



## **CHARTER TOWNSHIP OF HIGHLAND**

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

### **REGULAR BOARD OF TRUSTEES MEETING AGENDA NOVEMBER 18, 2024 - 6:30 P.M.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval

Approve:

- a) October 7, 2024 Board of Trustees Meeting Minutes
- b) List of Bills dated 10/17/24 and 11/07/24 plus additions
- c) Township 2025 Holiday and Meeting Dates
- d) Budget Amendment for Dust Control
- e) Budget Amendment for Metro Authority Adjustments
- f) Budget Amendment for Additional Fire Revenue and Expense Adjustments
- g) 2024-2025 Goyette Maintenance Plan for Highland Township
- h) WCA Assessing Contract Renewal
- i) Community Sharing-Public Purpose Service Contract
- j) Resolution 24-30 Authorize Road Closure for Tree Lighting
- k) Planning Commission Appointments – Charlick and Zeolla
- l) Hire Firefighter/EMT Blake Fotopoulos

Receive and File:

Activity Center Council Meeting Minutes - September 2024  
Activity Center Council Treasurer's Report - September 2024  
Activity Center Director's Report – September 2024  
Building Department Report – September 2024  
DDA Minutes – September 2024  
Fire Department Report – October 2024  
Library Board Minutes – October 2024  
Library Director's Report – October 2024  
Ordinance/Fire Marshal Report – October 2024  
Planning Commission Minutes – September 19 and October 3, 2024  
Sheriff's Department Report – September/October 2024  
Treasurer's Report – September 2024  
Zoning Board of Appeals Minutes – September 18 and October 2, 2024

6. Announcements and Information Inquiry:
  - a) Highland Township Offices will be closed on November 28 and 29, 2024 in observance of the Thanksgiving Holiday
  - b) Small Business Saturday – November 30, 2024
  - c) Festival of Trees – December 1-31, 2024
  - d) Kris Kringle Market and Tree Lighting – December 2, 2024

7. Presentation:
  - a) Proclamation Honoring Judy Cooper
  - b) Swear-In:
    - Full Time FF/EMT Blake Fotopoulos
    - Probationary Fire Fighters to the Rank of Fire Fighter:
      - FF/EMT Hunter Sword – Badge #242
      - FF/EMT Allega Leece – Badge #244
      - FF/EMT Drake Vachon – Badge #245
8. Public Comment
9. Public Hearing
  - a) Highland Township 2025 Proposed Budget
  - b) 2025 Community Development Block Grant Application
10. New Business:
  - a) Approve Highland Township 2025 Budget
  - b) Resolution 24-31 Approving 2025 Community Development Block Grant Application
  - c) Resolution 24-33 General Appropriations Act
  - d) Resolution 24-34 to Opt-Out of the Provisions of PA 152 of 2011
  - e) Introduce Ordinance No. Z-032, an Ordinance to Amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by Revising Article 9, District Specific Regulations to Increase the Maximum Allowable Lot Coverage in Highland Station Zoning District and Article 11, Access Management, Parking and Circulation to Reduce the Parking Requirement for Gas Stations.
  - f) Resolution 24-32 Approving Road Vacation
  - g) Adjust Hire Date for Jennifer Frederick on Record
  - h) Fire Department Request to Purchase SCBA's and Bottles
  - i) Fire Department Request to Purchase Stryker ProCare
  - j) Move Amanda McClear to a Full Time Ordinance/Fire Department Assistant
11. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/83280443359>.  
Meeting ID: 832 8044 3359

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: November 18, 2024

<u>Present</u>	<u>Absent</u>	<u>Board Member</u>
_____	_____	Rick A. Hamill
_____	_____	Tami Flowers
_____	_____	Jenny Frederick
_____	_____	Judy Cooper
_____	_____	Brian Howe
_____	_____	Beth Lewis
_____	_____	Joseph Salvia

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

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

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

- a) October 7, 2024 Board of Trustees Meeting Minutes
- b) List of Bills dated 10/17/24 and 11/07/24 plus additions
- c) Township 2025 Holiday and Meeting Dates
- d) Budget Amendment for Dust Control
- e) Budget Amendment for Metro Authority Adjustments
- f) Budget Amendment for Additional Fire Revenue and Expense Adjustments
- g) 2024-2025 Goyette Maintenance Plan for Highland Township
- h) WCA Assessing Contract Renewal
- i) Community Sharing Sponsorship
- j) Resolution 24-30 Authorize Road Closure for Tree Lighting
- k) Planning Commission Appointments – Charlick and Zeolla
- l) Hire Firefighter/EMT Blake Fotopoulos

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
October 7, 2024 - 6:30 p.m.

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

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

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

Visitors: 20

**Approval of Agenda:**

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

**Consent Agenda Approval:**

- a) Board of Trustees Budget Workshop Minutes dated September 23, 2024
- b) List of Bills dated October 3, 2024 plus additions
- c) Appoint Michael Zeolla to Zoning Board of Appeals
- d) Resolution 24-28 Winter Tax Roll Special Assessments
- e) Allocation of Opioid Funds
- f) Request for Grave Refund

**Receive and File:**

HAC Director's Activity Report – August 2024  
HAC Council Minutes - September 2024  
Building Department Report – August 2024  
Financial Report – August 2024  
Fire Department Report – September 2024  
Library Board Meeting Minutes – September 2024  
Library Director's Report – September 2024  
Planning Commission Minutes – August 1 and September 5, 2024  
Sheriff's Department Report – August 2024  
Treasurer's Report – August 2024  
Zoning Board of Appeals Minutes – July 17, August 7, August 21 and September 4, 2024



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

**Announcements and Information Inquiry:**

- a) Film Screening “Undivide Us” Monday, October 21, 2024, at 7:00 pm Highland Township Hall
- b) Early Voting for the November 5, 2024 General Election at Highland Township Hall is Saturday, October 26th – Sunday, November 3rd, from 8:30 a.m. – 4:30 p.m. except for Thursday which is Noon – 8 p.m.
- c) Fire Department Pancake Breakfast and Open House Sunday, October 13th, from 9:00 a.m. to Noon at Fire Station No. 1
- d) Township Offices will be closed on Monday, November 11, 2024, in observance of Veterans’ Day. Ceremony will take place at 11:00 a.m. at Veterans’ Park

**Public Comment:**

Health Fair will be held at Highland Activity Center tomorrow, October 8, 2024. Resident complained about a neighbor setting off explosives and blight. A resident reported problems with Zoning staff. Resident complimented the township and staff involved in Naturally Connected, congratulated Milford Boys’ Varsity Soccer Team for ending the season with eight wins, zero losses and three ties, recognized John Jickling for his service on the Zoning Board of Appeals, recognized Judy Cooper for her service to the community, not only as Trustee but previously as Treasurer, thank you to current Trustees and follow-up on previous comments to recognize there is potentially a health, safety and welfare crisis as it relates to blight in our Township and encourage the Board to follow-up on concerns regarding ordinances to make our Township even better for tomorrow.

**Public Hearing:**

- a) Lower Pettibone Lake Special Assessment District

Public Hearing was opened at 6:45 p.m. and closed at 6:46 p.m. There were no comments.

**Pending Business:**

- a) Resolution 24-29 Approving the Assessment Roll for the Lower Pettibone Lake Aquatic Management Special Assessment District for the Chemical Treatment of Weeds and Related Services Pursuant to 1954 P.A. 188, as Amended

Mr. Hamill moved to approve Resolution 24-29 Approving the Assessment Roll for the Lower Pettibone Lake Aquatic Management Special Assessment District for the Chemical Treatment of Weeds and Related Services Pursuant to 1954 P.A. 188, as Amended as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, and Lewis – yes.

- b) Opportunity for Discussion Regarding Proposed 2025 Budget

Discussion regarding proposed budget.

**New Business:**

a) Compensatory Time

Mrs. Flowers moved to approve the language in the memo regarding Compensatory Time be added to the Personnel Policy. Mrs. Cooper supported and the motion failed with the following roll call vote: Hamill – no, Flowers – yes, Frederick – no, Cooper – yes, Howe – no, and Lewis – yes.

b) Award Bid for Activity Center Accordion Door

Mr. Hamill moved to award the CDBG bid for two new accordion doors/room dividers at the Activity Center to Doors of Pontiac. This project was put out for competitive bidding in accordance with CDBG requirements, and we received a single bid. The total cost for the project is \$49,863.00. We have the following funding available from 2022-2024 to support this initiative – 2022 - \$20,121.00, 2023 - \$20,231.00 and 2024 - \$25,243.00. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, and Lewis – yes.

c) Township Purchase of Two Used Trucks from Fire Department

Ms. Frederick moved to approve the purchase of two used trucks from the Fire Department in the amount of \$37,695.00. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, and Salvia – yes.

d) Master Plan Draft for Release to Adjacent Communities

M. Hamill moved to have the Planning Director make any corrections and changes necessary to fulfill the questions raised and to prepare the Plan for distribution to the other governmental entities. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, and Lewis – yes.

Comments:

Ms. Frederick noted the auditorium has been insulated and there is a lot less echoing. Mr. Howe announced the Tigers won the baseball game. Mrs. Corwin said the township has the hardest working Planning Commission she has worked with in her 25 years at the township. Mr. Hamill agreed.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 8:14 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-RIDGEWOOD-OAK CTY	SEP 2024	10/09/2024	214.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	SEP 24	10/09/2024	354.50
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	SEP24	10/09/2024	143.50
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-RIDGEWOOD-HVS	SEP 2024	10/09/2024	858.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	SEP 24	10/09/2024	1,418.00
1159	TREASURER	101-HIGHLAND HILLS HVS	SEP24	10/09/2024	574.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
6607	800 NEW LOOK	101-ESCROW/BUILDING	B24-00329	10/03/2024	250.00
8291	ALL AMERICAN REMOD LLC	101-ESCROW/BUILDING	B24-00328	10/03/2024	250.00
4667	ATB BUILDING INC.	101-ESCROW/BUILDING	B24-00292	10/09/2024	250.00
9225	BELFOR PROPERTY RESTORATION	101-ESCROW/BUILDING	B24-00006	10/03/2024	250.00
9225	BELFOR PROPERTY RESTORATION	101-ESCROW/BUILDING	B24-00025	10/03/2024	800.00
4948	COMPLETE HOME IMPROVEMENT LLC	101-ESCROW/BUILDING	B22-00056	10/03/2024	500.00
4948	COMPLETE HOME IMPROVEMENT LLC	101-REINSPECTION FEE	B22-00056	10/03/2024	60.00-
4956	GOOD ROOFING	101-ESCROW/BUILDING	B24-00376	10/09/2024	250.00
6848	HEALY HOMES LLC	101-ESCROW/BUILDING	B24-00037	10/03/2024	3,200.00
6848	HEALY HOMES LLC	101-REFUSE FEE	B24-00037	10/03/2024	240.00-
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00907	10/09/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00056	10/03/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00132	10/03/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00132	10/03/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00321	10/03/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00343	10/03/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00363	10/09/2024	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B23-00089	10/09/2024	225.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B24-00037	10/03/2024	240.00
7643	M A SWIASTYN BUILDING CO. LLC	101-ESCROW/BUILDING	B24-00348	10/03/2024	250.00
6655	MILLS SIDING & ROOFING	101-ESCROW/BUILDING	B24-00344	10/03/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00107	10/03/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00161	10/03/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00199	10/03/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00341	10/03/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00343	10/03/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B24-00343	10/03/2024	60.00-
4256	MONTE, ALAN W.	101-ESCROW/BUILDING	B22-00132	10/03/2024	500.00
4256	MONTE, ALAN W.	101-REINSPECTION FEE	B22-00132	10/03/2024	60.00-
4256	MONTE, ALAN W.	101-REINSPECTION FEE	B22-00132	10/03/2024	60.00-

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
4949	MOORE, THOMAS	101-ESCROW/BUILDING	B24-00187	10/03/2024	125.00
7755	PROBE, JACOB J	101-ESCROW/BUILDING	B23-00089	10/09/2024	2,400.00
7755	PROBE, JACOB J	101-REFUSE FEE	B23-00089	10/09/2024	225.00-
7419	R.J. HOFFMAN MANAGEMENT INC.	101-ESCROW/BUILDING	BDEMO24-00005	10/03/2024	500.00
5820	RASHID CONSTRUCTION COMPANY	101-ESCROW/BUILDING	B24-00321	10/03/2024	250.00
5820	RASHID CONSTRUCTION COMPANY	101-REINSPECTION FEE	B24-00321	10/03/2024	60.00-
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B24-00310	10/03/2024	500.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B24-00363	10/09/2024	250.00
6312	ROOF RITE INC	101-REINSPECTION FEE	B24-00363	10/09/2024	60.00-
8484	ROOFING PD	101-ESCROW/BUILDING	B24-00368	10/03/2024	250.00
6561	ROOFING SOLUTIONS LLC	101-ESCROW/BUILDING	B24-00372	10/03/2024	250.00
4947	ROSS, MICHAEL	101-ESCROW/BUILDING	B24-00293	10/03/2024	125.00
6899	SILJANDER, PHILIP J.	101-ESCROW/BUILDING	B21-00907	10/09/2024	125.00
6899	SILJANDER, PHILIP J.	101-REINSPECTION FEE	B21-00907	10/09/2024	60.00-
<b>101-000-202.005 PLANNING ESCROW PAYABLES</b>					
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND BP STUDY PLAN	0220386	09/26/2024	480.24
2284	HUBBELL ROTH & CLARK INC.	101-WIGGLES AND GIGGLES STUDY PLAN	0220387	09/26/2024	400.20
<b>101-000-642.000 SALE OF CEMETERY LOTS</b>					
4950	TREUTER, FAY	101-CEMETERY BUYBACK-LOT 329-0	09302024	09/30/2024	250.00
Total :					17,467.94
<b>SUPERVISOR</b>					
<b>101-171-820.000 SUP DEPT: DUES/ED/TRAVEL</b>					
9249	BLASCYK, CASSIE R.	101-REIMBURSE FOR SEO WEBSITE TRAINING MILEAGE	10032024	10/03/2024	21.31
Total SUPERVISOR:					21.31
<b>TREASURER</b>					
<b>101-253-820.000 TREAS: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-TREAS CONF-FREDERICK	9/09/24-10/08/24	10/09/2024	274.80
Total TREASURER:					274.80
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	101-LAPTOP CARRYING CASE/USB ADAPTER	146W-9WW4-96J7	10/01/2024	67.11
1521	CHASE CARDMEMBER SERVICE	101-RETURN FOLDING TABLES	9/09/24-10/08/24	10/09/2024	254.32-
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53367	10/01/2024	3,133.75
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1082258	10/09/2024	170.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ASSESSING	1082258	10/09/2024	124.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SIX RIVERS	1082258	10/09/2024	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1082258	10/09/2024	124.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-CLYDE RD CELL TOWER	1082258	10/09/2024	46.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1082258	10/09/2024	542.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ZONING ORDINANCE	1082260	10/09/2024	672.00
<b>101-261-821.000</b>	<b>GEN GOV: MEMBER FEES</b>				
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	9/09/24-10/08/24	10/09/2024	26.00
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X101	10/06/2024	23.70
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X101	10/06/2024	47.08
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
2216	COMCAST	101-3550 DUCK LK RD 0310657	11032024 0310657	10/01/2024	92.95
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200135335983	10/01/2024	5,444.96
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
2596	FIVE STAR ACE	101-PUSH BROOMS	31911	10/02/2024	39.98
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2367650	09/30/2024	97.00
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING-SEPT	11118	10/07/2024	3,182.50
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	2866	10/07/2024	125.00
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2137	10/01/2024	8.00
1393	LAFONTAINE CADILLAC BUICK GMC INC.	101-2015 FORD F150 MAINTENANCE	PNCS972070	10/09/2024	92.85
2692	WEX BANK	101-GAS FOR TWP VEHICLE	100109580	09/30/2024	521.32
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	9/09/24-10/08/24	10/09/2024	115.33
<b>101-261-971.000</b>	<b>GEN GOV: EQUIP CAP OUTLAY</b>				
1642	PETER'S TRUE VALUE HARDWARE	101-CULTIVATOR/BED REDEFINER/BRUSH SWEEPER/KO	K74460	10/02/2024	1,373.88
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	9/09/24-10/08/24	10/09/2024	124.99
Total GENERAL GOVERNMENT:					15,972.58
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	242820020318	10/08/2024	1,337.91
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	242820020318	10/08/2024	6,080.58
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	242820020318	10/08/2024	363.70
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	242820020318	10/08/2024	1,560.93
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	242820020318	10/08/2024	1,542.83
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001775241925	10/01/2024	46.20
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001775241925	10/01/2024	171.52

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001775241925	10/01/2024	158.74
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001775241925	10/01/2024	829.81
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001775241925	10/01/2024	40.23
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	11/01/24-11/30/24	10/01/2024	1,521.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	11/01/24-11/30/24	10/01/2024	467.28
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	11/01/24-11/30/24	10/01/2024	25.22
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	11/01/24-11/30/24	10/01/2024	284.12
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP COBRA	11/01/24-11/30/24	10/01/2024	100.96
Total GENERAL GOVERNMENT PERSONNEL B:					14,531.51
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	09/25/24-10/08/24	10/08/2024	1,118.98
8149	WATKINS III, MITCHELL	101-INSPECTIONS	09/25/24-10/08/24	10/08/2024	2,234.76
<b>101-371-820.000 BLDG: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-BLDG LICENSE/CLASSES-TINO	9/09/24-10/08/24	10/09/2024	744.00
Total BUILDING:					4,097.74
<b>CEMETERY</b>					
<b>101-567-935.001 CEMETERY: MAINTENANCE</b>					
9254	PRECISION TREE AND SHRUB SVCS INC.	101-TREE/STUMP REMOVAL-CEMETERY	7678	10/04/2024	1,810.00
Total CEMETERY:					1,810.00
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	101-BINGO CHIPS-ACT CTR	146W-9VWW4-96J7	10/01/2024	29.18
<b>101-672-850.001 ACTIVITY CTR: INTERNET SERVICE</b>					
1521	CHASE CARDMEMBER SERVICE	101-COMCAST	9/09/24-10/08/24	10/09/2024	107.98
<b>101-672-920.000 ACTIVITY CTR: UTILITIES</b>					
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	10082024 66702	10/09/2024	556.83
<b>101-672-936.000 ACTIVITY CTR: BUILDING MAINT</b>					
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	31000898	09/30/2024	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	89439529	09/09/2024	116.15
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2367651	09/30/2024	34.00
<b>101-672-936.002 STEEPL HALL: BUILDING MAINT</b>					
1839	ABSOPURE WATER CO.	101-COOLER-STEEPLE	30998456	09/30/2024	12.00
2694	GOYETTE MECHANICAL	101-REPAIR HOT WATER HEATER-STEEPLE HALL	910196003	10/04/2024	661.92

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ACTIVITY CENTER:					1,530.06
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-820.000 PLNG: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-PLNG CONFERENCE/FOOD-LITTLEBEAR	9/09/24-10/08/24	10/09/2024	852.95
9040	LITTLEBEAR, KARI	101-PLNG CONF-MILEAGE REIMBURSEMENT	10032024	10/03/2024	160.80
Total PLANNING & ORDINANCE:					1,013.75
<b>PARKS</b>					
<b>101-751-729.002 PARKS: HICKORY RIDGE</b>					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	2866	10/07/2024	125.00
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	2866	10/07/2024	175.00
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	09162024 66587B	10/04/2024	25.11
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING PARKS-SEPT	11118	10/07/2024	1,567.50
Total PARKS:					1,892.61
Total GENERAL FUND:					58,612.30
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	242820020318	10/08/2024	8,523.59
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0002 FIRE-GARRITY N	242820095978	10/08/2024	358.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001775241925	10/01/2024	122.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001775241925	10/01/2024	872.54
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001775241925	10/01/2024	87.98
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001775241925	10/01/2024	40.23
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	11/01/24-11/30/24	10/01/2024	183.16
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	11/01/24-11/30/24	10/01/2024	25.22
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	11/01/24-11/30/24	10/01/2024	1,369.92
<b>206-336-722.009 FIRE: PARAMEDIC TRAINING</b>					
2599	GENESYS EMS EDUCATION	206-PARAMEDIC SCHOLARSHIP 2024 - OLLILA	10012024-001	10/01/2024	4,500.00
2599	GENESYS EMS EDUCATION	206-PARAMEDIC SCHOLARSHIP 2024 - GREEN	10012024-002	10/01/2024	4,500.00
<b>206-336-727.000 FIRE: SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	206-9V BATTERIES	146W-9WW4-96J7	10/01/2024	103.52

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
8253	AMAZON CAPITAL SERVICES	206-BATTERIES	146W-9WW4-96J7	10/01/2024	55.00
1521	CHASE CARDMEMBER SERVICE	206-WATER	9/09/24-10/08/24	10/09/2024	19.95
1541	HOME DEPOT CREDIT SERVICES	206-EXT CORD	4163254	08/30/2024	105.00
<b>206-336-731.000</b>	<b>FIRE: MEDICAL SUPPLIES</b>				
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85500768	09/26/2024	349.48
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85507689	10/02/2024	779.99
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85509569	10/03/2024	1,107.77
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85511414	10/04/2024	12.50
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85513416	10/07/2024	25.00
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85513417	10/07/2024	155.40
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85513418	10/07/2024	781.99
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85513419	10/07/2024	47.82
<b>206-336-732.000</b>	<b>FIRE: UNIFORMS</b>				
9276	HURON VALLEY GUNS LLC	206-UNIFORM - MOORE	213893	10/01/2024	89.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM - BRILL	213943	10/02/2024	60.98
<b>206-336-750.000</b>	<b>FIRE: VEHICLE GAS/OIL</b>				
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	100109580	09/30/2024	156.25
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	100109580	09/30/2024	2,343.09
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	100109580	09/30/2024	70.11-
<b>206-336-804.000</b>	<b>FIRE: LEGAL SERVICES</b>				
1114	ROSATI SCHULTZ JOPPICH ET AL	206-STRYKER	1082258	10/09/2024	465.00
<b>206-336-820.000</b>	<b>FIRE: DUES &amp; EDUCATION</b>				
1521	CHASE CARDMEMBER SERVICE	206-EMS CONF-GEORGE/BECKER	9/09/24-10/08/24	10/09/2024	1,296.28
1521	CHASE CARDMEMBER SERVICE	206-FIRE INSPEC CONF-BELL	9/09/24-10/08/24	10/09/2024	689.32
1521	CHASE CARDMEMBER SERVICE	206-EMS CONF/MEMBERSHIP-BECKER	9/09/24-10/08/24	10/09/2024	335.00
4955	COREY ALLISON	206-PALS CLASS -GEORGE/BECKER	10072024	10/07/2024	400.00
2389	OAKLAND CO. MUTUAL AID ASSOC.	206-MABAS 3201 DUES 2025	471	10/01/2024	3,300.00
<b>206-336-851.000</b>	<b>FIRE: RADIO COMMUNICATIONS</b>				
1029	OAKLAND COUNTY	206-DISPATCH SERVICES- AUG	C1045649	08/31/2024	5,784.00
<b>206-336-890.000</b>	<b>FIRE: PUBLIC EDUCATION</b>				
8253	AMAZON CAPITAL SERVICES	206-HELIUM TANK	146W-9WW4-96J7	10/01/2024	29.99
4954	FIRE SMART PROMOTIONS	206-FIRE PREVENTION	117540	09/25/2024	3,047.50
<b>206-336-920.000</b>	<b>FIRE: PUBLIC UTILITIES</b>				
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X101	10/06/2024	90.00
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X101	10/06/2024	23.71
9027	AT&T MOBILITY	206-IPADS	287287294406X101	10/06/2024	422.89
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	11022024 0170820	10/01/2024	197.85
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	11152024 0160011	10/12/2024	164.90
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	10032024 06488	10/04/2024	706.54
<b>206-336-930.000</b>	<b>FIRE: VEHICLE REPAIR</b>				
7285	GREEN OAK TIRE INC.	206-2019 FORD (R212) TIRES REAR	1-144503	09/30/2024	478.82



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-936.000 FIRE: BLDG MAINT/REPAIR</b>					
4907	SELECTIVE HVAC HEATING & COOLING INC	206-STN 1 GEOTHERMAL PUMP	44754	09/25/2024	1,675.00
4907	SELECTIVE HVAC HEATING & COOLING INC	206-STN 2 UNIT 3 KITCHEN HEATER REPAIR	44756	09/30/2024	950.00
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
1642	PETER'S TRUE VALUE HARDWARE	206-PPV FAN	K74522	10/05/2024	414.44
Total FIRE:					47,177.70
Total FIRE FUND:					47,177.70
<b>POLICE FUND</b>					
<b>207-000-677.000 MISCELLANEOUS</b>					
1194	PETTY CASH	207-POLICE COPIES/BREATHALYZER TEST	10102024	10/10/2024	20.00
Total :					20.00
<b>POLICE</b>					
<b>207-301-807.000 POLICE: OAKLAND CO SHER CONT</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-AUG	CI045649	08/31/2024	259,084.75
<b>207-301-807.004 POLICE: OVERTIME</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. AUG	CI045649	08/31/2024	4,022.34
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO.	207-COOLER	31000113	09/30/2024	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	89439528	09/09/2024	43.65
Total POLICE:					263,154.74
Total POLICE FUND:					263,174.74
<b>OPIOID SETTLEMENT FUND</b>					
<b>284-718-880.000 OPIOID SETTLEMENT EXPENSE</b>					
2039	BOUND TREE MEDICAL LLC	284-EMS SUPPLIES (OPIOID FUNDS)	85515619	10/08/2024	3,889.60
2039	BOUND TREE MEDICAL LLC	284-EMS SUPPLIES (OPIOID FUNDS)	85515620	10/08/2024	1,680.08
Total :					5,569.68
Total OPIOID SETTLEMENT FUND:					5,569.68

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001 TOWNSHIP IMPROVEMENTS</b>					
2419	ROCK BOTTOM STONE SUPPLY	401-TOWNSHIP HALL LANDSCAPE	129843	09/30/2024	70.20
Total GENERAL GOVERNMENT:					70.20
<b>PARKS</b>					
<b>401-751-971.001 DUCK LAKE PARK IMPROVEMENT</b>					
4951	TRIDENT TRU-SHOT LLC	401-PICKELBALL NET SYSTEMS	10042024	10/04/2024	3,000.00
Total PARKS:					3,000.00
Total CAPITAL IMPROVEMENT FUND:					3,070.20
<b>FIRE CAPITAL FUND</b>					
<b>FIRE</b>					
<b>402-336-971.000 VEHICLES</b>					
8253	AMAZON CAPITAL SERVICES	402-BUMPER GUARDS-DODGE 2500 B1	146W-9WW4-96J7	10/01/2024	1,035.00
8253	AMAZON CAPITAL SERVICES	402-MUD GUARDS-DODGE 2500 B1/B2	146W-9WW4-96J7	10/01/2024	173.96
8253	AMAZON CAPITAL SERVICES	402-MUD GUARDS-DODGE 2500 U1	146W-9WW4-96J7	10/01/2024	86.98
8253	AMAZON CAPITAL SERVICES	402-TRAILER HITCH DODGE 1500 FM	146W-9WW4-96J7	10/01/2024	113.78
8253	AMAZON CAPITAL SERVICES	402-MAGNETIC MIC-DODGE 1500/2500 FM/B1/B2/U1	146W-9WW4-96J7	10/01/2024	359.60
8253	AMAZON CAPITAL SERVICES	402-18 GAUGE WIRING-WAGONEER C1	146W-9WW4-96J7	10/01/2024	88.88
8253	AMAZON CAPITAL SERVICES	402-RETURN BUMPER GUARDS	1JQP-YQYC-DDF1	10/01/2024	517.50-
8253	AMAZON CAPITAL SERVICES	402-CREDIT-TRAILER HITCH	1WJR-VYHL-Y7M4	10/01/2024	256.98-
1521	CHASE CARDMEMBER SERVICE	402-REMOTE START-2024 1500 DODGE	9/09/24-10/08/24	10/09/2024	258.73
1541	HOME DEPOT CREDIT SERVICES	402-TOOL CHEST -WAGONEER	4163254	08/30/2024	229.00
6241	SZOTT M59 CHRYSLER DODGE RAM	402-2024 RAM 2500 (B1) PURCHASE	104927	10/09/2024	45,945.00
6241	SZOTT M59 CHRYSLER DODGE RAM	402-2024 RAM 2500 (U1) PURCHASE	104928	10/09/2024	45,945.00
6241	SZOTT M59 CHRYSLER DODGE RAM	402-2024 RAM 2500 (B2) PURCHASE	104929	10/09/2024	45,945.00
Total FIRE:					139,406.45
Total FIRE CAPITAL FUND:					139,406.45
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	494-MAGNETIC REMOTE CONTROL HOLDER	146W-9WW4-96J7	10/01/2024	9.99
1521	CHASE CARDMEMBER SERVICE	494-TV/TV MOUNT	9/09/24-10/08/24	10/09/2024	555.42

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1521	CHASE CARDMEMBER SERVICE	494-VIRUS PROTECTION	9/09/24-10/08/24	10/09/2024	47.69
1457	STEVE'S LOCKSMITH	494-KEYS	241909-1	09/19/2024	20.69
<b>494-729-801.000</b>	<b>DDA: PROF SERVICES</b>				
1114	ROSATI SCHULTZ JOPPICH ET AL	494-PROFESSIONAL SERVICES	1082259	10/09/2024	666.50
<b>494-729-880.001</b>	<b>DDA: PROMOTIONS</b>				
8253	AMAZON CAPITAL SERVICES	494-POLICE TOY BADGES	146W-9WW4-96J7	10/01/2024	58.98
1521	CHASE CARDMEMBER SERVICE	494-MUMS	9/09/24-10/08/24	10/09/2024	54.57
1521	CHASE CARDMEMBER SERVICE	494-SKELETONS	9/09/24-10/08/24	10/09/2024	312.48
2596	FIVE STAR ACE	494-LIGHTS FOR FESTIVAL OF TREES	3502	10/04/2024	719.28
<b>494-729-880.002</b>	<b>DDA: ECONOMIC RESTRUCTURING</b>				
3152	KOPACKI, KRIS	494-INSTALL/REMOVE/STORE DINE OUT SIGNS	2067	10/09/2024	350.00
<b>494-729-880.003</b>	<b>DDA: DESIGN</b>				
3152	KOPACKI, KRIS	494-WATER MUMS	2068	10/09/2024	390.00
4088	OAK CTY WATER RESOURCES COMMISSIONER	494-BOARDWALK-PERMIT NO 000954-2024-CO	000954-2024-CO	10/01/2024	3,485.00
<b>494-729-900.000</b>	<b>DDA: ADVERTISING/PRINTING</b>				
1045	ALLEGRA PRINT & IMAG HIGHLAND	494-2025 WORKPLANS	77910	09/18/2024	85.80
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK AD	9/09/24-10/08/24	10/09/2024	43.51
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT/ZOOM	9/09/24-10/08/24	10/09/2024	121.90
<b>494-729-920.000</b>	<b>DDA: RENT/ UTILITIES</b>				
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	9/09/24-10/08/24	10/09/2024	214.92
<b>494-729-935.000</b>	<b>DDA: MAINTENANCE STREETScape</b>				
3152	KOPACKI, KRIS	494-REMOVE/STORE/INSTALL BANNERS	2069	10/09/2024	210.00
<b>494-729-967.000</b>	<b>DDA: FARMERS' MARKET</b>				
1013	ABC PRINTING INC	494-BANNER/SIGNS-FARMERS MARKET	10947	08/14/2024	1,035.00
1521	CHASE CARDMEMBER SERVICE	494-LICENSE	9/09/24-10/08/24	10/09/2024	73.00
1521	CHASE CARDMEMBER SERVICE	494-GLITTERPOP/APPLE CIDER/DECORATIONS/CANDY/P	9/09/24-10/08/24	10/09/2024	564.94
4414	JONES, JAMISON	494-MANAGEMENT/SOUND/ENTERTAINMENT	2024-31	10/08/2024	225.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					9,244.67
Total DOWNTOWN DEVELOPMENT FUND:					9,244.67
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000</b>	<b>HAAC: DEDUCTIONS</b>				
1521	CHASE CARDMEMBER SERVICE	702-TICKETS/FRIENDS OF 1ST CONGRES FOUNDATION	9/09/24-10/08/24	10/09/2024	234.00
1521	CHASE CARDMEMBER SERVICE	702-TICKETS MI FLIGHT MUSEUM/FOOD	9/09/24-10/08/24	10/09/2024	254.76
1521	CHASE CARDMEMBER SERVICE	702-FOOD-TOLEDO ZOO	9/09/24-10/08/24	10/09/2024	36.90
1521	CHASE CARDMEMBER SERVICE	702-TICKETS/CHARLES WRIGHT MUSEUM	9/09/24-10/08/24	10/09/2024	177.00
1521	CHASE CARDMEMBER SERVICE	702-TICKETS/FOOD-WILDERNESS TRAILS ZOO	9/09/24-10/08/24	10/09/2024	171.71
1521	CHASE CARDMEMBER SERVICE	702-FOOD/TICKETS-GILMORE CAR MUSEUM	9/09/24-10/08/24	10/09/2024	131.61

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1410	GORDON FOOD SERVICE INC.	702-CUPS/COFFEE/POPCORN	961109462	10/01/2024	307.11
4953	KANOUEH, KAREEM	702-PERFORMANCE	1455	10/03/2024	400.00
2692	WEX BANK	702-GAS FOR HAAC TRIPS	100109580	09/30/2024	144.03
Total GENERAL GOVERNMENT:					1,857.12
Total HIGHLAND ADVISORY COUNCIL:					1,857.12
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
9191	RESTORATIVE LAKE SCIENCES	764-PROFESSIONAL LAKE CONSULTING	7003	09/04/2024	4,750.00
Total TRUST & AGENCY ADMIN:					4,750.00
Total DUCK LAKE ASSOC:					4,750.00
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1064	IMLAY CITY FISH FARM INC.	766-RESTOCK FISH	6346	10/09/2024	2,425.00
Total TRUST & AGENCY ADMIN:					2,425.00
Total TAGGETT LAKE ASSOC:					2,425.00
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
1064	IMLAY CITY FISH FARM INC.	767-FISH RESTOCKING	6345	10/09/2024	1,303.75
Total TRUST & AGENCY ADMIN:					1,303.75
Total KELLOGG LAKE ASSOC:					1,303.75
<b>CHARLICK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1493	AUTO-OWNERS INSURANCE CO.	768-CHARLICK LAKE INSURANCE	09302024	09/30/2024	1,555.00
1064	IMLAY CITY FISH FARM INC.	768-FISH RESTOCKING	6344	10/09/2024	500.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					2,055.00
Total CHARLICK LAKE ASSOC:					2,055.00
<b>WHITE LAKE IMPROVEMENT</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>770-255-956.000 WHITE LAKE: DEDUCTIONS</b>					
1029	OAKLAND COUNTY	770-WHITE LAKE PATROL	CI045649	08/31/2024	2,373.74
Total TRUST & AGENCY ADMIN:					2,373.74
Total WHITE LAKE IMPROVEMENT:					2,373.74
Grand Totals:					541,020.35

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>101-261-802.000 GEN GOV: PAYROLL PROCESSING</b>					
4868	ADP INC	101-TIME AND ATTENDANCE	672297827	10/04/2024	266.25
4868	ADP INC	101-PAYROLL SERVICES	672822454	10/11/2024	146.60
<b>101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA</b>					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1657857	10/01/2024	823.00
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2629347	10/07/2024	57.50
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2629347	10/07/2024	66.03
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	2629347	10/07/2024	4.94
Total GENERAL GOVERNMENT:					<u>1,364.32</u>
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	09/25/24-10/08/24	10/08/2024	2,084.88
Total BUILDING:					<u>2,084.88</u>
<b>PLANNING COMMISSION</b>					
<b>101-703-801.000 PLNG COMM: MASTER PLAN PROF.</b>					
2240	CARLISLE WORTMAN ASSOC. INC.	101-2021 MASTER PLAN	2175831	10/04/2024	2,552.50
Total PLANNING COMMISSION:					<u>2,552.50</u>
Total GENERAL FUND:					<u>6,001.70</u>
<b>REFUSE FUND</b>					
<b>REFUSE</b>					
<b>227-526-801.000 REFUSE: CONTRACTOR</b>					
4887	PRIORITY WASTE LLC	227-MONTHLY CONTRACT-OCT	INV542512	10/01/2024	91,665.60
Total REFUSE:					<u>91,665.60</u>
Total REFUSE FUND:					<u>91,665.60</u>
Grand Totals:					<u><u>97,667.30</u></u>

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
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Total GENERAL FUND:	64,614.00
Total FIRE FUND:	47,177.70
Total POLICE FUND:	263,174.74
Total REFUSE FUND:	91,665.60
Total OPIOID SETTLEMENT FUND:	5,569.68
Total CAPITAL IMPROVEMENT FUND:	3,070.20
Total FIRE CAPITAL FUND:	139,406.45
Total DOWNTOWN DEVELOPMENT FUND:	9,244.67
Total HIGHLAND ADVISORY COUNCIL:	1,857.12
Total DUCK LAKE ASSOC:	4,750.00
Total TAGGETT LAKE ASSOC:	2,425.00
Total KELLOGG LAKE ASSOC:	1,303.75
Total CHARLICK LAKE ASSOC:	2,055.00
Total WHITE LAKE IMPROVEMENT:	2,373.74
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Grand Totals:	638,687.65
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**Payroll and Hand Check October 17, 2024 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 10/11/2024	\$	29,524.99
General/Fire Payroll 10/11/2024	\$	80,478.70

Equitable - Deferred Comp.	\$	250.00
Mission SQ - Deferred Comp.	\$	1,977.28
Flexible Savings Account	\$	758.15
401A Employee Loan Payment		
Highland Firefighters Assn		

Highland Firefighters Union Dues-Full-Time	\$	660.00
Highland Firefighters Union Dues-Part-Time	\$	528.00

10/31/2024 DDA LOAN-Monthly	\$	3,771.83
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The following checks were added to the List of Bills dated 10/17/2024:

1. DTE Fund 101 for \$ 17.63
2. DTE Fund 101 for \$ 17.64
3. DTE Fund 101 for \$420.78
4. DTE Fund 101 for \$ 17.92
5. DTE Fund 101 for \$ 77.02
6. DTE Fund 101 for \$228.54
7. DTE Fund 101 for \$856.56
8. DTE Fund 101 for \$280.07
9. DTE Fund 101 for \$ 18.10
10. DTE Fund 101 for \$ 84.71
11. DTE Fund 101 for \$ 58.80
12. DTE Fund 206 for \$ 87.37
13. DTE Fund 207 for \$468.73
14. DTE Fund 764 for \$505.12
15. DTE Fund 765 for \$ 26.27
16. DTE Fund 766 for \$1048.63
17. DTE Fund 767 for \$ 615.87
18. DTE Fund 768 for \$201.37
19. DTE Fund 769 for \$ 17.62
20. DTE Fund 769 for \$ 17.62

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
7655	180 CONTRACTING LLC	101-ESCROW/BUILDING	B24-00398	10/24/2024	250.00
4962	COOK, PHILLIP	101-ESCROW/BUILDING	B24-00395	10/16/2024	125.00
4969	CORNERSTONE HOME IMPROVEMENTS	101-ESCROW/BUILDING	B24-00399	10/24/2024	500.00
4961	D'ABATE, NICOLA	101-ESCROW/BUILDING	B24-00182	10/16/2024	1,000.00
4961	D'ABATE, NICOLA	101-REFUSE FEE	B24-00182	10/16/2024	225.00-
6269	DELL, DARIN MICHAEL	101-ESCROW/BUILDING	B23-00252	10/24/2024	1,795.00
6269	DELL, DARIN MICHAEL	101-REINSPECTION	B23-00252	10/24/2024	60.00-
4957	GIBSON, ANDREW	101-ESCROW/BUILDING	B22-00382	10/16/2024	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00252	10/24/2024	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B23-00167	10/16/2024	225.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B23-00464	10/16/2024	225.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B24-00182	10/16/2024	225.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B24-00355	10/24/2024	125.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B24-00357	10/24/2024	125.00
6069	HOME PRO ROOFING	101-ESCROW/BUILDING	B24-00359	10/24/2024	250.00
7924	JOHN MCCARTER CONSTRUCTION LLC	101-ESCROW/BUILDING	B24-00236	10/16/2024	250.00
4968	KLINE, ROBERT	101-ESCROW/BUILDING	B24-00226	10/24/2024	250.00
6705	MICHIGAN SOLAR SOLUTIONS	101-ESCROW/BUILDING	B24-00308	10/16/2024	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B24-00381	10/24/2024	250.00
6825	MORTON BUILDINGS INC	101-ESCROW/BUILDING	B24-00127	10/24/2024	500.00
6026	NEWKIRK ELECTRIC ASSOC. INC.	101-ESCROW/BUILDING	B24-00382	10/24/2024	250.00
4963	OGONOWSKI, MACIEJ	101-ESCROW/BUILDING	B24-00393	10/16/2024	250.00
4958	PREMIERE ROOFING & CONSTRUCTION	101-ESCROW/BUILDING	B24-00180	10/16/2024	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B24-00251	10/16/2024	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B24-00297	10/24/2024	250.00
5821	RENOVATIONS ROOFING & REMODEL.	101-ESCROW/BUILDING	B24-00407	10/16/2024	250.00
4967	SCHROEDER, RAYMOND	101-ESCROW/BUILDING	B24-00285	10/24/2024	250.00
6575	SHOWCASE WINDOWS & SIDING	101-ESCROW/BUILDING	B22-00648	10/16/2024	785.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-ESCROW/BUILDING	B23-00464	10/16/2024	2,700.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-REFUSE FEE	B23-00464	10/16/2024	225.00-
4966	SUTTON HENRY	101-ESCROW/BUILDING	B24-00277	10/24/2024	125.00
6077	TROMBLEY, CAROL LYNNE	101-ESCROW/BUILDING	B24-00406	10/16/2024	125.00
4960	TUNNEY, JAMES	101-ESCROW/BUILDING	B22-00535	10/16/2024	125.00
4959	VULAJ, PASKO	101-ESCROW/BUILDING	B23-00167	10/16/2024	3,000.00
4959	VULAJ, PASKO	101-REFUSE FEE	B23-00167	10/16/2024	225.00-
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00150	10/24/2024	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00169	10/24/2024	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00225	10/24/2024	125.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00233	10/24/2024	125.00
7719	WILBERG, MARTIN	101-ESCROW/BUILDING	B24-00102	10/24/2024	250.00
<b>101-000-202.005 PLANNING ESCROW PAYABLES</b>					
9240	SIMPLIFILE	101-RECORDING/SUBMISSION FEE-BORLACE	690119524130SFL	10/16/2024	33.25
9240	SIMPLIFILE	101-RECORDING/SUBMISSION FEE- SCHOOL BELL	690119524130SFL	10/16/2024	33.25
Total :					15,221.50
<b>ACCOUNTING</b>					
<b>101-191-820.000 ACCTG: DUES/ED/TRAVEL</b>					
4843	ORLANDO, ROBIN	101-REIMBURSE MILEAGE	10242024	10/24/2024	58.16
Total ACCOUNTING:					58.16
<b>CLERK</b>					
<b>101-215-730.000 CLERK: ELECTION EXPENSES SUPPL</b>					
1013	ABC PRINTING INC	101-VOTING BANNERS	10949	10/24/2024	592.00
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-VOTER SIGNS	78056	10/11/2024	99.43
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-VOTER SIGNS	78173	10/29/2024	29.52
8253	AMAZON CAPITAL SERVICES	101-SIGN STAND	1KM6-TTVN-QCXV	11/01/2024	233.22
2065	CUSTOM PLUS INC.	101-ELECTION SIGN KIT	13129	10/15/2024	243.55
2065	CUSTOM PLUS INC.	101-VOTE SIGNS	13140	10/21/2024	1,140.00
3152	KOPACKI, KRIS	101-BUILD FRAMES/INSTALL VOTE SIGNS	2072	10/30/2024	390.00
8495	OWEN G DUNN CO INC/PRINTELECT	101-SHIPPING AND HANDLING	34786	10/30/2024	311.02
8495	OWEN G DUNN CO INC/PRINTELECT	101-VOTING BOOTHS	34786	10/30/2024	2,232.00
8495	OWEN G DUNN CO INC/PRINTELECT	101-VOTER PRIVACY SCREENS	34786	10/30/2024	1,230.00
Total CLERK:					6,500.74
<b>TREASURER</b>					
<b>101-253-820.000 TREAS: DUES/ED/TRAVEL</b>					
9152	MAERTENS, WENDY	101-MILEAGE REIMBURSEMENT FOR TAX USER GROUP	10172024	10/17/2024	21.04
1430	MICHIGAN MUNICIPAL TREAS ASSOC	101-MMTA DUES-FREDERICK/GREEN/MAERTENS	10861	10/01/2024	297.00
1430	MICHIGAN MUNICIPAL TREAS ASSOC	101-TRAINING-GREEN	11218	10/14/2024	69.00
Total TREASURER:					387.04
<b>ASSESSOR</b>					
<b>101-257-720.000 ASSESSING: CONTRACTUAL SVCS</b>					
8410	KCI	101-WCA PROPOSAL 233433	10302024	10/30/2024	64.22

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ASSESSOR:					64.22
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-ENVELOPES	78157	10/28/2024	1,336.05
1002	QUILL CORPORATION	101-COPY PAPER	41078956	10/15/2024	75.98
1002	QUILL CORPORATION	101-COPY PAPER	41188471	10/22/2024	75.98
1002	QUILL CORPORATION	101-PAPER/INK	41231077	10/24/2024	91.97
2541	STAPLES	101-CALENDAR/PLANNER	6013844837	10/05/2024	43.08
2541	STAPLES	101-STAPLES/TABS/CALENDERS	6013844838	10/05/2024	205.71
2541	STAPLES	101-CALENDAR	6013844839	10/05/2024	9.99
2541	STAPLES	101-CREDIT FOR TABS	6014248493	10/12/2024	10.04
2541	STAPLES	101-PAPER/TABS/ENVELOPES	6014677341	10/19/2024	148.91
<b>101-261-735.000 GEN GOV: POSTAGE</b>					
1840	PITNEY BOWES BANK INC PURCHASE POWER	101- PREPAY #35873793 POSTAGE METER	NOV 2024	10/24/2024	1,000.00
<b>101-261-850.001 GEN GOV: PHONE SERVICE</b>					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429241023	10/23/2024	267.50
2652	T-MOBILE	101-CELL PHONE-TOWNSHIP	10162024 28344	10/16/2024	52.90
<b>101-261-900.001 GEN GOV: ADVERTISING</b>					
4970	AMERICAN MARKETING & PUBLISHING LLC	101-VIRTUAL TOUR-TWP	10232024	10/23/2024	695.00
4970	AMERICAN MARKETING & PUBLISHING LLC	101-VIRTUAL TOUR-STEEPLE HALL	10232024B	10/23/2024	695.00
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-TWP BOARD	0006686481	10/01/2024	86.28
2375	GANNETT MICHIGAN LOCALIQ	101-PUBLIC ACCURACY TEST	0006686481	10/01/2024	86.28
<b>101-261-920.000 GEN GOV: UTILITIES</b>					
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-WOTA	201987643916	10/18/2024	209.01
1375	CONSUMERS ENERGY	101-3550 DUCK LK RD BUILDING	201987643917	10/21/2024	132.91
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP	204924310171	10/18/2024	43.84
1005	DTE ENERGY	101- STREETLIGHTS 9100-4056-3462	200275327341	11/01/2024	5,557.22
<b>101-261-936.000 GEN GOV: TOWNSHIP MAINTENANCE</b>					
1541	HOME DEPOT CREDIT SERVICES	101-CONCRETE/BROOM	8013457	10/15/2024	109.95
3152	KOPACKI, KRIS	101-WATER MUMS AT TIPSICO	2071	10/30/2024	140.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2368575	10/28/2024	97.00
9005	STATE OF MICHIGAN	101-WATER TESTING-TOWNSHIP	761-11278762	10/30/2024	137.42
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-TWP	1063	10/22/2024	2,600.00
1910	WATER WHEEL SPRINKLER	101-WINTERIZE SYSTEMS - TWP	65620	10/12/2024	175.00
1910	WATER WHEEL SPRINKLER	101-WINTERIZE SYSTEMS - FIRE HALL 1 AND 2, TICKET S	65622	10/12/2024	400.00
7919	WESTERN OAKLAND TRANSPORTATION AUTHORI	101-REIMB FOR GARAGE DOOR REPAIR-250 W LIVINGST	2312	10/28/2024	405.40
<b>101-261-937.000 GEN GOV: VEHICLE OP MAINT</b>					
1393	LAFONTAINE CADILLAC BUICK GMC INC.	101-2016 GMC CANYON MAINTENANCE	PNCS974291	10/24/2024	91.35
9228	NAPA AUTO PARTS	101-CABIN FILTER-GMC CANYON	146788	10/24/2024	15.90

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2692	WEX BANK	101-GAS FOR TWP VEHICLE	100776112	10/31/2024	375.17
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1283	BS&A SOFTWARE	101-ANNUAL SERVICE/SUPPORT FEE CONTRACT 11/1/2	156951	11/01/2024	2,324.00
2021	GRACON SERVICES INC.	101-HPE ARUBA CENTRAL AP	16092	10/17/2024	721.77
9239	MUNETRIX LLC	101-TRANSPARENCY EDITION PLUS OPTIONS	11450	10/05/2024	3,485.00
9240	SIMPLIFILE	101-ERECORDING LICENSE FEE	690118223067SFL	10/29/2024	99.00
<b>101-261-955.000</b>	<b>GEN GOV: MISCELLANEOUS</b>				
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-TWP	89474916	10/08/2024	42.65
<b>101-261-959.000</b>	<b>GEN GOV: METRO AUTHORITY EXP</b>				
2158	ROAD COMMISSION FOR O.C.	101-TRAF SIG MAINT. HARVEY LK WARDLW MILFRD CUS	7835	09/30/2024	9.32
Total GENERAL GOVERNMENT:					22,032.50
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
1184	BURNHAM & FLOWER INSURANCE GP.	101-3RD QTR FSA ADMIN COST	BFG-1063231	10/16/2024	56.25
Total GENERAL GOVERNMENT PERSONNEL B:					56.25
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	10/09/24-10/29/24	10/29/2024	1,054.31
8149	WATKINS III, MITCHELL	101-INSPECTIONS	10/09/24-10/29/24	10/29/2024	3,778.87
Total BUILDING:					4,833.18
<b>CEMETERY</b>					
<b>101-567-935.000</b>	<b>CEMETERY: SEXTON</b>				
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	NOV 2024	10/17/2024	4,142.00
Total CEMETERY:					4,142.00
<b>SOCIAL SERVICES</b>					
<b>101-670-967.005</b>	<b>SOC SERV: CDBG EXPENSES</b>				
1077	DOORS OF PONTIAC	101-DEPOSIT FOR WOODFOLD ROOM DIVIDER DOORS-	123461216	10/15/2024	24,931.50
Total SOCIAL SERVICES:					24,931.50
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000</b>	<b>ACTIVITY CTR: OFFICE SUPPLIES</b>				
8253	AMAZON CAPITAL SERVICES	101-BROTHER LABEL TAPE REPLACEMENT-ACT CTR	1KM6-TTVN-QCXV	11/01/2024	15.98

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-672-729.000</b>	<b>ACTIVITY CTR: OPER. SUPPLIES</b>				
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL/CUPS/LIDS/LINERS/TISSUE-ACT CTR	INV79927	10/11/2024	342.11
<b>101-672-850.000</b>	<b>ACTIVITY CTR: PHONE SERVICE</b>				
9090	NET EXPRESS VOIP	101-PHONE SERVICE-ACT CTR	429241023	10/23/2024	64.34
2652	T-MOBILE	101-CELL PHONE-ACTIVITY CENTER	10162024 28344	10/16/2024	19.43
<b>101-672-850.002</b>	<b>STEEPLE HALL: INTERNET SERVICE</b>				
2216	COMCAST	101-STEEPLE HALL 8529 10 157 0100876	12082024 0100876	10/26/2024	318.17
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-209 N JOHN ST-ACT CTR	201987643919	10/18/2024	162.28
<b>101-672-920.002</b>	<b>STEEPLE HALL: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL	201987643918	10/18/2024	73.54
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2368576	10/28/2024	34.00
9005	STATE OF MICHIGAN	101-WATER TESTING ACTIVITY CTR	761-11277127	10/30/2024	137.42
<b>101-672-936.002</b>	<b>STEEPLE HALL: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-STEEPLE	89474909	10/08/2024	39.70
1021	GILL-ROY'S HARDWARE	101-REPAIR SINK-STEEPLE HALL	2410-895757	10/30/2024	45.98
1021	GILL-ROY'S HARDWARE	101-RETURN PART-STEEPLE HALL	2410-895996	10/30/2024	21.99-
1021	GILL-ROY'S HARDWARE	101-REPAIR SINK-STEEPLE HALL	2410-896002	10/30/2024	42.98
9005	STATE OF MICHIGAN	101-WATER TESTING-STEEPLE HALL	761-11276886	10/30/2024	137.42
1157	TOP NOTCH CLEANING SERVICES	101-ANNEX OFFICE CLEANING	1065	10/22/2024	900.00
Total ACTIVITY CENTER:					2,311.36
<b>PARKS</b>					
<b>101-751-729.002</b>	<b>PARKS: HICKORY RIDGE</b>				
9005	STATE OF MICHIGAN	101-WATER TESTING HICKORY RIDGE	761-11277431	10/30/2024	137.42
<b>101-751-729.003</b>	<b>PARKS: DUCK LAKE PINES</b>				
9005	STATE OF MICHIGAN	101-WATER TESTING DUCK LAKE PARKS	761-11277651	10/30/2024	137.42
<b>101-751-920.000</b>	<b>PARKS: UTILITIES</b>				
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	10152024 66587	10/16/2024	186.88
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	10152024 67205	10/16/2024	29.59
<b>101-751-935.000</b>	<b>PARKS: MAINTENANCE</b>				
1910	WATER WHEEL SPRINKLER	101-WINTERIZE DUCK LAKE PINES	65621	10/12/2024	240.00
Total PARKS:					731.31
Total GENERAL FUND:					81,269.76

**ROAD FUND**

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>ROAD</b>					
<b>203-596-967.000 DUST CONTROL</b>					
2578	BEAUMONT SEVEN HARBORS ASSOC	203-DUST CONTROL	10222024	10/22/2024	1,100.00
9062	BRUDER, STEVEN	203-DUST CONTROL-OLTESVIG LN	10162024	10/16/2024	617.50
4491	MICKLEY, KELLY	203-CHLORIDE TREATMENT-CAMILLE RD	10292024	10/29/2024	275.00
4964	NABOZNY, LOU	203-DUST CONTROL-STONE ROWE	10222024	10/22/2024	498.75
7191	SPONSELLER, AMY	203-REIMBURSE CHLORIDE TREATMENT FRY ROAD	10302024	10/30/2024	550.00
Total ROAD:					3,041.25
Total ROAD FUND:					3,041.25
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
1184	BURNHAM & FLOWER INSURANCE GP.	206-3RD QTR FSA ADMIN COSTS	BFG-1063231	10/16/2024	48.75
<b>206-336-727.000 FIRE: SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	206-WATER FILTERS	1KM6-TTVN-QCXV	11/01/2024	149.99
8253	AMAZON CAPITAL SERVICES	206-KEY BOX	1KM6-TTVN-QCXV	11/01/2024	113.05
8253	AMAZON CAPITAL SERVICES	206-COFFEE FILTERS/COFFEE	1KM6-TTVN-QCXV	11/01/2024	51.04
8253	AMAZON CAPITAL SERVICES	206-COFFEE	1KM6-TTVN-QCXV	11/01/2024	37.90
8253	AMAZON CAPITAL SERVICES	206-COFFEE MAKER	1KM6-TTVN-QCXV	11/01/2024	368.00
8253	AMAZON CAPITAL SERVICES	206-REVERSE OSMOSIS SYSTEM (2)	1KM6-TTVN-QCXV	11/01/2024	314.96
8253	AMAZON CAPITAL SERVICES	206-PAPER TOWEL DISPENSER	1KM6-TTVN-QCXV	11/01/2024	54.73
9208	HIGHLAND SUPPLY INC.	206-PAPER TOWEL - 8X600 KRUGER WHITE SUPREME	INV81306	10/28/2024	210.00
9208	HIGHLAND SUPPLY INC.	206-TOILET PAPER WRAPPED 2PLY STANDARD 96 ROLL	INV81306	10/28/2024	210.00
9208	HIGHLAND SUPPLY INC.	206-MOP HEAD 24# CUT END LIBMAN	INV81306	10/28/2024	39.92
9208	HIGHLAND SUPPLY INC.	206-WINDEX BOTTLES 32OZ CASE	INV81306	10/28/2024	94.86
9208	HIGHLAND SUPPLY INC.	206-OURFRESH - SPA MINERALS	INV81306	10/28/2024	66.70
9208	HIGHLAND SUPPLY INC.	206-FLOOR CLEANER NEUTRAL UNIVERSAL LEMON SCE	INV81306	10/28/2024	86.88
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85534020	10/23/2024	438.72
1132	LINDE GAS & EQUIPMENT INC	206- MEDICAL OXYGEN	45888511	10/21/2024	36.73
<b>206-336-732.000 FIRE: UNIFORMS</b>					
6345	WITMER PUBLIC SAFETY GROUP INC	206-HELMET SHIELD	INV559211	10/18/2024	26.24
<b>206-336-750.000 FIRE: VEHICLE GAS/OIL</b>					
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	100776112	10/31/2024	231.73
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	100776112	10/31/2024	3,053.19
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	100776112	10/31/2024	83.75-
<b>206-336-851.000 FIRE: RADIO COMMUNICATIONS</b>					
1029	OAKLAND COUNTY	206-DISPATCH SERVICES- SEP	CI047680	09/30/2024	5,784.00



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
2216	COMCAST	206-510 CLYDE 0115262	12022024 0115262	10/20/2024	56.16
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	12022024 0170820	11/01/2024	197.85
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND FS1	203144513966	10/18/2024	203.75
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	203233527018	10/18/2024	25.31
1375	CONSUMERS ENERGY	206-2550 E WARDLOW-FS2	203500486016	10/21/2024	75.27
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	10182024 05909	10/21/2024	1,333.62
7996	GEORGE, NICHOLAS	206-CELL PHONE	10042024	10/04/2024	116.22
9090	NET EXPRESS VOIP	206-VOIP MONTHLY	1605241023	10/23/2024	110.78
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
1103	AUTO VALUE HIGHLAND	206-2019 DODGE (C1) BATTERY & BULB	272-1087818	10/11/2024	27.17
1103	AUTO VALUE HIGHLAND	206-2024 DODGE WAGONEER (C1) WIPER FLUID	272-1089089	10/28/2024	5.79
<b>206-336-936.000 FIRE: BLDG MAINT/REPAIR</b>					
9264	MCCABE OUTDOOR SERVICES INC.	206-FS1 LAWN SPRINKLER WINTERIZATION	240632	09/23/2024	50.00
9264	MCCABE OUTDOOR SERVICES INC.	206-FS2 LAWN SPRINKLER WINTERIZATION	240717	10/17/2024	45.00
4965	PHOENIX REFRIGERATION, INC	206-STN1 REFRIGERATOR	57737	10/17/2024	904.82
Total FIRE:					14,485.38
Total FIRE FUND:					14,485.38
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-807.000 POLICE: OAKLAND CO SHER CONT</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-SEP	C1047680	09/30/2024	259,084.75
<b>207-301-807.004 POLICE: OVERTIME</b>					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. SEP	C1047680	09/30/2024	12,892.89
<b>207-301-920.000 POLICE: UTILITIES</b>					
2216	COMCAST	207-165 N. JOHN 0179656	11242024 0179656	10/21/2024	122.95
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1375	CONSUMERS ENERGY	207-165 N JOHN ST	201987643915	10/18/2024	45.38
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2368574	10/28/2024	75.00
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - OCT.	1064	10/22/2024	720.00
Total POLICE:					272,940.97
Total POLICE FUND:					272,940.97
<b>OPIOID SETTLEMENT FUND</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>284-718-880.000 OPIOID SETTLEMENT EXPENSE</b>					
2039	BOUND TREE MEDICAL LLC	284-EMS SUPPLIES (OPIOID FUNDS)	85519469	10/10/2024	232.83
2039	BOUND TREE MEDICAL LLC	284-EMS SUPPLIES (OPIOID FUNDS)	85527401	10/17/2024	380.96
2039	BOUND TREE MEDICAL LLC	284-EMS SUPPLIES (OPIOID FUNDS)	85529194	10/18/2024	2,651.99
1049	HURON VALLEY SCHOOLS	284-2024 OPIOID SETTLEMENT	2401	10/17/2024	10,000.00
Total :					13,265.78
Total OPIOID SETTLEMENT FUND:					13,265.78
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.020 250 W LIVINGSTON IMPROVEMENTS</b>					
2173	DIEDRICH PAINTING	401-BALANCE FOR PAINTING-250 W LIVINGSTON RD WO	2411B	10/31/2024	8,400.00
Total GENERAL GOVERNMENT:					8,400.00
<b>ANNEX</b>					
<b>401-523-971.000 STEEPLE HALL IMPROVEMENTS</b>					
2173	DIEDRICH PAINTING	401-BALANCE FOR PAINTING-205 W LIVINGSTON RD STE	2407B	10/31/2024	12,230.00
Total ANNEX:					12,230.00
<b>PARKS</b>					
<b>401-751-971.001 DUCK LAKE PARK IMPROVEMENT</b>					
1180	H. VALLEY YOUTH BASEBALL SOFTBALL LEAGUE	401-BLEACHERS	10312024	10/31/2024	2,782.00
Total PARKS:					2,782.00
Total CAPITAL IMPROVEMENT FUND:					23,412.00
<b>FIRE CAPITAL FUND</b>					
<b>FIRE</b>					
<b>402-336-971.000 VEHICLES</b>					
8253	AMAZON CAPITAL SERVICES	402-BUMPER GUARDS-DODGE 2500 B2	1KM6-TTVN-QCXV	11/01/2024	527.85
8253	AMAZON CAPITAL SERVICES	402-MUD FLAPS-DODGE 2500 B2	1KM6-TTVN-QCXV	11/01/2024	49.97
8253	AMAZON CAPITAL SERVICES	402-BACKRACK FRAME-DODGE 2500 U1/B1/B2	1KM6-TTVN-QCXV	11/01/2024	719.97
8253	AMAZON CAPITAL SERVICES	402-BACKRACK HARDWARE-DODGE 2500 B1 & B2	1KM6-TTVN-QCXV	11/01/2024	475.16
8253	AMAZON CAPITAL SERVICES	402-TRUCK BED SPRAY PAINT	1KM6-TTVN-QCXV	11/01/2024	32.54
8253	AMAZON CAPITAL SERVICES	402-RUBBER STRIPS/14 GAUGE WIRE/18 GAUGE WIRE	1KM6-TTVN-QCXV	11/01/2024	71.42
8253	AMAZON CAPITAL SERVICES	402-BACKRACK LIGHT BAR BRACKET-DODGE 2500 B1	1KM6-TTVN-QCXV	11/01/2024	110.38

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
4922	ULTRA BRIGHT LIGHTZ LLC	402-2024 DODGE 2500 (U1) LIGHT BAR	W185770	10/24/2024	1,995.00
4922	ULTRA BRIGHT LIGHTZ LLC	402-2024 DODGE 2500 (U1) LIGHT BAR HEADACHE RACK	W185770	10/24/2024	76.98
4922	ULTRA BRIGHT LIGHTZ LLC	402-2024 DODGE 2500 (UI) SPEAKER	W185770	10/24/2024	395.97
4922	ULTRA BRIGHT LIGHTZ LLC	402-2024 DODGE 2500 (B2) - BACK UP ALARM	W185770	10/24/2024	85.48
4922	ULTRA BRIGHT LIGHTZ LLC	402-2024 DODGE 2500 (B1) SIREN AND CONTROLLER	W185770	10/24/2024	1,225.48
4921	ZOOM MOE-TIVE LLC	402-2024 DODGE WAGONEER (C1)	4896	10/17/2024	174.95
<b>402-336-971.002 CAPITAL EQUIPMENT</b>					
9180	STRYKER	402-LUCAS DEVICE	9207387466	10/08/2024	20,265.19
9180	STRYKER	402-LUCAS POWER SUPPLY	9207391050	10/08/2024	383.76
9180	STRYKER	402-LUCAS CHARGER	9207440501	10/14/2024	1,212.90
9180	STRYKER	402-LUCAS BATTERY	9207478532	10/18/2024	780.00
9180	STRYKER	402-LIFEPACK 15 CARDIAC MONITOR/ACCESSORIES	9207478556	10/18/2024	58,118.99
9180	STRYKER	402-LIFEPACK 35	9207481844	10/18/2024	1,250.70
9180	STRYKER	402-LUCAS	9207500055	10/21/2024	516.36
Total FIRE:					88,469.05
Total FIRE CAPITAL FUND:					88,469.05
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-808.000 DDA: MARKETING CONSULTANT</b>					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2022	10/31/2024	540.00
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2023	10/31/2024	610.00
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2024	10/31/2024	560.00
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1013	ABC PRINTING INC	494-POSTERS/FLYERS	10951	10/30/2024	230.00
<b>494-729-880.002 DDA: ECONOMIC RESTRUCTURING</b>					
1013	ABC PRINTING INC	494-BROCHURES/POSTERS/FLYERS/COPIES	10952	10/30/2024	513.98
7917	EARTH AND SOUL	494-GIFTS	101	10/16/2024	426.66
<b>494-729-880.003 DDA: DESIGN</b>					
3152	KOPACKI, KRIS	494-WATER MUMS	2070	10/30/2024	325.00
<b>494-729-880.004 DDA: ORGANIZATION</b>					
2065	CUSTOM PLUS INC.	494-CLIP MAGNETS	13072	09/13/2024	420.00
2065	CUSTOM PLUS INC.	494-GROCERY TOTES	13073	09/13/2024	295.00
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1013	ABC PRINTING INC	494-COPIES-CYCLE 3/LNO/FEST OF TREES/TREE LIGHTI	10950	10/30/2024	50.20
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
9090	NET EXPRESS VOIP	494-PHONE SERVICE DDA	429241023	10/23/2024	6.77
<b>494-729-967.000 DDA: FARMERS' MARKET</b>					
4414	JONES, JAMISON	494-MANAGEMENT/SOUND	2024-35	10/30/2024	100.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
7799	MCDONALD, LARISSA	494-ENTERTAINMENT FARMERS MKT	2024-34	10/30/2024	75.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					4,152.61
Total DOWNTOWN DEVELOPMENT FUND:					4,152.61
<b>WATER SYSTEM</b>					
<b>WATER</b>					
<b>591-536-991.000 DEBT PAYMENT</b>					
1624	JP MORGAN CHASE BANK N.A	591-DEBT PRINCIPAL PAYMENT	0005288191	10/11/2024	69,000.00
<b>591-536-993.001 INTEREST EXPENSE</b>					
1624	JP MORGAN CHASE BANK N.A	591-INTEREST PAYMENT	0005288191	10/11/2024	3,885.00
Total WATER:					72,885.00
Total WATER SYSTEM:					72,885.00
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
8253	AMAZON CAPITAL SERVICES	702-TURKEY BASKETS	1KM6-TTVN-QCXV	11/01/2024	131.16
8253	AMAZON CAPITAL SERVICES	702-BATTERIES	1KM6-TTVN-QCXV	11/01/2024	14.62
8253	AMAZON CAPITAL SERVICES	702-SNOWMAN PAINTING SIGN KITS	1KM6-TTVN-QCXV	11/01/2024	155.88
4795	CAIRNS, ROBB	702-THANKSGIVING PERFORMANCE	10042024	10/04/2024	250.00
1410	GORDON FOOD SERVICE INC.	702-FOOD/PARTY SUPPLIES	758226730	10/17/2024	394.95
1410	GORDON FOOD SERVICE INC.	702-FOOD/PARTY SUPPLIES	758226950	10/23/2024	154.03
9208	HIGHLAND SUPPLY INC.	702-CUPS-ACT CTR	INV81311	10/28/2024	45.10
4626	SPOTLIGHT ON STORIES	702-PRESENTATION	11012024	11/01/2024	250.00
2692	WEX BANK	702-GAS FOR HAAC TRIPS	100776112	10/31/2024	185.18
Total GENERAL GOVERNMENT:					1,580.92
Total HIGHLAND ADVISORY COUNCIL:					1,580.92
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
4971	GREGORY, JOHNATHAN	703-TAX REFUND	H-11-10-431-007	10/23/2024	2,493.72
4972	KOKOSZKA, MICHAEL	703-TAX REFUND	H-11-11-402-003	10/23/2024	2,868.92
4353	LERETTA LLC	703-TAX REFUND	H-11-20-326-072	10/23/2024	2,728.18

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					8,090.82
Total CURRENT TAX COLLECT:					8,090.82
<b>POST-RETIREMENT BENEFITS</b>					
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>737-279-719.000 RETIREE OPEB EXPENSE</b>					
1958	AmWINS GROUP BENEFITS INC.	737-RETIREE HEALTH PREMIUMS	8646652	11/01/2024	450.00
2499	GIBSON, WANDA SUE	737-RETIREE HEALTH REIMBURSEMENT	NOV 2024	10/21/2024	262.52
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	NOV 2024	10/28/2024	165.00
1048	OLSON, GAYLE	737-RETIREE DENTAL REIMBURSEMENT	03052024	03/05/2024	23.00
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	OCT 2024	10/30/2024	288.83
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	NOV 2024	10/21/2024	450.00
1373	WAGNER, PATRICIA G.	737-RETIREE DENTAL REIMBURSEMENT	10102024	10/10/2024	202.50
Total GENERAL GOVERNMENT PERSONNEL B:					1,841.85
Total POST-RETIREMENT BENEFITS:					1,841.85
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	10132024 13643	10/16/2024	783.83
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	10152024 07439	10/16/2024	531.69
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	10152024 13650	10/17/2024	872.01
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	10152024 13668	10/16/2024	1,114.69
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	10152024 43164	10/16/2024	1,042.11
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	10152024 75436	10/16/2024	150.34
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	5994	10/29/2024	176.00
Total TRUST & AGENCY ADMIN:					4,670.67
Total DUCK LAKE ASSOC:					4,670.67
<b>HIGHLAND LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	765-LAKE TREATMENT-HIGHLAND LAKE	21646	07/25/2024	7,006.00
1081	AQUA-WEED CONTROL INC.	765-LAKE TREATMENT-HIGHLAND LAKE	21788	08/27/2024	1,000.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					8,006.00
Total HIGHLAND LAKE ASSOC:					8,006.00
<b>WHITE LAKE IMPROVEMENT</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>770-255-956.000 WHITE LAKE: DEDUCTIONS</b>					
1029	OAKLAND COUNTY	770-WHITE LAKE PATROL	C1047680	09/30/2024	577.40
Total TRUST & AGENCY ADMIN:					577.40
Total WHITE LAKE IMPROVEMENT:					577.40
<b>LOWER PETTIBONE LAKE</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>775-255-956.000 LOW PETTIBONE LAKE: DEDUCTIONS</b>					
2375	GANNETT MICHIGAN LOCALIQ	775-PETTIBONE LAKE ADVERTISEMENT	0006686481	10/01/2024	582.39
2375	GANNETT MICHIGAN LOCALIQ	775-PETTIBONE LAKE ADVERTISEMENT	0006686481	10/01/2024	603.96
Total TRUST & AGENCY ADMIN:					1,186.35
Total LOWER PETTIBONE LAKE:					1,186.35
Grand Totals:					599,875.81

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-231.006</b>	<b>EMPLOYEE 401A LOAN - MSQ</b>				
1502	MISSIONSQUARE RET CLIENTS-109785	101-109785 - MISSIONSQUARE DEF COMP LOAN - YOUN	11072024	11/07/2024	68.62
Total :					68.62
<b>ASSESSOR</b>					
<b>101-257-720.000</b>	<b>ASSESSING: CONTRACTUAL SVCS</b>				
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	NOV 2024	10/14/2024	10,938.16
Total ASSESSOR:					10,938.16
<b>GENERAL GOVERNMENT</b>					
<b>101-261-802.000</b>	<b>GEN GOV: PAYROLL PROCESSING</b>				
4868	ADP INC	101-WIRE FEES	673212448	10/18/2024	140.00
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-189	11/01/2024	400.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2637597	10/14/2024	112.32
Total GENERAL GOVERNMENT:					652.32
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004376855	10/23/2024	219.90
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004376855	10/23/2024	248.45
Total GENERAL GOVERNMENT PERSONNEL B:					468.35
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	10/09/24-10/29/24	10/29/2024	3,059.72
Total BUILDING:					3,059.72
Total GENERAL FUND:					15,187.17
<b>FIRE FUND</b>					
<b>FIRE</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004376872	10/23/2024	311.78
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
2059	APPLIED INNOVATION	206-FREIGHT	2647596	10/25/2024	7.73
2059	APPLIED INNOVATION	206-COPIER CONTRACT	2647596	10/25/2024	97.02
2059	APPLIED INNOVATION	206-ADDITIONAL PAGES	2647596	10/25/2024	96.18
Total FIRE:					512.71
Total FIRE FUND:					512.71
<b>REFUSE FUND</b>					
<b>REFUSE</b>					
<b>227-526-801.000 REFUSE: CONTRACTOR</b>					
4887	PRIORITY WASTE LLC	227-MONTHLY CONTRACT-NOV	INV567616	11/01/2024	91,733.20
Total REFUSE:					91,733.20
Total REFUSE FUND:					91,733.20
Grand Totals:					107,433.08



Total GENERAL FUND:	96,456.93
Total ROAD FUND:	3,041.25
Total FIRE FUND:	14,998.09
Total POLICE FUND:	272,940.97
Total REFUSE FUND:	91,733.20
Total OPIOID SETTLEMENT FUND:	13,265.78
Total CAPITAL IMPROVEMENT FUND:	23,412.00
Total FIRE CAPITAL FUND:	88,469.05
Total DOWNTOWN DEVELOPMENT FUND:	4,152.61
Total WATER SYSTEM:	72,885.00
Total HIGHLAND ADVISORY COUNCIL:	1,580.92
Total CURRENT TAX COLLECT:	8,090.82
Total POST-RETIREMENT BENEFITS:	1,841.85
Total DUCK LAKE ASSOC:	4,670.67
Total HIGHLAND LAKE ASSOC:	8,006.00
Total WHITE LAKE IMPROVEMENT:	577.40
Total LOWER PETTIBONE LAKE:	1,186.35
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Grand Totals:	707,308.89
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**Payroll and Hand Check November 7, 2024 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 10/25/2024	\$	31,645.64
General/Fire Payroll 10/25/2024	\$	83,957.04
Equitable - Deferred Comp.	\$	250.00
Mission SQ - Deferred Comp.	\$	2,127.82
Flexible Savings Account	\$	758.15
401A Employee Loan Payment		
Highland Firefighters Assn	\$	1,245.00
Highland Firefighters Union Dues-Full-Time		
Highland Firefighters Union Dues-Part-Time		

The following was added to the List of Bills dated 11/7/2024:

1. DTE Fund 206 for \$708.25

**Township Offices will be Closed**

New Year's	Wed.	01-01-2025
Martin Luther King, Jr. Day	Mon.	01-20-2025
President's Day	Mon.	02-17-2025
Good Friday	Fri.	04-18-2025
Memorial Day	Mon.	05-26-2025
Independence Day	Fri.	07-04-2025
Labor Day	Mon.	09-01-2025
Veterans Day	Tues.	11-11-2025
Thanksgiving Holidays	Thurs.	11-27-2025
	Fri.	11-28-2025
Christmas Eve	Wed.	12-24-2025
Christmas Day	Thurs.	12-25-2025
New Year's Eve	Wed.	12-31-2025



**Charter Township of Highland  
 General Information 2025  
 205 N. John Street  
 Highland Michigan 48357  
 248-887-3791  
 www.highlandtwp.net**

**MEETING DATES**

**Township Board: 6:30 p.m.**

Township Auditorium  
(Usually held the 1st Monday of the month)

January 6, 2025	August 4, 2025
February 3 & 6, 2025*	September 8, 2025
March 3, 2025	September 22, 2025 (BW)
April 7, 2025	October 6, 2025
May 5, 2025	November 3, 2025
June 2, 2025	December 8, 2025
July 7, 2025	

**(BW) Budget Workshop**

**Planning Commission: 7:30 p.m.**

Township Auditorium  
(Usually held the 1st and 3rd Thursday of the month)

January 16, 2025	July 17, 2025
February 6 & 20, 2025*	August 7 & 21, 2025
March 6 & 20, 2025	September 4 & 18, 2025
April 3, 2025	October 2 & 16, 2025
May 1 & 15, 2025	November 6 & 20, 2025
June 5 & 19, 2025	December 4 & 18, 2025

**Zoning Board of Appeals: 7:30 p.m.**

Township Auditorium  
(Usually held the 1st and 3rd Wednesday of the month)

January 15, 2025	July 16 2025
February 5, 6 & 19, 2025*	August 6 & 20, 2025
March 5 & 19, 2025	September 3 & 17, 2025
April 2 & 16, 2025	October 1 & 15, 2025
May 7 & 21, 2025	November 5 & 19, 2025
June 4 & 18, 2025	December 3 & 17, 2025

**\* February 6, 2025 at 7:30 p.m. Joint Meeting with  
 Township Board, Planning Commission, Zoning Board of  
 Appeals and the Downtown Development Authority**

**Board of Review**

Meetings are held:  
 March, July and December  
 Details to be Posted

**Priority Waste**

If the holiday falls on your pickup day or after,  
 your trash pickup will be delayed one day.

**Holidays Observed**

January 1st	Memorial Day
July 4th	Labor Day
Thanksgiving Day	Christmas Day

Yard waste begins the first week of April and  
 continues through the first week of December.  
 If you are missed for trash collection, please  
 contact Priority Waste at 586-228-1200 or  
 email - prioritywaste.com/contact.

**HDDA Meeting Dates for 2025**

January 8, 2025	July 9, 2025
February 6 & 12, 2025*	August 13, 2025
March 12, 2025	September 10, 2025
April 9, 2025	October 8, 2025
May 14, 2025	November 12, 2025
June 11, 2025	December 10, 2025

All meetings are held at 6:15 p.m.  
 Location: Steeple Hall  
 205 W. Livingston Rd., Highland, MI 48357  
 (Usually held the 2nd Wednesday of the month)

BUDGET AMENDMENT WORKSHEET  
**2024 PROPOSED BUDGET AMENDMENTS**  
 BOARD MEETING - November 18, 2024

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>ROAD FUND</u></b>				
<b>Revenues:</b>				
203-000-699.401      TRANSFER IN FROM CAPITAL IMP.	\$50,000.00	\$50,000.00	+	\$35,000.00 = \$85,000.00
<b>Expenditures:</b>				
203-596-967.000      DUST CONTROL	\$34,000.00	\$34,000.00	+	\$35,000.00 = \$69,000.00
 <b><u>CAPITAL IMPROVEMENT FUND</u></b>				
<b>Expenditures:</b>				
401-261-995.103      TRANSFER TO ROAD FUND	\$50,000.00	\$50,000.00	+	\$35,000.00 = \$85,000.00

**Purpose of Amendment:**

To transfer funds from Capital Improvement to Road to cover 2nd installment of 2024 chloride program.

BUDGET AMENDMENT WORKSHEET  
**2024 PROPOSED BUDGET AMENDMENTS**  
 BOARD MEETING - November 18, 2024

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>					
<b>Revenues:</b>					
101-000-584.005	METRO AUTHORITY	\$27,000.00	\$27,000.00	+	\$10,000.00 = \$17,000.00
<b>Expenditures:</b>					
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	\$27,000.00	\$27,000.00	+	(\$26,300.00) = \$700.00

**Purpose of Amendment:**  
 To amend for expected decrease in General Fund revenues and expenses for Metro Authority.

BUDGET AMENDMENT WORKSHEET  
**2024 PROPOSED BUDGET AMENDMENTS**

BOARD MEETING - November 18, 2024

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>FIRE FUND</u></b>				
<b>Revenues:</b>				
206-000-573.000 LOCAL COMMUNITY STABILIZ. AUTH	\$0.00	\$0.00 +	\$2,910.07 =	\$2,910.07
206-000-604.000 COST RECOVERY	\$0.00	\$0.00 +	\$511.68 =	\$511.68
206-000-627.000 RENTAL INSPECTIONS	\$0.00	\$4,200.00 +	\$6,985.00 =	\$11,185.00
206-000-638.000 EMS TRANSPORT	\$350,000.00	\$350,000.00 +	\$78,148.59 =	\$428,148.59
206-000-665.000 INTEREST ON INVESTMENTS	\$10,000.00	\$43,647.02 +	\$32,418.64 =	\$76,065.66
206-000-677.000 MISCELLANEOUS	\$0.00	\$10,256.66 +	\$2,143.23 =	\$12,399.89
206-000-693.000 ASSET SALE PROCEEDS	\$0.00	\$0.00 +	\$1,500.00 =	\$1,500.00
			<u>\$124,617.21</u>	
<b>Expenditures:</b>				
206-336-703.006 FIRE: F-T WAGE MEDIC H.K.	\$62,096.00	\$62,096.00 +	\$34,202.50 =	\$27,893.50
206-336-703.012 FIRE: F-T WAGE MEDIC R.Y.	\$57,250.00	\$57,250.00 +	\$18,304.33 =	\$38,945.67
206-336-706.008 FIRE: FIREFIGHTERS PAYROLL	\$323,853.00	\$285,000.00 +	\$20,000.00 =	\$305,000.00
206-336-707.007 FIRE: F-T OVERTIME	\$50,000.00	\$80,000.00 +	\$10,000.00 =	\$90,000.00
206-336-709.003 FIRE: HOLIDAY ALLOWANCE	\$37,840.00	\$37,840.00 +	\$3,876.55 =	\$33,963.45
206-336-715.000 FIRE:CASH IN LIEU BENEF BUYOUT	\$14,000.00	\$14,000.00 +	\$13,000.00 =	\$27,000.00
206-336-722.009 FIRE: PARAMEDIC TRAINING	\$14,997.00	\$14,997.00 +	\$3,478.95 =	\$18,475.95
206-336-722.010 FIRE: INSTRUCTOR TRAINING	\$5,000.00	\$3,500.00 +	\$1,060.00 =	\$4,560.00
206-336-727.000 FIRE: SUPPLIES	\$9,450.00	\$12,000.00 +	\$4,000.00 =	\$16,000.00
206-336-890.000 FIRE: PUBLIC EDUCATION	\$5,000.00	\$5,000.00 +	\$1,437.15 =	\$6,437.15
206-336-967.000 FIRE: NEW PROJECTS	\$2,500.00	\$2,500.00 +	\$104,697.70 =	\$107,197.70
			<u>\$101,290.42</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	\$3,297.00
Add: Increase in Revenue	\$124,617.00
Less: Net Increase in Expenses	\$101,290.00
<u>Remaining Surplus</u>	<u>\$26,624.00</u>



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: November 18<sup>th</sup>, 2024

Re: Goyette Mechanical Maintenance Plan for Township Properties

---

It is recommended to authorize the Supervisor to sign the 2024-2025 Goyette Mechanical Maintenance Plan for the Township properties. This plan is renewed annually, and I would like to note that there will be no increases for 2025.

**Enclosure: Goyette Mechanical Maintenance Plan for Highland Township**





# Maintenance Plan

For  
**Highland Township Hall**  
205 N John St.  
Highland, MI 48357

Goyette Service division agrees to supply all necessary labor and material to provide a comprehensive maintenance program on all equipment listed on the attached equipment lists. Scheduled maintenance will be performed TWO (2) times per year. Filters will be changed two times a year and belts will be changed once a year. Goyette has obtained and will retain up to date Operations and Maintenance Manuals for all listed equipment. A detailed check out sheet will be completed.

**PARTS**—This Agreement covers Filters, Belts, lubricants, and cleaning supplies for scheduled maintenance. All additional parts for repairs will be discounted 10% from our standard rates.

**REPAIRS**—Any repairs that are needed will be brought to your attention and an estimate approved by you before the repair is done. You will receive a 5% discount off our standard labor rates.

**RECORDS**—Goyette Mechanical shall maintain a complete record of all maintenance and repairs performed and will provide you with a written report upon completion of all work.

**PERFERRED CUSTOMER RESPONSE TIME**—Goyette Mechanical guarantees same day response to any emergency 24 hours a day 7 days a week by calling our service number (810) 742-8530

- ANNUAL INVESTMENT     \$5,864
- BIANNUAL INVOICE         \$2,932

Invoices will be sent out after each service is completed.  
Payment terms will be thirty (30) days after Goyette Mechanical’s date of invoice.

This agreement shall automatically renew on an annual basis unless cancelled in advance by either party. Cancellation shall be by written notice to the affected party and shall be effective no less than 30 days from the date of notice. The agreement price may be adjusted annually for cost of living increases. Any adjustments under this agreement shall be made in writing.

Terms and conditions are on the last page.

ACCEPTANCE: GOYETTE SERVICE (CONTRACTOR)

ACCEPTANCE: CUSTOMER (PURCHASER)

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

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

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

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



CUSTOMER: **Highland Township**

EQUIPMENT TO BE COVERED:

Quantity	Name	Spring	Summer	Fall	Winter
<b>205 N John St. (Township Hall)</b>					
7	Splits Systems	X		X	
1	Roof Top Unit	X		X	
1	Mini Split	X		X	
<b>209 N John St. (Activity Center)</b>					
2	Ground Units	X		X	
2	Split Systems	X		X	
<b>165 N John (Sheriff's Office)</b>					
2	Split Systems	X		X	
<b>205 W. Livingston Rd. (Development Authority)</b>					
4	Splits Systems	X		X	
<b>250 W. Livingston Rd. (Transportation Authority)</b>					
2	Split Systems	X		X	
4	Unit Heaters	X		X	

- There is no truck charge for any service call at any time.



## TERMS AND CONDITIONS

- A.** Goyette's responsibilities will not include changes, repairs, or corrections to equipment that are due to design changes by the manufacturer, government code, or insurance requirements. Customer will assume responsibility and pay extra for all service and materials required due to electrical power failures, low voltage, burnt-out main or branch fuses, low water pressure, or other work excluded from this contract.
- B.** Goyette will not be liable for damages due to labor disruptions, destruction by fire, delays from suppliers, spoilage, loss of business, or conditions and/or acts of God where circumstances are beyond Goyette's control. Goyette assumes no responsibility for negligence except where Goyette employees fail to perform the services that are promised in this agreement.
- C.** Goyette Mechanical shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, Federal, State, Municipal, or other authorities except as otherwise included in this Agreement.
- D.** Goyette Mechanical shall not be liable for the operation of the equipment nor for injuries to persons or damage to property, except those directly due to the negligent acts or omissions of its employees and in no event shall it be liable for consequential or speculative damages. It shall not be liable for expense incurred in removing, replacing or refinishing any part of the building structure necessary to the execution of this Agreement. It shall not be held liable for any loss by reason of strikes or labor troubles affecting its employees who perform the service called for herein, delays in transportation, delays caused by priority or preference rating, or orders or regulations established by any government, authority, or by unusual delays in procuring supplies or for any other cause beyond its reasonable control.
- E.** Goyette Mechanical is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
- F.** In the event of additional freight, labor, or material costs resulting from a customer request to avoid delays with respect to equipment warranties, or accelerated delivery of parts and supplies, the customer agrees to pay these additional costs at Goyette Mechanical's currently established rates.
- G.** Cancellation of this contract can be accomplished by a 30 day written notice by either party. All outstanding invoices resulting from past work will be paid in full.
- H.** Payment terms will be thirty (30) days after Goyette Mechanical's date of invoice.

Customers Initials: \_\_\_\_\_



# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: November 18, 2024  
Re: WCA Assessing Contract Renewal

---

WCA Assessing has submitted a renewal of their contract for 3 more years ending on 12/31/2027. Several changes have been made to the contract.

At the request of the Township's Risk Manager:

Section 10.a. stating,

*"It is understood and agreed that by naming the Township as additional insured, coverage afforded will be considered primary, and any other insurance the Township may have shall be considered secondary and/or excess."*

Second, the paragraph after 10.d had changes mentioning an endorsement for Additional insured.

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

At the request of the Supervisor's Office:

*"Maintain local phone number, email address and a minimum of (8) scheduled set office working hours (between 8:30am-5:00pm) at the Township Office per week plus additional availability for meetings with residents, agents and other interested parties."*

*Warm inside. Great outdoors.*



Additionally, changes in the cost of services provided with the increase in cost for the 1) Services contract, 2) Representation at the Michigan Tax Tribunal and 3) Representation and defense by an Attorney.

**For Assessing Services.** The current 2024 yearly cost is \$131,258 for services.

Increases are as follows:

2025 - \$137,820 an increase of 5.00%

2026 - \$144,711 an increase of 5.00%

2027 - \$151,947 an increase of 5.00%

**For representation for all Michigan Tax Tribunal petitions not including Small Claims Division.** The current 2024 cost is \$167.90 per hour. Increases are as follows:

2025 - \$176.29 an increase of 5.00%

2026 - \$185.10 an increase of 5.00%

2027 - \$194.36 an increase of 5.00%

**For representation at the Michigan Tax Tribunal and defense by an Attorney.** The current 2024 cost is \$188.58 per hour. Increases are as follows:

2025 - \$198.00 an increase of 5.00%

2026 - \$207.90 an increase of 5.00%

2027 - \$218.30 an increase of 5.00%

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

It is recommended to authorize the Supervisor to sign the three (3) year renewal of the Assessing contract with WCA Assessing as permitted by the Board Purchasing Policy #6 Exemption #14 (costs increase no more than 5% per year).

**Enclosure: WCA Contract**

## **ASSESSMENT CONTRACT**

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

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

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

#### **IT IS THEREFORE AGREED:**

1. Company agrees to provide the services outlined in the RFP as provided in this Contract and subordinate to the Township Supervisor, who is the Chief Assessing Officer pursuant to MCL 42.11a, and to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall Township assessing goals. The company is familiar and will comply with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes in the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Level III or Master Level IV Michigan Certified Assessing Officer shall act as the assessor of record as of the date of this agreement and supervise the preparation of and certify the 2025, 2026 and 2027 assessment rolls as provided in this Contract.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The company agrees to maintain local phone number, email address and a minimum of (8) scheduled set office working hours (between 8:30am-5:00pm) at the Township Office per week plus additional availability for meetings with residents, agents and other interested parties. The Township agrees to provide office space within the Township Hall, or other Township owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office, but the office is closed due to holidays, acts of God,

educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours is:

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

- Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State Tax Commission.
  - Provide digital photographs of all properties visited for maintenance purposes.
  - Working with the Township Building Department to ensure all new property is equitably assessed.
  - Prepare all new property record cards in compliance with State tax Commission requirements.
  - Attend, prepare, and work with all Boards of Review.
  - Assist Township in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
  - Certify the Township's annual 2025, 2026 and 2027 assessment rolls.
8. Company agrees to meet with the Supervisor and/or other designated staff of the Township to review progress that the Company has made towards meeting the terms of this contract, preparation of assessment rolls, and other matters the parties deem necessary to review. In addition, the Company will suggest any budgetary information necessary to upgrade and/or improve the Township's assessment process.
9. Township agrees that in addition to the responsibilities provided herein, the staff of the Township shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
10. The Company shall be liable to the Township, and hereby agrees to indemnify and hold the Township and its agents, officials, and employees harmless but only to the extent such liability exceeds its insurance coverage set forth below, against all claims, judgments, losses, damages, demands, and payments of any kind to persons or for property arising out of the performance of the services rendered hereunder and caused by any negligent conduct, intentional conduct, or act or omission of the Company or any of its employees in the performance of this contract.

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

- a. Commercial general liability insurance covering the Company and the Township and its agents, officials, and employees as additional insureds with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Compensation Insurance, covering all persons engaged in work under this Contract to the full statutory limits securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan, and Employers Liability Insurance of at least \$500,000.00.



c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. Although Company represents that the Township cannot be listed an additional insured under this type of policy, should the Township or its officers, agents, employees, or elected officials ever be held or claimed to be financially liable for any error or omission of the Company, Company shall hold harmless and indemnify the Township and those persons from the claim or liability and shall submit a claim against such insurance as necessary to promptly satisfy this obligation, provided that under no circumstance shall the Company's cumulative liability to the Township or its officers, agents, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

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

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

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

14. The Township and Company agree that the Company shall not assign, subcontract except for legal services, or transfer either this agreement or any portion therein without first receiving written approval from the Township.

15. The Township agrees to pay the Company as follows;

January 1, 2025 - December 31, 2025	\$137,820
January 1, 2026 - December 31, 2026	\$144,711
January 1, 2027 - December 31, 2027	\$151,947

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

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

January 1, 2025 to December 31, 2025.....	\$176.29 / Hourly
January 1, 2026 to December 31, 2026.....	\$185.10 / Hourly
January 1, 2027 to December 31, 2027.....	\$194.36 / Hourly

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

January 1, 2025 to December 31, 2025.....	\$198.00 / Hourly
January 1, 2026 to December 31, 2026.....	\$207.90 / Hourly
January 1, 2027 to December 31, 2027.....	\$218.30 / Hourly

The Township and Company agree that the term of this contract shall begin January 1, 2025 and expire on December 31, 2027.

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

17. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, age, or

other prohibited classification. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, age, or other prohibited classification.

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

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

WITNESSES:

WCA ASSESSING, LLC:

\_\_\_\_\_

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

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

\_\_\_\_\_

STATE OF MICHIGAN )

)ss

COUNTY OF WAYNE )

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

\_\_\_\_\_

NOTARY PUBLIC

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

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

WITNESSES:

CHARTER TOWNSHIP OF HIGHLAND:

\_\_\_\_\_

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

Rick Hamill, TOWNSHIP SUPERVISOR

\_\_\_\_\_

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

Tami Flowers, TOWNSHIP CLERK

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STATE OF MICHIGAN )

)ss

COUNTY OF OAKLAND )

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

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

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NOTARY PUBLIC

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

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



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: November 18, 2024

Re: Community Sharing-Public Purpose Service Contract

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The Supervisors Office has received a request from Community Sharing for the period from November 18, 2024 – November 18, 2025 in the amount of \$8,500.

Their program provides food and financial support to those in need in the Huron Valley School District of Oakland County since 2004.

The board has allocated \$8,500 annually for this program. I recommend that the Supervisor sign the Public Purpose Service Contract.

Enclosures: Contract and Invoice



**PUBLIC PURPOSE SERVICE CONTRACT**

This Contract shall be effective as of the date of the last signature and is between the Charter Township of Highland, whose address is 205 North John Street, Highland, MI 48357, ("Township"), and Community Sharing, whose address is 400 Beach Farm Circle Highland mi., ("Contractor").

Public Purpose and Services. For and in consideration of payment by the Township as provided under the Payment Section of this Contract, Contractor shall provide the public services described in the attachment to this Contract to the residents of the Township ("Public Services"), which the Township Board of Trustees has determined to be for a public purpose.

Term. This Contract shall be for a term of 4 months, commencing on 9/15/24.

Payment. The Township agrees to pay Contractor the sum of \$ 8500.00, to provide the Public Services during the Contract Term. If for any reason, Contractor does not provide, or loses its legal authorization to provide, the Public Services for the entire Contract Term, it shall immediately and without demand, return a prorated portion of the Township's payment for the period when services were not provided or legally authorized.

Insurance and Liability. Contractor shall maintain liability insurance for the Public Services it provides, and upon request, will provide the Township with Certificate(s) of Insurance confirming said insurance. Contractor shall be liable for any injury or damage occurring on account of the provision of its Public Services under this Contract and agrees to indemnify and defend the Township against any and all claims for same.

Independent Contractor. Contractor is an Independent Contractor with complete control over its employees, agents, subcontractors and operations, and shall not represent, act or be considered as an agent, representative or employee of the Township.

Compliance with Laws. Contractor's Public Services shall comply with all applicable laws and required governmental authorizations. This Contract shall be governed by the laws of the State of Michigan.

Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Township. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

Changes. Any changes to this Contract must be in writing and signed by the Township and the Contractor.

CHARTER TOWNSHIP OF HIGHLAND

\_\_\_\_\_  
Dated

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

CONTRACTOR

10/15/24  
Dated

By: Daniel Keiser  
Bd President







**RESOLUTION #24-30 TO AUTHORIZE THE CLOSURE OF ROADS  
FOR TREE LIGHTING AND KRIS KRINGLE MARKET**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, November 18, 2024, at 6:30 p.m., in the Highland Township Auditorium:

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

Absent: None

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

To approve the request presented by the Highland Township Supervisor, to close West Livingston Road for the Tree Lighting and Kris Kringle Market on December 2, 2024, as follows:

W. Livingston Rd from Clark St to N. John St – 5:00 p.m. to 9:00 p.m.

with the understanding that an emergency access lane will be provided on West Livingston Road for police and fire.

This request also includes the use of the Steeple Hall and Veterans Park from 5:00 p.m. to 9:00 p.m.

This approval is granted through agreement with the Board of County Road Commissioners Oakland County Annual Community Events Permit #64937.

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

Nays: None

Abstain: None

**RESOLUTION DECLARED ADOPTED**

\_\_\_\_\_  
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 November 18, 2024.

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



# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: November 12, 2024  
Re: Planning Commission appointments

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With the election of Grant Charlick as Trustee, there is some “churn” in the Planning Commission and ZBA composition.

*I recommend appointment of Grant Charlick as the Board Liaison to the Planning Commission.* This appointment runs concurrent with the Trustees term of office or whenever the Board chooses a different representative.

This creates a vacancy among the appointed Planning Commissioners. *I recommend appointment of Michael Zeolla to fill the term expiring March, 2027.*

Mr. Charlick also currently serves as the Planning Commission liaison to the Zoning Board of Appeals. He does not plan to continue in this role. However; Michael Zeolla is currently appointed to the ZBA and is willing to serve as the Planning Commission’s liaison to the ZBA (a position required under state law).

This movement of Mike Zeolla to the liaison slot will create a new vacancy in the Zoning of Appeals, expiring January 2027. I will address this vacancy at a future meeting with another recommendation for appointment. Since there is an alternate member on the ZBA, that Board will be fully staffed in the interim.





# Charter Township of Highland - Fire Department

**1600 W. Highland Rd.  
Highland, MI 48357  
(248)887-9050**

TO: Charter Township of Highland Board

FROM: Nick George, Fire Chief

SUBJECT: Fire Department Appointments

DATE: November 13, 2024

At the pleasure of the Charter Township of Highland Board, I would like to request the hiring and swearing in of:

Firefighter/EMT Blake Fotopoulos

Blake applied for the position of Firefighter/EMT that was posted to fill an open position from a previous employee. Blake scored 1<sup>st</sup> in the verbal interview process, has completed his physical agility test, and is a returning employee of ours. Blake had left Highland as a paid-on call member to become full-time at a different department. As soon as he heard a full-time position was opening here Blake was one of the first to apply. The decision on who to hire was tuff, there were 6 applicants that interviewed very well. Black will be required to obtain his paramedic license within a time of 2 years. I believe Blake will be a fantastic addition to our HTFD Family!

Thank you and any questions, please feel free to contact me.

**5b. Receive and File:**

Activity Center Council Meeting Minutes - September 2024

Activity Center Council Treasurer's Report - September 2024

Activity Center Director's Report – September 2024

Building Department Report – September 2024

DDA Minutes – September 2024

Fire Department Report – October 2024

Ordinance/Fire Marshal Report – October 2024

Planning Commission Minutes – September 19 and October 3, 2024

Sheriff's Department Report – September/October 2024

Treasurer's Report – August 2024

Zoning Board of Appeals Minutes – September 18 and October 2, 2024

**Highland Activity Center Advisory Council Meeting Minutes**  
**Tuesday, October 15, 2024**  
**September Minutes**

**CALL TO ORDER:**

The Highland Activity Center Advisory Council meeting was called to order by Carolyn at 9:18

**PRESENT:**

Sue Anderson, Carolyn Kress, Chuck Sharpe, Jenny Frederick, Dick Russell,  
and Heidi Bey.

**ABSENT:**

Sue Anderson, Ray Polidori, Lisa Rehbine, Peter Werthmann and Terry Olexsy

**REMOTE:** Steve & Lisa Jagusch

**SECRETARY'S MINUTES:**

- The motion to approve the Secretary's Minutes from August 2024 was made by Jenny Frederick, seconded by Sue Anderson. Unanimously approved.
- Still in search of a secretary.
- The motion to approve Lisa Rehbine as new council member. Motion made by Jenny Frederick. Second by Chuck Sharpe. Unanimously approved.
- October meeting voted on to be moved to 10/15/2024. Motion made by Jenny Frederick. Second by Dick Russell. Unanimously approved
- December 2024 meeting will be a breakfast meeting provided by Steve and Lisa Jagusch.

**TREASURER'S REPORT:**

The motion to approve the Treasurer's Report from August 2024 was made by Chuck Sharpe. Second by Sue Anderson. Unanimously approved.

**DIRECTOR'S ACTIVITY REPORT:** Given by Director, Heidi Bey.

Next presentation is on Monday, November 18, 2024. Sherry Tuffin, "Made in Michigan" Fundraiser.

Underground Railroad presentation for February, In the works.

**MOTION TO ADJOURN:**

The motion to adjourn the meeting was made at 9:53 am by Chuck Sharpe, seconded by Dick Russell. Unanimously approved.

Next Council meeting will be held on November 12<sup>th</sup>, 9am at Township auditorium.

Respectfully Submitted,  
Carolyn & Heidi  
Council Chair & Center Director

***#HIGHLAND KINDNESS***

**Highland Activity Center  
Advisory Board - Fund 702  
Financial Report  
September 30, 2024**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
<b>Starting Balance September 1, 2024</b>			<b>6,386.82</b>
<b>Revenues</b>			
	<i>Donations/Memorials Unilock</i>	500.00	
	<i>Trips</i>	125.00	
	<i>Tickets</i>	1,335.00	
	<i>Classes</i>	830.00	
	<i>Advertisement</i>	1,000.00	
	<i>Health Fair</i>	250.00	
<b>Total Revenues</b>		<b>4,040.00</b>	<b><u>10,426.82</u></b>
<b>Expenditures</b>			
	<i>Gordon</i>	747.17	
	<i>Gas</i>	254.45	
	<i>Chase Credit Card</i>	248.08	
	<i>Highland Supply</i>		
	<i>Traveling Trainers</i>		
	<i>Amazon Credit</i>		
<b>Total Expenditures</b>		<b>1,249.70</b>	<b><u>9,177.12</u></b>
	<b>Ending bank balance September 30, 2024</b>		<b><u>9,177.12</u></b>

**Submitted by  
Jennifer Frederick, Treasurer  
Highland Township**

November 14, 2024



**Highland Activity Center**

**Directors Activity Report**

**October Activity Report (For September)**

**Meeting: Tuesday, October 15, 2024. 9am (Center media Room)**

**Stats for September**

**DAILY/NEW**

Health Fair 10/8. Results– 53 shots given, 22 vendors, 4 haircuts, 5 massages, 35 meals sold, 150 Patrons through the door. Survey sent to vendors, positive feedback. Several kind posts on Facebook.

COIN SHOW 10/12 9-4

Soldiers Wish List packing. Two truck loads of supplies taken out. Plus, seventy stockings for holiday deliveries put together. Next month help is needed for Soldiers packing for holiday stockings. Desert Angles has Extra thanks to Carolyn for delivering a truck full to Linden.

Exercise session (M, W & F.) The next session started 10/14

Council, Staff and volunteer appreciation dinner at Hoffman Farm. The council will provide pizza. Details TBD.

Wreaths Across America Fundraiser program has started. Flyer attached. Hard copies at the Center.

HAC Events 2024    HAC Events 2024    HAC Events 2024    HAC Events 2024    HAC Events 2024  
HAC Events 2024    HAC Events 2024    HAC Events 2024    HAC Events 2024

HAC Events 2024    HAC Events 2024    HAC Events 2024    HAC Events 2024    HAC Events 2024  
HAC Events 2024    HAC Events 2024    HAC Events 2024    HAC Events 2024

Date	Name of Event	Time	Price	Driver 1	Driver 2	Driver 3	Sign Up
10/22	Hell & Back	10am	\$10	Jeff	Ashley		10/1
10/25	Halloween party	12pm	\$15	-	-	-	9/13
10/30	Uncle John's Cider Mill	9am	\$15	Heidi	Ashley	Jeff	-
10/31	Password	12pm	Free	-	-	-	-
11/7	Bronners/Frankenmuth	10am	\$15	Heidi	Jeff		10/24
11/11	Closed						
11/14	DIA	11:45	Free	-	-	-	10/1
11/15	Thanksgiving Party	12pm	\$15	-	-	-	

*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
September 2024*



HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

September 2024

TOTAL (forward)..... \$33,799

Additional fees:

Building..... 0

Electric..... \$465

Plumbing..... 0

Heating..... \$360

Licenses & Misc Fees..... 0

sub total: \$825

MONTH-END GRAND TOTAL REVENUE..... \$34,624

Total number of all Permits to date      This Year: 1374  
Last Year: 1403

Total number of all Electric, Plumbing,  
& Heating      This Year: 816  
Last Year: 892

Total number of Building permits to date:      This Year: 558  
Last Year: 461

Total number of New Single-Family Units:      This Year: 17  
Last Year: 12

Total number of Land Use Permits      This Year: 27  
Last Year: 27

Respectfully Submitted:      STEVE ITINO  
Building Official  
Ordinance Dept Supervisor

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 9/1/2024 12:00:00 AM AND  
9/30/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Deck</b>					
PB24-0446	1745 LA SALLE BLVD	WOOSTER, RENNIE	\$2000	\$84	
PB24-0449	183 BRIARWOOD DR	Coy Construction Inc	\$16000	\$154	
PB24-0452	3428 Crystal Ridge Dr.	TROMBLEY, CAROL LYNNE	\$4400	\$96	
<b>Deck</b>			\$22400	\$334	3
<b>Demolition</b>					
PB24-0453	1124 ROWE RD	Donovan Construction INC	\$0	\$94	
PB24-0459	1625 HIGHLAND PARK DR	RJ Hoffman Management Inc	\$0	\$162	
<b>Demolition</b>			\$0	\$256	2
<b>Electrical</b>					
PE24-0348	276 W Glengarry Ct	Lite Electric	\$0	\$87	
PE24-0349	272 W Glengarry Ct	Lite Electric	\$0	\$87	
PE24-0350	260 W Glengarry Ct	Lite Electric	\$0	\$87	
PE24-0354	3625 TARA DR	Family Heating Co Inc	\$0	\$55	
PE24-0355	3507 W HIGHLAND RD	Araneae Inc.	\$0	\$85	
PE24-0356	1840 PHINNEY LN	Streamline Electric	\$0	\$119	
PE24-0357	2660 LYNCH DR	Fair Heating and Cooling	\$0	\$54	
PE24-0358	2326 AMELIA DR	Dubs Electric	\$0	\$95	
PE24-0359	4592 BRETTON LN	Randazzo Mechanical (electrical	\$0	\$55	
PE24-0360	4021 N DUCK LAKE RD	Osburn Services Inc	\$0	\$100	
PE24-0361	204 N JOHN ST	Coyote Electric	\$0	\$201	
PE24-0362	2387 LAKESIDE DR	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE24-0363	1621 RIDGE RD	Kribs Electrical	\$0	\$195	
PE24-0364	3231 RAMADA DR	Oak Electric Service Inc	\$0	\$131	
PE24-0365	268 W HIGHLAND RD	Big Red Electric Inc.	\$0	\$354	
PE24-0366	4008 LOCH DR	Dubs Electric	\$0	\$468	
PE24-0367	1150 CRAVEN DR	Don's Electrical Service Inc	\$0	\$147	
PE24-0368	1298 S HICKORY RIDGE RD	Lakeside Service Co Inc	\$0	\$59	
PE24-0369	2825 E HIGHLAND RD Ste 135	H P Electric	\$0	\$70	
PE24-0370	308 ASBURY CT	Platinum Grade Electric	\$0	\$154	
PE24-0371	3024 CENTRAL BLVD	BLACHET, RAYMOND	\$0	\$111	
PE24-0372	3900 Emerald Park Dr	Capitol Supply & Service	\$0	\$81	
PE24-0373	4190 WOODCOCK WAY	Sweetwater Electric LLC	\$0	\$93	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 9/1/2024 12:00:00 AM AND  
9/30/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE24-0374	321 Carnoustie	Dubs Electric	\$0	\$336	
PE24-0375	4751 BRETTON LN	Family Heating Co Inc	\$0	\$74	
PE24-0376	3880 CHEVRON DR	Family Heating Co Inc	\$0	\$55	
PE24-0377	2136 WILDFLOWER LN	Hawkins Electric	\$0	\$141	
PE24-0378	3200 RAMADA DR	Oak Electric Service Inc	\$0	\$131	
PE24-0379	1655 N MILFORD RD	Certified Electric Inc.	\$0	\$146	
PE24-0380	2740 N HICKORY RIDGE RD	First Choice Htg. & Cooling	\$0	\$64	
PE24-0381	1720 PETTIBONE LAKE RD	LZ Electric	\$0	\$472	
PE24-0382	27 Sycamore	Chapple Electric Inc	\$0	\$74	
PE24-0383	881 DUNLEAVY DR	Rich Osterman Electric	\$0	\$99	
PE24-0384	2823 LAKEWAY DR	Metro Electric	\$0	\$67	
PE24-0385	2143 CASEY LN	Bridgewood Electrical LLC	\$0	\$64	
PE24-0386	240 CLARK RD	Holland Htg & Air Conditioning	\$0	\$103	
PE24-0387	209 Highland Dr	Lite Electric	\$0	\$87	
PE24-0388	2370 S MILFORD RD	Copeman Electric LLC	\$0	\$230	
PE24-0389	280 N HICKORY RIDGE RD	Newkirk Electric Assoc., Inc	\$0	\$137	
PE24-0390	272 W Glengarry Ct	Capitol Supply & Service	\$0	\$81	
PE24-0391	276 W Glengarry Ct	Capitol Supply & Service	\$0	\$81	
PE24-0392	260 W Glengarry Ct	Capitol Supply & Service	\$0	\$81	
PE24-0393	1496 CAMILLE DR	Mrs. Michael	\$0	\$121	
PE24-0394	1267 N LAKEVIEW LN	Shep's Electrical	\$0	\$99	
PE24-0395	1613 ISLAND DR	Bridgewood Electrical LLC	\$0	\$64	
PE24-0396	2769 BAY VISTA DR	B V Eng Electrical Contr	\$0	\$131	
PE24-0397	2774 STEEPLECHASE	B V Eng Electrical Contr	\$0	\$401	
PE24-0398	701 ALLEN DR	Mrs. Michael	\$0	\$54	
PE24-0399	3365 WHITE LAKE RD	S & L Electric Inc	\$0	\$388	
PE24-0400	3500 BRIAR HILL CT	M & D Electric	\$0	\$113	
PE24-0401	224 CLARK RD	Platinum Grade Electric	\$0	\$446	
<b>Electrical</b>			\$0	\$7292	51
<b>Fence</b>					
PB24-0444	1236 BAY RIDGE DR	BARCKHOLTZ, TERRY	\$6000	\$88	
PB24-0450	586 SNYDER RD	JANG, CHELYEA	\$500	\$61	
<b>Fence</b>			\$6500	\$149	2

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

Permit.DateIssued Between 9/1/2024 12:00:00 AM AND  
9/30/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Fire/Water Damage Repair -- Resid</b>					
PB24-0456	1255 ESSAY LN	Sunglo Restoration Services, Inc	\$201684	\$1100	
<b>Fire/Water Damage Repair -- Resid</b>			\$201684	\$1100	1
<b>Garage, detached</b>					
PB24-0454	678 ALLEN DR	YOUNG JR, DALE E	\$35000	\$249	
<b>Garage, detached</b>			\$35000	\$249	1
<b>Mechanical</b>					
PM24-0256	4592 BRETTON LN	Randazzo Mechanical Htg & Cl	\$0	\$102	
PM24-0257	3625 TARA DR	Family Heating Co Inc	\$0	\$102	
PM24-0258	2660 LYNCH DR	Fair Heating and Cooling	\$0	\$102	
PM24-0259	4021 N DUCK LAKE RD	Osburn Services Inc	\$0	\$84	
PM24-0260	2785 CHERRY RD	MAS Mechanical LLC	\$0	\$128	
PM24-0261	4008 LOCH DR	Pipeline Plumbing LLC	\$0	\$168	
PM24-0262	2387 LAKESIDE DR	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM24-0263	3231 RAMADA DR	Oak Electric Service Inc	\$0	\$129	
PM24-0264	4008 LOCH DR	MAS Mechanical LLC	\$0	\$246	
PM24-0265	3210 STEEPLECHASE	Carlo Licata	\$0	\$84	
PM24-0266	1150 CRAVEN DR	Don's Electrical Service Inc	\$0	\$129	
PM24-0267	321 Carnoustie	Deville Incorporated	\$0	\$84	
PM24-0268	1298 S HICKORY RIDGE RD	Lakeside Service Co Inc	\$0	\$92	
PM24-0269	3900 Emerald Park Dr	Capitol Supply & Service	\$0	\$102	
PM24-0270	1435 MARYLAND	Custom Air	\$0	\$104	
PM24-0271	3024 CENTRAL BLVD	BLACHET, RAYMOND	\$0	\$84	
PM24-0272	3880 CHEVRON DR	Family Heating Co Inc	\$0	\$102	
PM24-0273	2810 ALLISON LN	Conditioned Air LLC	\$0	\$135	
PM24-0274	1621 RIDGE RD	Aqua Flame LLC	\$0	\$157	
PM24-0275	3200 RAMADA DR	Oak Electric Service Inc	\$0	\$129	
PM24-0276	2740 N HICKORY RIDGE RD	First Choice Htg. & Cooling	\$0	\$159	
PM24-0277	209 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0278	2143 CASEY LN	Andy's Statewide Htg & Clg	\$0	\$159	
PM24-0279	240 CLARK RD	Holland Htg & Air Conditioning	\$0	\$243	
PM24-0280	3408 HERITAGE FARMS DR	Randazzo Mechanical Htg & Cl	\$0	\$92	
PM24-0281	224 CLARK RD	Pure Quality	\$0	\$357	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 9/1/2024 12:00:00 AM AND  
9/30/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM24-0282	272 W Glengarry Ct	Capitol Supply & Service	\$0	\$102	
PM24-0283	276 W Glengarry Ct	Capitol Supply & Service	\$0	\$102	
PM24-0284	260 W Glengarry Ct	Capitol Supply & Service	\$0	\$102	
PM24-0285	3637 Taggett Lk Ct	PARTYKA, JOHN M	\$0	\$102	
PM24-0286	1613 ISLAND DR	Andy's Statewide Heating and A	\$0	\$159	
PM24-0287	256 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0288	264 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0289	262 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0290	278 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0291	286 Highland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0292	701 ALLEN DR	Mrs. Michael	\$0	\$112	
PM24-0293	268 W HIGHLAND RD	Schroeder Store Fixtures	\$0	\$98	
PM24-0294	268 W HIGHLAND RD	ADM Air Control	\$0	\$265	
PM24-0295	1621 RIDGE RD	BURNS HEATING AND COOL	\$0	\$83	
<b>Mechanical</b>			\$0	\$5079	40
<b>Miscellaneous</b>					
PB24-0433	27 Sycamore	Grand Blanc Concrete Construct	\$2500	\$86	
PB24-0448	171 MERIBAH ST	D'ABATE, NICOLA	\$26000	\$381	
PB24-0451	280 N HICKORY RIDGE RD	Newkirk Electric Assoc., Inc	\$17000	\$246	
PB24-0457	2336 S BURWOOD CT	Diamond Creek Homes, Inc.	\$4495	\$96	
PB24-0461	510 CLYDE RD	Mastec Network Solutions	\$17000	\$246	
<b>Miscellaneous</b>			\$66995	\$1055	5
<b>Permit Renewal</b>					
PB24-0427	1384 ROWE RD	JONES, MICHAEL	\$0	\$79	
PB24-0434	4671 EAGLE RD	TAWSE, ROBERT	\$0	\$79	
<b>Permit Renewal</b>			\$0	\$158	2
<b>Plumbing</b>					
PP24-0104	4008 LOCH DR	Pipeline Plumbing LLC	\$0	\$232	
PP24-0105	321 Carnoustie	All Water Inc	\$0	\$387	
PP24-0106	2336 E Highland Rd Ste 103	Horizon Plumbing & Htg. Inc	\$0	\$104	
PP24-0107	2810 ALLISON LN	Shelby Mechanical LLC	\$0	\$157	
PP24-0108	1621 RIDGE RD	H & A Plumbing	\$0	\$241	
PP24-0109	290 N JOHN ST	Latona Plumbing LLC	\$0	\$95	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 9/1/2024 12:00:00 AM AND  
9/30/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PP24-0110	2828 HONEYWELL LAKE RD	Cooley Plumbing	\$0	\$188	
PP24-0111	3637 Taggett Lk Ct	Pipeline Plumbing LLC	\$0	\$294	
PP24-0112	209 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0113	3458 MANTUA FARMS	Advanced Plumbing of Monroe	\$0	\$386	
PP24-0114	224 CLARK RD	Pure Quality	\$0	\$367	
PP24-0115	256 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0116	264 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0117	262 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0118	278 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0119	286 Highland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0120	2236 S MILFORD RD	Pipeline Services	\$0	\$256	
PP24-0121	3080 S MILFORD RD	Tisdale Plumbing Co	\$0	\$92	
<b>Plumbing</b>			\$0	\$3261	18
<b>Res. Additions</b>					
PB24-0447	2644 FRY RD	Justin Poli	\$60000	\$390	
<b>Res. Additions</b>			\$60000	\$390	1
<b>Res. Mobile Home</b>					
PMH24-0037	209 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0038	256 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0039	264 W Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0040	262 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0041	278 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH24-0042	286 Highland Dr	Mobile & Modular Homes Inc	\$0	\$200	
<b>Res. Mobile Home</b>			\$0	\$1200	6
<b>Res. Renovations</b>					
PB24-0422	2630 PEBBLE LN	Eastbrook Construction Inc	\$11200	\$136	
PB24-0423	2688 PINE BLUFFS CT	Home Pro Roofing	\$20100	\$182	
PB24-0424	3295 E HIGHLAND RD	Wallside Inc	\$4849	\$100	
PB24-0425	2080 WILDFLOWER LN	ABC Roofing and remodeling L	\$35000	\$254	
PB24-0428	3690 KINGSWAY DR	Roof Rite Inc.	\$12950	\$141	
PB24-0430	221 TIMBER RIDGE DR	Smolyanov Home Improvement	\$35000	\$254	
PB24-0432	3449 Emerald Park Drive	Weathergard Window, Co., Inc.	\$4013	\$94	
PB24-0435	611 S MILFORD RD	Roofing PD	\$4122	\$203	

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 9/1/2024 12:00:00 AM AND  
9/30/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB24-0436	3305 JACKSON BLVD	Wallside Inc	\$3390	\$95	
PB24-0437	3580 BROADVIEW LN	Pella Windows & Doors, Inc.	\$5013	\$121	
PB24-0438	2778 Boulder Ridge	Victors Roofing	\$16511	\$162	
PB24-0439	699 TIMBER RIDGE DR	Roofing Solutions LLC	\$21800	\$187	
PB24-0440	2287 S MILFORD RD	R&T Contruction LLC	\$34000	\$249	
PB24-0441	1772 MAJON DR	Install Partners	\$8467	\$121	
PB24-0442	1555 TURTLE CRK	ABC Roofing and remodeling L	\$42885	\$295	
PB24-0443	3999 MIDDLE RD	Good Roofing	\$40000	\$279	
PB24-0445	1625 BLUE HERON DR	Roof Rite Inc.	\$10425	\$131	
PB24-0455	884 SPIROFF DR	Wallside Inc	\$21247	\$187	
PB24-0460	1685 NOTTINGHAM DR	Maciej Ogonowski	\$20501	\$197	
<b>Res. Renovations</b>			\$351473	\$3388	19
<b>Res. Single Family</b>					
PB24-0426	3582 MANTUA FARMS	Hill Building & Properties	\$980885	\$5043	
PB24-0431	3563 Mantua Farms	MANTUA PROPERTIES LLC	\$900000	\$4626	
<b>Res. Single Family</b>			\$1880885	\$9669	2
<b>Roof</b>					
PB24-0429	3201 S HICKORY RIDGE RD	On Top Roofing	\$26000	\$219	
<b>Roof</b>			\$26000	\$219	1
<b>Zoning Land Use</b>					
PLU24-0034	2023 SHEWCHENKO DR	LAGOWSKI, ARICK	\$0	\$0	
PLU24-0035	1215 WHITE LAKE RD	BONADEO, RONALD	\$0	\$0	
PLU24-0036	212 W HIGHLAND RD STE 102	BODDY ENTERPRISES LLC	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$0	3
<b>Totals</b>			<b>\$2650937</b>	<b>\$33799</b>	<b>157</b>

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
RECORD OF THE SEPTEMBER 18TH, 2024, REGULAR BOARD MEETING  
*Approved HDDA Minutes – Board Meeting of September 18<sup>th</sup>, 2024***

ROLL CALL

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

Members Absent: Matt Barnes, Supervisor Hamill, and Michael Zurek

Staff Present: Melissa Dashevich, Executive Director

Guests: None

Mr. Smith called the meeting to order at 6:25 PM

A. APPROVE MINUTES OF REGULAR BOARD MEETING OF August 21<sup>st</sup>, 2024

**MR. FEIGLEY MOVED TO APPROVE** the regular HDDA board meeting minutes of August 21<sup>st</sup>, 2024, as presented. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk - yes; Micheal Zeolla - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (8 yes votes).

B. DIRECTOR'S REPORT

The MSOC tech visit and education benefit reimbursement have been submitted and the HDDA should expect to receive those funds, totaling \$7,500, shortly.

Mrs. Dashevich also informed the board that there is some interest in the rental subsidy grant from a local business that provides medical spa services. Currently, as written the grant is only for retail businesses and Mrs. Dashevich would like the HDDA to consider how that will affect a service business's eligibility and if changes need to be made. The Board determined that the Economic Vitality Committee will meet to discuss any potential options moving forward.

Mrs. Dashevich attended a networking event for the Highland-White Lake Business Association that was attended by several HDDA Board members.

C. TREASURER'S REPORT

Mrs. Hamill presented her financial report in detail stating we are 50% through the year and underspent. Our total revenue to this point is \$202,623 with total program expenses of \$84,943 and total administrative expenses of \$64,782 to date. Revenue exceeds



**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
RECORD OF THE SEPTEMBER 18TH, 2024, REGULAR BOARD MEETING  
*Approved HDDA Minutes – Board Meeting of September 18<sup>th</sup>, 2024***

expenses by \$52,898 and we have \$544,352 cash on hand. Our long-term loan is officially paid off.

**D. NEW BUSINESS**

**1. *Master Plan Proposal Giffels Webster***

Mrs. Blascyk presented the proposal from Giffels Webster for the creation of the new Highland DDA Master Plan. Total project cost according to their proposal would be \$55,000, significantly higher than expected. Mrs. Blascyk proposed the board look it over and discuss whether they would like to open the project up to other bids or stick with Giffels Webster as they have previous experience with Highland.

**MR. FEIGLEY MOVED TO TABLE** the discussion of the master plan until the October 2024 meeting. **MS. DE HAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Micheal Zeolla - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (8 yes votes).

**2. *Purchase Policy Review***

Ms. Fredrick presented a potential change to the HDDA Purchasing Policy. These changes would increase the purchasing limits to reflect the general increase in costs since the original policy was approved. New language would also be added to ensure only budgeted expenses are considered.

**MS. FREDRICK MOVED TO TABLE** the changes to the HDDA Purchasing Policy as presented until the October HDDA Board Meeting. **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; Micheal Zeolla - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (8 yes votes).

**3. *Cathy Tiderington's Pay Rate Will be increased in 2025***

Ms. Fredrick informed the Board that in order to keep Cathy Tiderington's pay rate similar to other employees her pay rate will be increased to \$21/hour beginning January 1<sup>st</sup>, 2025.

**4. *Amend newly adopted bylaws Article 5 – Meetings, Section 1 to 2<sup>nd</sup> Wednesday of each month***

**MS. FREDRICK MOVED TO AMEND** the bylaws Article 5 - Meetings, Section 1 to 2<sup>nd</sup> Wednesday of each month. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan -

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
RECORD OF THE SEPTEMBER 18TH, 2024, REGULAR BOARD MEETING  
*Approved HDDA Minutes – Board Meeting of September 18<sup>th</sup>, 2024***

yes; Dale Feigley - yes; Cassie Blasyck- yes; Micheal Zeolla - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (8 yes votes).

*5. New 2025 Meeting Dates Presented*

Mrs. Dashevich presented the new 2025 HDDA meeting dates as previously discussed. Meetings will be held on the 2<sup>nd</sup> Wednesday of each month beginning in January 2025.

**MR. ZEOLLA MOVED TO APPROVE** the new 2025 HDDA meeting dates. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blasyck- yes; Micheal Zeolla - yes; Chris Hamill - yes; Jennifer Frederick - yes; Roscoe Smith - yes. (8 yes votes).

E. OLD BUSINESS

*1. Office Furniture for the DDA space update*

Mrs. Dashevich is working with Stacy Francois from Efficient Furniture for Office Solutions. Currently Mrs. Dashevich and Mrs. Blasyck are working on getting the necessary materials together to move forward with the project.

*2. Proposed Final 2025 Highland DDA Work Plans*

The proposed final 2025 HDDA Work Plans were presented by Mrs. Dashevich to the board.

*3. OC Shop Main Street Platform Update*

Mrs. Dashevich spoke with Jeanie at Earth-N-Soul, and she has expressed interest in taking the position overseeing the OC Shop Main Street store and teaching local business owners how to utilize it. She expects she will be able to give her final answer by the end of September.

F. BOARD MEMBER COMMENTS

There is work taking place on Milford rd. to prepare for a future expansion of the athletic fields.

Schwartz's Deli no longer has indoor dining due to their septic tank no longer meeting Oakland County Health Department requirements. The township is happy to assist whenever possible to restore their ability to have indoor dining, however ultimately it is up to the health department.

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
RECORD OF THE SEPTEMBER 18TH, 2024, REGULAR BOARD MEETING  
*Approved HDDA Minutes – Board Meeting of September 18<sup>th</sup>, 2024***

**G. COMMITTEE REPORTS**

**Design**

**1. *Haunted Highland Month of October***

Banners and decorations are in the process of going up and so far, everything looks wonderful. Skeletons will be delivered to various businesses later this week.

**2. *Streetscapes Ready for Fall***

The Garden Club did an excellent job decorating downtown for Fall. More flower bulbs will be planted in October in preparation for spring.

**3. *Boardwalk Update***

Mrs. Blascyk informed the board that Steve Sutton has been in contact and the RFP should be out by the end of the month. Mrs. Blascyk expects the project to go out for bid sometime next week.

**Economic Revitalization**

**4. *Downtown Days Food Fest***

September 23<sup>rd</sup> through September 28<sup>th</sup> 5 restaurants will be participating in the Highland Downtown Days Food Fest. Dukes, Press N Scoop, Schwartz's Deli, The Come Back Inn, and the Lift.

**5. *QuickBooks Class Series***

The next QuickBooks Class Series begins September 20<sup>th</sup> from 11:30 am to 12:30 pm. There has already been some interest from locals in taking the class.

**6. *Save Your Town Open House***

Mr. West, Mrs. Blascyk and Ms. Tina Lloyd, a HDDA and a realtor, met to begin working on the Save Your Town Open House. They are compiling all the information on any vacancies in Highland to start marketing them to potential businesses that would potentially do well in those locations. The next step is to contact all the landlords to organize a specific day that the properties will be available for the open house.

**Organization**

**7. *Swag bag items***

Mrs. Blascyk ordered more materials for the town swag bags for new residents.

**Promotions**

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
RECORD OF THE SEPTEMBER 18TH, 2024, REGULAR BOARD MEETING  
*Approved HDDA Minutes – Board Meeting of September 18<sup>th</sup>, 2024***

*8. Streetscape Lighting Update*

Mrs. Blascyk and Mrs. Dashevich met with a vendor to discuss the streetscape lighting for the holidays and a quote has been received. They are currently reviewing their options and considering new ideas for different decorations alongside the standard decorations of years past.

H. MSOC

MSOC presented HDDA Accreditation at the September 9, 2024, Highland Township Board Meeting. Mrs. Dashevich thanked all board members who attended.

I. DISTRICT DEVELOPMENT

Nothing to report

J. CALL TO THE PUBLIC

Nothing to report.

K. ADJOURN

The meeting was Adjourned at 7:51pm.

TD

# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT

November-24



Last Year (2023)

This Year (2024)

Cost of Firefighter's by Station

Station One	\$9,253.90	\$7,063.42
Station Two	\$8,530.66	\$18,258.05
Station Three	\$7,272.41	\$11,984.49
<b>Total</b>	<b>\$25,056.97</b>	<b>\$37,305.96</b>

Cost of Firefighter's Last Month

\$ 80,524.97	→	\$112,429.42
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Alarms through Current Month

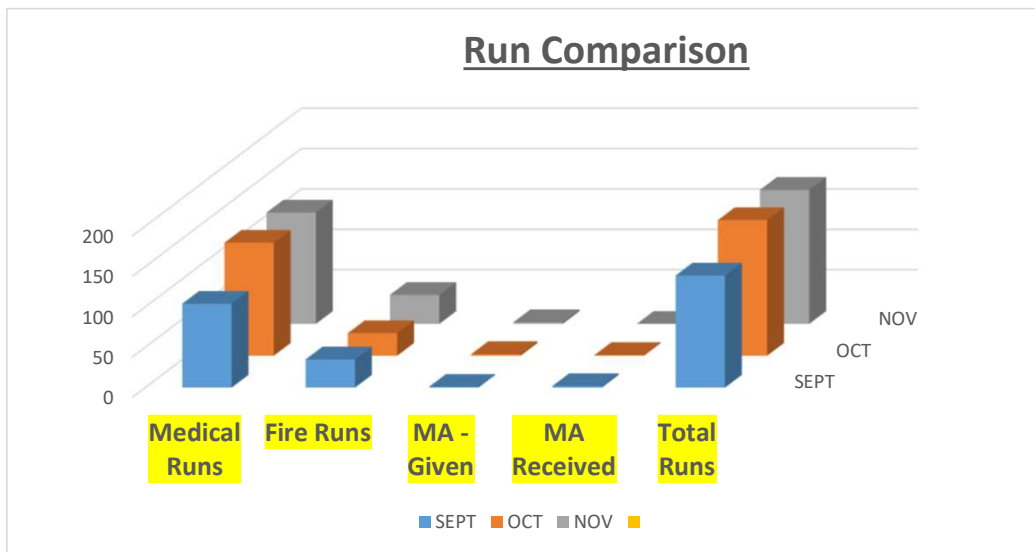
1590	1650
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Total Alarms last Year

1731	Runs Ahead of Last Year	60
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### STATISTICS

	<u>LAST MONTH</u>	<u>This Month</u>
Amount Endangered by Fire	\$360,000.00	\$70,725.00
Amount Lost by Fire	\$247,000.00	\$12,725.00
Fire Loss	69%	18%
Average Personnel Per Run	4.7	4.5
Medical Related Runs	140	138
Fire Related Runs	28	36
Mutual Aid - Given	2	2
Mutual Aid - Received	1	0
EMS Transports	88	88
Total Runs	168	166
Fire Staff Hours	2405.25	3833.25
Administration Staff Hours	386	458



Submitted by... Chief Nick George

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, October 1, 2024**

**Members Present:** J. Gaglio, C. Hamill ,J. Matthews, D. Mecklenborg, K. Polidori, and Director B. Dunseth

**Members Absent:** C. Dombrowski

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:34 pm by D. Mecklenborg.

**Motion:** J. Matthews moved and J. Gaglio seconded to approve the amended Board Meeting minutes of September 3, 2024. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for October, 2024 are \$30,308.77. Total bills for September, 2024 are \$216,619.88, with the addition of Applied Innovation, Consumers Energy, Digital Document Store, DTE Energy, ODP Business Solutions LLC, T-Mobile, and Telnet Worldwide.

**Motion:** C. Hamill moved and K. Polidori seconded to approve the September, 2024 and October 2024 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** Instagram post highlighting and recommending the Library's Story Walk along with a couple other well-loved local spots.

Discussion regarding adding books to the collection and determining factual vs. non-factual.

## **UNFINISHED BUSINESS**

**Building Maintenance:** Elevator evaluation determined elevator is currently up to code.

Water damage on pathway side of building may require French drain. Quote received from Horizon Landscape, second quote from another source to be acquired.

Water Heater replacement may be imminent.

**Motion:** J. Matthews moved and C. Hamill supported to approve purchase of work for French drain not to exceed amount \$6000.

## **Strategic Planning:**

**Partnerships:** Michigan Legacy Credit Union offered to partner with library, no specificity on tasks.

T. Flowers discussed voting rights with staff.

New improved publication for Guide to Library Services.

Many new Snoopy library cards issued.

**NEW BUSINESS**

**Summer Reading:** Good response through survey results.

**Trust:** In Community Foundation.

**Security Cameras:** Reminder to residents that security cameras are in place, don't misbehave!

**Policies:** Sick leave policy to be reviewed and updated in order to be in line with new law starting February, 2025. Inclement Weather Policy may need to be updated to include less stringent Board notifications.

**Personnel:** K. Mintus no longer substituting, need to find replacement.

**Next Meeting:** The November 5, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment :** J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:20 pm.

Respectfully Submitted,

*Jill E Matthews*

### Programs & Reference

<b>Sept</b>	<b>Programs</b>	<b>#</b>	
Adult	10	52	
Teen	4	27	
Youth	8	124	
<b>Total</b>	<b>22</b>	<b>203</b>	
August	17	384	
Passive Yth	7	188	
Passive Adt	1	25	
<b>Reference</b>			
Adult & Teen		733	
Youth		476	
<b>Total</b>		<b>1,209</b>	
Last Month		1,348	
<b>People Count</b>	<b>4,499</b>		
Last year	4,263		
Last Month	5,411		
Covid Tests		66	

### Public Computer Usage

<b>Computers</b>	
Adult	288
Teen	0
Youth	6
AWE	416
ABC Mouse	1
Wireless:	444
Approx. each day	36

### Website

**MAP passes: 11 families**  
**Cranbrook Art Museum**  
**Parks, Metroparks**  
**Michigan Renaissance**  
**Festival**

### Circulation of Physical Items

July 6,782	August 6,801	Sept. 5,377
Books: Adult 2,140 (2,312)	Teen 82 (80)	Youth 2,699 (3,024)
DVD 346 (610)	Realia 41 (79)	Board Games 19(15)
<b>Interlibrary Loan:</b>		
Other TLN Library material to Highland: 1,095		
Highland Materials to other TLN Libraries: 1,439		
MeLCat Interloan Service: 28		

### Digital Usage

	August	Sept.
<b>Overdrive</b>		
Overall	2,619	2,521
e-books	1,177	1,104
e-audiobooks	1,247	1,166
e-magazines	195	251
New Users	27	22
Unique User	604	592
Libby Users	2,389	2,303
Hoopla Borrows	711	706
Kanopy Plays	35	46
Consumer Reports Page View	255	270
Mango Languages	66	10
Brainfuse	17	10
World Book	15	42
Ancestry	170	

### Library Happenings

- There is a leak at the north side of the library building. We are looking into options for repair.
- A new expansion tank was purchased and the AC repaired in our server room. We may also need to replace the water heater.
- We are revising our Guide to Library Services to simplify the information and make the document more attractive.
- The Highland Library was the recipient of a trust. They gift will go into the library endowment fund.
- Our sick leave policy will need to be updated due to the Earned Sick Time Act that will begin in February 2025.





# Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

Ordinance/Fire Marshal Report  
2024

## Enforcement Totals

October 2024	17
Year to Date	192

## Inspected Rental Property Totals

October 2024	16
Year to Date	125

**Highland Township Planning Commission  
Record of the 1419th Meeting  
Highland Township Auditorium  
September 19, 2024**

***Roll Call:***

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

***Also Present:***

Elizabeth J. Corwin, Planning Director  
Megan Masson-Minock, Carlisle-Wortman Associates

Visitors: 6

Chairman Charlick 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.**

No public comment was offered

Mr. Charlick offered a motion to bring SPR24-06 for the Wiggles and Giggles Childcare Center expansion back to the table for discussion and possible action. Mr. Tierney supported the motion, which carried by voice vote (all ayes, no nays)

**Agenda Item #2:**

Parcel #            11-02-300-002  
Zoning:            ARR, Agriculture and Rural Residential  
Address:           1131 White Lake Rd (Wiggles & Giggles)  
File#:              SPR 24-06  
Request:           Site Plan for expansion of childcare center  
Applicant:        Khalid Mheisen  
Owner:             KHAB, LLC

Mr. Charlick introduced the site plan for the Wiggles & Giggles Childcare Center expansion at 1131 White Lake Road. He explained that the applicant had presented a request for variances on the south, north and west property lines, based on the renderings provided the Planning Commission in this packet, and that the variances had been approved. He invited the applicants to update the Planning Commission on their progress.

Mr. Brandon Chaney of Nederveld explained that since the last time they presented the proposal to the Planning Commission, they had also met with the Board of Trustees who had approved the Special Land Use for the childcare center expansion. They have also updated the site plan to show the traffic circulation pattern as discussed and as requested by the Fire Marshal. Two additional spaces have been provided, including barrier free spaces. Landscaping has been enhanced and one light pole is added at the entrance. The building elevations have been redesigned to comply with the character requirements of horizontal lap siding and a pitched roof. The unit is still a portable structure, but the axles will be removed and the structure will be installed on a slab.

Mr. Temple asked if the pitch of the roof indicated on the sketches was representative of what is proposed. Mr. Chaney explained that the pitch will be relatively flat compared to most site built structures.

Mr. York was concerned about the long, relatively blank wall facing the public road on the west. There are only two windows and no features to break up the perspective. He had hoped to see a canopy over a door or something else to add interest. The Planning Commissioners discussed the orientation of the building with the applicant. The east façade, which is the more “front” side of the building will face into the site, with the primary entrance to the north. There will be an enclosure around the HVAC units to give the appearance of a faux chimney. At this time, they need to respect the setbacks allowed by the Zoning Board of Appeals, which does limit the possibilities.

Mr. O’Leary asked the applicant if he thought he was providing ample parking based on their experience. There was considerable discussion of the parking area, which is proposed as a gravel-surfaced lot. Ms. Corwin explained that the Planning Commission does have the authority to approve a gravel surfaced lot under Section 11.02.H.2 if they determine this to be a “low usage” parking lot. Low usage is not defined in the Zoning Ordinance. Mr. Tierney asked the applicant if they could explain the traffic volumes. Ms. Westlake, the childcare center director explained that at most, the center might generate a trip for each child in the a.m. and again in the p.m. With 60 children enrolled, this could amount to as much as 60/120 trips per day, depending on how many families had more than one child enrolled. Mr. Tierney commented that this does not seem like a low volume use. Ms. Westlake noted that there has never been an issue with maintenance of the existing gravel parking lot. Mr. Mheisens agreed, and committed to maintain the lot in a safe and convenient condition for his clients. Mr. Temple cited other examples where gravel parking lots have been allowed, such as a church on Wardlow Road and Fragments.

Mr. Charlick suggested that the gravel parking lot may be in keeping with the character of the area, but that at minimum, the driveway approaches must be paved up to the right-of-way line so that mud is not tracked out into the public streets. He cautioned the applicant that the gravel parking lot will require greater maintenance effort. He asked about the drainage system, and whether the intent of the gravel was to reduce stormwater volumes. Mr. Chaney explained that there will be raingardens to deal with the runoff.

Mr. Tierney asked about the three driveways. Ms. Corwin explained that it will be up to the Road Commission for Oakland County to determine whether the multiple driveways would be allowed. The Fire Marshal asked for one driveway off White Lake Road for easier access to the existing building. The driveways on Milford Road are existing, but the Road Commission could require one to be closed.

Mr. Temple asked if the two large trees in the center of the property would be removed. Mr. Chaney noted that the site plan does call for removal, in order to accommodate the new structure. He noted that landscaping plans have been updated to include canopy trees adjacent to the public rights-of-way.

Mr. York reiterated his previous concern about the adequacy of the parking. Mr. Chaney noted that they are providing twelve parking spaces, which exceeds code, and that the staff will continue to park in the gravel areas off the driveway in the southeast corner of the site. Mr. York noted that twelve spaces will

clearly be inadequate for events. Ms. Westlake noted that she is formalizing a written shared parking agreement with Bonadeo Farms to the east and noted that if parking proved to be a problem, their events would be held offsite on Township properties

Mr. York also asked for clarification of the fencing. The playground is slightly reconfigured to accommodate the parking lot. The applicant intends to reuse the existing fence, moving sections as necessary.

Mr. Charlick offered the following motion: To grant preliminary approval of the Site Plan, SPR24-06 for an expansion at the Wiggles and Giggles Childcare Center, 1131 White Lake Road, Parcel 11-02-300-002, based on the site plan by Nederveld, dated September 11, 2024 with the condition that the driveway approaches to Milford Road must be paved to the right-of-way line. Mr. Curtis supported the motion.

There was discussion on the motion, with Ms. Corwin reminding the Planning Commissioners that the gravel surfaced parking lot is not merely a “grandfathered” condition because it has been allowed to exist as gravel surface in the past, but depends on their finding that the driveway is low usage and appropriate for the proposal.

Mr. York noted that a gravel surfaced lot seems in keeping with the rural character of the neighborhood and that he is pleased to hear Mr. Mheisen express his commitment to the additional maintenance that will be necessary. He noted that since this is not a true “drop-off”, but that the parents must park and bring the child into the center, this should be a quiet parking lot. He is also pleased with the landscaping plan and the attempt to develop a tree canopy over the road.

Mr. Heyn noted that his appreciation of how the plan had been modified, and acknowledged that in ways it would be more difficult to alter an existing portable building than to build something new.

Mr. Charlick called for a vote: O’Leary, yes; Tierney, yes; York, yes; Curtis, yes; Heyn, yes; Temple, yes; Smith, yes, Charlick, yes. Motion carried (8 yes votes, 0 no votes).

**Agenda Item #3:** Text Amendment discussion – parking for vehicle gas filling stations; maximum lot coverage in HS, Highland Station District

Ms. Corwin explained that there were two ordinance amendments that they had agreed to take up quickly in order to accommodate the site plan approval for the gas station at 394 N. Milford Road. The packet includes a memorandum discussing a proposed ordinance approach.

First, Ms. Corwin went on to explain that she had analyzed the parking provided at the six gas stations that currently exist in the township and had distributed a spreadsheet and aerial photographs showing the results. None of the gas stations provided the one space per 125 square feet noted in the ordinance, but most provided more than one space per 200 square feet as required in the ordinance. It was noted that although some of the gas stations seem to utilize all of the spaces. Mr. Curtis noted that during the morning rush hours, many of the spaces at the Mobil station on West Highland Road are full. It was agreed to proceed with the proposal presented in the memorandum, whereas all gas stations require one space per 200 square feet of floor area, plus two spaces per filling station.

Ms. Corwin noted the maximum lot coverage is simply too low given the size of the parcels in the Highland Station, HS Zoning District. At twenty percent coverage, most residential homes would exceed the coverage limits. In the Highland Township zoning ordinance, lot coverage refers only to roofs and decks, not to impervious surfaces such as driveways and parking lots.

Mr. O’Leary suggested that there may be no reason for a coverage percentage at all. Once a property owner accounts for space for septic systems, parking and the like, what ever is left is unlikely to overwhelm the neighboring properties. This is especially true given that there is not sewer or centralized public parking. After discussion, it was determined to use the 35 percent lot coverage proposed in the staff memorandum, with the understanding that this could be adjusted before the recommendation to the Board.

There was some discussion of the setbacks in the Highland Station District. Setbacks are negotiated with the Planning Commission based on the scale of the buildings and surrounding properties. The setbacks would be enforced through the Highland Station Design Guidelines. In some areas, the buildings might be set at the right-of-way line, such as at the Meck Building on the corner of Milford and Livingston Road, whereas the redevelopment of a residential lot might require a front yard. Mr. O’Leary suggested that reducing the requirement might encourage better and more dense development.

Mr. York thought that having a target number might allow for better negotiations with the developer. Mr. Charlick was concerned that having no number, might open the township to inappropriately dense development, especially if sewers became available. Ms. Corwin noted that there would be time for the Planning Commission to get ahead of sewers and re-explore all the ordinances that might be impacted. Mr. Tierney also pointed out that building code requirements would limit the potential to overbuild a site.

Ms. Corwin noted that the Highland Downtown Development Authority is planning to revisit their master plan in 2025, and that the Planning Commission should expect that the entire Highland Station District regulation will be reviewed once that planning effort is completed, to ensure the ordinances assist in implementation of the plan.

Mr. Charlick offered a motion to set a public hearing for the proposed text amendments for the next feasible date. Mr. Curtis supported the motion. Roll Call vote: O’Leary, yes; Tierney, yes; York, yes; Curtis, yes; Heyn, yes; Temple, yes; Smith, yes, Charlick, yes. Motion carried (8 yes votes, 0 no votes).

**Agenda Item #4: Review of Master Land Use Plan and future Land Use Map**

Ms. Masson-Minock explained that she had completed some suggested edits, including updating some of the background studies to reflect the most recent data provided by SEMCOG and Oakland County, adjusting the color ramps for better differentiation between uses on the future land use map, and changing the designation on a parcel at the south property line. Mr. Smith has also suggested changes to improve the graphics in the appendix so that there is not a false impression of the significance of a response where only a handful of the survey sample actually answered a specific question.

After discussing the map at some length, it was decided that the land use category of “Large Lot Residential” should be renamed as “Rural Residential” and that the map should be reviewed and refined by the Planning Director to correct a misclassification of parcels in the center of the Township that led to a muddling of the 3-acre and 5/10 acre parcels into one category.

Mr. Smith offered comments from his careful reading of the document. He noted several instances where the language required a more nuanced approach.

Ms. Masson-Minock explained that this would not be the last time the Planning Commission had an opportunity to review and comment on the plan. Forwarding this plan to the Board would allow staff to provide the plan to neighboring communities and utilities and start the 90+ day comment period. The plan would come back to the Planning Commission for edits based on comments received and a public hearing would be scheduled.

Mr. Charlick offered a motion to forward the Master Plan to the Board of Trustees at their October meeting with a request to release for public comment. Mr. Curtis supported the motion, which passed with a voice vote (8 ayes, 0 nays).

**Agenda Item #5.**  
Committee Updates

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

Committee updates and future agendas were discussed.

**Agenda Item #6:**

Minutes: September 5, 2024

Mr. York offered a motion to approve the minutes of September 5, 2024, as presented. Mr. Curtis supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. York moved to adjourn the meeting at 9:25 p.m. Mr. Curtis supported the motion, which was unanimously approved by voice vote.

Respectfully submitted,

A. Roscoe Smith, Secretary  
ARS/ejc

**Highland Township Planning Commission  
Record of the 1420th Meeting  
Highland Township Auditorium  
October 3, 2024**

***Roll Call:***

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

***Also Present:***

Elizabeth J. Corwin, Planning Director

Visitors: 6

Chairman Charlick 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.**

Ms. Jacqueline Rhodes, 1450 S. Milford addressed the Planning Commission to explain her issues regarding fencing on a neighboring commercial property. The fencing fell into disrepair, and when the commercial neighbor sought to correct the deficiency, a fence permit was issued in compliance with the approved site plan from 1998. Ms. Rhodes noted that the existing conditions on her site were not noted on the drawing, including her chain link fence that was a few feet off the property line. As a result, a space between the two fences provides room for noxious weeds to grow, resulting in unexpected expense to her as a residential property owner. She asks that the ordinances be reviewed with a clear path for relief to neighboring property owners. She also expressed displeasure with the process and how it was handled by staff.

**Agenda Item #2: Text Amendment discussion – parking for vehicle gas filling stations; maximum lot coverage in HS, Highland Station District; event venues; storage on vacant residential lots, storage containers as accessory structures**

Ms. Corwin reported that the text amendment for gas station parking and maximum lot coverage for Highland Station District has been drafted and will be noticed for a November 7, 2024 public hearing.

She shared red-marked copies of ordinances to address event venues. She noted that the intent is to allow some additional revenue-generating activity on farming parcels, but not open up the use list so as to attract purchase of properties for the primary purpose of offering wedding venues for hire. She noted that there has been general acceptance by residents of some activity at properties such as Bonadeo Farms or Broadview Tree Farm, and believes there is room to allow more activity within limits.

As drafted, events would be one item that could be incorporated into a Special Use Permit for farm markets. There is a minimum lot size, and a requirement that the parcel have access to a major thoroughfare. The Planning Commission could recommend practical limits such as the number of events per month or seasonal limits. There is an acknowledgment in the ordinance that the events are not protected farm activity that is shielded from nuisance complaints by the right-to-farm act. There may be a “sub-permit” process for specific dates.

The ordinance requires inspection of indoor spaces intended for public occupancy and limits what food can be sold on the site. The intent is to disallow banquet halls or commercial kitchens for catering to pop up in the ARR Zoning District. Mobile food trucks or catering from external vendors would be permitted.

Mr. Charlick asked if there should be prohibitions about alcohol. The consensus seemed to be that state law would govern that activity, and that the intent is to allow someone to serve alcohol to their guests, but not sell alcohol.

The ordinance would also require that either the property owner or a registered permittee would be onsite during all events and that their contact information would be registered with the Township.

Ms. Corwin noted that the staff wanted to further discuss the ordinance and a permit scheme and would bring the ordinance back for further discussion.

Attention was shifted to ordinance language for parking of commercial vehicles and recreational vehicles on residential properties. Currently, no commercial vehicles may be parked outside of an accessory structure in residential zones. The Zoning Administrator has proposed language that allows one commercial vehicle to be parked in a driveway and one additional commercial vehicle could be parked inside. She had also proposed some setback restrictions.

The Planning Commissioners agreed that this was progress towards a more reasonable regulation, but disagreed with the setback restrictions and placing limits on the number of vehicles. Ms. Corwin believed that the limits were possibly to restrict the traffic coming to and from the site. It may be acceptable to the neighbors if a contractor drives his large pickup home and parks it in his driveway, but they might be aggrieved if there was a stream of employees coming to and from the site with their personal cars to retrieve or park trailers and equipment. It was agreed that there are other ways to address that traffic rather than the number of vehicles parked on site.

The Planning Commissioners reviewed the list of vehicles that meet the definition of commercial vehicles. They agreed that there is so much variety that a single contractor might own and want to park more than the allotted vehicles on his property. Mr. Tierney argued that there should be no restrictions for a property owner on large acreage where the public and neighbors may not even be able to see the vehicles. Mr. Charlick agreed that it is probably more an issue depending on the type of vehicles being parked on the property rather than the number of vehicles parked on the property.

Mr. Temple noted that the commercial vehicle and recreational vehicle issue had been addressed many times before, and that in those neighborhoods who care deeply, there are probably already deed restrictions that prevent people from parking commercial vehicles in driveways. He noted that within his own experience, he had to have a blank magnetic panel to cover his employer’s logo when he parked at home.

Ms. Corwin suggested that perhaps there should be an option to store vehicles in “non-front” yards, but the storage area must be fully screened.

Mr. Temple asked if there are a lot of complaints about commercial vehicles. Mr. Charlick said that in discussing this issue with the Zoning Administrator, there are some complaints, and she must enforce the



ordinance as written. The commissioners discussed breaking the list of commercial vehicles into subcategories and deciding which ones could be tolerated in front yards and which ones must be either inside or fully screened.

The consensus was to start with the simple small change of one vehicle in a front yard and just monitor how things change, if at all.

Ms. Corwin turned the discussion to recreational vehicles. In the current ordinance, only two such vehicles may be stored outdoors, but any number may be stored inside. The issue had arisen at the recent meeting because of unbuildable upland sites opposite of lakefront lots, where property owners are storing their recreational vehicles, both indoors and in rare cases in accessory structures. These are parcels that do not have a principle permitted use. The Zoning Administrator had proposed a number of amendments, including allowing two vehicles to be stored on any lot, including these vacant lots. By placing such limits, the hope is to prevent packing lots with “other people’s” vehicles.

As in the case of commercial vehicles, Mr. Tierney noted that this limit should not apply to large acreage parcels. He thought there was no public purpose in telling a property owner he had to limit the numbers of recreational vehicles, especially where it has no visual impact to the neighbors. He thought it would not be unusual for one to own both multiple snowmobiles, ATV’s and jet skis. Rules for small lot, densely developed areas do not always make sense for rural residential lots. Often Association rules will dictate in subdivisions.

The Planning Commissioners reviewed the list of vehicles that meet the definition for recreational vehicles, which includes boats, campers, trailers, jet skis and the like.

Mr. Curtis asked if there could be a formula similar to lot coverage that could be used to determine how many recreational vehicles could be stored.

Ms. Corwin asked the Planning Commission to discuss the issue of vacant lots as storage lots. They also reviewed regulations regarding docking. Mr. Charlick thought it would be acceptable to store a pontoon, on a vacant lot that could not be otherwise built on, especially if that was where it was moored when in the water. Ms. Corwin reviewed the docking regulations and explained that there really shouldn’t be many instances of vacant lots with docks. Mr. Charlick thought the issue of parking a camper on a vacant lot would create other issues and could become a blight.

The Commissioners discussed whether there could be a way to tie use of the vacant parcels to a residence on the opposite side of the road so that there would be an owner living in near proximity to the lot.

The Planning Commission turned the discussion to shipping containers as accessory structures. Ms. Corwin reminded the Planning Commission that Matt Whelan’s site plan for his accessory structure has been tabled while the issue was reviewed by the Planning Commission.

Mr. Charlick thought that if a property owner wanted to use a shipping container with a roof structure in an area that is already allowed for outdoor storage, then the setbacks should be met. Mr. Smith said the use of the shipping containers could possibly impact parking requirements, since there is a parking requirement for warehousing.

Mr. Curtis thought it was a crafty idea to add the roof, but that he was concerned about safety. The Commissioner’s agreed that the site plan should address locations of these structures, but the Building Official should be left to the details of how to anchor the structure, and safely add the roof. Mr. Smith was concerned that the ordinances should not incentivize using containers instead of a true site built structure. Mr. Charlick thought there should be a requirement about matching the character of the area. Mr. Curtis

thought that there are areas structures like this might be expected and would be acceptable, such as within a contractor's yard.

Mr. O'Leary thought that there should be a requirement that the shipping container/accessory structure meets the character of that specific site as well as the neighborhood, and it looks more like an intentional building with some longevity.

Ms. Corwin summarized the discussion as follows: Shipping containers in Commercial Zoning Districts are subject to site plan review, must be placed behind the principal structure, and must be modified to compatible to the character of existing structures on the site. Details of construction should be left to the Building Official. In Industrial zones, the shipping containers must be located in designated outdoor storage areas and meet setbacks.

There was discussion about whether shipping containers could be allowed in residential areas, given that there are already many instances in the Township. Mr. Charlick was concerned that someone could cover their lot up to the maximum allowable lot coverage. Mr. Tierney suggested a hard limit of two containers per parcel.

Mr. Charlick said a different approach would be to remain silent on the issue, rather than risk inviting the activity by specifically laying out rules. Mr. Smith thought it was the Planning Commission's duty to examine the issue and get ahead of issues that could become a future problem.

Mr. Karcher, a member of the audience, commended the Planning Commission for taking a flexible approach to shipping containers as building elements. He described "The Shipyard" in Detroit, which is a bar made of shipping containers, and is a well-executed example. The ordinance approach discussed could allow for some very creative ideas.

The Planning Commission agreed to revisit this ordinance discussion in the future.

**Agenda Item #3:** Review of draft Master Plan and Future Land Use Map

Ms. Corwin reported that the map and text corrections discussed at the September 19, 2024, meeting had been made, and that the report was in the Board of Trustee agenda for the coming week for release to neighboring communities and other agencies. She noted that there would be additional opportunities to review the plan before adoption, and asked if there were any more edits the Planning Commission would like prior to release to the public.

Mr. Tierney noted that properties along John Street, including the Township Hall and Huron Valley School District properties should be mapped as Institutional.

**Agenda Item #4:** Committee Updates

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

Committee updates and future agendas were discussed.

**Agenda Item #5:**

Minutes: September 19, 2024

Mr. Tierney offered a motion to approve the minutes of September 19, 2024, as presented. Mr. Curtis supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. Temple moved to adjourn the meeting at 9:25 p.m. Mr. Curtis supported the motion, which was unanimously approved by voice vote.

Respectfully submitted,

A. Roscoe Smith, Secretary  
ARS/ejc



## 2024 MONTHLY ACTIVITY REPORT HIGHLAND TOWNSHIP

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
<b>Calls for Service</b>	2498	2085	2084	2030	2019	1973	1961	1824	1681	2084			<b>20239</b>
<b>Highland D.B.</b>													
Warrants Submitted	5	5	9	9	7	4	14	12	10	13			<b>88</b>
Warrants Obtained	3	0	7	5	8	7	11	8	6	8			<b>63</b>
Court Appearances	5	6	8	6	9	14	11	14	10	11			<b>94</b>
New Cases	21	22	21	26	27	22	31	26	26	30			<b>252</b>
Closed Cases	27	20	17	22	22	20	26	21	17	25			<b>217</b>
Call Outs	8	1	2	0	3	3	2	4	4	2			<b>29</b>
<b>School Liaison</b>													
Incidents / Calls	9	15	9	15	17	0	0	0	18	10			<b>93</b>
Special Presentations	1	2	4	4	0	0	0	0	3	2			<b>16</b>
<b>Traffic Enforcement</b>													
Citations	93	96	68	89	112	113	64	53	61	160			<b>909</b>
Warnings	74	88	54	92	139	126	65	75	51	128			<b>892</b>
<b>Substation Activity</b>													
Citizen "walk ins"	46	43	49	33	35	35	35	27	21	41			<b>365</b>
<b>Traffic Crashes</b>													
59	31	34	37	36	43	27	32	35	45				<b>379</b>
<b>Arrests</b>													
Adults	13	18	14	11	17	18	30	15	11	21			<b>168</b>
Juveniles	0	0	0	1	1	0	0	0	1	1			<b>4</b>



CHARTER TOWNSHIP OF HIGHLAND  
ZONING BOARD OF APPEALS  
APPROVED MINUTES  
September 18, 2024

The meeting was held at Highland Activity Center, 209 N. John St, Highland, MI, 48357.

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

**ROLL CALL:**

David Gerathy, Chairman - absent  
Michael Borg, Vice Chairman  
Anthony Raimondo, Secretary  
Grant Charlick  
Peter Eichinger  
Robert Hoffman  
John Jickling  
(Alternate) Mary Michaels  
(Alternate) Michael Zeolla  
  
Kariline P. Littlebear, Zoning Administrator

Visitors: 8

Vice-Chairman Borg welcomed the public and reviewed the procedures for addressing the Board. Four affirmative votes are required to approve a variance. If a variance is approved, the applicant has one year to act upon the variance. The alternate member, Michael Zeolla, will participate in the meeting in place of the absent regular member.

**NEW BUSINESS:**

1. CASE NUMBER: 24-20  
ENFORCEMENT:  
ZONING: LV – Lake and Village Residential District  
PARCEL #: 11-09-330-003  
PROPERTY ADDRESS: 1077 Woodruff Lake Dr. (Vacant)  
APPLICANT: Timothy Watts  
OWNER: Charles M. Krecek – KRECEK SD IRA LLC  
VARIANCE REQUESTED: A 15-foot variance from the required 30-foot front yard setback to 15-foot provided; and  
A 5-foot variance from the required 10-foot side yard setback to 5-foot provided; and  
A 26-foot variance from the required 52-foot ordinary high-water mark setback to 26-feet provided; and  
A 116-square foot variance from the required 750-square foot minimum first floor residential square footage to 634-square feet provided.  
(Sec. 9.02.B.a., Sec. 9.02.B.b., Sec. 9.02.D., and Sec 9.02.F.)  
This request is for the construction of a house, attached garage, and covered porches.

Vice-Chairman Borg introduced the case and asked if the applicant was present. The applicant and property owner stated that they were present. Mr. Borg asked if the Zoning Administrator had anything to add. Mrs. Littlebear stated that she had nothing new to add.

**Discussion from the Applicant:**

Charles Michael Krecek, applicant, was present and went over the case as presented. He stated that this request was before the ZBA two years ago and was approved. He obtained a building permit based on that approval but then experienced some health and financial issues that prevented him from moving forward with the project. Both that previous variance approval and the building permit have since expired, and the building permit has been closed. He is ready to complete the project now.

**Discussion from the Public:**

Marion Walsh, 1089 Woodruff Lake Dr, asked if the plans were the same as had been submitted for the previous variance request. The applicant stated that it was, so Ms. Walsh said that she has no objection to the request.

**Discussion from the Board:**

Mr. Charlick stated that he owned this property several years ago and sold it to Mr. Krecek. He doesn't feel that he has a conflict of interest due to the significant amount of time since he owned it and will not profit in any way from any decision made regarding this property. Each board member stated their agreement with Mr. Charlick's statement.

Mr. Hoffman stated that it is a difficult lot with an irregular shape and that the design is well done.

Mr. Zeolla stated that he was impressed with the creativity that allowed for an engineered septic field and a nice house on such an odd lot.

Mr. Raimondo noted that usually when there are several variances requested on one parcel it indicates that the parcel is being overbuilt. He stated that in this instance, however, it doesn't seem to be the case because this lot is irregularly shaped and shallow, and the request is the minimum necessary to build a modest home that is in keeping with the characteristics of the neighborhood. He noted that two separate similar variance requests on this parcel were approved in October of 2017 and in March 2022.

Mr. Jickling asked for a clarification on the minimum square footage requirement variance as he thought it was 1000 sq ft. Mrs. Littlebear explained that the minimum square footage for the first floor of a two-story residence is required to be 750 sq ft whereas a single-story home is required to have 1000 sq ft.

Mr. Zeolla asked when the applicant was planning to begin construction. The applicant stated that he plans to start construction in the spring but would like to begin the application process right away.

**Facts and Findings**

This request is the minimum necessary.

The need for the variance is not self-created.

This lot is irregularly shaped and shallow.

This request is in keeping with the character of the neighborhood.

This request will not be a detriment to the general welfare of the community.

**Motion:**

Mr. Raimondo made a motion in Case #24-20, parcel # 11-09-330-003, commonly known as 1077 Woodruff Lake Dr, to approve a 15-foot variance from the required 30-foot front yard setback to 15-feet provided, a 5-foot variance from the required 10-foot side yard setback to 5-feet provided, a 26-foot variance from the required 52-foot ordinary high-water mark setback to 26-feet provided, and a 116-square foot variance from the required 750-square foot minimum first floor residential square footage to 634-square feet provided for the construction of a house, attached garage, and covered porches per the facts and findings. Mr. Hoffman supported the motion.

**Roll Call Vote:** Mr. Raimondo-yes, Mr. Borg-yes, Mr. Eichinger-yes, Mr. Jickling-yes, Mr. Zeolla-yes, Mr. Charlick-yes, Mr. Hoffman-yes, (7 yes votes). The motion carried and the variance was approved.

Mr. Zeolla made a motion in Case #24-20, parcel # 11-09-330-003, commonly known as 1077 Woodruff Lake Dr, to approve a Final Determination. Mr. Hoffman supported the motion, and it was approved with a unanimous voice vote.

2. CASE NUMBER: 24-21  
ENFORCEMENT:  
ZONING: LV – Lake and Village Residential District  
PARCEL #: 11-14-226-006  
PROPERTY ADDRESS: 2949 Maple Ridge Ave  
APPLICANT: Deborah J. Huston  
OWNER: Deborah J. Huston  
VARIANCE REQUESTED: A 2.9-foot variance from the required 5-foot south side yard setback to 2.1-feet provided; and  
A 2.1-foot variance from the required 10-foot north side yard setback to 7.9-feet provided; and  
A 5-foot variance from the required 15-foot total side yard setbacks to 10-feet provided.  
(Sec. 9.02.B.b.)  
This request is for the construction of a second story residential addition.

Vice-Chairman Borg introduced the case and asked if the applicant was present. The applicant stated that she was present. Mr. Borg asked if the Zoning Administrator had anything to add. Mrs. Littlebear stated that she had nothing new to add.

**Discussion from the Applicant:**

Deborah J. Huston, applicant, went over the case as presenting adding that this was the house that she grew up in and that she inherited it after her father passed a few years ago. She does intend to live in this house full time once the construction is finished. She further stated that she had spoken with Frank Rhodes before the meeting regarding the septic system and has gotten tentative approval from him.

Gary Jacobson, 3321 Highland Blvd, friend and consultant to the applicant, explained that the existing footings will need to be reinforced to support a second story and that there is a small addition to the exiting footprint presented that will meet setbacks without a problem.

**Discussion from the Public:**

Mr. Borg read into record a letter of support from Leon and Linda Adams, 2931 Maple Ridge Ave.

**Discussion from the Board:**

Mr. Eichinger stated that a second story will not encroach into the setbacks more than the existing house and it will fit in with the character of the neighborhood.

Mr. Borg stated that this is a narrow Lake and Village District lot, and the request will not block sightlines for the neighbors.

Mr. Hoffman stated that since the request will not encroach more than the existing house, he feels that it is a reasonable proposal.

Mr. Charlick noted that the tentative approval from Frank Rhodes was included in the board packet.

Mr. Borg asked if the applicant is ready to begin construction right away. She stated that she is not ready yet as she was waiting for a determination from the ZBA before having the final blueprints completed for the building department application.



**Facts and Findings:**

This request is the minimum necessary.

The need for the variance is not self-created.

This request will not encroach further than the existing house.

This request is in keeping with the character of the neighborhood.

This request will not be a detriment to the general welfare of the community.

**Motion:**

Mr. Eichinger made a motion in Case #24-21, parcel # 11-14-226-006, commonly known as 2949 Maple Ridge Ave, to approve a 2.9-foot variance from the required 5-foot south side yard setback to 2.1-feet provided, a 2.1-foot variance from the required 10-foot north side yard setback to 7.9-feet provided, and a 5-foot variance from the required 15-foot total side yard setbacks to 10-feet provided for the construction of a second story residential addition per the facts and findings. Mr. Raimondo supported the motion.

**Roll Call Vote:** Mr. Raimondo-yes, Mr. Borg-yes, Mr. Eichinger-yes, Mr. Jickling-yes, Mr. Zeolla-yes, Mr. Charlick-yes, Mr. Hoffman-yes, (7 yes votes). The motion carried and the variance was approved.

**CALL TO THE PUBLIC:**

Two local high school students were present and asked for a picture of the board members for their class.

**MINUTES:**

Mr. Eichinger made a motion to approve the minutes of September 4, 2024, as presented. Mr. Raimondo supported the motion. Mr. Raimondo-yes, Mr. Borg-yes, Mr. Eichinger-yes, Mr. Jickling-abstain, Mr. Zeolla-yes, Mr. Charlick-yes, Mr. Hoffman-yes, (6 yes votes, 1 abstention). The motion carried and the minutes were approved.

**DISCUSSION:**

Mr. Borg noted that this is Mr. Jickling's last meeting as a ZBA member and he and the rest of the board members thanked Mr. Jickling for his four years of service on the board. Mr. Jickling stated that he enjoyed his four years but is ready to move on to other pursuits and wished the board members well.

**ADJOURN:**

At 8:04 p.m., Mr. Raimondo made a motion to adjourn the meeting. Mr. Zeolla supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,

Anthony Raimondo  
AR/kpl

CHARTER TOWNSHIP OF HIGHLAND  
ZONING BOARD OF APPEALS  
APPROVED MINUTES  
October 2, 2024

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, Chairman  
Michael Borg, Vice Chairman  
Anthony Raimondo, Secretary  
Grant Charlick  
Peter Eichinger  
Robert Hoffman – absent  
John Jickling - retired  
(Alternate) Michael Zeolla  
(Alternate) Mary Michaels

Kariline P. Littlebear, Zoning Administrator

Visitors: 2

Chairman Gerathy welcomed the public and reviewed the procedures for addressing the Board. Four affirmative votes are required to approve a variance. If a variance is approved, the applicant has one year to act upon the variance. The alternate members, Mary Michaels and Michael Zeolla, will participate in the meeting in place of the absent regular member and the retired regular member.

**OLD BUSINESS:**

1. CASE NUMBER: 24-18  
ENFORCEMENT: EE24-0114 (Tabled from 09/04/24)  
ZONING: LV – Lake and Village Residential District  
PARCEL #: 11-12-427-015  
PROPERTY ADDRESS: 4001 Hillcrest Dr  
APPLICANT: Pamela Sexton  
OWNER: Pamela Sexton  
VARIANCE REQUESTED: A 11.5-foot variance from the required 20-foot total side yard setback to 8.5-feet provided.  
(Sec. 9.02.B.b.)  
This request is for the construction of a 12-foot by 20-foot shed.

**Motion:**

Mrs. Michaels made a motion to remove from the table Case #24-18, parcel # 11-12-427-015, commonly known as 4001 Hillcrest Dr. Mr. Raimondo supported the motion, and it was approved with a unanimous voice vote.

Chairman Gerathy introduced the case and asked if the Zoning Administrator had anything to add. Mrs. Littlebear stated that Ms. Sexton had come into the township office that morning to say that she wanted to withdraw her variance request and would not be at this meeting. Mrs. Littlebear stated that she told Ms. Sexton that she would have to provide that information in writing and that an email would be sufficient.

Mrs. Littlebear then stated that Ms. Sexton had still not provided any written request for a withdrawal and further noted that Ms. Sexton was not present at the meeting.

**Motion:**

Mrs. Michaels made a motion to hear Case #24-18, parcel # 11-12-427-015, commonly known as 4001 Hillcrest Dr despite Ms. Sexton's absence. Mr. Zeolla supported the motion, and it was approved with a unanimous voice vote.

**Discussion from the Applicant:**

Pamela Sexton, applicant, was not present.

**Discussion from the Public:**

No public comment was offered.

**Discussion from the Board:**

Mrs. Michaels stated that there had been a lot of board discussion regarding this case at the September 4, 2024 meeting when the applicant was present. She stated that there is room on the property to have placed the shed in a spot that met the requirements and is not in favor of the request. Mrs. Michaels reminded the Board that the shed was built by the applicant's mother without her knowledge.

Mr. Raimondo agreed with Mrs. Michaels statement that the request is not the minimum necessary, the difficulty was self-created, and it could be harmful or alter the character of the neighborhood. He reminded the Board that there were a few letters that were presented at the original hearing with some in favor of the request and some opposed.

Mr. Borg noted that this shed was built without a permit and does not comply with the requirements.

**Motion:**

Mrs. Michaels moved to approve Case #24-18, parcel # 11-12-427-015, commonly known as 4001 Hillcrest Dr. for an 11.5-foot variance from the required 20-foot total side yard setback to 8.5-feet provided for the construction of a 12-foot by 20-foot shed. Mr. Eichinger supported the motion.

**Facts and Findings:**

This request is not the minimum necessary.

This request is of a personal nature.

The difficulty was self-created.

The request will be harmful and alter the character of the neighborhood.

**Roll Call Vote:** Mr. Zeolla-no, Mr. Borg-no, Mr. Eichinger-no, Mrs. Michaels-no, Mr. Raimondo-no, Mr. Charlick-no, Mr. Gerathy-no, (7 no votes). The motion failed and the variance was denied.

**CALL TO THE PUBLIC:**

Two local high school students were present and asked for a picture of the board members for their class.

**MINUTES:**

Mr. Borg made a motion to approve the minutes of September 18, 2024, as corrected. Mr. Eichinger supported the motion. Mr. Raimondo-yes, Mr. Borg-yes, Mr. Eichinger-yes, Mrs. Michaels-abstain, Mr. Zeolla-yes, Mr. Charlick-yes, Mr. Gerathy-yes, (6 yes votes, 1 abstention). The motion carried and the minutes were approved.

**DISCUSSION:**

Mr. Gerathy made a statement regarding his opinion about ZBA bylaws section 4.1. that was discussed at the

September 4, 2024 ZBA meeting. He noted that he was unable to make the statement sooner since he was out of town.

Mrs. Littlebear stated that the October 16, 2024 ZBA meeting can be cancelled as there are no cases to be heard and the review of this meetings minutes can take place at the November 6, 2024 ZBA meeting. The board members agreed that cancelling the October 16, 2024 ZBA meeting would be fine.

**ADJOURN:**

At 7:56 p.m., Mr. Raimondo made a motion to adjourn the meeting. Mr. Eichinger supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,

Anthony Raimondo  
AR/kpl

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

- a) Highland Township Offices will be closed on November 28 and 29, 2024 in observance of the Thanksgiving Holiday
- b) Small Business Saturday – November 30, 2024
- c) Festival of Trees – December 1-31, 2024
- d) Kris Kringle Market and Tree Lighting – December 2, 2024



# Charter Township of Highland - Fire Department

**1600 W. Highland Rd.  
Highland, MI 48357  
(248)887-9050**

TO: Charter Township of Highland Board

FROM: Nick George, Fire Chief

SUBJECT: Fire Department Appointments

DATE: November 13, 2024

At the pleasure of the Charter Township of Highland Board, I would like to request the hiring and swearing in of:

Firefighter/EMT Blake Fotopoulos

Blake applied for the position of Firefighter/EMT that was posted to fill an open position from a previous employee. Blake scored 1<sup>st</sup> in the verbal interview process, has completed his physical agility test, and is a returning employee of ours. Blake had left Highland as a paid-on call member to become full-time at a different department. As soon as he heard a full-time position was opening here Blake was one of the first to apply. The decision on who to hire was tuff, there were 6 applicants that interviewed very well. Black will be required to obtain his paramedic license within a time of 2 years. I believe Blake will be a fantastic addition to our HTFD Family!

Thank you and any questions, please feel free to contact me.



# Charter Township of Highland - Fire Department

**1600 W. Highland Rd.  
Highland, MI 48357  
(248)887-9050**

TO: Charter Township of Highland Board  
FROM: Nick George, Fire Chief  
SUBJECT: Completion of Probationary process  
DATE: 10/20/24

It is my pleasure to announce members of our department that have progressed from Probationary Fire Fighter, to the rank of Fire Fighter.

- FF/EMT Hunter Sword – Badge #242
- FF/EMT Allega Leece – Badge #244
- FF/EMT Drake Vachon – Badge #245

On average, it takes roughly 12–18 months to achieve the required certification of Michigan Fire Fighter I & II, Emergency Medical Technician (EMT-B), logging hours of vehicle operation, and HTFD community & operations competency testing.

To put this into perspective, each candidate must complete:

- Approximately 700 hours of training, and testing (FF Certification, EMT Certification, HTFD department/community competency training)
- Maintain a minimum response to 15% of emergency calls (1,900 runs annually)
- **ALL while juggling their careers and family lives**

At the November 18, 2024, Charter Township of Highland Board meeting, I would like to respectfully request time on the agenda to:

- Recognize the staff member
- Have the Township Clerk Swear- In the new Fire Fighters
- Present the staff with their Fire Fighter helmets.

Should you have any questions and/or concerns, please feel free to contact me.

## **8. Public Comment**



**Public Hearing**

**a) Highland Township 2025 Budget**

**Begin Time:**

**End Time:**

**Comments:**

**Public Hearing**

**b) 2025 Community Development Block Grant Application**

**Begin Time:**

**End Time:**

**Comments:**

# PROPOSED 11/18/2024

		UPDATED 11/13/2024				
ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22 Actual	12/31/23 Actual	12/31/24 Adopted	12/31/24 Amended	12/31/2025 Adopted
<b>REVENUE</b>						
101-000-402.000	CURRENT PROPERTY TAX	533,411	565,105	592,981	592,981	629,738
101-000-404.000	SALES TAX	2,188,332	2,145,943	2,169,289	2,219,289	2,131,794
101-000-412.000	DELINQUENT P. PROPERTY TAX	103	560	0	0	0
101-000-423.000	MOBILE HOME TAXES	7,409	8,193	8,000	8,000	8,000
101-000-477.000	CABLE TV FRANCHISE FEES	313,665	300,532	300,000	300,000	300,000
101-000-478.000	DOG LICENSES	1,820	1,582	1,500	1,500	1,500
101-000-490.000	OTHER LIC. & PERMIT	2,394	7,754	5,000	5,000	5,000
101-000-491.000	BUILDING PERMITS	253,751	163,410	200,000	200,000	200,000
101-000-491.001	HEATING PERMITS	87,881	68,861	50,000	50,000	50,000
101-000-491.002	PLUMBING PERMITS	39,201	19,498	42,000	42,000	42,000
101-000-491.003	ELECTRICAL PERMITS	92,081	63,400	88,000	88,000	88,000
101-000-522.003	SOC SERV: C D B G REVENUE	25,208	5,780	50,000	50,000	50,000
101-000-528.000	OTHER FEDERAL GRANT REVENUE	0	0	0	0	0
101-000-528.001	ARPA FEDERAL GRANT REVENUE	711,792	710,000	710,000	710,000	0 ARPA funds are all dispersed
101-000-540.000	GRANT REVENUE	0	0	0	0	0
101-000-584.005	METRO AUTHORITY	22,134	22,271	27,000	27,000	34,000 Have \$22,000 will rec \$16,000 in 2025/ 2nd chloride payment
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	568	612	0	0	0
101-000-607.002	CONTRACTORS REGISTRATIONS	3,996	3,555	3,000	3,000	3,000
101-000-607.019	SUMMER TAX COLLECTION FEE	51,057	50,924	50,000	50,000	50,000
101-000-607.022	ENHANCE ACCESS FEES	6,075	8,523	6,000	6,000	6,000
101-000-607.034	ADMINISTRATION FEES	32,302	32,862	42,000	42,000	42,000
101-000-608.025	DISTRICT COURT MONIES	67,594	70,497	50,000	50,000	50,000
101-000-628.014	REZONING FEES, PLANNING	0	850	0	0	0
101-000-628.015	ZONING BD. OF APPEALS	7,700	6,875	7,000	7,000	7,000
101-000-628.016	SITE PL. REVIEW, OTHERS	12,722	3,590	6,000	6,000	6,000
101-000-633.000	BOND FORFEITURES	16,110	73,102	0	0	0
101-000-642.000	SALE OF CEMETERY LOTS	18,980	16,500	5,000	5,000	5,000
101-000-642.001	CEMETERY RESTITUTION	40	0	0	0	0
101-000-644.028	ASSET SALE PROCEEDS	0	5,497	0	0	0
101-000-651.007	ACTIVITY CENTER REVENUES	625	8,705	3,000	3,000	3,000
101-000-657.000	VARIOUS FINES	150	403	0	0	0
101-000-658.000	ZONING FINES	75	675	0	0	0
101-000-665.000	INTEREST EARNINGS	46,305	164,580	50,000	50,000	100,000
101-000-666.001	MMRMA DISTRIBUTION	0	51,975	0	0	0
101-000-667.001	PARK: RENTALS	350	450	0	0	0
101-000-667.010	ACTIVITY CTR ANNEX UTILITIES	4,772	4,148	5,000	5,000	5,000
101-000-667.035	POLICE LEASE PAYMENTS	28,000	28,000	28,000	28,000	28,000
101-000-667.288	WOTA RENT	0	25,000	25,000	25,000	25,000
101-000-674.001	CEMETERY FENCE DONATIONS	0	250	0	0	0
101-000-674.003	PARKS: DONATIONS	0	0	0	0	0
101-000-676.018	ELECTION REIMBURSEMENT	220	10,318	45,000	45,000	0 No elections
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	255	225	0	0	0
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	7,579	0	7,500	7,500	18,200 New amt from Library & WOTA

# PROPOSED 11/18/2024

UPDATED 11/13/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22	12/31/23	12/31/24	12/31/24	12/31/2025
		Actual	Actual	Adopted	Amended	Adopted
101-000-677.031	MISCELLANEOUS	23,141	16,783	15,000	15,000	15,000
101-000-692.000	APPROPRIATION FUND BAL.	0	0	0	562,707	0
101-000-699.040	TRANSFER IN FROM OTHER FUNDS	0	0	0	0	0
<b>REVENUE TOTAL</b>		4,607,359	4,667,788	4,591,270	5,203,977	3,903,232
<b>EXPENDITURE TOTAL</b>				4,482,891	5,128,918	3,596,062
<b>DIFFERENTIAL</b>				108,379	75,059	307,170
<b>LEGISLATIVE</b>						
101-102-702.000	LEGISLATIVE: SALARIES	24,864	27,236	27,552	27,552	28,519
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	199	0	6,000	6,000	6,000
<b>LEGISLATIVE TOTAL</b>		25,063	27,236	33,552	33,552	34,519
101-171-702.000	SUP DEPT: SALARIES	80,371	88,751	89,789	89,789	92,932
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	51,739	25,372	0	0	0
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	0	32,487	53,488	53,488	56,163 C.B
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,392	5,657	0	0	0
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	13,081	20,543	33,409	33,409	36,192 E.K (Salary adjustment)
101-171-704.004	SUP DEPT: EMERGENCY COVERAGE P	0	0	0	0	0
101-171-704.005	SUP DEPT: MAINT WAGE P-T	30,735	32,451	34,507	34,507	36,233 J.W
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	3,951	377	0	0	0
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	0	1,510	0	0	34,684 T.L (Salary Adjustment)
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	0	15,690	26,516	26,516	27,842 A.H
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-T	0	383	15,174	15,174	15,933 L.K
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	125	157	2,500	2,500	2,500
<b>SUPERVISOR'S DEPT TOTAL</b>		193,394	223,378	255,383	255,383	302,479
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	55,750	61,608	62,823	88,287	78,747
101-191-704.001	ACCTG: P-T ASSISTANT	20,141	25,194	27,469	27,649	29,032 R.B (Salary Adjustment)
101-191-820.000	ACCTG: DUES/ED/TRAVEL	1,301	0	3,000	3,000	3,000
<b>ACCOUNTING DEPT TOTAL</b>		77,192	86,802	93,292	118,936	110,779
101-215-702.002	CLERK: SALARIES	76,352	84,314	85,299	85,299	88,285
101-215-703.001	CLERK: DEPUTY WAGE F-T	48,471	64,257	66,984	66,984	69,330
101-215-703.005	CLERK: CLERICAL WAGE F-T	40,121	44,209	45,299	45,299	47,112
101-215-705.003	CLERK: SEASONAL OFFICE WORKER	0	0	0	0	0
101-215-720.000	CLERK: RECORDING SECTY	0	0	1,800	1,800	1,800
101-215-721.007	CLERK: ELECTION INSPECTORS	29,953	0	40,000	40,000	0 No elections
101-215-721.008	CLERK: ELECTION WAGE	4,956	0	10,000	10,000	0 No elections
101-215-730.000	CLERK: ELECTION EXPENSES SUPPL	28,124	1,437	35,000	35,000	0 No elections
101-215-820.000	CLERK: DUES/ED/TRAVEL	4,769	6,299	7,000	7,000	7,000
101-215-825.004	CLERK: CERTIFICATION	798	0	0	0	0
101-215-935.000	CLERK: VOTING EQUIP MAINT	5,760	5,760	7,050	7,050	7,050
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	10,087	933	20,000	20,000	0 No elections
101-215-957.001	CLERK: ELECTION WAGE TO REIMBU	0	0	25,000	25,000	0 No elections

# PROPOSED 11/18/2024

		12/31/22	12/31/23	12/31/24	12/31/24	12/31/2025	UPDATED 11/13/2024
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Adopted	
<b>CLERK'S DEPT TOTAL</b>		249,390	207,209	343,432	343,432	220,577	
101-253-702.001	TREAS: SALARIES	76,352	84,314	85,299	85,299	88,285	
101-253-703.000	TREAS: DEPUTY WAGE F-T	61,690	66,333	59,094	59,094	62,047	
101-253-703.003	TREAS: CLERICAL WAGE F-T	41,777	44,457	39,087	39,087	41,043	
101-253-705.004	TREAS: PART-TIME SEASONAL	1,551	2,858	6,843	6,843	7,186	J.M
101-253-820.000	TREAS: DUES/ED/TRAVEL	4,530	4,003	6,500	6,500	6,500	
101-253-825.002	TREAS: CERTIFICATION	299	299	0	0	0	
<b>TREASURER DEPT TOTAL</b>		186,198	202,264	196,823	196,823	205,061	
101-257-703.001	ASSESSING: CLERICAL WAGE F-T	0	0	0	0	0	
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	125,416	131,787	132,000	138,000	138,000	WCA CONTRACT EXP 2024
101-257-720.001	ASSESSING: TAX BD OF REVIEW	555	576	1,500	1,500	2,500	
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	0	70	600	600	600	
<b>ASSESSING DEPT TOTAL</b>		125,971	132,433	134,100	140,100	141,100	
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,409	13,800	15,000	15,000	15,000	
101-261-735.000	GEN GOV: POSTAGE	6,164	5,762	8,000	8,000	10,000	Increase postage costs
101-261-760.000	GEN GOV: MISC. GRANT EXPENSE	0	0	0	0	0	
101-261-760.001	GRANT EXPENSE WOTA/SMART	0	0	0	0	0	
101-261-760.002	ARPA FEDERAL GRANT EXPENSE	25,000	0	0	0	0	
101-261-801.001	GEN GOV: PROF SERVICES	24,088	9,581	25,000	25,000	25,000	HRC/CWA Park MP (\$16,000)/Architect
101-261-802.000	GEN GOV:PAYROLL PROCESSING	0	0	0	5,500	5,500	ADP
101-261-803.000	GEN GOV: SNOWPLOW SERV	25,493	62,355	43,000	43,000	60,500	New contract
101-261-804.000	GEN GOV: LEGAL SERVICES	51,045	64,393	75,000	75,000	75,000	
101-261-805.000	GEN GOV: AUDITING	68,928	84,039	85,000	85,000	100,000	
101-261-810.000	GEN GOV: COURT WITNESS FEES	0	0	0	0	0	
101-261-813.000	GEN GOV: STORM WATER PERMIT	500	500	500	500	500	
101-261-813.001	GEN GOV: WOTA	185,000	0	0	0	0	
101-261-821.000	GEN GOV: MEMBER FEES	12,154	12,801	13,000	13,000	13,000	
101-261-822.000	GEN GOV: BANK FEES	5,854	2,570	6,000	6,000	6,000	
101-261-830.000	GEN GOV: GEN INSURANCE	43,507	60,326	68,000	68,000	69,000	
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNICA	9,876	9,876	13,000	13,000	13,000	
101-261-850.001	GEN GOV: PHONE SERVICE	4,254	4,102	6,500	6,500	6,500	
101-261-850.002	GEN GOV: WEBSITE	1,613	1,956	3,500	3,500	3,500	
101-261-900.000	GEN GOV: TAX BILL PRINTING	17,118	15,629	12,000	12,000	15,000	
101-261-900.001	GEN GOV: ADVERTISING	11,257	10,150	25,000	25,000	10,000	newspaper ads
101-261-900.002	GEN GOV: PRINTING	844	1,316	10,000	10,000	20,000	Naturally Connect
101-261-920.000	GEN GOV: UTILITIES	67,589	76,726	75,000	75,000	80,000	
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	40,066	87,742	45,000	45,000	10,000	
101-261-936.002	GEN GOV: MOWING					15,000	NEW LINE
101-261-936.003	GEN GOV: OFFICE CLEANING					30,000	NEW LINE
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,019	7,315	5,000	5,000	5,000	
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	54,532	59,042	50,000	50,000	80,000	Applied, Iron Scales, sofo's increase, BSA Building upgrade

# PROPOSED 11/18/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22	12/31/23	12/31/24	12/31/24	12/31/2025	UPDATED 11/13/2024
		Actual	Actual	Adopted	Amended	Adopted	
101-261-955.000	GEN GOV: MISCELLANEOUS	12,636	3,233	20,000	20,000	20,000	
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	29,262	29,032	27,000	27,000	34,000	1 chloride payment
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	5,087	1,870	150,000	150,000	40,000	
101-261-971.001	GEN GOV: COMP CAP OUTLAY	4,105	19,355	5,000	5,000	25,000	Server, firewall
101-261-971.002	GEN GOV: COMMUNITY ROUND TABLE	0	0	0	0	0	
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	677	10,347	18,000	18,000	10,000	Iron Scales
101-261-972.000	LAND PURCHASE	4,237	0	0	0	0	
101-261-995.206	GEN GOV:TRANS TO FIRE FUND	250,000	0	0	0	0	
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	700,000	1,500,000	1,000,000	1,500,000	0	
101-261-995.402	GEN GOV: TRANS TO FIRE CAPITAL	0	0	0	50,000	0	
	<b>GENERAL GOVT TOTAL</b>	<b>1,681,313</b>	<b>2,153,818</b>	<b>1,803,500</b>	<b>2,359,000</b>	<b>796,500</b>	
101-279-710.000	GGP: EMPLR PAYROLL TAX	90,160	102,863	105,000	105,000	117,000	
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	107,966	108,243	115,000	115,000	113,000	
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	149,715	146,937	150,000	150,000	137,000	
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	2,369	6,114	0	0	0	
101-279-714.004	GGP: MERIT INCREASES	0	0	0	0	0	
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	68,499	78,583	80,000	80,000	90,000	
101-279-716.002	GGP: TUITION REIMB	0	0	0	0	45,000	
101-279-717.002	GGP: BCN HEALTH REIMBURSEMENT	35,515	26,259	45,000	45,000	45,000	
101-279-718.001	GGP: PTO CASH PAYOUT	0	2,199	20,000	20,000	23,000	
	<b>GENERAL GOVT PERSONNEL TOTAL</b>	<b>454,225</b>	<b>471,198</b>	<b>515,000</b>	<b>515,000</b>	<b>570,000</b>	
101-371-703.000	BLDG: INSPECTOR WAGE F-T	62,710	69,036	71,386	71,386	74,956	
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	35,343	41,945	42,976	42,976	47,111	
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	33,967	37,404	40,653	40,653	42,284	
101-371-705.000	BLDG: PART-TIME SEASONAL	734	0	8,845	8,845	9,000	
101-371-735.000	BLDG: POSTAGE	531	404	600	600	600	
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	169,604	132,817	175,000	175,000	175,000	
101-371-801.001	BLDG: SEWER TAP INSP	0	0	500	500	500	
101-371-820.000	BLDG: DUES/ED/TRAVEL	234	0	12,500	12,500	2,500	No BSA training
	<b>BUILDING DEPT TOTAL</b>	<b>303,123</b>	<b>281,606</b>	<b>352,460</b>	<b>352,460</b>	<b>351,951</b>	
101-567-935.000	CEMETERY: SEXTON	42,420	43,632	49,704	49,704	51,012	
101-567-935.001	CEMETERY: MAINTENANCE	19,177	12,183	15,000	15,000	15,000	Clear vegetation on westside
101-567-955.000	CEMETERY: MISCELLANEOUS	0	0	0	0	0	
	<b>CEMETERY TOTAL</b>	<b>61,597</b>	<b>55,815</b>	<b>64,704</b>	<b>64,704</b>	<b>66,012</b>	
101-670-705.000	SOC SERV: CROSSING GUARDS	12,600	13,641	16,000	16,000	15,915	
101-670-880.000	SOC SERV: COMMUNITY PROMOTIONS	8,500	8,500	8,500	8,500	8,500	
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500	8,500	8,500	8,500	8,500	
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	2,467	2,005	5,000	5,000	5,000	
101-670-967.005	SOC SERV: CDBG EXPENSES	25,208	5,780	50,000	50,000	50,000	
	<b>SOCIAL SVCS DEPT TOTAL</b>	<b>57,275</b>	<b>38,426</b>	<b>88,000</b>	<b>88,000</b>	<b>87,915</b>	

# PROPOSED 11/18/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22	12/31/23	12/31/24	12/31/24	12/31/2025	UPDATED 11/13/2024
		Actual	Actual	Adopted	Amended	Adopted	
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	46,706	51,457	53,221	53,221	55,883	
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	29,123	18,871	0	30,817	39,963	C.S
101-672-703.002	ACT CTR:COMMUNICATION WAGE F-T	0	14,625	40,116	40,116	42,133	J.L
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	750	10,416	29,432	24,400	28,406	A.V
101-672-704.002	ACT CTR:COMMUNICATION WAGE P-T	23,025	18,983	0	0	0	
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	0	18,036	27,045	11,000	19,219	M.J
101-672-704.006	ACTIVITY CTR: SECURITY P-T	0	1,811	7,000	7,000	7,000	
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	11,246	13,259	13,989	12,989	14,689	P.D
101-672-704.008	ACT CTR: FLOATER WAGE P-T	0	695	0	17,800	9,610	S.B
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	595	5,437	3,000	3,000	3,000	
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	1,512	2,634	6,000	6,000	6,000	
101-672-735.000	ACTIVITY CTR: POSTAGE	0	48	2,500	2,500	2,500	
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	75	0	1,200	1,200	1,200	
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	783	844	1,500	1,500	1,500	
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,957	834	2,500	2,500	2,500	
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,866	3,328	3,500	3,500	3,500	
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	6,671	6,879	8,000	8,000	8,000	
101-672-920.000	ACTIVITY CTR: UTILITIES	11,442	7,557	11,000	11,000	11,000	
101-672-920.002	STEEPLE HALL: UTILITIES	7,139	6,654	9,000	9,000	9,000	
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	2,104	5,517	6,000	6,000	6,000	
101-672-936.002	STEEPLE HALL: BUILDING MAINT	12,968	31,182	20,000	20,000	20,000	
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,160	2,386	0	0	8,000	Applied Image cost to print newsletter
101-672-940.000	ACTIVITY CTR: RENT EXPENSE	18,000	0	2,500	2,500	2,500	
	<b>ACTIVITY CENTER TOTAL</b>	<b>181,123</b>	<b>221,453</b>	<b>247,503</b>	<b>274,043</b>	<b>301,603</b>	
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	77,117	84,647	86,190	86,190	89,636	
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	35,338	47,841	48,859	48,859	51,303	
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	52,014	57,380	58,406	58,406	60,451	
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	24,639	26,987	34,457	34,457	38,766	
101-701-704.005	OE: ORDINANCE CLERICAL WAGE P-T	0	0	0	0	27,580	40hrs Full Time Twp pays 60%
101-701-707.004	PLANNING OVERTIME	0	0	0	0	10,000	PC & ZBA meeting pay to employees
101-701-801.000	PLNG: CONSULTANT PROF.	8,640	0	0	31,743	0	
101-701-820.000	PLNG: DUES/ED/TRAVEL	3,429	4,375	4,400	5,000	5,000	
101-701-825.002	PLNG: CERTIFICATION	0	0	0	0	0	
101-701-935.000	OE: VIOLATION CORRECTIONS	2,924	1,240	3,000	3,000	3,000	
	<b>PLANNING &amp; ORDINANCE TOTAL</b>	<b>204,101</b>	<b>222,470</b>	<b>235,312</b>	<b>267,655</b>	<b>285,736</b>	
101-702-720.000	ZBA: MEETING PAY	7,430	7,330	15,480	15,480	15,480	
101-702-720.001	ZBA: RECORDING SECRETARY	140	0	2,400	2,400	2,400	
101-702-801.000	ZBA: PROFESSIONAL SERVICES	0	0	500	500	500	
101-702-820.000	ZBA: DUES/ED/TRAVEL	0	487	1,000	1,000	1,000	
101-702-900.000	ZBA: ADVERTISING	4,764	3,569	5,000	5,000	5,000	
101-702-900.001	ZBA:ZONING BOOKS	211	0	0	0	0	

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UPDATED 11/13/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22 Actual	12/31/23 Actual	12/31/24 Adopted	12/31/24 Amended	12/31/2025 Adopted
<b>ZONING DEPT TOTAL</b>		12,545	11,386	24,380	24,380	24,380
101-703-720.000	PLNG COMM: RECORDING SECTY	0	0	2,400	2,400	2,400
101-703-720.001	PLNG COMM: COMMISSION	5,085	4,288	19,800	19,800	19,800
101-703-720.002	PLNG COMM: SUB-COMMITTEE	0	0	750	750	750
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	8,577	11,200	5,000	5,000	5,000
101-703-801.001	PLNG COMM: ORDINANCE REVISION	0	0	8,000	8,000	5,000
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	675	1,718	2,000	2,000	2,000
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	2,463	933	5,500	5,500	5,500
<b>PLANNING COMMISSION TOTAL</b>		16,800	18,139	43,450	43,450	40,450
101-751-729.000	PARKS: HIGHLAND STATION	2,994	0	3,500	3,500	0 Sold 2024
101-751-729.001	PARKS: VETERAN'S PARK	595	837	2,500	2,500	2,500
101-751-729.002	PARKS: HICKORY RIDGE	889	3,346	3,000	3,000	3,000
101-751-729.003	PARKS: DUCK LAKE PINES	2,151	21,590	3,000	3,000	3,000
101-751-729.004	PARKS: DOWNEY LAKE	0	0	0	0	2,500
101-751-729.006	PARKS: CHILL AT THE MILL	0	0	0	0	3,500 NEW LINE
101-751-729.007	PARKS: SOUTH HICKORY RIDGE	0	0	0	0	2,500 NEW LINE
101-751-801.006	PARKS: FIREWORKS	11,000	11,000	15,000	15,000	15,000
101-751-920.000	PARKS: UTILITIES	3,107	1,203	5,000	5,000	5,000
101-751-935.000	PARKS: MAINTENANCE	19,846	21,353	20,000	20,000	20,000
<b>TWP COMMUNITY PARKS TOTAL</b>		40,581	59,329	52,000	52,000	57,000
<b>TOTAL FUND EXPENDITURES</b>		3,869,892	4,412,962	4,482,891	5,128,918	3,596,062
NET REVENUE OVER (UNDER) EXPENDITURES		737,467	254,826	108,379	75,059	307,170
BEGINNING FUND BALANCE		2,689,875	3,427,342	3,682,168	3,682,168	3,757,227
ENDING FUND BALANCE		3,427,342	3,682,168	3,790,547	3,757,227	4,064,397
<b>ROAD FUND REVENUE</b>						
203-000-604.000	HAUL ROUTE REVENUE	52,212	64,789	55,000	55,000	55,500
203-000-665.000	INTEREST EARNINGS	1,042	2,701	0	0	500
203-000-699.401	TRANSFER IN FROM CAPITAL IMP.	100,000	50,000	50,000	50,000	74,000
<b>ROAD FUND REVENUE TOTAL</b>		153,255	117,490	105,000	105,000	130,000
<b>ROAD FUND EXPENSES</b>						
203-596-967.000	DUST CONTROL	36,531	33,968	34,000	34,000	34,000 \$68,000 TOTAL; \$34,000 METRO/\$34,000 DUST CONTROL
203-596-967.001	TRI PARTY PROGRAM	39,747	38,908	40,000	40,000	40,000
203-596-971.001	ROAD PARTICIPATION PROJECTS	0	370	0	0	0
<b>ROAD FUND EXPENSE TOTAL</b>		76,277	73,246	74,000	74,000	74,000
<b>TOTAL FUND EXPENDITURES</b>		76,277	73,246	74,000	74,000	74,000
NET REVENUE OVER (UNDER) EXPENDITURES		76,977	44,244	31,000	31,000	56,000

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UPDATED 11/13/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22 Actual	12/31/23 Actual	12/31/24 Adopted	12/31/24 Amended	12/31/2025 Adopted
	BEGINNING FUND BALANCE	578,316	655,293	699,537	699,537	730,537
	ENDING FUND BALANCE	655,293	699,537	730,537	730,537	786,537

### FIRE FUND REVENUE

206-000-402.000	CURRENT PROPERTY TAX	1,194,317	1,250,245	1,863,453	1,863,453	1,980,394
206-000-412.000	DELINQUENT P.PROPERTY TAX	309	1,177	0	0	0
206-000-528.000	OTHER FEDERAL GRANT REVENUE	0	0	0	0	0
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	1,276	1,364	0	0	0
206-000-603.000	CONSULTING FEE	2,425	650	0	0	0
206-000-604.000	COST RECOVERY	3,197	833	0	0	0
206-000-627.000	RENTAL INSPECTIONS	7,350	1,350	0	4,200	0
206-000-638.000	EMS TRANSPORT	346,223	402,590	350,000	350,000	400,000
206-000-665.000	INTEREST ON INVESTMENTS	10,311	52,047	10,000	43,647	30,000
206-000-677.000	MISCELLANEOUS	654	776	0	10,257	0
206-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	0
206-000-693.000	ASSET SALE PROCEEDS	0	0	0	0	0
206-000-699.000	OPERATING TRANSFER IN	250,000	0	0	0	0
	<b>FIRE FUND REVENUE TOTAL</b>	<b>1,816,061</b>	<b>1,711,032</b>	<b>2,223,453</b>	<b>2,271,557</b>	<b>2,410,394</b>

### FIRE FUND EXPENSE

206-336-702.012	FIRE: CHIEF'S COMPENSATION	76,739	79,529	86,950	86,950	92,167
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	65,544	27,856	57,439	57,439	66,598
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	64,115	69,596	71,159	71,159	75,428
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	66,211	72,873	72,983	72,983	77,362
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	55,064	60,399	62,096	62,096	66,598
206-336-703.004	FIRE: F-T WAGE MEDIC M.B.	55,299	67,087	72,983	72,983	77,362
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	52,134	47,406	62,096	62,096	66,598
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	0	37,355	62,096	62,096	66,598
206-336-703.007	FIRE: F-T WAGE MEDIC K.M.	0	37,323	62,096	62,096	59,309
206-336-703.008	FIRE: F-T WAGE MEDIC T.M.	0	36,915	62,096	62,096	66,598
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	0	4,009	57,250	57,250	66,598
206-336-703.010	FIRE: F-T WAGE CLERICAL	0	0	0	0	0
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	0	9,768	57,250	57,250	59,309
206-336-703.013	FIRE: MARSHAL COMPENSATION	30,070	32,743	34,460	34,460	41,352
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	0	9,768	57,250	57,250	66,598
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	4,057	5,726	6,000	837	0
206-336-704.006	FIRE: P-T WAGE CLERICAL	4,983	0	0	0	18,387 40hrs Full Time Fire pays 40%
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	456,670	459,725	323,853	285,000	356,100
206-336-707.007	FIRE: F-T OVERTIME	48,934	99,089	50,000	80,000	60,000
206-336-709.001	FIRE: CLOTHING ALLOWANCE	3,500	5,000	0	0	0
206-336-709.002	FIRE: FOOD ALLOWANCE	3,500	14,250	7,500	9,750	9,750
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	15,252	22,919	37,840	37,840	40,748
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	75,777	90,655	96,241	95,169	98,331
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	21,466	20,649	16,193	16,193	18,453



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ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22	12/31/23	12/31/24	12/31/24	12/31/2025
		Actual	Actual	Adopted	Amended	Adopted
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T	23,365	25,850	43,910	43,910	42,815
206-336-712.001	FIRE:HEALTH/DENTAL/LIFE/DISINS	62,834	69,097	90,000	135,000	144,000
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	9,808	11,347	25,000	25,000	25,000
206-336-714.000	FIRE: DISASTER RECOVERY	1,500	0	5,000	5,000	5,000
206-336-715.000	FIRE:CASH IN LIEU BENEF BUYOUT	12,988	11,840	14,000	14,000	25,000
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMENT	25,751	21,192	30,000	30,000	30,000
206-336-719.000	FIRE: POST PLAN	10,500	19,500	24,000	24,000	24,000
206-336-722.009	FIRE: PARAMEDIC TRAINING	10,370	1,273	14,997	14,997	9,998
206-336-722.010	FIRE: INSTRUCTOR TRAINING	4,084	564	5,000	3,500	5,000
206-336-727.000	FIRE: SUPPLIES	6,934	11,782	9,450	12,000	12,000
206-336-731.000	FIRE: MEDICAL SUPPLIES	18,507	25,981	27,810	27,810	30,000
206-336-732.000	FIRE: UNIFORMS	30,186	12,375	15,450	15,450	15,450
206-336-750.000	FIRE: VEHICLE GAS/OIL	44,419	39,812	50,000	40,000	45,000
206-336-801.000	FIRE: CODE ENFORCEMENT	0	0	0	0	0
206-336-804.000	FIRE: LEGAL SERVICES	2,683	1,106	5,000	5,000	5,000
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	9,532	8,827	4,000	12,000	8,000
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,820	19,710	20,000	20,000	20,000
206-336-820.000	FIRE: DUES & EDUCATION	30,102	37,994	30,000	30,000	30,000
206-336-830.000	FIRE: INSURANCE/BONDS	85,585	125,750	120,000	130,000	130,000
206-336-851.000	FIRE: RADIO COMMUNICATIONS	48,731	50,006	53,000	67,000	71,000
206-336-890.000	FIRE: PUBLIC EDUCATION	579	3,870	5,000	5,000	5,000
206-336-920.000	FIRE: PUBLIC UTILITIES	47,488	61,173	61,800	85,000	70,000
206-336-930.000	FIRE: VEHICLE REPAIR	52,373	113,477	65,000	65,000	55,000
206-336-936.000	FIRE: BLDG MAINT/REPAIR	11,261	16,079	20,000	30,000	30,000
206-336-937.000	FIRE: EQUIP MAINT	8,090	24,299	20,600	20,600	21,000
206-336-955.000	FIRE: MISC EXPENSE	4,000	2,616	2,500	2,500	2,500
206-336-967.000	FIRE: NEW PROJECTS	2,949	12,470	2,500	2,500	2,500
<b>FIRE FUND EXPENSE TOTAL</b>		<b>1,679,753</b>	<b>2,038,630</b>	<b>2,179,848</b>	<b>2,268,260</b>	<b>2,413,507</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>1,679,753</b>	<b>2,038,630</b>	<b>2,179,848</b>	<b>2,268,260</b>	<b>2,413,507</b>
NET REVENUE OVER (UNDER) EXPENDITURES		136,308	327,598	43,605	3,297	3,113
BEGINNING FUND BALANCE		1,342,862	1,479,170	1,151,572	1,151,572	1,154,869
ENDING FUND BALANCE		1,479,170	1,151,572	1,195,177	1,154,869	1,151,756

**POLICE FUND REVENUE**

207-000-402.000	CURRENT PROPERTY TAX	2,961,099	3,099,969	3,276,910	3,276,910	3,472,481
207-000-412.000	DELINQUENT P.PROPERTY TAX	767	2,917	0	0	0
207-000-479.000	RETURNABLE LIQUOR LICENSE FEES	11,699	11,843	10,000	10,000	10,000
207-000-528.000	OTHER FEDERAL GRANT REVENUE	0	0	0	0	0
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	3,164	3,384	0	0	0
207-000-582.000	MINI CONTRACT	0	3,546	12,000	12,000	12,000
207-000-582.001	SCHOOL PARTICIPATION	108,059	110,295	113,500	113,500	124,800
207-000-582.002	AMERICAN AG. CONTRACT	162,000	162,000	162,000	162,000	162,000

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ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22 Actual	12/31/23 Actual	12/31/24 Adopted	12/31/24 Amended	12/31/2025 Adopted
207-000-659.001	RESTITUTION	90				0
207-000-665.000	INTEREST EARNINGS	26,150	110,587	15,000	15,000	75,000
207-000-677.000	MISCELLANEOUS	900	2,000	0	0	0
207-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	2,021
<b>POLICE FUND REVENUE TOTAL</b>		<b>3,273,928</b>	<b>3,506,541</b>	<b>3,589,410</b>	<b>3,589,410</b>	<b>3,858,302</b>
<b>POLICE FUND EXPENSE</b>						
207-301-704.001	POLICE: CLERICAL WAGE P-T	33,038	40,263	41,067	41,067	43,000
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	2,515	3,069	3,500	3,500	3,800
207-301-729.001	POLICE: DISASTER RECOVERY	0	0	5,000	5,000	5,000
207-301-807.000	POLICE: OAKLAND CO SHER CONT	2,699,856	2,905,137	2,995,517	2,995,517	3,357,302 possible 12% increase in contract
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICER	108,059	110,295	113,500	113,500	124,000
207-301-807.003	POLICE: MINI CONTRACT	0	2,356	12,000	12,000	12,000
207-301-807.004	POLICE: OVERTIME	128,399	151,223	235,000	235,000	240,000
207-301-920.000	POLICE: UTILITIES	6,011	6,231	16,000	16,000	16,000
207-301-935.000	POLICE: SHERIFF'S MAINT	14,552	16,491	15,500	15,500	16,400
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000	28,000	28,000	28,000	28,000
207-301-955.000	POLICE: MISCELLANEOUS	145	145	10,000	10,000	3,300
207-301-971.000	POLICE: RESERVE EQUIPMENT	0	0	2,500	2,500	1,000
207-301-971.001	POLICE: EQUIP CAP OUTLAY	0	0	33,500	33,500	3,000
207-301-971.002	POLICE: BUILDING RENOVATIONS	639,924	344	68,500	68,500	5,500
<b>POLICE FUND EXPENSE TOTAL</b>		<b>3,660,498</b>	<b>3,258,842</b>	<b>3,579,584</b>	<b>3,579,584</b>	<b>3,858,302</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>3,660,498</b>	<b>3,258,842</b>	<b>3,579,584</b>	<b>3,579,584</b>	<b>3,858,302</b>
<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>		<b>386,570</b>	<b>247,699</b>	<b>9,826</b>	<b>9,826</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>		<b>2,003,630</b>	<b>1,617,060</b>	<b>1,864,759</b>	<b>1,864,759</b>	<b>1,874,585</b>
<b>ENDING FUND BALANCE</b>		<b>1,617,060</b>	<b>1,864,759</b>	<b>1,874,585</b>	<b>1,874,585</b>	<b>1,874,585</b>

<b>REFUSE FUND REVENUE</b>						
227-000-626.000	REFUSE COLLECTION	1,109,625	1,113,090	1,206,000	1,206,000	1,219,000
227-000-647.002	REFUSE CONTAINERS	0	0	0	0	0
227-000-665.000	INTEREST EARNINGS	2,119	9,799	1,500	1,500	5,000
227-000-677.000	MISCELLANEOUS	2,094	2,043	1,500	1,500	1,500
227-000-692.000	APPROPRIATION FUND BAL.	0	0	2,725	2,725	0
<b>REFUSE FUND REVENUE TOTAL</b>		<b>1,113,838</b>	<b>1,124,932</b>	<b>1,211,725</b>	<b>1,211,725</b>	<b>1,225,500</b>

<b>REFUSE FUND EXPENSE</b>						
227-526-703.000	REFUSE: CLERICAL WAGE F-T	563	0	0	0	0
227-526-710.000	REFUSE: EMPLR PAYROLL TAX	0	0	0	0	0
227-526-801.000	REFUSE: CONTRACTOR	1,052,987	1,087,701	1,092,100	1,092,100	1,099,987 6,780 homes at \$13.52 per month
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,637	27,637	27,625	27,625	27,500 2.5% transferred from 227 to 101
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	765	0	2,000	2,000	2,000
227-526-967.000	REFUSE: COMM SERVICE PROJ	84,071	0	90,000	90,000	0 Hazardous Waste 2026

# PROPOSED 11/18/2024

UPDATED 11/13/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22 Actual	12/31/23 Actual	12/31/24 Adopted	12/31/24 Amended	12/31/2025 Adopted
	<b>REFUSE FUND EXPENSE TOTAL</b>	1,166,022	1,115,338	1,211,725	1,211,725	1,129,487
	<b>TOTAL FUND EXPENDITURES</b>	1,166,022	1,115,338	1,211,725	1,211,725	1,129,487
	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	52,185	9,594	0	0	96,013
	<b>BEGINNING FUND BALANCE</b>	243,209	191,024	200,618	200,618	200,618
	<b>ENDING FUND BALANCE</b>	191,024	200,618	200,618	200,618	296,631

<b>OPIOID SETTLEMENT FUND REVENUE</b>						
284-000-685.000	OPIOID SETTLEMENT REVENUES	0	12,707	10,000	10,000	10,000
	<b>OPIOID SETTLEMENT FUND REVENUE TOTAL</b>	0	12,707	10,000	10,000	10,000

<b>OPIOID SETTLEMENT FUND EXPENSE</b>						
284-718-880.000	OPIOID SETTLEMENT EXPENSE	0	10,000	10,000	10,000	10,000
	<b>OPIOID SETTLEMENT FUND EXPENSE TOTAL</b>	0	10,000	10,000	10,000	10,000

<b>TOTAL FUND EXPENDITURES</b>						
		0	10,000	10,000	10,000	10,000

	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	0	2,707	0	0	0
	<b>BEGINNING FUND BALANCE</b>	0	0	2,707	2,707	2,707
	<b>ENDING FUND BALANCE</b>	0	2,707	2,707	2,707	2,707

<b>CAPITAL IMPROV FUND REVENUE</b>						
401-000-644.000	ASSET SALE PROCEEDS	0	0	0	0	0
401-000-665.000	INTEREST EARNINGS	184,382	216,595	30,000	30,000	30,000
401-000-665.001	INTEREST EARNINGS DDA LOAN	2,428	1,344	2,000	2,000	0 DDA paid off loan in 2024
401-000-667.002	CELL TOWER LEASE	176,810	163,383	175,000	175,000	175,000
401-000-677.000	MISCELLANEOUS	37	0	0	0	0
401-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	419,000 Capital fund balance
401-000-693.000	LAND SALE	0	50,000	0	0	0
401-000-699.000	OPERATING TRANSFER IN	700,000	1,500,000	1,000,000	1,500,000	0 General fund
	<b>CAPITAL IMP FUND REVENUE TOTAL</b>	1,063,582	1,931,322	1,207,000	1,707,000	624,000

<b>CAPITAL IMPROV FUND EXPENSE</b>						
401-261-971.001	TOWNSHIP IMPROVEMENTS	5,348,806	120,826	100,000	100,000	30,000 Landscaping
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	0	10,000	30,000	30,000	30,000 Digital. Parks, Entrance Signs
401-261-971.008	M59 BIKEPATHS	0	0	0	0	0
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	8,475	6,178	0	0	0
401-261-971.013	SEWER ANTICIPATION EXPENSE	0	0	100,000	100,000	100,000
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	13,688	0	150,000	150,000	15,000
401-261-972.000	PROPERTY PURCHASE	208,267	2,305	0	0	0
401-261-995.103	TRANSFER TO ROAD FUND	100,000	50,000	50,000	50,000	74,000 Annual Chloride/Tri Party
401-261-995.402	TRANSFER TO FIRE CAPITAL FUND	0	0	0	151,000	0
401-523-971.000	STEEPLE HALL IMPROVEMENTS	2,495	27,030	40,000	40,000	50,000 Window restoration/tuckpointing/septic

# PROPOSED 11/18/2024

UPDATED 11/13/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22 Actual	12/31/23 Actual	12/31/24 Adopted	12/31/24 Amended	12/31/2025 Adopted	
401-567-971.000	CEMETERY IMPROVEMENTS	0	46,910	25,000	25,000	25,000	Replace westside fence
401-751-971.000	HICKORY RIDGE PARK IMPROVEMENT	3,273	0	75,000	75,000	25,000	Pathways sitework/trail grooming
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	0	144,023	100,000	100,000	150,000	Ice rink concrete restoration
401-751-971.002	<del>NEW PARK PROPERTY</del> S HICKORY RIDGE PARK	129,788	0	20,000	455,000	25,000	Sitework/trail grooming /gravel
401-757-971.003	VETERANS PARK					100,000	Patio, move flagpoles, landscaping
	<b>CAPITAL IMP FUND EXPENSE TOTAL</b>	5,814,793	407,272	690,000	1,276,000	624,000	
	<b>TOTAL FUND EXPENDITURES</b>	5,814,793	407,272	690,000	1,276,000	624,000	
	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	4,751,211	1,524,050	517,000	431,000	0	
	BEGINNING FUND BALANCE	5,763,144	1,011,933	2,535,983	2,535,983	2,966,983	
	ENDING FUND BALANCE	1,011,933	2,535,983	3,052,983	2,966,983	2,966,983	
	<b>FIRE CAPITAL FUND REVENUE</b>						
402-000-402.000	CURRENT PROPERTY TAX	861,583	902,033	1,002,423	1,002,423	1,011,674	
402-000-402.001	MILLAGE PROP TAX REVENUE	0	0	0	0	0	
402-000-412.000	DELINQUENT P.PROPERTY TAX	251	790	0	0	0	
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	922	986	0	0	0	
402-000-665.000	INTEREST EARNINGS	13,279	28,027	10,000	23,074	15,000	
402-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	0	
402-000-696.000	PROCEEDS OF DEBT	0	0	0	0	0	
402-000-699.000	OPERATING TRANSFER IN	0	0	0	201,000	0	
	<b>FIRE CAPITAL FUND REVENUE TOTAL</b>	876,035	931,836	1,012,423	1,226,497	1,026,674	
	<b>FIRE CAPITAL FUND EXPENSE</b>						
402-336-971.000	VEHICLES	0	392,800	400,000	400,000	402,335	
402-336-971.002	CAPITAL EQUIPMENT	33,180	92,669	67,000	268,000	89,115	
402-336-971.003	CONSTR IN PROCESS FIRE MIL ST1	0	0	0	0	0	
402-336-971.004	CONSTR IN PROCESS FIRE MIL ST2	2,373,277	10,500	0	0	0	
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	275,000	290,000	275,000	305,000	320,000	
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	260,375	246,250	270,000	230,000	215,750	
402-336-993.002	FIRE CAP: BONDING AGENT FEES	500	500	0	0	0	
	<b>FIRE CAPITAL FUND EXPENSE TOTAL</b>	2,942,332	1,032,719	1,012,000	1,203,000	1,027,200	
	<b>TOTAL FUND EXPENDITURES</b>	2,942,332	1,032,719	1,012,000	1,203,000	1,027,200	
	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	2,066,297	100,883	423	23,497	526	
	BEGINNING FUND BALANCE	2,635,118	568,821	467,938	467,938	491,435	
	ENDING FUND BALANCE	568,821	467,938	468,361	491,435	490,909	
	<b>DDA FUND REVENUE</b>						
494-000-412.000	DELINQUENT P.PROPERTY TAX	2,657	2,012	0	0	0	
494-000-569.000	GRANT REVENUE	8,585	9,500	0	0	0	
494-000-573.000	LOCAL COMMUNITY STABILIZATION	41,564	49,779	41,000	41,000	50,000	

# PROPOSED 11/18/2024

UPDATED 11/13/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22	12/31/23	12/31/24	12/31/24	12/31/2025
		Actual	Actual	Adopted	Amended	Adopted
494-000-665.000	INTEREST EARNINGS	3,779	20,113	2,000	2,000	10,000
494-000-677.000	MISCELLANEOUS	0	37	0	0	0
494-000-677.001	DDA EVENTS FUND	2,615	350	0	0	0
494-000-677.003	FOOD VENDOR	0	0	0	0	0
494-000-677.004	HIGHLAND STATION DONATIONS	0	0	0	0	0
494-000-677.005	FUNDRAISING	3,475	5,300	2,000	2,000	5,000
494-000-677.008	FARMERS MARKET RESERVATIONS	2,555	1,036	1,000	1,000	1,000
494-000-677.009	DESIGN REVENUE	112	0	0	0	0
494-000-677.010	TIF	205,098	240,783	287,081	287,081	350,000
494-000-692.000	APPROP FUND BALANCE	0		39,451	41,581	0
	<b>DDA FUND REVENUE TOTAL</b>	<b>265,209</b>	<b>328,210</b>	<b>372,532</b>	<b>374,662</b>	<b>416,000</b>
<b>DDA FUND EXPENSE</b>						
494-729-702.001	DDA: DIRECTOR	49,569	47,014	46,298	46,928	48,570
494-729-705.000	DDA: PART-TIME SEASONAL	0	1,192	4,000	4,000	10,000
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	3,738	4,038	4,000	4,000	4,500
494-729-715.000	GGP: CASH IN LIEU BENEF BUYOUT	0	6,000	6,000	6,000	6,000
494-729-720.002	DDA: RECORDING SECRETARY	1,100	700	1,200	1,200	1,200
494-729-728.000	DDA: OFFICE SUPPLIES	1,319	2,822	1,200	2,700	2,500
494-729-729.000	DDA: MEETING PUBLIC ED SUPPLIES	80	356	500	500	500
494-729-801.000	DDA: PROF SERVICES	1,076	1,355	3,000	3,000	3,000
494-729-801.001	DDA: MASTER PLAN	0	202	10,000	10,000	10,000
494-729-808.000	DDA: MARKETING CONSULTANT	9,000	11,377	12,000	12,000	12,000
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	218	160	2,000	2,000	2,000
494-729-820.000	DDA: DUES/ED/TRAVEL	3,881	4,526	5,000	5,000	5,000
494-729-850.000	DDA: WEBSITE	528	1,115	700	700	700
494-729-880.000	DDA: COMMUNITY PROJECTS	0	835	0	0	0
494-729-880.001	DDA: PROMOTIONS	13,815	20,515	27,450	27,450	33,900
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	2,935	11,649	14,400	14,400	27,300
494-729-880.003	DDA: DESIGN	48,709	79,141	107,300	107,300	73,100
494-729-880.004	DDA: ORGANIZATION	2,503	936	15,000	15,000	11,550
494-729-900.000	DDA: ADVERTISING/PRINTING	1,387	12,214	3,000	3,000	3,000
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,363	3,830	3,000	3,000	3,000
494-729-920.000	DDA: RENT/ UTILITIES	3,644	3,498	3,000	3,000	3,500
494-729-935.000	DDA: MAINTENANCE STREETScape	2,322	9,315	4,432	4,432	4,000
494-729-936.000	DDA: LANDSCAPING	0	0	0	0	0
494-729-967.000	DDA: FARMERS' MARKET	9,077	11,196	12,500	12,500	12,500
494-729-967.002	DDA: DDA SPONSORSHIPS	600	2,000	3,000	3,000	1,500
494-729-967.007	DDA: CART PROJECT	0	1,052	2,500	2,500	2,500
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	0	0	40,000	40,000	0
494-729-972.000	DDA: PROPERTY PURCHASE	0	0	0	0	0
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	0	0	38,752	38,752	0
494-729-993.000	DDA: INTEREST EXPENSE	2,428	1,344	2,300	2,300	0
	<b>DDA FUND EXPENSE TOTAL</b>	<b>161,291</b>	<b>238,382</b>	<b>372,532</b>	<b>374,662</b>	<b>281,820</b>

3.5% increase

Jamie, Cathy, Caden

Additional \$2500 Rental Grant

# PROPOSED 11/18/2024

UPDATED 11/13/2024

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/22 Actual	12/31/23 Actual	12/31/24 Adopted	12/31/24 Amended	12/31/2025 Adopted
<b>TOTAL FUND EXPENDITURES</b>		161,291	238,382	372,532	374,662	281,820
NET REVENUE OVER (UNDER) EXPENDITURES		103,918	89,828	0	0	134,180
BEGINNING FUND BALANCE		234,010	337,928	427,756	427,756	427,756
ENDING FUND BALANCE		337,928	427,756	427,756	427,756	561,936
<b>POST-RETIREMENT BENEFITS REVENUE</b>						
737-000-665.000	INTEREST EARNINGS	23,902	19,391	20,000	20,000	15,000
737-000-669.001	GAINS/LOSSES	151,620	51,361	0	0	0
737-000-692.002	APPROPRIATION FUND BAL.	0	0	0	0	55,000
<b>POST-RETIREMENT REVENUE TOTAL</b>		127,718	70,752	20,000	20,000	70,000
<b>POST-RETIREMENT EXPENSE</b>						
737-279-719.000	RETIREE OPEB EXPENSE	52,688	44,708	60,000	60,000	60,000
737-279-822.000	OPEB: BANK FEES	8,295	5,710	10,000	10,000	10,000
<b>POST-RETIREMENT EXPENSE TOTAL</b>		60,983	50,418	70,000	70,000	70,000
<b>TOTAL FUND EXPENDITURES</b>		60,983	50,418	70,000	70,000	70,000
NET REVENUE OVER (UNDER) EXPENDITURES		188,702	20,334	50,000	50,000	0
BEGINNING FUND BALANCE		954,152	765,450	785,784	785,784	735,784
ENDING FUND BALANCE		765,450	785,784	735,784	735,784	735,784



**RESOLUTION #24-31 APPROVING 2025 COMMUNITY  
DEVELOPMENT BLOCK GRANT APPLICATION**

At a regular meeting of the Charter Township of Highland Board of Trustees held on the 18th day of November 2024;

Present: Rick Hamill, Tami Flowers, Jennifer Frederick, Judy Cooper, Brian Howe, Beth Lewis, and Joe Salvia

Absent: None

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

**WHEREAS**, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

**WHEREAS**, Oakland County has requested CDBG eligible projects from participating communities for inclusion in the Action Plan, and

**WHEREAS**, the Charter Township of Highland has duly advertised and conducted a public hearing for the purpose of receiving public comments regarding the proposed uses of PY 2025 CDBG funds in the approximate amount of \$28,193.00 as follows:

Supervisor Rick Hamill opened the Public Hearing at \_\_\_\_\_ p.m. The Public Hearing was closed at \_\_\_\_\_ p.m.

**WHEREAS**: the Charter Township of Highland found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need:

<u>PROJECT NAME</u>	<u>AMOUNT</u>
Senior Centers	\$24,693.00
Senior Services	\$3,500.00

**THEREFORE, BE IT RESOLVED**, that the Charter Township of Highland CDBG Application hereby authorized to be submitted to Oakland County for inclusion in Oakland County’s Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Supervisor is hereby authorized to execute all documents, agreements, of contracts which result from this application to Oakland County.

This resolution passed this 18<sup>th</sup> day of November 2024 at a regular meeting of the Charter Township of Highland Board. The following vote was taken on the foregoing resolution:

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

RESOLUTION DECLARED ADOPTED

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

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

I, Tami Flowers, the duly elected Clerk of the Charter Township of Highland, Oakland County, MI do hereby certify that the above is a true copy of a resolution approved by the Charter Township of Highland Board of Trustees Meeting held on November 18, 2024 at which time a quorum was present.

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





**RESOLUTION 24-32 2025 GENERAL APPROPRIATIONS ACT**

At a Regular Township Board Meeting of the Charter Township of Highland held at the Highland Township Auditorium located at 205 N. John Street, Highland, Michigan on the 18th day of November, 2024 at 6:30 p.m.

Present: Rick Hamill, Tami Flowers, Jennifer Frederick, Judy Cooper, Brian Howe, Elizabeth Lewis, and Joe Salvia

Absent: None

The following resolution of the Highland Township Board was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**WHEREAS** pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 7, 2024, and a public hearing on the proposed budget was held on November 18, 2024, after which this Resolution was adopted.

**IT IS RESOLVED** the Highland Township Board shall levy and shall cause to be collected the general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of .6 mill for Township operations, and voter authorized millages of:

- 0.6000 for the General Operating millage
- 1.8457 for the Fire Operating millage
- 0.9639 for the Fire Capital millage
- 3.3162 for the Police Operating millage
- 1.5599 for the Library Operating millage

**IT IS FURTHER RESOLVED** Highland Township Board adopts the 2025 budget for the various funds by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed the total appropriation authorized for each department.

**IT IS FURTHER RESOLVED** pursuant to MCLA 41.75, all bills against the Township shall be approved by the Highland Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities, phone, internet, credit cards and bills for gasoline) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of bills prior to payment for approval at the next Board Meeting.

**IT IS FURTHER RESOLVED** that included in the various departments' budgets are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as listed in Attachment A.

**IT IS FURTHER RESOLVED** that estimated total revenues and expenditures for the various funds of Highland Township are listed in Attachment B.

**IT IS FURTHER RESOLVED** the Township Clerk shall provide the Township Board after the end of each month reports of fiscal year to date revenues and expenditures compared to the budget amounts in various funds of the Township.

**IT IS FURTHER RESOLVED** that whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenue or both.

This resolution passed this 18th day of November 2024 at a regular meeting of the Charter Township of Highland Board with the following roll call vote:

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

**RESOLUTION DECLARED ADOPTED**

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

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

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting held on November 18, 2024.

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

<b>Title</b>	<b>Salary</b>
Supervisor	\$ 92,931.29
Clerk	\$ 88,284.72
Treasurer	\$ 88,284.72
Trustee	\$ 7,129.69
Fire Chief	\$ 92,167.00

<b>Title</b>	<b>Hourly Rate</b>	<b>Grade</b>	<b>Stage</b>	<b>Notes</b>
Supervisor Admin 1	\$ 28.80	4	A	
Supervisor Admin 2 - PT	\$ 24.00	2pt	A	
Communications Coordinator	\$ 23.00	2pt	A	
Maintenance - PT	\$ 24.03	2pt	A	
Maintenance - PT Seasonal	\$ 22.16	2pt	A	
Building Official	\$ 38.44	5	A	
Building Dept Admin 1	\$ 24.16	2	B	
Building Dept Admin 2	\$ 21.68	1	B	
Planning Director	\$ 45.97	5	C	
Zoning Administrator 1	\$ 31.00	3	C	
Zoning Administrator 2	\$ 26.31	3	A	
Activity Center Director	\$ 28.66	4	A	
HAC - Activities Coordinator - PT	\$ 20.49	1	A	
HAC - Communications Coord - FT	\$ 21.60	2	A	
HAC Admin Assist - PT	\$ 18.48	1	A	
HAC - Maintenance - PT	\$ 18.83	1	A	
HAC - Floater - PT	\$ 18.48	1	A	
HAC - Building Security - PT	\$ 18.22	n/a	n/a	
Deputy Clerk	\$ 35.55	4	C	
Clerk Office Coordinator	\$ 24.16	2	B	
Accountant	\$ 40.38	5	A	
Bookkeeping Assistant - PT	\$ 24.00	2pt	A	
Deputy Treasurer	\$ 31.52	4	B	
Treasurer Office Coordinator	\$ 21.05	2	A	
Treasurer Seasonal	\$ 36.23	4	C	
Seasonal Admin Asst	\$ 19.74	1	A	
Floater Seasonal - PT	\$ 20.43	1	A	
Crossing Guards - PT	\$ 28.91	n/a	n/a	
Board of Review Chr	\$ 26.00	n/a	n/a	2 hour minimum for meetings
Board of Review Mbr	\$ 26.00	n/a	n/a	2 hour minimum for meetings
DDA Director	\$ 24.90	4	A	
DDA Seasonal Clerical	\$ 21.00	1	A	
DDA Market & Events Coord	\$ 21.00	1	A	
DDA Market Assistant	\$ 21.00	1	A	
Police Admin Asst - PT	\$ 25.48	3	A	
Ordinance Officer (Split w/ Fire Dept)	\$ 39.76	Union	Union	
Ordinance Assistant (Split w/ Fire Dept)	\$ 22.10	2	A	
Assistant to the Chief - PT	\$ 27.37	2pt	C	

\*Fire Dept Union wages were approved in the contract

<b>Meeting Pay</b>				<b>Notes</b>
PC, ZBA Chairs/Sec - Mtg Pay	\$ 110.00	n/a	n/a	
PC, ZBA Members - Mtg Pay	\$ 95.00	n/a	n/a	
Recording Sec - Mtg Pay	\$ 130.00	n/a	n/a	Plus \$30/hour if meeting exceeds 2 hrs



**RESOLUTION #24-34: TO OPT OUT OF THE PROVISIONS OF PA 152 OF 2011**

At a Regular Township Board Meeting of the Charter Township of Highland held at Highland Township Auditorium located at 205 N. John Street, Highland, Michigan on the 18th day of November, 2024 at 6:30 p.m.

Present: Rick Hamill, Tami Flowers, Jennifer Frederick, Judy Cooper, Brian Howe, Elizabeth Lewis, and Joe Salvia

Absent: None

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

**BE IT RESOLVED THAT** the Township Board of the Charter Township of Highland, Oakland County, Michigan, hereby exercises its right to opt out of the requirements of PA 152 of 2011, Section 8 (1) for the plan year beginning January 1, 2025.

The motion carried with the following roll call vote:

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

**RESOLUTION DECLARED ADOPTED**

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

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

**CERTIFICATION**

I hereby certify that the above is a true and complete copy of the resolution, the original of which is on file in my office, by the Charter Township of Highland Board of Trustees of the County of Oakland, State of Michigan on 18th day of November 2024.

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



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: November 12, 2024  
Re: Zoning Text Amendments, Parking for Gas Service Stations and Maximum Lot Coverage in the Highland Station Zoning District.

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The Planning Commission held a public hearing on November 7 for proposed text amendments that would

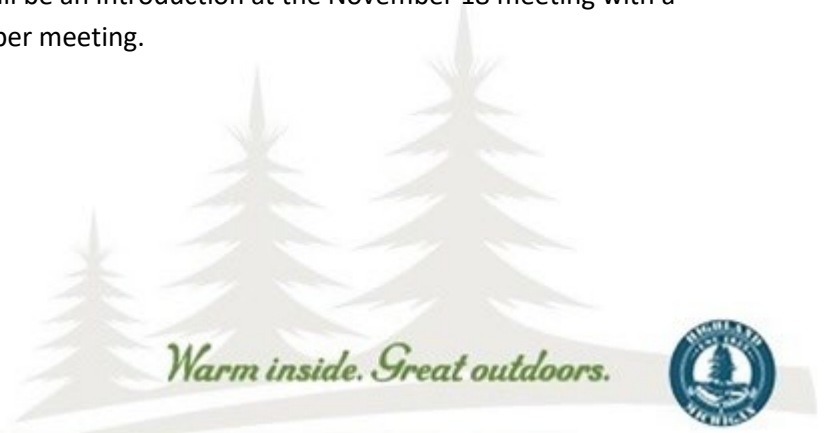
- a) Reduce the parking ratio for gas stations in every district from one space per 125 square feet net floor area to one space per 200 square feet gross floor area
- b) Increase the maximum allowable lot coverage in the Highland Station Zoning District

There was no public comment.

This ordinance amendment addresses issues that came to light in consideration of recent site plans. Modern gas stations tend to be larger than those of the past, with a significant retail sales space, similar to any convenience store. The plans that were conceptualized using the existing parking ratio resulted in “overparked” sites with unnecessary pavement unlikely to be used. A survey of the existing gas stations in Highland Township shows that none of them meet the current parking ratio regulation.

The second provision was simply an error in developing the ordinance. Given typical lot sizes in the Highland Station Zoning District, not even the existing homes meet the maximum lot coverage. The Planning Commission debated dropping the requirement altogether, since the infrastructure needs such as parking, septic and drainage systems self-limit the sites. They decided to go with 35% maximum lot coverage, which is inline with Lakes and Villages Zoning District and seems adequate for commercial as well.

The Planning Commission voted to recommend approval of the Ordinance as presented and move the Ordinance to the Board for further action. This will be an introduction at the November 18 meeting with a second reading and consideration at your December meeting.



**CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NO. Z-032**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF HIGHLAND ZONING ORDINANCE (CHAPTER 25 OF THE GENERAL CODE OF ORDINANCES) BY REVISING ARTICLE 9, DISTRICT SPECIFIC REGULATIONS TO INCREASE THE MAXIMUM ALLOWABLE LOT COVERAGE IN HIGHLAND STATION ZONING DISTRICT AND ; ARTICLE 11, ACCESS MANAGEMENT, PARKING, AND CIRCULATION TO REDUCE THE PARKING REQUIREMENT FOR GAS STATIONS.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

**Section 1. Amend Article 9. DISTRICT SPECIFIC REGULATIONS as follows:**

*Amend Section 9.05 Highland Station District, Subsection B.5 Dimensional requirements as follows:*

5. The maximum lot coverage. ~~Twenty (20) percent~~ Thirty-five (35) percent.

**Section 2. Amend Article 11. ACCESS MANAGEMENT, PARKING AND CIRCULATION as follows:**

*Amend TABLE 11.1 SCHEDULE OF REQUIRED OFF-STREET PARKING SPACES as follows:*

*Commercial Services*

Vehicle gas filling stations <u>(including convenience store)</u>	1 space for each <del>125-200</del> square feet of <u>net gross</u> floor area, plus 2 parking spaces per fueling station
---	---

**Section 3. Savings Clause**

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

**Section 4. Severability**

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

**Section 5. Adoption**

This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter

Township of Highland Township Board at a meeting thereof duly called and held on

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**Section 6. Effective Date**

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

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

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

**CERTIFICATION OF CLERK**

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

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

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

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

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

Planning Commission Recommendation: November 7, 2024

Introduction:

Adoption:

Published:

Effective Date:



## MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: 11/18/2024

Re: Request to Vacate – A portion of South Saint John Road

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Nicholas Foren, the property owner of 206 S. Saint John Road, has formally requested the vacation of a portion of S. Saint John Road adjacent to his property.

If the Township approves the vacation of this road segment, the Township's interest in the right-of-way will be extinguished. Should the resolution be adopted, it will need to be recorded with the county Register of Deeds. Additionally, the applicant is required to obtain a court order to transfer ownership of the vacated portion of the road. Once the terms of the court order are satisfied, the vacated road will become part of the adjacent properties and will be added to the tax roll.

**Recommendation:** I recommend adoption of Resolution #24-33 as presented to vacate a portion of S. Saint John Road.

**Enclosures:**

- Aerial Photo
- Survey
- RCOC Resolution
- Request letter from resident

*Warm inside. Great outdoors.*





Nicholas Foren  
206 S Saint John Rd  
Highland, MI 48357  
248-931-9274

September 19, 2024

Supervisor Rick Hamill and Clerk Tami Flowers, please consider this my formal request for the Township to vacate the previous roadway that was abandoned by the Oakland Country Road Commission at my request. Please see attached documents for survey with legal description(s) and abandonment determination.

My intention is to improve and maintain the proposed vacated road adding reasonable parking area to my parcel.

All adjoining parcel owners in the Village of Highland Subdivision support this and signed the petition that was necessary for the OCRC to abandon. My easterly neighbor Joe Matteson, owner of Parcel 11-27-126-005, has agreed to Quit Claim his half of the proposed vacated road that he would be entitled to under the Land Division Act. The Quit Claim Deed has been drawn up and is ready to be signed by Joseph Matteson at whatever step of this process that it is appropriate.

Lisa Burkhart has been a tremendous help in this process and advised I would need to get on the agenda for the Highland Township Board of Trustees meeting. Please advise any other requirements I need to do so. Thank you for consideration, I look forward to hearing from you.

Nick



**RESOLUTION 24- 33 APPROVING ROAD VACATION**

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held on the 18<sup>th</sup> day of November 2024, at 6:30 p.m. at Township Hall located at 205 N. John Street, Highland, Michigan 48357.

PRESENT:

ABSENT:

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

**RECITALS:**

- A. The subject of this Resolution is a portion of Saint John Road (platted as St. Johns Street), a 66' wide platted public street located in the Map of the Village of Highland Subdivision that is referred to in this Resolution as the "Road" and is legally described as:  
**Being described as a part of Saint John Road (66 feet wide right-of-way) (platted as St Johns Street) of the "Map of the Village of Highland" subdivision of part of the Northwest 1/4 of Section 27, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, as recorded in Liber 3 of Plats, on Page 25, Oakland County Records, and being more particularly described as commencing at the Northeast corner of Lot 56 of said "Map of the Village of Highland" subdivision, thence Southerly, 26 feet, along the Easterly line of said Lot 56, and along the Westerly right-of-way line of said Saint John Road, to the Point of Beginning, thence Easterly, 66 feet, along a line that is perpendicular to the Easterly right-of-way line of said Saint John Road, to the Easterly right-of-way line of said Saint John Road, thence Southerly, along the Easterly right-of-way line of said Saint John Road and along the Westerly line of Lot 55 and Lot 53 of said "Map of the Village of Highland" subdivision, to the Southwest corner of said Lot 53, thence Westerly, 66 feet, along the Southerly line of said "Map of the Village of Highland" subdivision, to the Southeast corner of Lot 54 of said "Map of the Village of Highland" subdivision, and to the Westerly right-of-way of said Saint John Road, thence Northerly, along the Easterly line of said Lot 54 and said Lot 56, and along the Westerly line of said Saint John Road, to the Point of Beginning**
  
- B. On July 21, 2022, the Board of County Road Commissioners of the County of Oakland adopted a Resolution for the absolute abandonment and discontinuance of the Road, with that Resolution recorded with the Oakland County Register of Deeds on July 27, 2022, at Liber 57985, Page 880.

- C. On September 19, 2024, Nicholas Foren, the owner of Lots 54 and 56 in the Map of the Village of Highland Subdivision whose address is 206 S. Saint John Road, Highland, Michigan 48357, submitted a Request to the Township Board for vacation of the Road.
- D. Sections 255a and 256 of the Land Division Act, MCL 560.255a and MCL 560.256, allow the governing body of a municipality to vacate a public street by Resolution.
- E. The Road is not within 25 meters of a lake or the general course of a stream.
- F. On November 18, 2024, the Township Board considered and approved the Request by Nicholas Foren to vacate the Road by adopting this Resolution.

**IT IS THEREFORE RESOLVED**, that the Road is hereby vacated.

**IT IS FURTHER RESOLVED** that Nicholas Foren shall be solely responsible for satisfying any additional requirements related to the vacation of the Road under the Land Division Act, Public Act No. 288 of 1967, as amended, and shall indemnify and hold the Township harmless from any and all costs and expenses that the Township may be required to incur in connection with such additional requirements, specifically including the costs to record this Resolution.

**IT IS FURTHER RESOLVED** that the Township Clerk shall record a certified copy of this Resolution with the Register of Deeds and send a copy to the Director of the State Department of Energy, Labor and Economic Growth within 30 days.

**IT IS FURTHER RESOLVED**, that in granting the request to vacate the Road, the Township Board is not guaranteeing or warranting, to Nicholas Foren or any other person, that the adoption and recording of this Resolution is sufficient to accomplish the transfer of ownership of the vacated Road, or to comply with all requirements under the Land Division Act for vacation of a public street.

**IT IS FURTHER RESOLVED** that regardless of whether Nicholas Foren becomes the owner of the Road vacated by this Resolution, he shall be responsible for maintaining the vacated Road in full compliance with all Township Ordinances and Codes and other applicable laws.

#### **CERTIFICATION**

I hereby certify that this Resolution was adopted by the Charter Township of Highland Board of Trustees as Resolution \_\_\_\_\_ at a regular meeting on November 18, 2024, and that on \_\_\_\_\_, 2024, I mailed a copy of this Resolution to the Director of the Department of Licensing and Regulatory Affairs (fka the Department of Energy, Labor, and Economic Growth) in accordance with MCL 560.256, at Ottawa Building, 611 W. Ottawa, P.O. Box 30004, Lansing, MI 48909.

**Charter Township of Highland**

\_\_\_\_\_  
Date

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

COUNTY OF OAKLAND  
STATE OF MICHIGAN

Signed before me on November \_\_\_\_\_, 2024, by Tami Flowers, Clerk of the Charter Township of Highland.

\_\_\_\_\_  
Notary Public  
My commission expires:

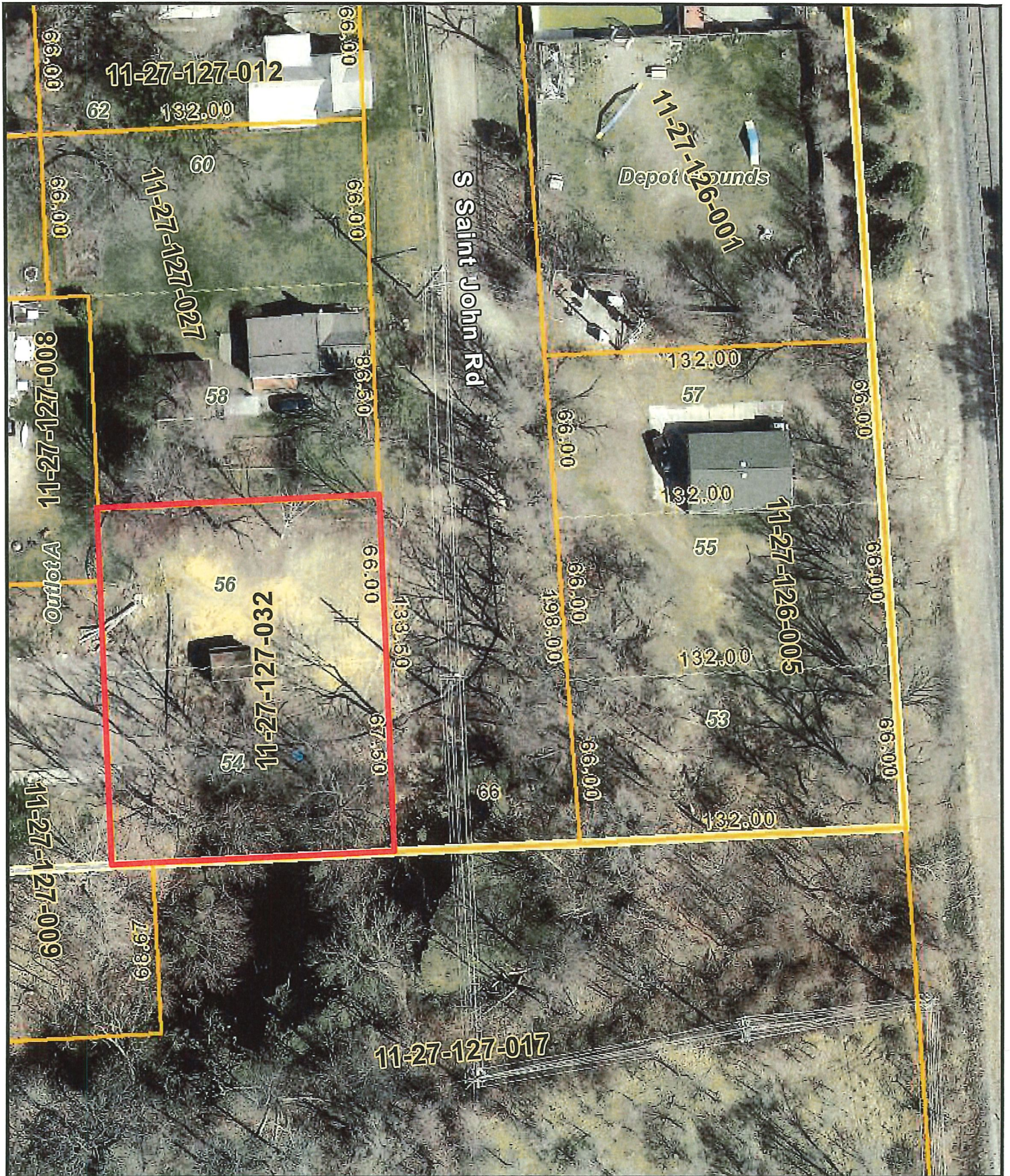
\_\_\_\_\_  
Oakland County, Michigan  
Acting in the County of Oakland

Recording Fee \$30.00

Drafted By:  
Lisa J. Hamameh, Esq.  
Rosati Schultz Joppich & Amtsbuechler, PC  
27555 Executive Drive, Suite 250  
Farmington Hills, MI 48331-3550

When recorded return to:  
Tami Flowers, Clerk  
Charter Township of Highland  
205 North John Street  
Highland, MI 48357

# 206 S St John Road



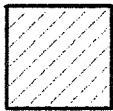
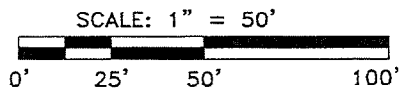
- 2 Foot Contours
- 5 Foot Contours
- FEMA Base Flood Elevations
- FEMA Cross Sections
- 100 yr - FEMA Floodplain
- 100 yr (detailed) - FEMA Floodplain
- 500 yr - FEMA Floodplain
- FLOODWAY - FEMA Floodplain

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

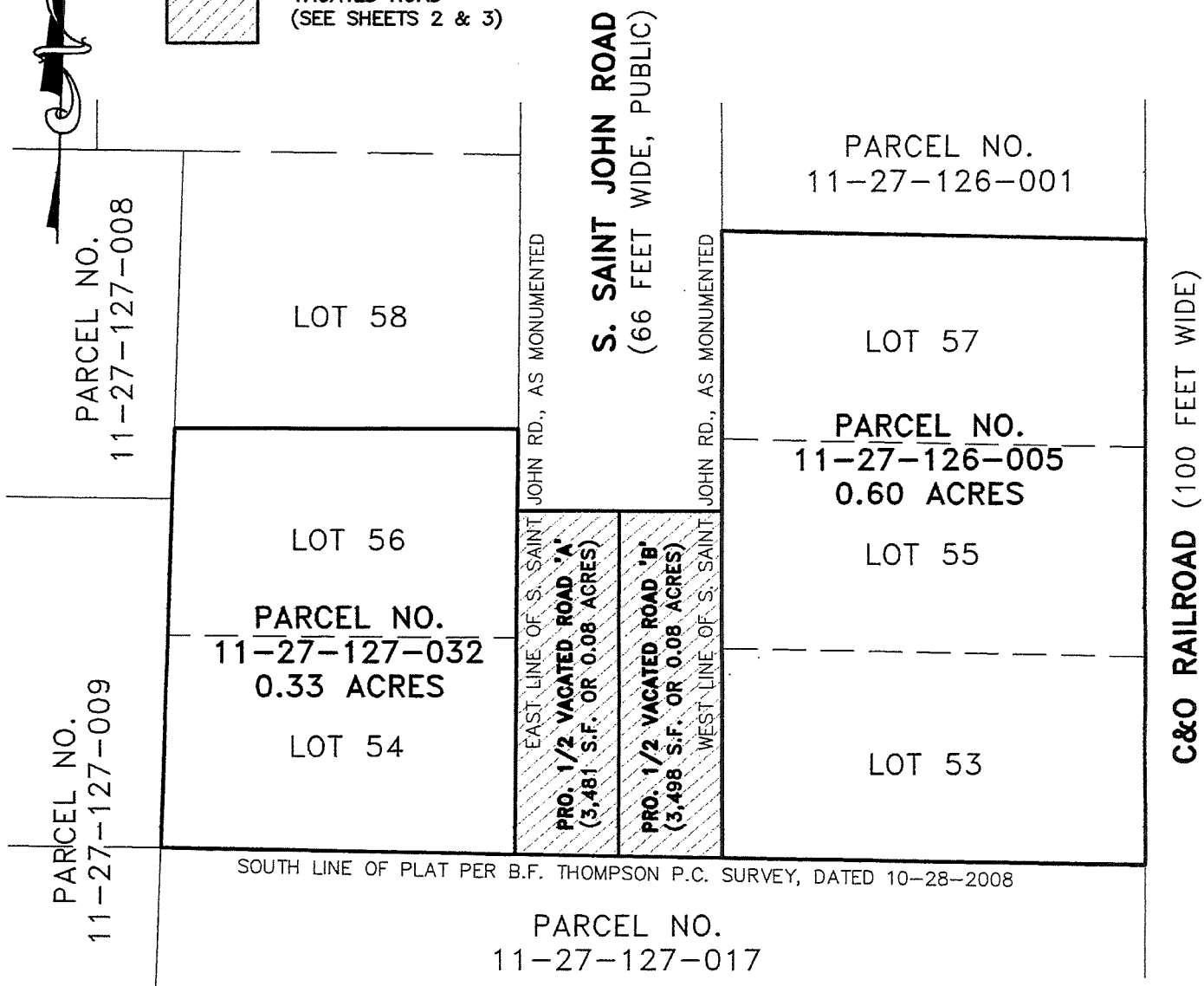
**OAKLAND COUNTY MICHIGAN**  
Economic Development & Community Affairs  
*OR* David Coulter  
Oakland County Executive

Date Created: 1/9/2023  
 **NORTH**  
1 inch = 50 feet

# CERTIFICATE OF SURVEY



**PROPOSED  
VACATED ROAD  
(SEE SHEETS 2 & 3)**



**LEGAL DESCRIPTION PARCEL NO. 11-27-127-032**

LOTS 54 AND 56 ON THE WEST SIDE OF S. SAINT JOHN ROAD, RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND, A SUBDIVISION OF PART OF THE SOUTHWEST 1/4 OF SECTION 22 AND NORTHWEST 1/4 OF SECTION 27, TOWN 3 NORTH, RANGE 7 EAST, CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN.

**LEGAL DESCRIPTION PARCEL NO. 11-27-127-032**

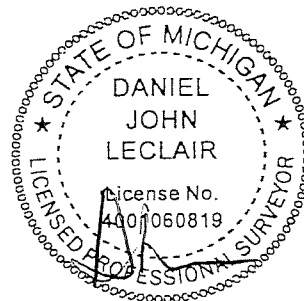
LOTS 53, 55 AND 57 ON THE EAST SIDE OF S. SAINT JOHN ROAD, RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND, A SUBDIVISION OF PART OF THE SOUTHWEST 1/4 OF SECTION 22 AND NORTHWEST 1/4 OF SECTION 27, TOWN 3 NORTH, RANGE 7 EAST, CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN.

**SURVEY NOTES:**

1. TITLE WORK WAS NOT PROVIDED. EXISTING EASEMENTS, IF ANY, HAVE NOT BEEN SHOWN.
2. BEARINGS BASED ON THE EAST LINE OF PARCEL NO. 11-27-127-009. REFERENCE UNRECORDED "TOPOGRAPHIC & BOUNDARY SURVEY" BY B.F. THOMPSON P.C., DATED 10-28-2008 FOR GARY J. SEIGHI & PARTNER.
3. REFERENCE SURVEY INFORMATION FROM "FRED E. BRABANT" 1-13-1978, DRAWING FOR WANDA MITZOK.
4. REFERENCE RECORDED BOUNDARY SURVEY INFORMATION, LIBER 11225, PAGES 541-543, O.C.R., BY GRANT WARD SURVEYORS, DATED 10-7-1989.
5. REFERENCE UNRECORDED BOUNDARY RE-SURVEY INFORMATION, BY B.F. THOMPSON P.C., DATED 5-22-2014.

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND ABOVE OR ATTACHED DESCRIBED PARCEL(S) OF LAND ON 7-5-2023, THAT THE ERROR OF CLOSURE IS NO GREATER THAN 1 IN 5000, AND THE SURVEY IS IN FULL COMPLIANCE WITH SECTION NO. 3, ACT 132, P.A. 1970.



NOVEMBER 10, 2023

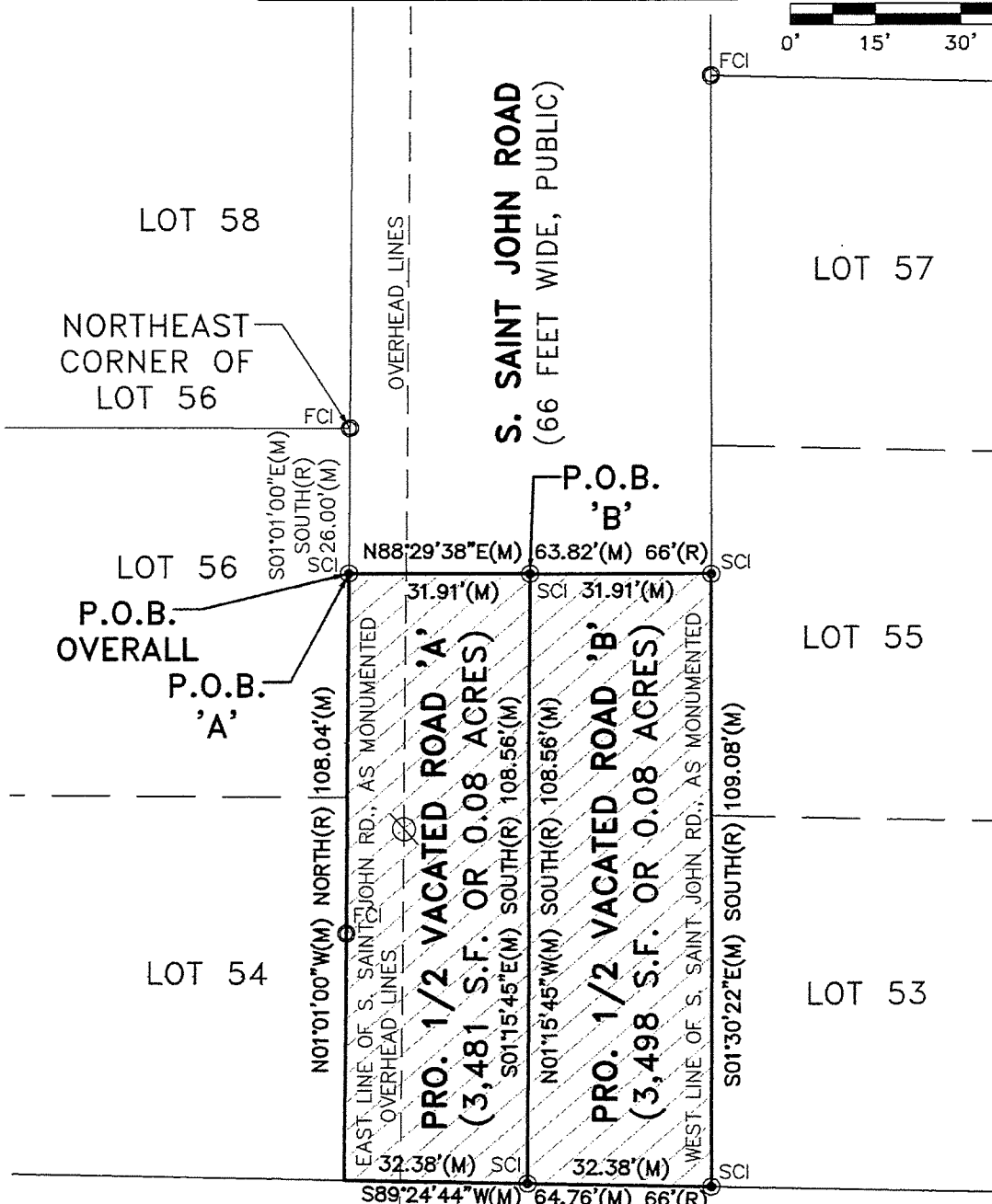
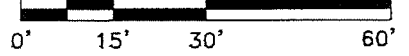
DANIEL J. LECLAIR DATE  
 PROFESSIONAL SURVEYOR NO. 40010-60819  
 EMAIL: DAN@GREENTECHENGINEERING.NET

**GREENTECH**  
 ENGINEERING, INC.  
 CIVIL ENGINEERS & LAND SURVEYORS  
 51147 W. Pontiac Trail, Wixom, MI 48393  
 Phone: (248) 668-0700 Fax: (248) 668-0701

CLIENT: <b>NICHOLAS FOREN</b>	DATE: 11-10-2023
<b>RIGHT-OF-WAY VACATION</b>	DRAWN BY: JPP
206 S. SAINT JOHN ROAD SECTION: 27 TOWNSHIP: 3 N. RANGE: 7 E. CHARTER TOWNSHIP OF HIGHLAND OAKLAND COUNTY MICHIGAN	CHECKED BY: DJL
	 FBK: --- CHF: MM SCALE HOR 1" = 50 FT. VER 1" = --- FT.
	1/3 23-257

# CERTIFICATE OF SURVEY

SCALE: 1" = 30'

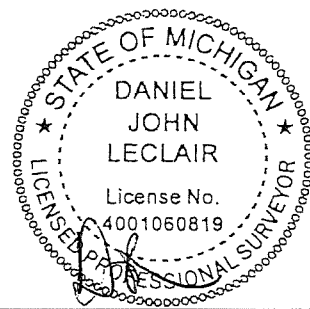


SOUTH LINE OF PLAT PER B.F. THOMPSON P.C. SURVEY, DATED 10-28-2008

PARCEL NO.  
11-27-127-017

### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND ABOVE OR ATTACHED DESCRIBED PARCEL(S) OF LAND ON 7-5-2023, THAT THE ERROR OF CLOSURE IS NO GREATER THAN 1 IN 5000, AND THE SURVEY IS IN FULL COMPLIANCE WITH SECTION NO. 3, ACT 132, P.A. 1970.

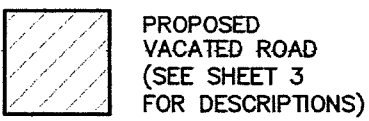


NOVEMBER 10, 2023

DANIEL J. LECLAIR  
PROFESSIONAL SURVEYOR NO. 40010-60819  
EMAIL: DAN@GREENTECHENGINEERING.NET

### LEGEND

- SCI SET CAPPED IRON
- FCI FOUND CAPPED IRON
- ⊗ EX. UTILITY POLE
- (M) MEASURED
- (R) RECORD
- OVERHEAD LINES



CLIENT: <b>NICHOLAS FOREN</b>	DATE: 11-10-2023
	DRAWN BY: JPP
<b>RIGHT-OF-WAY VACATION</b>	CHECKED BY: DJL
206 S. SAINT JOHN ROAD SECTION: 27 TOWNSHIP: 3 N. RANGE: 7 E. CHARTER TOWNSHIP OF HIGHLAND OAKLAND COUNTY MICHIGAN	 FBK: --- CHF: MM <span style="font-size: 2em; font-weight: bold;">2/3</span>
	SCALE HOR 1" = 30 FT. VER 1" = --- FT.

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CIVIL ENGINEERS & LAND SURVEYORS  
51147 W. Pontiac Trail, Wixom, MI 48393  
Phone: (248) 668-0700 Fax: (248) 668-0701

23-257

**CERTIFICATE OF SURVEY**

**PROPOSED VACATED ROAD LEGAL DESCRIPTIONS:**

**PROPOSED OVERALL VACATED ROAD:**

**BEGINNING** AT A POINT DISTANT S01°01'00"E 26.00 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF S. SAINT JOHN ROAD, AS MONUMENTED, FROM THE NORTHEAST CORNER OF LOT 56 OF "RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND", A SUBDIVISION OF PART OF THE SOUTHWEST 1/4 OF SECTION 22 AND NORTHWEST 1/4 OF SECTION 27, TOWN 3 NORTH, RANGE 7 EAST, CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN; THENCE N88°29'38"E 63.82 FEET TO THE EAST RIGHT-OF-WAY LINE OF SAID S. SAINT JOHN ROAD, AS MONUMENTED; THENCE S01°30'22"E 109.08 FEET ALONG THE EAST RIGHT-OF-WAY LINE OF SAID S. SAINT JOHN ROAD, AS MONUMENTED, TO THE SOUTHWEST CORNER OF LOT 53; THENCE S89°24'44"W 64.76 FEET ALONG THE SOUTH LINE OF SAID "RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND" TO THE SOUTHEAST CORNER OF LOT 54; THENCE N01°01'00"W 108.04 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF SAID S. SAINT JOHN ROAD, AS MONUMENTED, TO THE **POINT OF BEGINNING**, CONTAINING 6,979 SQUARE FEET OR 0.16 ACRES OF LAND, MORE OR LESS.

**PROPOSED 1/2 VACATED ROAD 'A':**

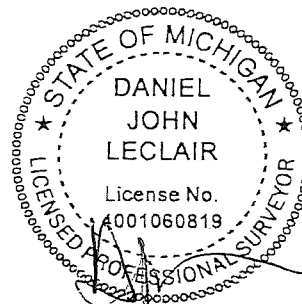
**BEGINNING** AT A POINT DISTANT S01°01'00"E 26.00 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF S. SAINT JOHN ROAD, AS MONUMENTED, FROM THE NORTHEAST CORNER OF LOT 56 OF "RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND", A SUBDIVISION OF PART OF THE SOUTHWEST 1/4 OF SECTION 22 AND NORTHWEST 1/4 OF SECTION 27, TOWN 3 NORTH, RANGE 7 EAST, CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN; THENCE N88°29'38"E 31.91 FEET TO A POINT IN THE CENTERLINE OF SAID S. SAINT JOHN ROAD; THENCE S01°15'45"E 108.56 FEET ALONG THE CENTERLINE OF SAID S. SAINT JOHN ROAD TO THE SOUTH LINE OF SAID "RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND"; THENCE S89°24'44"W 32.38 FEET ALONG THE SOUTH LINE OF SAID "RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND" TO THE SOUTHEAST CORNER OF LOT 54; THENCE N01°01'00"W 108.04 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF SAID S. SAINT JOHN ROAD, AS MONUMENTED, TO THE **POINT OF BEGINNING**, CONTAINING 3,481 SQUARE FEET OR 0.08 ACRES OF LAND, MORE OR LESS.

**PROPOSED 1/2 VACATED ROAD 'B':**

**BEGINNING** AT A POINT DISTANT S01°01'00"E 26.00 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF S. SAINT JOHN ROAD, AS MONUMENTED, AND N88°29'38"E 31.91 FEET TO A POINT IN THE CENTERLINE OF SAID S. SAINT JOHN ROAD FROM THE NORTHEAST CORNER OF LOT 56 OF "RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND", A SUBDIVISION OF PART OF THE SOUTHWEST 1/4 OF SECTION 22 AND NORTHWEST 1/4 OF SECTION 27, TOWN 3 NORTH, RANGE 7 EAST, CHARTER TOWNSHIP OF HIGHLAND, OAKLAND COUNTY, MICHIGAN; THENCE CONTINUING N88°29'38"E 31.91 FEET TO THE WEST RIGHT-OF-WAY LINE OF SAID S. SAINT JOHN ROAD, AS MONUMENTED; THENCE S01°30'22"E 109.08 FEET ALONG THE EAST RIGHT-OF-WAY LINE OF SAID S. SAINT JOHN ROAD, AS MONUMENTED, TO THE SOUTHWEST CORNER OF LOT 53; THENCE S89°24'44"W 32.38 FEET ALONG THE SOUTH LINE OF SAID "RUGGLES & ST. JOHNS PLAT MAP OF THE VILLAGE OF HIGHLAND" TO A POINT OF THE CENTERLINE OF SAID S. SAINT JOHN ROAD; THENCE N01°15'45"W 108.56 FEET ALONG THE CENTERLINE OF SAID S. SAINT JOHN ROAD TO THE **POINT OF BEGINNING**, CONTAINING 3,498 SQUARE FEET OR 0.08 ACRES OF LAND, MORE OR LESS.

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND ABOVE OR ATTACHED DESCRIBED PARCEL(S) OF LAND ON 7-5-2023, THAT THE ERROR OF CLOSURE IS NO GREATER THAN 1 IN 5000, AND THE SURVEY IS IN FULL COMPLIANCE WITH SECTION NO. 3, ACT 132, P.A. 1970.



NOVEMBER 10, 2023

DANIEL J. LECLAIR DATE  
 PROFESSIONAL SURVEYOR NO. 40010-60819  
 EMAIL: DAN@GREENTECHENGINEERING.NET



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CLIENT: <b>NICHOLAS FOREN</b>		DATE: 11-10-2023
<b>RIGHT-OF-WAY VACATION</b>		DRAWN BY: JPP
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206 S. SAINT JOHN ROAD SECTION: 27 TOWNSHIP: 3 N. RANGE: 7 E. CHARTER TOWNSHIP OF HIGHLAND OAKLAND COUNTY MICHIGAN		0 --- --
		FBK: --
		CHF: MM
		SCALE HOR 1"= --- FT. VER 1"= --- FT.

3/3  
 23-257



RECEIVED  
OAKLAND COUNTY  
REGISTER OF DEEDS

2022 JUL 27 AM 9:14

420625 Liber 57985 Page 880 UCC #  
7/27/2022 9:32:49 AM Receipt #000330298  
\$21.00 Misc Recording  
\$4.00 Remonumentation  
\$5.00 Automation  
\$0.0 Transfer Tax  
PAID RECORDED - Oakland County, MI  
Lisa Brown, Clerk/Register of Deeds

### RESOLUTION FOR ABANDONMENT

COPY OF RESOLUTION ADOPTED BY THE  
BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF OAKLAND, MICHIGAN,  
UNDER DATE OF JULY 21, 2022

WHEREAS, this Board has received a petition in accordance with 1909 PA 283, as amended, being MCLA 224.18, MSA 9.118, for the absolute abandonment and discontinuance of a portion of S. Saint John Road within the "Map of the Village of Highland" in the Township of Highland, which is under the jurisdiction and control of this Board; and

WHEREAS, this Board accepted jurisdiction over S. Saint John Road, originally platted as St. Johns Street in the "Map of the Village of Highland" by resolution on February 25, 1938; and

WHEREAS, the owners of record of all the lands abutting thereon, consented to the abandonment by signing the petition, and a public hearing was consequently not held; and

WHEREAS, this Board has considered the necessity and advisability of absolutely abandoning and discontinuing a portion of S. Saint John Road pursuant to the petition, and a field inspection was conducted to view the premises described in the petition; and

WHEREAS, in determining the advisability of this abandonment in conformance with the statute, no opposition was registered with respect to the subject petition; and

WHEREAS, there are buildings located along the portion of the public road sought to be abandoned, which one is on the land owned by the Petitioners herein; and

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby declares and determines that it is in the best interest of the public to absolutely abandon and discontinue the following described public road:

Being described as a part of Saint John Road (66 feet wide right-of-way) (platted as St Johns Street) of the "Map of the Village of Highland" subdivision of part of the Northwest 1/4 of Section 27, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, as recorded in Liber 3 of Plats, on Page 25, Oakland County Records, and being more particularly described as commencing at the Northeast corner of Lot 56 of said "Map of the Village of Highland" subdivision; thence Southerly, 26 feet, along the Easterly line of said Lot 56, and along the Westerly right-of-way line of said Saint John Road, to the Point of Beginning; thence Easterly, 66 feet, along a line that is perpendicular to the Easterly right-of-way line of said Saint John Road, to the Easterly right-of-way line of said Saint John Road; thence Southerly, along the Easterly right-of-way line of said Saint John Road and along the Westerly line of Lot 55 and Lot 53 of said "Map of the Village of Highland" subdivision, to the Southwest corner of said Lot 53; thence Westerly, 66 feet, along the Southerly line of said "Map of the Village of Highland" subdivision, to the Southeast corner of Lot 54 of said "Map of the Village of Highland" subdivision, and to the Westerly right-of-way of said Saint John Road; thence Northerly, along the Easterly line of said Lot 54 and said Lot 56, and along the Westerly line of said Saint John Road, to the Point of Beginning.

2P

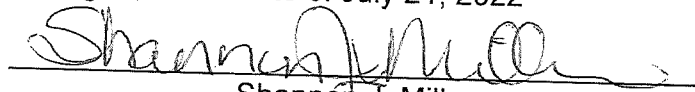
CK-AB

11-27-127-031 lots 54-56  
11-27-126-005 lots 53-55 Assessed as Ruggles + St Johns  
Plat

No Sidwell No. - In Road

BE IT FURTHER RESOLVED that this Board grants the request for abandonment of the above-described public road and said public road is absolutely abandoned and discontinued, subject to an easement for any and all public utility purposes.

I hereby certify that the above is a true and correct copy of a resolution adopted by the Board of County Road Commissioners of the County of Oakland, Michigan, under date of July 21, 2022



Shannon J. Miller

Deputy-Secretary/Clerk of the Board

<p>Drafted by: Jienelle R. Alvarado (P71924) Road Commission for Oakland County 31001 Lahser Road Beverly Hills, MI 48025 (248) 645-2000</p>	<p>When recorded return to: Shannon J. Miller Road Commission for Oakland County 31001 Lahser Road Beverly Hills, MI 48025</p>
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## RESOLUTION 24-33 APPROVING ROAD VACATION

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held on the 18<sup>th</sup> day of November 2024, at 6:30 p.m. at Township Hall located at 205 N. John Street, Highland, Michigan 48357.

PRESENT:

ABSENT:

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

### RECITALS:

- A. The subject of this Resolution is a portion of Saint John Road (platted as St. Johns Street), a 66' wide platted public street located in the Map of the Village of Highland Subdivision that is referred to in this Resolution as the "Road" and is legally described as:
- Being described as a part of Saint John Road (66 feet wide right-of-way) (platted as St Johns Street) of the "Map of the Village of Highland" subdivision of part of the Northwest 1/4 of Section 27, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan, as recorded in Liber 3 of Plats, on Page 25, Oakland County Records, and being more particularly described as commencing at the Northeast corner of Lot 56 of said "Map of the Village of Highland" subdivision, thence Southerly, 26 feet, along the Easterly line of said Lot 56, and along the Westerly right-of-way line of said Saint John Road, to the Point of Beginning, thence Easterly, 66 feet, along a line that is perpendicular to the Easterly right-of-way line of said Saint John Road, to the Easterly right-of-way line of said Saint John Road, thence Southerly, along the Easterly right-of-way line of said Saint John Road and along the Westerly line of Lot 55 and Lot 53 of said "Map of the Village of Highland" subdivision, to the Southwest corner of said Lot 53, thence Westerly, 66 feet, along the Southerly line of said "Map of the Village of Highland" subdivision, to the Southeast corner of Lot 54 of said "Map of the Village of Highland" subdivision, and to the Westerly right-of-way of said Saint John Road, thence Northerly, along the Easterly line of said Lot 54 and said Lot 56, and along the Westerly line of said Saint John Road, to the Point of Beginning**
- B. On July 21, 2022, the Board of County Road Commissioners of the County of Oakland adopted a Resolution for the absolute abandonment and discontinuance of the Road, with that Resolution recorded with the Oakland County Register of Deeds on July 27, 2022, at Liber 57985, Page 880.

- C. On September 19, 2024, Nicholas Foren, the owner of Lots 54 and 56 in the Map of the Village of Highland Subdivision whose address is 206 S. Saint John Road, Highland, Michigan 48357, submitted a Request to the Township Board for vacation of the Road.
- D. Sections 255a and 256 of the Land Division Act, MCL 560.255a and MCL 560.256, allow the governing body of a municipality to vacate a public street by Resolution.
- E. The Road is not within 25 meters of a lake or the general course of a stream.
- F. On November 18, 2024, the Township Board considered and approved the Request by Nicholas Foren to vacate the Road by adopting this Resolution.

**IT IS THEREFORE RESOLVED**, that the Road is hereby vacated.

**IT IS FURTHER RESOLVED** that Nicholas Foren shall be solely responsible for satisfying any additional requirements related to the vacation of the Road under the Land Division Act, Public Act No. 288 of 1967, as amended, and shall indemnify and hold the Township harmless from any and all costs and expenses that the Township may be required to incur in connection with such additional requirements, specifically including the costs to record this Resolution.

**IT IS FURTHER RESOLVED** that the Township Clerk shall record a certified copy of this Resolution with the Register of Deeds and send a copy to the Director of the State Department of Energy, Labor and Economic Growth within 30 days.

**IT IS FURTHER RESOLVED**, that in granting the request to vacate the Road, the Township Board is not guaranteeing or warranting, to Nicholas Foren or any other person, that the adoption and recording of this Resolution is sufficient to accomplish the transfer of ownership of the vacated Road, or to comply with all requirements under the Land Division Act for vacation of a public street.

**IT IS FURTHER RESOLVED** that regardless of whether Nicholas Foren becomes the owner of the Road vacated by this Resolution, he shall be responsible for maintaining the vacated Road in full compliance with all Township Ordinances and Codes and other applicable laws.

### **CERTIFICATION**

I hereby certify that this Resolution was adopted by the Charter Township of Highland Board of Trustees as Resolution \_\_\_\_\_ at a regular meeting on November 18, 2024, and that on \_\_\_\_\_, 2024, I mailed a copy of this Resolution to the Director of the Department of Licensing and Regulatory Affairs (fka the Department of Energy, Labor, and Economic Growth) in accordance with MCL 560.256, at Ottawa Building, 611 W. Ottawa, P.O. Box 30004, Lansing, MI 48909.

**Charter Township of Highland**

\_\_\_\_\_  
Date

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

COUNTY OF OAKLAND  
STATE OF MICHIGAN

Signed before me on November \_\_\_\_\_, 2024, by Tami Flowers, Clerk of the Charter Township of Highland.

\_\_\_\_\_  
Notary Public  
My commission expires:

\_\_\_\_\_  
Oakland County, Michigan  
Acting in the County of Oakland

Recording Fee \$30.00

Drafted By:

Lisa J. Hamameh, Esq.  
Rosati Schultz Joppich & Amtsbuechler, PC  
27555 Executive Drive, Suite 250  
Farmington Hills, MI 48331-3550

When recorded return to:

Tami Flowers, Clerk  
Charter Township of Highland  
205 North John Street  
Highland, MI 48357



## Memorandum

To: Board of Trustees  
From: Jennifer Frederick, Treasurer  
Date: November 18, 2024  
Re: Adjust my original hire date on record

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I was hired as a full-time employee in February 2003 and worked in that capacity until 2008, when changes made by the previous administration resulted in my transition to part-time status. I continued my service with Highland Township and returned to full-time employment in November 2012.

During my part-time tenure, the administration implemented two significant changes to the personnel policy:

- 1) Employees transitioning from part-time to full-time status would be considered new hires, and
- 2) New hires after January 1, 2008, would no longer be eligible for retiree healthcare.

Given these circumstances, I respectfully request that the Board recognize my original hire date as 2003 rather than 2008. This adjustment would reflect a total of seventeen years of full-time service, alongside four years of part-time employment. I also request to be eligible for retiree health coverage at the time of my retirement. I believe this consideration is warranted, as I began my career with Highland Township under the understanding that I would be eligible for retiree health coverage.

Thank you for your attention to this matter. I look forward to your favorable response.

*Warm inside. Great outdoors.*





## **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

SUBJECT: Request to purchase SCBA's and bottles

DATE: November 6, 2024

Our SCBA packs and bottles are currently at the end of life. We are working on replacing the bottles and packs that have reached the end of life. This year we are losing 3 SCBA packs and 20 Bottles. Leave time to receive the product is estimated at 4-6 weeks, the holidays may interfere, but I would like authorization to order them for 2024 budget year. A copy of the quote is included in the packet. MES is our vetted Michigan dealer for Scott SCBA's.

The funds will come from EMS revenue that we have made above the projected amount. Purchasing them this year will allow us to purchase more turnout gear from next year's capital improvement fund, due to the 12 people testing on November 9<sup>th</sup> hoping to become probationary employees.

Thank you and let me know any questions you may have!



MUNICIPAL EMERGENCY SERVICES

(877) 637-3473

# Quote

Quote # QT1847966  
 Date 08/16/2024  
 Expires 08/31/2024  
 Sales Rep Bittikofer, Rob  
 PO # Scott packs w/ AV 3000  
 Shipping Method FedEx Ground  
 Customer HIGHLAND TWP FIRE DEPT (MI)  
 Customer # C241703

**Bill To**

HIGHLAND TWP FIRE DEPT (MI)  
 1600 Highland Rd  
 HIGHLAND MI 48357  
 United States

**Ship To**

HIGHLAND TWP FIRE DEPT (MI)  
 1600 Highland Rd  
 HIGHLAND MI 48357  
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
X8814025305A03			Air-Pak X3 Pro SCBA (2018 Edition) with CGA, Parachute Buckles, 4.5, Standard, No Accessory Pouch, E-Z Flo+ Regulator with Quick Disconnect Hose (Rectus-type fittings), Universal EBSS, SEMS II Pro, No Case	5	\$7,465.00	\$37,325.00
804722-01			CYL&VLV ASSY,CARB,45MIN,4500	20	\$1,310.00	\$26,200.00
201215-02			AV-3000 HT (M), KVLR	5	\$325.00	\$1,625.00
804723-01			(HM) CYL&VLV CARBON 60	1	\$1,465.00	\$1,465.00

**Subtotal** \$66,615.00  
**Shipping Cost** \$0.00  
**Tax Total** \$0.00  
**Total** \$66,615.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1847966





## **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

SUBJECT: Request to purchase Stryker ProCare

DATE: November 13, 2024

The service period for our Lucas devices and Lifepak 15 has expired with your authorization I would like to purchase another 3-year package. This will cover both our existing Lucas devices and all three of our existing LifePak monitors. This doesn't include the LifePak 35 and 3<sup>rd</sup> Lucas device we just purchased. That purchase was done with a Procare package already. I allotted the funds to the budget amendment on the agenda for the fire department.

Total cost of the 3-year package is \$28,082.70

Thank you and let me know any questions you may have!

### Contract Estimate

Date: 11/1/2024

Local Stryker Team	
Region:	Great Lakes
Service Tech:	Ryan Vrooman
Sales Rep:	Jamie Smith

Account Information	
Name:	Highland TWP Fire Dept
Ship-To:	Highland Rd, Highland, MI
Bill-To:	Highland Rd, Highland, MI
Contact Email:	mbecker@htfd.com

Line	Service Part	Service Tier	PLT	PM	Batteries	Qty	Years	List	Discount	Amount
1.0	LUCAS-FLD-PROCARE	LUCAS-FIELD-REPAIR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	3	\$ 10,674.00	10%	\$ 9,606.60
2.0	LIFEPAK-FLD-PROCARE	LIFEPAK-FIELD-REPAIR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	3	\$ 20,529.00	10%	\$ 18,476.10
3.0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$ -		
4.0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$ -		
5.0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$ -		
6.0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$ -		
7.0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$ -		
8.0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$ -		

Payment Terms	Up-Front
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List	\$ 31,203.00
<b>Total</b>	<b>\$ 28,082.70</b>
Savings	\$ 3,120.30

Comments: \*\*Estimate is not a guarantee of final, quoted price. Prices references for July -December 2023\*\*

# ESTIMATE ONLY

[Terms & Conditions](#)



Confidential. Internal use only. Do not distribute.



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: 11/18/2024

Re: Moving Amanda McAlear to a Full Time Ordinance/Fire Department Assistant

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I am writing to request your approval to promote our current part-time Ordinance Officer Assistant to a full-time position. This role will include providing administrative and clerical support to the Fire Department during the additional hours.

The proposed salary for 2025 is \$22.10 per hour. The applicant will be classified as a full-time employee and will accrue paid time off and benefits on a 40 hour work week schedule.

This will be an increase to the Townships budget of \$658.00 for the 2025 budget year, for a total of \$36,535.00 The Fire Department will begin contributing \$24,356.00 for the 2025 budget year.

The position will take effect beginning January 1, 2025.

**Recommendation:** Approving this promotion and budget adjustment.

*Warm inside. Great outdoors.*



**11. Adjourn**

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