b. Receive and File:

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 12th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Jennifer Frederick, Cassie Blascyk, Micheal Zurek, Micheal Zeolla, and Roscoe Smith

Members Absent: Dale Feigley, Supervisor Hamill, and Chris Hamill

Staff Present: None

Staff Absent: Melissa Dashevich

Mr. Smith called the meeting to order at 6:15 PM

B. APPROVE MINUTES OF SPECIAL BOARD MEETING OF JANUARY 29th, 2025

MS. FREDERICK MOVED TO APPROVE the special HDDA board meeting minutes of January 29th, 2025 as presented. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zuckerberg - yes; Roscoe Smith - yes. (7 yes votes).

C. APPROVE MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 12th, 2025

MS. FREDERICK MOVED TO APPROVE the regular HDDA board meeting minutes of February 12th, 2025 as presented. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zuckerberg - yes; Roscoe Smith - yes. (7 yes votes).

D. DIRECTOR'S REPORT

Mrs. Dashevich was absent.

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 12th, 2025**

E. TREASURER'S REPORT

Ms. Frederick presented her financial report for January 1st to March 10th in detail. She informed the board that the audit has not been finished and updates still need to be made to the financial reports for april. She did inform the board that the HDDA had \$600,000 cash on hand. There is no long term debt, and the 2 CDs will reach maturity in April.

MS. FREDERICK MOVED TO ACCEPT the Treasurer's Report that is dated through March 31st but up to date through March 10th. **MR. ZUREK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

F. NEW BUSINESS

1. CD Discussion

Ms. Frederick sought approval to cash out the first of the HDDA's 2 CDs in order to replenish the fund balance.

MS. FREDERICK MOVED TO APPROVE cashing out the 1st CD of \$131,639 in April. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

MR. ZUREK MOVED TO APPROVE the liquidation and potential renewal of the 2nd CD in April based on available interest rates at the discretion of Ms. Frederick. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

2. Brien's Service Contract Review and Possible Approval

Mrs. Blascyk presented the proposed cost for renewal of the contract with Brien's Services to have them do monthly maintenance on the gardens and Fall clean up. The monthly charge for June through September 2025 is \$1,128 with the additional cost for fall perennial cut backs coming to \$1,321.

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MS. FREDERICK MOVED TO APPROVE the maintenance quote as presented for June through September, not to exceed \$6,000. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

3. Budget Amendment for the Highland Station Boardwalk Connectivity Project

Ms. Frederick presented the budget amendments that are necessary now that Highland Township has agreed to partner with the HDDA on the Highland Station Boardwalk Project. The Township will be supplying \$250,000 to the HDDA for the project. This will change the proposed budget for the project from \$419,000 to \$669,000.

MS. FREDERICK MOVED TO AMEND the budget as presented to budget for Highland Township's participation in the Highland Station Boardwalk Project and to budget for the remainder of the project. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

G. OLD BUSINESS

1. Request to Table Purchasing Policy to the April Board Meeting

Due to this topic having already been tabled at the previous meeting it was determined that until the board voted to take it off the table it would remain and a vote was not necessary.

2. Request to Postpone Conflict of Interest/Code of Conduct to April Board Meeting

MR. ZEOLLA MOVED TO TABLE the HDDA Code of Conduct Policy to the April HDDA board meeting pending attorney review. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

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H. BOARD MEMBER COMMENTS

Nothing to report.

I. COMMITTEE REPORTS

Design

i. Boardwalk Update

Mrs. Blascyk informed the board that Artisan Contracting installed and leveled the helical piers 2 weeks ago and the project is moving along. The design committee has decided on rough sawn posts made of white oak and the concrete portions will have a wood texture. All of the paneling will also have a black metal mesh with black handrails and decorative hardware. They are expecting it to be in production at the end of april, first part of May. There is also talk of potentially adding a sign toward the roadway created by a local welder.

Mr. West also spoke about the public's misconception about who is putting the boardwalk in and suggested the HDDA make an effort to communicate to the community that this is a HDDA and Township project. The Board brainstormed the wording for a banner that could be put out by the construction site announcing the new boardwalk.

Economic Revitalization

ii. Business Roundtable/Mixer

A number of board members will be attending the Business Roundtable on March 19th and local businesses have been invited. The event has also been advertised on social media.

iii. Burger Battle Update

The Burger Battle has been a success for its first year with multiple highland restaurants being ranked highly and feedback from the community has been positive. The board hopes that this first year will have laid solid ground work for years to come.

Organization

iv. Volunteer Appreciation Event (Discuss dates)

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MRS. BLASCYK MOVED TO TABLE the Volunteer Appreciation Event discussion until April. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

Promotions

v. Concerts Schedule

Mrs. Blascyk informed the board that all of the bands have been selected for the concert series and the band has been booked for the fireworks festival.

Mrs. Blascyk also informed the board that a large sponsorship came in from Feldman Automotive for the farmers market and all three large highland events for \$10,000.

J. MSOC

The Main Street Summit March 20th, 2025 however there is a conflicting meeting that will affect attendance.

K. DISTRICT DEVELOPMENT

Cottage Inn Pizza is due to open soon by Milford High School, Revelation Wellness has grown in the year they have been open and have had to relocate to the South end of the Devoted Dental Plaza, a larger space. They have also changed their name to Micahealing Aesthetics and Wellness and the owner has inquired about the signage and the rental subsidy grants. Mr. Smith also spoke highly of the Credit Union's renovations, saying they have turned out great and that it is a wonderful addition to the community. The Dunkin Donuts and Jimmy Johns have submitted new site plans.

L. CALL TO THE PUBLIC

Nothing to report.

M. MEETING ADJOURN

The meeting was Adjourned at 7:23 pm. - TD

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF APRIL 9th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Micheal Zeolla, Dale Feigley, and Roscoe Smith

Members Absent: Michael Zurek, and Chris Hamill.

Staff Present: Jamie Globerson, and Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:23 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF MARCH 12th, 2025

MS. FREDERICK MOVED TO APPROVE the regular HDDA board meeting minutes of March 12th, 2025 as presented. **SUPERVISOR HAMILL SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Micheal Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

C. DIRECTOR'S REPORT

Mrs. Dashevich reported that the HDDA hosted the business roundtable, and 3 new businesses attended and it was very successful. Revelation Wellness is applying for the rental subsidy grant. Some board members also attended a MSOC luncheon on March 20th. Mrs. Dashevich attended a lunch and learn about how to better recognise military veterans in our downtowns and a virtual loan class for businesses. MSOC is holding a tourism initiative that Supervisor Hamill and Mrs. Blascyk are involved in. Mrs. Dashevich also attended two focus groups, one for small business and one for parks and trails.

D. TREASURER'S REPORT

Ms. Frederick presented her financial report for through March 31st 2025 in detail. We are 25% of the way through 2025. Our total revenue is \$82,361.36. Expenses exceed Revenue by \$319,426.30 due to the \$375,000 taken from Capital Improvement Projects to build the boardwalk. This report does not account for the \$250,000 supplied by the

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township which will greatly offset this overage. We have \$311,941.41 cash on hand and there is no long term debt. The total Fund Balance going into April is \$248,021.17.

SUPERVISOR HAMILL MOVED TO ACCEPT the Treasurer's Report. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Micheal Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

E. NEW BUSINESS

1. 2025 MSOC Technical Assistance benefit

Mrs. Dashevich provided a memo to the board regarding the MSOC Technical Assistance application and made a request for a Motion for the 2025 MSOC Technical Assistance benefit to be applied to the Master Plan with 2nd choice of Outdoor Art Gallery.

MS. FREDERICK MOVED TO ALLOCATE the 2025 technical assistant funding of \$10,000 to the master plan renewal expenses, with the secondary choice of the outdoor gallery. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Micheal Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

2. Highland White Lake Business Association sponsorship discussion

Mrs. Dashevich proposed a possible Motion for Highland White Lake Business Association Gold Membership of \$500

MR. FEIGLEY MOVED TO SUPPORT the Highland White Lake Business Association with a gold sponsorship of \$500. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Micheal Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

3. CD Renewals

Ms. Frederick presented a memo to the board regarding the CDs. Currently 2 and 3 month renewals have the best interest rate at 4.25%.

SUPERVISOR HAMILL MOVED TO APPROVE treasurer Frederick to renew both April CD's for \$100,000 each for the best rate at the time not to exceed 6 months. Currently

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the best rate is for 3-month terms each. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Micheal Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

4. Downtown Days in September

Mrs. Dashevich presented the board with a memo regarding the Kindness Matters initiatives request for the HDDA to spearhead an initiative. Mrs. Dashevich proposes that instead of downtown days the funds be used towards the Kindness Matters “Lunch on us!” project.

MS. FREDERICK MOVED TO REALLOCATE \$1000 from Highland Downtown days to the “Lunch on us!” initiative in partnership with the Kindness Project. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Micheal Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

F. OLD BUSINESS

1. Table Purchasing Policy

Due to this topic having already been tabled at the previous meeting it was determined that until the board voted to take it off the table it would remain and a vote was not necessary.

2. Postpone Conflict of Interest now called the Code of conduct

Due to this topic having already been tabled at the previous meeting it was determined that until the board voted to take it off the table it would remain and a vote was not necessary.

3. DDA Office Update

Nothing to report.

G. BOARD MEMBER COMMENTS

A number of board members attended the MSOC summit where MSOC celebrated their 25 year anniversary. MSOC would like to see more downtowns promoting MSOC on their website and promotional materials. Mrs. Blascyk spoke with MSOC about the lack of grants for towns between urban and rural like Highland. Mrs. Blascyk stated that it may be a good idea for the HDDA to focus in on potential grant opportunities in the future.

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Mrs. Blascyk informed the board that Mr. John Welch asked her about the banner on the corner of Milford Rd. and Livingston Rd. regarding if it will be taken down soon as it has been up for some time.

H. COMMITTEE REPORTS

Design

1. *Boardwalk Update*

Mrs. Blascyk reported that the design committee will be meeting soon regarding the artwork on the bridge. She expects the concrete to arrive by the end of the month to be installed in early May. The sign was a success and feedback from the community has been very positive.

Economic Revitalization

2. Business Roundtable/Mixer

See Directors Report.

3. Burger Battle Update

The winner was The Big Johnny Backyard Coney Island in Wixom. Overall the event was a success and a great collaborative effort between the four towns. The HDDA would like to find more ways to encourage the restaurant's staff to promote the event. There were reports that many patrons were unaware of the event after dining at participating restaurants. The table top triangle stands the HDDA provided helped significantly to spread the word.

Organization

4. Volunteer Appreciation Event dates discussion

Mrs. Dashevich announced the volunteer appreciation event will be on Wednesday June 18th from 6-9pm.

Promotions

5. Concerts Scheduled

Concert dates have been finalized. Starting July 8th there will be 7 concerts in the 2025 season.

6. Farmers' Market Discussion (Jamie Globerson, Farmers' Market Manager)

Jamie Globerson asked the board to consider the option of closing the street in front of the Farmers' Market between the activity center and the sheriff's station for safety

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reasons. Concerns have been raised by both staff and visitors of the Farmers' Market. An emergency lane would be incorporated to allow the homeowners on the other side of the street to still access their driveways.

MS. FREDERICK MOVED TO CLOSE John street south of the activity center and north of the substation driveway from 9am to 3 pm on Saturdays for the duration of the Farmers' Market season. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Micheal Zeolla - yes; Roscoe Smith - yes. (8 yes votes).

I. MSOC

See Directors Report.

J. DISTRICT DEVELOPMENT

A New Mexican restaurant is going into the strip mall by Dairy Queen and Hungry Howies on Milford Rd. They expect to open soon.

Jimmy Johns and Dunkin Donuts has been approved for a special use permit for a drive through.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was Adjourned at 7:53 pm. - TD

**CHARTER TOWNSHIP OF HIGHLAND
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A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, Micheal Zeolla, and Roscoe Smith

Members Absent: Michael Zurek

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:23 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF APRIL 9th, 2025

MS. FREDERICK MOVED TO APPROVE the regular HDDA board meeting minutes of April 9th, 2025 as presented. **MRS. HAMILL SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

C. DIRECTOR'S REPORT

Mrs. Dashevich reported that the preparations for the Founders Day Festival are well underway, there have been many meetings over the past few weeks as well as a trip to pick out props for the parade floats. There are a few more contracts to prepare for the concerts this summer. Ladies day out was April 26th and was a big success, including for our new participant, The Foundry, who saw a great turn out. Mrs. Dashevich attended the CRT meeting, as well as a meeting with a social media expert who she plans to organize a class series with. She also took a fire safety course for the Township. The Foundry also had a ribbon cutting ceremony sponsored by The Lakes Area Chamber of Commerce.

D. TREASURER'S REPORT

Mrs. Hamill presented her financial report through April 30th, 2025 in detail. Our total revenue is \$211,271.33 and we have \$349,889.24 cash on hand, \$200,000 of which is in CDs. \$191,000 of the Tif has been collected so far. Capital Improvements is at

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\$415,000 as expected due to the Boardwalk project. Financially the HDDA is on track as expected for the year and there is no long term debt.

E. NEW BUSINESS

1. Renew subscription to Oakland County Times Digital News

Mrs. Dashevich informed the board that the Oakland County Times renewal is due, May 2025 - April 2026 for \$1500. Viewership is up roughly 33%.

SUPERVISOR HAMILL MOVED TO APPROVE the renewal of the HDDA's subscription to the Oakland County Times. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

2. Improvement to Odds and Inns Building

Mrs. Blascyk provided a memo to the board regarding the mural on the Odds and Inns building. Due to them repainting the rest of the building, Mrs. Blascyk proposed that the background color of the mural be changed to match. The cost to do so and reshade the mural to provide the 3D effect would be \$700. She suggested the \$700 be reallocated from the design budget.

MS. FREDERICK MOVED TO APPROVE a \$700.00 expenditure to repaint the area immediately surrounding the Postcard Mural to match the new white facade, including updated shadowing around the postcard itself. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

3. The Main Event Awards Dinner

Mrs. Dashevich informed the board that MSOC will be holding The Main Event Awards Dinner on June 12th and asked everyone to let her know how many tickets they will need. Many on the board requested tickets and look forward to the event.

4. HWLBA Invitation to Scholarship Luncheon - Red Poppy + Free Ticket

Mrs. Dashevich asked the board if anyone would like to attend the scholarship luncheon being held at The Red Poppy by the HWLBA. Multiple board members asked to attend.

5. First Quarter Reports Submitted to MSOC

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Mrs. Dashevich presented the board with a summary of the First Quarter Report that she submitted to MSOC. Public investment was \$375,000 and private investment was \$337,760 as of the end of March.

F. OLD BUSINESS

1. DDA Office Update

Mrs. Dashevich informed the board that she is currently in the process of reviewing potential office furniture.

2. Currently Tabled - Finalize Purchasing Policy

Remained Tabled.

3. Finalize Conflict of Interest

Remained Tabled.

G. BOARD MEMBER COMMENTS

Supervisor Hamill informed the board that he is going to be meeting with the new Township Manager for Milford to discuss future partnership opportunities.

H. COMMITTEE REPORTS

Design

1. Boardwalk Update

Mrs. Blascyk informed the board that The Highland Station Boardwalk is well underway and could not be going better. Everything is on track and Grant has been a huge asset to the project. The white oak posts will be installed Friday, Monday the panels for the railing will go up and by the end of next week Grant hopes to begin prepping the sidewalks. Piping the handrails will take longer because they must be custom measured on each section.

Some residents raised the potential problem of golf carts illegally using the boardwalk. Mrs. Blascyk requested an expenditure of up to \$4000 additional cost to account for breakaway bollards to prevent large vehicles from using the boardwalk.

MR. FEIGLEY MOVED TO APPROVE the purchase and installation of breakaway bollards at either end of the Highland Station Boardwalk at a cost of no more than \$4,000. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk-

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yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes)

Economic Revitalization

2. *Lunch & Learn Partnership with HWLBA and Stacy Kidal regarding ESTA.*

Mrs. Dashevich informed the board that the HDDA is partnering with HWLBA and Stacy Kidal to hold a QuickBooks Lunch & Learn regarding the ESTA Paid Sick Time Act at the Fire Station.

3. *The team is also working on another Lunch & Learn regarding the Art of Communication on Social Media*

Mrs. Dashevich is working on another Lunch & Learn to help teach people Social Media skills.

Organization

4. *Volunteer Appreciation Event June 18th*

The event will be held at 205 W Livingston Rd. from 6pm to 8pm.

Promotions

5. *Founder's Day - May 17th, 2025 9am to 3pm. Parade at 10am*

Mrs. Blascyk went over the details of the many different activities and participants for the Founder's Day Festival. There will be 35+ cars participating in the parade and 30-40 vendors. There will also be 7 food trucks for the event. Overall it is expected to be a great event.

I. MSOC

Bret Raegon of Oakland County is retiring.

J. DISTRICT DEVELOPMENT

Mrs. Blascyk informed the board that the building located on the north east corner of the Milford Road and Livingston Road intersection owned by A Better Exterior is undergoing some major improvements this year including foundation repairs that have already been underway. They plan to apply for the facade grant through the HDDA and possibly restructure their parking lot as well. They have been working closely with Mrs. Blascyk

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and the township to improve the look of the building and incorporate historical features and potentially some art pieces.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was Adjourned at 7:40 pm. - TD

APPROVED

**CHARTER TOWNSHIP OF HIGHLAND
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A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Supervisor Hamill, Chris Hamill, Michael Zurek, Micheal Zeolla and Roscoe Smith

Members Absent: Cassie Blascyk

Staff Absent: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:17 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF MAY 14th, 2025

MRS. HAMILL MOVED TO APPROVE the regular HDDA board meeting minutes of May 14th, 2025 as presented. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

C. DIRECTOR'S REPORT

Ms. Frederick gave Mrs. Dashevich's Directors report to the board. She reported that Mrs. Dashevich had been on site and responsible for the Founders Day Festival. She also attended a meeting with the Highland White Lake Business Association about a potential DDA training series in partnership with Chi Rho Tribe. She met with the farmers' market manager to discuss the budget for the season and met with Jamie to pass on the cash box and go over deposit procedures. She sent invitations and organized the upcoming volunteer appreciation event as well as handled a multitude of regular day to day managerial tasks.

D. TREASURER'S REPORT

Mrs. Hamill presented her financial report for 2024 in detail. Our total revenue is \$466,256.78, which is \$39,800 more than budgeted. Total Program Services is on track for the year. Mrs. Hamill expects another \$159,000 to come in from the TIF, and currently there is \$587,802 cash on hand. There is no long term debt.

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MR. FEIGLEY MOVED TO ACCEPT the Treasurer's Report. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

E. NEW BUSINESS

1. Chi Rho Tribe & Highland DDA Training Series Agreement

The board was provided a memo regarding a potential partnership with Chi Rho Tribe to provide 2 training sessions regarding public speaking and leadership. In Mrs. Blascyk and Mrs. Dashevich's absence no one was present to answer the board's questions regarding Chi Rho Tribe's qualifications.

MS. FREDERICK MOVED TO TABLE discussion of the Chi Rho Tribe and Highland DDA training series agreement until the July board meeting. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

2. Highland Sniffer Station Kindness Mural Memo

Ms. DeHaan presented a memo from Mrs. Blascyk regarding a potential mural at Sniffer Station located on East Livingston Road. The mural would be on the western face of the building facing Milford Road. Sniffer Station would like to apply for the DIA Partners in Public Art program and theme the mural around Kindness as part of the Highland Kindness campaign. They are seeking the support of the DDA to request a resolution of support from the Highland Township Board of Trustees as required to apply for the DIA Partners in Public Art program. In addition Mrs. Blascyk also requests permission to contact the DDA's legal counsel to draft an agreement between Sniffer Station and the DDA outlining the terms of the mural installation, maintenance responsibilities, and property owner consent.

MS. FREDERICK MOVED TO SUPPORT the application to the DIA Partners in Public Art program, to request a resolution of support from the Highland Township Board of Trustees, and to authorize contacting the DDA's attorney to draft an agreement between Sniffer Station and the DDA regarding the mural installation at 182 E. Livingston Road, themed around Kindness as part of the Highland Kindness campaign. **MR. FEIGLEY**

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SUPPORTED THE MOTION, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

F. OLD BUSINESS

1. *DDA Office Update*

Nothing to Report

2. *The Main Event - June 12th, 2025*

The Main event hosted by MSOC will take place June 12th, many on the board are expected to attend and Highland DDA is nominated for 3 awards. Tickets for those attending have been purchased.

G. BOARD MEMBER COMMENTS

Mr. West informed the board that the Midwest Glass Factory is closing down August 8th. Shimmers Car Wash has been sold to new owners.

H. COMMITTEE REPORTS

Design

1. *Boardwalk Complete*

The Highland Station Boardwalk is officially complete and a ribbon cutting ceremony is planned for Monday June 23rd at 4 PM.

Economic Revitalization

Nothing to report.

Organization

2. Volunteer Appreciation Event

Invitations to the Volunteer appreciation event have been sent out. The event will take place at Steeple Hall June 18th at 6 PM.

Promotions

3. Red White and Blues - June 28th, 2025

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF June 11th, 2025**

I. MSOC

Nothing to report

J. DISTRICT DEVELOPMENT

Nothing to report.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was adjourned at 7:21 pm. - TD

APPROVED

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF July 9th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, Micheal Zeolla and Roscoe Smith

Members Absent: Michael Zurek

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:20 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF JUNE 11th, 2025

MRS. HAMILL MOVED TO APPROVE the regular HDDA board meeting minutes of June 11th, 2025 as presented. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - no; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (8 yes votes, 1 no vote).

C. DIRECTOR'S REPORT

Mrs. Dashevich reported the various tasks she accomplished over the previous month including various paperwork and preparations for the Red white and Blues Festival, concerts, Summer Sidewalk Sale, and Farmers' Market. She also organized her medical leave, meeting with various people and staff to ensure that her work is still completed while she is gone. She also met with the HWLBA about the potential partnership and training series with Chi Rho Tribe. Lastly she met with Caden to discuss the Shop MainStreet Oakland County E-Commerce Sales and spent time training on Adobe Acrobat.

D. TREASURER'S REPORT

Mrs. Hamill presented her financial report through June 30th, 2025 in detail. The final cost of the Highland Station Boardwalk came in \$25,000 under budget at \$600,000. Our total revenue is \$484,209.86. Total Program Services is on track for the year. Mrs. Hamill expects more money to continue to come in for the remainder of the year now

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF July 9th, 2025**

that summer taxes have been mailed out. Currently there is \$429,364 cash on hand, \$300,000 of which is in CDs. There is no long term debt.

MS. FREDERICK MOVED TO ACCEPT the Treasurer's Report. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

E. NEW BUSINESS

1. Director's Medical Leave

Mrs. Dashevich will be going on medical leave beginning July 23rd, 2025. She will be absent for 6-12 weeks recovering from surgery. She has organized who will take over her various responsibilities in her absence and has a list of tasks she plans to accomplish before July 23rd in order to help her absence have as little impact as possible.

F. OLD BUSINESS

1. Chi Rho Tribe and Highland DDA training series

Mrs. Blascyk presented a memo to the board regarding a potential partnership with Chi Rho Tribe LLC to do a two part professional development session focused on communication and leadership skills. John Rakowicz who creates the "Good News In Highland" facebook videos and owns his own local business would be presenting.

MS. FREDERICK MOVED TO APPROVE moving forward with an agreement between the Highland Downtown Development Authority and Chi Rho Tribe LLC for the facilitation of two professional development sessions under the 2025 Master the Art of Human-Centered Communication Series for \$800 per session totaling \$1,600. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

G. BOARD MEMBER COMMENTS

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF July 9th, 2025**

Mr. Feigley asked the board if they would like to put the second Farmers' Market sign anywhere else since its previous location is not available. The board determined that they would like it to be placed at Gateway Park.

Mrs. Blascyk will be reaching out to Giffles Webster regarding the survey as it has not been what the board expected and a potential second survey may be needed.

H. COMMITTEE REPORTS

Design

1. *Ribbon Cutting for the Highland Station Boardwalk took place June 23rd, 2025*

Mrs. Blascyk reported that there was a good turn out for the ribbon cutting and everyone had a good time.

Economic Revitalization

2. *Southwest MSOC Team's next project will be a Business Resource Fair Proposed in October 2026 & Mocktails in February 2026*

Mrs. Dahsevich had nothing further to report.

Organization

3. *Sold 4 new Streetscape sponsorship banners and several others re-upped for another year.*

Kathy recruited 4 new banners and the artwork is currently being created. Mr. Feigley asked if the HDDA could explore chloroplast banners because the current banners have problems with fading for the high cost of the materials.

Promotions

4. *Red White and Blues Feed Back*

Feedback has been very positive despite a few technical problems during the fireworks show. Supervisor Hamil asked if the board could be provided a comparison between the Highland and White lake shows in order to help shape future planning for next year. Mrs. Blascyk has also contacted the county to find out how many people have attended the past 3 years.

Mr. Smith suggested in the future a police officer may be needed at Milford and Livingston Rd. to help direct traffic leaving the festival to help prevent major backups.

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF July 9th, 2025**

5. Concerts

The first concert of the season was a great success with a big turn out. It had very positive feedback about the concert itself and the line up for the rest of the year. Ms. Frederick proposed changing how the bands are paid after the concerts in order to avoid potential problems down the road if no one is available to be on site that day to physically give the band a check. Further discussion may be needed.

I. MSOC

The Main Event was held on June 12th and many from the HDDA attended. The HDDA won two awards and a total of \$1,000. The two awards were for the historical preservation of the Odds & Ins building and the collaboration of the Burger Battle. Highland DDA also received its 2025 National MSOC and MSA accreditation on July 8th.

J. DISTRICT DEVELOPMENT

The fresh paint on the mural side of Odds & Ins looks great and helps create a much more cohesive look. A resale shop is moving into the building on South Milford Road next door to Clover Leaf Racing that used to be a dog grooming shop. They are expected to open soon. The new Mexican restaurant by Dairy Queen on South Milford road is also expected to open soon. Midwest Glass is officially closing August 11th.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was adjourned at 8:25 pm. - TD

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF August 13th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, and Roscoe Smith

Members Absent: Michael Zurek, Supervisor Hamill, Chris Hamill, and Micheal Zeolla

Staff Absent: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:22 PM

B. APPROVE MINUTES OF THE REGULAR BOARD MEETING JULY 9TH, 2025

Tabled until the September 2025 meeting.

C. DIRECTOR'S REPORT

Mrs. Blascyk presented the board with a written report received from Mrs. Dashevich on August 13th. The report updated everyone on her completion of the numerous administrative tasks she had set out to do before she left on medical leave.

D. TREASURER'S REPORT

Ms. Frederick presented the financial report through July 31st, 2025 in detail. Our total revenue is \$485,283. Currently Taxes Receivable is at \$158,796. Total Program Services is on track for the year, and currently there is \$408,073.44 cash on hand. There is no long term debt.

MR. FEIGLEY MOVED TO ACCEPT the Treasurer's Report. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Roscoe Smith - yes. (6 yes votes).

E. NEW BUSINESS

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF August 13th, 2025**

1. 2026 Budget and Workplans – Plan committee meeting times

Mrs. Blascyk and Ms. Frederick went over the 2026 Budget and Work plans item by item with the board adding changes as discussed and suggested. Further discussion among the different committees will be necessary before they can be finalized.

F. OLD BUSINESS

1. Master Plan Update – Set September meeting date for next steps

It was agreed that the board would suggest discussing the Master Plan at the regular board meeting on October 8th.

G. BOARD MEMBER COMMENTS

Mr. Feigley suggested a haunted tunnel to include in the Haunted Highland event similar to the light tunnel that is used during the winter holidays. Most likely this change would be for the 2026 event.

H. COMMITTEE REPORTS

Design

1. Sign Grant award to Mica Healing

Mica Healing applied for the Sign Grant offered through the HDDA. The total grant amount requested is \$800.

MS. FREDERICK MOVED TO AWARD the sign grant to Mica Healing for a 50% match up to \$800. **MR. FEIGLEY SUPPORTED THE MOTION,** and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Roscoe Smith - yes. (6 yes votes).

Economic Revitalization

1. Empty Building Tour - September 30th

On September 30th, 2025 the HDDA will be hosting a Empty Building Tour Open House for all the available commercial properties currently in the district with the goal of bringing in new business and reducing the amount of unutilized land in the area.

2. Highland Kindness Dinners on us - September 27th

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF August 13th, 2025**

Mrs. Blascyk went over the details of the upcoming Highland Kindness project and asked for volunteers from the DDA to participate on September 27th. Taylor DeHaan, Dale Feigley, Andy West and Cassie Blascyk volunteered.

Organization

1. Code of Conduct Policy

Ms. Frederick presented the board with the updated Code of Conduct Policy.

MR. FEIGLEY MOVED TO TAKE OFF THE TABLE AND APPROVE the Code of Conduct as presented. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Roscoe Smith - yes. (6 yes votes).

Promotions

1. Concerts

The concerts have been very successful, the volunteers, Kathy, and Caden have done a great job. Genesis who sponsored the concerts have attended twice.

2. Fireworks Budget

A comparison between the Fireworks cost for Highland and White Lake was made available to the board. The possibility of adding additional funding from the DDA toward the total cost of the fireworks was suggested. The board determined that it is not in scope of the DDAs budget and responsibility to provide more fireworks.

3. Festival of Trees

Mrs. Blascyk informed the board that multiple electricians have concluded the difficulties with the tripped GFI in the light poles will continue unless drastic measures are taken to rework the electrical. This means that the Festival of Trees will either need to be moved or discontinued entirely. The snowflakes will remain and any lights attached to the poles themselves should be able to stay functional but the trees would continue to trip the GFI. Mrs. Blascyk asked the board to consider ideas on how to move forward.

4. Shed at Steeple Hall - Arriving August 19th

One of the extra sheds from the Township has become available for the HDDA to use for storage; it will be transported to Steeple Hall on August 19th.

I. MSOC

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF August 13th, 2025**

Ms. Frederick went over the Main Street America Accreditation Assessment, highlighting the various opportunities suggested. The board brainstormed on a number of ways they could utilize stats, create annual reports to deliver to stakeholders and prospects, and diversify funding opportunities.

There is a grant program available through MSOC for new businesses. Mica Healing has expressed interest in applying.

J. DISTRICT DEVELOPMENT

There are multiple new businesses in Highland. Williams Insurance is located at 101 E Livingston. Chapala Mexican restaurant is open near DQ and Milford Highschool. Michigan Music Lessons at 1449 South Milford Rd near Comeback Inn, and an antique store located at 1300 Milford.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was adjourned at 8:54 pm. - TD

APPROVED



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

- **August stats: 15,641**
- **Reminder, yoga on Monday 8am-9am, and Friday 6pm-8pm.**
- **9/12 Health Fair 9am-3pm. Expanded into the Township auditorium.**

- **Upcoming events**

9/9	Paint w/ Connie	10am	\$20				
9/9	Lisa ?						
9/12	Health Fair	10am	Free				
9/16	Paint w/ Connie	10am	\$20				
9/16	EPA Lunch & Learn	11am	Free				OPEN
9/18	Eloise Asylum	8:30am	\$65	Ashley	Justin	24	OPEN
9/19	Motory City Casino	9am	\$20	Ashley	Jeff?		OPEN
9/22	Bones Presentation	6pm	\$15				OPEN
9/22-9/25	Cleveland	10am	\$600	Ashley		10	
9/23	Paint w/ Connie	10am	\$20				
9/24	DTE/Consumers Presentation	11am	FREE				
9/25	Beading	10am	\$5				
10/1	Toledo Zoo	9am	\$50	Ashley		49	OPEN
10/2	Blood Drive	10am					
10/7	Paint w/ Connie	10am	\$20				
10/7	Craft w/ Robin	10am	\$5				
10/7	Lisa ?						
10/9	SOS Mobile Unit	10am	Free				
10/14	Selfridge Air/Sloan Auto	8:30am	\$25	Jeff	Heidi		8/7
10/14	Paint w/ Connie	10am	\$20				
10/16	Detroit River Boat	9am	\$80	Ashley	Heidi	22	8/5
10/21	EPA Lunch & Learn	11am	Free				8/26
10/27	Collectables Presentation	5pm	\$15				
10/28	Spooky Mystery Trip	9:30am	\$20	Jeff			9/2
10/31	Halloween Party w/ dueling piano	12pm	\$20				9/4

Highland Activity Center Advisory Council Meeting Minutes
Tuesday August 12th, 2025

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Carolyn Kress at 9:08 am on Tuesday, August 12th, 2025.

PRESENT:

Carolyn Kress, Patti Janette, Lisa Rahbine, Peter Werthmann, Jennifer Frederick, Chuck Sharpe, Dick Russell, Heidi Bey & Terry Olexsy

ABSENT: Steve Jagusch, Lisa Jagusch, Sue Anderson

SECRETARY'S MINUTES:

A motion to approve the Secretary's Minutes from July 8th, 2025, was made by Peter Werthmann, seconded by Chuck Sharpe, and unanimously approved by all.

TREASURER'S REPORT:

A motion to approve the Treasurer's Report from July 8th, 2025, was made by Chuck Sharpe, seconded by Patti Janette, and unanimously approved by all.

DIRECTOR'S ACTIVITY REPORT:

Urgent need for blood.

UPCOMING EVENTS:

All can be found in the monthly newsletter. FOHRA will have Haven Hill open on September 27th.

OLD BUSINESS:

NEW BUSINESS:

MOTION TO ADJOURN:

A motion to adjourn the meeting was made at 9:41 am by Peter Werthmann, seconded by Patti Janette, and unanimously approved by all.

Respectfully submitted,

Patti

Patti Janette, Secretary
Highland Advisory Council

#HIGHLAND KINDNESS



August

Highland Township Ordinance Department MONTH END REPORT

COMPLAINT TYPE

ANIMAL CODES	2	
FIRE MARSHAL INSPECTION	2	— PLU's
GRASS/WEEDS	4	
TOTAL	8	

Respectfully Submitted:

Shawn Bell

Fire Marshal / Ordinance Enforcement

Report Filtering Options:

Enforcement.DateFiled Between 8/1/2025 12:00:00 AM AND 8/31/2025 11:59:59 PM
AND

Enforcement.Category = ANIMAL CODES OR

Enforcement.Category = FIRE MARSHAL INSPECTION OR

Enforcement.Category = GRASS/WEEDS OR

Enforcement.Category = ANIMAL CODES

Inspection List

09/24/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
153 N MILFORD RD STE 103	H -11-22-353-03	Fire Marshal Insp	08/25/2025	09/10/2025	Disapproved	ShawnBell/Ord-FireMarshal
153 N MILFORD RD STE 103	H -11-22-353-03	Fire Marshal Insp	09/10/2025	09/10/2025	Disapproved	ShawnBell/Ord-FireMarshal

Inspections: 2

Population: All Records

Inspection.Inspector = ShawnBell/Ord-FireMarshal

AND

Permit.PermitType = Zoning Land Use

AND

Inspection.DateTimeCreated in <Previous month> [08/01/25 - 08/31/25]

Certificate Details By Type

09/18/2025

Rental

Cert #	Status	Address	Complex	Issued	Expires
CR24-0076	Certified	349 W LIVINGSTON RD		08/04/2025	10/16/2027
CR25-0147	Certified	2367 N DUCK LAKE RD		08/15/2025	05/27/2028
CR25-0164	Certified	2365 LAKESIDE DR		08/20/2025	06/26/2028
CR25-0166	Certified	118 E LIVINGSTON RD #A		08/14/2025	07/07/2028
CR25-0167	Certified	112 S MILFORD RD 114		08/21/2025	07/07/2028
CR25-0172	Certified	117 S MILFORD RD		08/20/2025	08/01/2028
CR25-0176	Certified	115 S MILFORD RD		08/15/2025	08/15/2028

Totals Rental Certifications 7

Inspection List

09/18/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
599 GAFFNEY DR	H -11-15-252-03	re-inspection	08/01/2025	08/01/2025	Complied	ShawnBell/Ord-FireMarshal
536 E BAKER RD	H -11-09-429-01	ini	08/01/2025	08/01/2025	Violation(s)	ShawnBell/Ord-FireMarshal
349 W LIVINGSTON RD	H -11-27-102-00	Re-Inspection	08/04/2025	08/04/2025	Complied	Rental Inspector
536 E BAKER RD	H -11-09-429-01	ini	08/04/2025	08/18/2025	Not Complied	ShawnBell/Ord-FireMarshal
2630 DAVISTA DR	H -11-12-329-00	Initial	08/04/2025	08/04/2025	Violation(s)	ShawnBell/Ord-FireMarshal
5085 N DUCK LAKE RD	H -11-01-376-00	re-inspection	08/05/2025	08/05/2025	Complied	ShawnBell/Ord-FireMarshal
2073 JACKSON BLVD	H -11-11-233-01	ini	08/05/2025	08/20/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3432 N MILFORD RD	H -11-10-376-01	ini	08/05/2025			ShawnBell/Ord-FireMarshal
2367 N DUCK LAKE RD	H -11-13-180-00	Initial	08/05/2025	08/15/2025	Complied	ShawnBell/Ord-FireMarshal
366 MERIBAH ST	H -11-10-134-00	re-inspection	08/06/2025	08/05/2025	Complied	ShawnBell/Ord-FireMarshal
1023 TIERNEY AVE	H -11-22-231-01	re-inspection	08/06/2025	08/05/2025	Complied	ShawnBell/Ord-FireMarshal
2391 N DUCK LAKE RD	H -11-13-180-01	ini	08/06/2025			ShawnBell/Ord-FireMarshal
2580 HORSESHOE DR	H -11-01-127-01	ini	08/06/2025	08/12/2025	Violation(s)	ShawnBell/Ord-FireMarshal
2381 JACKSON BLVD	H -11-12-102-00	re-inspection	08/07/2025	08/07/2025	Not Complied	ShawnBell/Ord-FireMarshal
657 DUNLEAVY DR	H -11-15-251-02	re-inspection	08/11/2025	08/12/2025	Complied	ShawnBell/Ord-FireMarshal
4069 LOCH DR	H -11-09-127-00	ini	08/11/2025	08/11/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3153 N MILFORD RD	H -11-10-351-02	ini	08/11/2025	08/11/2025	Violation(s)	ShawnBell/Ord-FireMarshal
1789 LA SALLE BLVD	H -11-13-402-01	ini	08/11/2025	08/11/2025	Violation(s)	ShawnBell/Ord-FireMarshal
700 Pettibone Lake Road	H -11-27-128-01	ini	08/12/2025			ShawnBell/Ord-FireMarshal
	H -11-12-202-00	ini	08/12/2025			ShawnBell/Ord-FireMarshal
3430 HERITAGE FARMS DR	H -11-10-431-01	ini	08/13/2025			ShawnBell/Ord-FireMarshal
4069 LOCH DR	H -11-09-127-00	ini	08/13/2025	08/18/2025	Partially Complied	ShawnBell/Ord-FireMarshal
118 E LIVINGSTON RD #A	H -11-27-127-03	Initial	08/13/2025	08/14/2025	Complied	ShawnBell/Ord-FireMarshal
117 S MILFORD RD	H -11-27-127-00	Initial	08/13/2025	08/15/2025	Violation(s)	ShawnBell/Ord-FireMarshal
115 S MILFORD RD	H -11-27-127-00	Initial	08/13/2025	08/15/2025	Complied	ShawnBell/Ord-FireMarshal
4031 HILLCREST DR	H -11-12-427-01	re-inspection	08/14/2025	08/15/2025	Complied	ShawnBell/Ord-FireMarshal
3430 HERITAGE FARMS DR	H -11-10-431-01	ini	08/14/2025	08/15/2025	Violation(s)	ShawnBell/Ord-FireMarshal

Inspection List

09/18/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
1684 MAJON DR	H -11-11-376-02	re-inspection	08/15/2025	08/15/2025	No Violation	ShawnBell/Ord-FireMarshal
	H -11-12-202-00	ini	08/15/2025			ShawnBell/Ord-FireMarshal
1550 LA SALLE BLVD	H -11-13-456-01	re-inspection	08/15/2025	08/15/2025	Complied	ShawnBell/Ord-FireMarshal
536 E BAKER RD	H -11-09-429-01	re-inspection	08/18/2025	08/18/2025	Not Complied	ShawnBell/Ord-FireMarshal
3153 N MILFORD RD	H -11-10-351-02	re-inspection	08/18/2025	08/18/2025	Complied	ShawnBell/Ord-FireMarshal
2580 HORSESHOE DR	H -11-01-127-01	re-inspection	08/20/2025	08/20/2025	Complied	ShawnBell/Ord-FireMarshal
	H -11-12-202-00	re-inspection	08/20/2025	08/20/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3150 HARVEY LAKE RD	H -11-11-351-00	ini	08/20/2025	08/20/2025	Canceled	ShawnBell/Ord-FireMarshal
3305 HARVEY LAKE RD	H -11-10-431-00	ini	08/20/2025	08/20/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3351 HARVEY LAKE RD	H -11-10-431-00	ini	08/20/2025	09/12/2025	Not Complied	ShawnBell/Ord-FireMarshal
3397 HARVEY LAKE RD	H -11-10-431-00	ini	08/20/2025			ShawnBell/Ord-FireMarshal
2365 LAKESIDE DR	H -11-13-176-03	Initial	08/20/2025	08/20/2025	Complied	ShawnBell/Ord-FireMarshal
3432 N MILFORD RD	H -11-10-376-01	re-inspection	08/21/2025	08/21/2025	No Change	ShawnBell/Ord-FireMarshal
117 S MILFORD RD	H -11-27-127-00	Re-Inspection	08/21/2025	08/20/2025	Complied	Rental Inspector
2073 JACKSON BLVD	H -11-11-233-01	re-inspection	08/21/2025	08/21/2025	Complied	ShawnBell/Ord-FireMarshal
4817 HICKORY DR	H -11-12-126-00	Initial	08/21/2025	08/21/2025	Violation(s)	ShawnBell/Ord-FireMarshal
112 S MILFORD RD 114	H -11-27-104-00	Initial	08/21/2025	08/21/2025	Complied	ShawnBell/Ord-FireMarshal
1246 S MILFORD RD	H -11-27-301-01	re-inspection	08/22/2025	08/22/2025	Complied	ShawnBell/Ord-FireMarshal
1246 S MILFORD RD	H -11-27-301-01	re-inspection	08/22/2025	08/22/2025	Complied	ShawnBell/Ord-FireMarshal
353 KING ST	H -11-27-109-01	re-inspection	08/22/2025	08/22/2025	Partially Complied	ShawnBell/Ord-FireMarshal
2045 E WARDLOW RD	H -11-14-276-00	ini	08/22/2025	08/22/2025	Violation(s)	ShawnBell/Ord-FireMarshal
4327 POMMORE DR	H -11-30-127-00	ini	08/22/2025			ShawnBell/Ord-FireMarshal
153 N MILFORD RD STE 103	H -11-22-353-03	Fire Marshal Insp	08/25/2025	09/10/2025	Disapproved	ShawnBell/Ord-FireMarshal
3432 N MILFORD RD	H -11-10-376-01	re-inspection	08/25/2025	08/25/2025	Partially Complied	ShawnBell/Ord-FireMarshal
4796 WOODSIDE DR	H -11-12-131-04	ini	08/25/2025	08/25/2025	No Violation	ShawnBell/Ord-FireMarshal
3432 N MILFORD RD	H -11-10-376-01	re-inspection	08/26/2025	08/27/2025	Complied	ShawnBell/Ord-FireMarshal
3040 DELROSE ST	H -11-32-452-01	ini	08/29/2025			ShawnBell/Ord-FireMarshal

Inspection List

09/18/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
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Inspections: 54

Population: All Records

Inspection.DateTimeScheduled Between 8/1/2025 12:00:00 AM AND 8/31/2025 11:59:59 PM
AND

Inspection.Inspector = ShawnBell/Ord-FireMarshal OR

Inspection.Inspector = Rental Inspector OR

Inspection.Inspector = ShawnBell/Ord-FireMarshal

Revenue Totals with Details

09/17/2025

1/1

Record Type	Sub Type	Category	Description	Entries	Amount
Certificate	Rental	Rental Fee	One (1) to Four (4) Rental Units	14	\$2,400.00
	Record No.	Address	Parcel No.	Bill To	Amount
	CR25-0164	2365 LAKESIDE DR	H -11-13-176-032	BEKSA, GLENDA ESTATE OF	\$150.00
	CR25-0176	115 S MILFORD RD	H -11-27-127-004	COULL, JONATHAN	\$150.00
	CR25-0167	112 S MILFORD RD 114	H -11-27-104-003	WELCO PROPERTIES LLC	\$450.00
	CR25-0177	4817 HICKORY DR	H -11-12-126-002	GIANGROSSI, RICHARD L	\$150.00
	CR25-0132	3470 OAK RIDGE DR	H -11-12-303-013	CHARLICK, BRETT	\$150.00
	CR25-0130	3240 N MILFORD RD	H -11-10-376-015	HECK & HECK HOLDINGS LLC	\$150.00
	CR25-0111	3455 GADD CT	H -11-12-454-008	BOTTIGLIA, ROLAND J	\$150.00
	CR25-0112	1793 LOMBARDY DR	H -11-13-405-009	BOTTIGLIA JR, ROLLAND J	\$150.00
	CR25-0172	117 S MILFORD RD	H -11-27-127-005	WEST HIGHLAND PROPERTIES	\$150.00
	CR25-0136	150 MIDDLE RD	H -11-10-351-020	COX, SCOTT A	\$150.00
	CR25-0131	558 WOODRUFF LAKE RD	H -11-09-431-015	COX, PATRICIA E	\$150.00
	CR25-0117	2630 DAVISTA DR	H -11-12-329-003	REGINEK, JESSICA	\$150.00
	CR25-0166	118 E LIVINGSTON RD #A	H -11-27-127-033	COULL, JONATHAN	\$150.00
CR25-0172	117 S MILFORD RD	H -11-27-127-005	WEST HIGHLAND PROPERTIES	\$150.00	
Enforcement		Miscellaneous	GRASS/WEED MOWING	2	\$410.00
	Record No.	Address	Parcel No.	Bill To	Amount
	EE25-0132	945 S MILFORD RD	H -11-27-127-025	WAN, ZIXUAN	\$195.00
EE25-0209	657 DUNLEAVY DR	H -11-15-251-023	RUFFINO, LINDA ANN	\$215.00	
Totals				16	\$2,810.00

Rental
Revenue

Population: All Records

Transaction.DateToPostOn Between 8/1/2025
12:00:00 AM AND 8/31/2025 11:59:59 PM

CHARTER TOWNSHIP OF HIGHLAND
ZONING BOARD OF APPEALS
APPROVED MINUTES
August 20, 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 - **absent**
Robert Hoffman
Gary Childs
Chuck Benke, Alternate - **absent**
Jacob Probe, Alternate - **absent**
Kariline P. Littlebear, Zoning Administrator

Visitors: 2

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.

NEW BUSINESS:

- | | |
|---------------------|--|
| 1. CASE NUMBER: | 25-16 |
| ENFORCEMENT: | EE25-0174 |
| ZONING: | LV – Lake and Village Single-Family Residential District |
| PARCEL #: | 11-12-176-017 |
| PROPERTY ADDRESS: | 4253 Hunters Dr |
| APPLICANT: | Jacquelyn Spohr |
| OWNER: | Daniel Spohr |
| VARIANCE REQUESTED: | A 3-foot variance from the calculated 30-foot ordinary high-water mark setback to 27-feet provided; and
A 2.5-foot variance from the required 10-foot side yard setbacks to 7.5-foot provided.
(Sec. 9.02.D. and Sec. 9.02.B.b.)
This request is for a reduction of the ordinary high-water mark setback and the side yard setback for the construction of a covered porch. |

Chair Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium.

Discussion from the Applicant:

Chair Gerathy stated that since there was not a full board present, the applicant could choose to table the case to the next meeting so that a full board could be present. Ms. Jacquelyn Spohr, applicant, stated that she was comfortable moving forward with the case. She reviewed the case stating that she is requesting these variances due to the narrowness and shallowness of the parcel. She noted that many of the other properties on

this street have been granted variances due also to their shallowness and narrowness, noting that the homes were constructed primarily in the 1940's and 50's, prior to modern zoning. She believes that the neighboring properties have overhangs that exceed what she has requested and that her request is consistent with the character of the neighborhood. She stated that the original deck was much larger.

Discussion from the Public:

None

Discussion from the Board:

The Zoning Administrator noted that there is an enforcement action on this parcel for building without a permit. She has not received any calls, letters or emails from any neighbors regarding this proposal.

Mr. Borg asked if a permit is required for the deck. Ms. Spohr explained that the deck had wrapped around the house and extended to the property line in the past, but that her family had reduced its footprint. Mr. Borg asked if there was evidence of the pre-existence of the deck. Ms. Littlebear explained that there was no past permit or variance for a deck on the property.

Mr. Hoffman noted that variances would be required for any construction in this neighborhood due to the 40-foot prevalent lot width. He noted most homes extend closer to the lake than would be required by the zoning regulations. He has no issues with approving the variance.

Mr. Raimondo asked the property owner if she lived at this address, since her address on the application is on Craven. She explained that she recently purchased the Craven residence, and that she has listed the property on Hunter's Drive and intends to sell it.

Mr. Raimondo asked the applicant if she was aware of any permits acquired by neighbors for the improvements on the houses she had cited as comparable. She was aware of one new build in the neighborhood.

Mr. Raimondo also asked if this improvement had been constructed by a licensed builder. Ms. Spohr stated that her friends and family came over and they had a building party. Mr. Hoffman explained that a homeowner's permit would have been appropriate. Ms. Littlebear explained the permit process in more detail.

Mr. Zeolla asked if building plans were available. Ms. Spohr noted that an experienced friend had prepared plans for their use in pulling permits if the variance is approved. She believed that the overhang will meet building code requirements, including snow load.

Mr. Raimondo noted that the practical difficulties for the parcel are not self-created, based on review of the other lots along Hunter Drive. He further noted that the proposal will not alter or detrimentally affect the character of the neighborhood and that the request is consistent with its surrounding neighborhood and others within the Lakes and Village Zoning District.

Mr. Borg also noted that the deck was pre-existing when the owners purchased the home in 2011. He was originally opposed to the side-yard variance, but as there is no evidence that the deck did not encroach into the side yard at the time of sale, he will take the word of the applicant. He complimented the applicant on the care and upkeep of the home.

Motion:

Mr. Hoffman made a motion in Case #25-16, parcel # 11-12-176-017, commonly known as 4253 Hunters Dr, to approve a 3-foot variance from the calculated 30-foot ordinary high-water mark setback to 27-feet provided and a 2.5-foot variance from the required 10-foot side yard setbacks to 7.5-feet provided for the construction

of a covered porch. Mr. Borg supported the motion.

Facts and Findings:

This parcel is exceptionally narrow and shallow.

The proposed structure encroaches less than the original deck.

This request is the minimum necessary.

This request is consistent with the surrounding neighborhood.

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

Roll Call Vote: Mr. Gerathy -yes, Mr. Borg -yes, Mr. Zeolla-no, Mr. Hoffman -yes, Mr. Childs-yes, Mr. Raimondo -no (4 yes votes, 2 no votes). The motion passed and the variance request was approved.

MINUTES:

Mr. Borg made a motion to approve the minutes of August 6, 2025, as presented. Mr. Childs supported the motion and it was approved with a unanimous voice vote.

DISCUSSION:

Mrs. Littlebear briefly reviewed the Open Meetings Act stating that the Act prevents board members from speaking to each other or the applicants about a case except at the public meeting. She reminded the board members that the Planning & Zoning Department staff are, however, at their disposal to review and discuss the facts of any case if they so desire.

ADJOURN:

At 7:54 p.m., Mr. Childs 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

**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

**Highland Township Planning Commission
Record of the 1432nd Meeting
Highland Township Auditorium
July 17, 2025**

Roll Call:

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

Also Present:

Elizabeth Corwin, Planning Director

Visitors: 12

Acting Chairman Heyn 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 #	11-01-151-006
Zoning:	ARR, Agricultural and Rural Residential Zoning District
Address:	2381 White Lake Rd
File#:	URSA 25-03 PH
Request:	Use Requiring Special Approval Class C Farm Market with events
Applicant:	Jake Lloyd
Owner:	James and Mary Lloyd

Mr. Heyn introduced the request for special approval of land use for the 20-acre parcel at 2381 White Lake Road, parcel 11-01-151-006. The parcel is zoned ARR, Agriculture-Rural Residential and the requested use is to allow for small events at a Class C Farm Market for a historic barn that has been restored and moved to the property. Mr. Jacob Lloyd was present to answer questions and identified himself as the applicant. Mr. Lloyd has resided at the property with his wife for over ten years and is purchasing the property on land contract from his parents, James and Mary Lloyd. Mrs. Tina Lloyd was also present to assist.

Mr. Lloyd presented slides highlighting his property and the progress on the historic barn, which he moved with the help of friends and contractors from its original location in Springfield Township and methodically reassembled it on his own land. He is an architectural historian by trade; and is excited to share the space created in this barn with others to encourage an appreciation for and continued efforts in historic preservation.

Mr. Lloyd explained that his property is roughly 20-acres; and was once an active farm. He and his wife have worked to restore native landscapes and much of the north portion of the site has returned to woodlands. The remainder of the site is being transformed over time to match pre-settlement habitats. The barn was erected near the middle of the site, approximately 350 feet north of White Lake Road and at least 250 feet away from the nearest neighbor's home.

Mr. Lloyd reviewed the process of disassembling and inventorying the members of the barn. The footprint of the barn is approximately 1400 square feet. The basement is a poured concrete floor and walls, with a walkout face on the south. The north side of the upper level of the barn will have ground level access once the grading is complete.

The Lloyds envision using the barn for small events such as gatherings of the conservancy, nature hikes, farm to table dinners and similar functions. They have been approached by friends to consider hosting small weddings. They also plan to continue their small market stand, which offers eggs, cut flowers, native plant materials and some vegetables within season. He explained that the barn is a nice space to spend time in, and that they did not move the barn merely to create an event venue. He is proposing about two events per month during the summer seasons when the native tree cover is full and helps to mitigate noise and privacy concerns.

Mr. Lloyd recognizes that there is a significant traffic volume passing the site on White Lake Road, but does not believe the events will add significantly to the traffic load. He will clearly mark his driveway during events with temporary signage to be set only the day of the event. He is not proposing an amplified sound system, but there will be some music and speakers that would be contained within the barn and not travel beyond the property boundaries. Events will end early in the evening in consideration of their neighbors. He sees the limit of about 50 to 60 guests per event. The size of the barn and area for parking will limit the size.

He and his wife will be present on site during all events to monitor activities and keep guests within their property boundaries and allay concerns of neighbors regarding possible trespass.

Mr. Heyn opened the public hearing at 7:50 p.m. Ms. Corwin noted that the Planning Commission received a letter from Douglas and Ramona Prime (owning two parcels to the west of the subject site) stating opposition to the proposal. A second letter was presented by Joe and Renee Youngs of 2300 Horseshoe Drive, also expressing concerns regarding the proposal. Ms. Corwin explained that references to Barn 45 concerns a property to the west of this site that is operating without any approvals and is under a current enforcement action.

Mrs. Young summarized her letter, noting that some of the concerns had been addressed in the presentation, but that she remains concerned about how an event would be managed, particularly if the participants were "out of control" and about the noise. She reiterated that Barn 45 was becoming a growing concern to her and her neighbors and that the traffic on White Lake Road was growing and also very loud. She is concerned that the character of the neighborhood is changing, and that if the Lloyds were to move, what the next property owner might do with the barn.

Mr. Young pointed out inconsistencies between the written proposal and the verbal presentation. He had read May through October, but now it seems the proposal is for April through November. He finds the

proposal to be ambiguous. He did not want to equate their proposal with Barn 45, but noted that their last concert lasted past 10 p.m. He noted that the trees were ineffective at deadening noise. Mrs. Young noted that the activity at Barn 45 begins early in the day through late at night. She also noted that the Barn 45 operators have stopped traffic on White Lake Road. She is not opposed to small gatherings, but is very concerned about how to keep the activity within reasonable limits. She does not want to have to call the police every weekend.

Mr. Douglas Prime, 2821 White Lake Road was concerned about a zoning change, and the future of the property. He asked what the limits are on the size of a Class C Farm Market. He does not want to see trespass into his pasture where he keeps the horses. He is concerned about the liability. An umbrella liability policy would cost him about \$1000 per year.

Mr. Prime also noted that one can hear Barn 45 all the way to Rose Center Road. He reiterated concerns about traffic, and how close the parking would come to his property.

Mr. Charlick explained that a Class C Farm Market is not a new zoning classification but is rather a use category within the zoning classification. The permit will contain the parameters that limit the allowable frequency and size of events. Ms. Corwin explained that subsequent property owners could only continue if they agree to the permit conditions or if they bring a new proposal forward under whatever rules are in effect at that time, if any such use is even allowed then.

Ms. Mona Prime, also of 2821 White Lake Road expressed her desire to maintain green space. She did not appreciate trespass onto her property and would like to see fences to keep strangers off her property. She did not agree with the policy of allowing home businesses on agricultural property.

Mr. Heyn closed the public comment period at 8:14 p.m.

Mr. Tierney asked if the recent decision about short term rentals in residential districts applies to this use. Ms. Corwin explained that farm markets in an agricultural zoning district are not strictly the same principal. Farm markets are recognized by the Department of Agriculture and Rural Development as an acceptable practice. Mr. Tierney noted that we had not approved the use at Barn 45.

Ms. Corwin again explained that Barn 45 should not be used as a standard to judge this proposal. The activities at that nearby site were never approved because no one ever applied for any permit beyond homeowner's construction permits for the home, a barn and pavilion. There was no notice to neighbors because there was no application. The Township has recently learned of the activity and has notified the property owner of a violation. She noted that when a nuisance is occurring after hours, the best approach is for neighbors to report the activity to the Sheriff. Neither the Sheriff's office nor the Township office has record of complaints on the Barn 45 property until recently.

Ms. Corwin noted that the difference between this proposal and Barn 45 is that the Lloyds are presenting an application for an activity that is supported by the ordinance. If the Planning Commission believes that the activity can be contained within certain parameters to allow some use of the property without undue nuisance to the neighbor, the application may proceed, and a permit issued. If the Planning Commission believes that the activity is simply incompatible due to the nature of the activity and the neighborhood, then the permit will be disallowed. The Planning Commission's job is to tease out the application and determine what the appropriate guard rails might be.

Mr. Tierney asked about the suitability of the parking. He noted that he had attended events at similar venues and it is very dark at night and difficult to see. Ms. Corwin noted that the application is not for events that end late at night. Ms. Corwin explained further that she had visited the site that afternoon. While the Fire Marshal has not completed his evaluation of the permissible occupancy yet, she affirmed

Mr. Lloyd's statement that the barn is not as big as it seems from the outside. She thought it would be difficult to exceed about 50 participants in the barn and the necessary parking.

Ms. Corwin explained that the Fire Marshal is researching how the code will affect public use of the timber frame building. There will be some necessary modifications such as additional doors and emergency lighting. There are already fire extinguishers in the barn.

Mr. Zeolla noted that his primary concern is the driveway. It seems that the existing driveway is located near a dip in White Lake Road. He is concerned about sight distance. He thought a traffic study might be appropriate. Ms. Corwin thought a traffic study was not appropriate, but that a traffic engineer could evaluate the sight distance.

Mr. Heyn asked about the farm products. Mrs. Lloyd explained that the market has been operational for about seven years; but not opened this year because the barn project was occupying their time. She noted that her mother has a significant cut flower garden and sells bouquets. She raises chickens and offers eggs, and veggies from her garden. Her husband cultivates and sells pine trees and other native plant starts. She noted that they keep the farm market small, because they live on the property and do not want to encourage too much traffic to their site. But she noted that all customers at the stand near their house express curiosity about the barn and want to see it and hear of its history.

Mr. Charlick asked about the driveway to the barn. Mr. Lloyd explained that the driveway is shown in the aerial photo; and is a branch off their existing driveway. They have not proposed a second entrance/exit off White Lake Road.

Mr. O'Leary asked for clarification about the two levels of the barn. He asked if both levels of the barn would be used for events. Mr. Lloyd said that he plans to use both levels.

Mrs. Lloyd clarified the concern about past use of the property for events. She explained that there she had allowed women's yoga classes in the yard in the past. She thought these quiet events were perfect examples of the intensity of events proposed.

Mr. O'Leary asked about conversations with the building department. Ms. Corwin explained that Mr. Tino had witnessed the barn as it was built. She asked him to revisit the site with the Fire Marshal when the Lloyds decided to pursue the Special Use Permit. Neither the Building Official nor Fire Marshal believe there are many challenges to opening the barn to the public, but the property owners will work with them on compliance. Mr. O'Leary was concerned about the lack of running water and toilet facilities. The proposal is for use of portable toilets for events, which might also limit its appeal for large gatherings.

Mr. Charlick thought this was a good example of a proposal that meets the intent of preserving open space in the Township. This is an example of allowing some return on the property, so it is spared being split into multiple building sites. Each property will be allowed different intensity based on its characteristics. He thought that perhaps 70 participants might be too much for this property, especially if an unexpected weather event turns the site to mud. He believed the Planning Commission could come to an agreement about some activity on the site, but that he is not necessarily satisfied they are ready to say yes based on the proposal without more work.

Mr. York voiced agreement with the approach described by Mr. Charlick. He affirmed the applicants in their desire to craft a proposal that respects their neighbors and seeks to make all feel safe with the activity proposed. He believed there is potential to design some limits, such as the number of visitors and the frequency and duration of events. He believed that there were ways to treat the trails, including landscaping, fencing and even signs to discourage unintentional trespass. He thought one or two events per

month is a small business and does not rise to the impacts of a full blown commercial activity with loudspeakers blaring and people tailgating.

Mr. Tierney thought it would be important to hear from the Fire Department about access and limits to the occupancy of the barn.

Mr. Charlick thought that the Planning Commission's job was to steer the proposal toward a reasonable solution to the issues identified. He would like to see a parking layout and understand better how traffic would move. He would like answers to questions such as how the trash will be handled and how is the accessibility addressed in building code.

Mr. Zeolla thought it was important to arrive at a more complete site plan with parking layout.

Mr. York thought there could be different frequencies for events based on the number of anticipated guests. He thought a small yoga class with 6 or 10 ladies would draw no attention but two larger events per month would bring more scrutiny.

Mr. Smith explained that throughout his career on the Planning Commission, he has always been a proponent of open space. He is wrestling with whether the tradeoff of allowing some business activity in the rural neighborhood is worth avoiding a subdivision, with its more continual increased traffic. He thinks small meetings that end before dark, that have no outdoor loudspeakers, no fires, etc. could be beneficial to preserving the rural feel of the community.

Mr. York suggested the permit could be crafted with no limits on small events with a threshold of 5 participants, but limits the frequency of bigger events. He suggested even a special permit for the largest events.

Mr. Charlick moved to table the application until August 21, 2025 to allow the applicant to refine his proposal and for the Fire Marshal and staff to review the proposal in more detail. Mr. O'Leary supported the motion. Roll Call vote: Charlick-yes; O'Leary-yes; Tierney-yes; Zeolla-yes; York-yes; Heyn-yes; Smith-yes. Motion carries (7 yes votes, 0 no votes.)

Work Session:

Agenda Item #3:

Parcel:	11-27-351-005
Zoning:	OS, Office Services with Site Specific Relief
Address:	100 Lone Tree Road
File#:	SPR 25-02
Request:	Site Plan Review for Pitch Hopper
Applicant:	Phil Rashid, Pitch Hopper
Owner:	100 Lone Tree LLC

Mr. Heyn introduced the site plan review for Pitch Hopper, at 100 Lone Tree Road. The site specific relief application for reuse of the site was approved by the Board of Trustees on June

Mr. Rashid has evaluated the requests from the prior meeting; and wanted to discuss some of the ideas for finalizing the site plan in light of what he has found. He does not think it is cost effective to create a public entrance from the front of the building, because of the presence of the large 480 volt service on the cinder block wall in the center of the building. He would like to dress up the south face of the building by planting lilac bushes and similar shrubs. He will add windows as shown on the sketches and paint the building.

Mr. Charlick asked about the west property line. Mr. Rashid would like to defer clearing out the existing planting and refreshing the landscape there until Phase II, so it could be completed in conjunction with the proposed building.

Mr. Rashid has identified the area for outdoor storage on the plan in the northeast corner of the site.

Mr. O’Leary thought the plan does not go far enough to improve its appearance. He asked what other improvements could be considered with the windows, such as canopies or awnings. He reminded the Commission that this is a special approval to allow continuance of use of non-conforming building and additional effort would be reasonable and merited. Mr. Rashid was willing to add more windows, but thought the idea of canopies or awnings was not within his comfort because of the steel construction of the building. He was concerned about the neighbors and not eager to provide a view into warehouse area.

Mr. Charlick thought there was only so much one could do to improve the appearance of an industrial building. The landscape will only go so far to change the appearance and could easily be displaced or overgrown. He was satisfied with the proposal.

Mr. Heyn noted that if this building were on Milford Road, he might feel differently about the façade. He noted the neighborhood is accustomed to this building.

Mr. Smith encouraged Mr. Rashid to consider a diversity of landscape species.

Mr. Charlick offered the following motion: To approve the site plan for 100 Lone Tree Road, parcel 11-27-351-005 for Pitch Hopper, with the understanding that the Phase I improvements shall include all the plantings except the west property line; installation of 4 windows on the south façade; and removal of the pavement on the south side of the property. The Phase II improvements shall include additional plantings on the west property line and the second building. Mr. Tierney supported the motion. Roll call vote: Tierney-yes; Zeolla-yes; York-yes; Heyn-yes; Charlick-yes; O’Leary-no; Smith-yes. Motion carries (6 yes votes, 1 no votes.)

Agenda Item #4: Open discussion regarding ordinances: Farm Markets, Pet Care Facilities, Commercial/Recreational Parking in Residential Areas.

Ms. Corwin explained that she had invited a few people to come in and talk about ordinances. The first was Isabela Davis of Terrace Flower Farms at 440 Rowe Road. She explained that she had started a few years ago with a greenhouse, and had planted beautiful gardens on her property, to beautify her yard and as a U-pick flower business. Her gardens had attracted attention of photographers, and she obtained a land use permit that allows her to have photographers come to the site with a client as a home occupation. Now she has been approached to allow small wedding ceremonies within the gardens—basically the couple, their witnesses and the officiant. She will not be having receptions at her property.

Her property is about 4 acres with access to a private road that serves only her own property, but crosses a neighboring property on an easement.

Ms. Corwin explained that the photographer and client meets a definition of allowable home occupation, but the “elopement” wedding involves a few more people than allowed. Originally staff thought the weddings would fall under the Class “C” Farm Market with events, but the scale of the wedding is so small that it seems like overkill to conduct a public hearing.

Mr. Charlick observed that the property is so small that it would be impossible to have too large a party because there would be no room for parking. There is also a gas line crossing the property. Ms. Davis received permission to plant over the pipeline.

The consensus was to allow the activity to continue under Ms. Davis's Class "A" Farm Market permit, and revisit it if there are complaints in the future. Ms. Corwin noted that the Farm Market definitions could be revisited next time we amend the ordinances.

Ms. Corwin explained that there had also been interest in the concept of allowing "doggie day care" on agriculturally zoned properties. Currently pet care facilities are allowed only as Special Use in commercial districts. The question for discussion would be whether the traffic patterns resulting from pet drop off and pick up would be tolerable on agricultural properties. Kennels are allowed in the agricultural zoning on a ten-acre parcel. She noted that the citizen with interest in the subject was not present and thought the discussion could be raised at a future meeting, but encouraged Commissioners to think through the issue in the meantime, as this is a popular business model with a lot demand.

Ms. Corwin informed the Planning Commission that Mr. Bonadeo was still interested in expanding his calendar to allow him to host the events now allowed under the ordinance. Ms. Corwin needs to review the existing Special Use Permit and determine if the Board has the authority to expand the permit or whether a new public hearing should be conducted. Even if the Board has the authority, they might refer the issue to the Planning Commission for a recommendation.

Agenda Item #5: 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 #6: Minutes: June 19, 2025

Mr. Zeolla offered a motion to approve the minutes of the June 19, 2025, Planning Commission meeting as presented. Mr. O'Leary supported the motion which was approved by voice vote (all ayes, no nays)

Adjournment:

Mr. Zeolla moved to adjourn the meeting at 9:58 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

**Highland Township Planning Commission
Record of the 1433rd Meeting
Highland Township Auditorium
September 4, 2025**

Roll Call:

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

Also Present:

Elizabeth Corwin, Planning Director

Visitors: 6

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.

Mr. Doug Prime, 2281 White Lake Road expressed concerns about the delays in decisions regarding the Pinefield Farms application for Special Land Use for Farm Market with events. Ms. Corwin offered that the applicants were still working with the Fire Marshal to refine the application, but that it is expected to be forthcoming. She encouraged him to follow the agendas on the Township website.

Mr. Prime reported that the applicants had held a party a few weeks previously and that the music from the site was bothersome. Mr. Tierney suggested that if noise is out of hand, the correct action is to call the Sheriff.

Mrs. Mona Prime, also 2281 White Lake Road reiterated her concerns about parking, accessibility of the site, alcohol use and the possibility of camping.

Work Session:

Agenda Item #2:

Parcel # 11-30-200-021
Zoning: C-2 General Commercial
Address: 3455 W Highland
File#: SPR 25-03
Request: Site Plan Amendment for shed roof and expansion of outdoor storage
Applicant: Haley Grebeck
Owner: Peter Grebeck/Grebeck, LLC

Mr. Curtis introduced the request for a site plan amendment to expand the outdoor storage area and construct a shed roof along the east face of the existing True Value Hardware Store at 3455 W. Highland Road. Mr. Peter Grebeck, owner, was present to explain the project and answer questions.

Mr. Grebeck explained that the proposal would support his plans to expand his offerings, including lumber. The structure would consist of treated lumber, or laminated beams and steel roofing. The short ends would be capped with metal siding, similar to a pole barn, but the long face would remain open to the elements.

Mr. O'Leary asked about color selection. Mr. Grebeck said colors would be selected to match the existing building with its red metal roof and white walls. The roof will land about the height of the existing red band around the building.

Mr. York asked about the orientation of the building and its accessibility from both the east and west sides of the parking lot. Mr. Grebeck explained that one could drive around the lot when the gates were open. The aerial photograph clearly shows existing fence locations, with gates on both the east and west sides of the building. The new fence would fill in a gap around the east side where Feldman fenced the vehicle inventory overflow lot.

Ms. Corwin explained that she had discussed the proposal with the Fire Marshal. He was not concerned about access but will review any limitations on what materials may be stored against the building when he reviews the building permit for the shed roof.

Mr. Zeolla asked about the barbed wire atop the existing fence belonging to Feldman. Mr. Grebeck said he needs his fence for security; but will not place razor wire or barbed wire atop the fence.

Mr. Curtis moved to approve the site plan amendment for expansion of outdoor storage and a shed roof along the east side of the existing True Value Hardware store at 3455 W Highland Road, parcel 11-30-200-021 per the red-marked plans date stamped August 29, 2025. Mr. Temple supported the motion. Roll Call vote: Curtis-yes; O'Leary-yes; Tierney-yes; Zeolla-yes; York-yes; Heyn-yes; Smith-yes; Temple-yes. Motion carries (8 yes votes, 0 no votes.)

Agenda Item #3: Open discussion regarding ordinances: Calculation of Ordinary Highwater Mark Setback in LV District, other topics of interest.

Ms. Corwin explained that staff has determined that the zoning text amendment intended to simplify the calculation of the Ordinary Highwater Mark in the Lakes and Villages Zoning District actually institutionalized a method that provides errant results. Staff would like to rescind that amendment and restore the original language. Mr. Zeolla asked her to confirm that the intent remains to allow an exception from the 65-foot ordinary highwater mark for the lots in that zoning district. Ms. Corwin affirmed that nothing would change in the way that ordinance would be interpreted and explained that prior to this provision, the Zoning Board of Appeals was nearly overwhelmed by lakeside variances. She noted that many lakefront lots were developed prior to modern zoning, and the parcels are not large enough and the development patterns do not conform with the 65-foot setback. Instead, the setback is established based on an average of the surrounding parcels. The Planning Commission members were satisfied with that approach.

Ms. Corwin acknowledged that staff has not completed the text amendment for commercial and recreational vehicles on residential properties; but has direction from the Planning Commission to act on.

Ms. Corwin also noted that Mr. Heyn has suggested it may be timely to discuss the concept of detached accessory dwelling units. She reminded the Planning Commission that this is an actionable task identified in the new Master Plan. Mr. Zeolla was especially interested in exploring the issue and noted that he has serviced many detached “granny flats” in other communities. There was some discussion about limits such as whether such units should be allowed only on larger acreage parcels, how many should be allowed and gross floor area of such units, and how would we keep them from becoming short term rentals, which are currently disallowed in residential zones. A concern about the structures turned to commercial or service-oriented businesses as well. Ms. Corwin offered to do some research and bring back some research and suggestions.

Mrs. Prime commented that this could be a boon to families such as theirs with adult children with disabilities to allow privacy to the parents and offspring both while they supervise and support family members in their needs.

Agenda Item #4: 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 #5: Minutes: July 17, 2025

Mr. York offered a motion to approve the minutes of the July 17, 2025 Planning Commission meeting as presented. Mr. Tierney supported the motion which was approved by voice vote (all ayes, no nays)

Adjournment:

Mr. Tierney moved to adjourn the meeting at 8:30 p.m. Mr. York supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

A. Roscoe Smith, Secretary
ARS/ejc

Programs & Reference

June	Programs	#	
Adult	10	189	
Teen	7	39	
Youth	10	152	
Total	27	380	
Last Month	26	325	
Passive	12	668	
Carnival Con		828	
Reference			
Adult & Teen		857	
Youth		830	
Total		1,687	
Last Month		1,669	
People Count	7,402		
Last year		6,529	
Last Month		5,644	

Public Computer Usage

Computers	
Adult	343
Teen	4
Youth	28
AWE	703
ABC Mouse	3
Wireless:	518
Approx. each day	39

Website

MAP passes: 17 families
Indian Springs
USS Silversides Museum
Detroit Historical Museum

Circulation of Physical Items

May 5,671	June 6,966	July 7,820
Books: Adult 2,653(2,291)	Teen 142 (115)	Youth 3,692(3,391)
DVD 642(633)	Realia 67(64)	Board Games 34(25)
Interlibrary Loan:		
Other TLN Library material to Highland: 989		
Highland Materials to other TLN Libraries: 1,607		
MeLCat Interloan Service: 8	New Users: 96	

Digital Usage

	June	July
Overdrive		
Overall	2,758	2,796
e-books	1,137	1,181
e-audiobooks	1,329	1,306
e-magazines	292	309
New Users	39	27
Hoopla Borrows	785	788
Kanopy Plays	42	92
Consumer Reports Page View	252	259
Mango Languages	20	32
Brainfuse	25	10
World Book	2	7
Ancestry	22	134
Educate Station	2	2
Comics Plus		132

Library Happenings

- The library StoryWalk is available again
- The Michigan Activity Pass and the Library Network have arranged for a free ride to venues for those 60 or older and a friend
- In celebration of the township's 190 Anniversary the library is making short videos from the memories of long time residents
- The library is receiving quotes for snow removal, drywall repair, and brush removal.
- The Carnival Con program drew over 800 people to our library.
- Adults, teens and kids are reading by taking part in our summer reading program and activities.

Highland Township Public Library
Board Meeting Minutes
Tuesday, August 5, 2025

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

Members Absent: None

Guests: None

The meeting was called to order at the Highland Township Public Library at 5:30 pm by J. Matthews.

Motion: L. Symons moved and C. Hamill seconded to approve the agenda. Unanimous vote; motion carried.

Motion: J. Gaglio moved and L. Symons seconded to approve the amended Board Meeting minutes for July 1, 2025. Roll call - unanimous vote; motion carried.

Bills: Total bills for July, 2025 are \$66,135.95. Total bills for August, 2025 are \$118,263.44 with the addition of Applied Innovations, Consumers Energy, Digital Document Store, DTE Energy, Van Gordon Tree and Land Solutions, when received.

Motion: C. Hamill moved and L. Symons seconded to approve the July, 2025 and August, 2025 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: An article from the MLA reveals Michigan voters increasingly oppose book bans and strongly support their local libraries. The Literacy Champion Award, from the National Society of the Daughters of the American Revolution, was presented to the Library in recognition for outstanding work in literacy promotion.

UNFINISHED BUSINESS

Library Network: The Library contract with the Shared system, CARL, will end on May 31, 2027. A family has been returning DVDs with bugs inside, which triggered a warning from the

TLN director. May we revise our policy to not allow children to get a library card if the parent is blocked.

TLN and the MAP program have arranged for transportation to MAP venues in Macomb, Oakland and Wayne Counties.

Motion: C. Hamill moved and K. Rea seconded to make a policy change not allowing a child to get a library card if the parent is blocked. Unanimous vote; motion carried.

Building Maintenance: Leak detectors have been installed in the Server and Mechanical rooms. Absorbent “snakes” have also been purchased, to help contain any water leaks in the future. The Library entrance was power-washed. Bees have been reported along the storywalk path, which has been treated and now contains a warning sign. The speaker in the Community Room has been repaired. D. Davies from the Highland Garden Club, has volunteered to lead volunteers with the gardening.

Motion: L. Symons moved and K. Rea seconded to hire MacFarland Painting to repair and paint the dry wall in the circulation area, at a cost not to exceed \$1,550. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and J. Gaglio seconded to hire Dietrich Painting to do exterior staining, at a cost not to exceed \$27,000. Roll call - unanimous vote; motion carried.

Audit: A contract has been signed with Maner Costerisan to help with audit preparation during the 2025 year and in the future.

Strategic Plan: The Library made a video about one resident’s train ride in 1940.

B. Dunseth attended the Community Roundtable where many members expressed a desire for a program to help understand AI. A. Ireland attended the Farmer’s Market where she was able to sign up several new families for library cards.

NEW BUSINESS

Equipment: J. Fenton and L. Phillipson recommended purchasing 2 Magic Desktops and software, at a cost of \$2,500, to replace the problematic AWE system.

Motion: J. Matthews moved and D. Gaglio seconded to purchase two computers to specifications which will enable Magic Desktop to be used, at the agreed upon price. Roll call - unanimous vote; motion carried.

Budget: A draft for the 2026 budget was presented.

Donations: Discussed where/how to display a donation of hood ornaments.

Policies: Our lawyer returned the Employee Handbook with suggested changes. The police were called to perform a “wellness check” to reach out to a homeless person living out of their car in the Library parking lot.

Personnel: A new page, A. Untch, will replace R. Forester.

September Meeting: The September 2, 2025 Library Board Meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Matthews moved and L. Symons seconded to adjourn. The meeting adjourned at 6:50 pm.

Respectfully Submitted,
Cindy Dombrowski

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
AUGUST 31, 2025

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	83.34	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,366,503.97	
101-000-078.000	DUE FROM STATE REVENUES	367,829.00	
101-000-081.000	DUE COMMUNITY DEV.	24.00	
101-000-084.402	DUE TO/FROM FIRE CAPITAL FUND	(39,539.10)	
101-000-084.477	DUE TO/FROM CABLE TV FEES	67,342.05	
	TOTAL ASSETS		4,763,330.36

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.001	BUILDING BONDS PAYABLES	201,221.00	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	5,534.16	
101-000-202.005	PLANNING ESCROW PAYABLES	188,621.02	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	13.85	
101-000-280.001	DEFERRED REVENUE-GRANT	24.00	
	TOTAL LIABILITIES		395,414.03

FUND EQUITY

101-000-380.003	FUND BALANCE-ASSIGN FUTURE EXP	1,350,000.00	
101-000-390.000	FUND BALANCE	2,169,898.70	
	REVENUE OVER EXPENDITURES - YTD	848,017.63	
	TOTAL FUND EQUITY		4,367,916.33
	TOTAL LIABILITIES AND EQUITY		4,763,330.36

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
101-000-402.000	CURRENT PROPERTY TAX	629,738.00	629,738.00	672,805.95	(6,060.19)	(43,067.95)	106.84
101-000-404.000	SALES TAX	2,131,794.00	2,131,794.00	1,435,093.56	368,984.56	696,700.44	67.32
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	1,657.67	(1,322.61)	(1,657.67)	.00
101-000-423.000	MOBILE HOME TAXES	8,000.00	8,000.00	5,863.00	735.50	2,137.00	73.29
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	199,432.15	65,457.01	100,567.85	66.48
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	1,211.00	58.00	289.00	80.73
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	6,722.25	687.00	(1,722.25)	134.45
101-000-490.001	SEWER PERMITS	.00	.00	45.00	.00	(45.00)	.00
101-000-491.000	BUILDING PERMITS	200,000.00	200,000.00	144,362.40	26,227.20	55,637.60	72.18
101-000-491.001	HEATING PERMITS	50,000.00	50,000.00	41,250.00	5,432.00	8,750.00	82.50
101-000-491.002	PLUMBING PERMITS	42,000.00	42,000.00	15,627.60	2,434.00	26,372.40	37.21
101-000-491.003	ELECTRICAL PERMITS	88,000.00	88,000.00	48,660.20	5,467.20	39,339.80	55.30
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	52,939.00	.00	(2,939.00)	105.88
101-000-540.000	GRANT REVENUE	.00	.00	9,759.64	27.44	(9,759.64)	.00
101-000-584.005	METRO AUTHORITY	34,000.00	.00	.00	.00	.00	.00
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	440.70	.00	(440.70)	.00
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	2,065.00	267.00	935.00	68.83
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	50,972.55	3,640.90	(972.55)	101.95
101-000-607.022	ENHANCE ACCESS FEES	6,000.00	6,000.00	5,865.05	.00	134.95	97.75
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	32,963.24	.00	9,036.76	78.48
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	46,898.11	6,863.69	3,101.89	93.80
101-000-628.014	REZONING FEES, PLANNING	.00	.00	750.00	.00	(750.00)	.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	3,150.00	.00	3,850.00	45.00
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	2,925.00	250.00	3,075.00	48.75
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	16,000.00	5,000.00	(11,000.00)	320.00
101-000-644.028	ASSET SALE PROCEEDS	.00	.00	11,306.00	.00	(11,306.00)	.00
101-000-651.006	ACTIVITY CENTER ADVERTISING	.00	8,000.00	2,750.00	.00	5,250.00	34.38
101-000-651.007	ACTIVITY CENTER REVENUES	3,000.00	3,000.00	6,050.00	375.00	(3,050.00)	201.67
101-000-657.000	VARIOUS FINES	.00	.00	15.00	.00	(15.00)	.00
101-000-658.000	ZONING FINES	.00	.00	150.00	.00	(150.00)	.00
101-000-665.000	INTEREST EARNINGS	100,000.00	100,000.00	106,609.87	5,858.21	(6,609.87)	106.61
101-000-666.001	MMRMA DISTRIBUTION	.00	.00	36,256.00	.00	(36,256.00)	.00
101-000-667.001	PARK: RENTALS	.00	.00	300.00	.00	(300.00)	.00
101-000-667.010	ACT CTR STEEPLE HALL UTILITIES	5,000.00	5,000.00	3,003.77	665.44	1,996.23	60.08
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	18,666.64	2,333.33	9,333.36	66.67
101-000-667.288	WOTA RENT	25,000.00	25,000.00	25,000.00	.00	.00	100.00
101-000-676.004	ELECTION EXPENSE REFUND	.00	.00	57.00	.00	(57.00)	.00
101-000-676.018	ELECTION REIMBURSEMENT	.00	.00	84.01	.00	(84.01)	.00
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	.00	.00	1,340.00	485.00	(1,340.00)	.00
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	18,200.00	18,200.00	13,620.00	.00	4,580.00	74.84
101-000-677.031	MISCELLANEOUS	15,000.00	15,000.00	12,259.32	4,857.80	2,740.68	81.73
	REVENUE	3,903,232.00	3,877,232.00	3,034,926.68	498,723.48	842,305.32	78.28
	TOTAL FUND REVENUE	3,903,232.00	3,877,232.00	3,034,926.68	498,723.48	842,305.32	78.28

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
LEGISLATIVE							
101-102-702.000	LEGISLATIVE: SALARIES	28,519.00	28,519.00	18,646.96	2,193.76	9,872.04	65.38
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	.00	.00	6,000.00	.00
	TOTAL LEGISLATIVE	34,519.00	34,519.00	18,646.96	2,193.76	15,872.04	54.02
SUPERVISOR							
101-171-702.000	SUP DEPT: SALARIES	92,932.00	92,932.00	60,762.76	7,148.56	32,169.24	65.38
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	56,163.00	56,163.00	37,051.20	4,320.00	19,111.80	65.97
101-171-703.003	SUP DEPT: MAINT SUPERVISOR F-T	.00	39,900.00	20,776.00	4,200.00	19,124.00	52.07
101-171-703.004	SUP DEPT: MAINT ASSISTANT F-T	.00	34,200.00	17,820.00	3,600.00	16,380.00	52.11
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	36,192.00	36,192.00	15,444.00	2,490.00	20,748.00	42.67
101-171-704.005	SUP DEPT: MAINT WAGE P-T	36,233.00	36,233.00	22,852.56	2,787.48	13,380.44	63.07
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	34,684.00	34,684.00	19,320.00	2,179.25	15,364.00	55.70
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	27,842.00	.00	.00	.00	.00	.00
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-	15,933.00	15,933.00	2,099.20	674.19	13,833.80	13.18
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	224.00	.00	2,276.00	8.96
	TOTAL SUPERVISOR	302,479.00	348,737.00	196,349.72	27,399.48	152,387.28	56.30
ACCOUNTING							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	78,747.00	78,747.00	51,716.71	6,057.00	27,030.29	65.67
101-191-704.001	ACCTG: P-T ASSISTANT	29,032.00	29,032.00	19,590.00	2,304.00	9,442.00	67.48
101-191-704.002	ACCTG: P-T PAYROLL/HR ADMIN	.00	16,347.00	1,734.40	1,734.40	14,612.60	10.61
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	.00	.00	3,000.00	.00
	TOTAL ACCOUNTING	110,779.00	127,126.00	73,041.11	10,095.40	54,084.89	57.46
CLERK							
101-215-702.002	CLERK: SALARIES	88,285.00	88,285.00	57,724.69	6,791.14	30,560.31	65.38
101-215-703.001	CLERK: DEPUTY WAGE F-T	69,330.00	69,330.00	35,661.57	3,375.00	33,668.43	51.44
101-215-703.005	CLERK: CLERICAL WAGE F-T	47,112.00	47,112.00	28,086.00	906.00	19,026.00	59.62
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	.00	.00	3,422.47	.00	(3,422.47)	.00
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	4,299.24	719.94	2,700.76	61.42
101-215-935.000	CLERK: VOTING EQUIP MAINT	7,050.00	7,050.00	6,042.00	.00	1,008.00	85.70
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	.00	.00	9,759.28	.00	(9,759.28)	.00
	TOTAL CLERK	220,577.00	220,577.00	144,995.25	11,792.08	75,581.75	65.73

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TREASURER							
101-253-702.001	TREAS: SALARIES	88,285.00	88,285.00	57,724.69	6,791.14	30,560.31	65.38
101-253-703.000	TREAS: DEPUTY WAGE F-T	62,047.00	62,047.00	40,345.60	4,728.00	21,701.40	65.02
101-253-703.003	TREAS: CLERICAL WAGE F-T	41,043.00	41,043.00	26,849.34	3,157.51	14,193.66	65.42
101-253-705.004	TREAS: PART-TIME SEASONAL	7,186.00	7,186.00	5,524.55	690.90	1,661.45	76.88
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	1,777.57	698.00	4,722.43	27.35
	TOTAL TREASURER	205,061.00	205,061.00	132,221.75	16,065.55	72,839.25	64.48
ASSESSOR							
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	138,000.00	138,000.00	97,389.94	11,485.00	40,610.06	70.57
101-257-720.001	ASSESSING: TAX BD OF REVIEW	2,500.00	2,500.00	1,992.68	100.00	507.32	79.71
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
	TOTAL ASSESSOR	141,100.00	141,100.00	99,382.62	11,585.00	41,717.38	70.43
GENERAL GOVERNMENT							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	5,288.75	717.65	9,711.25	35.26
101-261-735.000	GEN GOV: POSTAGE	10,000.00	10,000.00	4,809.16	1,348.13	5,190.84	48.09
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	(660.00)	.00	25,660.00	(2.64)
101-261-802.000	GEN GOV: PAYROLL PROCESSING	5,500.00	9,500.00	6,232.15	613.10	3,267.85	65.60
101-261-803.000	GEN GOV: SNOWPLOW SERV	60,500.00	20,120.00	20,120.00	.00	.00	100.00
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	42,473.00	4,226.25	32,527.00	56.63
101-261-805.000	GEN GOV: AUDITING	100,000.00	100,000.00	79,097.25	.00	20,902.75	79.10
101-261-813.000	GEN GOV: STORM WATER PERMIT	500.00	500.00	500.00	.00	.00	100.00
101-261-821.000	GEN GOV: MEMBER FEES	13,000.00	13,000.00	12,918.63	.00	81.37	99.37
101-261-822.000	GEN GOV: BANK FEES	6,000.00	6,000.00	.00	.00	6,000.00	.00
101-261-830.000	GEN GOV: GEN INSURANCE	69,000.00	69,000.00	73,180.54	.00	(4,180.54)	106.06
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	6,584.00	823.00	6,416.00	50.65
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	3,079.24	392.40	3,420.76	47.37
101-261-850.002	GEN GOV: WEBSITE	3,500.00	3,500.00	1,244.65	149.00	2,255.35	35.56
101-261-900.000	GEN GOV: TAX BILL PRINTING	15,000.00	15,000.00	7,044.63	7,044.63	7,955.37	46.96
101-261-900.001	GEN GOV: ADVERTISING	10,000.00	10,000.00	6,705.07	1,127.42	3,294.93	67.05
101-261-900.002	GEN GOV: PRINTING	20,000.00	20,000.00	8,967.32	6.51	11,032.68	44.84
101-261-920.000	GEN GOV: UTILITIES	80,000.00	80,000.00	52,348.76	8,075.32	27,651.24	65.44
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	10,000.00	10,000.00	19,868.40	2,306.78	(9,868.40)	198.68
101-261-936.002	GEN GOV: MOWING	15,000.00	15,000.00	10,789.00	2,546.00	4,211.00	71.93
101-261-936.003	GEN GOV: OFFICE CLEANING	30,000.00	30,000.00	15,770.00	2,385.00	14,230.00	52.57
101-261-936.004	GEN GOV: WOTA MAINTENANCE	.00	5,000.00	977.90	.00	4,022.10	19.56
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,000.00	20,000.00	16,201.64	940.36	3,798.36	81.01
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	80,000.00	80,000.00	58,072.04	(4,696.62)	21,927.96	72.59
101-261-955.000	GEN GOV: MISCELLANEOUS	20,000.00	20,000.00	1,591.20	48.60	18,408.80	7.96
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	34,000.00	.00	.00	.00	.00	.00
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	40,000.00	80,380.00	7,125.08	4,128.99	73,254.92	8.86
101-261-971.001	GEN GOV: COMP CAP OUTLAY	25,000.00	25,000.00	6,764.55	.00	18,235.45	27.06
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	10,000.00	10,000.00	999.92	124.99	9,000.08	10.00
	TOTAL GENERAL GOVERNMENT	796,500.00	786,500.00	468,092.88	32,307.51	318,407.12	59.52

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
GENERAL GOVERNMENT PERSONNE							
101-279-710.000	GGP: EMPLR PAYROLL TAX	117,000.00	130,000.00	81,552.64	10,181.17	48,447.36	62.73
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	113,000.00	115,000.00	56,396.85	(1,171.29)	58,603.15	49.04
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	137,000.00	173,000.00	128,690.62	15,327.81	44,309.38	74.39
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	90,000.00	105,000.00	69,489.97	8,908.38	35,510.03	66.18
101-279-716.002	GGP: TUITION REIMB	45,000.00	.00	.00	.00	.00	.00
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	48,000.00	26,733.87	257.66	21,266.13	55.70
101-279-718.001	GGP: PTO CASH PAYOUT	23,000.00	23,000.00	.00	.00	23,000.00	.00
	TOTAL GENERAL GOVERNMENT PER	570,000.00	594,000.00	362,863.95	33,503.73	231,136.05	61.09
BUILDING							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	74,956.00	74,956.00	49,011.00	5,766.00	25,945.00	65.39
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	47,111.00	47,111.00	30,804.00	3,624.00	16,307.00	65.39
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	42,284.00	42,284.00	27,642.00	3,252.00	14,642.00	65.37
101-371-705.000	BLDG: PART-TIME SEASONAL	9,000.00	9,000.00	.00	.00	9,000.00	.00
101-371-735.000	BLDG: POSTAGE	600.00	600.00	346.49	53.96	253.51	57.75
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	175,000.00	175,000.00	76,400.35	12,190.82	98,599.65	43.66
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL/SOFTWARE	2,500.00	2,500.00	10,677.08	9,841.86	(8,177.08)	427.08
	TOTAL BUILDING	351,951.00	351,951.00	194,880.92	34,728.64	157,070.08	55.37
CEMETERY							
101-567-935.000	CEMETERY: SEXTON	51,012.00	51,012.00	34,008.00	4,251.00	17,004.00	66.67
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	3,735.25	1,050.00	11,264.75	24.90
	TOTAL CEMETERY	66,012.00	66,012.00	37,743.25	5,301.00	28,268.75	57.18
SOCIAL SERVICES							
101-670-705.000	SOC SERV: CROSSING GUARDS	15,915.00	15,915.00	8,138.18	14.46	7,776.82	51.14
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	8,500.00	8,500.00	8,500.00	8,500.00	.00	100.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500.00	8,500.00	8,500.00	8,500.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	16,087.00	3,500.00	33,913.00	32.17
	TOTAL SOCIAL SERVICES	87,915.00	87,915.00	41,225.18	20,514.46	46,689.82	46.89

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
ACTIVITY CENTER							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	55,883.00	55,883.00	36,541.50	4,299.00	19,341.50	65.39
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	39,963.00	39,963.00	26,124.82	3,073.51	13,838.18	65.37
101-672-703.002	ACT CTR: COMMUNICATION WAGE F-	42,133.00	42,133.00	27,540.00	3,240.00	14,593.00	65.36
101-672-703.003	ACT CTR: CLERICAL WAGE F-T	.00	33,676.00	19,782.00	2,826.00	13,894.00	58.74
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	28,406.00	3,906.00	3,165.12	.00	740.88	81.03
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	19,219.00	19,219.00	.00	.00	19,219.00	.00
101-672-704.006	ACTIVITY CTR: SECURITY P-T	7,000.00	7,000.00	3,062.35	471.30	3,937.65	43.75
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	14,689.00	14,689.00	8,020.32	1,108.89	6,668.68	54.60
101-672-704.008	ACT CTR: FLOATER WAGE P-T	9,610.00	1,581.00	1,053.36	.00	527.64	66.63
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	3,000.00	3,000.00	1,453.79	362.14	1,546.21	48.46
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	4,786.51	.00	1,213.49	79.78
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	50.62	.00	2,449.38	2.02
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	.00	.00	1,200.00	.00
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	651.85	84.32	848.15	43.46
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	858.28	107.98	1,641.72	34.33
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,500.00	3,500.00	2,168.72	252.65	1,331.28	61.96
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	2,945.90	200.00	5,054.10	36.82
101-672-920.000	ACTIVITY CTR: UTILITIES	11,000.00	11,000.00	6,646.78	869.98	4,353.22	60.43
101-672-920.002	STEEPLE HALL: UTILITIES	9,000.00	9,000.00	4,765.39	536.81	4,234.61	52.95
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	6,000.00	6,000.00	3,522.08	454.09	2,477.92	58.70
101-672-936.002	STEEPLE HALL: BUILDING MAINT	20,000.00	20,000.00	16,368.23	1,015.00	3,631.77	81.84
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	8,000.00	8,000.00	4,985.62	.00	3,014.38	62.32
101-672-940.000	ACTIVITY CTR: RENT EXPENSE	2,500.00	2,500.00	.00	.00	2,500.00	.00
	TOTAL ACTIVITY CENTER	301,603.00	302,750.00	174,493.24	18,901.58	128,256.76	57.64
PLANNING & ORDINANCE							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	89,636.00	89,636.00	58,611.82	6,895.50	31,024.18	65.39
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	51,303.00	51,303.00	33,479.57	3,946.51	17,823.43	65.26
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	60,451.00	40,000.00	45,264.65	10,389.65	(5,264.65)	113.16
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	38,766.00	38,766.00	27,036.45	3,180.75	11,729.55	69.74
101-701-704.004	OE: ZONING ADMIN ASST WAGE PT	.00	14,000.00	.00	.00	14,000.00	.00
101-701-704.005	OE: ORDIN OFFICER WAGE ASST P-T	27,580.00	27,580.00	14,514.28	1,982.40	13,065.72	52.63
101-701-707.004	PLNG: OVERTIME	10,000.00	10,000.00	851.38	105.24	9,148.62	8.51
101-701-820.000	PLNG: DUES/ED/TRAVEL	5,000.00	5,000.00	2,858.00	.00	2,142.00	57.16
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	1,685.00	.00	1,315.00	56.17
	TOTAL PLANNING & ORDINANCE	285,736.00	279,285.00	184,301.15	26,500.05	94,983.85	65.99
ZONING BOARD OF APPEALS (ZBA)							
101-702-720.000	ZBA: MEETING PAY	15,480.00	15,480.00	9,990.00	1,125.00	5,490.00	64.53
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	164.00	.00	836.00	16.40
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	1,885.90	362.77	3,114.10	37.72
	TOTAL ZONING BOARD OF APPEALS	24,380.00	24,380.00	12,039.90	1,487.77	12,340.10	49.38

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
PLANNING COMMISSION							
101-703-720.000	PLNG COMM: RECORDING SECTY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-703-720.001	PLNG COMM: COMMISSION	19,800.00	19,800.00	6,245.00	.00	13,555.00	31.54
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	5,000.00	5,000.00	3,129.25	.00	1,870.75	62.59
101-703-801.001	PLNG COMM: ORDINANCE REVISION	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	775.00	.00	1,225.00	38.75
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	5,500.00	5,500.00	2,024.77	527.50	3,475.23	36.81
	TOTAL PLANNING COMMISSION	40,450.00	40,450.00	12,174.02	527.50	28,275.98	30.10
PARKS							
101-751-729.001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	55.87	55.87	2,444.13	2.23
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	5,000.00	1,323.17	375.00	3,676.83	26.46
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	10,000.00	7,427.94	2,183.10	2,572.06	74.28
101-751-729.004	PARKS: DOWNEY LAKE	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-729.006	PARKS: CHILL AT THE MILL	3,500.00	5,000.00	1,329.92	434.96	3,670.08	26.60
101-751-729.007	PARKS: SOUTH HICKORY RIDGE	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-801.006	PARKS: FIREWORKS	15,000.00	15,000.00	15,000.00	.00	.00	100.00
101-751-920.000	PARKS: UTILITIES	5,000.00	5,000.00	1,535.67	238.84	3,464.33	30.71
101-751-935.000	PARKS: MAINTENANCE	20,000.00	20,000.00	7,784.58	1,301.98	12,215.42	38.92
	TOTAL PARKS	57,000.00	67,500.00	34,457.15	4,589.75	33,042.85	51.05
	TOTAL FUND EXPENDITURES	3,596,062.00	3,677,863.00	2,186,909.05	257,493.26	1,490,953.95	59.46
	NET REVENUE OVER EXPENDITURES	307,170.00	199,369.00	848,017.63	241,230.22	648,648.63	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

ROAD FUND

ASSETS

203-000-002.000	HAULING ROUTE SAVINGS ACCT.	737,837.36
203-000-010.000	CASH - COMBINED SAVINGS	83,436.28
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00

TOTAL ASSETS

829,673.64

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.001	HAULING ROUTE PAYABLE	50,874.35
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TOTAL LIABILITIES

50,874.35

FUND EQUITY

203-000-390.000	FUND BALANCE	257,308.42
203-000-392.000	RESTRICTED FUND BALANCE	491,344.23
	REVENUE OVER EXPENDITURES - YTD	30,146.64

TOTAL FUND EQUITY

778,799.29

TOTAL LIABILITIES AND EQUITY

829,673.64

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

ROAD FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
203-000-584.000						
METRO AUTHORITY	.00	34,000.00	26,705.58	.00	7,294.42	78.55
203-000-604.000						
HAUL ROUTE REVENUE	55,500.00	55,500.00	.00	.00	55,500.00	.00
203-000-665.000						
INTEREST EARNINGS	500.00	500.00	1,078.12	149.64	(578.12)	215.62
203-000-699.401						
TRANSFER IN FROM CAPITAL IMP.	74,000.00	74,000.00	74,000.00	.00	.00	100.00
REVENUE	130,000.00	164,000.00	101,783.70	149.64	62,216.30	62.06
TOTAL FUND REVENUE	130,000.00	164,000.00	101,783.70	149.64	62,216.30	62.06
ROAD						
203-596-959.000						
METRO AUTHORITY EXP	.00	34,000.00	162.16	79.09	33,837.84	.48
203-596-967.000						
DUST CONTROL	34,000.00	34,000.00	33,602.90	968.00	397.10	98.83
203-596-967.001						
TRI PARTY PROGRAM	40,000.00	40,000.00	37,872.00	.00	2,128.00	94.68
TOTAL ROAD	74,000.00	108,000.00	71,637.06	1,047.09	36,362.94	66.33
TOTAL FUND EXPENDITURES	74,000.00	108,000.00	71,637.06	1,047.09	36,362.94	66.33
NET REVENUE OVER EXPENDITURES	56,000.00	56,000.00	30,146.64	(897.45)	(25,853.36)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

FIRE FUND

ASSETS

206-000-010.000 CASH - COMBINED SAVINGS 2,376,639.63

TOTAL ASSETS 2,376,639.63

LIABILITIES AND EQUITY

LIABILITIES

206-000-231.006 EMPLOYEE 401A LOAN - MSQ (68.62)

TOTAL LIABILITIES (68.62)

FUND EQUITY

206-000-390.000 FUND BALANCE 1,528,086.92
REVENUE OVER EXPENDITURES - YTD 848,621.33

TOTAL FUND EQUITY 2,376,708.25

TOTAL LIABILITIES AND EQUITY 2,376,639.63

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
206-000-402.000	CURRENT PROPERTY TAX	1,980,394.00	1,980,394.00	1,952,442.14	.00	27,951.86	98.59
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	1,355.67	.00 (1,355.67)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	.00	7,410.00	2,400.00 (7,410.00)	.00
206-000-638.000	EMS TRANSPORT	400,000.00	450,000.00	310,999.08	42,197.44	139,000.92	69.11
206-000-665.000	INTEREST ON INVESTMENTS	30,000.00	60,000.00	70,971.94	5,517.50 (10,971.94)	118.29
206-000-677.000	MISCELLANEOUS	.00	.00	550.00	550.00 (550.00)	.00
	REVENUE	2,410,394.00	2,490,394.00	2,343,728.83	50,664.94	146,665.17	94.11
	TOTAL FUND REVENUE	2,410,394.00	2,490,394.00	2,343,728.83	50,664.94	146,665.17	94.11

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

FIRE FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
FIRE							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	92,167.00	92,167.00	60,262.96	7,089.76	31,904.04	65.38
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	66,598.00	66,598.00	43,544.82	5,122.92	23,053.18	65.38
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	75,428.00	75,428.00	49,318.53	5,802.18	26,109.47	65.38
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	77,362.00	77,362.00	50,582.99	5,950.94	26,779.01	65.38
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	66,598.00	66,598.00	43,544.82	5,122.92	23,053.18	65.38
206-336-703.004	FIRE: F-T WAGE OFFICER M.B.	77,362.00	77,362.00	50,582.99	5,950.94	26,779.01	65.38
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	66,598.00	66,598.00	43,830.22	5,122.92	22,767.78	65.81
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	66,598.00	66,598.00	38,421.90	5,122.92	28,176.10	57.69
206-336-703.007	FIRE: F-T WAGE MEDIC K.M./B.F.	59,309.00	59,309.00	37,041.15	4,866.78	22,267.85	62.45
206-336-703.008	FIRE: F-T WAGE MEDIC T.M./A.L.	66,598.00	66,598.00	31,334.82	4,106.00	35,263.18	47.05
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	66,598.00	66,598.00	30,616.47	1,739.52	35,981.53	45.97
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	59,309.00	59,309.00	15,265.35	2,035.38	44,043.65	25.74
206-336-703.013	FIRE: MARSHAL COMPENSATION	41,352.00	41,352.00	27,036.35	3,180.76	14,315.65	65.38
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	66,598.00	66,598.00	39,900.27	5,122.92	26,697.73	59.91
206-336-704.006	FIRE: P-T WAGE CLERICAL	18,387.00	18,387.00	9,676.33	1,321.60	8,710.67	52.63
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	356,100.00	325,000.00	183,573.68	20,682.56	141,426.32	56.48
206-336-707.007	FIRE: F-T OVERTIME	60,000.00	90,000.00	80,598.78	9,436.68	9,401.22	89.55
206-336-709.002	FIRE: FOOD ALLOWANCE	9,750.00	9,750.00	(625.00)	.00	10,375.00	(6.41)
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	40,748.00	40,748.00	.00	.00	40,748.00	.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	98,331.00	99,166.37	61,813.13	7,197.19	37,353.24	62.33
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	18,453.00	16,250.00	.00	.00	16,250.00	.00
206-336-711.001	FIRE: DEFINED CONTRIBUTION F-T	42,815.00	42,815.00	21,060.46	.00	21,754.54	49.19
206-336-712.001	FIRE: HEALTH/DENTAL/LIFE/DISINS	144,000.00	150,292.83	96,363.69	11,529.30	53,929.14	64.12
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	25,000.00	25,000.00	11,570.00	352.50	13,430.00	46.28
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE: CASH IN LIEU BENEF BUYOUT	25,000.00	28,884.21	17,381.99	2,218.42	11,502.22	60.18
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	15,803.83	1,376.66	14,196.17	52.68
206-336-719.000	FIRE: POST PLAN	24,000.00	24,000.00	.00	.00	24,000.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	.00	.00	9,998.00	.00
206-336-722.010	FIRE: INSTRUCTOR TRAINING	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-727.000	FIRE: SUPPLIES	12,000.00	12,000.00	6,178.95	811.90	5,821.05	51.49
206-336-731.000	FIRE: MEDICAL SUPPLIES	30,000.00	30,000.00	24,568.49	2,556.63	5,431.51	81.89
206-336-732.000	FIRE: UNIFORMS	15,450.00	25,000.00	24,141.85	2,675.59	858.15	96.57
206-336-750.000	FIRE: VEHICLE GAS/OIL	45,000.00	45,000.00	18,694.29	2,957.52	26,305.71	41.54
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	1,508.75	.00	3,491.25	30.18
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	8,000.00	8,000.00	5,936.65	1,313.92	2,063.35	74.21
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	20,000.00	30,000.00	25,719.56	.00	4,280.44	85.73
206-336-820.000	FIRE: DUES & EDUCATION	30,000.00	30,000.00	11,666.93	276.73	18,333.07	38.89
206-336-830.000	FIRE: INSURANCE/BONDS	130,000.00	130,000.00	121,121.46	.00	8,878.54	93.17
206-336-851.000	FIRE: RADIO COMMUNICATIONS	71,000.00	71,000.00	35,226.45	5,958.15	35,773.55	49.61
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	6,256.82	1,275.63	(1,256.82)	125.14
206-336-920.000	FIRE: PUBLIC UTILITIES	70,000.00	70,000.00	48,539.81	3,865.06	21,460.19	69.34
206-336-930.000	FIRE: VEHICLE REPAIR	55,000.00	60,000.00	64,629.57	5,490.95	(4,629.57)	107.72
206-336-936.000	FIRE: BLDG MAINT/REPAIR	30,000.00	35,000.00	26,813.00	10,537.46	8,187.00	76.61
206-336-937.000	FIRE: EQUIP MAINT	21,000.00	25,000.00	14,025.89	3,656.79	10,974.11	56.10
206-336-955.000	FIRE: MISC EXPENSE	2,500.00	2,500.00	160.00	.00	2,340.00	6.40
206-336-967.000	FIRE: NEW PROJECTS	2,500.00	2,500.00	1,418.50	541.00	1,081.50	56.74
	TOTAL FIRE	2,413,507.00	2,454,766.41	1,495,107.50	162,369.10	959,658.91	60.91

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	2,413,507.00	2,454,766.41	1,495,107.50	162,369.10	959,658.91	60.91
NET REVENUE OVER EXPENDITURES	(3,113.00)	35,627.59	848,621.33	(111,704.16)	812,993.74	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00
207-000-010.000	CASH - COMBINED SAVINGS	4,347,880.71

TOTAL ASSETS

4,347,930.71

LIABILITIES AND EQUITY

FUND EQUITY

207-000-390.000	FUND BALANCE	2,360,567.33
	REVENUE OVER EXPENDITURES - YTD	1,987,363.38

TOTAL FUND EQUITY

4,347,930.71

TOTAL LIABILITIES AND EQUITY

4,347,930.71

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

POLICE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
207-000-402.000	CURRENT PROPERTY TAX	3,472,481.00	3,472,481.00	3,507,047.57	.00 (34,566.57)	101.00	
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	11,531.85	8,183.45 (1,531.85)	115.32	
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	2,435.76	.00 (2,435.76)	.00	
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	3,958.56	.00 8,041.44	32.99	
207-000-582.001	SCHOOL PARTICIPATION	124,800.00	140,337.00	132,540.50	.00 7,796.50	94.44	
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	108,000.00	13,500.00 54,000.00	66.67	
207-000-665.000	INTEREST EARNINGS	75,000.00	75,000.00	134,870.53	8,608.80 (59,870.53)	179.83	
207-000-677.000	MISCELLANEOUS	.00	.00	20.00	20.00 (20.00)	.00	
207-000-692.000	APPROPRIATION FUND BAL.	2,021.00	75,267.00	.00	.00 75,267.00	.00	
	REVENUE	3,858,302.00	3,947,085.00	3,900,404.77	30,312.25	46,680.23	98.82
	TOTAL FUND REVENUE	3,858,302.00	3,947,085.00	3,900,404.77	30,312.25	46,680.23	98.82
POLICE							
207-301-704.001	POLICE: CLERICAL WAGE P-T	43,000.00	43,000.00	23,669.04	2,853.76 19,330.96	55.04	
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	3,800.00	3,800.00	1,799.17	218.32 2,000.83	47.35	
207-301-729.001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00 5,000.00	.00	
207-301-807.000	POLICE: OAKLAND CO SHER CONT	3,357,302.00	3,372,969.00	1,780,042.50	296,673.75 1,592,926.50	52.77	
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICE	124,000.00	187,116.00	.00	.00 187,116.00	.00	
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	12,000.00	.00	.00 12,000.00	.00	
207-301-807.004	POLICE: OVERTIME	240,000.00	250,000.00	73,357.17	13,304.02 176,642.83	29.34	
207-301-920.000	POLICE: UTILITIES	16,000.00	16,000.00	5,101.44	511.89 10,898.56	31.88	
207-301-935.000	POLICE: SHERIFF'S MAINT	16,400.00	6,800.00	5,160.43	362.42 1,639.57	75.89	
207-301-936.000	POLICE: OFFICE CLEANING	.00	9,600.00	5,100.00	765.00 4,500.00	53.13	
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	18,666.64	2,333.33 9,333.36	66.67	
207-301-955.000	POLICE: MISCELLANEOUS	3,300.00	3,300.00	145.00	.00 3,155.00	4.39	
207-301-971.000	POLICE: RESERVE EQUIPMENT	1,000.00	1,000.00	.00	.00 1,000.00	.00	
207-301-971.001	POLICE: EQUIP CAP OUTLAY	3,000.00	3,000.00	.00	.00 3,000.00	.00	
207-301-971.002	POLICE: BUILDING RENOVATIONS	5,500.00	5,500.00	.00	.00 5,500.00	.00	
	TOTAL POLICE	3,858,302.00	3,947,085.00	1,913,041.39	317,022.49	2,034,043.61	48.47
	TOTAL FUND EXPENDITURES	3,858,302.00	3,947,085.00	1,913,041.39	317,022.49	2,034,043.61	48.47
	NET REVENUE OVER EXPENDITURES	.00	.00	1,987,363.38	(286,710.24)	1,987,363.38	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

REFUSE FUND

ASSETS

227-000-010.000 CASH - COMBINED SAVINGS 650,004.50

TOTAL ASSETS 650,004.50

LIABILITIES AND EQUITY

FUND EQUITY

227-000-390.000 FUND BALANCE 194,519.47
REVENUE OVER EXPENDITURES - YTD 455,485.03

TOTAL FUND EQUITY 650,004.50

TOTAL LIABILITIES AND EQUITY 650,004.50

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

REFUSE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
227-000-626.000	REFUSE COLLECTION	1,219,000.00	1,219,000.00	1,219,860.29	.00 (860.29)	100.07
227-000-665.000	INTEREST EARNINGS	5,000.00	5,000.00	10,609.14	1,121.58 (5,609.14)	212.18
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	1,412.00	249.00 88.00	94.13
	REVENUE	1,225,500.00	1,225,500.00	1,231,881.43	1,370.58 (6,381.43)	100.52
	TOTAL FUND REVENUE	1,225,500.00	1,225,500.00	1,231,881.43	1,370.58 (6,381.43)	100.52
REFUSE						
227-526-801.000	REFUSE: CONTRACTOR	1,099,987.00	1,099,987.00	737,407.84	94,640.00 362,579.16	67.04
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,500.00	27,500.00	27,500.00	.00 .00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	2,000.00	13,500.00	11,488.56	.00 2,011.44	85.10
	TOTAL REFUSE	1,129,487.00	1,140,987.00	776,396.40	94,640.00 364,590.60	68.05
	TOTAL FUND EXPENDITURES	1,129,487.00	1,140,987.00	776,396.40	94,640.00 364,590.60	68.05
	NET REVENUE OVER EXPENDITURES	96,013.00	84,513.00	455,485.03	(93,269.42) 370,972.03	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

OPIOID SETTLEMENT FUND

ASSETS

284-000-010.000	CASH - COMBINED SAVINGS	7,534.50
284-000-079.000	ACCOUNTS RECEIVABLE	72,067.68

TOTAL ASSETS

79,602.18

LIABILITIES AND EQUITY

FUND EQUITY

284-000-360.001	DEFERRED INFLOW	72,067.68
284-000-390.000	FUND BALANCE	1,053.90
	REVENUE OVER EXPENDITURES - YTD	6,480.60

TOTAL FUND EQUITY

79,602.18

TOTAL LIABILITIES AND EQUITY

79,602.18

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

OPIOID SETTLEMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
284-000-685.000	OPIOID SETTLEMENT REVENUES	10,000.00	10,000.00	6,480.60	6,003.23	3,519.40 64.81
	REVENUE	10,000.00	10,000.00	6,480.60	6,003.23	3,519.40 64.81
	TOTAL FUND REVENUE	10,000.00	10,000.00	6,480.60	6,003.23	3,519.40 64.81
<u>DEPARTMENT 718</u>						
284-718-880.000	OPIOID SETTLEMENT EXPENSE	10,000.00	10,000.00	.00	.00	10,000.00 .00
	TOTAL DEPARTMENT 718	10,000.00	10,000.00	.00	.00	10,000.00 .00
	TOTAL FUND EXPENDITURES	10,000.00	10,000.00	.00	.00	10,000.00 .00
	NET REVENUE OVER EXPENDITURES	.00	.00	6,480.60	6,003.23	6,480.60

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000	CASH - COMBINED SAVINGS	2,846,797.54
401-000-189.001	LEASE RECEIVABLE NEXTEL 2009	1,229,297.00
401-000-189.002	LEASE RECEIVABLE CINGULAR NEW	146,016.00
401-000-189.004	LEASE RECEIVABLE NEXTEL 2021	4,492,098.00
401-000-189.010	LEASE RECEIVABLE VERIZON CELL	585,357.00

TOTAL ASSETS

9,299,565.54

LIABILITIES AND EQUITY

FUND EQUITY

401-000-360.001	DEFERRED INFLOW 2009 NEXTEL	1,150,253.00
401-000-360.002	DEFERRED INFLOW NEW CINGULAR	145,920.00
401-000-360.004	DEFERRED INFLOW 2021 NEXTEL	4,082,850.00
401-000-360.010	DEFERRED INFLOW VERIZON CELLCO	582,753.00
401-000-390.000	FUND BALANCE	3,474,601.04
	REVENUE OVER EXPENDITURES - YTD	(136,811.50)

TOTAL FUND EQUITY

9,299,565.54

TOTAL LIABILITIES AND EQUITY

9,299,565.54

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

CAPITAL IMPROVEMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
401-000-665.000	INTEREST EARNINGS	30,000.00	30,000.00	90,072.17	8,727.58 (60,072.17)	300.24
401-000-667.002	CELL TOWER LEASE	175,000.00	175,000.00	108,249.60	13,614.04	61.86
401-000-692.000	APPROPRIATION FUND BAL.	419,000.00	669,000.00	.00	.00	.00
	REVENUE	624,000.00	874,000.00	198,321.77	22,341.62	675,678.23
	TOTAL FUND REVENUE	624,000.00	874,000.00	198,321.77	22,341.62	675,678.23
GENERAL GOVERNMENT						
401-261-971.001	TOWNSHIP IMPROVEMENTS	30,000.00	30,000.00	1,049.75	.00	28,950.25
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	30,000.00	30,000.00	.00	.00	30,000.00
401-261-971.013	SEWER ANTICIPATION EXPENSE	100,000.00	100,000.00	.00	.00	100,000.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	15,000.00	15,000.00	4,000.00	.00	11,000.00
401-261-995.103	TRANSFER TO ROAD FUND	74,000.00	74,000.00	74,000.00	.00	.00
401-261-995.494	TRANSFER TO HIGHLAND DDA	.00	250,000.00	250,000.00	.00	.00
	TOTAL GENERAL GOVERNMENT	249,000.00	499,000.00	329,049.75	.00	169,950.25
ANNEX						
401-523-971.000	STEEPLE HALL IMPROVEMENTS	50,000.00	50,000.00	3,556.00	.00	46,444.00
	TOTAL ANNEX	50,000.00	50,000.00	3,556.00	.00	46,444.00
CEMETERY						
401-567-971.000	CEMETERY IMPROVEMENTS	25,000.00	25,000.00	.00	.00	25,000.00
	TOTAL CEMETERY	25,000.00	25,000.00	.00	.00	25,000.00
PARKS						
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	25,000.00	25,000.00	.00	.00	25,000.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	150,000.00	150,000.00	2,527.52	.00	147,472.48
401-751-971.002	S HICKORY RIDGE PARK IMPROVEMT	25,000.00	25,000.00	.00	.00	25,000.00
401-751-971.003	VETERANS PARK IMPROVEMENT	100,000.00	100,000.00	.00	.00	100,000.00
	TOTAL PARKS	300,000.00	300,000.00	2,527.52	.00	297,472.48
	TOTAL FUND EXPENDITURES	624,000.00	874,000.00	335,133.27	.00	538,866.73
	NET REVENUE OVER EXPENDITURES	.00	.00	(136,811.50)	22,341.62	(136,811.50)

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
AUGUST 31, 2025

FIRE CAPITAL FUND

ASSETS

402-000-010.000	CASH - COMBINED SAVINGS	860,306.69
402-000-084.101	DUE TO/FROM GENERAL OPERATING	39,539.10
402-000-123.000	PREPAID EXPENSES	<u>34,292.90</u>

TOTAL ASSETS

934,138.69

LIABILITIES AND EQUITY

FUND EQUITY

402-000-390.000	FUND BALANCE	471,680.61
	REVENUE OVER EXPENDITURES - YTD	<u>462,458.08</u>

TOTAL FUND EQUITY

934,138.69

TOTAL LIABILITIES AND EQUITY

934,138.69

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

FIRE CAPITAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
402-000-402.000	CURRENT PROPERTY TAX	1,011,674.00	1,011,674.00	1,017,989.90	.00 (6,315.90)	100.62
402-000-540.000	GRANT REVENUE	.00	.00	39,539.10	39,539.10 (39,539.10)	.00
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	707.99	.00 (707.99)	.00
402-000-665.000	INTEREST EARNINGS	15,000.00	20,000.00	23,936.38	2,851.13 (3,936.38)	119.68
402-000-674.000	PRIVATE DONATIONS	.00	46,155.60	46,155.60	.00 .00	100.00
402-000-692.000	APPROPRIATION FUND BAL.	.00	19,523.36	.00	.00 19,523.36	.00
	REVENUE	1,026,674.00	1,097,352.96	1,128,328.97	42,390.23 (30,976.01)	102.82
	TOTAL FUND REVENUE	1,026,674.00	1,097,352.96	1,128,328.97	42,390.23 (30,976.01)	102.82
FIRE						
402-336-971.000	VEHICLES	402,335.00	308,636.10	.00	.00 308,636.10	.00
402-336-971.002	CAPITAL EQUIPMENT	89,115.00	252,466.86	233,495.89	.00 18,970.97	92.49
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	320,000.00	320,000.00	320,000.00	.00 .00	100.00
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	215,750.00	215,750.00	111,875.00	.00 103,875.00	51.85
402-336-993.002	FIRE CAP: BONDING AGENT FEES	.00	500.00	500.00	.00 .00	100.00
	TOTAL FIRE	1,027,200.00	1,097,352.96	665,870.89	.00 431,482.07	60.68
	TOTAL FUND EXPENDITURES	1,027,200.00	1,097,352.96	665,870.89	.00 431,482.07	60.68
	NET REVENUE OVER EXPENDITURES	(526.00)	.00	462,458.08	42,390.23 462,458.08	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

DOWNTOWN DEVELOPMENT FUND

<u>ASSETS</u>			
494-000-010.000	CASH - COMBINED SAVINGS	442,160.17	
494-000-019.000	TAXES RECEIVABLE	<u>158,796.00</u>	
	TOTAL ASSETS		<u><u>600,956.17</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
494-000-280.000	DEFERRED REVENUE	<u>218,949.00</u>	
	TOTAL LIABILITIES		218,949.00
<u>FUND EQUITY</u>			
494-000-390.000	FUND BALANCE	567,447.47	
	REVENUE OVER EXPENDITURES - YTD	<u>(185,440.30)</u>	
	TOTAL FUND EQUITY		<u><u>382,007.17</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>600,956.17</u></u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

DOWNTOWN DEVELOPMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
494-000-569.000	GRANT REVENUE	.00	.00	11,300.00	10,800.00 (11,300.00)	.00
494-000-573.000	LOCAL COMMUNITY STABILIZATION	50,000.00	50,000.00	.00	.00	50,000.00
494-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	14,630.27	1,940.05 (4,630.27)	146.30
494-000-677.005	FUNDRAISING	5,000.00	5,000.00	14,770.00	835.00 (9,770.00)	295.40
494-000-677.008	FARMERS MARKET RESERVATIONS	1,000.00	1,000.00	710.00	290.00	290.00
494-000-677.010	TIF	350,000.00	350,000.00	244,864.09	18,705.61	105,135.91
494-000-692.000	APPROP FUND BALANCE	.00	249,078.00	.00	.00	249,078.00
494-000-699.401	TRANSFER IN FROM CAPITAL IMP.	.00	250,000.00	250,000.00	.00	.00
	REVENUE	416,000.00	915,078.00	536,274.36	32,570.66	378,803.64
	TOTAL FUND REVENUE	416,000.00	915,078.00	536,274.36	32,570.66	378,803.64
DOWNTOWN DEVELOPMENT AUTHO						
494-729-702.001	DDA: DIRECTOR	48,570.00	48,555.00	27,951.68	.00	20,603.32
494-729-705.000	DDA: PART-TIME SEASONAL	10,000.00	10,000.00	13,455.75	3,118.50 (3,455.75)	134.56
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,500.00	5,600.00	3,680.12	306.82	1,919.88
494-729-711.000	DDA: DEFINED CONTRIBUTION PLAN	.00	2,428.00	1,213.88	1,213.88	1,214.12
494-729-712.000	DDA: HEALTH/DENTL/LIFE/DIS INS	.00	1,265.00	1,093.75	62.98	171.25
494-729-715.000	DDA: CASH IN LIEU BENEF BUYOUT	6,000.00	8,546.00	6,538.88	831.30	2,007.12
494-729-718.000	DDA: PTO CASH PAYOUT	.00	934.00	.00	.00	934.00
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	1,000.00	100.00	200.00
494-729-728.000	DDA: OFFICE SUPPLIES	2,500.00	2,500.00	1,973.44	211.32	526.56
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	178.31	.00	321.69
494-729-801.000	DDA: PROF SERVICES	3,000.00	3,000.00	1,007.50	.00	1,992.50
494-729-801.001	DDA: MASTER PLAN	10,000.00	10,000.00	.00	.00	10,000.00
494-729-808.000	DDA: MARKETING CONSULTANT	12,000.00	12,000.00	4,645.00	.00	7,355.00
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	2,000.00	2,000.00	.00	.00	2,000.00
494-729-820.000	DDA: DUES/ED/TRAVEL	5,000.00	5,000.00	3,860.57	.00	1,139.43
494-729-850.000	DDA: WEBSITE	700.00	700.00	.00	.00	700.00
494-729-880.001	DDA: PROMOTIONS	33,900.00	33,900.00	27,795.16	3,060.00	6,104.84
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	27,300.00	27,300.00	4,661.58	1,960.00	22,638.42
494-729-880.003	DDA: DESIGN	73,100.00	73,100.00	7,658.56	1,128.00	65,441.44
494-729-880.004	DDA: ORGANIZATION	11,550.00	11,550.00	2,393.48	.00	9,156.52
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	3,000.00	2,394.49	523.00	605.51
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	435.00	.00	2,565.00
494-729-920.000	DDA: RENT/ UTILITIES	3,500.00	3,500.00	2,339.40	333.89	1,160.60
494-729-935.000	DDA: MAINTENANCE STREETScape	4,000.00	4,000.00	315.95	55.95	3,684.05
494-729-967.000	DDA: FARMERS' MARKET	12,500.00	12,500.00	6,622.16	1,024.99	5,877.84
494-729-967.002	DDA: DDA SPONSORSHIPS	1,500.00	1,500.00	500.00	.00	1,000.00
494-729-967.007	DDA: CART PROJECT	2,500.00	2,500.00	.00	.00	2,500.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	.00	625,000.00	600,000.00	.00	25,000.00
	TOTAL DOWNTOWN DEVELOPMENT	281,820.00	915,078.00	721,714.66	13,930.63	193,363.34

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

DOWNTOWN DEVELOPMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	281,820.00	915,078.00	721,714.66	13,930.63	193,363.34	78.87
NET REVENUE OVER EXPENDITURES	134,180.00	.00	(185,440.30)	18,640.03	(185,440.30)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
AUGUST 31, 2025

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	(49,844.99)	
591-000-010.000	CASH - COMBINED SAVINGS		72,417.95	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE		77,371.85	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST		102,732.79	
591-000-152.000	WATERMAINS		8,226,407.32	
591-000-153.000	A/D WATER MAINS	(1,163,908.73)	
591-000-158.000	CONSTRUCTION IN PROGRESS		9,315.82	
	TOTAL ASSETS			7,274,492.01

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.000	ACCOUNTS PAYABLE		3,580.47	
591-000-202.001	ACCOUNTS PAYABLE VOUCHER		8,946.12	
591-000-209.000	INTEREST PAYABLE		1,122.50	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY		68,000.00	
591-000-300.001	SPECIAL ASSESSMENT BOND		381,000.00	
	TOTAL LIABILITIES			462,649.09

FUND EQUITY

591-000-373.000	CONTRIBUTED CAPITAL NET POSITI		6,622,814.41	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	(364,472.77)	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED		77,058.94	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED		777,627.77	
591-000-399.000	UNRESTRICTED NET ASSETS	(127,810.92)	
	REVENUE OVER EXPENDITURES - YTD	(173,374.51)	
	TOTAL FUND EQUITY			6,811,842.92

	TOTAL LIABILITIES AND EQUITY			7,274,492.01
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CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

WATER SYSTEM

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
591-000-629.002			186,650.77	.00	(186,650.77)	.00
591-000-629.003			56,531.53	18,785.38	(56,531.53)	.00
591-000-629.004			74,275.50	.00	(74,275.50)	.00
591-000-629.005			65,910.00	.00	(65,910.00)	.00
591-000-665.000			2,028.21	.00	(2,028.21)	.00
591-000-677.000			21.28	.00	(21.28)	.00
REVENUE	.00	.00	385,417.29	18,785.38	(385,417.29)	.00
TOTAL FUND REVENUE	.00	.00	385,417.29	18,785.38	(385,417.29)	.00
WATER						
591-536-812.000			36,789.46	.00	(36,789.46)	.00
591-536-921.000			34,876.78	.00	(34,876.78)	.00
591-536-921.001			774.80	.00	(774.80)	.00
591-536-921.002			1,922.37	.00	(1,922.37)	.00
591-536-921.003			7,889.73	.00	(7,889.73)	.00
591-536-935.000			84,699.62	.00	(84,699.62)	.00
591-536-936.000			11,955.74	.00	(11,955.74)	.00
591-536-938.001			36,059.26	.00	(36,059.26)	.00
591-536-938.002			157,737.10	.00	(157,737.10)	.00
591-536-938.003			179,597.82	.00	(179,597.82)	.00
591-536-971.001			3,069.87	.00	(3,069.87)	.00
591-536-993.001			3,419.25	.00	(3,419.25)	.00
TOTAL WATER	.00	.00	558,791.80	.00	(558,791.80)	.00
TOTAL FUND EXPENDITURES	.00	.00	558,791.80	.00	(558,791.80)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	(173,374.51)	18,785.38	(173,374.51)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000	CASH - COMBINED SAVINGS	24,169.08	
	TOTAL ASSETS		24,169.08

LIABILITIES AND EQUITY

FUND EQUITY

702-000-390.000	FUND BALANCE	8,021.09	
	REVENUE OVER EXPENDITURES - YTD	16,147.99	
	TOTAL FUND EQUITY		24,169.08
	TOTAL LIABILITIES AND EQUITY		24,169.08

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

HIGHLAND ADVISORY COUNCIL

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>					
702-000-674.000						
CONTRIBUTIONS	.00	.00	45,103.38	6,580.00	(45,103.38)	.00
	.00	.00	45,103.38	6,580.00	(45,103.38)	.00
REVENUE	.00	.00	45,103.38	6,580.00	(45,103.38)	.00
TOTAL FUND REVENUE	.00	.00	45,103.38	6,580.00	(45,103.38)	.00
	<u>GENERAL GOVERNMENT</u>					
702-261-729.000						
HAAC: DEDUCTIONS	.00	.00	28,955.39	2,503.06	(28,955.39)	.00
TOTAL GENERAL GOVERNMENT	.00	.00	28,955.39	2,503.06	(28,955.39)	.00
TOTAL FUND EXPENDITURES	.00	.00	28,955.39	2,503.06	(28,955.39)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	16,147.99	4,076.94	16,147.99	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

CURRENT TAX COLLECT

ASSETS

703-000-010.000	CASH - COMBINED SAVINGS	2,947,254.01
703-000-019.000	TAXES RECEIVABLE-OTHER GOVTS	2,299,391.55
703-000-214.000	DUE TO/FR GENERAL FUND	(26,726.95)

TOTAL ASSETS

5,219,918.61

LIABILITIES AND EQUITY

LIABILITIES

703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	2,918,838.88
703-000-280.000	DEFERRED REVENUE	2,299,391.55

TOTAL LIABILITIES

5,218,230.43

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD

1,688.18

TOTAL FUND EQUITY

1,688.18

TOTAL LIABILITIES AND EQUITY

5,219,918.61

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

CURRENT TAX COLLECT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
703-000-665.000	.00	.00	3,448.18	602.64	(3,448.18)	.00
	.00	.00	3,448.18	602.64	(3,448.18)	.00
	.00	.00	3,448.18	602.64	(3,448.18)	.00
<u>TRUST & AGENCY ADMIN</u>						
703-255-822.000	.00	.00	1,760.00	215.00	(1,760.00)	.00
	.00	.00	1,760.00	215.00	(1,760.00)	.00
	.00	.00	1,760.00	215.00	(1,760.00)	.00
	.00	.00	1,688.18	387.64	1,688.18	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	78,975.61
737-000-017.001	MUTUAL FUNDS	704,147.39
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

831,983.00

LIABILITIES AND EQUITY

FUND EQUITY

737-000-390.000	FUND BALANCE	807,736.19
	REVENUE OVER EXPENDITURES - YTD	24,246.81

TOTAL FUND EQUITY

831,983.00

TOTAL LIABILITIES AND EQUITY

831,983.00

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

POST-RETIREMENT BENEFITS

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
737-000-665.000	15,000.00	15,000.00	15,882.74	1,260.01	(882.74)	105.88
737-000-669.001	.00	.00	35,183.29	9,281.20	(35,183.29)	.00
737-000-692.002	55,000.00	55,000.00	.00	.00	55,000.00	.00
REVENUE	70,000.00	70,000.00	51,066.03	10,541.21	18,933.97	72.95
TOTAL FUND REVENUE	70,000.00	70,000.00	51,066.03	10,541.21	18,933.97	72.95
GENERAL GOVERNMENT PERSONNE						
737-279-719.000	60,000.00	60,000.00	21,690.02	1,315.95	38,309.98	36.15
737-279-822.000	10,000.00	10,000.00	5,129.20	.00	4,870.80	51.29
TOTAL GENERAL GOVERNMENT PER	70,000.00	70,000.00	26,819.22	1,315.95	43,180.78	38.31
TOTAL FUND EXPENDITURES	70,000.00	70,000.00	26,819.22	1,315.95	43,180.78	38.31
NET REVENUE OVER EXPENDITURES	.00	.00	24,246.81	9,225.26	24,246.81	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
AUGUST 31, 2025

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS 181,371.70

TOTAL ASSETS 181,371.70

LIABILITIES AND EQUITY

FUND EQUITY

764-000-390.000 FUND BALANCE 176,235.02
REVENUE OVER EXPENDITURES - YTD 5,136.68

TOTAL FUND EQUITY 181,371.70

TOTAL LIABILITIES AND EQUITY 181,371.70

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS 72,494.43

TOTAL ASSETS 72,494.43

LIABILITIES AND EQUITY

FUND EQUITY

765-000-390.000 FUND BALANCE 65,976.72
REVENUE OVER EXPENDITURES - YTD 6,517.71

TOTAL FUND EQUITY 72,494.43

TOTAL LIABILITIES AND EQUITY 72,494.43

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

HIGHLAND LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
765-000-581.000	CONTRIBUTIONS-HIGHLAND LAKE	.00	.00	24,778.16	.00	(24,778.16)	.00
765-000-665.000	INTEREST EARNINGS	.00	.00	726.94	83.97	(726.94)	.00
	REVENUE	.00	.00	25,505.10	83.97	(25,505.10)	.00
	TOTAL FUND REVENUE	.00	.00	25,505.10	83.97	(25,505.10)	.00
	<u>TRUST & AGENCY ADMIN</u>						
765-255-812.000	HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	.00	(270.31)	.00
765-255-956.000	HIGHLAND LAKE: DEDUCTIONS	.00	.00	18,717.08	628.91	(18,717.08)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	18,987.39	628.91	(18,987.39)	.00
	TOTAL FUND EXPENDITURES	.00	.00	18,987.39	628.91	(18,987.39)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	6,517.71	(544.94)	6,517.71	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000	CASH - COMBINED SAVINGS	15,842.51	
	TOTAL ASSETS		15,842.51

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000	FUND BALANCE	27,100.33	
	REVENUE OVER EXPENDITURES - YTD	(11,257.82)	
	TOTAL FUND EQUITY		15,842.51
	TOTAL LIABILITIES AND EQUITY		15,842.51

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

TAGGETT LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
766-000-581.000	CONTRIBUTIONS-TAGGETT LAKE	.00	.00	15,000.00	.00	(15,000.00)	.00
766-000-665.000	INTEREST EARNINGS	.00	.00	269.34	18.35	(269.34)	.00
	REVENUE	.00	.00	15,269.34	18.35	(15,269.34)	.00
	TOTAL FUND REVENUE	.00	.00	15,269.34	18.35	(15,269.34)	.00
	<u>TRUST & AGENCY ADMIN</u>						
766-255-812.000	TAGGETT LAKE: ADMIN FEES	.00	.00	242.20	.00	(242.20)	.00
766-255-956.000	TAGGETT LAKE: DEDUCTIONS	.00	.00	26,284.96	1,431.61	(26,284.96)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	26,527.16	1,431.61	(26,527.16)	.00
	TOTAL FUND EXPENDITURES	.00	.00	26,527.16	1,431.61	(26,527.16)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	(11,257.82)	(1,413.26)	(11,257.82)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000	CASH - COMBINED SAVINGS	42,968.39	
	TOTAL ASSETS		42,968.39

LIABILITIES AND EQUITY

FUND EQUITY

767-000-390.000	FUND BALANCE	40,303.39	
	REVENUE OVER EXPENDITURES - YTD	2,665.00	
	TOTAL FUND EQUITY		42,968.39
	TOTAL LIABILITIES AND EQUITY		42,968.39

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

KELLOGG LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
767-000-581.000	CONTRIBUTIONS-KELLOGG LAKE	.00	.00	14,695.83	.00	(14,695.83)	.00
767-000-665.000	INTEREST EARNINGS	.00	.00	446.32	49.77	(446.32)	.00
	REVENUE	.00	.00	15,142.15	49.77	(15,142.15)	.00
	TOTAL FUND REVENUE	.00	.00	15,142.15	49.77	(15,142.15)	.00
	<u>TRUST & AGENCY ADMIN</u>						
767-255-812.000	KELLOGG LAKE: ADMIN FEES	.00	.00	173.00	.00	(173.00)	.00
767-255-956.000	KELLOGG LAKE: DEDUCTIONS	.00	.00	12,304.15	2,015.79	(12,304.15)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	12,477.15	2,015.79	(12,477.15)	.00
	TOTAL FUND EXPENDITURES	.00	.00	12,477.15	2,015.79	(12,477.15)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	2,665.00	(1,966.02)	2,665.00	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS 57,640.43

TOTAL ASSETS 57,640.43

LIABILITIES AND EQUITY

FUND EQUITY

768-000-390.000 FUND BALANCE 48,365.57
REVENUE OVER EXPENDITURES - YTD 9,274.86

TOTAL FUND EQUITY 57,640.43

TOTAL LIABILITIES AND EQUITY 57,640.43

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

CHARLICK LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
768-000-581.000	CONTRIBUTIONS-CHARLICK LAKE	.00	.00	27,143.73	.00	(27,143.73)	.00
768-000-665.000	INTEREST EARNINGS	.00	.00	611.02	66.77	(611.02)	.00
	REVENUE	.00	.00	27,754.75	66.77	(27,754.75)	.00
	TOTAL FUND REVENUE	.00	.00	27,754.75	66.77	(27,754.75)	.00
	<u>TRUST & AGENCY ADMIN</u>						
768-255-812.000	CHARLICK LAKE: ADMIN FEES	.00	.00	319.70	.00	(319.70)	.00
768-255-956.000	CHARLICK LAKE: DEDUCTIONS	.00	.00	18,160.19	2,681.27	(18,160.19)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	18,479.89	2,681.27	(18,479.89)	.00
	TOTAL FUND EXPENDITURES	.00	.00	18,479.89	2,681.27	(18,479.89)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	9,274.86	(2,614.50)	9,274.86	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000	CASH - COMBINED SAVINGS	49,736.08	
	TOTAL ASSETS		49,736.08

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000	FUND BALANCE	43,061.10	
	REVENUE OVER EXPENDITURES - YTD	6,674.98	
	TOTAL FUND EQUITY		49,736.08
	TOTAL LIABILITIES AND EQUITY		49,736.08

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

WOODRUFF LAKE ASSOC

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
769-000-581.000	CONTRIBUTIONS-WOODRUFF LAKE	.00	.00	26,400.00	.00	(26,400.00)	.00
769-000-665.000	INTEREST EARNINGS	.00	.00	514.51	57.61	(514.51)	.00
	REVENUE	.00	.00	26,914.51	57.61	(26,914.51)	.00
	TOTAL FUND REVENUE	.00	.00	26,914.51	57.61	(26,914.51)	.00
	<u>TRUST & AGENCY ADMIN</u>						
769-255-812.000	WOODRUFF LAKE: ADMIN FEES	.00	.00	297.60	.00	(297.60)	.00
769-255-956.000	WOODRUFF LAKE: DEDUCTIONS	.00	.00	19,941.93	3,125.43	(19,941.93)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	20,239.53	3,125.43	(20,239.53)	.00
	TOTAL FUND EXPENDITURES	.00	.00	20,239.53	3,125.43	(20,239.53)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	6,674.98	(3,067.82)	6,674.98	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS 291,770.00

TOTAL ASSETS 291,770.00

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE 221,143.14
REVENUE OVER EXPENDITURES - YTD 70,626.86

TOTAL FUND EQUITY 291,770.00

TOTAL LIABILITIES AND EQUITY 291,770.00

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

WHITE LAKE IMPROVEMENT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	111,023.99	.00	(111,023.99)	.00
770-000-665.000	.00	.00	2,596.81	337.96	(2,596.81)	.00
	.00	.00	113,620.80	337.96	(113,620.80)	.00
	.00	.00	113,620.80	337.96	(113,620.80)	.00
<u>TRUST & AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,242.24	.00	(1,242.24)	.00
770-255-956.000	.00	.00	41,751.70	2,581.28	(41,751.70)	.00
	.00	.00	42,993.94	2,581.28	(42,993.94)	.00
	.00	.00	42,993.94	2,581.28	(42,993.94)	.00
	.00	.00	70,626.86	(2,243.32)	70,626.86	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS 3,193.15

TOTAL ASSETS 3,193.15

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000 FUND BALANCE 729.32
REVENUE OVER EXPENDITURES - YTD 2,463.83

TOTAL FUND EQUITY 3,193.15

TOTAL LIABILITIES AND EQUITY 3,193.15

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

TOMAHAWK LAKE IMPROVEMENT

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	REVENUE						
771-000-581.000	CONTRIBUTIONS-TOMAHAWK LAKE	.00	.00	4,878.28	.00	(4,878.28)	.00
771-000-665.000	INTEREST EARNINGS	.00	.00	36.55	3.70	(36.55)	.00
	REVENUE	.00	.00	4,914.83	3.70	(4,914.83)	.00
	TOTAL FUND REVENUE	.00	.00	4,914.83	3.70	(4,914.83)	.00
	TRUST & AGENCY ADMIN						
771-255-812.000	TOMAHAWK LAKE: ADMIN FEES	.00	.00	51.00	.00	(51.00)	.00
771-255-956.000	TOMAHAWK LAKE: DEDUCTIONS	.00	.00	2,400.00	.00	(2,400.00)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	2,451.00	.00	(2,451.00)	.00
	TOTAL FUND EXPENDITURES	.00	.00	2,451.00	.00	(2,451.00)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	2,463.83	3.70	2,463.83	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS 7,987.73

TOTAL ASSETS 7,987.73

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE 3,942.79
REVENUE OVER EXPENDITURES - YTD 4,044.94

TOTAL FUND EQUITY 7,987.73

TOTAL LIABILITIES AND EQUITY 7,987.73

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

GOURD LAKE IMPROVEMENT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-581.000	.00	.00	5,711.30	.00	(5,711.30)	.00
773-000-665.000	.00	.00	76.31	9.25	(76.31)	.00
	<u>.00</u>	<u>.00</u>	<u>5,787.61</u>	<u>9.25</u>	<u>(5,787.61)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>5,787.61</u>	<u>9.25</u>	<u>(5,787.61)</u>	<u>.00</u>
<u>TRUST & AGENCY ADMIN</u>						
773-255-812.000	.00	.00	45.97	.00	(45.97)	.00
773-255-956.000	.00	.00	1,696.70	.00	(1,696.70)	.00
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</u>	<u>.00</u>	<u>(1,742.67)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>1,742.67</</u>			

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
AUGUST 31, 2025

PENNINSULA LAKE

ASSETS

774-000-010.000	CASH - COMBINED SAVINGS	9,699.11	
	TOTAL ASSETS		9,699.11

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000	FUND BALANCE	8,339.93	
	REVENUE OVER EXPENDITURES - YTD	1,359.18	
	TOTAL FUND EQUITY		9,699.11
	TOTAL LIABILITIES AND EQUITY		9,699.11

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS 6,117.62

TOTAL ASSETS 6,117.62

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000 FUND BALANCE 1,930.81
REVENUE OVER EXPENDITURES - YTD 4,186.81

TOTAL FUND EQUITY 6,117.62

TOTAL LIABILITIES AND EQUITY 6,117.62

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

LOWER PETTIBONE LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
775-000-581.000						
CONTRIBUTIONS-LOW PETTIBONE L	.00	.00	11,277.00	.00	(11,277.00)	.00
775-000-665.000						
INTEREST EARNINGS	.00	.00	83.54	7.09	(83.54)	.00
	<u>.00</u>	<u>.00</u>	<u>11,360.54</u>	<u>7.09</u>	<u>(11,360.54)</u>	<u>.00</u>
REVENUE	.00	.00	11,360.54	7.09	(11,360.54)	.00
	<u>.00</u>	<u>.00</u>	<u>11,360.54</u>	<u>7.09</u>	<u>(11,360.54)</u>	<u>.00</u>
TOTAL FUND REVENUE	.00	.00	11,360.54	7.09	(11,360.54)	.00
	<u>.00</u>	<u>.00</u>	<u>11,360.54</u>	<u>7.09</u>	<u>(11,360.54)</u>	<u>.00</u>
<u>TRUST & AGENCY ADMIN</u>						
775-255-812.000						
LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	114.73	.00	(114.73)	.00
775-255-956.000						
LOW PETTIBONE LAKE: DEDUCTION	.00	.00	7,059.00	.00	(7,059.00)	.00
	<u>.00</u>	<u>.00</u>	<u>7,173.73</u>	<u>.00</u>	<u>(7,173.73)</u>	<u>.00</u>
TOTAL TRUST & AGENCY ADMIN	.00	.00	7,173.73	.00	(7,173.73)	.00
	<u>.00</u>	<u>.00</u>	<u>7,173.73</u>	<u>.00</u>	<u>(7,173.73)</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	.00	.00	7,173.73	.00	(7,173.73)	.00
	<u>.00</u>	<u>.00</u>	<u>7,173.73</u>	<u>.00</u>	<u>(7,173.73)</u>	<u>.00</u>
NET REVENUE OVER EXPENDITURES	.00	.00	4,186.81	7.09	4,186.81	
	<u>.00</u>	<u>.00</u>	<u>4,186.81</u>	<u>7.09</u>	<u>4,186.81</u>	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
AUGUST 31, 2025

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000 CASH - COMBINED SAVINGS 7,147.45

TOTAL ASSETS 7,147.45

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000 FUND BALANCE 7,556.75
REVENUE OVER EXPENDITURES - YTD (409.30)

TOTAL FUND EQUITY 7,147.45

TOTAL LIABILITIES AND EQUITY 7,147.45

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

DUNLEAVY/LEONARD LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
776-000-581.000	.00	.00	11,045.00	.00	(11,045.00)	.00
776-000-665.000	.00	.00	119.85	8.28	(119.85)	.00
	.00	.00	11,164.85	8.28	(11,164.85)	.00
	.00	.00	11,164.85	8.28	(11,164.85)	.00
<u>TRUST & AGENCY ADMIN</u>						
776-255-812.000	.00	.00	115.15	.00	(115.15)	.00
776-255-956.000	.00	.00	11,459.00	.00	(11,459.00)	.00
	.00	.00	11,574.15	.00	(11,574.15)	.00
	.00	.00	11,574.15	.00	(11,574.15)	.00
	.00	.00	(409.30)	8.28	(409.30)	

TREASURER'S REPORT
August 31, 2025

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE	BANK STATEMENT
CHASE	GENERAL	CHECKING	101	41,986.85	2,185.80*	924,249.51
CHASE	GENERAL	H.R.A.	101		91,520.99	*In Chase checking account
CHASE	GENERAL	F.S.A CHECKING	101		10,534.16	
CHASE	GENERAL	CHECKING (SAVINGS)	101		775,955.33*	
CHASE	FIRE OPERATING	MONEY MARKET	206		76,638.46	
CHASE	ROAD	MONEY MARKET	203		8,645.09	CHASE
CHASE	HAUL ROUTE	MONEY MARKET	203		470,651.76	2,891,440.21
CHASE	POLICE	MONEY MARKET	207		53,398.94	COMERICA
CHASE	REFUSE	MONEY MARKET	227		480,968.44	695,798.87
CHASE	OPIOID SETTLEMENT	CHECKING	284		7,534.50*	FLAGSTAR
CHASE	HAAC	CHECKING	702		24,169.08*	8,352,124.02
CHASE	DDA	MONEY MARKET	494		71,123.11	HVSB
CHASE	WATERMAIN	CHECKING	591		72,417.95*	1,128,811.03
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		181,371.70	LPL FINANCIAL
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		72,494.43	831,983.00
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		15,842.51	MI CLASS
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		42,968.39	4,556,805.74
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		57,640.43	OAKLAND COUNTY
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		49,736.08	389,076.52
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		291,770.00	CIBC
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		3,193.15	2,260,830.91
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		7,987.73	HUNTINGTON
CHASE	PENINSULA LAKE	MONEY MARKET	774		9,699.11	233,864.79
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		6,117.62	TOTAL
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		7,147.45	21,340,735.09
COMERICA	CAPITAL IMP.	PBMM	401		72,255.31	
COMERICA	CAPITAL IMP.	JFUND	401		376,187.80	
COMERICA	GENERAL	JFUND	101		247,355.76	
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		7,181.76	
FLAGSTAR	DDA	SAVINGS	494		169,632.20	
FLAGSTAR	FIRE	SAVINGS	206		1,795,104.05	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		373,100.00	
FLAGSTAR	GENERAL	SAVINGS	101		43,061.85	Flagstar Bank Statement
FLAGSTAR	CURRENT TAX	CHECKING	703	865.09	2,947,254.01	2,948,119.10
FLAGSTAR	POLICE	SAVINGS	207		2,212,300.47	
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		119,767.66	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		712,215.34	
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,996,040.13	
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		476,752.65	
MI CLASS	POLICE	INVESTMENT POOL	207		466,783.68	
MI CLASS	ROAD	INVESTMENT POOL	203		37,907.12	
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,579,322.16	
OAKLAND CO	FIRE	INVESTMENT POOL	206		25,261.96	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		10,454.04	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		24,783.97	
OAKLAND CO	POLICE	INVESTMENT POOL	207		159,268.49	
OAKLAND CO	REFUSE	INVESTMENT POOL	227		169,308.06	
CIBC	GENERAL	CD	101		297,052.24	
CIBC	FIRE	CD	206		186,892.45	
CIBC	POLICE	CD	207		302,112.97	
CIBC	POLICE	CD	207		518,580.51	
CIBC	CAPITAL IMP.	CD	401		395,132.54	
CIBC	ESCROW	CD	101		359,655.34	
CIBC	DDA	CD	494		100,000.00	
CIBC	DDA	CD	494		101,404.86	
HUNTINGTON	GENERAL	CD	101		233,864.79	
					21,340,735.09	

Fund 101 Chase Credit Cards in Transit = 1,246.00

Fire EMS received August 29th - transfer in transit \$ 368.02

CG 9/29/2025

*Respectfully submitted,
Jennifer Frederick, Treasurer*

BANK/GL REC. SORTED BY			FUND		LEDGER		BANK		FUND	
August 31, 2025										
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND TOTAL	FUND NUMBER	
CHASE	GENERAL	CHECKING	101			2,185.80				
CHASE	GENERAL	H.R.A. CHECKING	101			91,520.99				
CHASE	GENERAL	F.S.A. CHECKING	101			10,534.16				
CHASE	GENERAL	CHECKING (SAVINGS)	101			775,955.33				
COMERICA	GENERAL	JFUND	101			247,355.76				
FLAGSTAR	GENERAL	MAX SAVINGS	101			43,061.85				
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101			1,579,322.16				
OAKLAND CO	GENERAL	INVESTMENT POOL	101			24,783.97				
CIBC	GENERAL	CD	101			297,052.24				
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	-877.98	4,367,591.07	239,212.99		4,366,713.09	101	
CHASE	ROAD	SAVINGS	203			8,645.09				
MI CLASS	ROAD	INVESTMENT POOL	203			37,907.12				
CHASE	HAUL ROUTE	SAVINGS	203			470,651.76				
HVSB	HAUL ROUTE	CD	203	0.00	821,273.64	304,069.67		821,273.64	201	
FLAGSTAR	FIRE	MAX SAVINGS	206			1,795,104.05				
CHASE	FIRE	SAVINGS	206			76,638.46				
OAKLAND CO	FIRE	INVESTMENT POOL	206			25,261.96				
CIBC	FIRE	CD	206			186,892.45				
HVSB	FIRE	CD	206	-368.02	2,376,639.63	292,374.69		2,376,271.61	206	
CHASE	POLICE	SAVINGS	207			53,398.94				
FLAGSTAR	POLICE	MAX SAVINGS	207			2,212,300.47				
MI CLASS	POLICE	INVESTMENT POOL	207			466,783.68				
OAKLAND CO	POLICE	INVESTMENT POOL	207			159,268.49				
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	4,347,880.71	302,112.97		4,347,880.71	207	
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	7,534.50	7,534.50		7,534.50	284	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			119,767.66				
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	831,983.00	712,215.34		831,983.00	737	
CHASE	REFUSE	SAVINGS	227			480,696.44				
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	650,004.50	169,308.06		650,004.50	227	
CHASE	HAAC	CHECKING	702	0.00	24,169.08	24,169.08		24,169.08	702	
COMERICA	CAPITAL IMP.	PBMM	401			72,255.31				
COMERICA	CAPITAL IMP.	JFUND	401			376,187.80				
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			7,181.76				
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,996,040.13				
CIBC	CAPITAL IMP.	CD	401	0.00	2,846,797.54	395,132.54		2,846,797.54	401	
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			373,100.00				
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			476,752.65				
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	860,306.69	10,454.04		860,306.69	402	
CHASE	DDA	SAVINGS	494			71,123.11				
FLAGSTAR	DDA	MAX SAVINGS	494			169,632.20				
CIBC	DDA	CD	494			100,000.00				
CIBC	DDA	CD	494	0.00	442,160.17	101,404.86		442,160.17	494	
CHASE	WATERMAIN	CHECKING	591	0.00	72,417.95	72,417.95		72,417.95	591	
FLAGSTAR	TAX	CHECKING	703	0.00	2,947,254.01	2,947,254.01		2,947,254.01	703	
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	181,371.70	181,371.70		181,371.70	764	
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	72,494.43	72,494.43		72,494.43	765	
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	15,842.51	15,842.51		15,842.51	766	
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	42,968.39	42,968.39		42,968.39	767	
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	57,640.43	57,640.43		57,640.43	768	
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	49,736.08	49,736.08		49,736.08	769	
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	291,770.00	291,770.00		291,770.00	770	
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	3,193.15	3,193.15		3,193.15	771	
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	7,987.73	7,987.73		7,987.73	773	
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	9,699.11	9,699.11		9,699.11	774	
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	6,117.62	6,117.62		6,117.62	775	
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	7,147.45	7,147.45		7,147.45	776	
TOTAL				-1,246.00	21,341,981.09	21,340,735.09		21,340,735.09		
RL0 - 9/29/25	Fire EMS received August 29th - transfer in transit \$ 368.02									
CTRL, ALT, SHIFT, F9	Fund 101 Chase Credit Cards in Transit = \$ 1,246.00									



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>
Calls for Service	2190	2089	2277	2085	2016	1770	1862	1630	1509				17428
Highland D.B.													
Warrants Submitted	4	7	7	12	10	8	11	5	9				73
Warrants Obtained	4	6	5	10	4	5	8	5	7				54
Court Appearances	8	9	9	11	10	8	10	6	5				76
New Cases	22	20	30	23	26	28	19	20	28				216
Closed Cases	26	25	27	18	26	22	23	20	19				206
Call Outs	0	0	2	2	1	2	2	1	1				11
School Liaison													
Incidents / Calls	9	6	8	11	12	8	N/A	N/A	20				74
Special Presentations	3	4	2	3	4	0	N/A	N/A	7				23
Traffic Enforcement													
Citations	150	156	140	157	134	162	111	131	110				1251
Warnings	153	133	173	130	181	163	170	110	105				1318
Substation Activity													
Citizen "walk ins"	25	15	25	24	31	31	23	31	47				252
Traffic Crashes													
	49	27	27	40	20	44	30	29	34				300
Arrests													
Adults	29	38	40	26	38	32	21	32	25				281
Juveniles	0	0	0	0	0	3	0	0	0				3

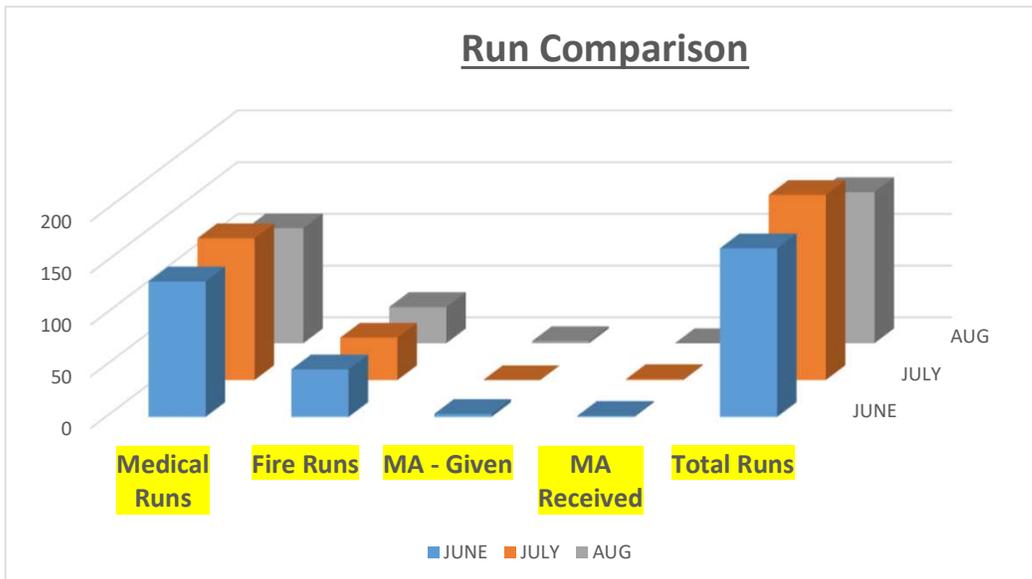
**CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT
MONTHLY REPORT**



August-25

	<u>Last Year (2024)</u>	<u>This Year (2025)</u>
Cost of Firefighter's by Station		
Station One	\$13,113.35	\$11,586.26
Station Two	\$9,083.17	\$9,146.53
Station Three	\$2,418.10	\$351.99
<u>Total</u>	\$24,614.62	\$21,084.78
Cost of Firefighter's Last Month	\$99,738.08	\$103,570.36
Alarms through Current Month	1248	1239
Total Alarms last Year	1817	Runs Ahead of La -9

STATISTICS	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by	\$60,000.00	\$65,000.00
Amount Lost by Fire	\$60,000.00	\$65,000.00
Fire Loss	100%	100%
Medical Related Runs	137	111
Fire Related Runs	41	35
Mutual Aid - Given	0	2
Mutual Aid - Received	1	0
EMS Transports	99	75
Total Runs	179	146
Fire Staff Hours	3303	3836.75
Administration Staff Hours	500	520



Submitted by... Chief Nick George

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



September-25

Last Year (2024)

This Year (2025)

Cost of Firefighter's by Station

Station One	\$13,141	\$11,668
Station Two	\$11,766	\$10,632
Station Three	\$3,852	\$582
<u>Total</u>	\$28,759	\$22,882.37

Cost of Firefighter's Last Month

\$103,882	→	\$105,368
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Alarms through Current Month

1384	1403
-------------	-------------

Total Alarms last Year

1817	Runs Ahead of La	19
------	------------------	-----------

STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by	\$65,000.00	\$753,000.00
Amount Lost by Fire	\$65,000.00	\$703,000.00
Fire Loss	100%	93%
Medical Related Runs	111	128
Fire Related Runs	35	36
Mutual Aid - Given	2	3
Mutual Aid - Received	0	1
EMS Transports	146	89
Total Runs	75	164
Fire Staff Hours	3836.75	4175.95
Administration Staff Hours	520	490



Submitted by... Chief Nick George

*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
August 2025*

HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

August 2025

TOTAL (forward)..... \$32,439

Additional fees:

Building..... 0

Electric..... \$330.00

Plumbing..... \$365.00

Heating..... \$117.00

Licenses & Misc Fees.....

sub total: \$812.00

MONTH-END GRAND TOTAL REVENUE..... \$33,251.00

Total number of all Permits to date	This Year:	1449
	Last Year:	1217

Total number of all Electric, Plumbing, & Heating	This Year:	878
	Last Year:	707

Total number of Building permits to date:	This Year:	571
	Last Year:	510

Total number of New Single-Family Units:	This Year:	16
	Last Year:	15

Total number of Land Use Permits	This Year:	26
	Last Year:	15

Respectfully Submitted:

STEVE ITINO
Building Official
Ordinance Dept Supervisor

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

Permit.DateIssued Between 8/1/2025 12:00:00 AM AND
8/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Commercial, New Building					
PB25-0434	3519 W HIGHLAND RD	PRIME TIME STORAGE OF H	\$200000	\$1164	
Commercial, New Building			\$200000	\$1164	1
Deck					
PB25-0413	2987 SHIRLEY ST	GRINNELL, COLLEEN	\$20000	\$174	
PB25-0430	1339 BAY RIDGE DR	Evergreen Deck Builders	\$38400	\$281	
PB25-0435	2342 HUFF PL	BSR Deck Construction	\$28500	\$232	
Deck			\$86900	\$687	3
Electrical					
PE25-0326	2514 PINERY CIR	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE25-0394	1122 CRAVEN DR	Oak Electric Service Inc	\$0	\$54	
PE25-0395	658 MEADOW DR	Imperial Electric	\$0	\$76	
PE25-0396	6100 Granite Ln	Lite Electric	\$0	\$87	
PE25-0397	2843 Ruby Way	Lite Electric	\$0	\$87	
PE25-0398	2868 Ruby Way Dr	Lite Electric	\$0	\$87	
PE25-0399	2337 Gibraltar Dr	Lite Electric	\$0	\$87	
PE25-0400	216 Norman	Lite Electric	\$0	\$87	
PE25-0401	236 Norman	Lite Electric	\$0	\$87	
PE25-0402	2254 Mac Laren	Lite Electric	\$0	\$87	
PE25-0403	2215 Douglas	Lite Electric	\$0	\$87	
PE25-0404	3463 HIGH VIEW RD	Hutchinson's Electric Inc	\$0	\$139	
PE25-0405	4008 LOCH DR	Dubs Electric	\$0	\$114	
PE25-0406	221 TIMBER RIDGE DR	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE25-0407	3071 ALLISON LN	Randazzo Mechanical Htg & Cl	\$0	\$55	
PE25-0408	3471 BURWOOD LN	Matheson heating, Air & plumbi	\$0	\$64	
PE25-0409	1172 CRAVEN DR	Don's Electrical Service Inc	\$0	\$145	
PE25-0410	1051 Marble Dr	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0411	3039 DELROSE ST	Harriman Heating Inc	\$0	\$64	
PE25-0412	2900 W WARDLOW RD	Dominion Service Company	\$0	\$65	
PE25-0413	1077 WOODRUFF LAKE DR	TCW HOMES LLC	\$0	\$460	
PE25-0414	4124 TAGGETT LAKE DR	Oak Electric Service Inc	\$0	\$113	
PE25-0415	2960 FRY RD	Fawaz Electric	\$0	\$159	
PE25-0416	3448 Crystal Ridge Dr.	Dominion Service Company	\$0	\$55	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT**Permit by Category with Details**Permit.DateIssued Between 8/1/2025 12:00:00 AM AND
8/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE25-0417	765 SPRINGMILL RD	Hartland Electric LLC	\$0	\$106	
PE25-0418	2767 Mac Duff	Chapple Electric Inc	\$0	\$74	
PE25-0419	3563 MANTUA FARMS	S & L Electric Inc	\$0	\$322	
PE25-0420	1064 Marble Dr	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0421	3462 W CLARICE AVE	BRS Field OPS LLC	\$0	\$74	
PE25-0422	1011 WOODRUFF LAKE DR	HVAC Pro LLC	\$0	\$55	
PE25-0423	2905 JACKSON BLVD	Family Heating Co Inc	\$0	\$64	
PE25-0424	2219 Douglas	Lite Electric	\$0	\$87	
PE25-0425	2317 Gibraltar Dr	Lite Electric	\$0	\$87	
PE25-0426	276 Norman	Lite Electric	\$0	\$87	
PE25-0427	2045 E WARDLOW RD	R&D Electrical	\$0	\$74	
PE25-0428	1255 ESSAY LN	McChesney Electric Inc	\$0	\$116	
PE25-0429	2800 N MILFORD RD	Phillips Sign and Lighting Inc.	\$0	\$140	
PE25-0430	2568 DUNLEAVY DR	Income Power LLC	\$0	\$71	
PE25-0431	1623 LOCKWOOD DR	Robin Aire Htg &Clg	\$0	\$55	
PE25-0432	410 N TIPSICO LAKE RD	APPLE, JEFFREY SCOTT	\$0	\$110	
PE25-0433	2377 N MILFORD RD	M E Power and Light LLC	\$0	\$111	
PE25-0434	308 ASBURY CT	Fahrenheit Heating and Cooling	\$0	\$55	
PE25-0435	1339 KINGSWAY DR	Rock Electrical Inc	\$0	\$144	
PE25-0436	3563 MANTUA FARMS	S & L Electric Inc	\$0	\$413	
Electrical			\$0	\$4794	44
Fence					
PB25-0411	3463 HIGH VIEW RD	Top Rail Fence Northern Detriot	\$13700	\$88	
PB25-0450	2150 HORSESHOE DR	Ten Lakes Construction	\$12205	\$88	
PB25-0454	599 GAFFNEY DR	GIFF, GREGORY M	\$2000	\$88	
PB25-0456	2320 WILLOW LN	ICEBERG, ANDREW B	\$7500	\$88	
PB25-0459	1998 DES JARDINS DR	AIS Installations	\$1200	\$88	
PB25-0460	3576 TARA DR	Real Renovations	\$9000	\$88	
PB25-0468	3483 HIGH VIEW RD	Ken's Home Services LLC.	\$13700	\$88	
Fence			\$59305	\$616	7
Mechanical					
PM25-0295	2843 Ruby Way	Mobile & Modular Homes Inc	\$0	\$87	
PM25-0296	3463 HIGH VIEW RD	Nichols Heating & Cooling	\$0	\$84	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2025 12:00:00 AM AND
8/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM25-0297	2644 FRY RD	Telegraph Heating	\$0	\$135	
PM25-0298	1122 CRAVEN DR	Oak Electric Service Inc	\$0	\$102	
PM25-0299	221 TIMBER RIDGE DR	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM25-0300	845 E WARDLOW RD	Whitney Electric and Plumbing	\$0	\$99	
PM25-0301	100 LONE TREE RD	American Heating & Cooling L	\$0	\$218	
PM25-0302	3071 ALLISON LN	Randazzo Mechanical Htg & Cl	\$0	\$102	
PM25-0303	3471 BURWOOD LN	Matheson heating, Air & plumbi	\$0	\$159	
PM25-0304	1051 Marble Dr	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0305	3165 BEAUMONT DR	Service Giant Plumbing	\$0	\$129	
PM25-0306	3039 DELROSE ST	Harriman Heating Inc	\$0	\$102	
PM25-0307	2900 W WARDLOW RD	Dominion Service Company	\$0	\$159	
PM25-0308	3165 BEAUMONT DR	Nichols Heating & Cooling	\$0	\$263	
PM25-0309	1077 WOODRUFF LAKE DR	TCW HOMES LLC	\$0	\$395	
PM25-0310	4124 TAGGETT LAKE DR	Oak Electric Service Inc	\$0	\$168	
PM25-0311	2960 FRY RD	Northern Air Heating and Coolin	\$0	\$174	
PM25-0312	3448 Crystal Ridge Dr.	Dominion Service Company	\$0	\$102	
PM25-0313	2317 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM25-0314	2908 Boulder Ridge	Mobile & Modular Homes Inc	\$0	\$87	
PM25-0315	2810 OVERBROOK	Ray's Heating	\$0	\$147	
PM25-0316	1064 Marble Dr	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0317	1011 WOODRUFF LAKE DR	HVAC Pro LLC	\$0	\$102	
PM25-0318	2905 JACKSON BLVD	Family Heating Co Inc	\$0	\$128	
PM25-0319	3490 BURWOOD LN	Lakeside Service Co Inc	\$0	\$159	
PM25-0320	2941 PINE BLUFFS CT	Precision Comfort	\$0	\$92	
PM25-0321	1623 LOCKWOOD DR	Robin Aire Htg & Clg	\$0	\$102	
PM25-0322	308 ASBURY CT	Fahrenheit Heating and Cooling	\$0	\$117	
PM25-0323	5360 N MILFORD RD	Brighton Stone & Fireplace Inc	\$0	\$157	
Mechanical			\$0	\$4019	29
Miscellaneous					
PB25-0409	272 ASBURY CT	Foundation Systems of Michiga	\$12681	\$137	
PB25-0410	3361 HIGHLAND BLVD	Foundation Systems of Michiga	\$18288	\$165	
PB25-0436	3150 OAK RIDGE DR	Affiliated Tradesman LLC	\$22100	\$199	
PB25-0443	1458 ANCHOR LN	SVENSON, THOMAS E	\$38000	\$264	
PB25-0457	273 GLENEAGLES	SALO-MULLEN, ERIN	\$300	\$79	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2025 12:00:00 AM AND
8/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Miscellaneous			\$91369	\$844	5
Permit Renewal					
PB25-0433	2960 FRY RD	Oasis Custom Pools and Spa Inc	\$0	\$79	
Permit Renewal			\$0	\$79	1
Plumbing					
PP25-0105	2843 Ruby Way	Mobile & Modular Homes Inc	\$0	\$77	
PP25-0106	2831 PINE BLUFFS CT	R & B Plumbing Inc	\$0	\$409	
PP25-0107	1131 WHITE LAKE RD	Orange Taylor	\$0	\$340	
PP25-0108	3361 HIGHLAND BLVD	Foundation Systems of Michiga	\$0	\$57	
PP25-0109	272 ASBURY CT	Foundation Systems of Michiga	\$0	\$52	
PP25-0110	2831 PINE BLUFFS CT	Stone Hollow Properties & Dev	\$0	\$83	
PP25-0111	3165 BEAUMONT DR	Service Giant Plumbing	\$0	\$298	
PP25-0112	1077 WOODRUFF LAKE DR	TCW HOMES LLC	\$0	\$294	
PP25-0113	2317 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP25-0114	2908 Boulder Ridge	Mobile & Modular Homes Inc	\$0	\$77	
PP25-0115	3150 OAK RIDGE DR	Foundation Restoration	\$0	\$67	
PP25-0116	541 Nairn Cir	DI PONIO, NICHOLAS	\$0	\$83	
PP25-0117	321 CARNOUSTIE	Scott Brendel Plumbing	\$0	\$136	
PP25-0118	946 JOSHUA DR	Brock-Hill Mechanical LLC	\$0	\$83	
PP25-0119	2568 DUNLEAVY DR	Cuprum Plumbing	\$0	\$126	
Plumbing			\$0	\$2259	15
Pole Barn					
PB25-0447	3580 BROADVIEW LN	SMITH, JOSHUA	\$25700	\$203	
Pole Barn			\$25700	\$203	1
Res. Additions					
PB25-0408	1255 ESSAY LN	Sunglo Restoration Services, Inc	\$60000	\$375	
PB25-0442	650 ROBINSON CT	Silver Hammer Carpentry Inc	\$175000	\$952	
Res. Additions			\$235000	\$1327	2
Res. Mobile Home					
PMH25-0059	2843 Ruby Way	Mobile & Modular Homes Inc	\$0	\$200	
PMH25-0060	2317 Gibraltar Dr	Mobile & Modular Homes Inc	\$0	\$200	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2025 12:00:00 AM AND
8/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH25-0061	2908 Boulder Ridge	Mobile & Modular Homes Inc	\$0	\$200	
Res. Mobile Home			\$0	\$600	3
Res. Renovations					
PB25-0406	3610 TARA DR	Renewal By Anderson LLC	\$9192	\$126	
PB25-0407	2080 WILDFLOWER LN	Rob's Window and Glass Repair	\$30000	\$243	
PB25-0414	834 JOSHUA DR	Home Pro Roofing	\$20375	\$182	
PB25-0415	2585 NORTH ST	COATES, DAN	\$4600	\$100	
PB25-0418	803 ALYSA CT	Weathergard Window, Co., Inc.	\$35000	\$254	
PB25-0421	1859 WHITE LAKE RD	Home Pro Roofing	\$16500	\$162	
PB25-0423	1745 LA SALLE BLVD	WOOSTER, RENNIE	\$5000	\$99	
PB25-0424	256 BRIARWOOD DR	APEX Roofing Inc	\$25365	\$203	
PB25-0425	2995 ALLISON LN	A Better Exterior LLC	\$40135	\$275	
PB25-0426	2568 DUNLEAVY DR	Lain James Modernization Inc	\$60000	\$390	
PB25-0427	321 CARNOUSTIE	ACW Homes LLC	\$167560	\$929	
PB25-0431	2921 MIDDLE RD	Steven Ray Harris	\$32537	\$252	
PB25-0438	3360 E CLARICE AVE	Northbound Contracting	\$138000	\$766	
PB25-0440	1624 JUNO DR	Anet Maria Kaczmarczyk	\$5200	\$100	
PB25-0441	5507 EAGLE RD	A Better Exterior LLC	\$15390	\$157	
PB25-0446	2601 WESTWIND DR	PRO BUILT INVESTMENTS	\$5000	\$99	
PB25-0451	4990 HARVEY LAKE RD	Bottoms Up Contracting, Inc	\$4146	\$100	
PB25-0455	765 SPRINGMILL RD	SILVER NIGHT PROPERTIES	\$2800	\$88	
PB25-0462	2117 WOODRIDGE CT	Renewal By Anderson LLC	\$26577	\$213	
PB25-0463	4001 N DUCK LAKE RD	PALKA, CHRISTIAN	\$1500	\$81	
PB25-0464	3670 N DUCK LAKE RD	Patron Enterprises LLC	\$210000	\$1127	
Res. Renovations			\$854877	\$5946	21
Res. Single Family					
PB25-0420	3224 S DUCK LAKE RD	WALTER JR, DOUGLAS	\$655000	\$3396	
PB25-0432	5900 N MILFORD RD	Revive Development	\$600000	\$3135	
Res. Single Family			\$1255000	\$6531	2
Roof					
PB25-0405	3595 Emerald Park	Pure Energy Window Company	\$19500	\$177	
PB25-0417	4685 ORCHARD DALE CT	Great Lakes Home Remodeling	\$20000	\$177	
PB25-0419	2808 BOULDER RIDGE	Original Roofing Company	\$15067	\$157	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2025 12:00:00 AM AND
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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB25-0422	1932 WOODRIDGE CT	Original Roofing Company	\$18595	\$172	
PB25-0429	3043 Boulder Ridge	Smolyanov Home Improvement	\$24000	\$198	
PB25-0444	3043 Boulder Ridge	Eastbrook Construction Inc	\$8052	\$114	
PB25-0449	2081 WOODRIDGE CT	Original Roofing Company	\$22729	\$187	
PB25-0452	280 N HICKORY RIDGE RD	Schoenherr Homes	\$24864	\$203	
PB25-0458	1339 KINGSWAY DR	Renovations Roofing & Remod	\$39048	\$279	
Roof			\$191855	\$1664	9
Shed					
PB25-0437	3463 HIGH VIEW RD	GERLING, GEOFFREY J	\$10000	\$124	
PB25-0439	5743 JADA DR	PAKCLA, KENNETH M	\$5064	\$88	
PB25-0461	5529 JADA DR	DODMAN, LEN E	\$7200	\$88	
PB25-0465	3103 SHIRLEY ST	Cook, Phillip	\$7100	\$88	
Shed			\$29364	\$388	4
Sign with Footing					
PS/F25-0006	2800 N MILFORD RD	Phillips Sign and Lighting Inc.	\$0	\$202	
Sign with Footing			\$0	\$202	1
Solar Panels-Roof					
PB25-0445	3462 W CLARICE AVE	BRS Field OPS LLC	\$5929	\$118	
Solar Panels-Roof			\$5929	\$118	1
Swimming Pools-Hot Tubs/Spas					
PB25-0412	4008 LOCH DR	WHELAN, MATT	\$20000	\$174	
PB25-0428	321 CARNOUSTIE	Wet Custom Pool Design	\$100000	\$590	
Swimming Pools-Hot Tubs/Spas			\$120000	\$764	2
Windows					
PB25-0416	2727 DUNLEAVY CT	Wallside Inc	\$13400	\$146	
Windows			\$13400	\$146	1
Zoning Business Registration					
PLU25-0033	4769 MALLARDS LNDG	Herptivarius, LLC	\$0	\$0	
PLU25-0035	153 N MILFORD RD STE 103	Devotion Hospice	\$0	\$0	
Zoning Business Registration			\$0	\$0	2

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2025 12:00:00 AM AND
8/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Zoning Land Use					
PB25-0453	321 MAPLEGROVE DR	BEST, KENNETH	\$15000	\$88	
PLU25-0034	400 BEACH FARM CIR	COMMUNITY SHARING	\$0	\$0	
Zoning Land Use					
			\$15000	\$88	2
Totals			\$3183699	\$32439	156



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: October 6, 2025

Notification to the Board: New Paid-on-Call Firefighter/Paramedic

This is to inform the Board that **Kaleb Moreno** has been hired as a **Paid-on-Call Firefighter/Paramedic** with the Highland Township Fire Department.

Kaleb is scheduled to begin his service in **mid-October or early November**, depending on final onboarding and scheduling. He brings valuable paramedic experience and will be a strong addition to our team as we continue to strengthen our response capabilities and community service.

No board action is required at this time—this is for informational purposes only.

6. Announcements:

a) Self-Guided Historic Highland Cemetery Tour with approximately 30 featured sites are marked and a flyer is available at the wellhouse with detailed information.



Self-Guided
Historic Highland
CEMETERY
TOUR

**CELEBRATING 190 YEARS
OF HIGHLAND HISTORY!**

Explore the Legacy of Highland's Founders this October

As we celebrate Highland's 190th anniversary, take a self-guided walking tour of the historic Highland Cemetery at 561 N. Milford Road. Explore the final resting place of some of the Township's most influential early residents and uncover the rich stories that shaped our community. Enjoy the beauty of the autumn landscape as history comes to life with every step.

Approximately 30 featured sites will be marked throughout the cemetery, grab a flyer at the Cemetery wellhouse which features detailed information about the individuals honored there. It's a unique opportunity to connect with Highland's past and enjoy a reflective journey through time.

To learn more please contact the Clerks Office at HTClerk@highlandtwp.org or Call 248-887-3791 x 5



7. Public Comment

Public Hearing

a) Knoblock Lake SAD

Begin Time:

End Time:

Comments:

b) Dunleavy and Leonard Lake

Begin Time:

End Time:

Comments:

c) Reprogram 2024 CDBG Funds

Begin Time:

End Time:

Comments:



**RESOLUTION#25-23: APPROVING THE ASSESSMENT ROLL FOR
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 6th day of October, 2025, the following resolution was offered by _____ and supported by _____:

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

Absent:

WHEREAS on September 8, 2025, the Township Board (the “Board”) of the Charter Township of Highland, Oakland County, Michigan, pursuant to a petition filed by Knoblock Lake residents, accepted plans and specifications for the chemical treatment of weeds and dam maintenance in Knoblock Lake (“the Project”) and further directed that the plans state the estimated cost of the Project on a three-year basis; and

WHEREAS the plans and specifications were presented by the Township Clerk to the Board and a public hearing for the purpose of meeting and hearing objections to the petitions, plans and specifications, district and estimate of cost was held on August 4th 2025; and

WHEREAS, subsequent to the public hearing, the Board resolved to complete the Project, approved the sufficiency of the petition and the district, and further directed the Supervisor to prepare a special assessment roll stating names and describing parcels to be assessed and the total amount to be assessed to each parcel, which amount is the relative portion of the whole sum to be levied against all parcels in the district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the district; and

WHEREAS the Supervisor prepared said assessment roll and presented it to the Board and which was filed with the Clerk’s office on August 5th, 2025, where it was available for public examination; and

WHEREAS Notice of Hearing on the special assessment roll was published twice, and such notices were also mailed to the persons with record ownership or interest as required by Act No. 188 of 1954, as amended; and

WHEREAS a public hearing was held on the special assessment roll for the purpose of meeting and hearing objections to the roll; and

WHEREAS no objections were heard thereto;

NOW THEREFORE BE IT RESOLVED THAT:

Pursuant to and in accordance with 1954 P.A. 188, as amended, we, the Township Board for the Charter Township of Highland, hereby confirm the assessment roll attached hereto as Exhibit A for the purpose of assessing each of the lands in the assessment district the sum of \$1,340.00 for a period of three (3) years in the amounts of \$446.67 per share per year for year One (1) and \$446.67 per share per year for year Two (2) and \$446.67 per share per year for year Three (3) for the cost and expenses to be incurred for the chemical treatment of weeds and dam maintenance and related services for Knoblock Lake, said assessment being the relative portion of the whole sum to be levied against all parcels in the district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the district.

This resolution was passed on this 6th day of October, 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, Cooper, Howe, Lewis and Salvia
Nays: None
Abstain: None

RESOLUTION DECLARED ADOPTED

Rick A. Hamill, Township Supervisor

Tami Flowers Mi PMC, 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 October 6, 2025.

Tami Flowers MiPMC, Township Clerk

**Knoblock Lake Special Assessment
Resolution #25-23
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
KNOBLOCK LAKE SPECIAL ASSESSMENT DISTRICT
CHARTER TOWNSHIP OF HIGHLAND,
OAKLAND COUNTY, MICHIGAN**

PLEASE TAKE NOTICE that the Supervisor and Assessing Officer of the Charter Township of Highland has reported to the Township Board and filed in the office of the Township Clerk for public examination a special assessment roll covering all properties within the Knoblock Lake Special Assessment District benefited by the proposed Knoblock Lake Weed Control and Dam Maintenance project. Said assessment roll has been prepared for the purpose of assessing a portion of the costs of the Knoblock Lake Weed Control and Dam Maintenance Project for the aforesaid Knoblock Lake Special Assessment District as more particularly shown on the petition request from the owners of more than fifty (50%) percent of the property affected by the Special Assessment District on file with the Township Clerk.

PLEASE TAKE FURTHER NOTICE that the assessment within said District is \$1,340.00 for a period of three (3) years in the amounts of \$446.67 per share per year for year One (1) and \$446.67 per share per year for year Two(2) and \$446.67 per share per year for year Three (3) for each of the parcels as stated within the Special Assessment District. The parcels against which the cost of the Project is to be assessed which district consists of the following property parcel numbers:

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 Assessing Officer has further reported that the assessment against each parcel of land with said district is such relative portion of the whole sum levied against all parcels of land in said district as the benefit to such parcels bears to the total benefit to all parcels of land in said District.

PLEASE TAKE FURTHER NOTICE that the Township Board will meet at the Charter Township of Highland Township Hall located at 205 N John St., Highland, Michigan at **6:30 pm** on the **6th day of October, 2025** for the purpose of reviewing said special assessment roll and hearing any objections thereto.

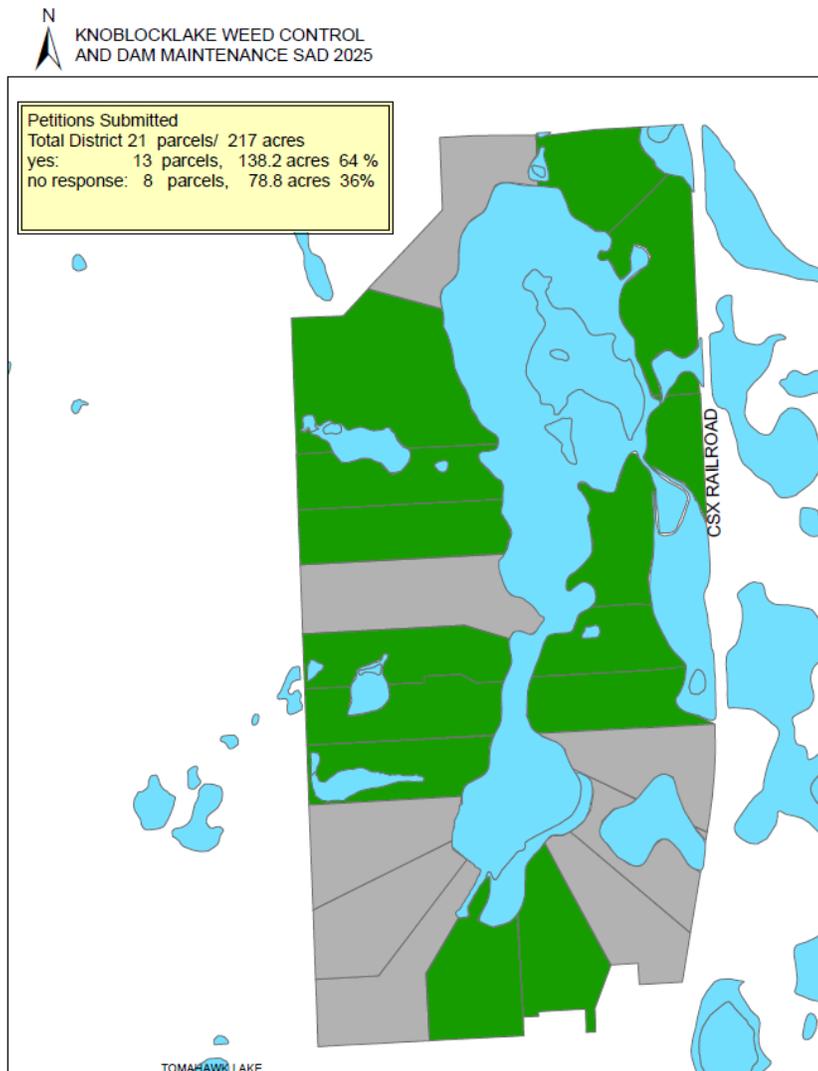
PLEASE TAKE FURTHER NOTICE that the owner or any person having an interest in property that is specially assessed may file a written appeal with the Michigan Tax Tribunal within thirty (30) days after confirmation of the special assessment roll. However, appearance and protest at the public

hearing on the special assessment roll are required in order to appeal the special assessment to the Michigan Tax Tribunal. An owner or other party in interest or his or her agent may 1) appear in person at the hearing to protest the special assessment or 2) file his or her hearing appearance or protest by letter before the close of the hearing. At such hearing, the Board will consider any written objections to the foregoing matters which might be filed with the Board at or prior to the time of the hearings as well as any revisions, corrections, amendments, or changes to the Special Assessment roll.

PLEASE TAKE FURTHER NOTICE that the Knoblock Lake Special Assessment District Roll is on file and may be examined at the office of the Township Clerk during regular office hours from the date of this Notice until and including the date of the public hearing and may further be examined at such public hearing.

**TAMI FLOWERS, MiPMC
TOWNSHIP CLERK
CHARTER TOWNSHIP OF HIGHLAND
205 N. JOHN STREET
HIGHLAND, MI 48357**

MILFORD TIMES: 9-17-2025 & 9-24-2025



Tami Flowers

From: jblood98 <jblood98@gmail.com>
Sent: Tuesday, September 9, 2025 10:33 AM
To: Rick A. Hamill; Tami Flowers; Grant Charlick; Jennifer Frederick; Joe Salvia; Brian Howe; Beth Lewis
Cc: Adrian S Gaviglio DC
Subject: Re: Knoblock Lake Proposed SAD

Follow Up Flag: Follow up
Flag Status: Flagged

James H. Youngblood

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

September 9, 2025

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

RE: Response to Board's Vote in Favor of Proposed Knoblock Lake SAD

Dear Members of the Highland Township Board of Trustees,

I am writing to follow up on the Board's unanimous decision to approve the proposed Knoblock Lake Special Assessment District (SAD) despite my written objection of July 29, 2025, and mine and others' public comments at the August 4 and September 9 hearings.

While I appreciate the Board's attention to our lake health and infrastructure, I remain concerned that the current SAD structure does not address several substantive issues of law and fairness that were raised both in writing and during the hearing. Proceeding in this manner risks undermining confidence in the Township's process and leaves the SAD vulnerable to challenge.

Key Concerns That Remain Unresolved

1. Proportionality of Assessments

Michigan law (**MCL 41.725(1)**) requires special assessments to be based on the benefit received. A flat, per-PIN model fails to meet this standard and creates inequities between large combined parcels and smaller single-lot parcels.

Under the current approach, combined lots now have their dues cut in half, while smaller, individual parcels must make up the difference. This outcome is not only inequitable, but it is backwards as it is in direct conflict with the intent of the Knobby Hill Farms Neighborhood

Association (KHFNA) covenants, which were designed to maintain parity among property owners.

2. Inconsistency with Petition Basis

The SAD petition was validated on acreage, yet the adopted model shifts to a flat-rate assessment. This inconsistency is difficult to reconcile and raises questions of fairness and transparency.

3. Necessity Not Demonstrated

The **Knobby Hill Farms Neighborhood Association** has successfully managed weed control and dam maintenance for decades under binding covenants. **No evidence was presented of failure or insufficiency that would justify Township intervention under MCL 41.722.**

4. Conflict with Existing Covenants

The SAD introduces a second, overlapping governance system that risks creating duplication, inequities, and potential legal conflicts with private agreements already in place.

A Constructive Path Forward

My objection was not aimed at halting lake management but ensuring it is done equitably and in compliance with the law. A more proportionate model—whether based on acreage, shoreline frontage, or another fair measure—would better align with statutory requirements, protect the Township from legal exposure, and respect the community’s existing framework.

I respectfully urge the Board to reconsider its approval or amend the SAD’s structure before implementation. Doing so would demonstrate a commitment not only to lake health, but also to fairness, transparency, and responsible governance.

Thank you again for your service to the community and for your consideration of these concerns.

Sincerely,

James H. Youngblood

KHFA Parcel #19 (PID# 1103376021)

On Mon, Sep 8, 2025 at 9:43 AM jblood98 <jblood98@gmail.com> wrote:

Hello Highland Township Board of Trustees,

I see that the Knoblock Lake SAD proposal is on the Agenda for tonight's meeting. I would like to remind you of my opposition to the establishment of this SAD (as currently proposed) for the reasons as follows:

1. Disparity in Costs: The proposed method—uniform assessment per Parcel Identification Number (PIN)—disregards proportionality and results in an inequitable cost distribution. If an alternative, fair assessment method can be adopted (i.e. acreage, shoreline length), I may reconsider my opposition.

2. Questionable Legal Basis for Declaring a "Necessity": 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. The proposed SAD appears **unnecessary** and may exceed the Township's statutory authority.

Please refer to my written correspondence dated July 29, 2025 that I have requested be recorded into record (attached) and that details the problems with the current proposal. Thank you for your service and for considering the interests of all affected property owners.

James Youngblood

On Tue, Aug 12, 2025 at 10:14 AM jblood98 <jblood98@gmail.com> wrote:

Hello Highland Township Board of Trustees,

I want to thank you for accepting my written letter (hand delivered to Tami Flowers on 7/30/25) into consideration during the public hearing held on August 4, 2025 (electronic copy attached for reference). I regret that I was unable to attend the hearing in person but appreciate the ability to participate in the discussion. It is my understanding that the board voted (unanimously) to postpone the vote to establish the proposed SAD (electronic copy attached for reference).

I would encourage each member to read my letter and carefully consider these points moving forward. Can you please advise if there will be any further public discussion on the topic, and if so, when? I would like to attend any meetings where this topic is considered and/or voted on. I appreciate your valuable service to our community.

Regards,
James Youngblood

Adrian Gaviglio
Doris Gaviglio
5400 Buckhorn Lake Road
Highland, Michigan 48357
asgdcpc@gmail.com
248-894-3878
July 30, 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,

Much of the following letter is opinion written by neighbors that has been shared and we agree with. That would pertain to opinions, findings, information and recommendations through item #5. Beyond #5 is our addition, information and opinion why the Knoblock Lake Special Assessment District needs to be amended.

We write to formally object to the proposed Knoblock Lake Special Assessment District (SAD) set for public hearing on August 4, 2025. While we support the goals of lake weed control and dam maintenance, we believe the current structure of the proposed SAD raises legal and equity concerns that must be addressed. Our desire is to ensure compliance with Michigan law and equitable distribution of benefit to cost for all residents within the geographical boundaries of the SAD.

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.

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. 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.

6. Response to township assessment rationale.

I visited the township hall on 7/24/25. I asked why the assessment for the SAD was structured that each parcel, regardless of acreage, lake frontage or SEV was be assessed equally. I was informed that the Township determined that because all parcels have equal rights to use the lake, an equal assessment was justified. The township formula is certainly simple and easier for the township to calculate.

However we deem it inequitable for following reasons and examples as well as the previous points 1-5.

The information I've been aware of regarding SADs for road or utility projects utilizes an assessment process based upon additional individual parcel criteria **EVEN THOUGH ALL PROPERTY OWNERS HAVE EQUAL ACCESS TO THE UTILITY OR THE ROAD IN ITS ENTIRETY**. In these cases assessments may be based on factors including frontage, acreage and SEV.

Presently there is a project under way in the Midland area to restore lakes and dams after a catastrophic flood. In assessing parcel owners, The Four Lakes Task Force included factors beyond equal lake access. Those factors included derived benefit, lake frontage advantage, water view advantage, and a water depth consideration (deeper = greater factor). It should be noted that recently the Michigan Supreme court upheld the FLTF assessment process after legal challenge.

We recognize that there isn't a perfect assessment process. However we deem the present Township assessment formula significantly flawed and easily improved by simply assessing on an acreage basis or SEV. The information necessary to calculate a more equitable assessment would be readily available at the township offices.

We respectfully request that this letter be entered into the official record for the August 4, 2025 hearing. We urge the Township Board to 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,



Adrian Gaviglio



Doris Gaviglio

Parcel # H-11-03-376-014

5400 Buckhorn Lake Road
Highland, Michigan 48357
248-894-3878
asgdcpc@gmail.com

OPERATIONS & MAINTENANCE ASSESSMENT

Pays for annual administration, operations and maintenance of the four dams

Timing: December 2025 - December 2029

Amount: \$80-\$300

'25-'29 O&M ASSESSMENT MAP

'25-'29 O&M ASSESSMENT ROLL

CAPITAL IMPROVEMENTS ASSESSMENT

Pays for design and construction of repairs and restoration

Timing: December 2025 - December 2065

Amount: \$450-\$1,800

CAPITAL ASSESSMENT MAP

CAPITAL ASSESSMENT ROLL

OPERATIONS AND CAPITAL ASSESSMENT CALCULATION

$$\left(\frac{\text{Base x Derived x Frontage x Waterfront View x Water Depth} = \text{Parcel Factor}}{\text{Sum of All Parcel Benefit Factors [Approx. 5,550]}} \right) \times \left(\text{Computation of Cost}^* \right)$$

*For the O&M Assessment, must subtract the at-large assessment amount from the computation of cost

BASE x

DERIVED BENEFIT x

FRONTAGE x

WATERFRONT VIEW x

WATER DEPTH

Base Factor	Factor Amount
Cemeteries, schools,	0

2025 FOUR LAKE TASK FORCE ASSESSMENT FORMULA

Tami Flowers

From: jblood98 <jblood98@gmail.com>
Sent: Tuesday, August 12, 2025 10:14 AM
To: Rick A. Hamill; Tami Flowers; Grant Charlick; Jennifer Frederick; Joe Salvia; Brian Howe; Beth Lewis
Subject: Knoblock Lake Proposed SAD
Attachments: Youngblood SAD Response.pdf; SAD Proposal.pdf

Hello Highland Township Board of Trustees,

I want to thank you for accepting my written letter (hand delivered to Tami Flowers on 7/30/25) into consideration during the public hearing held on August 4, 2025 (electronic copy attached for reference). I regret that I was unable to attend the hearing in person but appreciate the ability to participate in the discussion. It is my understanding that the board voted (unanimously) to postpone the vote to establish the proposed SAD (electronic copy attached for reference).

I would encourage each member to read my letter and carefully consider these points moving forward. Can you please advise if there will be any further public discussion on the topic, and if so, when? I would like to attend any meetings where this topic is considered and/or voted on. I appreciate your valuable service to our community.

Regards,
James Youngblood

Tami Flowers

From: Adrian S Gaviglio DC <asgdcpc@gmail.com>
Sent: Tuesday, August 5, 2025 12:41 PM
To: Rick A. Hamill; Tami Flowers; frekerick@highlandtwp.org; Grant Charlick; Brian Howe; Beth Lewis; Joe Salvia
Subject: SAD for Knobloch Lake Follow Up



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender
asgdcpc@gmail.com

Dear Highland Board of Trustees

Last evening at the Highland Township Hall I had the opportunity to address the board regarding the inequities in the assessment process within the presented Knobloch Lake SAD. The goal of the SAD is a worthy one. Yet the criteria and process to arrive at goal should be a fair and balanced one.

Last night when I inquired whether board members had previously read submitted letters from Amy and Jim Youngblood as well as the letter from Doris and I, I was surprised that several board members hadn't read both or either.

I respectfully ask that each one of you to read both letters.

Within the Youngblood letter there is reference to court decisions citing the required balance of equity to property owners within a SAD.

Yesterday, I cited factors that the Four Lakes Task Force used in determining their SAD.

Incidentally, the FLTF assessment process was recently upheld by the Michigan Supreme Court against challenge.

We believe an assessment proportional to number of parcel acres to be a more equitable recipe. Perhaps SEV.

As I related last evening, I was able to calculate quotients/\$ per acre for individual years as well as an average over the 3yr. duration of the proposed SAD. It was not a complicated process. I will happily share that data.

I thank you for the opportunity to present our case to board last evening, for reading this letter, and reading previously submitted letters.

If discussion or more information is desired, please feel free to contact me.

Kindest regards,
Dr. Adrian Gaviglio
5400 Buckhorn Lake Road
Highland, Michigan 48357
248-894-3878
asgdcpc@gmail.com

Sent from my iPad

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:

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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)

Adrian Gaviglio
Doris Gaviglio
5400 Buckhorn Lake Road
Highland, Michigan 48357
asgdcpc@gmail.com
248-894-3878
July 30, 2025

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

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However we deem it inequitable for following reasons and examples as well as the previous points 1-5.

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We recognize that there isn't a perfect assessment process. However we deem the present Township assessment formula significantly flawed and easily improved by simply assessing on an acreage basis or SEV. The information necessary to calculate a more equitable assessment would be readily available at the township offices.

We respectfully request that this letter be entered into the official record for the August 4, 2025 hearing. We urge the Township Board to 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,



Adrian Gaviglio



Doris Gaviglio

Parcel # H-11-03-376-014

5400 Buckhorn Lake Road
Highland, Michigan 48357
248-894-3878
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OPERATIONS & MAINTENANCE ASSESSMENT

Pays for annual administration, operations and maintenance of the four dams

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'25-'29 O&M ASSESSMENT ROLL

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CAPITAL ASSESSMENT MAP

CAPITAL ASSESSMENT ROLL

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*For the O&M Assessment, must subtract the at-large assessment amount from the computation of cost

BASE x

DERIVED BENEFIT x

FRONTAGE x

WATERFRONT VIEW x

WATER DEPTH

Base Factor	Factor Amount
Cemeteries, schools,	0

2025 FOUR LAKE TASK FORCE ASSESSMENT FORMULA

Tami Flowers

From: jblood98 <jblood98@gmail.com>
Sent: Tuesday, August 12, 2025 10:14 AM
To: Rick A. Hamill; Tami Flowers; Grant Charlick; Jennifer Frederick; Joe Salvia; Brian Howe; Beth Lewis
Subject: Knoblock Lake Proposed SAD
Attachments: Youngblood SAD Response.pdf; SAD Proposal.pdf

Hello Highland Township Board of Trustees,

I want to thank you for accepting my written letter (hand delivered to Tami Flowers on 7/30/25) into consideration during the public hearing held on August 4, 2025 (electronic copy attached for reference). I regret that I was unable to attend the hearing in person but appreciate the ability to participate in the discussion. It is my understanding that the board voted (unanimously) to postpone the vote to establish the proposed SAD (electronic copy attached for reference).

I would encourage each member to read my letter and carefully consider these points moving forward. Can you please advise if there will be any further public discussion on the topic, and if so, when? I would like to attend any meetings where this topic is considered and/or voted on. I appreciate your valuable service to our community.

Regards,
James Youngblood

Tami Flowers

From: Adrian S Gaviglio DC <asgdcpc@gmail.com>
Sent: Tuesday, August 5, 2025 12:41 PM
To: Rick A. Hamill; Tami Flowers; frekerick@highlandtwp.org; Grant Charlick; Brian Howe; Beth Lewis; Joe Salvia
Subject: SAD for Knobloch Lake Follow Up



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender
asgdcpc@gmail.com

Dear Highland Board of Trustees

Last evening at the Highland Township Hall I had the opportunity to address the board regarding the inequities in the assessment process within the presented Knobloch Lake SAD. The goal of the SAD is a worthy one. Yet the criteria and process to arrive at goal should be a fair and balanced one.

Last night when I inquired whether board members had previously read submitted letters from Amy and Jim Youngblood as well as the letter from Doris and I, I was surprised that several board members hadn't read both or either.

I respectfully ask that each one of you to read both letters.

Within the Youngblood letter there is reference to court decisions citing the required balance of equity to property owners within a SAD.

Yesterday, I cited factors that the Four Lakes Task Force used in determining their SAD.

Incidentally, the FLTF assessment process was recently upheld by the Michigan Supreme Court against challenge.

We believe an assessment proportional to number of parcel acres to be a more equitable recipe. Perhaps SEV.

As I related last evening, I was able to calculate quotients/\$ per acre for individual years as well as an average over the 3yr. duration of the proposed SAD. It was not a complicated process. I will happily share that data.

I thank you for the opportunity to present our case to board last evening, for reading this letter, and reading previously submitted letters.

If discussion or more information is desired, please feel free to contact me.

Kindest regards,
Dr. Adrian Gaviglio
5400 Buckhorn Lake Road
Highland, Michigan 48357
248-894-3878
asgdcpc@gmail.com

Sent from my iPad

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)

Re: Knoblock Lake Proposed SAD

From jblood98 <jblood98@gmail.com>

Date Tue 9/9/2025 10:32 AM

To Rick A. Hamill <rick.hamill@highlandtwp.org>; Tami Flowers <tami.flowers@highlandtwp.org>; Grant Charlick <grant.charlick@highlandtwp.org>; Jennifer Frederick <frederickj@highlandtwp.org>; Joe Salvia <Joe.salvia@highlandtwp.org>; Brian Howe <brian.howe@highlandtwp.org>; Beth Lewis <beth.lewis@highlandtwp.org>

Cc Adrian S Gaviglio DC <asgdcpc@gmail.com>

James H. Youngblood

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

September 9, 2025

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

RE: Response to Board's Vote in Favor of Proposed Knoblock Lake SAD

Dear Members of the Highland Township Board of Trustees,

I am writing to follow up on the Board's unanimous decision to approve the proposed Knoblock Lake Special Assessment District (SAD) despite my written objection of July 29, 2025, and mine and others' public comments at the August 4 and September 9 hearings.

While I appreciate the Board's attention to our lake health and infrastructure, I remain concerned that the current SAD structure does not address several substantive issues of law and fairness that were raised both in writing and during the hearing. Proceeding in this manner risks undermining confidence in the Township's process and leaves the SAD vulnerable to challenge.

Key Concerns That Remain Unresolved

1. Proportionality of Assessments

Michigan law (**MCL 41.725(1)**) requires special assessments to be based on the benefit received. A flat, per-PIN model fails to meet this standard and creates inequities between large combined parcels and smaller single-lot parcels.

Under the current approach, combined lots now have their dues cut in half, while smaller, individual parcels must make up the difference. This outcome is not only inequitable, but it is backwards as it is in direct conflict with the intent of the Knobby Hill Farms

Neighborhood Association (KHFNA) covenants, which were designed to maintain parity among property owners.

2. Inconsistency with Petition Basis

The SAD petition was validated on acreage, yet the adopted model shifts to a flat-rate assessment. This inconsistency is difficult to reconcile and raises questions of fairness and transparency.

3. Necessity Not Demonstrated

The **Knobby Hill Farms Neighborhood Association** has successfully managed weed control and dam maintenance for decades under binding covenants. No evidence was presented of failure or insufficiency that would justify Township intervention under **MCL 41.722**.

4. Conflict with Existing Covenants

The SAD introduces a second, overlapping governance system that risks creating duplication, inequities, and potential legal conflicts with private agreements already in place.

A Constructive Path Forward

My objection was not aimed at halting lake management but ensuring it is done equitably and in compliance with the law. A more proportionate model—whether based on acreage, shoreline frontage, or another fair measure—would better align with statutory requirements, protect the Township from legal exposure, and respect the community’s existing framework.

I respectfully urge the Board to reconsider its approval or amend the SAD’s structure before implementation. Doing so would demonstrate a commitment not only to lake health, but also to fairness, transparency, and responsible governance.

Thank you again for your service to the community and for your consideration of these concerns.

Sincerely,

James H. Youngblood

KHFA Parcel #19 (PID# 1103376021)

On Mon, Sep 8, 2025 at 9:43 AM jblood98 <jblood98@gmail.com> wrote:

Hello Highland Township Board of Trustees,

I see that the Knoblock Lake SAD proposal is on the Agenda for tonight's meeting. I would like to remind you of my opposition to the establishment of this SAD (as currently proposed) for the reasons as follows:

1. **Disparity in Costs:** The proposed method—uniform assessment per Parcel Identification Number (PIN)—disregards proportionality and results in an inequitable cost distribution. If an alternative, fair assessment method can be adopted (i.e. acreage, shoreline length), I may reconsider my opposition.

2. **Questionable Legal Basis for Declaring a "Necessity":** 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. The proposed SAD appears **unnecessary** and may exceed the Township's statutory authority.

Please refer to my written correspondence dated July 29, 2025 that I have requested be recorded into record (attached) and that details the problems with the current proposal. Thank you for your service and for considering the interests of all affected property owners.

James Youngblood



**RESOLUTION #25-24: TO PROCEED WITH THE
DUNLEAVY AND LEONARD LAKE SPECIAL
ASSESSMENT DISTRICT FOR THE CONTROL OF
WEEDS IN DUNLEAVY AND LEONARD 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 6th day of October, 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 September 8th, 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 in Dunleavy and Leonard Lakes ("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 October 6, 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 and related services for Dunleavy and Leonard Lakes is hereby approved.

2. The plans for the Project and the estimate of cost for the completion thereof of \$61,7110.00 (Sixty-one thousand, seven hundred and eleven dollars) are approved and the Township hereby determines to proceed with the Project which shall also be known as the Dunleavy and Leonard Lake Weed Control Project.

3. A Special Assessment District to be known as the Dunleavy and Leonard 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 five 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 \$61,711.00 (Sixty-one thousand, seven hundred and eleven 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 Dunleavy and Leonard 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 October 7th, 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 November 3rd, 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 6th day of October 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 October 6, 2025.

Tami Flowers MiPMC, Clerk

**Dunleavy and Leonard Lake Special
Assessment Resolution #25-24
Exhibit A**

1114100034	1115254004	1115277012	1115278010	1115278035
1114100035	1115254005	1115277013	1115278015	1115278037
1114100041	1115254006	1115277015	1115278018	1115278038
1114100043	1115254007	1115277016	1115278019	1115278039
1114100052	1115254012	1115277017	1115278020	1115278040
1114100053	1115277002	1115277018	1115278021	1115278041
1114301004	1115277007	1115278004	1115278031	1115278042
1115254001	1115277008	1115278005	1115278032	1115427001
1115254002	1115277009	1115278006	1115278033	1115427021
1115254003	1115277010	1115278007	1115278034	

DUNLEAVY/LEONARD LAKES WEED CONTROL SAD 2026

Legend

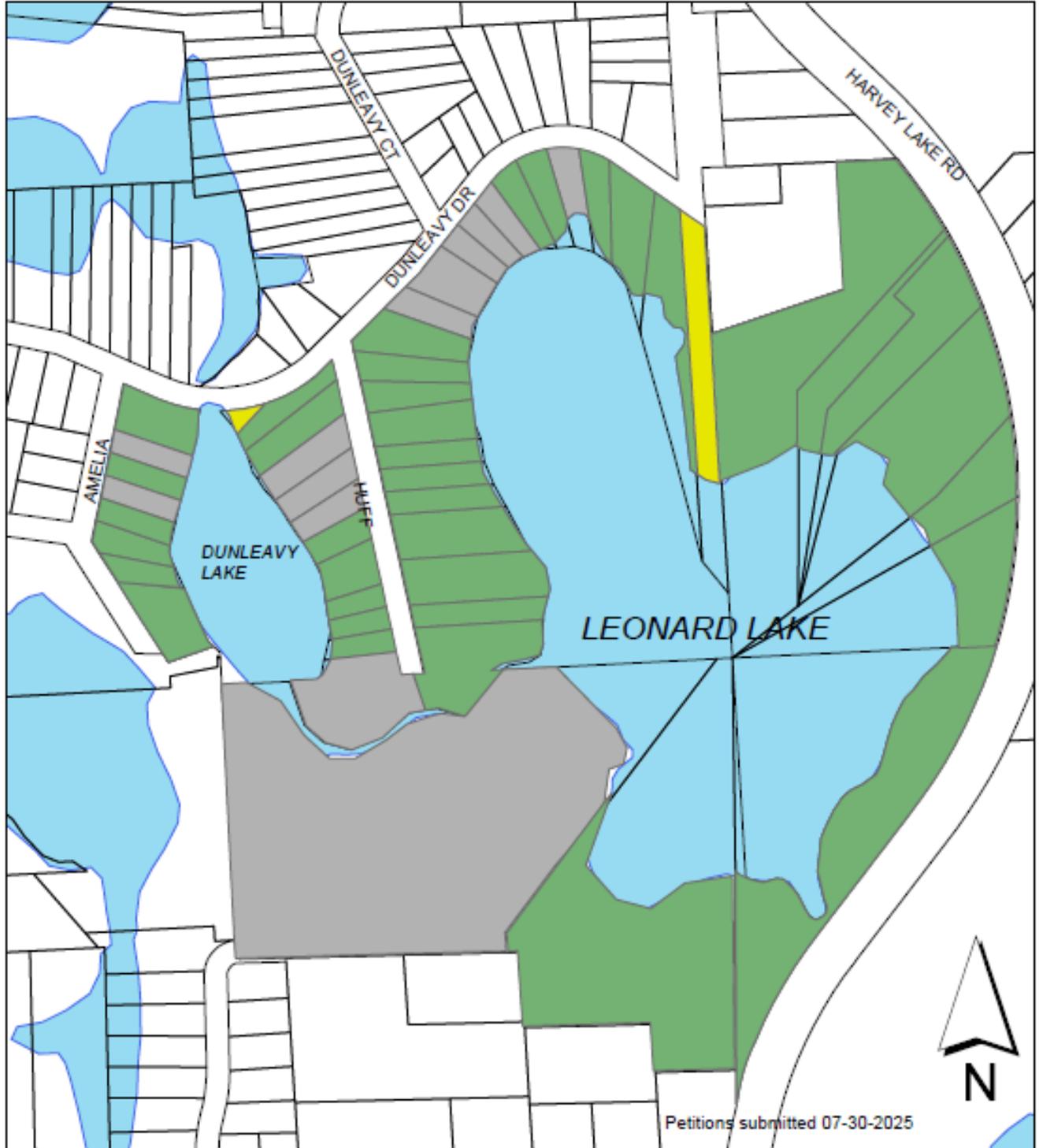
<all other values>

SIGNATURE
EXEMPT

NONE

YES

Signatures gathered for 37/50 parcels = 74 percent
representing 34/51.85 acres = 74 percent



**954 PA 188 PROCEEDINGS NOTICE OF PUBLIC HEARING
NOTICE OF PUBLIC HEARING
DUNLEAVY ANDN LEONARD 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 Dunleavy and Leonard 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 in Dunleavy and Leonard Lakes 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:

1114100034	1115254004	1115277012	1115278010	1115278035
1114100035	1115254005	1115277013	1115278015	1115278037
1114100041	1115254006	1115277015	1115278018	1115278038
1114100043	1115254007	1115277016	1115278019	1115278039
1114100052	1115254012	1115277017	1115278020	1115278040
1114100053	1115277002	1115277018	1115278021	1115278041
1114301004	1115277007	1115278004	1115278031	1115278042
1115254001	1115277008	1115278005	1115278032	1115427001
1115254002	1115277009	1115278006	1115278033	1115427021
1115254003	1115277010	1115278007	1115278034	

PLEASE TAKE FURTHER NOTICE that the Township Board has received an estimate of the costs of such weed control in Dunleavy and Leonard Lake for a total period of five years (5) years in the amount of \$252.00 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 6 day of October, 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: Highland Township Board of Trustees

From: Rick Hamill

Date: September 24, 2025

Re: Recommendation to Reprogram Remaining 2024 CDBG Funds

In 2024, we received \$24,693.00 in CDBG funds to install window treatments at the Highland Activity Center, located at 209 N. John Street. Of that amount, \$12,106.00 remains unspent.

I recommend reprogramming the remaining funds to support the Activity Center kitchen remodel, which we have already allocated 2025 CDBG funds toward. This reallocation would help further progress the project and ensure efficient use of available resources.



**RESOLUTION# 25-27
TO REPROGRAM 2024 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

At a regular meeting of the Township Board (the "Board") of the Charter Township of Highland, Oakland County, Michigan (the "Township"), held on the 6th day of October 2025:

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

The following resolution was moved by _____ and supported by _____:

BE IT RESOLVED that the Charter Township of Highland Board of Trustees, Oakland County, Michigan, hereby approves the reprogramming of 2024 CDBG funds, from account #731696, in the amount of \$12,106.00 toward 2024 CDBG Senior Centers, account #731696. The reprogrammed funds will be used to provide a kitchen remodel at 209 N. John Street, Highland MI.

This resolution passed this 6th day, of October 2025 at a regular meeting of the Charter Township of Highland Board. A roll call vote was taken on the foregoing resolution and was as follows:

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

RESOLUTION DECLARED APPROVED

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on October 6th, 2025.

Tami Flowers MiPMC, Clerk

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

NOTICE IS HEREBY GIVEN that the Highland Township Board of Trustees will conduct a Public Hearing on the use of Community Development Block Grant Funds. The Hearing will be held on Monday, October 6, 2025 at 6:30 p.m. at the Highland Township Auditorium 205 N. John Street, Highland MI. For the purpose of hearing public comments on the Community Development Block Grant Program year 2024 reprogramming application in the approximate amount of \$12,106.00 to fund the senior center kitchen remodel at the Highland Activity Center located at 209 N. John Street, Highland MI.

Existing - 2024 Program Year

Activity Number	731696
Activity Description	Senior Centers – Partition Walls/Window Treatments
Amount	\$12,106.00

Proposed - 2024 Program Year

Activity Number	731696
Activity Description	Senior Centers - Kitchen Remodel
Amount	\$12,106.00

All interested citizens are requested to attend the Hearing. Comments will also be received in writing, in person at the Highland Township Clerk's Offices or by email clerk@highlandtwp.org until Monday, October 6, 2025 by noon. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Please contact the Township Office at 248-887-3791 X 4 for further information.

Rick Hamill
Supervisor
Charter Township of Highland

Published at www.highlandtwp.org Friday, September 26, 2025
Posted at Highland Township Hall Friday September 26, 2025



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: October 6, 2025
Re: Hiring for Full-time Assistant Building Inspector

I am submitting for your consideration the recommendation to appoint Jeff Kessler to the position of Assistant Building Inspector for Highland Township. This position will work under the direct supervision of the Building Official and is responsible for assisting with field inspections related to construction, renovations, and code compliance throughout the Township. The Assistant Building Inspector plays a key role in ensuring that building projects meet all applicable local, state, and federal codes and ordinances.

This role requires technical knowledge of building systems and construction practices, as well as the ability to interpret and enforce building codes with consistency, accuracy, and professionalism. Strong communication skills are essential, as the position involves regular interaction with contractors, property owners, and Township staff.

The opening was advertised through multiple channels, including the Township website, digital sign, and social media platforms. After a thorough review of applicants and discussion with the hiring committee, we are confident that Mr. Kessler brings the necessary skills, experience, and commitment to serve the community effectively in this role.

Candidate Name: Jeff Kessler

Starting Date: October 7, 2025

Starting Hourly Wage: \$24.99/ hour

Grade: 3

Classification: Full-time

Seasonal: No

Exempt: No

Maximum Hours: 1,950 max per year

Position Title: Assistant Building Inspector

Regular Schedule: Yes

Department Name/Head: Supervisor Department, Rick Hamill / Building Department, Steve Tino

Interviewed by: Rick Hamill and Steve Tino

Budget Amendment Needed: Yes

I recommend that we hire Jeff Kessler to fill the position of Assistant Building Inspector and approve the budget amendment. Starting pay will be \$24.99/ hour, not to exceed 37.5 hours per week. Effective start date will be October 7, 2025.

Warm inside. Great outdoors.



BUDGET AMENDMENT WORKSHEET
2025 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - October 6, 2025

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Expenditures:				
101-371-703.003 BLDG: ASST INSPECTOR WAGE F-T	\$0.00	\$0.00	+ \$11,621.00	\$11,621.00
			<u>\$11,621.00</u>	

Purpose of Amendment:

To add additional expense for new full-time Assistant Building Inspector.

Current Surplus	\$	199,369.00
Add: Increase in Revenue	\$	-
Less: Net Increase in Expenditures	\$	(11,621.00)
Remaining Surplus	\$	<u>187,748.00</u>



**RESOLUTION 25-25
2025 WINTER TAX ROLL SPECIAL ASSESSMENTS**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, October 6, 2025, at 6:30 p.m.:

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

Absent:

The following motion was offered by _____ and supported by _____:

BE IT RESOLVED THAT the Township Board of the Charter Township of Highland, Oakland County, Michigan, hereby approves the following Special Assessment to be placed on the 2025 Winter Tax Roll:

NOXIOUS WEEDS/BLIGHT TOTAL	\$3,085.00
11-12-102-005	\$255.00
11-27-109-031	\$315.00
11-27-101-001	\$245.00
11-27-301-012	\$225.00
11-13-456-011	\$620.00
11-12-131-037	\$215.00
11-32-477-003	\$295.00
11-13-351-003	\$395.00
11-13-402-017	\$215.00
11-11-155-001	\$305.00

This resolution passed this 6th day of October 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, Supervisor

Tami Flowers Clerk MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on October 6, 2025.

Tami Flowers MiPMC, Clerk



**RESOLUTION 25-26 DECLARING SURPLUS PROPERTY AND
ACCEPTING THE OFFER TO PURCHASE THEREFOR
Vacant Property located south of the Church of the Holy Spirit in Highland Township**

At a Regular Township Board Meeting of the Charter Township of Highland held in the Township Hall, located at 205 N. John Street, Highland Township, Michigan on the 6th day of October, 2025 at 6:30 p.m.

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

ABSENT: None

The following preamble and resolution were offered by _____ and supported by _____.

RECITALS:

WHEREAS, the Township owns approximately 1.03 +/- acres of vacant property located south of 3700 Harvey Lake Road in Highland Township on Harvey Lake Road in Highland Township, as more particularly described in the attached as **Exhibit A** (the "Property"); and

WHEREAS, the Township is lawfully empowered by the Charter Township Act, Act 359 of 1947, as amended, and MCL 42.14 to convey Township property that is not needed for a public purpose; and

WHEREAS, the Property is not needed for public purpose; and

WHEREAS, the Township sought sealed bids from persons interested in purchasing the Property and received one (1) completed bid package from Daniel Mata in the amount of \$75,001; and

WHEREAS, on September 17, 2025, Daniel Mata submitted an Offer to Purchase the Property, attached as **Exhibit B**; and

WHEREAS, the Township Board of the Charter Township of Highland desires to accept the Offer to Purchase Property and to proceed with the sale of the Property to Daniel Mata.

NOW, THEREFORE, IT IS THEREFORE RESOLVED THAT:

1. The Offer to Purchase Property, attached hereto as **Exhibit B**, for the sale of the Property between the Township and Daniel Mata is accepted.
2. The Township Supervisor is authorized to complete and sign the Acceptance of Offer to Purchase Property, and any and all documents necessary to complete the sale of the Property.

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 foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Highland, Oakland County, Michigan at a regular meeting held on the 6th day of October, 2025.

Tami Flowers, MiPMC, Clerk

Exhibit A

[LEGAL DESCRIPTION OF PROPERTY]

T3N, R7E, SEC 11 PART OF SW 1/4 BEG AT PT DIST N 00-17-00 E 487.47 FT & N 89-56-50 E 60.00 FT & N 00- 17-00 E 816.11 FT FROM SW SEC COR, TH N 00-17-00 E 220.00 FT, TH E 204.00 FT, TH S 220.00 FT, TH W 205.09 FT TO BEG 1.03 A

EXHIBIT B
[ATTACH OFFER TO PURCHASE PROPERTY]



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: October 6, 2025

Re: Recommendation for Sale of Surplus Property: South of 3700 Harvey Lake Road old well site

Attached for your review are the surplus land sale documents, including the bid tally sheet and the submitted offer to purchase.

The Harvey Lake Road well site was advertised for sale on the Township's website, social media platforms, and with signage posted at the property. The starting bid was set at \$75,000.00. At the close of the bidding period, one bid was received.

I recommend that the Township Board authorize the Supervisor to sign the offer to purchase and accept the bid from Daniel Rene Mata, DBA Elite Arbor and Land Contracting LLC, in the amount of \$75,001.00.

Motion: To authorize the Township Supervisor to sign the offer to purchase and accept the bid from Daniel Rene Mata, DBA Elite Arbor and Land Contracting LLC, in the amount of \$75,001.00, for the sale of the surplus property located south of 3700 Harvey Lake Road (old well site).

Enclosures: Bid Tally Sheet & Offer to Purchase

OFFER TO PURCHASE PROPERTY

The Purchaser, whose name and address appear on page 4, offers to purchase from the Charter Township of Highland ("Township") as Seller, whose address is 205 N. John Street, Highland, MI 48357, the real property described in this Offer that the Township has determined to be surplus property. Purchaser hereby offers to purchase the Property described in this Offer from the Township/Seller according and subject to the terms and conditions in this Offer, which is also referred to herein as the "Agreement."

Property.

The real property that is the subject of this Offer ("Property") is:

1. A vacant parcel of land.
2. Zoned LV/Lakes & Villages
3. Located south of 3700 Harvey Lake Road
4. Assigned Tax Parcel No. 11-11-306-016
5. Legally described below or in the attachment to this Offer.

T3N, R7E, SEC 11 PART OF SW 1/4 BEG AT PT DIST N 00-17-00 E 487.47 FT & N 89-56-50 E 60.00 FT & N 00- 17-00 E 816.11 FT FROM SW SEC COR, TH N 00-17-00 E 220.00 FT, TH E 204.00 FT, TH S 220.00 FT, TH W 205.09 FT TO BEG 1.03 A

Interest Being Purchased.

This Offer is for all of Seller's rights, title, and interests in the Property, including all property division rights under the Land Division Act, if any, and free from all liens, liabilities, encroachments, and encumbrances other than the Permitted Encumbrances described below, through a conveyance of fee simple marketable title by a Quit Claim Deed from Seller that is subject to existing building and use restrictions, if any, the Township Zoning Ordinance, and easements and rights-of-way of record ("Permitted Encumbrances").

Condition of Property.

Subject to Purchaser's rights under the Property Entry and Inspection Rights paragraph, this Offer is to purchase and accept the Property at closing in its then present condition, "as-is" and without any express or implied representation or warranty by Seller of that condition.

Taxes.

This Offer is made with the understanding that the Property has been exempt from property taxation such that there will be no taxes to pro-rate at closing, that Purchaser will be solely responsible for payment of all property taxes that are assessed after the Property is placed back on the tax roll, and that any values of the Property that may be shown on the Township's assessing records will be subject to adjustment when the Property is placed back on the tax roll.

Purchase Price and Deposit.

The amount being offered as the purchase price for the Property to be paid in cash or cash equivalent at closing is \$ 75,001.00. This Offer and Purchaser's ability to pay the purchase price at closing is not conditioned on or subject to Purchaser obtaining a mortgage or other loan.

The sum of \$ 3,750.05, has been tendered to Seller as a deposit to be held by Seller and applied to the purchase price at closing, returned if Purchaser has and timely exercises a right to cancel under this Offer, or forfeited to Seller if Purchaser fails to satisfy one or more of its obligations under this Offer.

Evidence of Title and Objections.

Within seven (7) days of Seller's acceptance of this Offer, Purchaser, at its sole cost and expense, shall order a title insurance commitment in the amount of the Purchase Price from the title insurance company and office designated in the Seller's acceptance of this offer, or if none, from a title insurance company and office selected by Purchaser. Purchaser's order shall include instructions that copies be provided to Purchaser and Seller within 14 days and a copy of the order shall be provided to Seller.

If, within seven (7) days of the title insurance commitment being received, Purchaser notifies Seller in writing of specified title defects that must be corrected for title to be in the condition required, Seller shall have 30 days from the date of that notice to use its best good faith efforts to cure such defects or to obtain the title insurance commitment to insure over defects to which objection was made. If Seller is unable to cure such defects within that time, Purchaser shall have the option to either: (i) waive the defects and proceed with this transaction; or (ii) cancel this Agreement by written notice to Seller, in which event neither party shall have any further liability or obligation hereunder, except that the Deposit shall be immediately returned to Purchaser. However, if any of the defects are represented by liens or encumbrances of an ascertainable amount, and Purchaser elects to close this transaction, Purchaser may satisfy and discharge or assume such liens and/or encumbrances and deduct such amount from the Purchase Price due at closing.

Upon the expiration of seven (7) days from a title insurance commitment being received without Purchaser notifying Seller of title defects to be corrected, or a waiver of title defects by Purchaser, a closing shall be scheduled once the requirements of the Property Entry and Inspection Rights paragraph have been waived or satisfied.

At or before closing, Purchaser shall pay for a final policy of title insurance to be issued pursuant to the title insurance commitment and Seller will provide such documents to the title insurance company as reasonably and generally required for issuance of such policies without all standard exceptions except those related to surveys, the responsibility for which is the Purchaser's.

Property Entry and Inspection Rights.

Within seven (7) days of Seller's acceptance of this Offer, Purchaser shall provide written notice to Seller if and for what purposes it intends to exercise rights under this paragraph. Failure to give the notice shall be treated as a waiver of inspection rights under this paragraph for purposes of scheduling a closing.

During the 45 day period that begins with Seller's acceptance of this Offer ("Due Diligence Period"), Purchaser, by its identified employees, agents, or contractors, shall have the right to enter upon the Property after 24 hours prior written notice to Seller, for the purposes of inspecting the Property and performing reasonable, non-destructive investigations, studies and tests, such as surveys and engineering studies; provided, however, that Purchaser shall not be permitted to conduct physical or invasive testing (including, without limitation, any environmental testing other than a Phase I study) without Seller's prior written consent, which will not be unreasonably withheld. Any and all investigations, studies and tests shall be at Purchaser's sole expense, and Purchaser shall restore the Property to substantially the same condition as existed before such investigations, studies or tests were performed.

If as a result of Purchaser's inspections under this paragraph, the condition of the Property is not acceptable due to the presence of environmental contamination, encroachments on or from adjoining property, or an abnormal underground condition that will substantially interfere with and

increase Purchaser's construction costs, Purchaser may, at its option by written notice to Seller prior to expiration of the Due Diligence Period, provide notice of Purchaser's intention to cancel this Agreement and the reasons therefore, to be effective seven (7) days after the notice. If, during the seven (7) day notice period Seller and Purchaser do not agree in writing to an amendment of the Purchase Price or other resolution of Purchaser's objections, by a second written notice to Seller, Purchaser may cancel this Agreement. In that event, the Deposit shall be immediately returned to Purchaser, and the parties shall have no further rights or obligations under this Agreement.

Upon the expiration of the Due Diligence Period without a timely Purchaser notice of an unacceptable condition, or a written agreement resolving any such objections, a closing shall be scheduled.

Closing.

The closing on the purchase of the Property under this Offer shall occur on a date that is no later than 14 days from when it is to be scheduled under the Evidence of Title and Objections and Property Rights and Inspection paragraphs, whichever is later, with the actual date and time to be scheduled with the title insurance company office by Seller after consulting and agreeing with Purchaser. Time is of the essence with regard to the Closing Date.

The closing shall be conducted by the title insurance company office designated in the Seller's acceptance of this offer, or if none, by the office of a title insurance company selected by Purchaser and agreed to by Seller, and shall be held at the Township offices or the title insurance company's office if it is located in or reasonably close to the Township offices.

Purchaser shall be responsible for paying all title insurance company document preparation, closing, title insurance commitment or policy, and any other fees or charges, and all recording fees.

At the closing, Seller and Purchaser shall each execute and deliver to the other appropriate closing statements setting forth the Purchase Price and all payments required by this Offer, together with all additional documents required to complete the purchase and sale of the Property in accordance with the terms and conditions of this Offer. Seller shall prepare the Quit Claim Deed at no cost to Purchaser.

Possession.

Purchaser shall have the exclusive possession of the Property immediately upon completion of the closing.

Default.

Absent a timely exercised cancellation that Purchaser has a right to do, if Purchaser fails to proceed with its purchase of the Property or otherwise defaults in complying with one or more of the terms and conditions of this Offer, Seller may, after written notice of default to Purchaser and Purchaser's failure to cure the specified default(s) within 14 days of the notice, declare a forfeiture hereunder and retain the Deposit as liquidated damages and the Seller's sole remedy for Purchaser's default. If Seller fails to proceed with its sale of the Property or otherwise defaults in complying with one or more terms and conditions of this Offer, Purchaser may, after written notice of default to Seller and Seller's failure to cure the default within 14 days of the notice, (a) elect to enforce the terms hereof by specific performance, or (b) demand and be entitled to an immediate refund of the Deposit.

Notices.

Any notice or other communication required or desired, to be given hereunder shall be in writing to the addresses in this Agreement, with notices to the Township/Seller to be to the Supervisor and

Clerk, and notices to Purchaser to be to the person signing this Offer. Notices shall be: (a) delivered personally, (b) sent by overnight courier, (c) sent by registered or certified mail, or (d) sent by email and first class mail. Any notice which is served (i) personally shall be deemed to be given on the date on which the same is actually served, (ii) by Federal Express or other national overnight courier shall be deemed to be given on the date one (1) business day after it is delivered to Federal Express or other national overnight courier, (iii) by registered or certified mail shall be deemed to be given on the date two (2) days after the same is deposited in the mail, and (iv) by email and first class mail on the following day.

Miscellaneous.

This Agreement may not be assigned or transferred by Purchaser without the Seller's prior written consent, which it shall have no obligation to grant.

This Agreement may be amended or modified only by the written agreement or an Addendum attached to it and signed by Purchaser and Seller.

This Agreement shall be interpreted under and governed by the laws of the State of Michigan.

The provisions of this Agreement are solely for the purpose of defining the interests of the Purchaser and Seller and no other person shall have any right, power, title, or interest under it.

The terms and conditions of this Agreement shall be binding on and for the benefit of the Purchaser's and Seller's respective heirs, representatives, successors, and assigns.

If there is more than one Purchaser, references in this Offer to Purchaser are to all of them.

Purchaser Representations, Information and Signature.

Purchaser has the full right, power and authority to make this Offer and consummate the purchase of the Property under the terms and conditions of this Offer without obtaining any further consents or approvals from, or the taking of any other actions with respect to, any third parties.

Purchaser's full legal name is: Daniel Rene Mata

Purchaser's address is: 4086 West Commerce Rd, Milford, MI 48380

Name of person signing this Offer: Daniel Rene Mata

Title/Position/Authority of Person signing this Offer: Owner, Managing Director

9 / 17 / 2025
Date


Signature

Date

Signature

**SELLER ACCEPTANCE OF OFFER TO PURCHASE PROPERTY
AND ACKNOWLEDGEMENT OF DEPOSIT**

As authorized, or subject to ratification, by its Board of Trustees, the Charter Township of Highland hereby accepts the foregoing Offer to Purchase Property, acknowledges receipt of the Deposit of \$ _____, and agrees to hold, apply, release, or pay the Deposit as described in and required by this Offer.

For purposes of the accepted Offer the Township is/is not [strike one] designating a title insurance company and office.

If applicable that company and office is: _____

Date

Rick A. Hamill, Supervisor

PURCHASER RECEIPT OF SELLER'S ACCEPTANCE OF OFFER

Purchaser acknowledges receipt of a copy of Seller's signed acceptance of Purchaser's Offer to Purchase.

Date

Date



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: October 6, 2025

Re: Request for Reimbursement – Forax UTV Mulcher Attachment Purchase

I am respectfully requesting reimbursement in the amount of \$6,930.00 for the purchase of a Forax GP40 Gas-Powered UTV Mulcher Attachment, which I personally acquired on February 10, 2025.

This purchase was made under urgency due to anticipated tariffs that would significantly increase the cost of forestry equipment. Additionally, I wanted to confirm the equipment's effectiveness for Township needs—specifically mulching, clearing shrubs/small trees, and maintaining park trails and roadside visibility.

Prior to the purchase, I thoroughly researched multiple equipment options and selected this model based on performance, compatibility, and cost-efficiency. Since April 2025, the Highland Township maintenance team has been using the mulcher effectively. In its first month of use at Hickory Ridge Pines Park, the equipment contributed to a savings of over \$45,000 in forestry mulching services.

As of September 28, 2025, the same equipment now retails for \$8,365.00, reflecting the impact of the enacted tariffs. For reference, I've also included a comparable current quote from Top Tier Attachments for \$8,750.00

Given the equipment's proven value and substantial cost savings to the Township, I respectfully request reimbursement for the original purchase amount.

Motion for Board Consideration: *Motion to approve reimbursement in the amount of \$6,930.00 to Rick Hamill for the purchase of a Forax GP40 Gas-Powered UTV Mulcher Attachment, originally acquired on February 10, 2025, for Township maintenance and land management use. Reimbursement to be paid from budget line item General Government: Equipment Capital Outlay – 101-261-971.000.*

Enclosures:

Purchase Receipt (\$6,930.00, dated 2/10/2025)

Current pricing from manufacturer (\$8,365.00, dated 9/28/2025)

Quote from Top Tier Attachments (\$8,750.00, dated 9/29/2025)



How to Build...

PermaTrak T...

Anker SOLIX...

ClearSpan C...

PowerLite L...

Projection Di...

Epson Proje...

Doctor McC...

messaginga...

Order #1031...



2/10/25

Order #1031

Confirmed February 10

Buy again

✓ Confirmed

Updated February 10, 2025

We've received your order.

Download Shop to track package



Forax | UTV Mulcher Attachment | GP40 Gas Powered Mulcher Attachment

\$7,700.00

GP40 Gas Powered Mulcher Without Bracket / None

Subtotal \$7,700.00

Discount H6XE3Q1F9JX4 -\$770.00

Shipping Free

Total \$6,930.00

Paid \$6,930.00

Remaining USD \$0.00

Contact information

rickhamill@mac.com

Shipping address

Rick Hamill
1000 Tall Pines
Highland Michigan 48356
United States
+12487874571

Shipping method

Standard Shipping (Curbside Delivery)

Payment



Visa **** 2020

\$6,930.00

Feb 10, 2025

Billing address

Rick Hamill
1000 Tall Pines
Highland Michigan 48356
United States
+12487874571



Safari

26 Tabs

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9/28/2025



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Forax | Small-Medium Tractor Mulcher Attachment | GP40 Gas Powered Mulcher Attachment

by Forax Equipment LTD

SKU GP40WBTR

★★★★★ 1 Review

As low as \$210/mo for 60 months [Details](#) [Apply Now](#)

\$8,365.00

From \$755.01/mo with [shop Pay](#)

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Model
GP40 Gas Powered Mulcher ▾

Add-on Option
None ▾

Starter Option
Pull Start Option ▾

Quantity

- 1 +

Add to cart

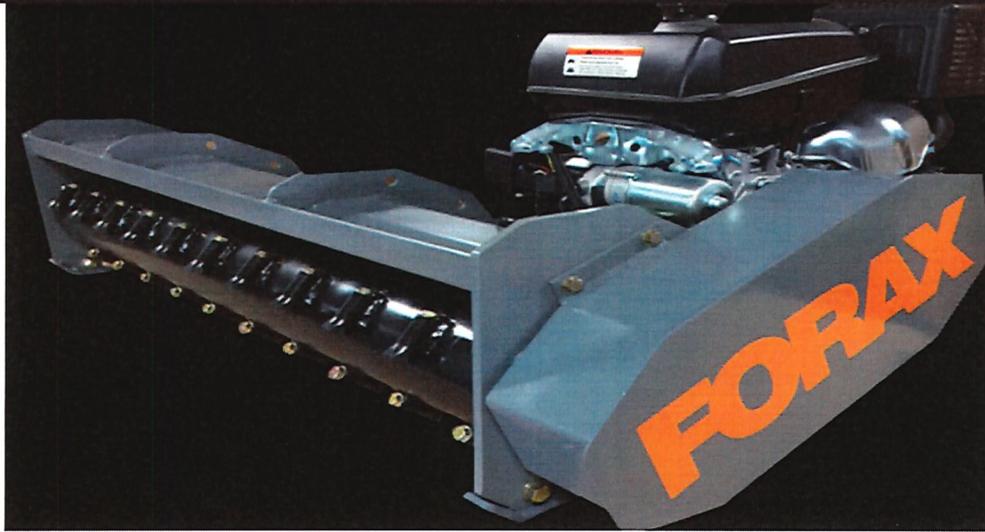
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- ✓ **Questions?** Call (904)-671-3111 to speak to a live expert or email: support@constructiontoolsdirect.com
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\$8,750.00

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- 1 +

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Submit Inquiry To Expert





Memorandum

To: Board of Trustees
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: October 6, 2025
Re: URSA 25-03
Special Approval for Class C Farm Market with events
2381 White Lake Road
PIN 11-01-151-006

The proposal for your consideration is to allow the use of a historic barn, which has been relocated and restored at 2381 White Lake Road, to be used as a Farm Market with small scale events (50 guests or less). The use of the barn for the farm market would be permissible with site plan approval by the Planning Commission. The addition of the events requires Special Approval by the Board, under regulations approved with Zoning Amendment Z-034 on June 2, 2025 which is included in your packet. That amendment modified Section 10.13 Farm Markets of Chapter 25 of the General Code of Ordinances. The amendment is in your packet.

The Planning Commission conducted the required public hearing on July 17, 2025. Four neighbors representing two parcels spoke, expressing concerns about the nature of the activities and potential nuisance. You can review the minutes of this and the subsequent meeting of September 16, 2025. There are also letters from these property owners following the application materials.

As a result of the neighbors' concerns and Planning Commission comments, the applicant revised their proposal to include a layout for 25 parking spaces. They addressed sight distance concerns at the driveway and voluntarily reduced the number of guests allowed at the events. They agreed to close trails segments that concerned the neighbors and will forego parking area lighting, choosing instead to end events before 9:00 p.m.



Also in your packet, you will find an analysis of the required Standards of Approval for Special Land Use Approval, with my comments about any factors you should consider when determining whether the proposal satisfies the required standards. The Planning Commission determined the requirements have been satisfied and recommended approval.

Finally you will find a draft Special Use Permit that incorporates all the conditions of approval of the Planning Commission recommendation.

You are free to approve the use permit, to deny the permit with reason; or to table the permit for further information.

SAMPLE MOTIONS:

APPROVAL

Move to approve a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Supervisor and Clerk to sign and execute the Special Use Permit (draft date 10/06/2025) which incorporates all conditions of approval recommended by the Planning Commission on September 18, 2025.

This approval is based upon our independent review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance.

APPROVAL WITH ADDITIONAL CONDITIONS:

Move to approve a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Supervisor and Clerk to sign and execute the Special Use Permit (draft date 10/06/2025) which incorporates all conditions of approval recommended by the Planning Commission on September 18, 2025. The following additional conditions shall be incorporated into the final permit:

Here list any conditions you would like to include that are not already addressed in the draft:

This recommendation is based upon our independent review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance.

DENIAL

Move to deny a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd upon finding that the proposal fails to satisfy the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance, specifically:

Here clearly articulate your objection to the permit issuance based on one or more of the required findings::

DRAFT SPECIAL USE PERMIT
10/06/2025

SPECIAL LAND USE PERMIT AGREEMENT

PINEFIELD FARM
CLASS C FARM MARKET (WITH EVENTS)

2381 WHITE LAKE ROAD
HIGHLAND TOWNSHIP, OAKLAND COUNTY, MICHIGAN
PARCEL #11-01-151-006

This Permit for Special Land Use and Development Agreement is entered into this ____ day of _____, 2025 by the CHARTER TOWNSHIP OF HIGHLAND, a Michigan Charter Township (“Township”), with offices located at 205 N. John Street, Highland, Michigan 48357 and JACOB LLOYD and TINA LLOYD (“Permittee(s)”) husband and wife, whose address is 2381 White Lake Road, Highland, Michigan 48357.

Recitals:

1. On _____, 2025 the Charter Township of Highland Board of Trustees voted to (*approve?*) the request for a Special Land Use Approval for a Class C Farm Market with events. The subject parcel is currently zoned ARR, Agricultural and Rural Residential Zoning District. This approval covers real property described as:

T3N, R7E, SEC 1 PART OF W 1/2 OF SEC BEG AT PT DIST S 00-36-00 W 1854.57 FT & N 800.44 FT E 91.80 FT FROM SW COR, 751 N 87° 11' 00" E 698.00 FT TO BEG 19.98

2381 White Lake Road

Tax Identification No. 11-01-151-006

2. The Permittees have lived at the subject parcel since 2014 and have operated a small farmstand near their home intermittently during their residency. In 2023, the Permittees acquired a historic barn in Davisburg, and relocated the barn to their property in Highland Township. The barn has been restored on a modern foundation, and is proposed for use as a Farm Market for sales of locally produced goods such as cut flowers, garden produce and native plants. The Permittees also plan to host small gatherings of up to fifty guests. This use is allowed with special land use approval for residentially zoned properties, consistent with state law and licensing requirements.

3. The Planning Commission conducted a public hearing on July 17, 2024 to hear comments regarding an application submitted by Jake Lloyd. The Planning Commission recommended approval of the Special Land Use at a subsequent meeting on September 18, 2025 based upon its findings that the proposal satisfied the standards for approval for Special

Land Uses as delineated in the Zoning Ordinance. This approval is based on application materials prepared and submitted by Mr. Lloyd on and supported by plans submitted with the Building Permit PB2024-0259 which was final approved on June 26, 2025. A generalized plan is attached as Exhibit A and the full application is on file for review with the Highland Township Planning Department.

IT IS HEREBY AGREED TO:

1. The Special Land Use permit shall take effect upon completion of modifications to the barn as required to satisfy the building and fire codes for the proposed occupancy (A2) and final approval by the Fire Marshal.
2. Events shall be limited to two events per month not to exceed 50 guests during the months of May through October. Lesser events, with 25 or fewer guests may be offered more frequently. All events shall conclude by 9:00 p.m.
3. Operations at the farm market shall comply with the requirements of Section 10-13 of the Zoning Ordinance. These regulations cover such requirements as
 - a. provision of adequate offstreet parking in compliance with sketches offered in the application for Special Approval of Land Use.
 - b. prohibition of outdoor loudspeakers and public address systems
 - c. required presence of the property owner or other authorized representative onsite during all events
 - d. allowance for caterers to provide food and alcohol service to guests
 - e. allowance for temporary signage
4. In addition, the permittees are expected to comply with other pledges and limitations they have offered in their application, namely:
 - a. Maintenance of clear sight vision of at least 500 feet in each direction at the driveway by trimming back vegetation as necessary
 - b. No outdoor lighting for the parking lot
 - c. Trash collection and disposal will be handled by the guests eliminating the need for a dumpster
 - d. Trail spurs leading to the neighboring property on the west will be allowed to revegetate and will be blocked with brush. The permittees will educate guests on the need to respect the neighbors privacy and property boundary.
5. The Special Use permit may be revoked by the Township, upon determination by the Township Board that any of the following conditions apply:
 - a. The permittee has ceased the use for a period of one year or more
 - b. The permittee has repeatedly violated provisions of the permit
 - c. The permittee has repeatedly violated other provisions of the General Code of Ordinances

In making its determination, the Township Board shall consider the operator's response to any notices of violation that may have been issued by the Township. The Township Board may refer the matter to the Planning Commission for recommendation. Upon request, the Township shall provide a written notice of such revocation that shall be in recordable form.

6. Should the permittee(s) wish to propose any changes to the approved land use permit, they must contact the Township and seek prior approval by following the appropriate review process. If the Zoning Administrator determines that a proposed use is of a different scale or character than that considered in approving this Special Land Use permit, the operator/tenant and/or developer may then seek a new permit following whatever process is in place at that time.

7. This Special Land Use Permit may be assigned or transferred to a subsequent property owner provided said assignee or transferee agrees in writing to be bound by the terms and conditions of this permit.

6. This Permit may be amended only pursuant to an agreement in writing executed by the Township and the property owner.

7. Invalidation of any of the provisions contained in this Permit, or of the application thereof to any person by judgment or court order shall in no way affect any of the other provisions hereof or the application thereof to any other person and the same shall remain in full force and effect.

Signatures on following pages

PINEFIELD FARM

Jacob Lloyd
Permittee

Tina Lloyd
Permittee

ACKNOWLEDGEMENT

STATE OF MICHIGAN)
)
COUNTY OF OAKLAND) ss

On this ____ day of _____, 2025, before me appeared Jacob Lloyd and Tina Lloyd, permittees, to me personally known, who, being by me duly sworn, did say that he acknowledges said instrument to be the free act and deed of said Corporation.

Notary Public

_____ County, Michigan

My Commission Expires: _____

Signatures continue on following page

CHARTER TOWNSHIP OF HIGHLAND

By: _____
Rick A. Hamill
Its: Supervisor

By: _____
Tami Flowers
Its: Clerk

ACKNOWLEDGEMENT

STATE OF MICHIGAN)
)
COUNTY OF OAKLAND) ss

On this _____ day of _____, 2025, before me appeared Rick A. Hamill and Tami Flowers to me personally known, who, being by me duly sworn, did say that they are, respectively, the Supervisor and the Clerk of the Charter Township of Highland, Oakland County, Michigan, and that said instrument was signed and sealed on behalf of said Township, by the authority of its Township Board, and they acknowledge said instrument to be the free act and deed of said Township.

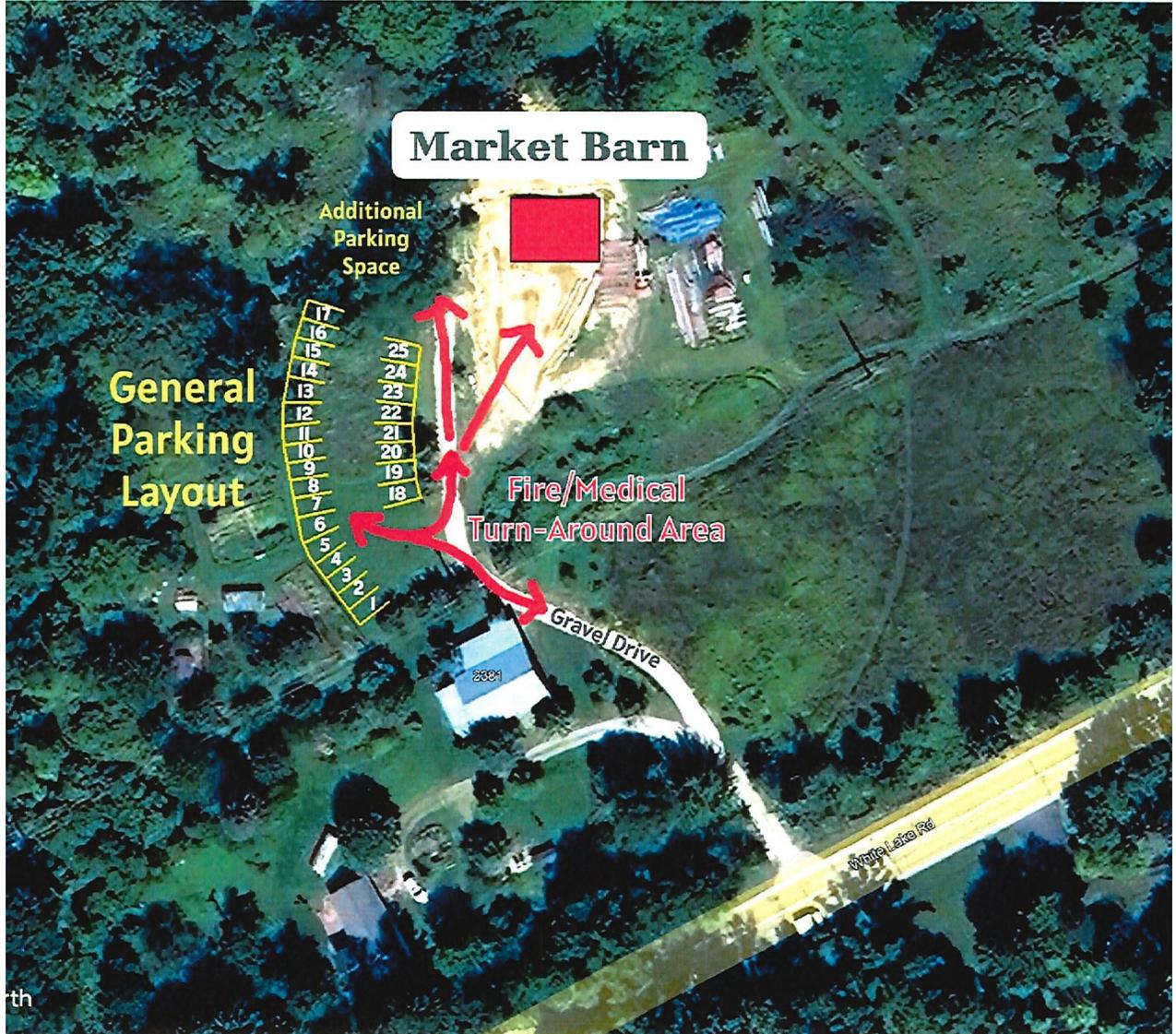
Notary Public

County, Michigan
My Commission Expires: _____

Drafted by:
Elizabeth J. Corwin
Charter Township of Highland
205 N. John St
Highland, MI 48357

When recorded return to:
Planning & Zoning Department
Charter Township of Highland
205 N. John St
Highland, MI 48357

EXHIBIT A
GENERAL SITE PLAN



APPROVED MINUTES AND STAFF CORRESPONDENCE

**Highland Township Planning Commission
Record of the 1434th Meeting
Highland Township Auditorium
September 18, 2025**

Roll Call:

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

Also Present:

Elizabeth Corwin, Planning Director

Visitors: 8

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.

Mr. John Emerson, 2777 White Lake Road commended Jake and Tina Lloyd as responsible landowners who were considerate of their neighbors. He has attended parties at their home and explained that the Lloyds were always concerned with comfort, security and privacy of their neighbors. He supports their proposal.

Mr. Doug Prime, 2281 White Lake Road shared some photos of a sawblock and brushpile blocking the trail leading from the Lloyd property to their own property and stated that this is insufficient in his mind to close the trails. He expressed concerns about handicap accessibility to the market barn as well as provisions for restrooms. He noted traffic safety concern and recalled an incident where a garbage truck was hit stopping along the right-of-way. He is also concerned about the potential for overnight camping. He is opposed to the Lloyd proposal for a Class C Farm Market.

Mrs. Mona Prime, also 2281 White Lake Road reiterated her concerns about the proposal and recalled that Mr. Lloyd had once expressed a desire to open the property for camping. She is concerned about the guests getting out of hand if alcohol is served.

Work Session:

Agenda Item #2:

Parcel #	11-01-151-006
Zoning:	ARR, Agricultural and Rural Residential Zoning District

Address: 2381 White Lake Rd
File#: URSA 25-03 PH
Request: Use Requiring Special Approval Class C Farm Market with events
Applicant: Jake Lloyd
Owner: James and Mary Lloyd

Mr. Curtis introduced the request for a special use permit to allow for a Class C Farm Market with events at 2381 White Lake Road, parcel 11-01-151-006, applicant Jake Lloyd and property owners James and Mary Lloyd. The public hear was previously conducted on July 17, 2025. Mr. Curtis explained that this meeting is the work session and the conversation would be limited to the Planning Commission and applicant. He asked the applicant if he had anything to add to his proposal.

Mr. Jake Lloyd, applicant and his wife Tina Lloyd explained materials submitted for the Planning Commission review and provided in the Planning Commission packet. His proposal has been refined in response to what was discussed at the previous meeting and discussions with the Fire Marshal and Building Official.

Mr. Lloyd explained that he has no plans to allow overnight camping, and will limit activities on the site to dawn to dusk, ending no later than about 9:00 p.m. in summer months. This will eliminate the need for site lighting for the parking area.

The Lloyds explained that the trails have been mowed for many years, and left open for the enjoyment of all the neighbors. Hearing of the concerns from the neighbors to the west, they have started leaving those trails to grow over, placing the sawbuck and brush as a further signal to visitors that this trail is closed. They believe this trail will be fully grown over in a season or two and are willing to install a wire fence or provide signage if that would be preferable.

Mr. Lloyd also explained that for all but the smallest events, the organizer will be required to haul out the garbage. He does not intend or desire to install a dumpster.

The Farm Market activity will also move from the small roadside stand to the Market Barn. Currently they sell garden produce, some eggs, cut flowers and native plants propagated on the property. They have already used the barn on occasions for family events and thought the barn had worked well for such purposes. The events they envision are small community-oriented events such as the Garden Club meeting, conservancy meetings, educational opportunities, bridal showers and the like. They noted that the basement level of the barn is a modern poured basement and is accessible, and that the Building Official has not suggested nor required improvements for accessibility. They are not planning to market their property as a big wedding venue.

Mr. Heyn noted that his neighbor has held weddings next door, on a five-acre parcel and that he had allowed them to use his own property for parking. He understands the concerns about noise, but added that everything progressed smoothly and alcohol did not create any problems. He would not want to have a wedding next door every weekend; but noted that any homeowner is entitled to hold an occasional party, and the limits offered by the applicant seemed reasonable. He noted that White Lake Road is already a major thoroughfare, and that the increased traffic for small events would be unnoticeable.

Mr. Curtis asked for clarification on the nature of the family events that had already been handled on the site. Mrs. Lloyd explained that they had held a 50th anniversary party for their inlaws, a 75th birthday party for her mother. Each time they had hosted about 20 guests.

Mr. Curtis asked if there would be no one living in the barn, which the Lloyds confirmed the barn would not be used for a dwelling unit.

Mr. O'Leary noted that the Lloyd's willingness to end events at 9:00 p.m. allayed most of his concerns. This would take the barn out of the market as a party barn. He noted that ADA compliance depends mostly on the building official's interpretation of code. He asked if the Lloyds had considered adding some gravel to the parking area to control mud and stabilize the drives.

Mr. Lloyd explained that the site is sandy with good drainage. He noted that the gravel driveway had been developed to carry the heavy cement trucks and equipment needed to reconstruct the barn. He believed it was preferable to leave the parking area as a mowed field.

Ms. Corwin explained some of the materials that had been provided to the Planning Commissioner's that evening. The materials included an analysis of the required findings for Special Land Use approval, which outlines some of the key points from the discussion of July 17 and the materials submitted by the applicant in response. She has also provided a sample motion to demonstrate what elements are necessary in a motion to approve or deny the Special Use, but encouraged the Planning Commission to consider what conditions should be included in the motion. The final resource is Ordinance amendment Z- 034 adopted earlier this year that includes supplemental provisions that will regulate activity at any Farm Market.

Mr. Heyn asked about the parking. 25 spaces are proposed, but 50 guests. Mrs. Lloyd said they expect that to be sufficient because guests would typically arrive together, but said they would clearly communicate the constraints to the organizers of any events. She noted that they would be present during events to ensure that the property and rules were respected.

Mr. O'Leary asked if the parking ratio was appropriate. Ms. Corwin explained that this use is most similar to a church or the like where parking is based less on square feet and more on anticipated occupancy. She noted for a church, the ratio is something on the range of one space for 3 seats.

Mr. Curtis asked for clarification on the portable toilets. Ms. Lloyd said they would rent trailers which were more like a plumbed bathroom than just a typical plastic porta-potty. Mr. Curtis also asked if alcohol would be served. Mr. Lloyd said they would comply with the supplemental provisions, which allow for a caterer to serve events and alcohol. Mrs. Lloyd said there was no intent to establish a commercial kitchen.

Mr. Smith noted that he believes the activity proposed by the Lloyds was consistent with the Master Plan goals of keeping Highland Township rural. He thinks this is an excellent opportunity to preserve 20 acres as open space with the added benefit of trails and educational resources for the community. This proposal is far superior to seeing a subdivision developed with 1-1/2 acre lots. The community is lucky to have such a proposal.

Mrs. Lloyd added that although they are not listed as the current property owner, they have been living on the land for 11 years and are purchasing on land contract from the family. They are fully invested in the land and the community, which they love, and hope to live out their life here.

Mr. Smith offered the following motion:

Move to recommend approval of a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Planning Staff to draft a Special Use Permit for the Board of Trustees incorporating the following conditions:

- a) Compliance with the regulations in Section 10-13 of the Zoning Ordinance,
- b) the limitations offered in writing by the applicant in their application and written narrative, specifically including a 50 person occupancy limit for large events with a frequency of twice

per month and from May to October with events of 20 persons or less allowed throughout the year

- c) Modification of the barn to satisfy the safety and code requirements of the Building Official and Fire Marshal including second exits.

This recommendation is based upon our review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance.

Mr. O'Leary asked Mr. Smith to consider an amendment to add the 9:00 p.m. evening limit for activities as offered by the applicant. Mr. Smith agreed.

Ms. Corwin suggested that the limit on events for minor events should be raised to 25 guests, as described by the applicants during discussion. Mr. Smith agreed.

Ms. Corwin read back the amended motion:

Move to recommend approval of a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Planning Staff to draft a Special Use Permit for the Board of Trustees incorporating the following conditions:

- a) Compliance with the regulations in Section 10-13 of the Zoning Ordinance,
- b) the limitations offered in writing by the applicant in their application and written narrative, specifically including a 50-guest occupancy limit for large events with a frequency of twice per month and from May to October with events of 25 persons or less allowed throughout the year. All events shall conclude by 9:00 p.m.
- c) Modification of the barn to satisfy the safety and code requirements of the Building Official and Fire Marshal including second exits.

This recommendation is based upon our review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance.

Mr. O'Leary supported the amended motion. Roll Call Vote: Zeolla-no; Curtis-yes; Heyn-yes; O'Leary-yes; Smith-yes. Motion carries and recommendation of approval to be forwarded to Board (4 yes votes, 1 no vote).

Ms. Corwin explained that staff will draft a proposed Special Use Permit for consideration of the Board. It is expected that this would be presented to the Board for consideration at their next meeting, which would be October 6, 2025.

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 #5: Minutes: September 4, 2025



Charter Township of Highland - Fire Department

1600 W. Highland Rd.
Highland, MI 48357
(248)887-9050

Subject: Preliminary Fire Code Summary – Barn located at 2381 White Lake Road.

The Highland Township Fire Department has reviewed the potential planned use of a barn located at 2381 White Lake Road. Currently, the structure is a heavy timber wood frame barn with wood siding. The structure is devoid of any fire-rated interior separation, lacks a power source, and has no heating system.

This letter provides a summary of key fire and life safety considerations as outlined in the 2018 International Fire Code (IFC). Please note that this is not a formal plan review or approval of construction documents. It is intended as preliminary guidance based on the potential use. Final requirements will be determined during the official plan review process conducted by the Authority Having Jurisdiction (AHJ).

Occupancy Classification

The facility will most likely fall under the occupancy classification, as an
Assembly Group B (BG) Business Group B

Small buildings and tenant spaces. A building or tenant space used for assembly purposes with an occupant load of less than 50 persons shall be classified as a Group B occupancy.

Fire Department Access Roads

IFC Section 503

The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Dimensions

Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches

Surface

Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. 503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

Portable Fire Extinguisher

Portable fire extinguishers shall be provided throughout the facility in accordance with IFC Section 906.1 (Chapter 9). The number and type of extinguishers, their travel distance, and placement shall comply with IFC Section 906.3 and NFPA 10. This generally requires extinguishers to be located within a certain distance of travel to all portions of the building for Class A hazards. Final placement shall be shown on submitted plans and verified during inspection.

TABLE 906.3(2) Minimum of one 2-A 10 BC Maximum floor area of 1500 sq ft. Maximum travel distance to extinguisher 50 feet

Egress

Minimum Number of Exits or Access to Exits Per Story

TABLE 1006.3.2

Occupant Load Per Story - 1-500

Minimum Number of Exits or Access to Exits per Story - 2

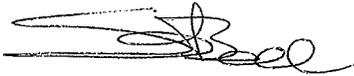
Plan Submission

All plans for proposed work or changes in occupancy must be submitted through the Township Building Department in accordance with the Michigan Building Code and the 2015 International Fire Code (IFC), Chapter 1 – Administration. Submittals must clearly identify:

- The final occupancy classification.
- Fire-rated separations (IFC Chapter 7).
- Fire suppression and fire alarm systems (IFC Chapter 9).
- Egress provisions (IFC Chapter 10).
- Fire extinguisher locations (IFC Section 906).

Before Occupancy approval is given, the owner must ensure full compliance with all applicable provisions of the Michigan Building Code 2015 and the 2018 IFC. The building's final occupancy classification, occupancy load, and required fire-rated separations will determine the need for sprinklers, fire alarms, and other life safety systems. These items will be reviewed in detail during the formal plan review and permitting process by the Authority Having Jurisdiction. The Highland Township Fire Department appreciates your proactive approach in requesting this preliminary guidance. We are available to answer questions and provide clarification as you move forward with planning and due diligence.

Yours in Fire and Life Safety

A handwritten signature in black ink, appearing to read 'Shawn Bell', written over a horizontal line.

Shawn Bell
Fire Marshal
Charter Township of Highland

**CHARTER TOWNSHIP OF HIGHLAND
ORDINANCE NO. Z-034**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 4, DISTRICT REGULATIONS AND 10, SUPPLEMENTAL USE REGULATIONS TO CLARIFY ALLOWABLE ACTIVITIES FOR CLASS C FARM MARKETS WITH SPECIAL USE APPROVAL AND TO ESTABLISH REGULATIONS FOR PUBLIC AND PRIVATE GATHERINGS AT CLASS C FARM MARKETS

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

Section 1. Amend Article 4. DISTRICT REGULATIONS *as follows:*

Amend Section 4.06 – Residential Districts (R-3, R-1.5, LV), Subsection C. Special land uses to include the following and renumber subsequent points:

7. Class C Farm Market Event Venues subject to Section 10.05

Section 2. Amend Article 10. DISTRICT SPECIFIC REGULATIONS *as follows:*

Amend Section 10.13 Farm Markets. as

follows: Revise Points A through E as follows:

- A. All Farm Markets shall comply with the Generally Accepted Agricultural Management Practices for Farm Markets as promulgated by the Michigan Commission of Agriculture and all applicable regulations of this Zoning Ordinance. Activities such as festivals, corn mazes, haunted houses, weddings and similar events do not enjoy protection from nuisance complaints under the Michigan Right to Farm Act. The township board may approve such activities in conjunction with a Special Use Permit for a Class C Farm Market, imposing limitations to safeguard the quiet use and enjoyment of property by neighbors (such as, but not limited to hours of operation or number of events per month). Such activities must be incidental to residential and farm operations and may not be the principal use of the property.
- B. In considering whether a parcel is appropriate for consideration as a Class C Farm Market, the Planning Commission shall consider potential impacts to neighboring property owners. Factors to consider include, but are not limited to, appropriate access from and condition of a public road, the topography and natural vegetative buffers that shield neighbors from noise, light and other consequences of activity on the site; the density of development surrounding the farm; the intensity of proposed activities at the Farm Market in relationship to the proximity of neighbors. No activity shall be conducted within 200 feet of an adjacent residence.
- BC. Outdoor display and sales of farm products may occupy required front and side yards of a Class A or B Farm Market, provided a 20 foot buffer is provided between the right-of-way and all display areas.

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

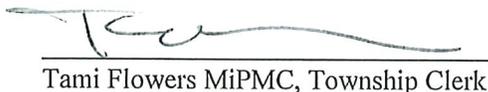
This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter Township of Highland Township Board at a meeting thereof duly called and held on June 2, 2025

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 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 June 2, 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 Frederick and supported by Board member Charlick.

I further certify that the following Board members voted for adoption of the Zoning Ordinance amendment: Hamill, Flowers, Frederick, Charlick, Howe, Lewis, and Salvia and that no Board Members voted against the adoption of said Zoning Ordinance Amendment.

H. *Standards for special land use. The Township Board shall approve the proposed special land use if it is determined to be in compliance with the standards and requirements of this Ordinance and the Standards for Site Plan Approval listed in Section 5.04.*

1. All special land uses shall be designed, located, planned and operated so that the public health, safety and welfare will be protected.

The special land use of a farm market with events is proposed for a 20-acre parcel in the northeast corner of the Township. The market activities are centered around a restored historic barn, located in the southern half of the parcel, roughly centered along the frontage of White Lake Road, about 350 feet from the road right-of-way. The barn itself is located 250 feet from any property line and 500 feet from the nearest home.

The parcel contains woodlands on the north half of the property, and tree rows on the east and west property lines. There are also mature trees lining the White Lake Road frontage, affording some privacy to the site.

Planning Commissioners have expressed concern about the visibility and site distance at the existing driveway, which provides access to the site for both the existing home and market barn. Neighbors have expressed concerns about trespass via an existing trail system.

The proposal does not include any new wells or septic systems. Portable toilets will be provided with handwashing units for events. This solution seems compatible with the intensity of the activity.

As for activity within the market barn, the Fire Marshal and Building Official have identified measures including placement of extinguishers, smoke detectors, emergency exits to bring the barn into compliance with safety standards and applicable building and fire codes. For an A2 occupancy, maximum occupancy limit is calculated at 98 persons. The property owner proposes 50-person occupancy.

This standard may be met if the proposal addresses the access to the site and the neighbor's concerns about abutting trails and provided the barn is modified/equipped to satisfy the building/fire codes as required by the Fire Marshal and Building Official.

2. All special land uses shall be compatible and harmonious with the surrounding land uses taking into consideration the size, location and character of the proposed special land use within the context of surrounding land uses and the Master Plan. Furthermore, the proposed special land use shall not cause substantial injury to the value of other property in the area in which it is located.

The Master Plan calls out this area of the Township for large lot rural residential uses consistent with values of environmental conservation and safeguarding wetlands, woodlands and slopes. The barn has been situated in a former pasture area—the activity does not require new clearings or disturbance of sensitive areas. The property owner reports that some of the activity includes cultivation and sale of native plants. The Master Plan encourages small-scale hobby farms in this land use classification.

Goals 1 and 2 of the Master Plan specifically address preservation of farmland and natural, historic features. The physical addition of the barn furthers Master Plan goals. The property owner's stated intent is to limit activity so as to forego lighting, pavement and other improvements that might prove contrary to the character of the neighborhood.

This standard may be met if the proposal limits the frequency and intensity of the activity.

- 3. The proposed special land use shall be in general agreement with the Master Plan designation for the area where the use is proposed.**

As noted above, the proposed land use as described is in general agreement with the Master Plan designation and goals/policies for the area.

- 4. All special land uses shall provide facilities for safe and convenient vehicular and pedestrian traffic, including but not limited to: turning movements, traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of off-street parking, and provisions for pedestrian traffic.**

At the public hearing, Planning Commissioners requested more detail about the vehicle circulation and parking patterns for the site. The proposal now includes a layout indicating the capacity for 25 spaces, with a proposed occupancy limit of 50. The Fire Marshal is satisfied with the layout and access for his equipment.

The other issue discussed at the public hearing is sight distance for the driveway at White Lake Road. The property owner has cleared some of the excess vegetation at the entrance and explains that sight distance extends 500 feet to the east and 600 feet to the west. This is suitable for the posted speed limit on White Lake Road.

This standard may be met with appropriate limits on occupancy, through event signage and proper continued maintenance of the vegetation at the driveway.

- 5. All special land uses shall be designed, constructed and operated in a manner that prevents detrimental impacts to surrounding properties such as noise, dust, fumes, smoke, air, water, odor, light and/or vibration, etc. The special land use shall be designed, constructed and operated in a manner that does not detract from area aesthetics.**

The neighbors have expressed concerns about noise and bonfires. The property owner has not proposed any outdoor lighting or sound systems/public address systems.

This standard may be met with appropriate restrictions on the intensity of the activity, lighting limits and prohibitions against outdoor sound systems.

- 6. The proposed special land use shall not unreasonably burden the capacity of public services and/or facilities.**

There is no expectation that the activity on this site will place unreasonable burdens on public services and/or facilities.

- 7. The proposed special land use shall comply with any specific standards set forth in Article 10, Supplemental Use Regulations, that are applicable to the use.**

Section 10.13 Farm Markets includes specific standards that relate to the eligibility of a site for the Special Use of a Class C Farm Market (with events). Key points to consider are that the events themselves are incidental to the residential and agricultural activity on the site, and are not protected from nuisance complaints under the Right to Farm Act. The Planning Commission can place reasonable

PINEFIELD FARMS-URSA 25-03
STANDARDS FOR SPECIAL LAND USE

limits on the hours of operation, occupancy loads, and frequency of events to protect the quiet enjoyment of property by the neighbors.

A Special Land Use Permit will be drafted for the Board's consideration based on

- a) Regulations included in Section 10.13
- b) Limitations offered by the applicant in their application and written narrative
- c) Other conditions the Planning Commission might wish to consider as part of the motion for approval.

Prepared by Elizabeth J Corwin, PE, AICP
Planning Director
September 16, 2025

**Highland Township Planning Commission
Record of the 1432nd Meeting
Highland Township Auditorium
July 17, 2025**

Roll Call:

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

Also Present:

Elizabeth Corwin, Planning Director

Visitors: 12

Acting Chairman Heyn 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 #	11-01-151-006
Zoning:	ARR, Agricultural and Rural Residential Zoning District
Address:	2381 White Lake Rd
File#:	URSA 25-03 PH
Request:	Use Requiring Special Approval Class C Farm Market with events
Applicant:	Jake Lloyd
Owner:	James and Mary Lloyd

Mr. Heyn introduced the request for special approval of land use for the 20-acre parcel at 2381 White Lake Road, parcel 11-01-151-006. The parcel is zoned ARR, Agriculture-Rural Residential and the requested use is to allow for small events at a Class C Farm Market for a historic barn that has been restored and moved to the property. Mr. Jacob Lloyd was present to answer questions and identified himself as the applicant. Mr. Lloyd has resided at the property with his wife for over ten years and is purchasing the property on land contract from his parents, James and Mary Lloyd. Mrs. Tina Lloyd was also present to assist.

Mr. Lloyd presented slides highlighting his property and the progress on the historic barn, which he moved with the help of friends and contractors from its original location in Springfield Township and methodically reassembled it on his own land. He is an architectural historian by trade; and is excited to share the space created in this barn with others to encourage an appreciation for and continued efforts in historic preservation.

Mr. Lloyd explained that his property is roughly 20-acres; and was once an active farm. He and his wife have worked to restore native landscapes and much of the north portion of the site has returned to woodlands. The remainder of the site is being transformed over time to match pre-settlement habitats. The barn was erected near the middle of the site, approximately 350 feet north of White Lake Road and at least 250 feet away from the nearest neighbor's home.

Mr. Lloyd reviewed the process of disassembling and inventorying the members of the barn. The footprint of the barn is approximately 1400 square feet. The basement is a poured concrete floor and walls, with a walkout face on the south. The north side of the upper level of the barn will have ground level access once the grading is complete.

The Lloyds envision using the barn for small events such as gatherings of the conservancy, nature hikes, farm to table dinners and similar functions. They have been approached by friends to consider hosting small weddings. They also plan to continue their small market stand, which offers eggs, cut flowers, native plant materials and some vegetables within season. He explained that the barn is a nice space to spend time in, and that they did not move the barn merely to create an event venue. He is proposing about two events per month during the summer seasons when the native tree cover is full and helps to mitigate noise and privacy concerns.

Mr. Lloyd recognizes that there is a significant traffic volume passing the site on White Lake Road, but does not believe the events will add significantly to the traffic load. He will clearly mark his driveway during events with temporary signage to be set only the day of the event. He is not proposing an amplified sound system, but there will be some music and speakers that would be contained within the barn and not travel beyond the property boundaries. Events will end early in the evening in consideration of their neighbors. He sees the limit of about 50 to 60 guests per event. The size of the barn and area for parking will limit the size.

He and his wife will be present on site during all events to monitor activities and keep guests within their property boundaries and allay concerns of neighbors regarding possible trespass.

Mr. Heyn opened the public hearing at 7:50 p.m. Ms. Corwin noted that the Planning Commission received a letter from Douglas and Ramona Prime (owning two parcels to the west of the subject site) stating opposition to the proposal. A second letter was presented by Joe and Renee Youngs of 2300 Horseshoe Drive, also expressing concerns regarding the proposal. Ms. Corwin explained that references to Barn 45 concerns a property to the west of this site that is operating without any approvals and is under a current enforcement action.

Mrs. Young summarized her letter, noting that some of the concerns had been addressed in the presentation, but that she remains concerned about how an event would be managed, particularly if the participants were "out of control" and about the noise. She reiterated that Barn 45 was becoming a growing concern to her and her neighbors and that the traffic on White Lake Road was growing and also very loud. She is concerned that the character of the neighborhood is changing, and that if the Lloyds were to move, what the next property owner might do with the barn.

Mr. Young pointed out inconsistencies between the written proposal and the verbal presentation. He had read May through October, but now it seems the proposal is for April through November. He finds the proposal to be ambiguous. He did not want to equate their proposal with Barn 45, but noted that their last concert lasted past 10 p.m. He noted that the trees were ineffective at deadening noise. Mrs. Young noted that the activity at Barn 45 begins early in the day through late at night. She also noted that the Barn 45 operators have stopped traffic on White Lake Road. She is not opposed to small gatherings, but is very concerned about how to keep the activity within reasonable limits. She does not want to have to call the police every weekend.

Mr. Douglas Prime, 2821 White Lake Road was concerned about a zoning change, and the future of the property. He asked what the limits are on the size of a Class C Farm Market. He does not want to see trespass into his pasture where he keeps the horses. He is concerned about the liability. An umbrella liability policy would cost him about \$1000 per year.

Mr. Prime also noted that one can hear Barn 45 all the way to Rose Center Road. He reiterated concerns about traffic, and how close the parking would come to his property.

Mr. Charlick explained that a Class C Farm Market is not a new zoning classification, but is rather a use category within the zoning classification. The permit will contain the parameters that limit the allowable frequency and size of events. Ms. Corwin explained that subsequent property owners could only continue if they agree to the permit conditions or if they bring a new proposal forward under whatever rules are in effect at that time, if any such use is even allowed then.

Ms. Mona Prime, also of 2821 White Lake Road expressed her desire to maintain green space. She did not appreciate trespass onto her property and would like to see fences to keep strangers off her property. She did not agree with the policy of allowing home businesses on agricultural property.

Mr. Heyn closed the public comment period at 8:14 p.m.

Mr. Tierney asked if the recent decision about short term rentals in residential districts applies to this use. Ms. Corwin explained that farm markets in an agricultural zoning district are not strictly the same principal. Farm markets are recognized by the Department of Agriculture and Rural Development as an acceptable practice. Mr. Tierney noted that we had not approved the use at Barn 45.

Ms. Corwin again explained that Barn 45 should not be used as a standard to judge this proposal. The activities at that nearby site were never approved because no one ever applied for any permit beyond homeowner's construction permits for the home, a barn and pavilion. There was no notice to neighbors because there was no application. The Township has recently learned of the activity and has notified the property owner of a violation. She noted that when a nuisance is occurring after hours, the best approach is for neighbors to report the activity to the Sheriff. Neither the Sheriff's office nor the Township office has record of complaints on the Barn 45 property until recently.

Ms. Corwin noted that the difference between this proposal and Barn 45 is that the Lloyds are presenting an application for an activity that is supported by the ordinance. If the Planning Commission believes that the activity can be contained within certain parameters to allow some use of the property without undue nuisance to the neighbor, the application may proceed, and a permit issued. If the Planning Commission believes that the activity is simply incompatible due to the nature of the activity and the neighborhood, then the permit will be disallowed. The Planning Commission's job is to tease out the application and determine what the appropriate guard rails might be.

Mr. Tierney asked about the suitability of the parking. He noted that he had attended events at similar venues and it is very dark at night and difficult to see. Ms. Corwin noted that the application is not for

events that end late at night. Ms. Corwin explained further that she had visited the site that afternoon. While the Fire Marshal has not completed his evaluation of the permissible occupancy yet, she affirmed Mr. Lloyd's statement that the barn is not as big as it seems from the outside. She thought it would be difficult to exceed about 50 participants in the barn and the necessary parking.

Ms. Corwin explained that the Fire Marshal is researching how the code will affect public use of the timber frame building. There will be some necessary modifications such as additional doors and emergency lighting. There are already fire extinguishers in the barn.

Mr. Zeolla noted that his primary concern is the driveway. It seems that the existing driveway is located near a dip in White Lake Road. He is concerned about sight distance. He thought a traffic study might be appropriate. Ms. Corwin thought a traffic study was not appropriate, but that a traffic engineer could evaluate the sight distance.

Mr. Heyn asked about the farm products. Mrs. Lloyd explained that the market has been operational for about seven years; but not opened this year because the barn project was occupying their time. She noted that her mother has a significant cut flower garden and sells bouquets. She raises chickens and offers eggs, and veggies from her garden. Her husband cultivates and sells pine trees and other native plant starts. She noted that they keep the farm market small, because they live on the property and do not want to encourage too much traffic to their site. But she noted that all customers at the stand near their house express curiosity about the barn and want to see it and hear of its history.

Mr. Charlick asked about the driveway to the barn. Mr. Lloyd explained that the driveway is shown in the aerial photo; and is a branch off their existing driveway. They have not proposed a second entrance/exit off White Lake Road.

Mr. O'Leary asked for clarification about the two levels of the barn. He asked if both levels of the barn would be used for events. Mr. Lloyd said that he plans to use both levels.

Mrs. Lloyd clarified the concern about past use of the property for events. She explained that there she had allowed women's yoga classes in the yard in the past. She thought these quiet events were perfect examples of the intensity of events proposed.

Mr. O'Leary asked about conversations with the building department. Ms. Corwin explained that Mr. Tino had witnessed the barn as it was built. She asked him to revisit the site with the Fire Marshal when the Lloyds decided to pursue the Special Use Permit. Neither the Building Official nor Fire Marshal believe there are many challenges to opening the barn to the public, but the property owners will work with them on compliance. Mr. O'Leary was concerned about the lack of running water and toilet facilities. The proposal is for use of portable toilets for events, which might also limit its appeal for large gatherings.

Mr. Charlick thought this was a good example of a proposal that meets the intent of preserving open space in the Township. This is an example of allowing some return on the property, so it is spared being split into multiple building sites. Each property will be allowed different intensity based on its characteristics. He thought that perhaps 70 participants might be too much for this property, especially if an unexpected weather event turns the site to mud. He believed the Planning Commission could come to an agreement about some activity on the site, but that he is not necessarily satisfied they are ready to say yes based on the proposal without more work.

Mr. York voiced agreement with the approach described by Mr. Charlick. He affirmed the applicants in their desire to craft a proposal that respects their neighbors and seeks to make all feel safe with the activity proposed. He believed there is potential to design some limits, such as the number of visitors and the frequency and duration of events. He believed that there were ways to treat the trails, including

landscaping, fencing and even signs to discourage unintentional trespass. He thought one or two events per month is a small business and does not rise to the impacts of a full blown commercial activity with loudspeakers blaring and people tailgating.

Mr. Tierney thought it would be important to hear from the Fire Department about access and limits to the occupancy of the barn.

Mr. Charlick thought that the Planning Commission's job was to steer the proposal toward a reasonable solution to the issues identified. He would like to see a parking layout and understand better how traffic would move. He would like answers to questions such as how the trash will be handled and how is the accessibility addressed in building code.

Mr. Zeolla thought it was important to arrive at a more complete site plan with parking layout.

Mr. York thought there could be different frequencies for events based on the number of anticipated guests. He thought a small yoga class with 6 or 10 ladies would draw no attention but two larger events per month would bring more scrutiny.

Mr. Smith explained that throughout his career on the Planning Commission, he has always been a proponent of open space. He is wrestling with whether the tradeoff of allowing some business activity in the rural neighborhood is worth avoiding a subdivision, with its more continual increased traffic. He thinks small meetings that end before dark, that have no outdoor loudspeakers, no fires, etc. could be beneficial to preserving the rural feel of the community.

Mr. York suggested the permit could be crafted with no limits on small events with a threshold of 5 participants, but limits the frequency of bigger events. He suggested even a special permit for the largest events.

Mr. Charlick moved to table the application until August 21, 2025 to allow the applicant to refine his proposal and for the Fire Marshal and staff to review the proposal in more detail. Mr. O'Leary supported the motion. Roll Call vote: Charlick-yes; O'Leary-yes; Tierney-yes; Zeolla-yes; York-yes; Heyn-yes; Smith-yes. Motion carries (7 yes votes, 0 no votes.)

Work Session:

Agenda Item #3:

Parcel:	11-27-351-005
Zoning:	OS, Office Services with Site Specific Relief
Address:	100 Lone Tree Road
File#:	SPR 25-02
Request:	Site Plan Review for Pitch Hopper
Applicant:	Phil Rashid, Pitch Hopper
Owner:	100 Lone Tree LLC

Mr. Heyn introduced the site plan review for Pitch Hopper, at 100 Lone Tree Road. The site specific relief application for reuse of the site was approved by the Board of Trustees on June

Mr. Rashid has evaluated the requests from the prior meeting; and wanted to discuss some of the ideas for finalizing the site plan in light of what he has found. He does not think it is cost effective to create a public entrance from the front of the building, because of the presence of the large 480 volt service on the cinder

APPLICATION AND PUBLIC HEARING NOTICE



**PUBLIC HEARING
CHARTER TOWNSHIP OF HIGHLAND
PLANNING COMMISSION
July 17, 2025
7:30 P.M.**

NOTICE IS HEREBY GIVEN that the Planning Commission will conduct a public hearing on Thursday, July 17, 2025 at 7:30 p.m. at the Highland Township Auditorium, 205 N. John Street, Highland, MI 48357.

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, mailed to the Township offices or dropped in our secure drop box at the Township Offices, 205 N. John St. prior to the hearing(s). If you have any questions, please call 248-887-3791, ext. 2.

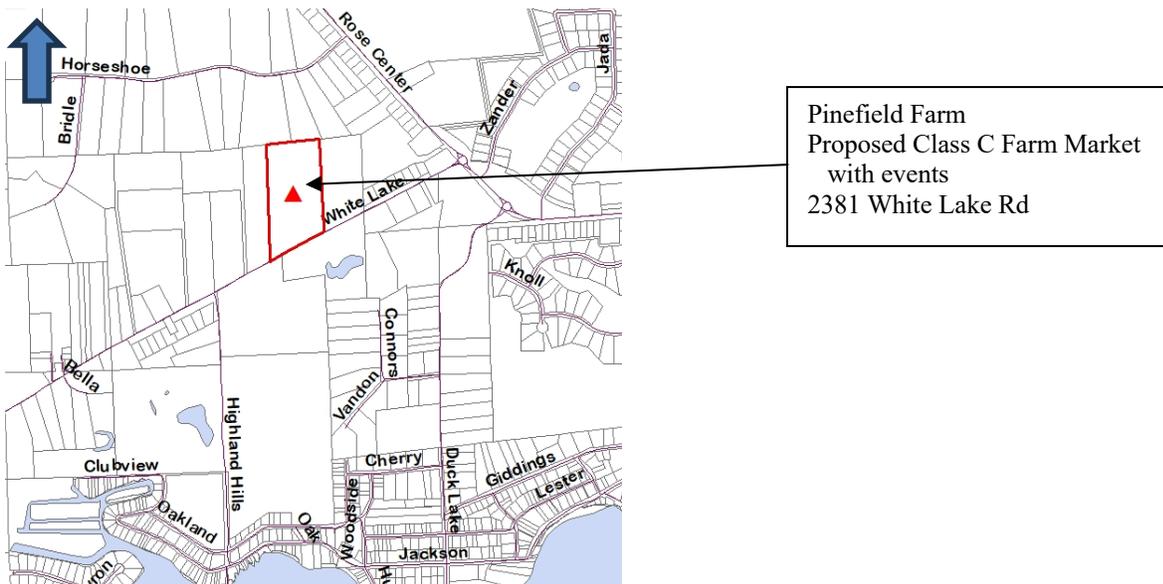
TO CONSIDER:

A request for Use Requiring Special Approval submitted by applicant Jake Lloyd and property owners James and Mary Lloyd. The applicant proposes to utilize a historic barn moved to this parcel and restored as a venue for a farm market with events.

REQUEST:

Section 4.05, Agricultural and Rural Residential District (ARR) subsection C.7, Special Land Uses, Class C Farm Market Event Venues
Article 6, Special Land Use Procedures and Standards.
Article 10.13, Farm Markets

LOCATION: Parcel Id. # 11-01-151-006, 2381 White Lake Rd



Kevin Curtis, Chairman
Highland Township Planning Commission

(Publish: on or before July 2, 2025)



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

PLAN REVIEW APPLICATION

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

Date Filed: 6/19/25 Fee: \$500 Escrow: 0 Case Number: URSA 25-03

NOTICE TO APPLICANT AND OWNER

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

REQUIRED COPIES OF PLANS

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND .PDF COPY OF PLANS
 CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES AND .PDF COPY

1. APPLICANT INFORMATION

NAME: Jacob Lloyd
 ADDRESS: 2381 White Lake Rd
Highland MI
 PHONE: 248 408 9674
 EMAIL: Jacobelloyd@hotmail.com

OWNER INFORMATION

NAME: Mary & Jim Lloyd
 ADDRESS: 2280 White Lake Rd
Highland MI
 PHONE: 248 881 9977
 EMAIL: _____

2. PROPERTY INFORMATION

ADDRESS OR ADJACENT STREETS: 2381 White Lake Rd Highland 48357
 LOT WIDTH: 668 FT. LOT DEPTH: APPROX. 1,292 FT. LOT AREA: 19.98 Acres
 PARCEL IDENTIFICATION NUMBER(S): 11-01-151-006

3. PROJECT INFORMATION

PROJECT NAME: WORKSHOP AND EVENT CENTER AT PINEFIELD FARM
 PRESENT ZONING: ARIR PROPOSED ZONING: CLASS C FARM MAPUCST
 PRESENT USE: PRIVATE HOMESTEAD PROPOSED USE: PRIVATE RESIDENCES AND EVENTS

APPLICANT

SIGNATURE: [Signature]
 PRINT NAME: JACOB LLOYD

On the 19 day of JUNE, 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: [Signature]

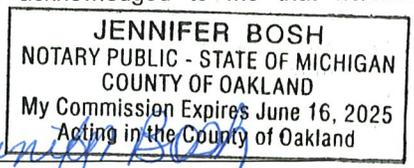
OWNER

SIGNATURE: [Signature]
 PRINT NAME: Mary A. Lloyd

On the ___ day of _____ 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 June 16, 2025
 County Of Oakland Acting in the County of Oakland

Notary Public: [Signature]



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

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

Class C Farm Market Events at Pinefield Farm - Update

The applicants, Jake and Tina Lloyd are providing supplemental information regarding their initial proposal on July 17, 2025, for special use approval for a Class C Farm Market at 2381 White Lake Road in Section 1 (Parcel ID 11-01-151-006). Following review of the proposal, the Planning Commission, with input from neighboring residents, requested additional information regarding the following issues of the proposal:

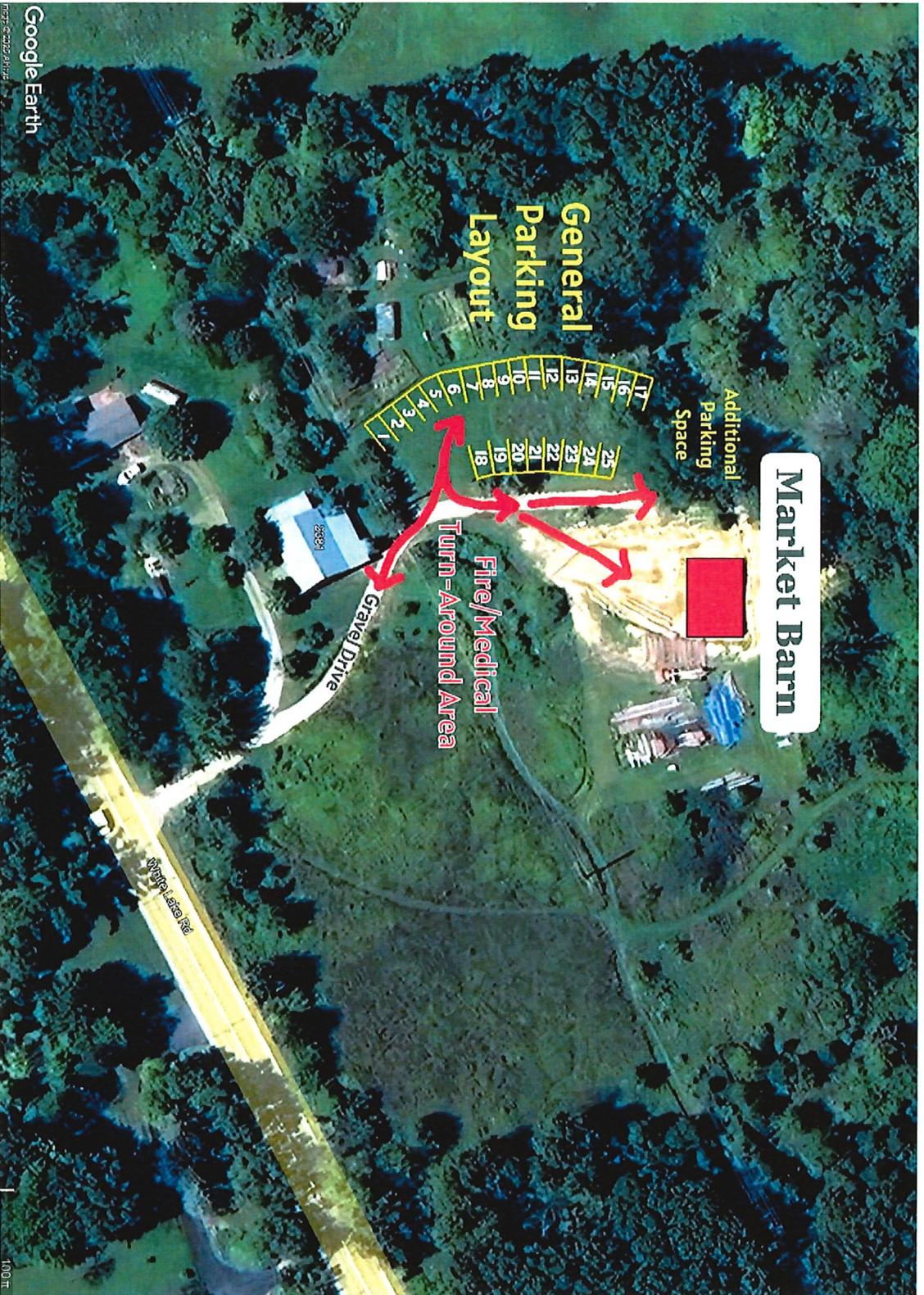
- Parking layout and site suitability.
- Driveway location, access and site distance.
- Size of proposed events, number of guests, and timeframe.
- Trespassing concerns and trail closure to adjacent properties.
- Accessibility for fire/medical personnel and equipment.
- Trash collection and disposal.
- Farmstand location.

Parking: A parking layout has been provided in the attached graphic, showing the general location/proximity to the market barn and the size, layout, and minimum quantity of parking spaces available. The parking layout was created using 10 ft x 20 ft parking spaces, which are larger than spaces found in a conventional parking lot. The parking layout proposes two rows of perpendicular parking lanes, with a minimum of 25 ft between parking rows. The larger parking spaces provided and extra general parking area to the north shown on the plan should comfortably accommodate up to 25 parking spaces for guests. The proposed parking area consists of an upland area with turf grass with a gentle slope providing adequate drainage throughout the year.

Driveway Access: As shown in the initial proposal, the farm market barn is accessible by a gravel driveway extension that provides access from White Lake Road to the barn and parking area via an existing private driveway that we use for our residence. This gravel driveway provides adequate access for guests and fire/medical equipment and personnel in the event that they would be needed.

Concerns with site distances from the driveway entrance at White Lake Road were expressed in the July meeting. Further review indicates that for guests pulling out of the property, visibility extends approximately 500 feet to the east and 600 feet to the west. White Lake Road is currently an unposted, two-lane paved road with multiple curb cuts serving the adjacent residences in the area. Being unposted, the speed limit is 55 mph. According to guidelines provided by MDOT, stopping sight distances recommended for 55

Parking/Access Diagram



Proposed project:

Class C Farm Market Event Center at Pinefield Farm

We are Jake and Tina Lloyd, currently residing at 2381 White Lake Rd in Highland. After moving back to Michigan over a decade ago, most of our Sundays have been spent cruising around the county, enjoying brunch, checking out old barns, and dreaming of the day we would save one. Well, that day has finally arrived – we’re currently in the process of rebuilding a historic barn from Davisburg on our property here in Highland.

We are seeking approval to designate our property, which is currently zoned as ARR, as a Class C Farm Market Event Venue. Our goal is to share this space with the community by hosting small workshops and events. At the moment, we offer fresh-cut flowers grown by my mother, along with fresh eggs and seasonal vegetables. Our property spans almost 20 acres which includes prairies that have been restored to native, gardens and walking trails.

We envision hosting events focused on the resources available at our farm, including native plant classes, foraging workshops, bread-making sessions, farm-to-table dinners, and more. Jake and his family have been involved with various preservation organizations over the years, and we have already been approached to host small events and meetings for them.

Event Details

- **Capacity:** Events will accommodate 75 people or fewer.
- **Parking:** Parking will be available on-site in a mowed field near the barn. Events during the day so no lights will be necessary. Parking to be clearly marked with signage.
- **Timing:** Events will take place during the day or early evening.
- **Season:** Most events will occur from Spring to Fall.
- **Frequency:** We anticipate hosting approximately two small events each month.

- **Farmstand:** The farmstand will be open on Saturdays.
- **Safety Measures:** We have consulted with the Fire Marshal and are preparing for a site visit. Exit signs have been ordered and will be installed, along with fire extinguishers.
- **Restroom Facilities:** Currently, there will be no permanent bathrooms on-site; guests will need to rent portable restrooms for events. A septic system is planned for the future, and we will coordinate with Oakland County Health once it is in place.
- **Access:** A separate driveway is available on the property.

We are hoping you take into consideration this request and greatly appreciate your time.

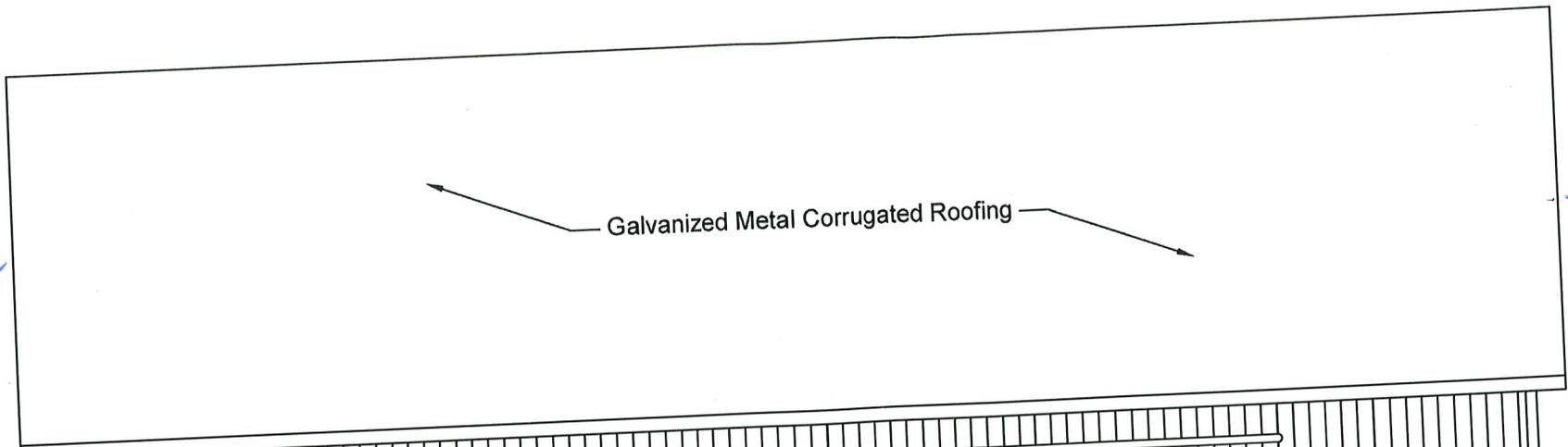
Jake and Tina Lloyd

2381 White Lake Road, Highland, MI 48356
Parcel ID: 1101151006



Site Plan (not to scale)

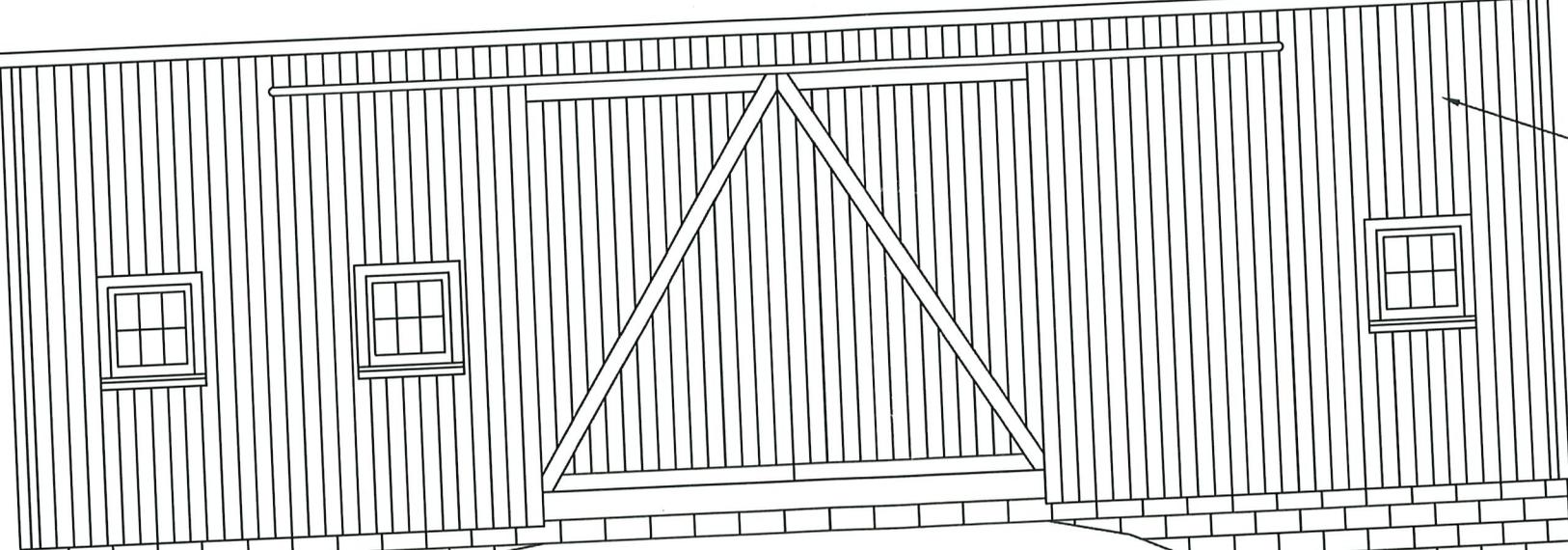




Galvanized Metal Corrugated Roofing

- 24' 10"

Permit # AB24-0259
Address 2381 White Cr



6" T&G Vertical Siding

2" Siding Overlap

Top of Block

Top of Boulder Retaining Wall
(built by homeowner)

9'-4"

FG

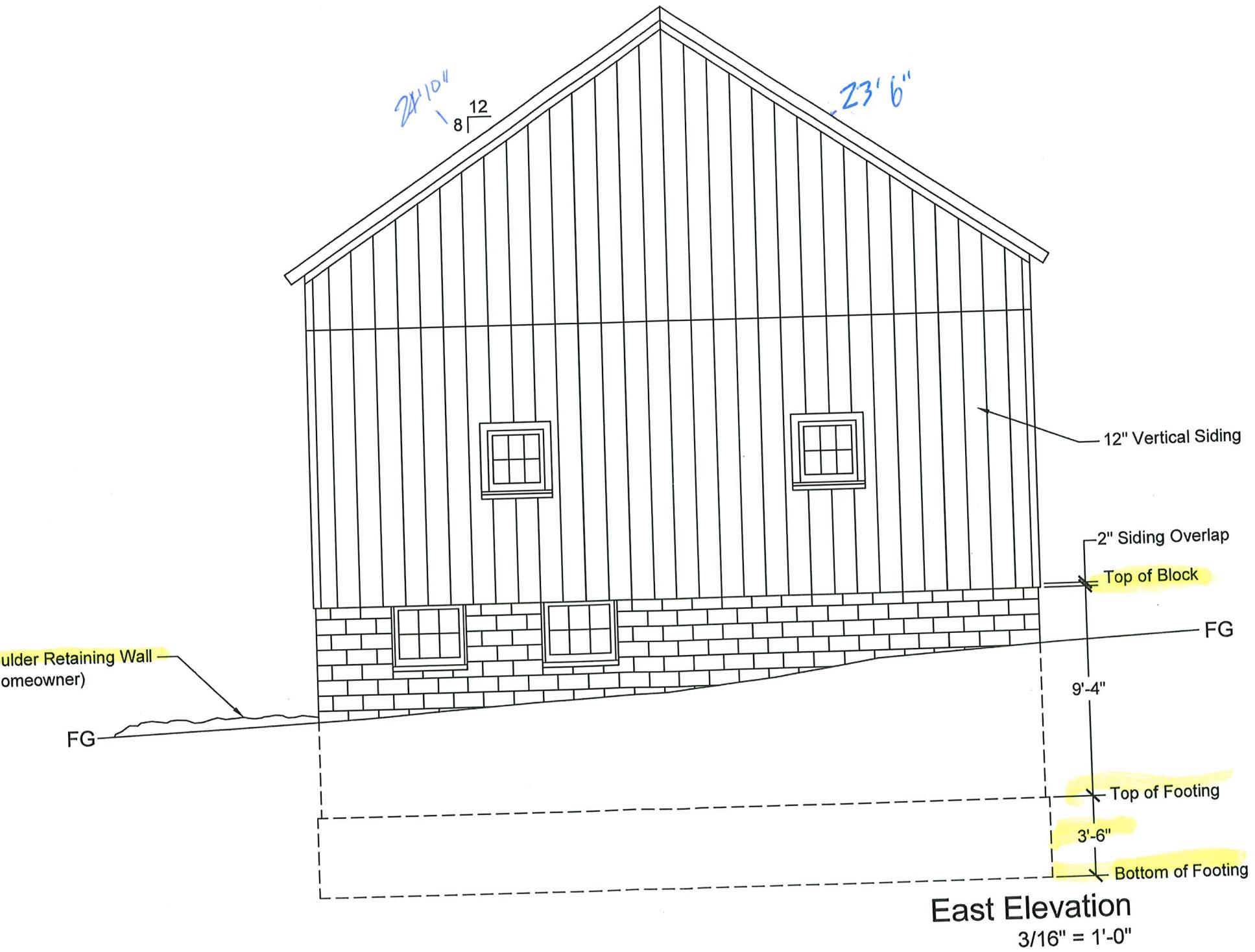
Top of Footing

3'-6"

Bottom of Footing

North Elevation
3/16" = 1'-0"

3 WORKING DAYS
BEFORE YOU DIG
CALL MISS DIG
DIAL 811



24'10"
8'12"

23'6"

12" Vertical Siding

2" Siding Overlap

Top of Block

FG

9'-4"

Top of Footing

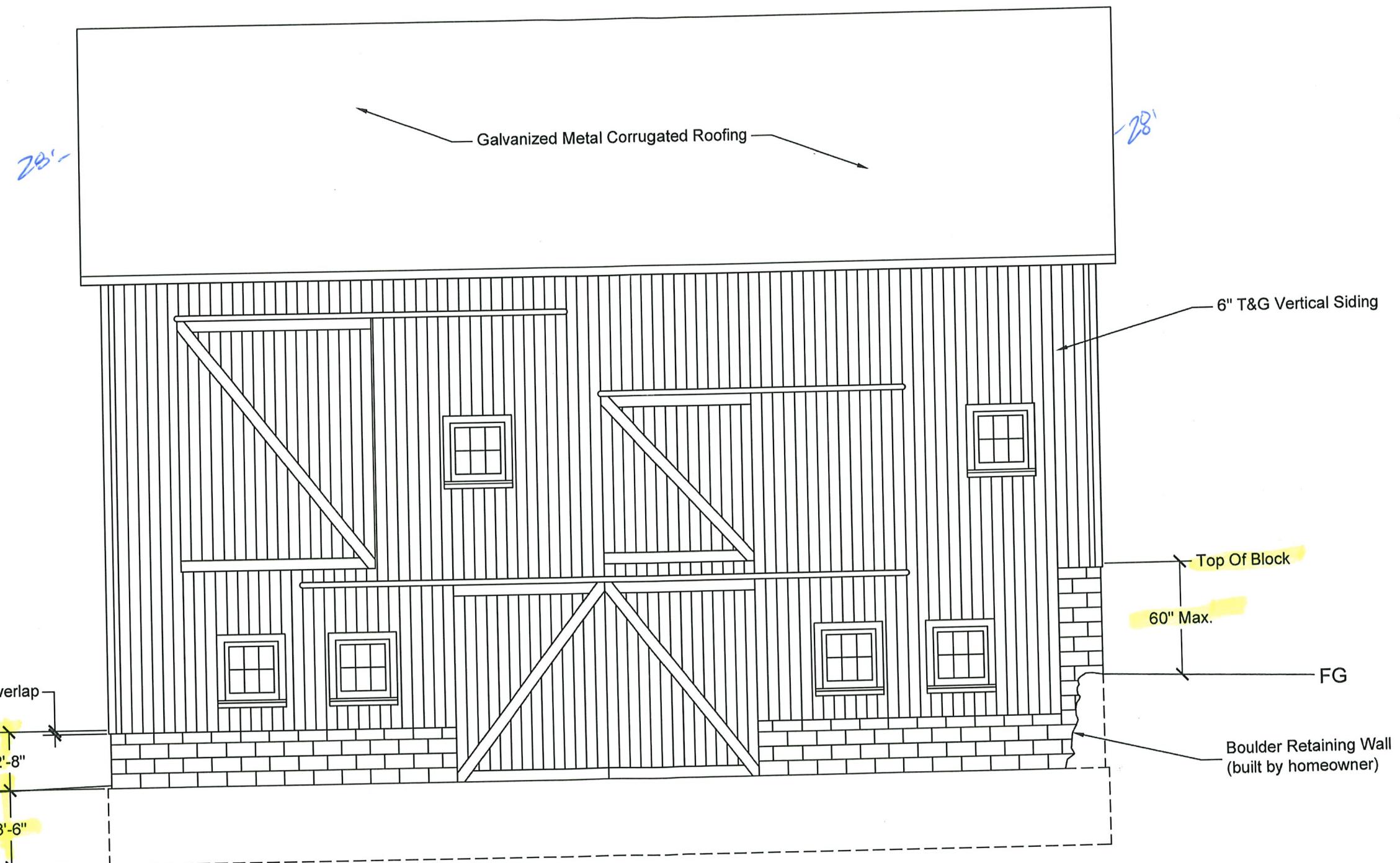
3'-6"

Bottom of Footing

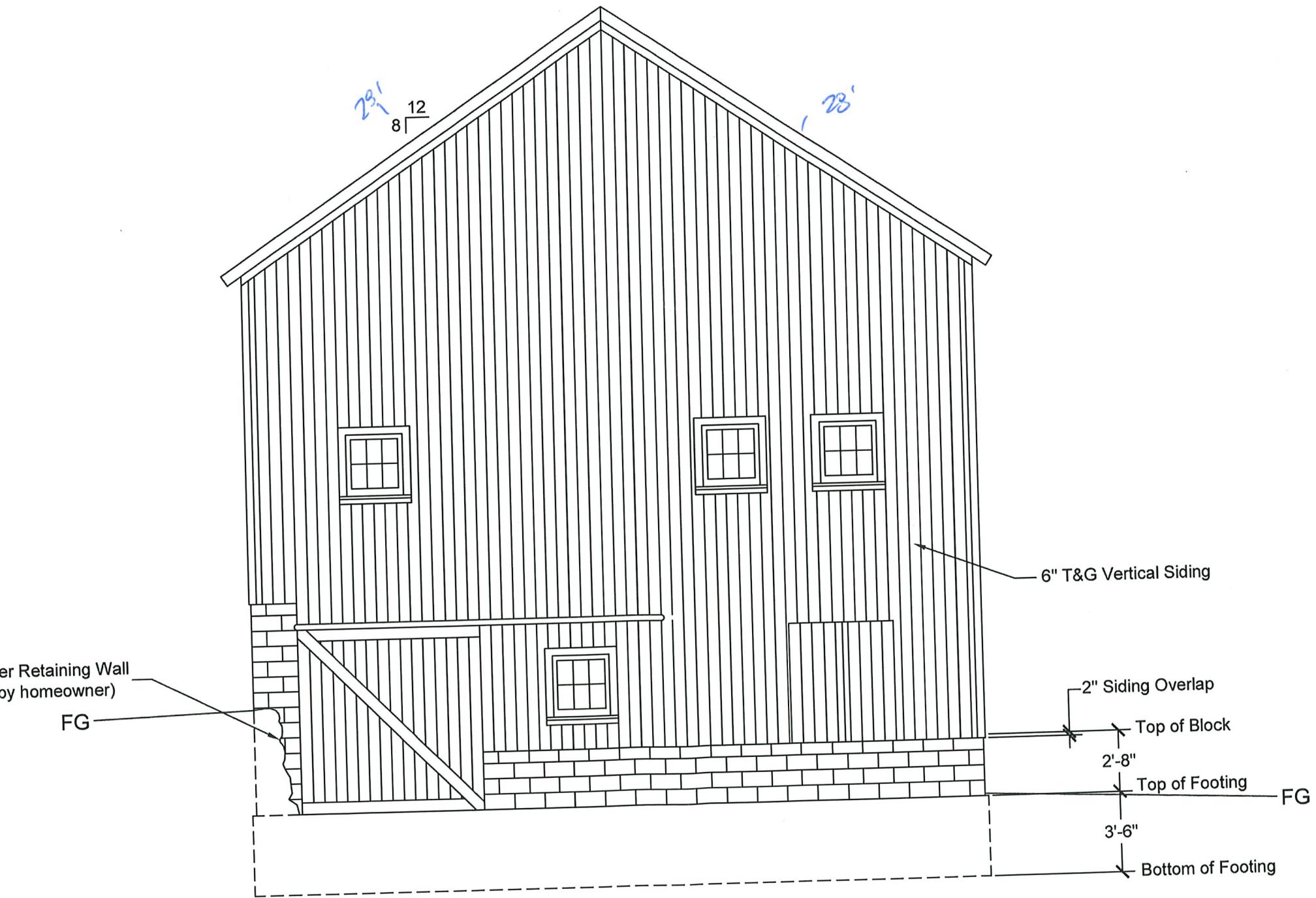
Older Retaining Wall
(homeowner)

FG

East Elevation
3/16" = 1'-0"

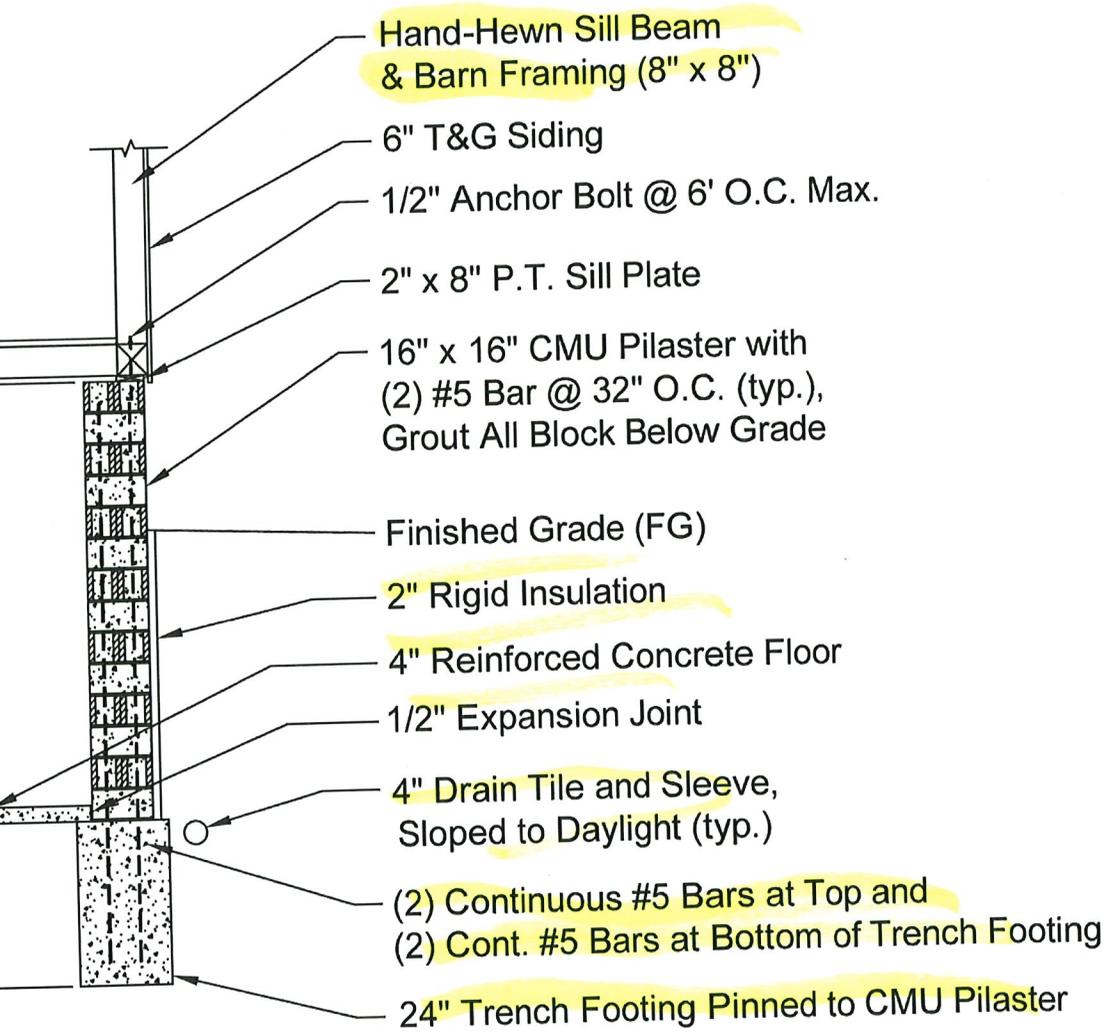


South Elevation
3/16" = 1'-0"

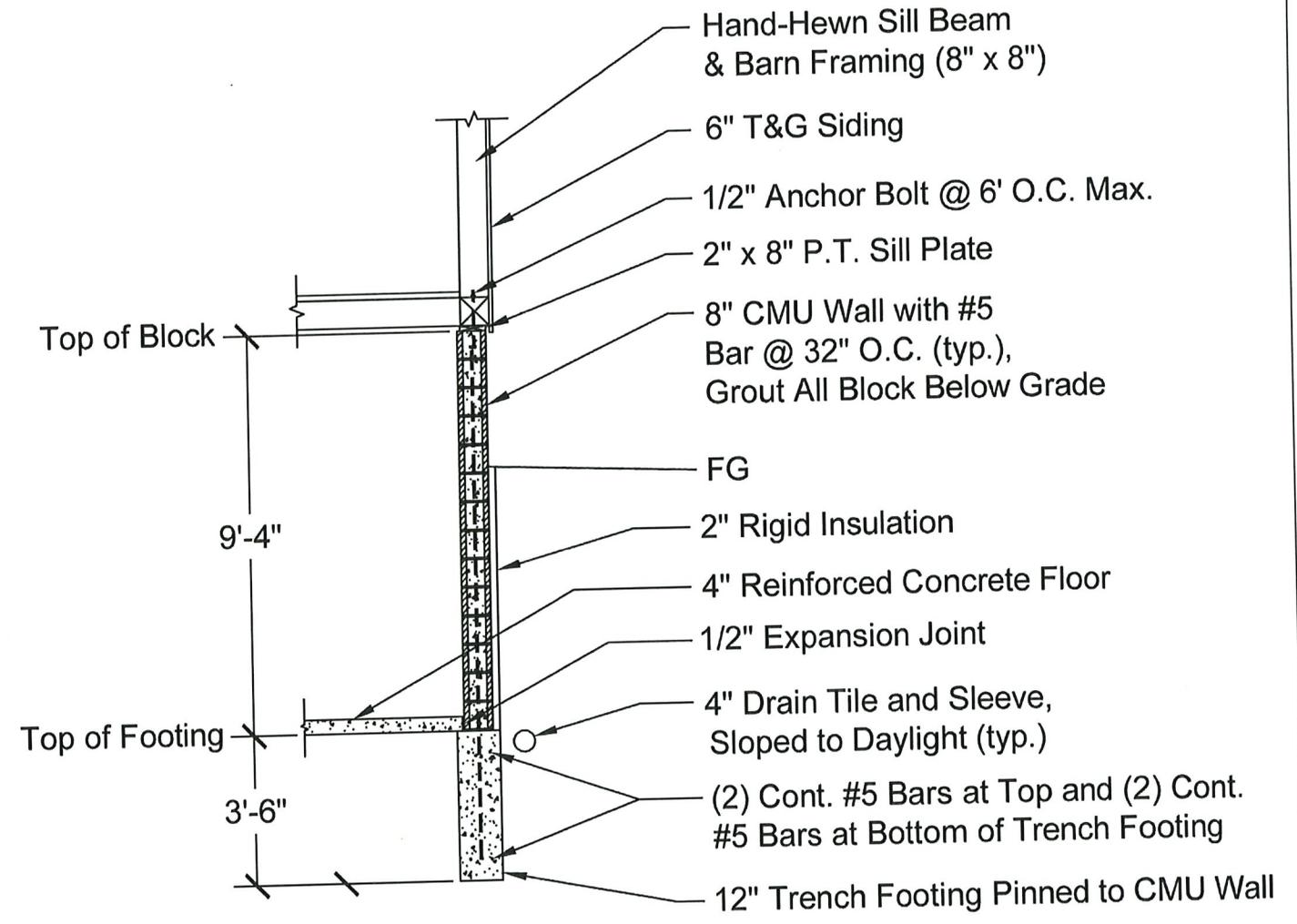


West Elevation
 $3/16" = 1'-0"$

Details #1



Section A
1/4" = 1'-0"



Section B
1/4" = 1'-0"



Approx. 250 ft

Approx. 350 ft

Proposed Relocated Barn Site

Sheds

Septic Tank/Field

House

Well

Existing Pole Barn

Shed

Driveway

White Lake Rd

White Lake Rd

White Lake Road (65 ft ROW)

OAKLAND COUNTY HEALTH DIVISION
Approved based on submitted site plan.
Any damage or encroachment on the well or septic will require a new system.
The existing septic and well are to be protected during construction

O.C.H.D. APPROVAL
Sanitarian: *F. Rhodes ABHS*
Print Name: *Frank Rhodes*
Date: *6-10-2024*

ZONED ARR
Appears To
MEET ORDINANCE REQUIREMENTS
2944 sq ft Barn
[Signature] DATE 6/10/24

Request for Special
Land Use Approval

Pinefield Farm Market
& Event Barn

Public Hearing

Charter Township of
Highland

Planning Commission

July 17, 2025





Pinefield Farm
Proposed Class C Farm Market
with events
2381 White Lake Rd

Property Location:
Pinefield Farm
2381 White Lake Road

Property Location

2381 White Lake Road

Parcel ID: 11-01-151-006

19.98 acres

Market Barn



Market Barn (before)

- Originally located on Andersonville Road in the Village of Davisburg.
- Built ca. 1870 by James Harvey Davis (Village namesake).
- Barn was in disrepair and owner wanted to demolish it.
- Barn had lost its utility since farming had ceased at this site by the 1960s.



Market Barn (disassembly)

- Hired craftsman friends to carefully disassemble the barn (Fall 2023).
- Structure was labeled to a corresponding set of detailed plans for reassembly.
- Disassembly took about 3 months.



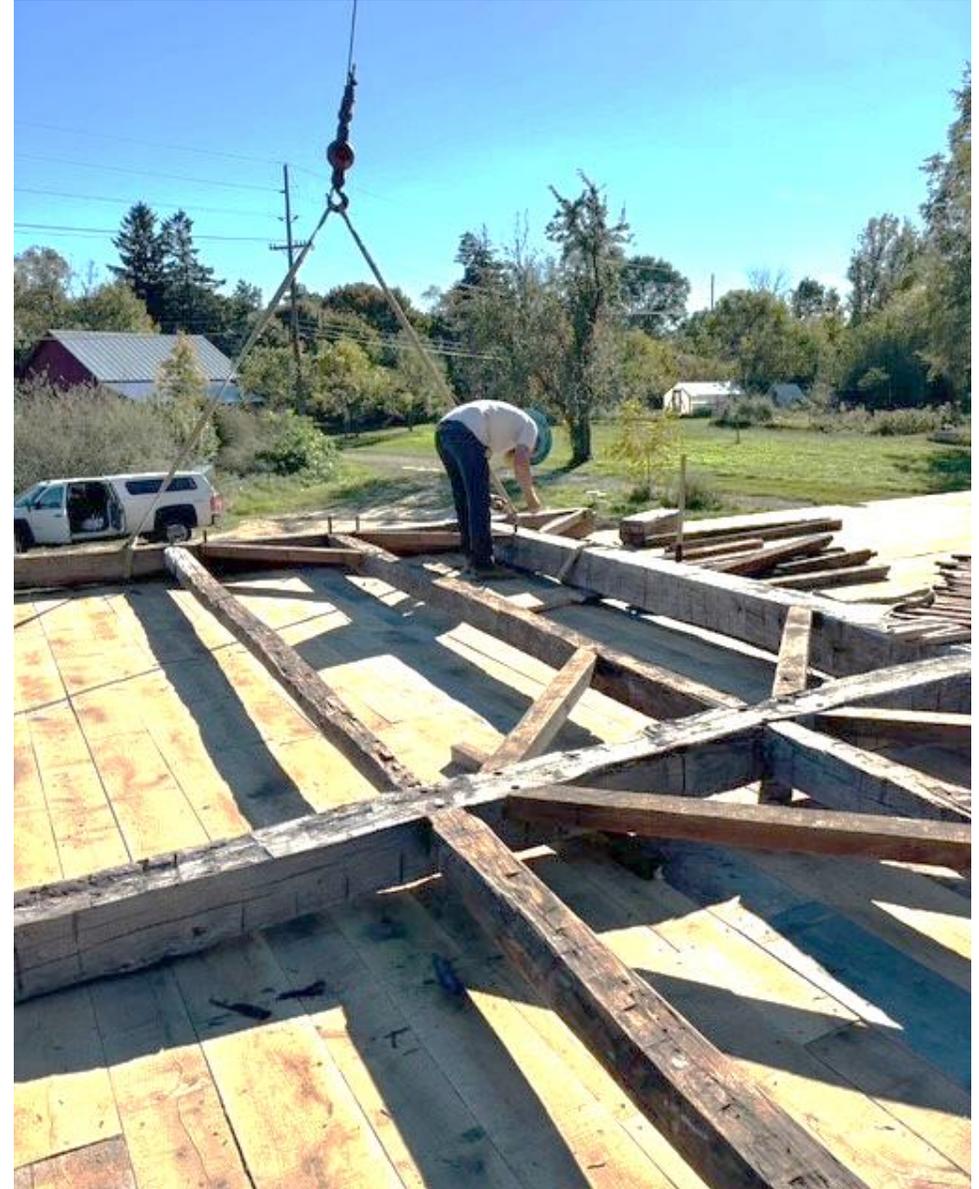
Market Barn (disassembly)

- Moved entire structure to new site (Pinefield Farm) by late-Fall 2023 where it was stored for the winter.



Market Barn (reassembly)

- Structure was cleaned, organized, and repaired and then reassembled during the Summer/Fall 2024.



Market Barn (reassembly)

- Barn was largely enclosed by late-Fall 2024/winter 2025.



Market Barn (Summer 2025 – near completion)



Chapter 25 Zoning Ordinance

Article 4 – District Regulations

Section 4.05 Agricultural & Rural Residential District (ARR)

Subsection C Special Land Uses:
Class C Farm Market Event Venues
subject to **Section 10.13:**



Section 10.13: In compliance with the recently amended Section 10.13 – Farm Markets, including MDARD GAAMPs for Farm Markets, we have considered the following as part of our special use request:

- **Event Frequency/Seasonality:** We're planning no more than 1-2 small events per month, between April and November.
 - This is during the part of the year when the existing vegetation provides the most effective buffer between adjacent parcels.
 - Any traffic increases would be limited to 1-2 days a month between April and November.
- **Noise Concerns:** We live at this site and value the quality of life experienced here. We have every intention of hosting events that are sensitive to the current noise levels experienced in the neighborhood. If events warrant amplified sound/noise, it will be cut off at 9pm. Noise levels will be regulated in consideration of nearby sensitive receptors.
- **Guest Limits:** Our events will not exceed 50-60 guests and will often be far less.

Section 10.13: In compliance with the recently amended Section 10.13 – Farm Markets, especially Point B:

- **Neighborhood Aesthetics:** We will not be installing permanent signage adjacent to the road as to maintain the existing character of the neighborhood roadside, which is generally natural and provides privacy.
- **Road Access/Parking:** The market barn is accessible by a separate gravel driveway with direct access to White Lake Road (a main corridor). We have a mowed area of lawn for parking directly adjacent to the barn and well within the appropriate setbacks to adjacent properties, particularly residential buildings.
 - We will clearly mark our access drive during events to alleviate confusion with adjacent neighboring driveways and minimize trespassing.
- **Monitoring:** We will be on site for every event to ensure that all guests are respecting the use of the property.
- **Trespassing:** We value our neighbor's privacy and personal property and will provide gates, if desired, at any trails that lead off-site or we will permanently close trails. We will also clearly communicate the farm boundary limits with guests and monitor their abidance to the site rules.

Existing Natural Buffers

- Barn site is buffered by woodlands to the north and dense perimeter vegetation to east and west.
- Lower level of barn is nestled in hillside, further dampening noise outside property.
- Hedge row planted on south side to minimize adverse noise/light beyond property to south.



Request for Special
Land Use Approval
July 17, 2025

Pinefield Farm Market & Event Barn

Questions & Comments?



PUBLIC HEARING CORRESPONDENCE

To:
Charter Township of Highland Planning Commission,
9-18-25

We are writing in regards to the request for Use Requiring Special Approval by Jake Lloyd for parcel # 11-01-151-006, 2381 White Lake Road.

We (Douglas and Ramona Prime) own the adjacent parcel to the west 11-01-151-005 and the parcel to the west #11-01-151-012.

1. Parking: 25 spaces may not be enough parking. This area will turn to mud in the spring. Pushing or wheeling a wheelchair in a sloped grassy area is a challenge. People with canes or walkers as well. This is an ADA issue and possible discrimination.
2. Drive Access: We have 500 feet and still have issues when pulling out of our driveway. A garbage truck was hit collecting our garbage at the end of our driveway by someone attempting to pass the truck.
3. Size of Events: Now 50 people. Commission is putting the onus on the neighbors to police. Please describe events, when looking online we see escort service, rally events, church events. Jake's name came up in Colorado. Who polices the number of events per month?
4. Timing: May through October. Again who will police? Neighbors. We have audio from an 8/15/25 event at 11:15pm. Music over crickets standing in front of our houses as recording the noise.
5. Trespassing: SEE ATTACHED PICTURE. As seen in picture there is a lack of effort or minimal effort being done to accommodate this concern. This shows the lack of respect for the neighbors and only done to get approval. This is not acceptable and will not stop trespassing and done quickly just before the meeting to get approval.
6. Fire/Medical: The turn around is not in a gravel section and depending on the time of year and weather conditions will be a problem. We have had people attempt to turn around on grassy areas in the spring only to get stuck in the mud and need to be pulled out.
7. Trash: We hope garbage does not end up in woods or the neighbors. Especially someone walking off on the trails.
8. Restroom: restrooms have not been addressed for events. How is this to be handled?
9. Alcohol: Alcohol has not been addressed as well. How many weddings do not have alcohol?
10. It is not clear if there could be overnight events. Could this be possible.
11. This is an area frequented by the Red Tailed Hawks. Could this be a DNR issue as well?
12. Commercial in Residential: Still the issue before the commission is allowing a commercial operation to happen in an Ag/residential area. We do not agree with approval.



If you would like to address the Planning Commission tonight, please provide your name and address for the record.

Doug & Mona Prime
2281 White Lake Rd
Highland, MI 48356

Jim Lloyd
2280 White Lake Rd 48356

JAKE & TWA LLOYD
2281 WHITE LAKE ROAD 48356

July 17th, 2025

To: Charter Township of Highland Planning Commission

Re: A request for Use Requiring Special Approval for Section 4.05, Agricultural and Rural Residential District (ARR) subsection C.7, Special Land Uses, Class C Farm Market Event Venues Article 6, Special Land Use Procedures and Standards. Article 10.13, Farm Markets

We have been Highland residents for more than 34 years and have lived in three homes since establishing roots here. Our current home of almost 19 years on Horseshoe Dr. was our dream to live on property in a quiet, peaceful natural setting. The past several years have changed in Highland and it is a different place for us now.

As backyard neighbors to this request for special approval for Section 4.05, we are writing and appearing in person to voice several of our concerns for this change in land use. Particularly the property use, intent, size, type and management of future venue events held at said property. A local seasonal farm market is one thing but an event space is indeed quite another. We do not want to be "sandwiched" in between two event venue business properties. We feel the request is not intended to host small personal events for friends, family and/or local community members to gather. In light of the future septic plans, we feel it is being primed for larger venue accommodations; selling out current AAR land use to a product (total event venue space and grounds). Using Barn 45 as an example: They have become a noise and traffic problem for local residents. It has become so loud we cannot stay out on our deck. The duration is all day several times a year and so loud that we can hear their "music event" even when our house is closed up and air conditioning running and plenty of green space between our property and theirs) They also have unofficially (no police) stopped & directed traffic to allow their guests to enter and exit from White Lake, like they're at Pine Knob. I could not imagine the noise coming from both places along the same stretch of road a short distance from each other.

Our concerns are:

1. Being sandwiched in between two event venue businesses and the noise.
2. Who is responsible for planning/managing these said events to the limits set forth?
3. Who will take responsibility when event guests & things get out of hand, too loud, disruptive, go beyond the set time/capacity limits? (as is the case with Barn 45)
4. Noise and traffic Impact to the current established surrounding agricultural, rural and residential properties.
5. Refuse disposal/collection and impact to wildlife and surrounding ARR from said events.
6. What is preventing 2 small events per month from becoming 4-10 events per month during the event season?
7. Who will enforce the Class C Farm Market Event Venues Article 6, Special Land Use Procedures and Standards ?
8. Will alcohol be allowed?
9. Increased traffic volumes in the area.
10. Property Values when we decide to sell.

Thank you for considering our concerns,

Respectfully,
Joe and Renee` Youngs
H-11-01-151-010

To:
Charter Township of Highland Planning Commission,
7-14-25

We are writing in regards to the request for Use Requiring Special Approval by Jake Lloyd for parcel # 11-01-151-006, 2381 White Lake Road.

We (Douglas and Ramona Prime) own the adjacent parcel to the west 11-01-151-005 and the parcel to the west #11-01-151-012.

We have concerns that should be addressed regarding the application.

- 1 Potential loss of property value with a business located next to the parcel 11-01-151-005. We enjoy the current quiet and solitude of our property and are concerned this will change. The proposal may discourage someone from being interested in purchasing the parcel, if we sell, instead of agricultural residential there is a business next door.
- 2 Noise from said events. My son suffers from migraines so noise is very much a concern. We moved to this location for peace and quiet. We have to put up with Barn 45 and the very loud events they put on. The loudness can be heard in our house with the air conditioning running and windows closed. This can be heard all the way to Rose Center road and we have heard about the noise level from people on Horse Shoe drive.
- 3 We use the adjacent parcel 11-01-151-005 for grazing pasture for our horses. There are trails that connect us to the proposed market and feel we will have people wandering onto our parcel. People love to check out the horses and or feed them. This is something we cannot have. Even when warned and told not to get near the horses people like to get close and touch them. There has to be fencing to block off the trails and possibly the property line and not allow access to our property.
- 4 Our son is disabled and suffers from PTSD, he was assaulted and cannot tolerate strangers on our property. We may have traffic from people turning in the wrong driveway or like in #3 wandering onto our parcels. We have had people drive back to our house to turn around and it appeared they were checking things out by the house. This would be very concerning.
- 5 Traffic may be another concern. It may be good to get the opinions from residents along White Lake road. Car volume has increased and it can be tough for us getting the mail from our mailbox which is across the street from our driveway. 75 people could mean 50 vehicles added to a limited sight area.
- 6 We are also concerned that the operation would grow into a larger venue. Something we never planned on when locating in Highland 30 years ago on a quiet dirt road.

Thanks for considering our concerns,

Douglas and Ramona Prime



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: October 6, 2025

Request for Board Approval: Hiring of Firefighter/EMT Drake Vachon

The Highland Township Fire Department respectfully requests the Board's approval to hire Drake Vachon as a Firefighter/EMT.

Drake has successfully completed all required pre-employment evaluations, including background checks, medical screening, and interviews. He brings with him the qualifications, training, and dedication that align with the department's mission and values.

Drake will be filling the position of Firefighter/EMT Alexa Leece, who is currently on medical leave and is not expected to return for at least one year. By the time Alexa is cleared to return to duty, the Fire Department will likely be operating under a new millage—or close to it. As previously discussed with the Board, there will be a need to increase staffing at that time.

When Alexa Leece is able to return to work, she will be reinstated to a shift position. It is the department's goal to continue her employment with Highland Township.

Action Requested:

Approval for the hiring of Firefighter/EMT Drake Vachon to the Highland Township Fire Department.



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: October 6, 2025

Request for Board Approval: Refurbishment of Engine 11

The Highland Township Fire Department respectfully requests authorization to send **Engine 11** to **Reliant**, a certified **Pierce dealer**, for a full refurbishment. This apparatus has experienced multiple component issues and has been involved in three separate accidents, making a comprehensive rebuild necessary to ensure safety, reliability, and continued service.

Reliant has agreed to cover just over **\$31,000** of the total cost. The estimated cost to the Township will be at least **\$202,849**. Any additional costs beyond this amount will be submitted to the Fire Chief for review and authorization prior to proceeding.

Once the refurbishment is complete, the department will have two strategic options:

- **Resale:** The refurbishment will significantly increase the resale value of Engine 11.
- **Retention:** The upgrade will extend the vehicle's service life, providing continued operational value.

From both a financial and operational perspective, refurbishing Engine 11 is the most beneficial and cost-effective solution for the department.

Funding for this project will come from the **2026 Capital Expense Fund**, account line **402-971**.

Action Requested:

Approval to send Engine 11 to **Reliant (Pierce dealer)** for refurbishment, with a Township cost of at least **\$202,849**, and any additional expenses subject to Fire Chief authorization.

Supporting documents attached.

Highland Twp. Department Highland, MI

Proposal for Non-Accident-Related Repairs of:

**One (1) – 2018 Pierce Enforcer PUC Pumper
“31665”**

Date: July 24, 2025,

Quote is good for 60 days

Prepared by: Jarid McKeever



PIERCE MANUFACTURING, INC.

MIDWEST REGIONAL SERVICE CENTER

816 COMMERCIAL AVENUE * WEYAUWEGA, WI 54983 * (920) 867-2142

Pierce Manufacturing, Inc. is pleased to submit to the **Highland Twp. Fire Department** a proposal for the refurbishment of your **2018 Pierce Enforcer Pumper 31665: Vin#4P1BAAGF0JA019138** . The following paragraphs will describe in detail the apparatus additions and modifications proposed.

QUALIFICATIONS

PIERCE MANUFACTURING was incorporated in 1917. Since then, we have been building bodies with one philosophy, "**BUILD THE FINEST**". Our skilled craftsmen take pride in their work, which is reflected, in the final product. We have been building fire apparatus since the early "forties" giving Pierce Manufacturing over 50 years of experience in the fire apparatus market. Our plant is located in Appleton, Wisconsin with over 474,000 total square feet of floor space situated on approximately 93 acres of land. A multi-million-dollar inventory of parts is available to keep your unit in service long after it has left the factory.

The Pierce Refurbishment Center has achieved the very same reputation for fire apparatus repair and refurbishing. Located just 30 miles west of Appleton in Weyauwega, Wisconsin, the Pierce Refurbishment Center facility is dedicated exclusively to the refurbishing and repairs of all makes and models of fire apparatus and emergency vehicles. Pierce Manufacturing has produced fire apparatus for over 55 years and has been refurbishing apparatus for more than 35 years.

The 40,000 square foot Refurbishment Center has 16 well-equipped bays staffed by 52 certified, highly skilled mechanics. Fabrication and refinishing is done at the main manufacturing facilities to assure our customers the same fine quality that new Pierce apparatus is famous for.

ISO COMPLIANCE

The manufacturer will operate a Quality Management System under the requirements of ISO 9001. These standards sponsored by the "International Organization for Standardization (ISO)" specify the quality systems that will be established by the manufacturer for design, manufacture, installation, and service. A copy of the certificate of compliance will be included with the bid.

SINGLE SOURCE MANUFACTURER

Pierce Manufacturing is a single source apparatus manufacturer. The definition of single source is a manufacturer that designs and manufactures their products using an integrated approach, including the chassis, cab and body being fabricated and assembled on the bidders premises. The warranties relative to the chassis and body design (excluding component warranties such as engine, transmission, axles, pump, etc.) will be from a single source manufacturer and not split between manufacturer (i.e., body and chassis).

WARRANTY

A separate warranty page detailing the warranty coverage will be provided with the proposal.

WELDING REQUIREMENTS

Pierce Manufacturing follows American Welding Society D1.1-96 standards for structural steel welding. All aluminum welding will be done to American Welding Society and ANSI D1.2-96 requirements for structural welding of aluminum. Flux core arc welding will use alloy rods, type 7000, American Welding Society standards A5.20-E70T1.

PAYMENT TERMS

Payment is to be made to Pierce Manufacturing, in full, within 30 days after completion and final acceptance.

SHIPPING PRECAUTIONS

The following shipping precautions must be completed before transportation of the fire department's apparatus to Pierce Manufacturing for refurbishment or repair. ***Failure to complete the listed items below may result in additional costs to the fire department.***

1. All water tanks, foam tanks, pumps, all inlets and discharge plumbing, all drains, and any other plumbing are to be completely drained prior to being driven or flat-bedded.
2. Strip down all loose equipment unless arranged with Pierce prior to shipping in order to make the repair process easier and to eliminate the potential for lost equipment while the unit is being refurbished or repaired.
3. All loose or potentially loose items should be taped or strapped to ensure they do not come loose during transit.

SEAT BELT INDICATOR

Officer seat belt indicator goes off randomly while seat belt is buckled.
Troubleshoot to identify issues.

Repair of any defects will be “open,” pending approval and additional costs. No additional work will be performed without prior approval from the fire department.

CAB WINDOW

The driver side front cab door window is making noise when going down.
Remove interior door panel and troubleshoot

Repair of any defects will be “open,” pending approval and additional costs. No additional work will be performed without prior approval from the fire department.

DO NOT MOVE LIGHT

The do not move light will turn on while driving down the road.
Troubleshoot and verify door switches are working properly

Repair of any defects will be “open,” pending approval and additional costs. No additional work will be performed without prior approval from the fire department.

CHASSIS AIR PRESSURE

The low air pressure alarm in PSI mode does not work.
Troubleshoot and verify pressure switches are operating properly.

Note: customer states that they cannot increase throttle to build air pressure faster, this would be because the throttle inhibitor is activated by programming. Should the customer choose to deactivate the throttle inhibitor when parking brake is applied, Pierce would need to reprogram the settings at an additional cost

Repair of any defects will be “open,” pending approval and additional costs. No additional work will be performed without prior approval from the fire department.

P2 COMPARTMENT

The pull-out drop-down tray comes off the tracks when the tray is pulled out.
Adjust shelf tracks

Repair of any defects will be “open,” pending approval and additional costs. No additional work will be performed without prior approval from the fire department.

P1 COMPARTMENT

1 shelf is bent in P1 compartment. A new shelf will be painted and installed

MIRROR CONTROL

The control for the driver side mirror does not work.

Replace the controller switch for the driver's side mirror

Repair of any defects will be "open," pending approval and additional costs. No additional work will be performed without prior approval from the fire department.

WATER TANK LEVEL

Customer states that the water level gauge for the water tank does not work properly.

Troubleshoot and verify tank transducer is working properly

Repair of any defects will be "open," pending approval and additional costs. No additional work will be performed without prior approval from the fire department

OIL DRY HOPPER

Customer states that the oil dry hopper was modified and does not work properly.

Inspect and adjust oil dry chute valve for proper operation

Repair of any defects will be "open," pending approval and additional costs. No additional work will be performed without prior approval from the fire department

GENERATOR

The generator reads low oil when oil level is correct.

Troubleshoot and verify oil level sensor is operating properly

Repair of any defects will be "open," pending approval and additional costs. No additional work will be performed without prior approval from the fire department

PERIMETER LIGHTS

Multiple perimeter lights have burnt out LEDS

Replace all body, PUC, and cab perimeter lights

AM/FM RADIO

The AM/FM radio is mostly static.

Verify that the antenna is connected and the antenna is in proper working condition

Repair of any defects will be "open," pending approval and additional costs. No additional work will be performed without prior approval from the fire department

DECK GUN/LIGHT TOWER

Multiple random stow issues are reported with the deck gun and light tower.

Troubleshoot stow issues.

Repair of any defects will be "open," pending approval and additional costs. No additional work will be performed without prior approval from the fire department

CUSTOMER FIX LIST

Verify fix and correction before return to customer of all items identified in fix list provided to Reliant Fire Apparatus, Inc. on June 6, 2025.

1. Officer seat belt light goes on while it's in the seatbelt.
2. Driver window when you put it down makes some kind of crazy noise.
3. Officer side compartment #1, damage to the compartment from stump accident. Pictures and request for repairs has been made to Halt with no response for months.
4. Foam leaking out of the foam tank.
5. Back driver side compartment door is super tough to lift up. History of Slide out shelf was left out and drove through a door. Halt coordinated repairs with outside company. Door has been having issues since.
6. Red light and alarm always goes off while driving stating that the door is open.
7. Low pressure alarm in PSI mode doesn't work. Cant rev up. This has been worked on by Halt and other companies and problem keeps occurring.
8. Compartment # 2 officer side scba compartment drops down after you pull it out and comes off the track.
9. Last shelf officer side 2nd shelf is bent. Was supposed to be able to hold weight up to 500 pounds.
10. Driver side mirror controller does not work.
11. Water tank levels need to fix, has been worked on multiple times by Halt.
12. Oil dry hopper had to be modified it will not open properly
13. Generator reads low oil and when you check it has oil
14. Multiple under body lights are out.
15. Am/FM radio is mostly static..
16. Drivers side cross lay door is difficult to open. History of hitting a tree with the top portion of the cab and box. Halt was contacted for repairs, they sent to an outside company and door has had issues ever since.

17. Multiple stow issues with the deck gun and light tower. Have had to replace mother boards. Still randomly have stow problems.

Total Cost to Dealer : \$ 31,027.00

END





MIDWEST SERVICE & REPAIR CENTER
ESTIMATE

DEALER Reliant		CUSTOMER Highland Twp., MI		ADDRESS		PIERCE CONTACT Jarid McKeever	
NO. UNITS 1	ESTIMATE DATE 07/24/25	BODY MODEL PUC		CHASSIS Enforcer	REF. JOB NO. 31665	START DATE	

ACCIDENT REPAIR OF: One (1) 2018 Pierce Enforcer PUC
Vin# 4P1BAAGF0JA019138

Item	Item Description	Material	Labor Hrs.	Qty.	Sublet
1.	<p><u>SHIPPING PRECAUTIONS</u></p> <p>The following shipping precautions must be completed before transportation of the fire department's apparatus to Pierce Manufacturing for refurbishment or repair. <i>Failure to complete the listed items below may result in additional costs to the fire department.</i></p> <ol style="list-style-type: none"> 1. All water tanks, FOAM TANKS, pumps, all inlets and discharge plumbing, all drains, and any other plumbing are to be completely drained prior to being driven or flat-bedded. <i>If all foam and or loose equipment is not removed, there will be an additional charge to the customers for Pierce to remove the foam and or loose equipment.</i> 2. Strip down all loose equipment unless arranged with Pierce prior to shipping in order to make the repair process easier and to eliminate the potential for lost equipment while the unit is being refurbished or repaired. 3. All loose or potentially loose items should be taped or strapped to ensure they do not come loose during transit. 				

2.	Engineering		10		
	<u>Incoming Vehicle Inspections</u>				
	The following inspections will be performed				
	• Incoming Electrical Inspection	\$120.00	12		
	• Incoming Body Inspection				
	• Incoming Chassis Inspection and Road Test				
3.	• Incoming Pump test				
4.	CHASSIS	---	---		
5.	Remove and replace the PS front body substructure with complete new substructure assembly.	\$4,086.00	4		
6.	FRONT BUMPER	---	---		
7.	Remove and reinstall front bumper. Strip bumper for repaint. Send bumper out to Line-X top bumper flange	\$363.00	12		
8.	Remove and reinstall front bumper extension	---	4		
9.	Remove and replace PS air horn. Tune air horns	\$1,398.00	2		
10.	Replace two (2) chrome tow hooks	\$170.00	1		
11.	CAB	---	---		
12.	Remove and reinstall PSF cab door	---	4		
13.	Repair PS lower front skin as needed	\$ 85.00	7		
14.	Remove and replace PSF lower bolt in step	\$128.00	1		
15.	Remove and reinstall DS fender crown, replace welting	\$65.00	3		
16.	Repair DS fender liner as needed	---	5		
17.	Replace DS mud flap and mounting brackets	\$105.00	1		
18.	Remove and replace DS backwall lower 4-way	\$284.00	2		
19.	Remove and replace PS backwall lower 4-way	\$284.00	2		
20.	Remove and reinstall P6 roll up door. Replace sill plate	\$56.00	3		
21.	Remove and reinstall M6 light on PS CC side sheet	---	1		
22.	Remove and reinstall handrail on PS CC side sheet	---	1		
23.	Repair dent on PS CC side sheet	---	4		
24.	PLUMBING	---	---		
25.	Remove and reinstall water tank	---	23		
26.	Replace overflow hose, clamps, and tank to pump hose	\$202.00	---		

27.	Customer stated that foam is leaking from the foam tank. Once the water tank is removed, the foam tank will be filled with water and inspected for leaks	OPEN	2		
28.	BODY	---	---		
29.	Remove and reinstall body	\$125.00	325		
30.	DS BODY	---	---		
31.	Adjust D1 roll up door for proper operation. Verify door opening is square	OPEN	3		
32.	Remove and reinstall DS fender crown, replace welting	\$65.00	3		
33.	Remove and reinstall marker light on fender panel	---	1		
34.	Remove and reinstall air bottle door on DS fender panel	---	1		
35.	Remove and replace D3/D4 rubrail. Reinstall lights in new rubrail	\$516.00	3		
36.	Remove and replace two (2) wheel chock brackets	\$450.00	3		
37.	Remove and reinstall D3 roll up door, replace sill plate	\$68.00	3		
38.	Remove and reinstall D4 roll up door, replace sill plate	\$63.00	3		
39.	Repair body cracks below D3 compartment	---	6		
40.	Repair lower body flange below D3/D4 compartments	---	8		
41.	Replace upper trim inserts on the following roll up doors: <ul style="list-style-type: none"> • D1 • D3 • D4 • D5 	\$46.00	1		
42.	Remove and reinstall D5 roll up door, replace sill plate	\$39.00	3		
43.	Remove and reinstall DS front bulkhead 4-way	---	2		
44.	Remove and replace seam trim above D5 compartment	\$29.00	1		
45.	Remove and reinstall 4-way above D5 compartment	---	2		
46.	Remove and reinstall cargo front 4-way	---	2		
47.	Remove and replace DS crosslay module	\$2,597.00	45		
48.	REAR BODY	---	---		
49.	Remove and replace rear tailboard 4-way	\$902.00	3		
50.	Remove and reinstall Rear body: <ul style="list-style-type: none"> • Warning lights • DOT lights 	---	45		

	<ul style="list-style-type: none"> • Cup switches • Handrails • Fold down ladder • Traffic advisor • Camera • Hosebed 4-way step 				
51.	Remove and replace DS and PS S/S corner trim	\$110.00	3		
52.	Remove and reinstall R1 roll up door, replace sill plate	\$64.00	3		
53.	Remove and replace 4-way below R1 door	\$58.00	1		
54.	Repair lower body flange below R1 door	---	8		
55.	Remove and replace: <ul style="list-style-type: none"> • DS rear smooth aluminum sheet • PS rear smooth aluminum sheet • Rear center aluminum sheet 	\$376.00	6		
56.	Remove and replace PS suction hose compartment door, reuse hinge and latch	\$84.00	2		
57.	Remove and replace DS pike pole compartment door, reuse hinge and latch	\$84.00	2		
58.	Remove and replace ladder rack compartment door, reuse hinge and latch	\$104.00	2		
59.	PS BODY	---	---		
60.	Remove and replace P1 rubrail, reinstall 1 rubrail light	\$320.00	3		
61.	Replace damaged light in P1 rubrail	\$124.00	---		
62.	Remove and reinstall P1 roll up door, replace sill plate	\$64.00	3		
63.	Remove and replace PS body fender crown and welting	\$481.00	3		
64.	Remove and replace P3/P4 rubrail, reinstall lights in rubrail	\$516.00	3		
65.	Remove and reinstall P3 roll up door, replace sill plate	\$68.00	3		
66.	Remove and reinstall P4 roll up door, replace sill plate	\$63.00	3		
67.	Remove and reinstall PSF bulkhead handrail	---	2		
68.	Repair PSF bulkhead by handrail mount	---	6		
69.	Remove and replace P4 4-way floor	\$79.00	3		
70.	Remove and reinstall P4 shelves	---	4		
71.	Cut out and replace P4 floor to include lower body flange	\$317.00	23		
72.	Cut out and replace left sidewall of P4 compartment	\$278.00	25		
73.	Cut out and replace P4 lower backwall	\$264.00	14		

74.	Replace PS fold out running board complete assembly to include running board support	\$1,185.00	3		
75.	Replace upper trim inserts on P5 door	\$12.00	---		
76.	PAINT	---	---		
77.	<p>Metal finish, sand, wash, mask, prime, paint, and buff the following areas:</p> <ul style="list-style-type: none"> • Front bumper- top flange to be Line-X • PS lower front skin from scotchlite down • DS Cab fender liner • PS CC side sheet- Red section only • Body crack repair below D3 compartment- blend paint into fender panel • Lower body flange below D3/D4 compartments • DS crosslay module • PSF bulkhead by handrail mount • P4 floor • Left sidewall of P4 compartment • P4 lower backwall • P4 lower body flange 	\$3,850.00	140		
78.	GRAPHICS				
79.	<p>Replace the following graphics matching original color and material:</p> <ul style="list-style-type: none"> • Chevron on front bumper • Scotchlite on PS front cab sheet • Scotchlite on PS CC side sheet • DS, PS, and center rear chevron sheeting • Suction hose door • Pike pole door • Ladder rack door • Scotchlite between P3/P4 compartment • Scotchlite front of P4 compartment 		34		
80.	Miscellaneous hardware and shop supplies	\$250.00	---		
81.	<p><u>FINALIZATION and DETAILING</u></p> <ul style="list-style-type: none"> • Perform final road test • Check chassis fluid levels, DOT lights, and tire pressures • Prior to customer inspection, the vehicle will be washed and fueled 	\$ 140.00	10		



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: October 6, 2025

Request for Board Approval: Agreement with Ambulance Billing Network

The Highland Township Board is respectfully requested to authorize the Township Supervisor to sign an agreement between Highland Township and **Ambulance Billing Network**, the newly selected billing service provider for the Highland Township Fire Department.

Ambulance Billing Network was awarded the contract following a competitive evaluation process. Their proposal provides several key advantages:

- A **2.5% lower service fee** compared to other bidders, resulting in meaningful cost savings for the Township.
- **Comprehensive reporting and analytics** to support operational transparency and informed decision-making.
- **Educational support** to help staff interpret billing reports and optimize revenue collection.
- **Fire billing services**, which were not included in previous contracts.

This partnership is expected to improve the efficiency and financial performance of the Fire Department's billing operations.

Action Requested:

Approval for the Township Supervisor to execute the agreement with Ambulance Billing Network on behalf of Highland Township.

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement, effective this ___ day of _____, 2025 ("Effective Date"), is entered into by and between Charter Township of Highland dba Highland Twp Fire, 1600 W. Highland Rd, Highland, MI 48357 ("Covered Entity"), and Ambulance Billing Network, LLC ("Business Associate").

WHEREAS, Covered Entity is a covered entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA);

WHEREAS, Covered Entity has contracted with Business Associate to perform certain services for or on behalf of Covered Entity;

WHEREAS, in the course of providing such services, Business Associate will create, receive, and/or maintain protected health information from or on behalf of Covered Entity;

WHEREAS, the Privacy and Security Regulations require that covered entities enter into a written agreement with all organizations which create, receive, and/or maintain protected health information from or on behalf of Covered Entity;

NOW, THEREFORE, in consideration of the mutual promises and agreements made herein, Covered Entity and Business Associate agree as follows:

Section I. Definitions

All terms used herein shall have the same meaning as defined in 45 C. F.R. Parts 160 and 164.

Section II. Permitted Uses and Disclosures of Protected Health Information

- a. Business Associate may Use or Disclose PHI only as necessary to perform Business Associate's obligations under the Billing Services Agreement executed on the ___ day of _____, 2025 (the "Underlying Agreement"), except as otherwise provided herein and subject to the conditions and restrictions set forth below.
- b. Business Associate may Disclose PHI to Business Associate's subcontractors and agents, but only as necessary to perform services under the Underlying Agreement. Prior to the Disclosure of PHI to a subcontractor or agent of Business Associate, the subcontractor or agent must sign a written HIPAA compliant business associate agreement holding the subcontractor or agent to the same restrictions that apply to the Business Associate under this Agreement.
- c. Business Associate may Use (but not Disclose) PHI in its possession for the proper management and administration of Business Associate or to carry out its legal responsibilities, unless otherwise limited by this Agreement.
- d. Business Associate may Disclose PHI in its possession for the proper management and administration of Business Associate or to carry out its legal responsibilities unless otherwise limited by this Agreement and only if (i) the disclosure is to an employee of Business Associate or, subject to the requirements in paragraph B, is a subcontractor or agent of Business Associate or (ii) such Disclosure is required by law.
- e. In all cases Business Associate shall limit any Use or Disclosure of PHI to the minimum amount of PHI necessary to perform the task or accomplish the purpose of the Use or Disclosure. Upon issuance of guidance by the Secretary on what constitutes the minimum amount of PHI necessary, Business Associate shall limit the amount of PHI Used or Disclosed by Business Associate in accordance with such guidance.
- f. Business Associate may not de-identify PHI created, received or maintained by Business Associate under this Agreement, except as requested by Covered Entity. PHI de-identified at the request of Covered Entity may only be Used or Disclosed by Business Associate for those purposes expressly approved by Covered Entity.
- g. Business Associate may not aggregate PHI created, received or maintained by Business Associate under this Agreement, except as expressly approved by Covered Entity. PHI aggregated at the request of Covered Entity may only be Used or Disclosed by Business Associate for those purposes expressly approved by Covered Entity.

Section III. General Obligations/Restrictions of Business Associate

- a. Business Associate agrees to not Use or further Disclose PHI other than as authorized by this Agreement, as requested by Covered Entity, or as required by law.
- b. Business Associate shall implement and use reasonable and appropriate safeguards to prevent Uses or Disclosures of PHI other than as provided for by this Agreement, including compliance with HIPAA security requirements as required by Section IV of this Agreement.
- c. Business Associate shall not sell PHI of Covered Entity in return for any direct or indirect remuneration without the express written consent of Covered Entity.
- d. To the extent Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, Business Associate shall comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligation(s)
- e. If Business Associate becomes aware of any Use or Disclosure of PHI not permitted under this Agreement, it shall promptly report such Use or Disclosure to Covered Entity. Business Associate shall also use its best efforts to mitigate the effect of such unauthorized Use or Disclosure, and shall implement or modify practices or take other reasonable action to prevent further unauthorized Uses or Disclosures.
- f. Business Associate shall make available and provide a right of access to PHI to Covered Entity at its request or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. 164.524. In the event any Individual makes a request for access to PHI directly to Business Associate, Business Associate shall promptly forward such request to Covered Entity, which shall be solely responsible for granting or denying such request.
- g. Business Associate shall make any amendment(s) to PHI maintained by Business Associate in a Designated Record Set as directed by the Covered pursuant to 45 C.F.R. 164.526, within five (5) business days of direction by the Covered Entity. In the event any Individual makes a request for amendment to PHI directly to Business Associate, Business Associate shall promptly forward such request to Covered Entity, which shall be solely responsible for granting or denying such request.
- h. Business Associate shall maintain a record of and make available the information required to provide an accounting of disclosures of PHI or access report to Covered Entity or, as directed by Covered Entity, to an individual in accordance with 45 C.F.R. 164.528. Business Associate shall promptly forward to Covered Entity any request by an individual for an accounting of disclosures of PHI or access report. Nothing in this section shall require the Business Associate to maintain or provide an access report unless 45 C.F.R. 164.528 is amended to require such an access report.
- i. Business Associate shall make its internal practices, books and records relating to Uses and Disclosures of PHI available to Covered Entity, to the Secretary of the U.S. Department of Health and Human Services or designee, or to any other official or agency with enforcement authority under HIPAA, for purposes of determining the Covered Entity's and Business Associate's compliance with HIPAA.
- j. Business Associate may not threaten, intimidate, coerce, harass, discriminate against, or take any other retaliatory action against any person for filing a complaint with the Secretary of HHS for perceived HIPAA violations; testifying, assisting, or participating in an investigation, compliance review, proceeding, or hearing involving a perceived HIPAA violation; or opposing any act or practice made unlawful by HIPAA, provided the person has a good faith belief that the practice opposed is unlawful, and the manner of opposition is reasonable and does not involve a prohibited disclosure of PHI.
- k. Business Associate must take all reasonable steps to cure any known material breach or violation of a subcontractor's or agent's obligations under the agreement required by Section II (b) and if unable to cure, Business Associate must terminate the contract with subcontractor or agent, if feasible.

1. Upon the termination of the Underlying Agreement, Business Associate shall return or destroy all PHI and will retain no copies of such information. If such return or destruction of PHI is not feasible, as approved by Covered Entity, Business Associate agrees that the provisions of this Agreement are extended beyond termination of the Underlying Agreement to the PHI still in the possession of Business Associate or a subcontractor or agent of Business Associate, and Business Associate shall limit all further uses and disclosures to those purposes that make the return or destruction of the PHI infeasible. If Business Associate elects to destroy the PHI, it shall certify to Covered Entity that the information has been destroyed. If the Business Associate is to destroy the PHI as provided by this Agreement, then Business Associate shall (1) destroy PHI on paper, film, or other hard copy media by shredding or destroying such media so that the PHI cannot be read or otherwise cannot be reconstructed and (2) destroy electronic PHI by clearing, purging, or destroying electronic media consistent with "NIST Special Publication 800-88, Guidelines for Media Sanitization," such that the electronic PHI cannot be retrieved.

Section IV. Security Rule Obligations/Restrictions

- a. Business Associate shall implement and use reasonable and appropriate administrative, technical, and physical safeguards which will protect the confidentiality, integrity, and availability, of PHI that it creates, receives, maintains, or transmits on behalf of Covered Entity pursuant to this Agreement.
- b. Business Associate shall obtain and maintain an agreement with each agent or subcontractor that has or will have access to PHI, which is received from, or created or received by Business Associate on behalf of Covered Entity, as required by Section II (b).
- c. Business Associate shall, within one business (1) day of discovery, report to Covered Entity any Security Incident relating to Electronic Protected Health Information of which it becomes aware.

Section V. HITECH Act Obligations/Restrictions

- a. Business Associate acknowledges that Business Associate is directly subject to those provisions of HIPAA made directly applicable by the HITECH Act, including but not limited to the Security Requirements, and Business Associate certifies that Business Associate will implement policies and procedures and take such other action as is necessary to comply with those provisions of HIPAA which are directly applicable to the Business Associate as of September 23, 2013, unless a later effective date is provided in this Addendum or by law. Business Associate shall comply with the requirements of HIPAA adopted under the HITECH Act, and if necessary, shall execute additional amendments to this Agreement as required to maintain compliance.
- b. Business Associate shall require all employees, officers, and contractors working for Business Associate to report immediately to Business Associate, no later than 24 hours after discovery, any occurrence, event, or fact that could reasonably be considered an indication that a Breach of an Individual's PHI has occurred. Upon receipt of a report, Business Associate shall (i) notify Covered Entity of the occurrence, event, or fact, including the date and time of the discovery and as much information regarding the suspected Breach as is available, in writing and without unreasonable delay and in no later than five (5) calendar days after discovery; and (ii) undertake an investigation of whether a Breach did occur, and apprise Covered Entity of the results of the investigation on an ongoing and current basis.

Notification shall be provided by Business Associate to:

Charter Township of Highland dba Highland Twp Fire

Attn: _____

1600 W. Highland Rd, Highland, MI 48357

Business Associate shall, and shall require its employees, officers, and contractors to, cooperate fully with Covered Entity in providing any additional information requested by Covered Entity in connection with the Breach. If Covered Entity determines that a Breach has occurred, Business Associate shall take all action which is reasonably requested by Covered Entity to mitigate the Breach and to prevent further Breaches.

- c. Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI of an Individual unless a valid authorization from each Individual whose information is the subject of the remuneration transaction has been obtained, and unless Covered Entity has approved such remuneration transaction in writing. Approval of Covered Entity must be obtained before Business Associate solicits Individuals for authorization.

Section VI. Termination and Survival

- a. This Agreement may not be terminated so long as the Underlying Agreement remains in effect. To the extent the Underlying Agreement is terminated for any reason whatsoever, and PHI remains in the possession of Business Associate or an agent or subcontractor of Business Associate, this Agreement shall continue in full force and effect until all PHI in the possession of Business Associate or an agent or subcontractor of Business Associate has been returned to Covered Entity or destroyed.
- b. Notwithstanding any other provision of the Agreement, Covered Entity may immediately terminate the Underlying Agreement, if Business Associate has materially violated its responsibilities regarding PHI under this Agreement and has failed to provide satisfactory assurances to Covered Entity within ten (10) days of notice of such material violation that the violation has been cured and steps taken to prevent its recurrence.
- c. The responsibilities of Business Associate under this Agreement shall survive termination of the Underlying Agreement indefinitely, until all PHI in the possession of Business Associate or an agent or subcontractor of Business Associate has been destroyed or returned to Covered Entity.

Section VII. Indemnification

Business Associate shall indemnify to the fullest extent possible Covered Entity and its Board members, employees and agents for any loss, liability, damage, settlement, cost, expenses or other obligation, including without limitation reasonable attorney fees and defense costs, incurred by Covered Entity or a Board member, employee or agent of Covered Entity, as a result of Business Associate's breach of any obligation under this Agreement, or Business Associate's negligence in performing its obligations under this Agreement. This provision shall not inhibit Covered Entity's ability to seek relief from Business Associate for any claim of negligence caused in whole or part by Business Associate or any other action at law or in equity.

Section VIII. Amendment

- a. This Agreement may be amended only in writing signed by both parties.
- b. If this Agreement, or any part hereof, is found not to be in compliance with any pertinent federal or state statute or regulation, then the parties shall renegotiate the Agreement for the sole purpose of correcting the non-compliance.
- c. In the event that a change in HIPAA or the Privacy and Security Regulations causes a provision of this Agreement to become invalid or requires additional safeguards for the protection of PHI, Business Associate agrees to execute such amendments or additional agreements as may be required, in good faith and within thirty (30) days of such event, in order to comply with such changes.
- d. If this Agreement, or any part hereof, is found not to be in compliance with HIPAA or the regulations promulgated thereunder, Covered Entity may amend the Agreement to bring it into compliance with HIPAA and the regulation promulgated thereunder by notice to Business Associate without Business Associate's signature; provided, however, that if HIPAA or the regulations promulgated thereunder requires Business Associate's signature on such amendment, Business Associate agrees to promptly sign the amendment to bring the agreement into compliance with HIPAA and the regulations promulgated thereunder.

Section IX. Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Michigan without regard to its choice of law rules, and by HIPAA. All actions regarding this Agreement shall be filed and venued in a court of competent subject matter jurisdiction in Oakland County, Michigan. The parties hereby consent to the jurisdiction and venue of such courts and waive any right to assert forum non conveniens.

Section X. Assignment

- a. Business Associate may not assign this Agreement, or any of the obligations of Business Associate hereunder without the written approval of Covered Entity.
- b. In accordance with the above prohibition on assignments, this Agreement shall be binding upon and inure to the benefits of the heirs, successors, and assigns of the parties hereto.

Section XI. Notices

Except as provided expressly in this Agreement, all notices required under this Agreement shall be in writing and, unless hand delivered, sent by certified mail or other method whereby receipt is evidenced in writing, addressed as follows:

Charter Township of Highland dba Highland Twp Fire

Attn: _____

1600 W. Highland Rd, Highland, MI 48357

Ambulance Billing Network, LLC

Attn: Beth Pristas, President

2360 W. Dorothy Lane Suite 104

Moraine, Ohio 45439

Section XII. Waiver of Breach

The waiver by either party of a breach or a violation of this Agreement shall not operate as, or be construed to be a waiver of any subsequent breach of any term or condition hereto.

No waiver shall be effective against any party hereto unless in a writing signed by that party.

Section XIII. Severability

If any provision of this Agreement shall be declared invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not in any way be affected or impaired thereby.

Section XIV. General Provisions

- a. The parties acknowledge that Business Associate is an independent contractor providing services to Covered Entity, and no provision of this Agreement is intended to create or shall be construed to create any employment relationship, partnership, joint venture, or agency relationship between Covered Entity and Business Associate.
- b. This Agreement and the Underlying Agreement contain the entire Agreement of the parties hereto, and supersede all prior agreements, representations and understandings, whether written or oral, between the parties relating to the specific subject matter stated herein.
- c. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original.
- d. Each party warrants that it has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party certifies that such person has been properly authorized and empowered to enter into this Agreement on behalf of such party.

BILLING SERVICES AGREEMENT

This Billing Services Agreement (the “Agreement”) is made between Charter Township of Highland dba Highland Twp Fire, 1600 W. Highland Rd, Highland, MI 48357 (“HTMFD”), and Ambulance Billing Network, LLC, of 2360 W. Dorothy Lane Suite 104, Moraine, Ohio 45439 (“ABN”) on this ___ day of _____, 2025, with an “Effective Date” ___ day of _____, 2025.

Whereas, HTMFD provides ambulance transport and related medical services (collectively “ATS”) for residents in its community; as well as, “Fire Services” (FS) as defined in Article 2 of this agreement, and

Whereas, ABN provides billing for ATS and FS; and

Whereas, ABN and HTMFD desire that ABN will be the sole provider for all billing functions for all ATS and FS provided by HTMFD in accordance with the terms contained herein and HTMFD will not utilize any other party or entity, or its own personnel to bill for ATS and FS rendered by HTMFD during the term of this Agreement.

Now therefore, in consideration of the representations, covenants and agreements contained in this Agreement and the attached Exhibits, HTMFD and ABN agree as follows:

ARTICLE 1. Term. This Agreement shall be effective as of the Effective Date. The Agreement shall commence on the Effective Date and shall terminate three (3) years thereafter. This Agreement shall automatically renew for successive one (1) year terms unless terminated in writing by either party at least ninety (90) days prior to the expiration of the then current term.

ARTICLE 2. Services. ABN shall provide all functions necessary to complete the Services that are described in Exhibit A, Scope of Services, which is fully incorporated herein. HTMFD shall provide to ABN, or authorize ABN to receive, all information needed to perform the Services. ABN shall be permitted to rely upon the accuracy of all information provided by HTMFD. Each party agrees to indemnify and hold harmless the other party, including its officers, directors, employees, and agents, from and against any claims, damages, losses, liabilities, costs, and expenses arising out of or resulting from the indemnifying party’s failure to fulfill its obligations as set forth in this agreement. This mutual indemnification applies exclusively to instances where either party's non-compliance directly causes such claims or damages. Fire Services, including insurance only billing (“Fire Services”). For purposes of this Agreement the term “Fire Services” shall include services provided by HTMFD, excluding ATS, which ABN agrees to invoice on behalf of Customer, such as, but not limited to, Haz Mat, Extrication, stand-by suppression and similar services. Billing shall be in the name of Charter Township of Highland, Michigan under the dba name Highland Township Fire.

ARTICLE 3. Compensation. ABN shall be entitled to collect Five percent (5.00%) of Net Revenue (actual revenue received less refunds on overpayments) collected (“Billing Fee”) on behalf of HTMFD. HTMFD will, unless disputed, remit payment of all amounts due within thirty (30) days from HTMFD’s receipt of ABN’s invoice. ABN shall be entitled to receive compensation for amounts collected on all ATS and FS for which it billed patients prior to the termination date of this Agreement. Upon termination of the Agreement, any claim previously forwarded to ABN for processing and billing, with a date of service which precedes the termination date of the Agreement, will be completed by ABN through the payment cycle.

- i. **Late Payments.** ABN may charge Customer interest on any Overdue Amounts at the lesser of one- and one-half percent (1.5%) per month or the highest rate permitted by law, from the due date until ABN receives payment. Customer will reimburse ABN for all reasonable costs and expenses incurred in collecting any Overdue Amounts.
- ii. **Suspension.** ABN may stop providing any Product or Service if:
 - 1. Customer fails to pay within ten (10) days after ABN gives notice of any Overdue Amount that is more than thirty [30] days past due, or
 - 2. ABN believes it is necessary to comply with any applicable law or order of any governmental authority.

ARTICLE 4. Records. All medical records relating to ATS and all records of FS rendered by HTMFD shall be and remain the sole property of HTMFD. ABN shall comply with all applicable laws and regulations relating to patient confidentiality and shall not use or further disclose confidential information other than as permitted or required by this Agreement or as required by law.

ARTICLE 5. Protected Health Information Compliance. The parties acknowledge and agree that HTMFD is a “Covered Entity” under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Public Law 104-191, as amended by Pub. L. No. 111-5 Division A, Title XIII (“HITECH”), and shall comply with all of the terms and conditions of HIPAA, HITECH and any regulations promulgated thereunder from time to time and to the extent that ABN functions as a business associate of the HTMFD (as defined by HIPAA) the parties will comply with the terms and conditions of the Business Associate Agreement attached hereto as Exhibit B and made a part hereof. It is the responsibility of HTMFD to obtain the signature of the patient or verification that it could not be obtained for the HIPAA privacy notice, for consent to release records as necessary for payment and for assignment of benefits forms. For purposes of providing its services under this Agreement, ABN may assume that where necessary, consent has been obtained. Both parties agree to indemnify the other party for any claims brought against either party for failure to perform pursuant to this Article 5.

ARTICLE 6. Termination.

- a. Upon providing written notice to the other party, either party may terminate this Agreement, immediately, in the event of or under any of the following circumstances:
 - i. A receiver for either party’s assets is appointed by a court of competent jurisdiction;
 - ii. Either party is divested of its rights, powers, and privileges under this Agreement by operation of law; and
 - iii. Either party’s violation of any federal, state, or local law or regulation applicable to the Services required by this Agreement.
- b. In the event that either party fails to comply with any term, covenant or condition of this Agreement to be kept, performed and observed by it, and fails to remedy such failure within thirty (30) days from the date it receives written notice of such failure from the non-breaching party, the non-breaching party may terminate the Agreement.
- c. In the event that HTMFD or ABN breaches the business associate agreement, the other party shall have the right to terminate this Agreement, immediately, upon providing the other party with written notice.
- d. Notwithstanding anything to the contrary contained herein, either party may terminate this Agreement, without cause, at any time by providing ninety (90) days advance written notice of their intent to terminate.

ARTICLE 7. Audit; Regulatory Investigation.

- a. During the term of this Agreement and following termination, in the event either party is subject to audit mandated by law (“Audited Party”), the other party (“Non-Audited Party”) shall grant the Audited Party reasonable access to records and systems for any claim billed by ABN that is reasonably related and required by the Audited Party to comply with the audit. Additionally, the Non-Audited Party shall provide reasonable support to the Audited Party to assure the Audited Party’s compliance any such audit. Extraordinary expenses required to provide records and/or access to systems, or to provide support, shall be paid to the Non-Audited Party by the Audited Party.
- b. If a party receives (“Receiving Party”) notice of an audit mandated by law; violation of any type, fine, or any other governmental or regulatory investigation (“Government Notice”) related to the purpose of this Agreement, the Receiving Party shall notify the other party within two (2) business days of the Receiving Party’s receipt of the Government Notice. This Article 7 shall survive termination of this Agreement.

ARTICLE 8. Delay in Performance.

Neither HTMFD nor ABN shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either HTMFD or ABN under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, subcontractors and/or representatives. Should such

circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

ARTICLE 9. Notices. Any written communication or notice required or permitted by this Agreement shall be made in writing and shall be delivered personally or by U.S. certified mail, return receipt requested (electronic or physical), postage pre-paid to the address specified below:

Charter Township of Highland dba Highland Twp Fire

Attn: _____

1600 W. Highland Rd, Highland, MI 48357

Ambulance Billing Network, LLC

Attn: Beth Pristas, President

2360 W. Dorothy Lane Suite 104, Moraine, Ohio 45439

Notice shall be deemed given upon the intended recipient party's receipt of such written communication or notice. Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of ABN and HTMFD.

ARTICLE 10. Equal Employment Opportunity. In accordance with applicable state and federal law, ABN shall not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity, national origin, age, disability or genetic information (including family medical history) with respect to employment, promotion, demotion, transfer, recruitment, lay-off, termination, rates of pay or other forms of compensation, or selection for training.

ARTICLE 11. Waiver. A waiver by HTMFD or ABN of any breach of this Agreement shall be in writing. Such a waiver shall be effective only in the specific instance and for the specific purpose for which it is given and shall not affect the waiving party's rights with respect to any other or further breach. Either party may delay or forgo enforcing any of its rights or remedies under this agreement without losing or waiving them.

ARTICLE 12. Severability. The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void, unenforceable, invalid or illegal provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision.

ARTICLE 13. Independent Contractor. By executing this Agreement for professional services, ABN acknowledges and agrees that it will be providing services to HTMFD as an independent contractor. As an independent contractor for HTMFD, ABN shall be prohibited from representing or allowing others to construe the parties' relationship in a manner inconsistent with this Article. ABN shall have no authority to assume or create any obligation on behalf of, or in the name of HTMFD, without the express prior written approval of a duly authorized representative of HTMFD. ABN, its employees and any persons retained or hired by ABN to perform the duties and responsibilities under this Agreement are not HTMFD employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with HTMFD. Further, ABN shall be responsible to withhold and pay, or cause such agents or sub-contractors to withhold and pay, all applicable local, state, and federal taxes.

ARTICLE 14. Assignment. Neither party shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Upon receipt of written consent from HTMFD, ABN may employ subcontractors to assist in the performance of the Services, provided that such subcontractors enter into written HIPAA compliant business associate agreements holding the subcontractor to the same restrictions that apply to ABN under ABN's business associate agreement with HTMFD.

- ARTICLE 15. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without giving effect to the principles thereof relating to conflicts or choice of laws. Any arbitration, litigation or other legal matter regarding this Agreement or performance by either party must be brought in a court of competent jurisdiction in Oakland County, Michigan.
- ARTICLE 16. Third Party Beneficiaries.** Except as expressly provided in this Agreement, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than HTMFD and ABN.
- ARTICLE 17. Amendment.** No amendment shall be effective unless it is reduced to a writing and executed by a duly authorized representative of each party.
- ARTICLE 18. Entire Agreement.** This Agreement represents the entire and integrated agreement between HTMFD and ABN. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

IN WITNESS WHEREOF the parties have signed this Agreement on the dates set forth below.

“HTMFD”

Charter Township of Highland dba Highland Twp
Fire

“ABN”

Ambulance Billing Network, LLC

By: _____

Date

Beth Pristas, President

Date

Print name / title

EXHIBIT A
SCOPE OF SERVICES

Ambulance Billing Network, LLC (ABN) shall provide the following scope of services for Charter Township of Highland dba Highland Twp Fire, 1600 W. Highland Rd, Highland, MI 48357 (“HTMFD”):

1. Billing Services, ABN will:
 - a. Perform all billing functions related to Services provided by HTMFD in accordance with the terms in the Agreement and this Exhibit A.
 - b. Provide insurance identification and verification, claim review, coding and billing.
 - c. Posting of payments from deposit reporting access provided by, or reporting supplied by HTMFD.
 - d. Deposit reconciliation to posting reporting monthly.
 - e. Provide claim follow up for timely payments, reconsideration and appeal of denied claims.
 - f. Provide a single point of contact for account management assigned.
 - g. Provide monthly reporting of KPIs (Key Performance Indicators) by dispatch zone.
 - h. Medicare/Medicaid revalidation
 - i. Patient Inquiries handled locally by trained staff
 - j. Legal requests for documentation
 - k. HIPAA compliant file sharing
 - l. Patient invoices and mailing
 - m. Data export to collection agency (if chosen)
 - n. Ongoing documentation training as needed
 - o. Online training tools
 - p. Dedicated Microsoft Teams portal for file sharing and live communication
 - q. Access to reporting module
 - r. Industry updates from Governmental and Industry sources
 - s. Credit Card processing – online portal for patients
 - i. A three percent (3.0%) processing fee applies to credit card payments to offset associated bank and card fees.
 - t. Provide billing services using billing software of ABN’s choice.
2. Patient Billing Process:
 - a. ABN will send patients three (3) invoices at thirty (30) day intervals for an approximate collection time of ninety (90) days. This may be adjusted by HTMFD private billing practices protocol.
 - b. Additional invoices, statements or letters may result in increased fees to be agreed up on in writing prior to the expense.
3. Collections Services:
 - a. After the Patient Billing Process has been exhausted, patient accounts may, at the discretion of HTMFD, be transferred to a third-party collections company. Claims handled by the collections company and any funds collected by the collections company will be paid directly to HTMFD from the collections company less the collections company’s collections fee. ABN will be entitled to Five percent (5.00%) of fees collected via the collection company for managing accounts moving through the collection process.
4. Electronic Patient Care Report:
 - a. ABN understands that HTMFD is using electronic patient care reporting. ABN will work with our billing software provider to import data from the electronic patient care report (EPCR) software provider of HTMFD choice. If ABN software provider is unable to obtain data from the HTMFD software provider for a limited time due to unforeseen circumstances, ABN will be given access to the HTMFD software system to obtain the data manually and will enter the provided data into the ABN billing software manually until resolution of the issue(s).
5. Routine Communication
 - a. ABN will provide a dedicated account representative to HTMFD. HTMFD will complete routine communications with their dedicated account representative, or an ABN officer.

- b. HTMFD will provide a point of contact for all routine communications.
6. Revenue Deposit Reporting
 - a. HTMFD shall provide revenue deposit reporting, or access to revenue deposit reporting, from any bank account that receives ATS and FS revenue to ABN on a daily or weekly cadence. HTMFD may provide “read-only” access (or other like access) to the HTMFD controlled ATS and FS bank account to acquire reporting of all revenue deposited in said bank account. If HTMFD is not able to provide ABN or chooses not to provide ABN with access to said bank account, HTMFD shall be responsible for providing deposit reports on a regular, daily or weekly, cadence to ABN. ABN shall use deposit reporting to post payments to individual patient accounts in the ABN billing software. ABN shall balance payment posting to HTMFD controlled ATS and FS bank account deposit reports and provide reporting to HTMFD monthly.
7. Additional Responsibilities of Ambulance Billing Network (ABN).
 - a. ABN will assist HTMFD, as necessary, to complete and submit credentialing applications to Medicare, Medicaid, and any third-party payer for the group and individual provider numbers when required for billing purposes.
 - b. ABN will review the billing policies of HTMFD and assist with the development of insurance billing policies and procedures by insurance regulations and standards and otherwise advise HTMFD of any material changes in third party rules and regulations.
 - c. ABN will provide basic training to HTMFD for management personnel. Additional follow -up training may be provided by ABN from time to time as mutually agreed by ABN and HTMFD.
 - d. ABN will process all patient encounter information submitted by HTMFD promptly and will code for diagnosis using CPT-4, HCPCS, and ICD-10 CM coding schemes. ABN will then bill for all EMS Services within the guidelines established by HTMFD and the insurance or third-party payer to whom the claim is being submitted.
 - e. ABN will use its commercially reasonable efforts to accurately enter all procedural and demographic data necessary for patient and third-party billing into its billing system; provided, however, that HTMFD shall remain responsible for providing accurate and complete information to ABN.
 - f. ABN will submit claims using the most effective means available for each payer. Electronic claims will be used to the extent they are available and when mandated.
 - g. ABN will communicate with patients and third-party payers on a regular monthly cycle according to HTMFD guidelines. Up to three attempts will be made to communicate with patients where inadequate information exists to bill for the EMS Services. ABN may use an automatic dialing system to obtain missing insurance information and other relevant information needed to process the billing claim for HTMFD. ABN shall exercise its sole discretion as to the form and substance of any automatic dialing system dialogue and any other statements and demand letters.
 - h. ABN will provide a local phone line and customer staff to respond to patient inquiries and otherwise assist patients with copayments, insurance claims, and other related matters.
 - i. ABN will correspond with third party payers to resolve any coding misinterpretations or other concerns that may arise in the processing and settlement of a claim and otherwise remain current on payer's standards for claim information requirements.
 - j. ABN will process all payments from insurance carriers, billed parties, and governmental agencies.
 - k. ABN will provide advice to HTMFD during the term of this Agreement on topics such as how to establish public awareness programs about the billing process, establishing rates, payer participation, and other topics as mutually agreed.
 - l. ABN will conduct all billing in accordance with applicable federal and state laws, rules and regulations, insurance regulations and standards and HTMFD's policy.
8. **Amendment of Exhibit.** This Exhibit A may be amended by the parties from time to time upon mutual written agreement.

EXHIBIT "B."

RESPONSIBILITIES OF CHARTER TOWNSHIP OF HIGHLAND DBA HIGHLAND TWP FIRE (HTMFD)

1. Responsibilities of HTMFD.

- a. HTMFD will identify one administrative and one clinical representative to whom ABN may address all matters related to the Billing Services under this Agreement. Such representatives will have the power to bind HTMFD and will timely respond to questions and additional document requests of ABN.
- b. HTMFD represents and warrants that all information provided to ABN shall be accurate and complete. ABN may verify the accuracy of such information, however, HTMFD shall be solely responsible for such accuracy. HTMFD agrees to indemnify and hold ABN, its agents, and employees harmless from any and all liabilities and costs, resulting from (a) any knowingly inaccurate or misleading information provided to ABN that results in the actual submission of a false or fraudulent claim or (b) any other actual violation of local, state or federal laws, including but not limited laws applicable to Medicare, Medicaid or any other public or private Payor or enforcement agency.
- c. HTMFD will provide ABN with all information and otherwise complete and obtain signatures on all documents, charts, or other information needed to enable ABN to submit claims on behalf of HTMFD properly. HTMFD hereby represents and warrants that it will obtain, at a minimum, the following required information and forms and further confirms that ABN may rely upon the existence of patient signatures or other authorizations thereon where applicable:
 - a) Patient's complete name, address, phone number, social security number (if available), date of birth, and gender;
 - b) Information pertaining to the EMS run and FS response including, but not limited to the nature of the call, location, street, city, state and zip code of incident location.,
 - c) Squad assessment, treatment and narrative, crew member identifiers and level of training, receiving hospital and transport mileage;
 - d) Full and description of FS scened and services provided to include full accounting of equipment deployed and time on scene,
 - e) Insurance information including Patient's primary and secondary insurance, payer(s)' address(es), group, and guarantor identification number, and primary insured's name, social security number, relationship to patient, address, date of birth, and gender; if available.
 - f) Assignment of Benefits Form (Billing Authorization);
 - g) Advance Beneficiary Notice of Noncoverage (ABN) when applicable;
 - h) Physician's Certification Statement (PCS) when applicable; and
 - i) Physician signatures on medical charts or other medical documents.
- d. HTMFD providers will use their best efforts to identify the diagnosis or medical condition that supports the medical necessity of a patient's services if one exists. ABN shall not be responsible for claim denials, partial payments or payment reductions resulting from EMS Services that are not deemed to be "medically necessary" by third party payers.
- e. HTMFD will assist ABN in resolving issues and otherwise facilitating the exchange of information between ABN and any hospitals, labs or other institutions necessary for the submission of claims.
- f. When applicable, HTMFD will timely issue refunds of overpayment to patients or payers.

- g. HTMFD will assist ABN with HTMFD's Medicare and Medicaid applications and revalidations when they occur and will promptly forward all correspondence from Medicare, Medicaid, insurance companies, and other third-party payors to ABN. HTMFD will identify an "Authorized Official" to execute such documents necessary to comply with payor' s requirements, coordinate collection efforts, correspond directly with ABN, communicate the results of any audit, and execute such documents or instruments requested by ABN as necessary to submit invoices and negotiate payments. HTMFD will provide ABN with timely notice of any new payment contracts, HMO or PPO relationships or other contracts so that ABN may accommodate changes as necessary.
 - h. HTMFD will provide ABN with copies of all payments received directly by HTMFD from any insurance carrier, patients or any third parties and submit a copy of the payment or other correspondence on an agreed cadence;
 - i. HTMFD will pay ABN Compensation and any other fees detailed herein.
 - j. HTMFD shall provide ABN with at least thirty (30) days advance written notice of any changes to any EMS Services and any applicable BLS, ALS, ALS2 and mileage rate changes. No rate change shall be applicable until HTMFD has received written notice from ABN acknowledging the rate change notice.
 - k. HTMFD shall review and audit its bank statement each month to verify all deposits received by HTMFD from all sources related to the EMS billing services provided by ABN and to reconcile such deposits with the end of the month statements provided by ABN to HTMFD
 - l. HTMFD will allow ABN full access to their ePCR software so that if any issues arise ABN can assist in solving those issues.
 - m. HTMFD hereby authorizes ABN to use its provider numbers and agrees to execute any and all documentation, which may be necessary in connection therewith.
2. **Amendment of Exhibit.** This Exhibit B may be amended by the parties from time to time upon mutual written agreement.



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: October 6, 2025

Request for Board Approval: Pre-Purchase of Equipment for Future Ambulances

Due to the purchase of the new ambulance being deferred to the 2026 budget year, the Highland Township Fire Department is requesting authorization to pre-purchase essential equipment for the two future ambulances that have already been approved and ordered.

The requested equipment includes:

- **Two stretcher systems**
- **Two stair chairs**
- **One LP35 monitor**

These items were already planned for future purchase. However, by ordering them now, we can lock in 2025 pricing and avoid the annual price increases that typically occur around this time each year. This proactive approach will result in cost savings for the Township.

The total cost of this equipment purchase is **\$278,521.98**.

Funding for this purchase will come from the **2025 Capital Expense Fund**, account line **402-971.002**.

Action Requested:

Approval of purchasing the above-listed equipment in advance for future ambulances, at a total cost of **\$278,521.98**, with funding from **2025 Capital Expense account 402-971.002**.

Supporting quotes are included in the board packet.



ATTN: Captain Mike Becker; CR2 AED Quote

Quote Number: 11145357

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: HIGHLAND TWP FIRE DEPT

Attn:

Rep: Caleb Lohman
Email: caleb.lohman@stryker.com

Phone Number:

Mobile: (269) 271-8805

Quote Date: 10/01/2025

Expiration Date: 12/30/2025

Delivery Address

Name: HIGHLAND TWP FIRE DEPT

Account #: 20020449

Address: 1600 W HIGHLAND RD

HIGHLAND

Michigan 48357-4302

Attn: Capt. Mike Becker

Sold To - Shipping

Name: HIGHLAND TWP FIRE DEPT

Account #: 20020449

Address: 1600 W HIGHLAND RD

HIGHLAND

Michigan 48357-4302

Bill To Account

Name: HIGHLAND TWP

Account #: 20241666

Address: 205 N JOHN ST

HIGHLAND

Michigan 48357-4531

Equipment Products:

#	Product	Description	Qty	List Price	Sell Price	Total
1.0	99512-000970	LIFEPAK CR2 Cellular Defibrillator, Semi-Automatic, English, carrying case	13	\$3,367.00	\$2,114.45	\$27,487.85
Equipment Total:						\$27,487.85

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-PFRX-LPCR2	TRADE-IN-PHILIPS HEARTSTART FRX TOWARDS PURCHASE OF LIFEPAK CR2	1	-\$225.00	-\$225.00
TR-ZAEDPL-LPCR2	TRADE-IN-ZOLL AED PLUS TOWARDS PURCHASE OF LIFEPAK CR2	10	-\$300.00	-\$3,000.00

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
2.0	50998-000027	LIFEPAK CR2 Data Plan 8yr	13	\$424.15	\$5,513.95
Data Solutions Total:					\$5,513.95



ATTN: Captain Mike Becker; CR2 AED Quote

Quote Number: 11145357

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: HIGHLAND TWP FIRE DEPT

Attn:

Rep: Caleb Lohman
Email: caleb.lohman@stryker.com

Phone Number:

Mobile: (269) 271-8805

Quote Date: 10/01/2025

Expiration Date: 12/30/2025

Contract Start: 07/09/2025

Contract End: 07/08/2026

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Shipping and Handling:	\$0.00
Grand Total:	\$29,776.80

Comments:

Prices: In effect for 30 days

Terms: Net 30 Days

Shipping & Handling Includes:

Standard freight, special packaging, semi rigging cranes, labor & delivery of equipment to final location, removal of all packaging, pre-delivery site check, education/training

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

Purchase Order Form



Account Manager : Jamie Smith

Purchase Order Date : 10-01-2025 11:18:00 -0400

Cell Phone :

Expected Delivery Date :

Stryker Quote Number : 11189915

Customer PO Number :

Bill To	Customer # : 20068947
Company Name :	HIGHLAND TOWNSHIP FIRE DEPT
Contact or Department :	
Street Address :	
Add'l Address Line :	
City, ST, ZIP :	, ,
Phone :	

Sold To / End User	Customer # : 20000382
Company Name :	HIGHLAND TOWNSHIP FIRE DEPT
Contact or Department :	
Street Address :	250 W LIVINGSTON RD
Add'l Address Line :	
City, ST, ZIP :	HIGHLAND, Michigan, 48357-4621
Phone :	

Deliver To	Customer # : 20000382
Company Name :	HIGHLAND TOWNSHIP FIRE DEPT
Contact or Department :	
Street Address :	250 W LIVINGSTON RD
Add'l Address Line :	
City, ST, ZIP :	HIGHLAND, Michigan , 48357-4621
Phone :	

Authorized Customer Initials _____

Authorized Customer Initials _____

Authorized Customer Initials _____

Description	Total
	\$57,944.10

Total : \$57,944.10

Purchase Order Form



Accounts Payable Contact Information

Name :

Email :

Phone :

Authorized Customer Signature

Name :

Title :

Signature :

Date :



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: October 6, 2025

Request for Board Approval: 2025 Budget Amendment for Fire Operating Fund and Fire Capital Fund

With the end of the year approaching and considering recent developments, the Highland Township Fire Department has conducted a thorough review of the 2025 budget. As a result, we are submitting budget amendments for approval.

This amendment reflects adjustments for:

- **Personnel-related costs** due to injuries and staffing changes
- **Tax revenue updates**
- **New equipment purchases** and **staffing** requests submitted at this meeting

These changes are necessary to ensure the budget accurately reflects current and anticipated expenditure and revenues.

Action Requested:

Approval of **2025** Budget Amendments as submitted.

Supporting documentation is included in the board packet.

BUDGET AMENDMENT WORKSHEET
2025 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - October 6, 2025

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	-	PROPOSED AMENDMENTS	=	PROPOSED NEW BUDGET
FIRE FUND						
Revenues:						
206-000-402.000	CURRENT PROPERTY TAX	\$1,980,394.00	-	\$27,952.00	=	\$1,952,442.00
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	\$0.00	+	\$1,356.00	=	\$1,356.00
206-000-627.000	RENTAL INSPECTIONS	\$0.00	+	\$8,010.00	=	\$8,010.00
206-000-665.000	INTEREST ON INVESTMENTS	\$30,000.00	+	\$10,972.00	=	\$70,972.00
206-000-677.000	MISCELLANEOUS	\$0.00	+	\$1,150.00	=	\$1,150.00
				<u>\$6,464.00</u>		
Expenditures:						
206-336-703.008	FIRE: F-T WAGE MEDIC T.M./A.L.	\$66,598.00	-	\$26,598.00	=	\$40,000.00
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	\$59,309.00	-	\$34,309.00	=	\$25,000.00
206-336-703.015	FIRE: F-T WAGE MEDIC D.V.	\$0.00	+	\$12,318.00	=	\$12,318.00
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	\$356,100.00	-	\$45,000.00	=	\$280,000.00
206-336-707.007	FIRE: F-T OVERTIME	\$60,000.00	+	\$36,827.00	=	\$126,827.00
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	\$40,748.00	-	\$4,501.00	=	\$36,247.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	\$98,331.00	-	\$4,342.37	=	\$94,824.00
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	\$18,453.00	-	\$2,250.00	=	\$14,000.00
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T	\$42,815.00	-	\$3,045.00	=	\$39,770.00
206-336-722.010	FIRE: INSTRUCTOR TRAINING	\$5,000.00	-	\$5,000.00	=	\$0.00
206-336-732.000	FIRE: UNIFORMS	\$15,450.00	+	\$5,000.00	=	\$30,000.00
206-336-820.000	FIRE: DUES & EDUCATION	\$30,000.00	+	\$5,000.00	=	\$35,000.00
206-336-890.000	FIRE: PUBLIC EDUCATION	\$5,000.00	+	\$1,277.00	=	\$6,277.00
206-336-930.000	FIRE: VEHICLE REPAIR	\$55,000.00	+	\$20,000.00	=	\$80,000.00
				<u>\$44,623.37</u>		

Purpose of Amendment:

To reflect increases in Fire revenue and expected changes in expenses. No additional funding is required as Fire fund has a surplus.

Current Surplus (Deficit)	\$35,627.59
Less: Net Decrease in Revenue	(\$6,464.00)
Add: Net Decrease in Expenses	\$44,623.37
<u>Remaining Surplus (Deficit)</u>	<u>\$73,786.96</u>

BUDGET AMENDMENT WORKSHEET
2025 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - October 6, 2025

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>FIRE CAPITAL FUND</u>				
Revenues:				
402-000-402.000	CURRENT PROPERTY TAX	\$1,011,674.00	\$1,011,674.00 +	\$6,316.00 = \$1,017,990.00
402-000-692.000	APPROPRIATION FUND BAL.	\$0.00	\$19,523.36 -	\$19,523.36 = \$0.00
			<u>\$13,207.36</u>	
Expenditures:				
402-336-971.000	VEHICLES	\$402,335.00	\$308,636.10 -	\$308,636.10 = \$0.00
402-336-971.002	CAPITAL EQUIPMENT	\$89,115.00	\$252,466.86 +	\$294,913.22 = \$547,380.08
			<u>\$13,722.88</u>	

Purpose of Amendment:

To reflect increases in Fire Capital revenue and expected changes in expenses. No additional funding is required as Fire fund has a surplus.

Current Surplus (Deficit)	\$0.00
Less: Net Decrease in Revenue	(\$13,207.36)
Add: Net Decrease in Expenses	\$13,722.88
<u>Remaining Surplus (Deficit)</u>	<u>\$515.52</u>

11. Adjourn

Time: _____