



CHARTER TOWNSHIP OF HIGHLAND

250 West Livingston Rd. Highland Michigan 48357 248/887-3791

REGULAR BOARD OF TRUSTEES MEETING AGENDA

November 8, 2021 - 6:30 P.M.

Based on the December 7, 2020, Board of Trustees Resolution Declaring and Confirming Coronavirus Local State of Emergency and the COVID-19 epidemic declared by the Director of the Michigan Department of Health and Human Services, this meeting will be held by electronic remote access that provides 2-way telephone or video conferencing as permitted by and in accordance with the Open Meetings Act as amended by Public Act No. 228 of 2020.

The public may participate in the meeting through Zoom by computer, tablet or smart phone using the following link: <https://us02web.zoom.us/j/89058358254>. New to Zoom? Get the app now and be ready when your first meeting starts November 8, 2021, at 6:30 p.m. Meeting ID: 890 5835 8254.

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

One tap mobile

+13017158592,, 89058358254# US (Washington DC) +13126266799,, 89058358254# US (New York)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 929 436 2866 US (New York)

+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/89058358254>

Meeting ID: 890 5835 8254

Members of the public will only be able to speak during the Public Comment period at the beginning of the meeting and Public Hearing, such comments will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must first state their name and request to be recognized by the Chairperson of the meeting. The Chairperson will recognize all persons wishing to speak during the public comment period. Prior to the meeting, members of the public may contact the members of the Highland Township Board of Trustees to provide input or ask questions by email or mail to the Township employee/official and at the address listed below. Persons with disabilities in need of accommodations to be able to participate in the meeting should provide at least 24-hour advance notice to the listed Township employee by phone, email, or mail and an attempt will be made to provide reasonable accommodations.

Tami Flowers MiPMC, Clerk
Charter Township of Highland
205 North John Street,
Highland, Michigan 48357
Email: clerk@highlandtwp.org
Phone: (248) 887-3791 Extension 5

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda
Approve:
 - a) October 18, 2021 Board of Trustees Budget Workshop Meeting Minutes
 - b) List of Bills dated November 4, 2021
 - c) 2022 Holidays and Meeting Schedule
 - d) Resolution 21-19 2021 Winter Tax Roll Assessments
 - e) Budget Amendment – DDA
Receive and File:
 - Adult Activity Center Report – September 2021
 - Advisory Council Meeting Minutes September 8, 2021
 - Building Department Report – August and September 2021
 - Financial Report – September 2021
 - Fire Department Report – September 2021
 - Library Board Minutes – September 7, 2021
 - Library Director's Report – October 5, 2021
 - Ordinance Department Enforcement – October 2021
 - Ordinance Department Inspections – October 2021
 - Sherrif's Department Report – October 2021
 - Treasurer's Report – September 2021
6. Announcements and Information Inquiry:
 - a) Highland Township Offices will be closed Thursday, November 11th for Veteran's Day.
 - b) Highland Township Offices will be closed on November 25 and 26, 2021 in observance of the Thanksgiving Holiday.
 - c) November 27, 2021 is Small Business Saturday
 - d) November 30, 2021 is Ladies Night Out in Downtown Highland
 - e) December 1-31, 2021 - Festival of Trees
 - f) December 13th Tree Lighting at Veterans Park
 - g) Proclamation for jude halloran upon her retirement
7. Public Comment
8. Public Hearing:
 - a) 2022 Highland Township Budget
 - b) Community Development Block Grant Funds 2022 Application
9. Pending Business:
 - a) Resolution 21-21 for the Establishment of a Post-Employment Medical Expense Reimbursement Plan
10. New Business:
 - a) Approval of 2022 Township Budget
 - b) Resolution 21-16 2022 General Appropriations Act
 - c) Resolution 21-17 to Opt-Out of PA 152 of 2011
 - d) Resolution 21-20 CDBG 2022 Application.
 - e) License Agreement for Use, Scheduling, Operation, and Maintenance of Duck Lake Baseball Fields
 - f) Resolution #21-18 Performance Resolution for Michigan Department of Transportation
 - g) Revised Proposed Amendment/Extension of Site Lease Agreement for SBA Cell Tower
 - h) Budget Amendment-Building Inspectors and Cemetery Maintenance
 - i) Budget Amendment-Fire Capital Construction in Process ST2
 - j) Proposal for Development of Highland Township Broadband Master Plan
 - k) Budget Amendment – Broadband Master Plan
11. Adjourn

1. Call Meeting to Order

Time: _____

Number of Visitors: _____

2. Pledge of Allegiance

Township Board Meeting Roll

Date: November 8, 2021

Present

Absent

Board Member

Rick A. Hamill

Tami Flowers

Jenny Frederick

Judy Cooper

Brian Howe

Beth Lewis

Joseph Salvia

Start Time: _____ End Time: _____

4. Approval of Agenda

5a. Consent Agenda Approval

Approve:

- a) October 18, 2021 Board of Trustees Budget Workshop Meeting Minutes
- b) List of Bills dated November 4, 2021
- c) 2022 Holidays and Meeting Schedule
- d) Resolution 21-19 2021 Winter Tax Roll Assessments
- e) Budget Amendment – DDA

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES BUDGET WORKSHOP MEETING
OCTOBER 18, 2021 - 6:30 p.m.

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

Roll Call: Rick Hamill, Supervisor
Tami Flowers, Clerk
Jennifer Frederick, Treasurer
Judy Cooper, Trustee
Brian Howe, Trustee
Beth Lewis, Trustee
Joseph Salvia, Trustee – joined meeting at 7:01 p.m.

Also Present: Ken Chapman, Fire Chief
Matt Snyder, Lieutenant OCSO

Visitors: 4

Approval of Agenda:

Mrs. Cooper moved to approve the 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, Lewis – yes.

Consent Agenda Approval:

- a) October 4, 2021 Board of Trustees Meeting Minutes
- b) List of Bills dated October 21, 2021 plus additions

Ms. Frederick moved to approve the Consent 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, Lewis – yes.

Announcements and Information Inquiry:

- a) Board of Trustees Meeting scheduled for November 1st has been moved to November 8th.
- b) Highland Township Offices will be closed Thursday, November 11th, for Veteran's Day.

Public Comment:

Fire Chief Chapman thanked public for attending the pancake breakfast.

New Business:

a) Annex Emergency Cleanup and Remediation

Mr. Hamill moved to accept the estimate from Servpro, under Item 4 of the Highland Township Purchasing Policy- Emergency Purchases, in the amount of \$14,704.03 to proceed immediately with the process of cleaning and remediation. 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.

Pending Business:

- a) Adoption of Zoning Amendment Z-023 to rezone vacant parcels, S Milford Road, Parcel Numbers 11-34-126-005 and 11-34-126-007 from OS, Office Services Zoning District to C-1, Local Commercial Zoning District. Applicant and Property Owner Highland Holdings, LLC

Mr. Hamill moved to adopt Zoning Amendment Z-023 to rezone vacant parcels, S Milford Road, Parcel Numbers 11-34-126-005 and 11-34-126-007 from OS, Office Services Zoning District to C-1, Local Commercial Zoning District. Applicant and Property Owner Highland Holdings, LLC as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- b) Discussion of 2022 Budget

Discussion regarding the proposed 2022 Budget.

Adjourn:

Supervisor Hamill adjourned the meeting at 7:29 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-202.001 ESCROW BONDS&ENG. FEES PAYABLE					
8405	C J EVANS CONTRACTING	101-ESCROW/BUILDING	B21-00321	10/29/2021	85.00
5420	CEDAR WORKS INC.	101-ESCROW/BUILDING	B19-00519	10/19/2021	250.00
7344	CHARLES OVERFIELD	101-ESCROW/BUILDING	B21-00848	10/19/2021	500.00
8404	CRANBROOK CUSTOM HOMES LLC	101-ESCROW/BUILDING	B20-00482	10/29/2021	2,500.00
8404	CRANBROOK CUSTOM HOMES LLC	101-REFUSE	B20-00482	10/29/2021	207.00-
8397	FENTON, BRYAN	101-ESCROW/BUILDING	B21-00966	10/19/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00807	10/19/2021	125.00
8256	GRAND BLANC CONCRETE CONSTRUCT	101-ESCROW/BUILDING	B21-00808	10/19/2021	125.00
8398	HARMON JR, ROBERT	101-ESCROW/BUILDING	B21-00214	10/25/2021	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00477	10/26/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00780	10/25/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00796	10/25/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00842	10/25/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00857	10/25/2021	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00857	10/25/2021	57.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B20-00482	10/29/2021	207.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B21-00179	10/19/2021	125.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B21-00456	10/19/2021	250.00
5827	HSI	101-ESCROW/BUILDING	B21-00133	10/26/2021	85.00
5827	HSI	101-ESCROW/BUILDING	B21-00641	10/19/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00477	10/26/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00477	10/26/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00492	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00615	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00733	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00747	10/26/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00778	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00780	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00780	10/25/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00796	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00796	10/25/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00797	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00798	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00799	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00832	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00842	10/25/2021	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00842	10/25/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B21-00857	10/25/2021	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00857	10/25/2021	57.00-
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B21-00857	10/25/2021	57.00-
7939	RYLN HOMES & REMODELING LLC	101-ESCROW/BUILDING	B21-00193	10/25/2021	500.00
6155	SIMPSON, TERRI	101-ESCROW/BUILDING	B21-00918	10/19/2021	125.00
5940	SUPREME DECK	101-ESCROW/BUILDING	B21-00511	10/19/2021	125.00
8399	THRASHER, NATHAN	101-ESCROW/BUILDING	B21-00267	10/25/2021	125.00
8396	TIMM CUSTOM CONSTRUCTION	101-ESCROW/BUILDING	B21-00779	10/19/2021	500.00
101-000-231.002	STATE W/H				
1106	STATE OF MICHIGAN	101-STATE W/H 38-6026891 SUW MONTHLY/QUARTERLY	OCTOBER 2021	10/26/2021	9,870.15
101-000-491.000	BUILDING PERMITS				
7344	CHARLES OVERFIELD	101-REFUND PERMIT FEES	PB21-0618	10/19/2021	413.00
101-000-491.002	PLUMBING PERMITS				
8395	ADVANCED WATER TREATMENT	101-REFUND PERMIT FEES	PP21-0310	10/19/2021	47.20
101-000-676.018	ELECTION REIMBURSEMENT				
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT-ELECTION REIMB	34093	10/20/2021	369.75
Total :					20,120.10
CLERK					
101-215-730.000	CLERK: ELECTION EXPENSES SUPPL				
1021	GILL-ROY'S HARDWARE	101-EXT CORD/PLIERS/FREEZER BAGS	2110-764753	10/18/2021	127.32
1975	ULINE	101-MAIL TRAY STRAP	139269761	09/28/2021	61.63
Total CLERK:					188.95
GENERAL GOVERNMENT					
101-261-728.000	GEN GOV: OFFICE SUPPLIES				
1002	QUILL CORPORATION	101-PAPER	20076421	10/07/2021	57.98
1002	QUILL CORPORATION	101-PAPER/INK/POST-ITS	20304905	10/18/2021	222.22
101-261-821.000	GEN GOV: MEMBER FEES				
9189	MICHIGAN ECONOMIC DEVELOPERS ASSOC.	101-MEMBERSHIP DUES	14859	10/26/2021	305.00
101-261-850.001	GEN GOV: PHONE SERVICE				
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429211023	10/23/2021	218.20
2652	SPRINT	101-CELL PHONES - TWP.	337192515-236	10/23/2021	125.61
101-261-850.002	GEN GOV: WEBSITE				
9049	WEB MATTERS	101-DOMAIN NAME RENEWAL	6797	10/25/2021	140.00
101-261-900.000	GEN GOV: TAX BILL PRINTING				
1328	OAKLAND SCHOOLS	101-TAX WINDOW ENVELOPES	GR21102817526	10/28/2021	603.31
101-261-900.001	GEN GOV: ADVERTISING				
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENTS LEGAL HIGHLAND NOTICE	34069	10/13/2021	216.75
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT HIGHLAND BOARD	34070	10/13/2021	459.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-130	10/01/2021	400.00
101-261-900.002	GEN GOV: PRINTING				
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-BUSINESS CARDS-HAMILL	71052	10/05/2021	61.11
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-INSPECTION LABELS	71207	10/18/2021	279.00
101-261-920.000	GEN GOV: UTILITIES				
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-TWP	203231885362	10/25/2021	178.02
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE				
1309	BRENDEL'S SEPTIC TANK SER LLC	101-TWP HANDICAP RENTAL JULY-NOV	198091	10/09/2021	726.79
2126	FREEDOM WORK OPPORTUNITIES	101-LAWN MAINTENANCE	3084	10/25/2021	2,092.00
1021	GILL-ROY'S HARDWARE	101-BATTERIES	2110-764753	10/18/2021	16.99
1410	GORDON FOOD SERVICE INC.	101-GARBAGE BAGS	758189386	10/08/2021	35.98
3152	KOPACKI, KRIS	101-WATER TWP	963	10/27/2021	170.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2329375	10/18/2021	94.35
9005	STATE OF MICHIGAN	101-WATER TESTING TOWNSHIP WELL	761-10650579	10/30/2021	142.40
101-261-937.000	GEN GOV: VEHICLE OP MAINT				
2692	WEX BANK	101-GAS FOR TWP VEHICLE	75547097	10/31/2021	132.06
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
1283	BS&A SOFTWARE	101-ANNUAL SERVICE CONTRACT	137653	11/01/2021	1,941.00
101-261-955.000	GEN GOV: MISCELLANEOUS				
2419	ROCK BOTTOM STONE SUPPLY	101-PAVER EDGING ALUMINUM-LIBRARY TO REIMBURSE	2690	10/22/2021	52.00
Total GENERAL GOVERNMENT:					8,669.77
BUILDING					
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	10/14/21-10/26/21	10/27/2021	644.13
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	10/14/21-10/26/21	10/26/2021	2,460.01
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	10/14/21-10/26/21	10/27/2021	1,073.64
Total BUILDING:					4,177.78
CEMETERY					
101-567-935.000	CEMETERY: SEXTON				
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	NOV 2021	10/20/2021	3,434.00
101-567-935.001	CEMETERY: MAINTENANCE				
1642	PETER'S TRUE VALUE HARDWARE	101-GRASS WHIP-CEMETERY	59907	10/21/2021	26.99
Total CEMETERY:					3,460.99
SENIOR CENTER					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-672-850.000 ACTIVITY CTR: PHONE SERVICE					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-ACT CTR	429211023	10/23/2021	52.48
2652	SPRINT	101-CELL PHONE-ACT. CTR.	337192515-236	10/23/2021	37.27
101-672-850.002 ANNEX: INTERNET SERVICE					
2216	COMCAST	101-ANNEX 8529 10 157 0100876	12082021 0100876	10/26/2021	326.57
101-672-900.000 ACTIVITY CTR: ADVERT./PRINTING					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	101-ADVERTISEMENT-ACT CTR	34079	10/20/2021	590.00
101-672-920.000 ACTIVITY CTR: UTILITIES					
1375	CONSUMERS ENERGY	101-153 N MILFORD-ACT CTR	207146442635	10/25/2021	15.84
101-672-920.002 ANNEX: UTILITIES					
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-ANNEX	203231885364	10/25/2021	46.80
101-672-936.000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	88082099	09/13/2021	18.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	88106724	10/04/2021	20.80
1021	GILL-ROY'S HARDWARE	101-SWIFFER CLOTHS/TOILER CLEANER-ACT CTR	2110-767012	10/18/2021	42.35
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2325930	07/28/2021	37.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2327420	08/25/2021	37.00
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2329377	10/18/2021	10.00
101-672-936.002 ANNEX: BUILDING MAINT					
9005	STATE OF MICHIGAN	101-WATER TESTING ANNEX	761-10650617	10/30/2021	142.40
1157	TOP NOTCH CLEANING SERVICES	101-ANNEX OFFICE CLEANING	1287	10/28/2021	400.00
Total SENIOR CENTER:					1,776.51
PARKS					
101-751-729.003 PARKS: DUCK LAKE PINES					
8406	WERTHMAN, JEREMY	101-TAPE/EDGING REIMBURSEMENT	102521	10/25/2021	89.06
101-751-935.000 PARKS: MAINTENANCE					
2126	FREEDOM WORK OPPORTUNITIES	101-PARK LAWN MAINTENANCE	3084	10/25/2021	696.00
9005	STATE OF MICHIGAN	101-WATER TESTING DUCK LAKE PARKS	761-10650840	10/30/2021	142.40
9005	STATE OF MICHIGAN	101-WATER TESTING HICKORY RIDGE	761-10653657	10/30/2021	142.40
Total PARKS:					1,069.86
Total GENERAL FUND:					39,463.96
ROAD FUND					
ROAD					
203-596-967.000 DUST CONTROL					
2578	BEAUMONT SEVEN HARBORS ASSOC	203-DUST CONTROL	10182021	10/18/2021	500.00
7191	SPONSELLER, AMY	203-REIMBURSE CHLORIDE TREATMENT FRY ROAD	10292021	10/29/2021	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
7127	WALKER JR., RICHARD E.	203-REIMBURSE CHLORIDE LASALLE GARDENS	10282021	10/28/2021	1,000.00
Total ROAD:					1,750.00
Total ROAD FUND:					1,750.00
FIRE FUND					
FIRE					
206-336-727.000 FIRE: SUPPLIES					
1045	ALLEGRA PRINT & IMAG HIGHLAND	206-BUSINESS CARDS CHIEF	71196	10/14/2021	69.00
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	4029118	10/14/2021	148.31
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	4029614	10/21/2021	35.79
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K59832	10/15/2021	58.70
206-336-731.000 FIRE: MEDICAL SUPPLIES					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84249961	10/14/2021	473.41
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84249962	10/14/2021	131.25
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84261784	10/25/2021	47.00
1132	LINDE GAS NORTH AMERICA	206-MEDICAL O2	66139829	09/21/2021	14.70
206-336-732.000 FIRE: UNIFORMS					
8403	PAISLEY, MYLES	206-PAISLEY UNIFORM ALLOWANCE 1005 UNIFORM	10052021	10/05/2021	120.27
206-336-750.000 FIRE: VEHICLE GAS/OIL					
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	75547097	10/31/2021	153.04
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	75547097	10/31/2021	2,874.52
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	75547097	10/31/2021	59.98
206-336-820.000 FIRE: DUES & EDUCATION					
7907	LIFELINE CONCORD	206-EMS TRAINING	928	10/12/2021	14.00
206-336-851.000 FIRE: RADIO COMMUNICATIONS					
2490	FRONTIER	206-DISPATCH LINE 616-001-6196-011603-5	10192021 011603-5	10/20/2021	59.84
2070	OAKLAND COUNTY TREASURERS	206-RADIO PARTS	RAD0003628	06/30/2021	223.49
206-336-920.000 FIRE: PUBLIC UTILITIES					
2216	COMCAST	206-ST#3 852910157 0115262	12022021 0115262	10/20/2021	56.07
1375	CONSUMERS ENERGY	206-3550 DUCK LK RD ST#2	203231885363	10/25/2021	93.86
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND RD-FS1	204032785727	10/25/2021	107.04
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	204922701195	10/25/2021	39.26
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	102021 05909	10/21/2021	1,095.16
9090	NET EXPRESS VOIP	206-VOIP MONTHLY	1605211023	10/23/2021	110.45
2652	SPRINT	206-CELL PHONES - FIRE	337192515-236	10/23/2021	139.58
206-336-930.000 FIRE: VEHICLE REPAIR					
9228	M-2 AUTO PARTS OF HIGHLAND	206-MISC VEHICLE FLUID	097678	10/14/2021	20.16
2070	OAKLAND COUNTY TREASURERS	206-2019 FORD E450 (R212) ANTENNA REPAIR	MTP0000556	09/28/2021	96.98
1084	TUFFY AUTO SERVICE CENTERS	206-2019 E450 (R212) OIL CHANGE	85219	10/19/2021	68.99

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
206-336-936.000 FIRE: BLDG MAINT/REPAIR					
2596	FIVE STAR ACE	206-FS1 MOUNTING NEEDS	26702	10/08/2021	3.48
6450	FIVE STAR SIGNS INC.	206-STATION SIGNAGE	17521	10/27/2021	230.99
9264	MCCABE OUTDOOR SERVICES INC.	206-SPRINKLER REPAIR AND WINTERIZATION	210771	10/21/2021	95.00
1433	O'NEIL, PATRICK	206-FS2 DOOR LOCK	10202021	10/20/2021	50.00
206-336-937.000 FIRE: EQUIP MAINT					
1642	PETER'S TRUE VALUE HARDWARE	206-SCBA BATTERIES	K60003	10/28/2021	15.99
206-336-955.000 FIRE: MISC EXPENSE					
7638	ACTIVE 911 INC.	206-ANNUAL ACTIVE 911 SUBSCRIPTIONS	339661	10/15/2021	585.00
Total FIRE:					7,171.35
Total FIRE FUND:					7,171.35
POLICE FUND					
POLICE					
207-301-935.000 POLICE: SHERIFF'S MAINT					
1375	CONSUMERS ENERGY	207-165 N JOHN ST	203231885361	10/25/2021	29.22
1021	GILL-ROY'S HARDWARE	207-KEY/SLIDE GUIDES FOR LOCKERS	2110-815509	10/28/2021	13.98
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2329376	10/18/2021	52.75
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - OCT.	1286	10/28/2021	600.00
Total POLICE:					695.95
Total POLICE FUND:					695.95
CAPITAL IMPROVEMENT FUND					
GENERAL GOVERNMENT					
401-261-971.012 TOWNSHIP RELOCATION EXPENSES					
1375	CONSUMERS ENERGY	401-205 N JOHN-TWP OFFICES	203231885365	10/25/2021	95.35
401-261-971.020 250 W LIVINGSTON IMPROVEMENTS					
1021	GILL-ROY'S HARDWARE	401-REMODEL-250 W. LIVINGSTON	2110-749908	10/15/2021	24.67
2694	GOYETTE MECHANICAL	401-250 W. LIVINGSTON GAS HEATERS	910091904	10/19/2021	2,084.39
2694	GOYETTE MECHANICAL	401-250 W. LIVINGSTON GAS HEATER THERMOSTATS/PI	910091951	10/19/2021	860.30
Total GENERAL GOVERNMENT:					3,064.71
Total CAPITAL IMPROVEMENT FUND:					3,064.71
DOWNTOWN DEVELOPMENT FUND					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-728.000 DDA: OFFICE SUPPLIES					
2596	FIVE STAR ACE	494-BASEMENT MOVE SUPPLIES	26816	10/27/2021	21.75
494-729-880.003 DDA: DESIGN					
3152	KOPACKI, KRIS	494-WATER FLOWER GARDENS	961	10/14/2021	165.00
494-729-920.000 DDA: RENT/ UTILITIES					
9090	NET EXPRESS VOIP	494-PHONE SERVICE DDA	429211023	10/23/2021	5.52
494-729-935.000 DDA: MAINTENANCE FOUR CORNERS					
3152	KOPACKI, KRIS	494-REMOVE/INSTALL BANNERS	960	10/14/2021	285.00
494-729-967.000 DDA: FARMERS' MARKET					
6494	BEARDSLEY, RICK	494-SOUND-FARMERS MARKET	2021-29	10/26/2021	100.00
8402	BRADSHER, KEVIN	494-SOUND-FARMERS MARKET	2021-27	10/26/2021	50.00
7758	GLENN, ALEXANDRA	494-SETUP/TEAR DOWN FARMERS MKT	2021-06	10/26/2021	160.00
8401	KOVICH, STEVEN	494-SOUND-FARMERS MARKET	2021-28	10/26/2021	50.00
494-729-967.007 DDA: CART PROJECT					
3152	KOPACKI, KRIS	494-REMOVE/STORE C-ART	959	10/14/2021	95.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					932.27
Total DOWNTOWN DEVELOPMENT FUND:					932.27
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000 HAAC: DEDUCTIONS					
1410	GORDON FOOD SERVICE INC.	702-COFFEE/CUTLERY/PLATES/NAPKINS/PARTY SUPPLI	758189386	10/08/2021	119.05
7174	WHITE, BRENT M.	702-RED,WHITE&BLUE FESTIVAL SIGNS	10212021	10/21/2021	99.60
Total GENERAL GOVERNMENT:					218.65
Total HIGHLAND ADVISORY COUNCIL:					218.65
CURRENT TAX COLLECT					
703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE					
4268	CORELOGIC	703-TAX REFUND	11-19-376-042	10/26/2021	2,045.42
8400	TITLEOCITY	703-TAX REFUND	11-28-303-015	10/26/2021	3,547.33
Total :					5,592.75
Total CURRENT TAX COLLECT:					5,592.75

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
POST-RETIREMENT BENEFITS					
GENERAL GOVERNMENT PERSONNEL B					
737-279-719.000 RETIREE OPEB EXPENSE					
1958	AmWINS GROUP BENEFITS INC.	737-RETIREE HEALTH PREMIUMS	7055138	10/20/2021	450.00
2499	GIBSON, WANDA SUE	737-RETIREE HEALTH REIMBURSEMENT	NOV 2021	10/20/2021	202.59
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	NOV 2021	10/20/2021	200.00
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	NOV 2021	10/20/2021	380.89
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	NOV 2021	10/20/2021	213.54
1497	WEINBURGER, JOSEPH F.	737-RETIREE DENTAL REIMBURSEMENT	11012021	11/01/2021	664.00
Total GENERAL GOVERNMENT PERSONNEL B:					2,111.02
Total POST-RETIREMENT BENEFITS:					2,111.02
CHARLICK LAKE ASSOC					
TRUST & AGENCY ADMIN					
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
2680	KINGSETT LLC D/B/A SPINAL COLUMN	768-ADVERTISEMENT-CHARLICK LK	34075	10/13/2021	195.00
Total TRUST & AGENCY ADMIN:					195.00
Total CHARLICK LAKE ASSOC:					195.00
Grand Totals:					61,195.66

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
ASSESSOR					
101-257-720.000 ASSESSING: CONTRACTUAL SVCS					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	NOV 2021	10/20/2021	9,724.00
Total ASSESSOR:					9,724.00
GENERAL GOVERNMENT					
101-261-801.001 GEN GOV: PROF SERVICES					
2240	CARLISLE WORTMAN ASSOC. INC.	101-ADMIN SETUP/REVIEW APPLICATION	2162686	10/18/2021	332.50
2240	CARLISLE WORTMAN ASSOC. INC.	101-MASTER PLAN UPDATE/PINE BLUFFS	2162687	10/18/2021	800.00
Total GENERAL GOVERNMENT:					1,132.50
PLANNING & ORDINANCE					
101-701-801.000 PLNG: CONSULTANT PROF.					
2240	CARLISLE WORTMAN ASSOC. INC.	101-CONSULTATION-CONTRACT WORK	2162688	10/18/2021	6,480.00
Total PLANNING & ORDINANCE:					6,480.00
Total GENERAL FUND:					17,336.50
FIRE FUND					
FIRE					
206-336-937.000 FIRE: EQUIP MAINT					
2059	APPLIED IMAGING	206-COPIER MAINTENANCE	1833892	10/27/2021	190.01
Total FIRE:					190.01
Total FIRE FUND:					190.01
REFUSE FUND					
REFUSE					
227-526-801.000 REFUSE: CONTRACTOR					
2676	GFL ENVIRONMENTAL USA	226-MONTHLY CONTRACT-NOVEMBER	1661549NOV21	10/01/2021	87,577.10
Total REFUSE:					87,577.10
Total REFUSE FUND:					87,577.10

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Grand Totals:					<u>105,103.61</u>

Total GENERAL FUND:	56,800.46
Total ROAD FUND:	1,750.00
Total FIRE FUND:	7,361.36
Total POLICE FUND:	695.95
Total REFUSE FUND:	87,577.10
Total CAPITAL IMPROVEMENT FUND:	3,064.71
Total DOWNTOWN DEVELOPMENT FUND:	932.27
Total HIGHLAND ADVISORY COUNCIL:	218.65
Total CURRENT TAX COLLECT:	5,592.75
Total POST-RETIREMENT BENEFITS:	2,111.02
Total CHARLICK LAKE ASSOC:	195.00
	<hr/>
Grand Totals:	166,299.27
	<hr/> <hr/>

Payroll and Hand Checks November 4, 2021 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT)	\$	17,456.39
General/Fire Payroll 10/29/2021	\$	54,334.16
Equitable - Deferred Comp.	\$	1,350.00
ICMA - Deferred Comp.	\$	1,425.35
Flexible Savings Account	\$	661.69
Garnishments	\$	300.00
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time		
Highland Firefighters Union Dues-Part-Time		
OPEB Monthly Transfer	\$	166.67
11/30/2021 DDA LOAN-Monthly	\$	3,771.83

Township Offices will be Closed

New Year's Day	Mon.	01-03-2022
Martin Luther King, Jr. Day	Mon.	01-17-2022
President's Day	Mon.	02-21-2022
Good Friday	Fri.	04-15-2022
Memorial Day	Mon.	05-30-2022
Independence Day	Mon.	07-04-2022
Labor Day	Mon.	09-05-2022
Veterans Day	Fri.	11-11-2022
Thanksgiving Holidays	Thurs.	11-24-2022
	Fri.	11-25-2022
Christmas Eve	Fri.	12-23-2022
Christmas Day	Mon.	12-26-2022
New Year's Eve	Fri.	12-30-2022



Charter Township of Highland

General Information 2022

205 N. John Street

Highland Michigan 48357

248-887-3791

www.highlandtwp.net

MEETING DATES

Township Board: 6:30 p.m.

Fire Station #1-Training Room
(Usually held the 1st Monday of the month)

January 10, 2022	August 8, 2022
February 7, 2022	September 12, 2022
March 7, 2022	September 26, 2022 (BW)
April 4, 2022	October 3, 2022
May 2, 2022	October 24, 2022 (BW)
June 6, 2022	November 14, 2022
July 11, 2022	December 5, 2022

(BW) Budget Workshop

Planning Commission: 7:30 p.m.

Fire Station #1-Training Room
(Usually held the 1st and 3rd Thursday of the month)

January 6 & 20, 2022	July 7 & 21, 2022
February 3 & 17, 2022	August 4 & 18, 2022
March 3 & 17, 2022	September 15, 2022
April 7 & 21, 2022	October 6 & 20, 2022
May 5 & 19, 2022	November 3 & 17, 2022
June 2 & 16, 2022	December 1 & 15, 2022

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

Fire Station #1-Training Room
(Usually held the 1st and 3rd Wednesday of the month)

January 5 & 19, 2022	July 6 & 20, 2022
February 2 & 16, 2022	August 3 & 17, 2022
March 2 & 16, 2022	September 7 & 21, 2022
April 6 & 20, 2022	October 5 & 19, 2022
May 4 & 18, 2022	November 2 & 16, 2022
June 1 & 15, 2022	December 7 & 21, 2022

GFL – USA ENVIRONMENTAL

Pick up is on Friday. If the following holidays fall on a weekday pick up will be on Saturday:

Holidays Observed

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

Yard waste begins first week of April and usually ends the second week in December.

HDDA Meeting Dates for 2022

January 19, 2022	July 20, 2022
February 16, 2022	August 17, 2022
March 16, 2022	September 21, 2022
April 20, 2022	October 19, 2022
May 18, 2022	November 16, 2022
June 15, 2022	December 21, 2022

All meetings are held at 6:15 p.m.

Location: Highland Station House
205 W. Livingston Rd., Highland, MI 48357
(Usually held the 3rd Wednesday of the month)



**RESOLUTION #21-19
2021 WINTER TAX ROLL SPECIAL ASSESSMENTS**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, November 8, 2021, at 6:30 p.m. via zoom:

Present:

Absent:

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

BE IT RESOLVED THAT the Township Board of the Charter Township of Highland, Oakland County, Michigan, hereby approves the following Special Assessment to be placed on the 2021 Winter Tax Roll:

NOXIOUS WEEDS/BLIGHT	\$775.00
DUNLEAVY/LEONARD LK DELINQUENT	\$3,023.40

Yeas:

Nays:

Abstain:

RESOLUTION DECLARED _____

Rick A. Hamill, Supervisor

Tami Flowers Clerk MIPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on November 8, 2021.

Tami Flowers, Clerk

CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the September 15, 2021 Regular Board Meeting

DRAFT - UNAPPROVED

Members Present: Supervisor Hamill, Chris Hamill, Roscoe Smith, Jennifer Frederick, Dale Feigley, Matt Barnes, Cassie Blascyk

Members Absent: Michael Zurek

Visitor: Scott Berels

Staff Present: Melissa Dashevich, Executive Director
Karen Beardsley, Recording Secretary

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

Mrs. Dashevich requested that Agenda item "Old Business-Arch Update" be moved to top of the agenda, since Scott Berels drove from Detroit to attend.

Supervisor Hamill started the conversation by saying that the selected structural engineer for the project took pay but didn't deliver; Scott is looking for another. But drain pipe under road will be a major consideration and will cause the arch to be moved to a different location; as well as the danger of damage to uprights by traffic, county plows, etc. Perhaps the Board might want to consider an alternative to an arch over the road, given all of the obstacles that keep presenting themselves. Scott spoke of some ideas he had such as a sculptural piece for one of the park areas, perhaps with interactive features and/or recreation or seating nearby. Mr. Barnes expressed an interest in creating two pieces to mark either end of Highland Station. Mrs. Blascyk suggested tying the concept in with the wayfinding project. It was decided that all board members gather pictures or suggestions, possible artifacts/ideas, and get to Mrs. Dashevich or Mrs. Blascyk to send to Scott for inspiration, and he will come up with a concept.

Approve Minutes of Regular Board Meeting of August 18, 2021

SUPERVISOR HAMILL MOVED TO APPROVE the Regular Board Meeting minutes of August 18, 2021 as presented. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (7 yes votes).

Director's Report

Mrs. Dashevich stated that much of her report will pertain to budget which will be covered later in this meeting; however, she would like to add 'Tech Visit' and 'In Your Town' training to tonight's agenda under: 'J. MSOC'.

Treasurer's Report

No new financial information since the Treasurer's Report covered at the July meeting.

BUDGET DISCUSSION

At 7:03 Mrs. Dashevich and Mrs. Blascyk stepped out of the meeting. Salary/pay discussions took place with the remaining board members, and the two rejoined the meeting at 7:13.

- 2021 Amended
MRS. HAMILL MOVED TO APPROVE the 2021 Amended Budget as presented. MRS. FREDERICK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes
- 2022 Proposed
MRS. HAMILL MOVED TO APPROVE the 2022 Amended Budget as presented with the following additions: Director Pay-voted up 2% by Board Members; Consultant Pay-voted up to \$18/hour (or \$9,000 based on 500 hours); Recording Sec. Pay-corrected to \$1,200 as previous, as well as increases to associated payroll costs. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes

NEW BUSINESS

- Ticket Station
Paint and Tree Removal
Mrs. Blascyk obtained estimates from Precision Tree for tree removal and stump grinding for several trees, as well as trimming of others located in the Ticket Station Park. Supervisor Hamill felt that repainting the Ticket Station could be put off for another year or two, but the sponsorship recognition should be redone. Mrs. Dashevich suggested unused façade grant dollars be used for this project.

AFTER AMENDMENT, MR. FEIGLEY MOVED TO APPROVE the estimates submitted by Precision Tree & Shrub for this project, as presented in their estimates:
Project #1: Remove and grind stumps for two largest spruce trees-\$1,600;
Project #2: Remove additional identified spruces and grind stumps, prune crabapples, and trim and clean up around ticket station-\$4,485. MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes

- Tree Lighting.
Mrs. Dashevich expressed concern for holding our traditional tree lighting as in the past. Choir singers will be wearing masks. Children won't be able to sit on Santa's lap, nor will the fire station be available for refreshments. Discussion took place of alternative scenarios. Supervisor Hamill suggested using the money otherwise flagged for refreshments, sound, etc. and put it towards extra lights and Xmas decorations. Mrs. Dashevich is considering asking Szott to be the full sponsor of the tree lighting since they have sponsored our Festival of Trees. It was decided that if the schools confirm they can participate with the singers, the 'small village' of sheds inside the fire hall will be decorated and families can pass through collecting candy canes and trinkets on their way through the small village, with Santa in the park on a ladder where kids can wave and possibly have a photo op. We can provide individually wrapped treats and juice boxes at the end also provide a map with all of the other festive holiday spots around town, i.e. Ticket Station Park, Festival of Trees, tunnel of lights. Mrs. Dashevich will know by the next meeting whether schools can participate and plans can be made accordingly.

BOARD MEMBER COMMENTS

Mrs. Frederick gave a reminder that the Fall Festival will be taking place at the Farmer's Market on Saturday and encouraged all to attend.

COMMITTEE REPORTS

Design

- Fall Decorations - they will be placed next Thursday by volunteers: cornstalks, hay bales, pumpkins and mums.
- Christmas Decorations - Mrs. Dashevich has begun the process to contract for all of our Christmas decorations.

Economic Vitality

None.

Promotions

- Farmers' Market ends October 9th.
- Fall Scavenger Hunt - September 15th through November 19th.
All storybook bricks have been placed with clue forms to be completed and mailed in or dropped off to be included in a drawing for a \$50 gift certificate.
- Festival of Trees (possible \$1,500 cost for this project; seeking sponsorship for the remaining \$1,500). Mrs. Dashevich has mentioned that she plans to ask Szott for the full sponsorship.

Organization

None.

OAKLAND COUNTY / MSOC

- Spirit of Main Street Micro Business Start-up Grant Program, \$2,500 matching.
 - o Two applied - The Lift and Earth N Soul and each received a \$2,500 grant. It can be used towards marketing, signage, rent. They must also match the amount they received.
 - o Tech Visit is being handled differently this year. The amount must be contracted by September 30th. Mrs. Dashevich is looking into paying ahead towards wayfinding, and getting reimbursed. We will end up losing it for this year, as we don't have a project earmarked. Mrs. Frederick asked if the rehab of the Ticket Station might be considered for this year. Mrs. Dashevich will look into this. (Missy would like to add this for clarification-. If MSOC approves this request, the 2022 Tech Visit funds will be used for the WayFinding Project). Does everyone Agree? It was discussed briefly)

MRS. HAMILL MOVED TO APPROVE the Tech Visit dollars, if able to secure, and if approved for this project, be put towards the aforementioned upcoming rehab of the Ticket Station. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes

- o In Your Town training - Oakland County will be giving us \$1,500 for business training. Mrs. Dashevich is looking into ZingTrain, which will allow our local businesses to choose what type of training they would like to be presented at their business.

DISTRICT DEVELOPMENT / NEW BUSINESS

Med Roots is gone; replaced by a CBD oil business.

Wrestling Facility next to Salvation Army.

Double Exposure Photography Studio inside Wrestling Facility.

COMMUNITY REPORTS

Unity Project is doing a community quilt project with a Unity theme.

Mrs. Dashevich has \$1,600 in DDA sponsorships, and has been talking with Mrs. Blascyk about the possibility of using that towards the Unity Dollars project for this holiday season. Perhaps begin by giving a few to each business to give away as a customer thank you. Mr. Feigley asked if any other businesses might be willing to sponsor. It was suggested that Mrs. Dashevich approach the Unity Committee with our willingness to put in \$2,000 and hope that another business or two might do the same.

MRS. FREDERICK MOVED TO APPROVE a sponsorship of up to \$2,000 towards the Unity Dollar project if discussed at the upcoming Unity Committee meeting. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 8:48 p.m.

Respectfully submitted,
Roscoe Smith

RS:kb

		12/31/2019	12/31/2020	12/31/2021	12/31/2021	9/15/2021	12/31/2022
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	amended	Adopted
	DDA FUND REVENUE						
494-000-569.000	GRANT REVENUE	0	0	0	0	6,500	0
494-000-573.000	LOCAL COMMUNITY STABILIZATION	0	35,068	0	0		0
494-000-665.000	INTEREST EARNINGS	2,576	1,530	1,080	1,080	486	1,080
494-000-667.000	RENTAL SUBSIDY CONTRIBUTION PR	2,500	0	0	0		0
494-000-673.000	GAIN/LOSSES SALE OF ASSETS	24,352	0	0	0		0
494-000-677.000	MISCELLANEOUS	84,895	10	0	0	10	0
	DDA EVENTS FUNDS					3,370	
494-000-677.005	FUNDRAISING	4,872	10,137	3,000	3,000	2,205	3,000
494-000-677.008	FARMERS MARKET RESERVATIONS	0	410	300	300	300	800
494-000-677.009	DESIGN REVENUE	0	2,222	0	0	0	0
494-000-677.010	TIF	173,613	189,377	274,000	274,000	173,900	209,000
494-000-692.000	APPROP FUND BALANCE	0	0	0	20,000	20,000	0
	DDA FUND REVENUE TOTAL	292,808	238,754	278,380	298,380	200,031	213,880
	DDA FUND EXPENSE						
494-729-702.001	DDA: DIRECTOR	41,539	47,508	48,144	48,144	48,144	49,107
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	3,152	3,611	3,683	3,683	3,683	3,757
494-729-720.002	DDA: RECORDING SECRETARY	1,020	1,200	1,200	1,200	1,200	1,200
494-729-728.000	DDA: OFFICE SUPPLIES	2,255	1,250	1,500	1,500	835	1,000
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	479	2	500	500	0	500
494-729-801.000	DDA: PROF SERVICES	11,765	2,175	7,000	7,000	200	3,000
494-729-801.001	DDA: MASTER PLAN	0	0	5,000	5,000	0	5,000
494-729-808.000	DDA: CONSULTANT CASSIE BLASCYK	0	7,680	7,200	7,200	7,200	9,000
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	0	1,977	5,700	5,700	0	4,000
494-729-820.000	DDA: DUES/ED/TRAVEL	4,621	2,740	4,500	4,500	2,008	4,500
494-729-850.000	DDA: WEBSITE	603	490	1,000	1,000	1,000	700
494-729-880.001	DDA: PROMOTIONS	11,792	10,938	11,000	11,000	9,165	11,800
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	4,099	16,132	9,750	29,750	24,434	10,500
494-729-880.003	DDA: DESIGN	85	9,867	40,000	40,000	31,852	36,900
494-729-880.004	DDA: ORGANIZATION	1,043	1,544	3,000	3,000	1,000	2,100
494-729-900.000	DDA: ADVERTISING/PRINTING	2,961	4,534	5,000	5,000	2,314	3,000
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,981	4,218	3,000	3,000	0	3,000
494-729-920.000	DDA: RENT/ UTILITIES	1,434	1,058	3,000	3,000	3,000	3,000
494-729-935.000	DDA: MAINTENANCE FOUR CORNERS	3,625	4,371	6,000	6,000	2,680	4,000
494-729-936.000	DDA: LANDSCAPING	0	1,304	2,000	2,000	0	0
494-729-967.000	DDA: FARMERS' MARKET	3,839	6,629	6,000	6,000	6,000	6,000
494-729-967.002	DDA: DDA SPONSORSHIPS	1,368	86	4,000	4,000	1,793	3,000
494-729-967.007	DDA:CART PROJECT	899	1,305	2,500	2,500	0	2,500
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	0	5,339	10,000	10,000	0	0
494-729-972.000	DDA: PROPERTY PURCHASE	13,098	87	0	0	0	0
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	0	0	38,752	38,752	38,752	38,752
494-729-993.000	DDA: INTEREST EXPENSE	5,520	4,515	6,500	6,500	6,500	6,500
	DDA FUND EXPENSE TOTAL	119,177	140,560	235,929	255,929	191,760	212,816
	TOTAL FUND EXPENDITURES	119,177	140,560	235,929	255,929	191,760	212,816
	Debt service						
	NET REVENUE OVER (UNDER) EXPENDITURE	173,631	98,194	42,451	42,451	8,271	1,064

BUDGET AMENDMENT WORKSHEET
 2021 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - November 8, 2021

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
DDA FUND				
Revenue:				
494-000-569.000	GRANT REVENUE	\$0.00	\$0.00 +	\$6,500.00 = \$6,500.00
494-000-665.000	INTEREST EARNINGS	\$1,080.00	\$1,080.00 +	\$594.00 = \$486.00
494-000-677.000	MISCELLANEOUS	\$0.00	\$0.00 +	\$10.00 = \$10.00
494-000-677.001	DDA EVENTS FUND	\$0.00	\$0.00 +	\$3,370.00 = \$3,370.00
494-000-677.005	FUNDRAISING	\$3,000.00	\$3,000.00 +	\$795.00 = \$2,205.00
494-000-677.010	TIF	\$274,000.00	\$274,000.00 +	\$100,100.00 = \$173,900.00
Expenditures:				
494-729-728.000	DDA: OFFICE SUPPLIES	\$1,500.00	\$1,500.00 -	\$665.00 = \$835.00
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	\$500.00	\$500.00 -	\$500.00 = \$0.00
494-729-801.000	DDA: PROF SERVICES	\$7,000.00	\$7,000.00 -	\$6,800.00 = \$200.00
494-729-801.001	DDA: MASTER PLAN	\$5,000.00	\$5,000.00 -	\$5,000.00 = \$0.00
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	\$5,700.00	\$5,700.00 -	\$5,700.00 = \$0.00
494-729-820.000	DDA: DUES/ED/TRAVEL	\$4,500.00	\$4,500.00 -	\$2,492.00 = \$2,008.00
494-729-880.001	DDA: PROMOTIONS	\$11,000.00	\$11,000.00 -	\$1,835.00 = \$9,165.00
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	\$9,750.00	\$29,750.00 -	\$5,316.00 = \$24,434.00
494-729-880.003	DDA: DESIGN	\$40,000.00	\$40,000.00 -	\$8,148.00 = \$31,852.00
494-729-880.004	DDA: ORGANIZATION	\$3,000.00	\$3,000.00 -	\$2,000.00 = \$1,000.00
494-729-900.000	DDA: ADVERTISING/PRINTING	\$5,000.00	\$5,000.00 -	\$2,686.00 = \$2,314.00
494-729-900.001	DDA: FUNDRAISER EXPENSE	\$3,000.00	\$3,000.00 -	\$3,000.00 = \$0.00
494-729-935.000	DDA: MAINTENANCE FOUR CORNERS	\$6,000.00	\$6,000.00 -	\$3,320.00 = \$2,680.00
494-729-936.000	DDA: LANDSCAPING	\$2,000.00	\$2,000.00 -	\$2,000.00 = \$0.00
494-729-967.002	DDA: DDA SPONSORSHIPS	\$4,000.00	\$4,000.00 -	\$2,207.00 = \$1,793.00
494-729-967.007	DDA:CART PROJECT	\$2,500.00	\$2,500.00 -	\$2,500.00 = \$0.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	\$10,000.00	\$10,000.00 -	\$10,000.00 = \$0.00

Purpose of Amendment:

To match amendments approved at the DDA September 15, 2021 Board meeting for their 2021 Budget.

5b. Receive and File:

Adult Activity Center Report – September 2021
Advisory Council Meeting Minutes September 8, 2021
Building Department Report – August and September 2021
Financial Report – September 2021
Fire Department Report – September 2021
Library Board Minutes – September 7, 2021.pdf
Library Director's Report – October 5, 2021
Ordinance Department Enforcement – October 2021
Ordinance Department Inspections – October 2021
Sherrif's Department Report – October 2021
Treasurer's Report – September 2021



Highland Activity Center
Directors Activity Report
September 2021
Meeting October 13, 2021 at 9:30am

Stats for September 2021. Copy attached
Flyers are attached for you to share
The new facility is organized and our groups situated.

ACTIVITIES

Exercise M,W & F 15-18 (people=ppl)
Monday night cards - 8-12ppl
Bingo M&W 10-16 ppl
Mah Jongg Tuesday -12 ppl
Thursday Knitters (Hooked with Randi) 4-10 ppl
Tuesday Movies at 12 noon
Friday Movies at 1pm
Friday Euchre -24+ ppl
MOW off site at the Duck Lake Pines Park concession stand. Going well.
Bread for pick up at the park 9-12 or the new Center 9-3
Nick Palise Band 2/month
Big Band – Monthly
New book club and The Happy Bookers are meeting at building 2/the Annex
The Quilters 1st Wednesday of the month
Radio Club begins on 10/21
Puppy class start on 10/5
Rentals are starting. Small meeting and HOA's
Medicare Open enrollment by RAM appointments start the 20th of October
Chair Massage on Wednesday by appointment
Books in a bag delivery for home bound
Medical equipment needs/donations. Pick up of donations or drop off/installation done by staff as needed
Wreaths Across America applications are out
Flyers for the Giving Tree are out.
Ask the Lawyer consults (By phone. Lawyer's choice)
Ask The Money Man consults (By phone or Face to Face)
Technical help with devices, phones, and how to Zoom, by

FYI

NO Soilders wish list
\$86.73 Received from Colasanti's
We are still doing bread pickups on Sunday. Donuts from Looney and Deihls when they call.
All of that has to be transported to the concession stand divided for the bus people, the new Center, and some treats for the homebound Meals on Wheels people. Trays are made up and wrapped to be brought to the new Center or taken home to store in whomever has room in their freezer. We have to return tubs and boxes back to Diehls and Looney in a timely fashion.

Highland Activity Center Advisory Council Meeting Minutes
September 8, 2021
Zoom Meeting

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Judi Crawford at 9:30 AM on Wednesday, September 8, 2021 via zoom.

PRESENT:

Judi Crawford, Dick Russell, Sharon Keenan (via phone), Darlene Sharpe, Linda Bonham, Terry Olexsy, Ray Polidori. Patti Janette, Carolyn Kress, Chuck Sharpe, Heidi Bey, Peter Werthmann, Steve Jagusch and Tami Flowers,

SECRETARY'S MINUTES:

The motion to approve the August Minutes was made by Linda Bonham, seconded by Ray Polidori and was unanimously approved.

TREASURERS REPORT:

The Treasurers Report for July was read showing a bank balance of \$18,247.68. A motion to accept was made by Patti Janette, seconded by Terry Olexsyl and was unanimously approved.

UPCOMING EVENTS:

New meeting place for HAC is 153 N. Milford Road, Suite 103, Highland MI.
Highland Fitness will be at the new place Mons, Weds and Fridays
Movies on Tuesday and Friday at noon
Bingo at noon on Monday and Friday
Euchre on Friday at noon
Domioes on Thursdays at noon

NEW BUSINESS:

New date for construction of HAC is September 1, 2021; new drive way is not one way nor connected to the school.
Medicare open enrollment starts Oct 15 thru Dec 7 by appointment – Free
No obile food pantry for September. Future pantry will be at the new Firehall
Peter Werthmann has planned a zoom meeting on Female Spies probably in November
Community Sharing donations have slowed with \$352,076 given to date.

MOTION TO ADJOURN:

A motion to adjourn the meeting at 10:0 am was made by Ray Polidori, seconded by Terry Olexsy and the meeting was adjourned with Board Members taking a tour of the new facility

Respectfully submitted,

Darlene Sharpe
Secretary, Highland Advisory Council

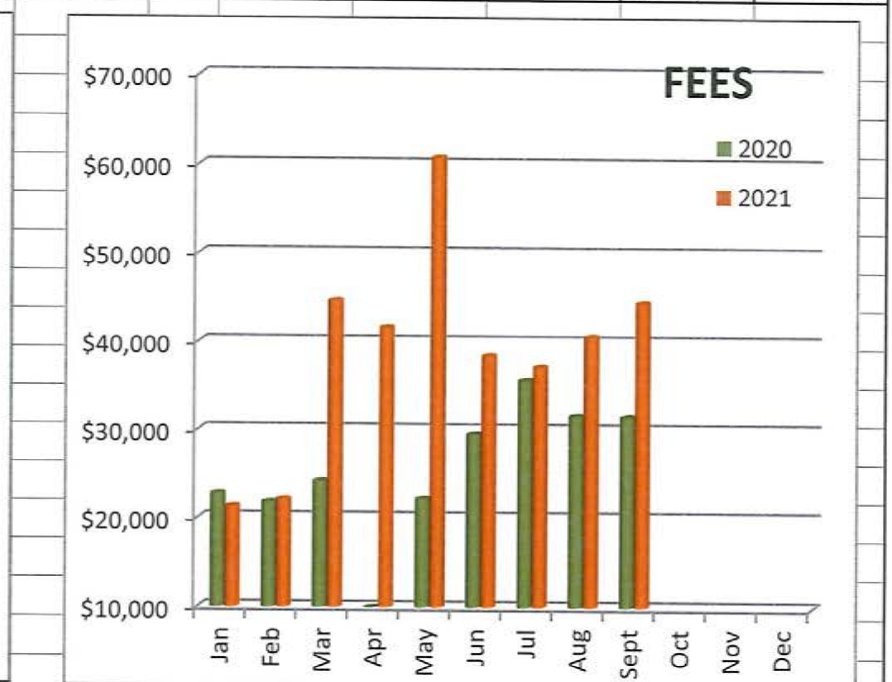
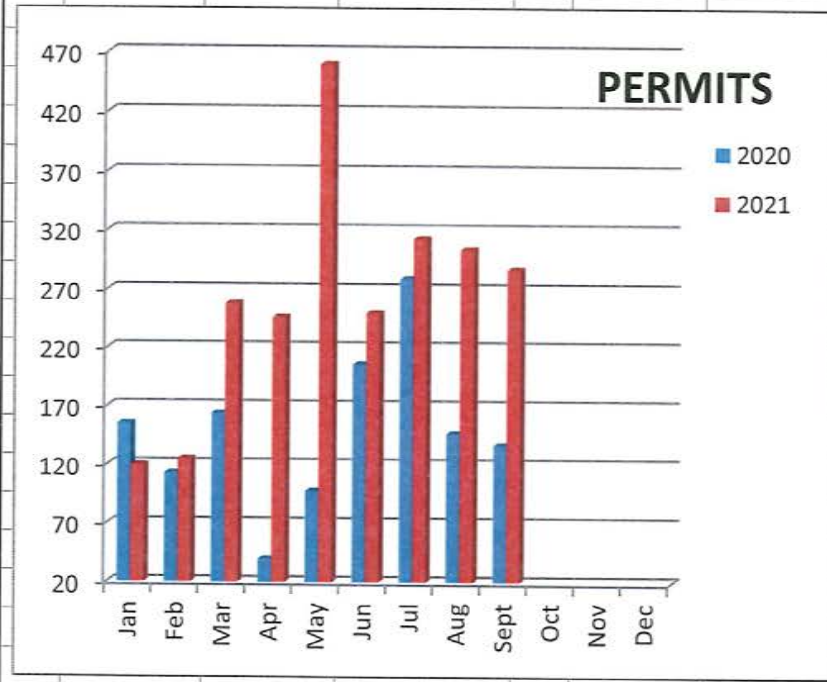
*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
August 2021*

2020-2021 HIGHLAND TOWNSHIP BUILDING DEPARTMENT

2020	Permits	Fees	2021	Permits	Fees	Permits	Change	%	fee diff	fee % chg
Jan	155	\$22,773	Jan	120	\$21,320	January	-35	-23%	-\$1,453	-6.38%
Feb	113	\$21,803	Feb	125	\$22,152	February	12	11%	\$349	1.60%
Mar	164	\$24,218	Mar	258	\$44,679	March	94	57%	\$20,461	84.49%
Apr	40	\$5,304	Apr	246	\$41,644	April	206	515%	\$36,340	685.14%
May	98	\$22,216	May	460	\$60,794	May	362	369%	\$38,578	173.65%
Jun	206	\$29,551	Jun	250	\$38,471	June	44	21%	\$8,920	30.19%
Jul	279	\$35,676	Jul	313	\$37,184	July	34	12%	\$1,508	4.23%
Aug	147	\$31,656	Aug	304	\$40,638	August	157	107%	\$8,982	28.37%
Sept	137	\$31,532	Sept	287	\$44,481	September	150	109%	\$12,949	41.07%
Oct			Oct			October	0	#DIV/0!	\$0	#DIV/0!
Nov			Nov			November	0	#DIV/0!	\$0	#DIV/0!
Dec			Dec			December	0	#DIV/0!	\$0	#DIV/0!
Totals	1339	\$224,729	Totals	2363	\$351,363	Totals	1024	76%	\$126,635	56.35%



August 2021

TOTAL (forward)..... 39431

Additional fees:

Building..... 472

Electric..... 206

Plumbing..... 38

Heating..... 491

Licenses & Misc Fees.....

sub total: 40638

MONTH-END GRAND TOTAL REVENUE.....

Total number of all Permits to date This Year: 1974
Last Year: 1202

Total number of all Electric, Plumbing,
& Heating This Year: 1258
Last Year: 751

Total number of Building permits to date: This Year: 809
Last Year: 433

Total number of New Single-Family Units: This Year: 19
Last Year: 16

Total number of Land Use Permits This Year: 12
Last Year: 18

Respectfully Submitted:

STEVE ITINO
Building Official
Ordinance Dept Supervisor

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Carport					
PB21-0534	3356 CENTER RD	TOPPER, RAYMOND	\$500	\$140	
PB21-0583	3735 Emerald Park Dr	TROMBLEY, CAROL LYNNE	\$30500	\$227	
Carport			\$31000	\$367	2
Commercial, Renovations					
PB21-0556	2000 E HIGHLAND RD	John Stewart Associates	\$400000	\$2237	
Commercial, Renovations			\$400000	\$2237	1
Deck					
PB21-0536	3470 CENTER RD	Alpine Construction	\$12320	\$150	
PB21-0548	908 BLUE HERON DR	Square Fit LLC	\$31000	\$244	
PB21-0553	1633 RIDGE RD	All American Remod LLC	\$17000	\$159	
PB21-0581	5191 Millstone Ln	TROMBLEY, CAROL LYNNE	\$31185	\$230	
PB21-0582	1014 Marble Dr	TROMBLEY, CAROL LYNNE	\$4400	\$96	
PB21-0584	6052 JADA DR	Timm Custom Construction	\$42500	\$302	
Deck			\$138405	\$1181	6
Demolition					
PB21-0541	2351 FOXGROVE DR	Comet Services LLC	\$0	\$177	
Demolition			\$0	\$177	1
Electrical					
PE21-0460	3522 RESERVE CT	Specialized Power Services	\$0	\$85	
PE21-0461	1100 BLUE HERON DR	Holland Htg & Air Conditioning	\$0	\$45	
PE21-0462	949 TIERNEY AVE	Mister Sparky	\$0	\$77	
PE21-0463	2634 W Campbell	Lite Electric	\$0	\$77	
PE21-0464	2525 W Sinclair	Lite Electric	\$0	\$77	
PE21-0465	2771 MacDuff	Lite Electric	\$0	\$77	
PE21-0466	2718 E Murray	Lite Electric	\$0	\$77	
PE21-0467	233 Maple	Lite Electric	\$0	\$77	
PE21-0468	223 Maple Ave	Lite Electric	\$0	\$77	
PE21-0469	226 Maple Ave	Lite Electric	\$0	\$77	
PE21-0470	188 Birch	Lite Electric	\$0	\$77	
PE21-0471	2641 W Tartan	Lite Electric	\$0	\$77	
PE21-0472	627 S PARK ST	Synergy Electric LLC	\$0	\$72	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0473	2320 Gibraltar Dr	M & D Electric	\$0	\$62	
PE21-0474	2345 PINE BLUFFS CT	Quality Electric Services	\$0	\$211	
PE21-0475	2119 TIMBER RIDGE CT	Family Heating Co Inc	\$0	\$52	
PE21-0476	2730 WESTWIND DR	Family Heating Co Inc	\$0	\$52	
PE21-0478	236 Maple	Lite Electric	\$0	\$77	
PE21-0479	1650 White Lk Rd	S & L Electric Inc	\$0	\$368	
PE21-0480	3936 ARABY CT	Holland Htg & Air Conditioning	\$0	\$72	
PE21-0481	3937 ORCHARD DR	Ashcott Electrical Inc	\$0	\$67	
PE21-0482	1184 CRAVEN DR	Thornton & Grooms, Inc	\$0	\$45	
PE21-0483	5252 BELLA DR	Day Electric	\$0	\$86	
PE21-0484	3905 Emerald Park Dr	Lite Electric	\$0	\$77	
PE21-0485	4015 ARABY CT	Oak Electric Service Inc	\$0	\$111	
PE21-0486	2924 KATIE LN	Family Heating Co Inc	\$0	\$52	
PE21-0487	5678 ZANDER LN	Dirkse, Troy	\$0	\$144	
PE21-0488	2550 E Wardlow Rd	Smart Lighting LLC	\$0	\$2372	
PE21-0489	2482 CANTERWOOD	Family Heating Co Inc	\$0	\$66	
PE21-0490	59 Sycamore Ave	Lite Electric	\$0	\$77	
PE21-0491	2646 E Campbell	Lite Electric	\$0	\$77	
PE21-0492	53 Grant Dr	Lite Electric	\$0	\$77	
PE21-0493	1736 WILDFLOWER LN	C&C Heating and Air Conditioni	\$0	\$67	
PE21-0494	1262 W LIVINGSTON RD	BU Engineering Electric Control	\$0	\$133	
PE21-0495	4021 HUNTERS DR	Superior Power & Lighting	\$0	\$92	
PE21-0496	1305 S HICKORY RIDGE RD	Dubs Electric	\$0	\$287	
PE21-0497	216 E Glengarry Ct	Chapple Electric Inc	\$0	\$67	
PE21-0498	2822 ALLISON LN	Holland Htg & Air Conditioning	\$0	\$45	
PE21-0499	2948 E Highland Road	Don's Electrical Service Inc	\$0	\$132	
PE21-0500	4327 STRATHCONA	Lakes Electric	\$0	\$161	
PE21-0501	1525 S TIPSICO LAKE RD	Mister Sparky	\$0	\$45	
PE21-0502	2633 W Tartan	Lite Electric	\$0	\$77	
PE21-0503	2730 E Murray	Lite Electric	\$0	\$77	
PE21-0504	210 Maple	Lite Electric	\$0	\$77	
PE21-0505	162 Birch	Lite Electric	\$0	\$77	
PE21-0506	4636 STRATHCONA	Don's Electrical Service Inc	\$0	\$122	
PE21-0507	2253 NORTH ST	Family Heating Co Inc	\$0	\$52	
PE21-0508	132 Oak Ave	Capitol Supply & Service	\$0	\$69	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0509	123 Elm	Capitol Supply & Service	\$0	\$69	
PE21-0510	121 Elm Ave	Capitol Supply & Service	\$0	\$69	
PE21-0511	117 Beech Ave	Capitol Supply & Service	\$0	\$69	
PE21-0512	115 Beech Ave	Capitol Supply & Service	\$0	\$69	
PE21-0513	109 Beech Ave	Capitol Supply & Service	\$0	\$69	
PE21-0514	100 Sycamore Ave	Capitol Supply & Service	\$0	\$69	
PE21-0515	34 Pine	Capitol Supply & Service	\$0	\$69	
PE21-0516	30 Pine Ave	Capitol Supply & Service	\$0	\$69	
PE21-0517	14 Cedar Ave	Capitol Supply & Service	\$0	\$69	
PE21-0518	9 Cedar Ave	Capitol Supply & Service	\$0	\$69	
PE21-0519	2440 E Bruce	Chapple Electric Inc	\$0	\$77	
PE21-0520	267 Highland Dr	Chapple Electric Inc	\$0	\$77	
PE21-0521	16 E Grant Ct	ARI	\$0	\$77	
PE21-0522	4681 STONEY ACRES LN	Lakeside Service Co Inc	\$0	\$45	
PE21-0523	1758 LA SALLE BLVD	Sgi Heating & Cooling	\$0	\$132	
PE21-0524	1244 CRAVEN DR	Randazzo Mechanical Htg & Cl	\$0	\$52	
PE21-0525	290 SHERMAN ST	Randazzo Mechanical Htg & Cl	\$0	\$52	
Electrical			\$0	\$7899	65
Fence					
PB21-0542	2414 HARVEY LAKE RD	COUTURE, DOUGLAS	\$0	\$88	
PB21-0603	4020 N HICKORY RIDGE RD	SLAVENS, MICHAEL	\$0	\$88	
Fence			\$0	\$176	2
Mechanical					
PM21-0378	3522 RESERVE CT	South Lyon Plumbing Inc	\$0	\$78	
PM21-0379	1100 BLUE HERON DR	Holland Htg & Air Conditioning	\$0	\$67	
PM21-0380	2634 W Campbell	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0381	2675 S MILFORD RD	Robin Aire Htg & Clg	\$0	\$130	
PM21-0382	236 Maple	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0383	37 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0384	40 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0385	1650 White Lk Rd	Harper Mechanical	\$0	\$394	
PM21-0386	2485 JACKSON BLVD	SIZEMORE, KEITH	\$0	\$78	
PM21-0387	210 Maple	Mobile & Modular Homes Inc	\$0	\$77	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0388	162 Birch	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0389	2730 E Murray	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0390	59 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0391	2119 TIMBER RIDGE CT	Family Heating Co Inc	\$0	\$123	
PM21-0392	2730 WESTWIND DR	Family Heating Co Inc	\$0	\$161	
PM21-0393	2345 PINE BLUFFS CT	Conditioned Air LLC	\$0	\$121	
PM21-0394	2633 W Tartan	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0395	3905 Emerald Park Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0396	2646 E Campbell	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0397	5678 ZANDER LN	1st Heating & Cooling Co	\$0	\$83	
PM21-0398	1689 Gleneagles	North Star Water Mgmt LLC	\$0	\$78	
PM21-0399	3936 ARABY CT	Holland Htg & Air Conditioning	\$0	\$116	
PM21-0400	53 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0401	57 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0402	1184 CRAVEN DR	Thornton & Grooms, Inc	\$0	\$67	
PM21-0403	5252 BELLA DR	Kelley Brothers LC	\$0	\$117	
PM21-0404	2924 KATIE LN	Family Heating Co Inc	\$0	\$113	
PM21-0405	2898 Ruby Way	Aqua Flame LLC	\$0	\$100	
PM21-0406	2482 CANTERWOOD	Family Heating Co Inc	\$0	\$188	
PM21-0407	1689 Gleneagles	Williams Distributing Co	\$0	\$122	
PM21-0408	3484 TAGGETT LAKE DR	MAS Mechanical LLC	\$0	\$190	
PM21-0409	563 S TIPSICO LAKE RD	MAS Mechanical LLC	\$0	\$342	
PM21-0410	1736 WILDFLOWER LN	C&C Heating and Air Conditioni	\$0	\$129	
PM21-0411	1785 MELODY LN	MAS Mechanical LLC	\$0	\$114	
PM21-0412	563 S TIPSICO LAKE RD	Pipeline Plumbing LLC	\$0	\$78	
PM21-0413	1161 SAINT ANDREWS	First Choice Htg. & Cooling	\$0	\$84	
PM21-0414	2822 ALLISON LN	Holland Htg & Air Conditioning	\$0	\$75	
PM21-0415	2948 E Highland Road	Don's Electrical Service Inc	\$0	\$116	
PM21-0416	1448 SPINNAKER CT	Mulligan Heating	\$0	\$305	
PM21-0417	1689 Gleneagles	MAS Mechanical LLC	\$0	\$228	
PM21-0418	2560 PINE BLUFFS CT	MAS Mechanical LLC	\$0	\$218	
PM21-0419	4636 STRATHCONA	Don's Electrical Service Inc	\$0	\$116	
PM21-0420	2253 NORTH ST	Family Heating Co Inc	\$0	\$133	
PM21-0421	2218 S MILFORD RD	ADM Air Control	\$0	\$391	
PM21-0422	1525 S TIPSICO LAKE RD	Fresh Air One Hour Heating and	\$0	\$67	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0423	132 Oak Ave	Capitol Supply & Service	\$0	\$67	
PM21-0424	123 Elm	Capitol Supply & Service	\$0	\$67	
PM21-0425	121 Elm Ave	Capitol Supply & Service	\$0	\$67	
PM21-0426	117 Beech Ave	Capitol Supply & Service	\$0	\$67	
PM21-0427	115 Beech Ave	Capitol Supply & Service	\$0	\$67	
PM21-0428	109 Beech Ave	Capitol Supply & Service	\$0	\$67	
PM21-0429	100 Sycamore Ave	Capitol Supply & Service	\$0	\$67	
PM21-0430	34 Pine	Capitol Supply & Service	\$0	\$67	
PM21-0431	30 Pine Ave	Capitol Supply & Service	\$0	\$67	
PM21-0432	14 Cedar Ave	Capitol Supply & Service	\$0	\$67	
PM21-0433	9 Cedar Ave	Capitol Supply & Service	\$0	\$67	
PM21-0434	83 Elm Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0435	106 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0436	209 Maple	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0437	280 Walnut	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0438	274 Spruce	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0439	22 Sycamore	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0440	17 Pine	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0441	4937 STRATHCONA	Condor Htg & Clg Specialists In	\$0	\$176	
PM21-0442	3607 Crystal Ridge	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0443	216 E Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0444	124 Elm	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0445	279 Walnut	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0446	277 Hemlock	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0447	161 Birch	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0448	281 Walnut Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0449	157 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0450	145 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0451	143 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0452	147 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0453	108 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0454	32 Pine	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0455	57 Linden	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0456	2792 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0457	228 Maple	Mobile & Modular Homes Inc	\$0	\$77	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0458	238 Maple	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0459	4681 STONEY ACRES LN	Lakeside Service Co Inc	\$0	\$67	
PM21-0460	1758 LA SALLE BLVD	SGI Heating & Cooling	\$0	\$170	
PM21-0461	1244 CRAVEN DR	Randazzo Mechanical Htg & Cl	\$0	\$181	
PM21-0462	290 SHERMAN ST	Randazzo Mechanical Htg & Cl	\$0	\$124	
Mechanical			\$0	\$9026	85
Miscellaneous					
PB21-0535	3356 CENTER RD	TOPPER, RAYMOND	\$600	\$79	
PB21-0555	4015 ARABY CT	Oak Electric Service Inc	\$21360	\$181	
PB21-0557	175 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0562	190 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0563	194 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0564	192 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0566	187 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0568	173 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0569	172 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0570	170 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0571	211 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0572	42 Ash Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0573	77 Ash	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0574	90 Tamarack	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0575	91 Tamarack	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0576	92 Locust	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0577	93 Locust	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0578	164 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0585	165 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0586	167 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0587	168 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0588	169 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0589	163 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0590	200 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0591	199 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0592	195 Birch	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0593	202 Birch	Grand Blanc Concrete Construct	\$2500	\$86	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0594	212 Maple	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0595	206 Hemlock Blvd	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0596	62 Locust Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB21-0598	3486 JACKSON BLVD	Foundation Systems of Michiga	\$5500	\$101	
Miscellaneous			\$97460	\$2769	31
Permit Renewal					
PB21-0558	2259 JACKSON BLVD	MILLER, TRACIE	\$0	\$95	
PB21-0561	2161 NORTH ST	BROPHY, BRENT S REV LIV	\$0	\$150	
PB21-0599	1460 W WARDLOW RD	HUFF, LUDMILLA REV LIVI	\$0	\$52	
Permit Renewal			\$0	\$297	3
Plumbing					
PP21-0238	2634 W Campbell	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0239	236 Maple	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0240	37 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0241	40 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0242	210 Maple	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0243	162 Birch	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0244	2730 E Murray	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0245	3510 CASTLE CT	Nelson Plumbing & Heating	\$0	\$57	
PP21-0246	59 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0247	2862 Ben Dr	Marotta Plbg & Htg LLC	\$0	\$332	
PP21-0248	2560 PINE BLUFFS CT	Stone Hollow Properties & Dev	\$0	\$76	
PP21-0249	5678 ZANDER LN	FAIRBANKS & SONS PLUMB	\$0	\$109	
PP21-0250	2633 W Tartan	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0251	3905 Emerald Park Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0252	2646 E Campbell	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0253	1689 Gleneagles	North Star Water Mgmt LLC	\$0	\$254	
PP21-0254	53 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0255	57 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0256	2098 PINE BLUFFS CT	Benjamin Franklin Plumbing	\$0	\$45	
PP21-0257	3522 RESERVE CT	Benjamin Franklin Plumbing	\$0	\$45	
PP21-0258	563 S TIPSICO LAKE RD	Pipeline Plumbing LLC	\$0	\$287	
PP21-0259	260 N TIPSICO LAKE RD	Benjamin Franklin Plumbing	\$0	\$45	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PP21-0260	83 Elm Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0261	106 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0262	209 Maple	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0263	280 Walnut	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0264	274 Spruce	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0265	22 Sycamore	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0266	17 Pine	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0267	3607 Crystal Ridge	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0268	216 E Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0269	124 Elm	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0270	279 Walnut	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0271	277 Hemlock	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0272	161 Birch	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0273	281 Walnut Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0274	157 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0275	145 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0276	143 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0277	147 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0278	108 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0279	32 Pine	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0280	57 Linden	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0281	2792 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0282	228 Maple	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0283	238 Maple	Mobile & Modular Homes Inc	\$0	\$67	
Plumbing			\$0	\$3729	46
Res. Mobile Home					
PMH21-0157	2634 W Campbell	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0158	236 Maple	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0159	37 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0160	40 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0161	210 Maple	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0162	162 Birch	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0163	2730 E Murray	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0164	59 Sycamore Ave	Mobile & Modular Homes Inc	\$0	\$200	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH21-0165	2633 W Tartan	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0166	3905 Emerald Park Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0167	2646 E Campbell	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0168	53 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0169	57 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0170	83 Elm Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0171	106 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0172	209 Maple	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0173	280 Walnut	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0174	274 Spruce	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0175	22 Sycamore	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0176	17 Pine	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0177	3607 Crystal Ridge	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0178	216 E Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0179	124 Elm	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0180	279 Walnut	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0181	277 Hemlock	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0182	161 Birch	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0183	281 Walnut Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0184	157 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0185	145 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0186	143 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0187	147 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0188	108 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0189	32 Pine	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0190	57 Linden	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0191	2792 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0192	228 Maple	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0193	238 Maple	Mobile & Modular Homes Inc	\$0	\$200	

Res. Mobile Home

\$0

\$7400

37

Res. Renovations

PB21-0533	3678 LOCH DR	Renewal By Anderson LLC	\$38716	\$274	
PB21-0537	3390 CATHERINE ANNE LN	Home Depot USA	\$6852	\$111	
PB21-0539	658 GLENEAGLES	Majic Window Company	\$46110	\$315	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 8/1/2021 12:00:00 AM AND
8/31/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0540	949 TIERNEY AVE	A Better Exterior LLC	\$9190	\$126	
PB21-0543	1030 W LIVINGSTON RD	Renovations Roofing & Remod	\$14370	\$152	
PB21-0544	3234 MAPLE RIDGE AVE	Wallside Inc	\$1565	\$85	
PB21-0545	1200 S MILFORD RD	Renovations Roofing & Remod	\$48050	\$325	
PB21-0546	2653 KATIE LN	Renewal By Anderson LLC	\$4438	\$100	
PB21-0547	2104 ELKHORN DR	Renewal By Anderson LLC	\$3897	\$95	
PB21-0549	584 WOODRUFF LAKE RD	Wallside Inc	\$5487	\$106	
PB21-0550	1835 LA SALLE BLVD	COSSIN, ROBERT L	\$42264	\$321	
PB21-0551	675 W LIVINGSTON RD	Roofing Solutions LLC	\$8300	\$121	
PB21-0552	3083 LAKE DR	Wallside Inc	\$2354	\$85	
PB21-0554	1101 SHOTEY CT	DAVIS, ARIELLE C	\$1300	\$80	
PB21-0559	2274 ADDALEEN RD	The Roof Company	\$29400	\$243	
PB21-0560	1637 ROWE RD	Spencer Knish Construction	\$15660	\$172	
PB21-0565	2151 ELKRIDGE CIR	Pella Windows & Doors, Inc.	\$4468	\$100	
PB21-0567	3375 HARVEY LAKE RD	Mr Roof	\$10354	\$131	
PB21-0579	747 TIMBER RIDGE DR	A Better Exterior LLC	\$13920	\$146	
PB21-0580	1768 PRUIT DR	BUGLIONE, JOHN	\$12000	\$141	
PB21-0597	4720 LONE TREE RD	BACHMAYER, THOMAS	\$52000	\$335	
PB21-0600	4161 HARVEY LAKE RD	Renewal By Anderson LLC	\$29054	\$228	
PB21-0601	1801 HORSESHOE DR	Renewal By Anderson LLC	\$13691	\$146	
PB21-0602	2455 BAY VISTA DR	Spencer Knish Construction	\$12946	\$141	
Res. Renovations			\$426386	\$4079	24
Shed					
PB21-0538	5206 N MILFORD RD	KABALKA JR, WALTER F	\$4000	\$94	
Shed			\$4000	\$94	1
Totals			\$1097251	\$39431	304

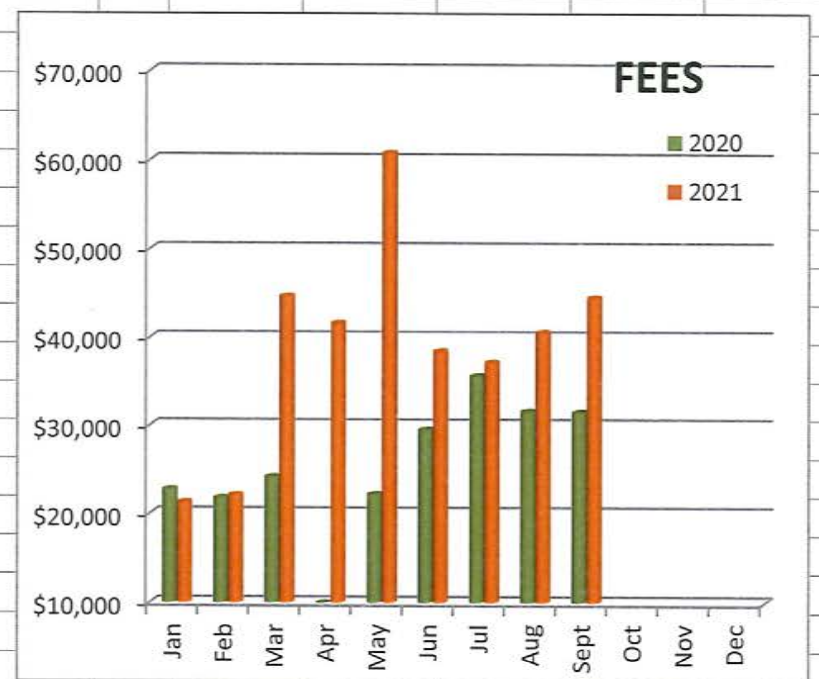
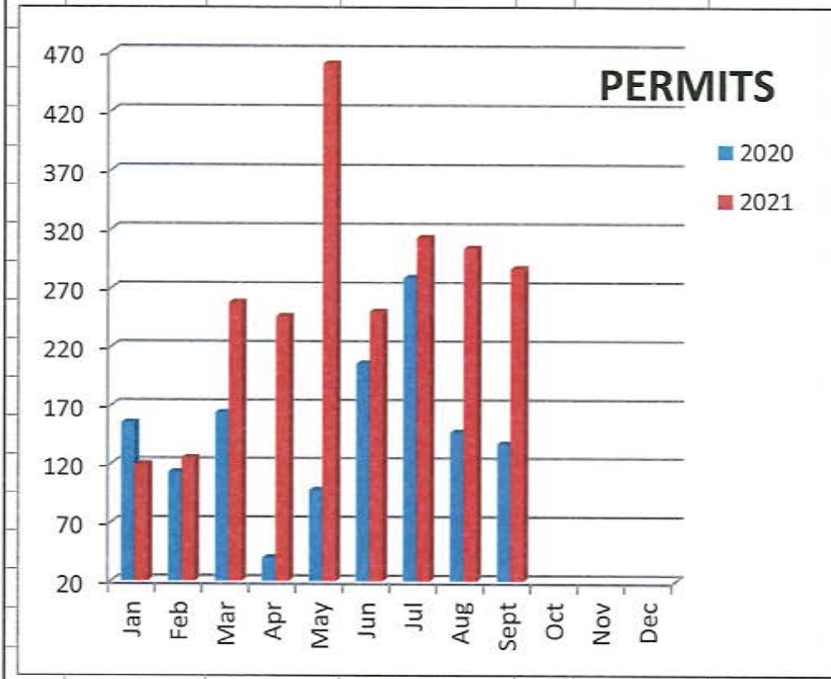
*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
September 2021*

2020-2021 HIGHLAND TOWNSHIP BUILDING DEPARTMENT

2020	Permits	Fees	2021	Permits	Fees	Permits	Change	%	fee diff	fee % chg
Jan	155	\$22,773	Jan	120	\$21,320	January	-35	-23%	-\$1,453	-6.38%
Feb	113	\$21,803	Feb	125	\$22,152	February	12	11%	\$349	1.60%
Mar	164	\$24,218	Mar	258	\$44,679	March	94	57%	\$20,461	84.49%
Apr	40	\$5,304	Apr	246	\$41,644	April	206	515%	\$36,340	685.14%
May	98	\$22,216	May	460	\$60,794	May	362	369%	\$38,578	173.65%
Jun	206	\$29,551	Jun	250	\$38,471	June	44	21%	\$8,920	30.19%
Jul	279	\$35,676	Jul	313	\$37,184	July	34	12%	\$1,508	4.23%
Aug	147	\$31,656	Aug	304	\$40,638	August	157	107%	\$8,982	28.37%
Sept	137	\$31,532	Sept	287	\$44,481	September	150	109%	\$12,949	41.07%
Oct			Oct			October	0	#DIV/0!	\$0	#DIV/0!
Nov			Nov			November	0	#DIV/0!	\$0	#DIV/0!
Dec			Dec			December	0	#DIV/0!	\$0	#DIV/0!
Totals	1339	\$224,729	Totals	2363	\$351,363	Totals	1024	76%	\$126,635	56.35%



September 2021

TOTAL (forward)..... \$44,309

Additional fees:

Building..... \$38.00

Electric..... 0

Plumbing..... 0

Heating..... \$494.00

Licenses & Misc Fees.....

sub total: \$532.00

MONTH-END GRAND TOTAL REVENUE..... \$44,481

Total number of all Permits to date This Year: 2261
Last Year: 1339

Total number of all Electric, Plumbing,
& Heating This Year: 1446
Last Year: 822

Total number of Building permits to date: This Year: 908
Last Year: 499

Total number of New Single-Family Units: This Year: 22
Last Year: 20

Total number of Land Use Permits This Year: 16
Last Year: 18

Respectfully Submitted: STEVE ITINO
Building Official
Ordinance Dept Supervisor

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Carport					
PB21-0632	2841 CLOVERDALE	FITZROY, ROBERT R	\$2700	\$87	
Carport			\$2700	\$87	1
Commercial, New Building					
PB21-0623	400 Beach Farm Circle	Michael Bellocco	\$235000	\$0	
Commercial, New Building			\$235000	\$0	1
Commercial, Renovations					
PB21-0614	205 N JOHN ST	Summit Company Inc	\$7000000	\$0	
PB21-0637	1830 N MILFORD	D M Wilson Construction	\$125000	\$575	
PB21-0639	2112 S MILFORD RD	2114 S MILFORD RD LLC	\$60000	\$516	
PB21-0641	165 N JOHN ST	Summit Company Inc	\$832248	\$0	
PB21-0664	141 N MILFORD RD STE 103	Blackie Concrete	\$18400	\$216	
Commercial, Renovations			\$8035648	\$1307	5
Deck					
PB21-0607	2930 PINE BLUFFS CT	Lucas Construction	\$16000	\$154	
PB21-0608	2791 PINE BLUFFS CT	Lucas Construction	\$13000	\$139	
PB21-0613	2309 N DUCK LAKE RD	WEST, ERICA	\$2500	\$145	
PB21-0621	4124 TAGGETT LAKE DR	All American Remod LLC	\$19500	\$171	
PB21-0667	5991 Zander LN	Mark Swiastyn	\$25000	\$199	
PB21-0670	6061 Zander Lane	Bryan Vandercook	\$25000	\$214	
Deck			\$101000	\$1022	6
Electrical					
PE21-0477	2758 RUBY WAY	Bridgewood Electrical LLC	\$0	\$45	
PE21-0526	1835 LA SALLE BLVD	COSSIN, ROBERT L	\$0	\$77	
PE21-0527	78 Elm Ave	Capitol Supply & Service	\$0	\$69	
PE21-0528	2012 OAKLAND DR	Family Heating Co Inc	\$0	\$106	
PE21-0529	2690 VERO DR	Mister Sparky	\$0	\$106	
PE21-0530	2840 CLOVERDALE	M & D Electric	\$0	\$50	
PE21-0531	3585 HIGHLAND BLVD	MARA, CHERYL	\$0	\$57	
PE21-0532	3285 OAKGROVE	Family Heating Co Inc	\$0	\$45	
PE21-0533	1532 PRUIT DR	Holland Htg & Air Conditioning	\$0	\$76	
PE21-0534	3147 PINE BLUFFS CT	JW Shaw Electric	\$0	\$103	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0535	4450 W HIGHLAND RD	Family Heating Co Inc	\$0	\$52	
PE21-0536	2792 Loch Lomond	Lite Electric	\$0	\$76	
PE21-0537	124 Elm	Lite Electric	\$0	\$76	
PE21-0538	279 Walnut	Lite Electric	\$0	\$76	
PE21-0539	281 Walnut Ave	Lite Electric	\$0	\$76	
PE21-0540	277 Hemlock	Lite Electric	\$0	\$77	
PE21-0541	161 Birch	Lite Electric	\$0	\$76	
PE21-0542	32 Pine	Lite Electric	\$0	\$76	
PE21-0543	57 Linden	Lite Electric	\$0	\$76	
PE21-0544	157 Beech Ave	Lite Electric	\$0	\$76	
PE21-0545	145 Beech Ave	Lite Electric	\$0	\$76	
PE21-0546	147 Beech Ave	Lite Electric	\$0	\$76	
PE21-0547	108 Beech Ave	Lite Electric	\$0	\$76	
PE21-0548	143 Beech Ave	Lite Electric	\$0	\$76	
PE21-0549	1771 PRUIT DR	Foundation Systems of Michiga	\$0	\$53	
PE21-0550	3607 Crystal Ridge	Lite Electric	\$0	\$77	
PE21-0551	515 SNYDER RD	Power Home Solar LLC	\$0	\$164	
PE21-0552	76 Ash Ave	Lite Electric	\$0	\$77	
PE21-0553	84 Elm	Lite Electric	\$0	\$77	
PE21-0554	75 Ash Ave	Lite Electric	\$0	\$77	
PE21-0555	150 Beech Ave	Lite Electric	\$0	\$77	
PE21-0556	125 Elm	Lite Electric	\$0	\$77	
PE21-0557	2365 WILLOW LN	TEMPLE, DRAKE	\$0	\$77	
PE21-0558	37 Grant Dr	Lite Electric	\$0	\$77	
PE21-0559	216 E Glengarry Ct	Lite Electric	\$0	\$77	
PE21-0560	40 Grant Dr	Lite Electric	\$0	\$77	
PE21-0561	274 Spruce	Lite Electric	\$0	\$77	
PE21-0562	280 Walnut	Lite Electric	\$0	\$77	
PE21-0563	22 Sycamore	Lite Electric	\$0	\$77	
PE21-0564	17 Pine	Lite Electric	\$0	\$77	
PE21-0565	1620 KINGSWAY DR	Bremray Electrical LLC	\$0	\$108	
PE21-0566	171 Birch	Capitol Supply & Service	\$0	\$69	
PE21-0567	236 Maple	Capitol Supply & Service	\$0	\$69	
PE21-0568	209 Maple	Lite Electric	\$0	\$77	
PE21-0569	3507 W Highland RD	Synergy Electric LLC	\$0	\$510	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0570	861 W LIVINGSTON RD	C W Tillotson Electric	\$0	\$103	
PE21-0571	2311 Loch Lomond Ct	Chapple Electric Inc	\$0	\$67	
PE21-0572	4021 HUNTERS DR	Family Heating Co Inc	\$0	\$92	
PE21-0573	2737 Loch Lomond	Lite Electric	\$0	\$77	
PE21-0574	4937 STRATHCONA	Rader Electric Co Inc	\$0	\$60	
PE21-0575	33 Grant Dr	Lite Electric	\$0	\$77	
PE21-0576	237 E Glengarry Ct	Lite Electric	\$0	\$77	
PE21-0577	36 Grant Dr	Lite Electric	\$0	\$77	
PE21-0578	2321 Mead Blvd	Lite Electric	\$0	\$77	
PE21-0579	2326 S Baird	Lite Electric	\$0	\$77	
PE21-0580	201 Birch Ave	Lite Electric	\$0	\$77	
PE21-0581	83 Elm Ave	Lite Electric	\$0	\$77	
PE21-0582	4510 N TIPSICO LAKE RD	Synergy Electric LLC	\$0	\$67	
PE21-0583	2958 BLUFF CT	TIMMA, ROBERT	\$0	\$45	
PE21-0584	6052 JADA DR	Executive Electric & Bldg Svcs	\$0	\$103	
PE21-0585	57 Grant Dr	Lite Electric	\$0	\$77	
PE21-0586	2958 BLUFF CT	Family Heating Co Inc	\$0	\$45	
PE21-0587	741 W LIVINGSTON RD	Family Heating Co Inc	\$0	\$45	
PE21-0588	3450 HIGHLAND BLVD	Family Heating Co Inc	\$0	\$52	
PE21-0589	3309 RAMADA DR	First Choice Htg. & Cooling	\$0	\$45	
PE21-0590	3655 CHEVRON DR	Matheson Heating & AC	\$0	\$45	
PE21-0591	480 TIMBER RIDGE DR	Don's Electrical Service Inc	\$0	\$130	
PE21-0592	3836 LOCH DR	Robin Aire Htg & Clg	\$0	\$45	
PE21-0593	191 Birch Ave	Lite Electric	\$0	\$77	
PE21-0594	3043 Boulder Ridge	Randazzo Mechanical Htg & Cl	\$0	\$57	
PE21-0595	2330 Gibraltar Dr	M & D Electric	\$0	\$62	
PE21-0596	3277 KNOLL CT	Holland Htg & Air Conditioning	\$0	\$76	
PE21-0597	2253 NORTH ST	Lakes Electric	\$0	\$77	
PE21-0598	106 Beech Ave	Lite Electric	\$0	\$77	
PE21-0599	45 Grant Dr	Lite Electric	\$0	\$77	
PE21-0600	1901 GROVE ST	Mastercraft Htg & Clg Inc	\$0	\$67	
PE21-0601	3833 TARA DR	Synergy Electric LLC	\$0	\$116	
PE21-0602	165 N JOHN ST	Douglas Electric	\$0	\$15	
PE21-0603	205 N JOHN ST	Douglas Electric	\$0	\$0	
PE21-0604	205 N JOHN ST	Douglas Electric	\$0	\$0	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE21-0605	305 KNOBBY VW	Westborn Electric LLC	\$0	\$85	
PE21-0606	2878 STEEPLECHASE	Westborn Electric LLC	\$0	\$77	
PE21-0607	2728 PINE BLUFFS CT	Westborn Electric LLC	\$0	\$85	
PE21-0608	3057 GIDDINGS BLVD	Generator Supercenter	\$0	\$100	
PE21-0609	209 N JOHN ST	Douglas Electric	\$0	\$0	
PE21-0610	1562 PETTIBONE LAKE RD	ZARATE, MICHAEL S	\$0	\$82	
Electrical			\$0	\$6670	86
Fence					
PB21-0624	4060 HILLCREST DR	COOPER, JOAN	\$3500	\$88	
PB21-0627	1031 DUNLEAVY DR	Combs, Andrew	\$500	\$88	
PB21-0628	351 TARAS DR	DIAZ, JONAS PAUL	\$1700	\$88	
Fence			\$5700	\$264	3
Fire/Water Damage Repair -- Resid					
PB21-0655	3902 PRESIDENTIAL WAY	Sunglo Restoration Services, Inc	\$80000	\$475	
Fire/Water Damage Repair -- Resid			\$80000	\$475	1
Garage, attached					
PB21-0604	3996 LOCH DR	CARPENTER, ADAM	\$31000	\$229	
Garage, attached			\$31000	\$229	1
Garage, detached					
PB21-0666	615 DUNLEAVY DR	SILJANDER, PHIL	\$15660	\$152	
Garage, detached			\$15660	\$152	1
Mechanical					
PM21-0463	78 Elm Ave	Capitol Supply & Service	\$0	\$67	
PM21-0464	3450 E CLARICE AVE	Fireclass LLC	\$0	\$123	
PM21-0465	2012 OAKLAND DR	Family Heating Co Inc	\$0	\$191	
PM21-0466	3285 OAKGROVE	Family Heating Co Inc	\$0	\$67	
PM21-0467	1532 PRUIT DR	Holland Htg & Air Conditioning	\$0	\$116	
PM21-0468	4450 W HIGHLAND RD	Family Heating Co Inc	\$0	\$113	
PM21-0469	2690 VERO DR	Fresh Air One Hour Heating and	\$0	\$78	
PM21-0470	191 Birch Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0471	208 Maple	Mobile & Modular Homes Inc	\$0	\$77	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0472	45 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0473	150 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0474	75 Ash Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0475	84 Elm	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0476	76 Ash Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0477	125 Elm	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0478	2326 S Baird	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0479	201 Birch Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0480	2321 Mead Blvd	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0481	2737 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0482	36 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0483	1288 GLEN CT	HVAC Pro LLC	\$0	\$78	
PM21-0484	237 E Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0485	33 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0486	2872 ROWE RD	J.A. Carney Plumbing, Inc	\$0	\$117	
PM21-0487	236 Maple	Capitol Supply & Service	\$0	\$67	
PM21-0488	171 Birch	Capitol Supply & Service	\$0	\$67	
PM21-0489	4021 HUNTERS DR	Family Heating Co Inc	\$0	\$116	
PM21-0490	2550 E Wardlow Rd	Mastercraft Plumbing Inc	\$0	\$0	
PM21-0491	289 Walnut	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0492	41 Ash Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0493	221 Maple	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0494	291 Walnut	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0495	2218 S MILFORD RD	Beck Fire Protection, Inc	\$0	\$128	
PM21-0496	2958 BLUFF CT	Family Heating Co Inc	\$0	\$67	
PM21-0497	741 W LIVINGSTON RD	Family Heating Co Inc	\$0	\$84	
PM21-0498	3450 HIGHLAND BLVD	Family Heating Co Inc	\$0	\$123	
PM21-0499	841 WHITE HOUSE DR	M & B Heating & Cooling	\$0	\$278	
PM21-0500	3309 RAMADA DR	First Choice Htg. & Cooling	\$0	\$67	
PM21-0501	98 Locust Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0502	146 Beech Ave	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0503	3655 CHEVRON DR	Matheson Heating & AC	\$0	\$85	
PM21-0504	203 Birch	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0505	29 Grant Dr	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0506	480 TIMBER RIDGE DR	Don's Electrical Service Inc	\$0	\$78	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM21-0507	3836 LOCH DR	Robin Aire Htg & Clg	\$0	\$67	
PM21-0508	3043 Boulder Ridge	Randazzo Mechanical Htg & Cl	\$0	\$114	
PM21-0509	1151 STONE BARN	A G Gas Service	\$0	\$78	
PM21-0510	2550 E Wardlow Rd	Kapala Heating & A/C	\$0	\$15	
PM21-0511	2872 ROWE RD	Sutton and Sons Mechanical	\$0	\$239	
PM21-0512	3450 E CLARICE AVE	Mulligan Heating	\$0	\$210	
PM21-0513	2361 Mead	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0514	3277 KNOLL CT	Holland Htg & Air Conditioning	\$0	\$116	
PM21-0515	2758 RUBY WAY	Andy's Statewide Htg & Clg	\$0	\$67	
PM21-0516	1901 GROVE ST	Mastercraft Htg & Clg Inc	\$0	\$116	
PM21-0517	305 KNOBBY VW	Osburn Services Inc	\$0	\$117	
PM21-0518	2878 STEEPLECHASE	Osburn Services Inc	\$0	\$117	
PM21-0519	2728 PINE BLUFFS CT	Osburn Services Inc	\$0	\$117	
PM21-0520	1650 White Lk Rd	CJW Chimney Service	\$0	\$123	
PM21-0521	1305 S HICKORY RIDGE RD	Airtech Heating	\$0	\$304	
PM21-0522	3365 LAKEVIEW DR	PISTOLESI, MICHAEL	\$0	\$114	
PM21-0523	2483 Mead Blvd	HSI	\$0	\$77	
PM21-0524	77 W Grant	HSI	\$0	\$77	
PM21-0525	2741 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$77	
PM21-0526	3410 MIDDLE RD	FIELD, JEFFREY W	\$0	\$85	
Mechanical			\$0	\$6188	64
Miscellaneous					
PB21-0609	1771 PRUIT DR	Foundation Systems of Michiga	\$19760	\$173	
PB21-0610	515 SNYDER RD	Power Home Solar LLC	\$59000	\$370	
PB21-0612	2174 NORTH ST	Foundation Systems of Michiga	\$14750	\$148	
PB21-0622	1740 ROWE RD	Quinn White	\$6000	\$137	
PB21-0633	2435 LAKESIDE DR	Diamond Creek Homes, Inc.	\$7980	\$129	
PB21-0634	2779 Mac Duff	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0635	2368 N Baird Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0636	2728 Steward	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0642	2370 S MILFORD RD	DISH WIRELESS	\$25000	\$199	
PB21-0643	2340 Gibraltar Dr	RIDGEWOOD LLC	\$3240	\$90	
PB21-0654	77 W Grant	Housing Specialist Inc	\$2700	\$87	
PB21-0656	2483 Mead Blvd	Housing Specialist Inc	\$2700	\$87	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB21-0657	2677 Lochlomond Way	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0658	2374 S Baird Dr	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0660	2439 W Duncan	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0661	2532 W Sinclair Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB21-0662	2613 Loch Lomond	Ultimate Care & Maintenance	\$2800	\$88	
Miscellaneous			\$163530	\$2124	17
Plumbing					
PP21-0284	191 Birch Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0285	208 Maple	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0286	45 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0287	150 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0288	75 Ash Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0289	84 Elm	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0290	76 Ash Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0291	125 Elm	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0292	1771 PRUIT DR	Foundation Systems of Michiga	\$0	\$57	
PP21-0293	2326 S Baird	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0294	470 DUNLEAVY DR	R.C.C.Plumbing Inc	\$0	\$68	
PP21-0295	201 Birch Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0296	2321 Mead Blvd	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0297	2737 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0298	36 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0299	1305 S HICKORY RIDGE RD	NORTHERN HOME BUILDER	\$0	\$253	
PP21-0300	237 E Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0301	33 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0302	2872 ROWE RD	J.A. Carney Plumbing, Inc	\$0	\$156	
PP21-0303	3200 MIDDLE RD	Tisdale Plumbing Co	\$0	\$45	
PP21-0304	2550 E Wardlow Rd	Mastercraft Plumbing Inc	\$0	\$0	
PP21-0305	841 WHITE HOUSE DR	Pipeline Plumbing LLC	\$0	\$110	
PP21-0306	289 Walnut	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0307	41 Ash Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0308	221 Maple	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0309	291 Walnut	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0311	98 Locust Ave	Mobile & Modular Homes Inc	\$0	\$67	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PP21-0312	146 Beech Ave	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0313	203 Birch	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0314	29 Grant Dr	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0315	2361 Mead	Mobile & Modular Homes Inc	\$0	\$67	
PP21-0316	1965 Percy Lane	JENNINGS, JOHN A	\$0	\$431	
PP21-0317	1830 N MILFORD	Richard Thomas Plumbing	\$0	\$185	
PP21-0318	3507 W Highland RD	Randall Varcoe	\$0	\$303	
PP21-0319	2483 Mead Blvd	HSI	\$0	\$67	
PP21-0320	77 W Grant	HSI	\$0	\$67	
PP21-0321	2741 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$67	
Plumbing			\$0	\$3417	37
Pole Barn					
PB21-0618	5243 CONNORS LN	Charles E. Overfield	\$73000	\$455	
Pole Barn			\$73000	\$455	1
Res. Mobile Home					
PMH21-0194	191 Birch Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0195	208 Maple	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0196	45 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0197	150 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0198	75 Ash Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0199	84 Elm	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0200	76 Ash Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0201	125 Elm	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0202	2326 S Baird	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0203	201 Birch Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0204	2321 Mead Blvd	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0205	2737 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0206	36 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0207	237 E Glengarry Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0208	33 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0209	289 Walnut	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0210	41 Ash Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0211	221 Maple	Mobile & Modular Homes Inc	\$0	\$200	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH21-0212	291 Walnut	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0213	98 Locust Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0214	146 Beech Ave	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0215	203 Birch	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0216	29 Grant Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0217	2361 Mead	Mobile & Modular Homes Inc	\$0	\$200	
PMH21-0218	2483 Mead Blvd	HSI	\$0	\$200	
PMH21-0219	77 W Grant	HSI	\$0	\$200	
PMH21-0220	2741 Loch Lomond	Mobile & Modular Homes Inc	\$0	\$200	
Res. Mobile Home			\$0	\$5400	27
Res. Renovations					
PB21-0605	2620 N MILFORD RD	Hansons Window and Constructi	\$7673	\$116	
PB21-0606	5002 N MILFORD RD	Hansons Window and Constructi	\$7925	\$116	
PB21-0611	3286 OAK RIDGE DR	Oliver Home Improvement	\$9040	\$126	
PB21-0615	3571 GRANDVIEW	Belfor Property Restoration	\$137500	\$778	
PB21-0616	2419 WILLOW LN	Home Depot USA	\$1968	\$85	
PB21-0617	3350 BURWOOD LN	HICKOK, WALTER ERNEST R	\$15000	\$152	
PB21-0619	1833 GLENEAGLES	Mills Siding & Roofing	\$28161	\$223	
PB21-0620	1349 LUDEAN DR	Newmyer Distinctive Remodelin	\$60000	\$410	
PB21-0625	2547 VERO DR	Newmyer Distinctive Remodelin	\$100000	\$575	
PB21-0630	1609 JUNO DR	HESS, TODD A	\$26000	\$204	
PB21-0631	1698 TURTLE CRK	Power Home Solar LLC	\$27200	\$218	
PB21-0644	4741 CAPE TOWN BLVD	Ion Construction LLC	\$34000	\$259	
PB21-0647	3365 LAKEVIEW DR	Mike Strehl Enterprises LLC	\$7000	\$124	
PB21-0648	1470 PETTIBONE LAKE RD	A Better Exterior LLC	\$15925	\$157	
PB21-0649	2970 LONE TREE RD	A Better Exterior LLC	\$6925	\$111	
PB21-0651	5417 EAGLE RD	A Better Exterior LLC	\$8500	\$121	
PB21-0652	1870 ELKRIDGE CIR	Finished Basements Plus LLC	\$74446	\$447	
PB21-0653	3350 BURWOOD LN	HICKOK, WALTER ERNEST R	\$4000	\$94	
PB21-0659	6010 FISH LAKE RD	Renewal By Anderson LLC	\$12230	\$141	
PB21-0663	496 INVERNESS	Vantage Construction Co.	\$144993	\$816	
PB21-0669	3795 LOCH DR	Renewal By Anderson LLC	\$4882	\$100	
Res. Renovations			\$733368	\$5373	21

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 9/1/2021 12:00:00 AM AND
9/30/2021 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Res. Single Family					
PB21-0645	224 CLARK RD	A Better Exterior LLC	\$237154	\$1299	
PB21-0665	2142 N DUCK LAKE RD	Avripas Construction	\$1018000	\$5233	
PB21-0668	1363 Wind Valley	Stone Hollow Properties & Dev	\$498409	\$2610	
Res. Single Family			\$1753563	\$9142	3
Signs					
PSG21-0009	1400 S MILFORD	Luke Markell	\$0	\$127	
PSG21-0010	680 W LIVINGSTON RD	UNITED METHODIST CHUR	\$0	\$127	
PSG21-0011	680 W LIVINGSTON RD	UNITED METHODIST CHUR	\$0	\$127	
Signs			\$0	\$381	3
Swiming Pools-Hot Tubs/Spas					
PB21-0626	2958 BLUFF CT	TIMMA, ROBERT	\$15000	\$149	
PB21-0638	3410 MIDDLE RD	FIELD, JEFFREY W	\$60000	\$375	
PB21-0646	3202 DONNA DR	DRS Inc	\$67000	\$410	
PB21-0650	3077 Wildflower LN	Artistic Development Fiberglass	\$112000	\$635	
Swiming Pools-Hot Tubs/Spas			\$254000	\$1569	4
Zoning Land Use					
PLU21-0017	2370 S MILFORD RD	Haley Law Firm	\$0	\$0	
PLU21-0018	1400 S MILFORD	Wholesome CBD & Supplement	\$0	\$0	
PLU21-0019	510 CLYDE RD	Haley Law Firm	\$0	\$0	
PLU21-0020	2112 S MILFORD RD	Philip Rashid Jr.	\$0	\$0	
Zoning Land Use			\$0	\$0	4
Totals			\$11484169	\$44255	286

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	200.71	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,601,837.72	
101-000-072.000	COUNTY OF OAKLAND	(2,154.50)	
101-000-075.000	HURON VALLEY SCHOOLS	(6,440.50)	
101-000-078.000	DUE FROM STATE REVENUES	289,690.00	
	TOTAL ASSETS		<u>4,884,220.53</u>

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.001	ESCROW BONDS&ENG. FEES PAYABLE	622,861.84	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	2,277.14	
101-000-202.003	ESCROW POLICE SAGINAW PIPELINE	2,356.46	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	750.75	
101-000-231.000	PR W/H FICA	215.94	
	TOTAL LIABILITIES		628,462.13

FUND EQUITY

101-000-386.000	FUND BALANCE-ASSIGN CAPITAL IM	2,000,000.00	
101-000-390.000	FUND BALANCE	1,729,717.69	
	REVENUE OVER EXPENDITURES - YTD	526,040.71	
	TOTAL FUND EQUITY		<u>4,255,758.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,884,220.53</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
101-000-402.000	CURRENT PROPERTY TAX	500,000.00	500,000.00	507,578.90	.00 (7,578.90)	101.52
101-000-404.000	SALES TAX	1,600,000.00	1,600,000.00	1,264,406.00	.00 335,594.00	79.03
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	2,423.31	667.03 (2,423.31)	.00
101-000-423.000	MOBILE HOME TAXES	5,000.00	5,000.00	4,401.50	525.00 598.50	88.03
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	238,149.35	.00 61,850.65	79.38
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	754.00	.00 746.00	50.27
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	2,883.50	254.00 2,116.50	57.67
101-000-491.000	BUILDING PERMITS	170,000.00	200,220.00	182,137.60	15,374.00 18,082.40	90.97
101-000-491.001	HEATING PERMITS	35,000.00	35,000.00	54,726.20	6,155.20 (19,726.20)	156.36
101-000-491.002	PLUMBING PERMITS	20,000.00	20,000.00	30,498.00	3,014.00 (10,498.00)	152.49
101-000-491.003	ELECTRICAL PERMITS	40,000.00	40,000.00	55,858.40	6,715.40 (15,858.40)	139.65
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	8,986.00	8,986.00 41,014.00	17.97
101-000-528.000	OTHER FEDERAL GRANT REVENUE	.00	.00	36,739.00	.00 (36,739.00)	.00
101-000-584.005	METRO AUTHORITY	12,000.00	12,000.00	21,519.75	.00 (9,519.75)	179.33
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	15,000.00	15,000.00	7,070.24	.00 7,929.76	47.13
101-000-607.002	CONTRACTORS REGISTRATIONS	2,400.00	2,400.00	2,644.00	225.00 (244.00)	110.17
101-000-607.019	SUMMER TAX COLLECTION FEE	45,000.00	45,000.00	51,244.71	.00 (6,244.71)	113.88
101-000-607.022	ENHANCE ACCESS FEES	3,000.00	3,000.00	3,356.87	.00 (356.87)	111.90
101-000-607.034	ADMINISTRATION FEES	15,000.00	15,000.00	15,103.96	.00 (103.96)	100.69
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	31,657.67	4,772.43 18,342.33	63.32
101-000-628.014	REZONING FEES, PLANNING	.00	.00	750.00	.00 (750.00)	.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	8,525.00	825.00 (1,525.00)	121.79
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	7,082.00	1,975.00 (1,082.00)	118.03
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	10,200.00	1,000.00 (5,200.00)	204.00
101-000-651.007	ACTIVITY CENTER REVENUES	6,000.00	6,000.00	2,749.95	.00 3,250.05	45.83
101-000-657.000	VARIOUS FINES	.00	.00	75.00	.00 (75.00)	.00
101-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	9,950.61	786.09 49.39	99.51
101-000-667.001	PARK: RENTALS	.00	.00	600.00	50.00 (600.00)	.00
101-000-667.010	ACTIVITY CTR ANNEX UTILITIES	5,000.00	5,000.00	2,665.48	83.00 2,334.52	53.31
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	20,999.97	2,333.33 7,000.03	75.00
101-000-676.018	ELECTION REIMBURSEMENT	.00	35,000.00	(2,615.84)	(2,615.84) 37,615.84 (7.47)	
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	2,000.00	2,000.00	705.00	75.00 1,295.00	35.25
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	5,800.00	5,800.00	.00	.00 5,800.00	.00
101-000-677.031	MISCELLANEOUS	10,000.00	10,000.00	11,379.53	365.05 (1,379.53)	113.80
101-000-692.000	APPROPRIATION FUND BAL.	.00	2,009,244.00	.00	.00 2,009,244.00	.00
	REVENUE	2,953,700.00	5,028,164.00	2,595,205.66	51,564.69 2,432,958.34	51.61
	TOTAL FUND REVENUE	2,953,700.00	5,028,164.00	2,595,205.66	51,564.69 2,432,958.34	51.61

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
LEGISLATIVE							
101-102-702.000	LEGISLATIVE: SALARIES	24,180.00	24,180.00	18,070.76	1,910.08	6,109.24	74.73
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	127.00	.00	5,873.00	2.12
	TOTAL LEGISLATIVE	30,180.00	30,180.00	18,197.76	1,910.08	11,982.24	60.30
SUPERVISOR							
101-171-702.000	SUP DEPT: SALARIES	78,795.00	78,795.00	57,581.02	6,061.16	21,213.98	73.08
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	48,750.00	18,713.00	18,712.50	.00	.50	100.00
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,065.00	13,065.00	10,313.17	1,046.89	2,751.83	78.94
101-171-704.003	SUP DEPT: FLOATER (2) WAGE P-T	.00	9,750.00	.00	.00	9,750.00	.00
101-171-704.005	SUP DEPT: MAINT WAGE P-T	29,700.00	29,700.00	19,689.10	2,689.05	10,010.90	66.29
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	.00	.00	1,244.40	66.30	(1,244.40)	.00
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	125.00	.00	2,375.00	5.00
	TOTAL SUPERVISOR	172,810.00	152,523.00	107,665.19	9,863.40	44,857.81	70.59
ACCOUNTING							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	54,600.00	54,600.00	39,827.39	4,200.00	14,772.61	72.94
101-191-704.001	ACCTG: P-T ASSISTANT	20,904.00	20,904.00	15,265.87	1,608.00	5,638.13	73.03
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	255.00	120.00	2,745.00	8.50
	TOTAL ACCOUNTING	78,504.00	78,504.00	55,348.26	5,928.00	23,155.74	70.50
CLERK							
101-215-702.002	CLERK: SALARIES	74,855.00	74,855.00	54,701.95	5,758.10	20,153.05	73.08
101-215-703.001	CLERK: DEPUTY WAGE F-T	58,500.00	58,500.00	42,660.90	4,500.00	15,839.10	72.92
101-215-703.005	CLERK: CLERICAL WAGE F-T	39,360.00	39,360.00	28,743.89	3,028.52	10,616.11	73.03
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-721.007	CLERK: ELECTION INSPECTORS	.00	.00	(115.00)	.00	115.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	.00	.00	1,325.00	1,150.00	(1,325.00)	.00
101-215-820.000	CLERK: DUES/ED/TRAVEL	4,000.00	4,000.00	2,824.19	.00	1,175.81	70.60
101-215-825.004	CLERK: CERTIFICATION	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	.00	35,000.00	2,340.26	116.76	32,659.74	6.69
	TOTAL CLERK	181,515.00	216,515.00	132,481.19	14,553.38	84,033.81	61.19
TREASURER							
101-253-702.001	TREAS: SALARIES	74,855.00	74,855.00	54,701.95	5,758.10	20,153.05	73.08
101-253-703.000	TREAS: DEPUTY WAGE F-T	60,450.00	60,450.00	44,158.30	4,688.75	16,291.70	73.05
101-253-703.003	TREAS: CLERICAL WAGE F-T	40,990.00	40,990.00	29,946.85	3,153.00	11,043.15	73.06
101-253-705.004	TREAS: PART-TIME SEASONAL	7,375.00	7,375.00	.00	.00	7,375.00	.00
101-253-820.000	TREAS: DUES/ED/TRAVEL	4,000.00	4,000.00	1,167.23	210.00	2,832.77	29.18
101-253-825.002	TREAS: CERTIFICATION	2,500.00	2,500.00	299.00	.00	2,201.00	11.96
	TOTAL TREASURER	190,170.00	190,170.00	130,273.33	13,809.85	59,896.67	68.50

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
ASSESSOR							
101-257-703.001	ASSESSING: CLERICAL WAGE F-T	25,935.00	22,435.00	13,763.74	2,743.12	8,671.26	61.35
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	122,000.00	122,000.00	90,394.60	.00	31,605.40	74.09
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	565.00	.00	935.00	37.67
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
	TOTAL ASSESSOR	150,035.00	146,535.00	104,723.34	2,743.12	41,811.66	71.47
GENERAL GOVERNMENT							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	11,000.00	11,000.00	4,661.93	678.77	6,338.07	42.38
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	4,215.78	(223.56)	3,784.22	52.70
101-261-760.000	GEN GOV: MISC. GRANT EXPENSE	.00	.00	36,739.00	.00	(36,739.00)	.00
101-261-801.001	GEN GOV: PROF SERVICES	40,000.00	40,000.00	11,010.00	.00	28,990.00	27.53
101-261-803.000	GEN GOV: SNOWPLOW SERV	36,000.00	36,000.00	11,696.33	.00	24,303.67	32.49
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	41,515.55	3,779.75	33,484.45	55.35
101-261-805.000	GEN GOV: AUDITING	70,000.00	70,000.00	65,685.00	.00	4,315.00	93.84
101-261-810.000	GEN GOV: COURT WITNESS FEES	500.00	500.00	(26.88)	.00	526.88	(5.38)
101-261-813.000	GEN GOV: STORM WATER PERMIT	800.00	800.00	500.00	.00	300.00	62.50
101-261-813.001	GEN GOV: WOTA	185,000.00	185,000.00	185,000.00	.00	.00	100.00
101-261-821.000	GEN GOV: MEMBER FEES	10,500.00	10,500.00	10,590.50	208.95	(90.50)	100.86
101-261-822.000	GEN GOV: BANK FEES	4,000.00	4,000.00	5,009.58	.00	(1,009.58)	125.24
101-261-830.000	GEN GOV: GEN INSURANCE	65,000.00	65,000.00	67,028.70	1,935.00	(2,028.70)	103.12
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	12,000.00	12,000.00	8,230.00	823.00	3,770.00	68.58
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	3,669.24	289.72	2,830.76	56.45
101-261-850.002	GEN GOV: WEBSITE	2,000.00	2,000.00	1,945.90	.00	54.10	97.30
101-261-900.000	GEN GOV: TAX BILL PRINTING	10,000.00	10,000.00	5,982.09	.00	4,017.91	59.82
101-261-900.001	GEN GOV: ADVERTISING	22,500.00	22,500.00	10,741.82	1,177.75	11,758.18	47.74
101-261-900.002	GEN GOV: PRINTING	4,500.00	4,500.00	532.22	61.11	3,967.78	11.83
101-261-920.000	GEN GOV: UTILITIES	60,000.00	60,000.00	41,705.46	5,641.45	18,294.54	69.51
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	30,000.00	30,000.00	24,083.05	3,632.03	5,916.95	80.28
101-261-937.000	GEN GOV: VEHICLE OP MAINT	3,000.00	3,000.00	1,904.58	320.37	1,095.42	63.49
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	36,172.51	1,793.17	13,827.49	72.35
101-261-955.000	GEN GOV: MISCELLANEOUS	10,000.00	10,000.00	4,776.06	438.14	5,223.94	47.76
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	12,000.00	26,157.00	26,534.73	9.32	(377.73)	101.44
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	38,000.00	38,000.00	31,348.97	.00	6,651.03	82.50
101-261-971.001	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	11,304.05	.00	(1,304.05)	113.04
101-261-971.002	GEN GOV: COMMUNITY ROUND TABL	20,000.00	20,000.00	.00	.00	20,000.00	.00
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	5,000.00	5,000.00	7,123.50	329.98	(2,123.50)	142.47
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	.00	2,000,000.00	.00	.00	2,000,000.00	.00
	TOTAL GENERAL GOVERNMENT	801,300.00	2,815,457.00	659,679.67	20,894.95	2,155,777.33	23.43

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
GENERAL GOVERNMENT PERSONNE							
101-279-710.000	GGP: EMPLR PAYROLL TAX	85,000.00	85,000.00	62,059.70	6,614.81	22,940.30	73.01
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	110,000.00	110,000.00	77,855.67	25,909.30	32,144.33	70.78
101-279-712.000	GGP: HEALTH/DENTAL/LIFE/DIS INS	170,000.00	160,250.00	118,405.26	11,857.12	41,844.74	73.89
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	12,000.00	12,000.00	4,887.00	.00	7,113.00	40.73
101-279-714.004	GGP: MERIT INCREASES	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	61,000.00	61,000.00	40,681.26	4,541.65	20,318.74	66.69
101-279-716.002	GGP: TUITION REIMB	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	17,833.39	4,458.61	27,166.61	39.63
101-279-718.001	GGP: PTO CASH PAYOUT	.00	15,864.00	1,335.00	.00	14,529.00	8.42
	TOTAL GENERAL GOVERNMENT PER	496,000.00	502,114.00	323,057.28	53,381.49	179,056.72	64.34
BUILDING							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	61,460.00	61,460.00	45,268.15	5,122.00	16,191.85	73.65
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	37,348.00	37,348.00	27,278.19	2,872.51	10,069.81	73.04
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	35,329.00	35,329.00	24,845.40	2,718.00	10,483.60	70.33
101-371-705.000	BLDG: PART-TIME SEASONAL	.00	5,220.00	4,417.50	180.00	802.50	84.63
101-371-735.000	BLDG: POSTAGE	500.00	500.00	410.49	106.80	89.51	82.10
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	75,000.00	100,000.00	89,873.94	12,942.08	10,126.06	89.87
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL	2,500.00	2,500.00	469.00	469.00	2,031.00	18.76
	TOTAL BUILDING	212,637.00	242,857.00	192,562.67	24,410.39	50,294.33	79.29
CEMETERY							
101-567-935.000	CEMETERY: SEXTON	41,208.00	41,208.00	30,906.00	3,434.00	10,302.00	75.00
101-567-935.001	CEMETERY: MAINTENANCE	6,000.00	6,000.00	11,507.19	1,487.02	(5,507.19)	191.79
101-567-955.000	CEMETERY: MISCELLANEOUS	4,500.00	4,500.00	.00	.00	4,500.00	.00
	TOTAL CEMETERY	51,708.00	51,708.00	42,413.19	4,921.02	9,294.81	82.02
SOCIAL SERVICES							
101-670-705.000	SOC SERV: CROSSING GUARDS	8,800.00	8,800.00	4,038.84	287.50	4,761.16	45.90
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	7,500.00	7,500.00	.00	.00	7,500.00	.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	7,500.00	7,500.00	7,500.00	.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	660.00	.00	1,840.00	26.40
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	8,986.00	.00	41,014.00	17.97
	TOTAL SOCIAL SERVICES	76,300.00	76,300.00	21,184.84	287.50	55,115.16	27.77

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
SENIOR CENTER							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	45,825.00	45,825.00	33,361.29	3,525.00	12,463.71	72.80
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	29,250.00	16,250.00	14,160.00	1,500.00	2,090.00	87.14
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-	19,500.00	19,500.00	14,190.00	1,500.00	5,310.00	72.77
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	19,500.00	19,500.00	.00	.00	19,500.00	.00
101-672-704.006	ACTIVITY CTR: SECURITY P-T	4,097.00	4,097.00	.00	.00	4,097.00	.00
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	11,700.00	11,700.00	8,421.60	893.70	3,278.40	71.98
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	5,000.00	5,000.00	96.60	.00	4,903.40	1.93
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	1,298.60	.00	4,701.40	21.64
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	2.40	.00	2,497.60	.10
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	146.25	.00	1,053.75	12.19
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	671.37	52.63	828.63	44.76
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	1,438.48	236.29	1,061.52	57.54
101-672-850.002	ANNEX: INTERNET SERVICE	1,500.00	1,500.00	1,949.08	216.57	(449.08)	129.94
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	6,500.00	6,500.00	5,424.40	590.00	1,075.60	83.45
101-672-920.000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	5,012.16	636.12	3,987.84	55.69
101-672-920.002	ANNEX: UTILITIES	9,000.00	9,000.00	4,358.89	451.69	4,641.11	48.43
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	5,000.00	5,000.00	1,059.69	414.67	3,940.31	21.19
101-672-936.002	ANNEX: BUILDING MAINT	5,000.00	5,000.00	9,560.09	1,788.25	(4,560.09)	191.20
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	1,980.25	1,367.38	519.75	79.21
101-672-940.000	ACTIVITY CTR: RENT EXPENSE	.00	13,000.00	8,500.00	8,500.00	4,500.00	65.38
	TOTAL SENIOR CENTER	187,072.00	187,072.00	111,631.15	21,672.30	75,440.85	59.67
PLANNING & ORDINANCE							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	75,266.00	75,266.00	55,185.30	5,867.20	20,080.70	73.32
101-701-703.003	PLNG: CLERICAL WAGE F-T	35,330.00	.00	.00	.00	.00	.00
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	51,010.00	51,010.00	37,465.95	3,976.32	13,544.05	73.45
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	24,256.00	24,256.00	17,442.59	1,843.00	6,813.41	71.91
101-701-801.000	PLNG: CONSULTANT PROF.	.00	68,867.00	17,540.00	5,160.00	51,327.00	25.47
101-701-820.000	PLNG: DUES/ED/TRAVEL	1,500.00	1,500.00	1,595.00	.00	(95.00)	106.33
101-701-825.002	PLNG: CERTIFICATION	2,000.00	2,000.00	85.00	.00	1,915.00	4.25
101-701-935.000	OE: VIOLATION CORRECTIONS	5,000.00	5,000.00	1,075.00	155.00	3,925.00	21.50
	TOTAL PLANNING & ORDINANCE	194,362.00	227,899.00	130,388.84	17,001.52	97,510.16	57.21
ZONING BOARD OF APPEALS (ZBA)							
101-702-720.000	ZBA: MEETING PAY	8,880.00	8,880.00	4,040.00	320.00	4,840.00	45.50
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	152.00	.00	848.00	15.20
101-702-900.000	ZBA: ADVERTISING	2,500.00	2,500.00	4,300.25	.00	(1,800.25)	172.01
	TOTAL ZONING BOARD OF APPEALS	15,280.00	15,280.00	8,492.25	320.00	6,787.75	55.58

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
PLANNING COMMISSION							
101-703-720.000	PLNG COMM: RECORDING SECTY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-703-720.001	PLNG COMM: COMMISSION	11,400.00	11,400.00	2,837.50	351.25	8,562.50	24.89
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	30,000.00	30,000.00	.00	.00	30,000.00	.00
101-703-801.001	PLNG COMM: ORDINANCE REVISION	10,000.00	10,000.00	7,154.91	.00	2,845.09	71.55
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	925.00	.00	1,075.00	46.25
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	3,500.00	3,500.00	2,244.00	484.50	1,256.00	64.11
	TOTAL PLANNING COMMISSION	60,050.00	60,050.00	13,161.41	835.75	46,888.59	21.92
PARKS							
101-751-729.000	PARKS: HIGHLAND STATION	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-729.001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	610.20	.00	1,889.80	24.41
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	364.34	.00	2,635.66	12.14
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	3,746.11	600.00	(746.11)	124.87
101-751-920.000	PARKS: UTILITIES	3,000.00	3,000.00	1,874.73	248.90	1,125.27	62.49
101-751-935.000	PARKS: MAINTENANCE	18,000.00	18,000.00	11,309.20	1,101.00	6,690.80	62.83
	TOTAL PARKS	35,000.00	35,000.00	17,904.58	1,949.90	17,095.42	51.16
	TOTAL FUND EXPENDITURES	2,932,923.00	5,028,164.00	2,069,164.95	194,482.65	2,958,999.05	41.15
	NET REVENUE OVER EXPENDITURES	20,777.00	.00	526,040.71	(142,917.96)	526,040.71	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

ROAD FUND

ASSETS

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

529,578.73
35,101.06

TOTAL ASSETS

564,679.79

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.001 HAULING ROUTE PAYABLE

38,234.50

TOTAL LIABILITIES

38,234.50

FUND EQUITY

203-000-390.000 FUND BALANCE
203-000-392.000 RESTRICTED FUND BALANCE
REVENUE OVER EXPENDITURES - YTD

4,563.21
491,344.23
30,537.85

TOTAL FUND EQUITY

526,445.29

TOTAL LIABILITIES AND EQUITY

564,679.79

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

ROAD FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
203-000-665.000						
	1,500.00	1,500.00	7.67	.67	1,492.33	.51
203-000-699.401						
	100,000.00	100,000.00	100,000.00	.00	.00	100.00
REVENUE	101,500.00	101,500.00	100,007.67	.67	1,492.33	98.53
TOTAL FUND REVENUE	101,500.00	101,500.00	100,007.67	.67	1,492.33	98.53
ROAD						
203-596-967.000						
	60,000.00	60,000.00	29,688.82	500.00	30,311.18	49.48
203-596-967.001						
	40,000.00	40,000.00	39,781.00	.00	219.00	99.45
TOTAL ROAD	100,000.00	100,000.00	69,469.82	500.00	30,530.18	69.47
TOTAL FUND EXPENDITURES	100,000.00	100,000.00	69,469.82	500.00	30,530.18	69.47
NET REVENUE OVER EXPENDITURES	1,500.00	1,500.00	30,537.85	(499.33)	29,037.85	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

FIRE FUND

ASSETS

206-000-010.000 CASH - COMBINED SAVINGS

1,635,279.82

TOTAL ASSETS

1,635,279.82

LIABILITIES AND EQUITY

FUND EQUITY

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

1,343,646.15
291,633.67

TOTAL FUND EQUITY

1,635,279.82

TOTAL LIABILITIES AND EQUITY

1,635,279.82

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
206-000-402.000	PROPERTY TAXES	1,137,266.00	1,137,266.00	1,143,557.96	.00 (6,291.96)	100.55
206-000-603.000	CONSULTING FEE	.00	.00	250.00	.00 (250.00)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	.00	4,915.00	775.00 (4,915.00)	.00
206-000-638.000	EMS TRANSPORT	350,000.00	350,000.00	259,832.97	34,967.86 90,167.03	74.24
206-000-665.000	INTEREST ON INVESTMENTS	15,000.00	15,000.00	9,769.66	531.44 5,230.34	65.13
206-000-677.000	MISCELLANEOUS	15,000.00	15,000.00	1,471.00	1,380.00 13,529.00	9.81
206-000-692.000	APPROPRIATION FUND BAL.	.00	9,430.00	.00	.00 9,430.00	.00
206-000-693.000	ASSET SALE PROCEEDS	.00	.00	12,000.00	10,000.00 (12,000.00)	.00
	REVENUE	1,517,266.00	1,526,696.00	1,431,796.59	47,654.30 94,899.41	93.78
	TOTAL FUND REVENUE	1,517,266.00	1,526,696.00	1,431,796.59	47,654.30 94,899.41	93.78

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FIRE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
FIRE							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	74,504.00	74,504.00	54,978.97	5,787.26	19,525.03	73.79
206-336-703.000	FIRE: F-T WAGE OFFICER N.G.	60,632.00	62,451.00	45,637.93	4,803.92	16,813.07	73.08
206-336-703.001	FIRE:F-T WAGE OFFICER D.K.	59,116.00	60,889.00	44,206.75	4,683.08	16,682.25	72.60
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	60,632.00	62,451.00	45,829.69	4,803.92	16,621.31	73.39
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	50,986.00	52,186.00	38,872.28	4,040.72	13,313.72	74.49
206-336-703.004	FIRE:F-T WAGE MEDIC M.B.	50,986.00	48,574.00	33,661.08	3,837.20	14,912.92	69.30
206-336-703.005	FIRE:F-T WAGE MEDIC A.G.	50,986.00	48,574.00	34,055.53	3,837.20	14,518.47	70.11
206-336-703.013	FIRE: MARSHAL COMPENSATION	26,047.00	27,846.00	20,476.02	2,163.51	7,369.98	73.53
206-336-704.006	FIRE: P-T CLERICAL	15,382.00	15,912.00	11,488.20	1,109.25	4,423.80	72.20
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	375,000.00	375,000.00	299,694.21	30,825.14	75,305.79	79.92
206-336-707.007	FIRE: F-T OVERTIME	40,000.00	40,000.00	25,139.36	2,940.93	14,860.64	62.85
206-336-709.001	FIRE: CLOTHING ALLOWANCE	3,500.00	3,500.00	3,500.00	.00	.00	100.00
206-336-709.002	FIRE: FOOD ALLOWANCE	3,500.00	3,500.00	3,500.00	.00	.00	100.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	66,117.00	66,117.00	47,849.42	4,995.38	18,267.58	72.37
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	.00	24,200.00	24,200.00	.00	.00	100.00
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T	25,694.00	25,694.00	14,050.05	5,514.75	11,643.95	54.68
206-336-712.000	FIRE: INSURANCE/BONDS	100,000.00	100,000.00	103,381.00	6,374.00	(3,381.00)	103.38
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	12,000.00	12,000.00	9,564.00	.00	2,436.00	79.70
206-336-713.001	FIRE:HEALTH/DENTAL/LIFE/DISINS	60,000.00	60,000.00	48,019.93	4,740.47	11,980.07	80.03
206-336-713.002	FIRE: BCN HEALTH REIMBURSEMEN	.00	.00	10,444.76	2,080.02	(10,444.76)	.00
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE:CASH IN LIEU BENEF BUYOUT	9,552.00	10,300.00	7,703.99	866.04	2,596.01	74.80
206-336-719.000	FIRE: POST PLAN	10,500.00	10,500.00	.00	.00	10,500.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	10,176.99	.00	(178.99)	101.79
206-336-722.010	FIRE: INSTRUCTOR TRAINING	3,500.00	3,500.00	601.00	.00	2,899.00	17.17
206-336-727.000	FIRE: SUPPLIES	8,000.00	8,000.00	5,827.39	1,038.61	2,172.61	72.84
206-336-731.000	FIRE: MEDICAL SUPPLIES	15,000.00	15,000.00	15,156.82	250.05	(156.82)	101.05
206-336-732.000	FIRE: UNIFORMS	30,000.00	30,000.00	23,428.70	1,353.54	6,571.30	78.10
206-336-750.000	FIRE: VEHICLE GAS/OIL	30,000.00	30,000.00	19,212.53	3,497.75	10,787.47	64.04
206-336-801.000	FIRE: CODE ENFORCEMENT	10,000.00	10,000.00	.00	.00	10,000.00	.00
206-336-804.000	FIRE: LEGAL SERVICES	10,000.00	10,000.00	1,019.75	.00	8,980.25	10.20
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	3,809.93	396.00	(1,309.93)	152.40
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,000.00	15,000.00	10,785.46	7,706.39	4,214.54	71.90
206-336-820.000	FIRE: DUES & EDUCATION	15,000.00	15,000.00	15,191.80	2,648.00	(191.80)	101.28
206-336-851.000	FIRE: RADIO COMMUNICATIONS	48,500.00	48,500.00	30,394.92	3,886.94	18,105.08	62.67
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	139.95	.00	4,860.05	2.80
206-336-920.000	FIRE: PUBLIC UTILITIES	30,000.00	30,000.00	21,143.23	1,155.20	8,856.77	70.48
206-336-930.000	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	26,192.53	1,539.94	23,807.47	52.39
206-336-936.000	FIRE: BLDG MAINT/REPAIR	20,000.00	20,000.00	11,953.88	523.99	8,046.12	59.77
206-336-937.000	FIRE: EQUIP MAINT	15,000.00	15,000.00	14,996.13	768.85	3.87	99.97
206-336-955.000	FIRE: MISC EXPENSE	10,000.00	10,000.00	2,496.94	.00	7,503.06	24.97
206-336-967.000	FIRE: NEW PROJECTS	10,000.00	10,000.00	1,381.80	.00	8,618.20	13.82
TOTAL FIRE	1,497,632.00	1,526,696.00	1,140,162.92	118,168.05	386,533.08	74.68	
TOTAL FUND EXPENDITURES	1,497,632.00	1,526,696.00	1,140,162.92	118,168.05	386,533.08	74.68	

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FIRE FUND

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	19,634.00	.00	291,633.67	(70,513.75)	291,633.67	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00	
207-000-010.000	CASH - COMBINED SAVINGS	3,376,251.41	

TOTAL ASSETS

3,376,301.41

LIABILITIES AND EQUITY

FUND EQUITY

207-000-390.000	FUND BALANCE	2,079,441.74	
	REVENUE OVER EXPENDITURES - YTD	1,296,859.67	

TOTAL FUND EQUITY

3,376,301.41

TOTAL LIABILITIES AND EQUITY

3,376,301.41

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

POLICE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
207-000-402.000	2,820,618.00	2,820,618.00	2,835,175.03	.00	(14,557.03)	100.52
207-000-479.000	9,600.00	9,600.00	8,760.40	.00	839.60	91.25
207-000-528.000	.00	.00	22,542.92	.00	(22,542.92)	.00
207-000-582.000	12,000.00	12,000.00	8,504.26	.00	3,495.74	70.87
207-000-582.001	105,000.00	105,000.00	75,646.56	.00	29,353.44	72.04
207-000-582.002	162,000.00	162,000.00	108,000.00	.00	54,000.00	66.67
207-000-665.000	15,000.00	15,000.00	10,383.55	730.23	4,616.45	69.22
207-000-677.000	.00	.00	600.00	.00	(600.00)	.00
207-000-692.000	.00	310,000.00	.00	.00	310,000.00	.00
REVENUE	3,124,218.00	3,434,218.00	3,069,612.72	730.23	364,605.28	89.38
TOTAL FUND REVENUE	3,124,218.00	3,434,218.00	3,069,612.72	730.23	364,605.28	89.38
POLICE						
207-301-704.001	31,000.00	31,000.00	23,752.57	2,479.18	7,247.43	76.62
207-301-710.000	2,800.00	2,800.00	1,806.98	189.64	993.02	64.54
207-301-807.000	2,648,182.00	2,648,182.00	1,610,001.97	229,691.02	1,038,180.03	60.80
207-301-807.002	105,000.00	105,000.00	.00	.00	105,000.00	.00
207-301-807.003	12,000.00	12,000.00	.00	.00	12,000.00	.00
207-301-807.004	200,000.00	200,000.00	77,310.18	13,211.55	122,689.82	38.66
207-301-874.000	1,500.00	1,500.00	.00	.00	1,500.00	.00
207-301-920.000	14,000.00	14,000.00	4,937.09	612.35	9,062.91	35.26
207-301-935.000	20,000.00	20,000.00	9,030.02	844.93	10,969.98	45.15
207-301-940.000	28,000.00	28,000.00	20,999.97	2,333.33	7,000.03	75.00
207-301-955.000	10,000.00	10,000.00	145.00	.00	9,855.00	1.45
207-301-971.000	1,500.00	1,500.00	.00	.00	1,500.00	.00
207-301-971.001	25,000.00	25,000.00	3,788.23	.00	21,211.77	15.15
207-301-971.002	20,000.00	330,000.00	20,981.04	2,890.00	309,018.96	6.36
TOTAL POLICE	3,123,982.00	3,433,982.00	1,772,753.05	252,252.00	1,661,228.95	51.62
TOTAL FUND EXPENDITURES	3,123,982.00	3,433,982.00	1,772,753.05	252,252.00	1,661,228.95	51.62
NET REVENUE OVER EXPENDITURES	236.00	236.00	1,296,859.67	(251,521.77)	1,296,623.67	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

REFUSE FUND

ASSETS

227-000-010.000 CASH - COMBINED SAVINGS

508,537.52

TOTAL ASSETS

508,537.52

LIABILITIES AND EQUITY

FUND EQUITY

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

202,212.91
306,324.61

TOTAL FUND EQUITY

508,537.52

TOTAL LIABILITIES AND EQUITY

508,537.52

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

REFUSE FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
227-000-626.000	REFUSE COLLECTION	1,096,425.00	1,096,425.00	1,105,499.76	.00 (9,074.76)	100.83
227-000-647.002	REFUSE CONTAINERS	1,000.00	1,000.00	15.00	.00 985.00	1.50
227-000-665.000	INTEREST EARNINGS	5,000.00	5,000.00	1,694.09	242.05 3,305.91	33.88
227-000-677.000	MISCELLANEOUS	.00	.00	1,919.00	69.00 (1,919.00)	.00
	REVENUE	1,102,425.00	1,102,425.00	1,109,127.85	311.05 (6,702.85)	100.61
	TOTAL FUND REVENUE	1,102,425.00	1,102,425.00	1,109,127.85	311.05 (6,702.85)	100.61
REFUSE						
227-526-703.000	REFUSE: CLERICAL WAGE F-T	11,115.00	11,115.00	5,898.76	1,175.63 5,216.24	53.07
227-526-710.000	REFUSE: EMPLR PAYROLL TAX	995.00	995.00	.00	.00 995.00	.00
227-526-801.000	REFUSE: CONTRACTOR	1,047,000.00	1,047,000.00	786,434.48	87,616.49 260,565.52	75.11
227-526-812.000	REFUSE: FUND ADMIN COSTS	10,470.00	10,470.00	10,470.00	.00 .00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	4,000.00	4,000.00	.00	.00 4,000.00	.00
	TOTAL REFUSE	1,073,580.00	1,073,580.00	802,803.24	88,792.12 270,776.76	74.78
	TOTAL FUND EXPENDITURES	1,073,580.00	1,073,580.00	802,803.24	88,792.12 270,776.76	74.78
	NET REVENUE OVER EXPENDITURES	28,845.00	28,845.00	306,324.61	(88,481.07) 277,479.61	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

BUS TRANSPORTATION

ASSETS

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

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

288-000-390.000	FUND BALANCE	40,429.65	
	REVENUE OVER EXPENDITURES - YTD	(40,429.65)	
			<hr/>
	TOTAL FUND EQUITY		<u>.00</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>.00</u>

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

BUS TRANSPORTATION

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
288-000-692.011	APPROPRIATION FUND BAL.	.00	40,429.65	.00	.00	40,429.65	.00
	REVENUE	.00	40,429.65	.00	.00	40,429.65	.00
	TOTAL FUND REVENUE	.00	40,429.65	.00	.00	40,429.65	.00
<u>TRANSPORTATION</u>							
288-596-801.000	BUS: WOTA SEMCOG GRANT MGMNT	.00	40,429.65	40,429.65	.00	.00	100.00
	TOTAL TRANSPORTATION	.00	40,429.65	40,429.65	.00	.00	100.00
	TOTAL FUND EXPENDITURES	.00	40,429.65	40,429.65	.00	.00	100.00
	NET REVENUE OVER EXPENDITURES	.00	.00	(40,429.65)	.00	(40,429.65)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

CAPITAL IMPROVEMENT FUND

ASSETS

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

4,940,232.62
127,188.18

TOTAL ASSETS

5,067,420.80

LIABILITIES AND EQUITY

LIABILITIES

401-000-204.000 RETAINAGE PAYABLE

4,106.76

TOTAL LIABILITIES

4,106.76

FUND EQUITY

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

5,297,546.27
(234,232.23)

TOTAL FUND EQUITY

5,063,314.04

TOTAL LIABILITIES AND EQUITY

5,067,420.80

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

CAPITAL IMPROVEMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
401-000-665.000	INTEREST EARNINGS	.00	27,000.00	5,857.44	236.34	21,142.56	21.69
401-000-665.001	INTEREST EARNINGS DDA LOAN	.00	.00	2,711.05	272.27	(2,711.05)	.00
401-000-667.002	CELL TOWER LEASE	130,000.00	130,000.00	180,346.80	18,901.27	(50,346.80)	138.73
401-000-692.000	APPROPRIATION FUND BAL.	4,730,000.00	943,000.00	.00	.00	943,000.00	.00
401-000-699.000	OPERATING TRANSFER IN	.00	2,000,000.00	.00	.00	2,000,000.00	.00
	REVENUE	4,860,000.00	3,100,000.00	188,915.29	19,409.88	2,911,084.71	6.09
	TOTAL FUND REVENUE	4,860,000.00	3,100,000.00	188,915.29	19,409.88	2,911,084.71	6.09
GENERAL GOVERNMENT							
401-261-971.001	TOWNSHIP IMPROVEMENTS	4,600,000.00	2,720,000.00	224,009.98	11,600.00	2,495,990.02	8.24
401-261-971.008	M59 BIKEPATHS	.00	.00	2,271.34	1,254.97	(2,271.34)	.00
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	.00	150,000.00	71,045.48	3,798.87	78,954.52	47.36
401-261-971.013	SEWER ANTICIPATION EXPENSE	100,000.00	20,000.00	.00	.00	20,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	.00	50,000.00	20,820.72	11,883.00	29,179.28	41.64
401-261-995.103	TRANSFER TO ROAD FUND	.00	100,000.00	100,000.00	.00	.00	100.00
	TOTAL GENERAL GOVERNMENT	4,700,000.00	3,040,000.00	418,147.52	28,536.84	2,621,852.48	13.75
ANNEX							
401-523-971.000	ANNEX IMPROVEMENTS	5,000.00	5,000.00	.00	.00	5,000.00	.00
	TOTAL ANNEX	5,000.00	5,000.00	.00	.00	5,000.00	.00
CEMETERY							
401-567-971.000	CEMETERY IMPROVEMENTS	30,000.00	10,000.00	.00	.00	10,000.00	.00
	TOTAL CEMETERY	30,000.00	10,000.00	.00	.00	10,000.00	.00
PARKS							
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	35,000.00	15,000.00	.00	.00	15,000.00	.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	90,000.00	20,000.00	.00	.00	20,000.00	.00
401-751-971.002	NEW PARK PROPERTY	.00	10,000.00	5,000.00	5,000.00	5,000.00	50.00
	TOTAL PARKS	125,000.00	45,000.00	5,000.00	5,000.00	40,000.00	11.11
	TOTAL FUND EXPENDITURES	4,860,000.00	3,100,000.00	423,147.52	33,536.84	2,676,852.48	13.65
	NET REVENUE OVER EXPENDITURES	.00	.00	(234,232.23)	(14,126.96)	(234,232.23)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

FIRE CAPITAL FUND

ASSETS

402-000-010.000 CASH - COMBINED SAVINGS

3,790,331.51

TOTAL ASSETS

3,790,331.51

LIABILITIES AND EQUITY

FUND EQUITY

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

6,782,179.72
(2,991,848.21)

TOTAL FUND EQUITY

3,790,331.51

TOTAL LIABILITIES AND EQUITY

3,790,331.51

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FIRE CAPITAL FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
402-000-402.001	821,847.00	821,847.00	824,921.03	.00	(3,074.03)	100.37
402-000-665.000	25,000.00	25,000.00	30,861.62	2,003.31	(5,861.62)	123.45
402-000-692.000	.00	3,985,217.00	.00	.00	3,985,217.00	.00
REVENUE	846,847.00	4,832,064.00	855,782.65	2,003.31	3,976,281.35	17.71
TOTAL FUND REVENUE	846,847.00	4,832,064.00	855,782.65	2,003.31	3,976,281.35	17.71
FIRE						
402-336-971.000	.00	174,396.00	176,512.99	.00	(2,116.99)	101.21
402-336-971.002	20,000.00	20,000.00	.00	.00	20,000.00	.00
402-336-971.003	.00	2,993,666.00	2,867,008.14	524,077.21	126,657.86	95.77
402-336-971.004	.00	1,100,000.00	393,234.73	93,022.05	706,765.27	35.75
402-336-991.000	410,376.00	270,000.00	270,000.00	.00	.00	100.00
402-336-993.001	133,626.00	274,002.00	140,375.00	.00	133,627.00	51.23
402-336-993.002	.00	.00	500.00	.00	(500.00)	.00
TOTAL FIRE	564,002.00	4,832,064.00	3,847,630.86	617,099.26	984,433.14	79.63
TOTAL FUND EXPENDITURES	564,002.00	4,832,064.00	3,847,630.86	617,099.26	984,433.14	79.63
NET REVENUE OVER EXPENDITURES	282,845.00	.00	(2,991,848.21)	(615,095.95)	(2,991,848.21)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

DOWNTOWN DEVELOPMENT FUND

ASSETS

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

377,584.36
63,000.00

TOTAL ASSETS

440,584.36

LIABILITIES AND EQUITY

LIABILITIES

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

100,000.00
127,188.18

TOTAL LIABILITIES

227,188.18

FUND EQUITY

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

141,254.18
72,142.00

TOTAL FUND EQUITY

213,396.18

TOTAL LIABILITIES AND EQUITY

440,584.36

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

DOWNTOWN DEVELOPMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
REVENUE							
494-000-569.000	GRANT REVENUE	.00	.00	6,500.00	.00 (6,500.00)	.00	
494-000-665.000	INTEREST EARNINGS	1,080.00	1,080.00	623.61	69.69	456.39	57.74
494-000-677.000	MISCELLANEOUS	.00	.00	10.00	(10.00)	.00	.00
494-000-677.001	DDA EVENTS FUND	.00	.00	(3,870.00)	.00	3,870.00	.00
494-000-677.005	FUNDRAISING	3,000.00	3,000.00	2,205.00	.00	795.00	73.50
494-000-677.008	FARMERS MARKET RESERVATIONS	300.00	300.00	.00	.00	300.00	.00
494-000-677.010	TIF	274,000.00	274,000.00	162,218.07	51,114.34	111,781.93	59.20
494-000-692.000	APPROP FUND BALANCE	.00	20,000.00	.00	.00	20,000.00	.00
	REVENUE	278,380.00	298,380.00	167,686.68	51,184.03	130,693.32	56.20
	TOTAL FUND REVENUE	278,380.00	298,380.00	167,686.68	51,184.03	130,693.32	56.20
DOWNTOWN DEVELOPMENT AUTHO							
494-729-702.001	DDA: DIRECTOR	48,144.00	48,144.00	35,546.89	3,732.62	12,597.11	73.83
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	3,683.00	3,683.00	2,693.60	285.55	989.40	73.14
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	700.00	700.00	500.00	58.33
494-729-728.000	DDA: OFFICE SUPPLIES	1,500.00	1,500.00	618.69	32.98	881.31	41.25
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	.00	.00	500.00	.00
494-729-801.000	DDA: PROF SERVICES	7,000.00	7,000.00	188.50	.00	6,811.50	2.69
494-729-801.001	DDA: MASTER PLAN	5,000.00	5,000.00	.00	.00	5,000.00	.00
494-729-808.000	DDA: CONSULTANT CASSIE BLASCY	7,200.00	7,200.00	5,040.00	600.00	2,160.00	70.00
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	5,700.00	5,700.00	.00	.00	5,700.00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	4,500.00	4,500.00	1,208.39	.00	3,291.61	26.85
494-729-850.000	DDA: WEBSITE	1,000.00	1,000.00	475.00	.00	525.00	47.50
494-729-880.001	DDA: PROMOTIONS	11,000.00	11,000.00	7,089.72	5.97	3,910.28	64.45
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	9,750.00	29,750.00	21,245.50	455.00	8,504.50	71.41
494-729-880.003	DDA: DESIGN	40,000.00	40,000.00	8,901.83	2,420.00	31,098.17	22.25
494-729-880.004	DDA: ORGANIZATION	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-900.000	DDA: ADVERTISING/PRINTING	5,000.00	5,000.00	1,068.81	45.00	3,931.19	21.38
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	785.83	88.54	2,214.17	26.19
494-729-935.000	DDA: MAINTENANCE FOUR CORNER	6,000.00	6,000.00	805.00	125.00	5,195.00	13.42
494-729-936.000	DDA: LANDSCAPING	2,000.00	2,000.00	.00	.00	2,000.00	.00
494-729-967.000	DDA: FARMERS' MARKET	6,000.00	6,000.00	6,241.87	945.00 (241.87)	104.03	104.03
494-729-967.002	DDA: DDA SPONSORSHIPS	4,000.00	4,000.00	224.00	.00	3,776.00	5.60
494-729-967.007	DDA: CART PROJECT	2,500.00	2,500.00	.00	.00	2,500.00	.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	10,000.00	10,000.00	.00	.00	10,000.00	.00
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00	38,752.00	.00
494-729-993.000	DDA: INTEREST EXPENSE	6,500.00	6,500.00	2,711.05	272.27	3,788.95	41.71
	TOTAL DOWNTOWN DEVELOPMENT	235,929.00	255,929.00	95,544.68	9,707.93	160,384.32	37.33
	TOTAL FUND EXPENDITURES	235,929.00	255,929.00	95,544.68	9,707.93	160,384.32	37.33

CHARTER TOWNSHIP OF HIGHLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

DOWNTOWN DEVELOPMENT FUND

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	42,451.00	42,451.00	72,142.00	41,476.10	29,691.00	
	42,451.00	42,451.00	72,142.00	41,476.10	29,691.00	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

WATER SYSTEM

ASSETS

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

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

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

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

WATER SYSTEM

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
591-000-082.000						
TRANSFER IN FROM OAKLAND CTY	.00	.00	65,286.06	.00	(65,286.06)	.00
	.00	.00	65,286.06	.00	(65,286.06)	.00
TOTAL FUND REVENUE	.00	.00	65,286.06	.00	(65,286.06)	.00
WATER						
591-536-812.000						
FUND ADMINISTRATION COST	.00	.00	37,373.18	.00	(37,373.18)	.00
591-536-921.000						
SYSTEMS	.00	.00	66,839.83	.00	(66,839.83)	.00
591-536-921.001						
PLAN REVIEW & PERMITTING	.00	.00	4,639.65	.00	(4,639.65)	.00
591-536-921.002						
MAPPING UNIT	.00	.00	5,081.38	.00	(5,081.38)	.00
591-536-921.003						
BILLING SERVICES	.00	.00	7,201.01	.00	(7,201.01)	.00
591-536-935.000						
MAINTENANCE	.00	.00	77,210.42	.00	(77,210.42)	.00
591-536-938.001						
WATER SYSTEMS	.00	.00	35,726.64	.00	(35,726.64)	.00
591-536-938.002						
WATER MAINTENANCE	.00	.00	100,385.83	.00	(100,385.83)	.00
591-536-938.003						
PUMP MAINTENANCE	.00	.00	184,727.51	.00	(184,727.51)	.00
591-536-993.001						
INTEREST EXPENSE	.00	.00	8,021.13	.00	(8,021.13)	.00
TOTAL WATER	.00	.00	527,206.58	.00	(527,206.58)	.00
TOTAL FUND EXPENDITURES	.00	.00	527,206.58	.00	(527,206.58)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	(461,920.52)	.00	(461,920.52)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000 CASH - COMBINED SAVINGS

17,152.68

TOTAL ASSETS

17,152.68

LIABILITIES AND EQUITY

FUND EQUITY

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

16,597.12
555.56

TOTAL FUND EQUITY

17,152.68

TOTAL LIABILITIES AND EQUITY

17,152.68

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

HIGHLAND ADVISORY COUNCIL

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>					
702-000-674.000	.00	.00	5,878.52	1,940.00	(5,878.52)	.00
	.00	.00	5,878.52	1,940.00	(5,878.52)	.00
	.00	.00	5,878.52	1,940.00	(5,878.52)	.00
	<u>GENERAL GOVERNMENT</u>					
702-261-729.000	.00	.00	5,322.96	3,035.00	(5,322.96)	.00
	.00	.00	5,322.96	3,035.00	(5,322.96)	.00
	.00	.00	5,322.96	3,035.00	(5,322.96)	.00
	.00	.00	555.56	(1,095.00)	555.56	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

CURRENT TAX COLLECT

ASSETS

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

119,493.98
(4,056.80)

TOTAL ASSETS

115,437.18

LIABILITIES AND EQUITY

LIABILITIES

703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE

116,382.70

TOTAL LIABILITIES

116,382.70

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD

(945.52)

TOTAL FUND EQUITY

(945.52)

TOTAL LIABILITIES AND EQUITY

115,437.18

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

CURRENT TAX COLLECT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>					
703-000-665.000	.00	.00	1,295.98	743.04	(1,295.98)	.00
	.00	.00	1,295.98	743.04	(1,295.98)	.00
	.00	.00	1,295.98	743.04	(1,295.98)	.00
	<u>TRUST & AGENCY ADMIN</u>					
703-255-822.000	.00	.00	2,241.50	245.00	(2,241.50)	.00
	.00	.00	2,241.50	245.00	(2,241.50)	.00
	.00	.00	2,241.50	245.00	(2,241.50)	.00
	.00	.00	(945.52)	498.04	(945.52)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	264,913.82
737-000-017.001	MUTUAL FUNDS	648,424.15
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

962,197.97

LIABILITIES AND EQUITY

FUND EQUITY

737-000-390.000	FUND BALANCE	957,860.22
	REVENUE OVER EXPENDITURES - YTD	4,337.75

TOTAL FUND EQUITY

962,197.97

TOTAL LIABILITIES AND EQUITY

962,197.97

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

POST-RETIREMENT BENEFITS

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
REVENUE						
737-000-665.000	.00	.00	13,340.78	2,303.54	(13,340.78)	.00
737-000-669.001	.00	.00	22,716.32	(20,673.66)	(22,716.32)	.00
737-000-692.002	80,000.00	80,000.00	.00	.00	80,000.00	.00
REVENUE	80,000.00	80,000.00	36,057.10	(18,370.12)	43,942.90	45.07
TOTAL FUND REVENUE	80,000.00	80,000.00	36,057.10	(18,370.12)	43,942.90	45.07
GENERAL GOVERNMENT PERSONNE						
737-279-719.000	80,000.00	80,000.00	24,629.33	3,309.00	55,370.67	30.79
737-279-822.000	.00	.00	7,090.02	.00	(7,090.02)	.00
TOTAL GENERAL GOVERNMENT PER	80,000.00	80,000.00	31,719.35	3,309.00	48,280.65	39.65
TOTAL FUND EXPENDITURES	80,000.00	80,000.00	31,719.35	3,309.00	48,280.65	39.65
NET REVENUE OVER EXPENDITURES	.00	.00	4,337.75	(21,679.12)	4,337.75	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS

145,781.21

TOTAL ASSETS

145,781.21

LIABILITIES AND EQUITY

FUND EQUITY

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

174,094.02
(28,312.81)

TOTAL FUND EQUITY

145,781.21

TOTAL LIABILITIES AND EQUITY

145,781.21

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

DUCK LAKE ASSOC

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
764-000-665.000						
INTEREST EARNINGS	.00	.00	29.10	1.23	(29.10)	.00
	.00	.00	29.10	1.23	(29.10)	.00
TOTAL FUND REVENUE	.00	.00	29.10	1.23	(29.10)	.00
<u>TRUST & AGENCY ADMIN</u>						
764-255-812.000						
DUCK LAKE: ADMIN FEES	.00	.00	2,044.98	.00	(2,044.98)	.00
764-255-956.000						
DUCK LAKE: DEDUCTIONS	.00	.00	26,296.93	31,122.33	(26,296.93)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	28,341.91	31,122.33	(28,341.91)	.00
TOTAL FUND EXPENDITURES	.00	.00	28,341.91	31,122.33	(28,341.91)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	(28,312.81)	(31,121.10)	(28,312.81)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS

64,177.19

TOTAL ASSETS

64,177.19

LIABILITIES AND EQUITY

FUND EQUITY

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

56,453.14
7,724.05

TOTAL FUND EQUITY

64,177.19

TOTAL LIABILITIES AND EQUITY

64,177.19

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

HIGHLAND LAKE ASSOC

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
765-000-665.000						
INTEREST EARNINGS	.00	.00	7.72	.54	(7.72)	.00
REVENUE	.00	.00	7.72	.54	(7.72)	.00
TOTAL FUND REVENUE	.00	.00	7.72	.54	(7.72)	.00
<u>TRUST & AGENCY ADMIN</u>						
765-255-812.000						
HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	.00	(270.31)	.00
765-255-956.000						
HIGHLAND LAKE: DEDUCTIONS	.00	.00	(7,986.64)	500.76	7,986.64	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	(7,716.33)	500.76	7,716.33	.00
TOTAL FUND EXPENDITURES	.00	.00	(7,716.33)	500.76	7,716.33	.00
NET REVENUE OVER EXPENDITURES	.00	.00	7,724.05	(500.22)	7,724.05	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS

71,933.52

TOTAL ASSETS

71,933.52

LIABILITIES AND EQUITY

FUND EQUITY

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

80,222.38

(8,288.86)

TOTAL FUND EQUITY

71,933.52

TOTAL LIABILITIES AND EQUITY

71,933.52

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

TAGGETT LAKE ASSOC

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
766-000-665.000						
INTEREST EARNINGS	.00	.00	8.94	.61	(8.94)	.00
	.00	.00	8.94	.61	(8.94)	.00
REVENUE	.00	.00	8.94	.61	(8.94)	.00
	.00	.00	8.94	.61	(8.94)	.00
TOTAL FUND REVENUE	.00	.00	8.94	.61	(8.94)	.00
<u>TRUST & AGENCY ADMIN</u>						
766-255-812.000						
TAGGETT LAKE: ADMIN FEES	.00	.00	222.20	.00	(222.20)	.00
766-255-956.000						
TAGGETT LAKE: DEDUCTIONS	.00	.00	8,075.60	1,655.20	(8,075.60)	.00
	.00	.00	8,297.80	1,655.20	(8,297.80)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	8,297.80	1,655.20	(8,297.80)	.00
	.00	.00	8,297.80	1,655.20	(8,297.80)	.00
TOTAL FUND EXPENDITURES	.00	.00	8,297.80	1,655.20	(8,297.80)	.00
	.00	.00	8,288.86	(1,654.59)	(8,288.86)	
NET REVENUE OVER EXPENDITURES	.00	.00	(8,288.86)	(1,654.59)	(8,288.86)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000 CASH - COMBINED SAVINGS

41,173.90

TOTAL ASSETS

41,173.90

LIABILITIES AND EQUITY

FUND EQUITY

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

39,236.30
1,937.60

TOTAL FUND EQUITY

41,173.90

TOTAL LIABILITIES AND EQUITY

41,173.90

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

KELLOGG LAKE ASSOC

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-665.000						
INTEREST EARNINGS	.00	.00	5.03	.35	(5.03)	.00
	.00	.00	5.03	.35	(5.03)	.00
TOTAL FUND REVENUE	.00	.00	5.03	.35	(5.03)	.00
<u>TRUST & AGENCY ADMIN</u>						
767-255-812.000						
KELLOGG LAKE: ADMIN FEES	.00	.00	163.10	.00	(163.10)	.00
767-255-956.000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	(2,095.67)	1,511.79	2,095.67	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	(1,932.57)	1,511.79	1,932.57	.00
TOTAL FUND EXPENDITURES	.00	.00	(1,932.57)	1,511.79	1,932.57	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,937.60	(1,511.44)	1,937.60	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS

35,281.39

TOTAL ASSETS

35,281.39

LIABILITIES AND EQUITY

LIABILITIES

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

200.00

TOTAL LIABILITIES

200.00

FUND EQUITY

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

43,959.11
(8,877.72)

TOTAL FUND EQUITY

35,081.39

TOTAL LIABILITIES AND EQUITY

35,281.39

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

CHARLICK LAKE ASSOC

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
768-000-665.000						
INTEREST EARNINGS	.00	.00	5.77	.30	(5.77)	.00
	.00	.00	5.77	.30	(5.77)	.00
TOTAL FUND REVENUE	.00	.00	5.77	.30	(5.77)	.00
<u>TRUST & AGENCY ADMIN</u>						
768-255-812.000						
CHARLICK LAKE: ADMIN FEES	.00	.00	236.00	.00	(236.00)	.00
768-255-956.000						
CHARLICK LAKE: DEDUCTIONS	.00	.00	8,647.49	366.23	(8,647.49)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	8,883.49	366.23	(8,883.49)	.00
TOTAL FUND EXPENDITURES	.00	.00	8,883.49	366.23	(8,883.49)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	(8,877.72)	(365.93)	(8,877.72)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000 CASH - COMBINED SAVINGS

44,753.14

TOTAL ASSETS

44,753.14

LIABILITIES AND EQUITY

FUND EQUITY

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

54,469.35
(9,716.21)

TOTAL FUND EQUITY

44,753.14

TOTAL LIABILITIES AND EQUITY

44,753.14

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

WOODRUFF LAKE ASSOC

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
769-000-665.000						
INTEREST EARNINGS	.00	.00	6.54	.38	(6.54)	.00
	.00	.00	6.54	.38	(6.54)	.00
REVENUE	.00	.00	6.54	.38	(6.54)	.00
	.00	.00	6.54	.38	(6.54)	.00
TOTAL FUND REVENUE	.00	.00	6.54	.38	(6.54)	.00
<u>TRUST & AGENCY ADMIN</u>						
769-255-812.000						
WOODRUFF LAKE: ADMIN FEES	.00	.00	308.38	.00	(308.38)	.00
769-255-956.000						
WOODRUFF LAKE: DEDUCTIONS	.00	.00	9,414.37	4,159.32	(9,414.37)	.00
	.00	.00	9,722.75	4,159.32	(9,722.75)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	9,722.75	4,159.32	(9,722.75)	.00
	.00	.00	9,722.75	4,159.32	(9,722.75)	.00
TOTAL FUND EXPENDITURES	.00	.00	9,722.75	4,159.32	(9,722.75)	.00
	.00	.00	9,716.21	(4,158.94)	(9,716.21)	
NET REVENUE OVER EXPENDITURES	.00	.00	(9,716.21)	(4,158.94)	(9,716.21)	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS

155,895.67

TOTAL ASSETS

155,895.67

LIABILITIES AND EQUITY

FUND EQUITY

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

117,693.70
38,201.97

TOTAL FUND EQUITY

155,895.67

TOTAL LIABILITIES AND EQUITY

155,895.67

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

WHITE LAKE IMPROVEMENT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	45,805.00	.00	(45,805.00)	.00
770-000-665.000	.00	.00	18.13	1.32	(18.13)	.00
	<u>.00</u>	<u>.00</u>	<u>45,823.13</u>	<u>1.32</u>	<u>(45,823.13)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>45,823.13</u>	<u>1.32</u>	<u>(45,823.13)</u>	<u>.00</u>
<u>TRUST & AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,057.25	.00	(1,057.25)	.00
770-255-956.000	.00	.00	6,563.91	1,197.95	(6,563.91)	.00
	<u>.00</u>	<u>.00</u>	<u>7,621.16</u>	<u>1,197.95</u>	<u>(7,621.16)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>7,621.16</u>	<u>1,197.95</u>	<u>(7,621.16)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>38,201.97</u>	<u>(1,196.63)</u>	<u>38,201.97</u>	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS

2,547.55

TOTAL ASSETS

2,547.55

LIABILITIES AND EQUITY

FUND EQUITY

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

638.25

1,909.30

TOTAL FUND EQUITY

2,547.55

TOTAL LIABILITIES AND EQUITY

2,547.55

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

TOMAHAWK LAKE IMPROVEMENT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-665.000						
INTEREST EARNINGS	.00	.00	.37	.02	(.37)	.00
REVENUE	.00	.00	.37	.02	(.37)	.00
TOTAL FUND REVENUE	.00	.00	.37	.02	(.37)	.00
<u>TRUST & AGENCY ADMIN</u>						
771-255-812.000						
TOMAHAWK LAKE: ADMIN FEES	.00	.00	45.50	.00	(45.50)	.00
771-255-956.000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	(1,954.43)	.00	1,954.43	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	(1,908.93)	.00	1,908.93	.00
TOTAL FUND EXPENDITURES	.00	.00	(1,908.93)	.00	1,908.93	.00
NET REVENUE OVER EXPENDITURES	.00	.00	1,909.30	.02	1,909.30	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS

2,405.24

TOTAL ASSETS

2,405.24

LIABILITIES AND EQUITY

FUND EQUITY

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

2,749.33

(344.09)

TOTAL FUND EQUITY

2,405.24

TOTAL LIABILITIES AND EQUITY

2,405.24

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

GOURD LAKE IMPROVEMENT

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-665.000						
INTEREST EARNINGS	.00	.00	.41	.02	(.41)	.00
REVENUE	.00	.00	.41	.02	(.41)	.00
TOTAL FUND REVENUE	.00	.00	.41	.02	(.41)	.00
<u>TRUST & AGENCY ADMIN</u>						
773-255-812.000						
GOURD LAKE: ADMIN FEES	.00	.00	36.25	.00	(36.25)	.00
773-255-956.000						
GOURD LAKE: DEDUCTIONS	.00	.00	308.25	.00	(308.25)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	344.50	.00	(344.50)	.00
TOTAL FUND EXPENDITURES	.00	.00	344.50	.00	(344.50)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	(344.09)	.02	(344.09)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

PENNINSULA LAKE

ASSETS

774-000-010.000 CASH - COMBINED SAVINGS

4,856.26

TOTAL ASSETS

4,856.26

LIABILITIES AND EQUITY

FUND EQUITY

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

6,321.19

(1,464.93)

TOTAL FUND EQUITY

4,856.26

TOTAL LIABILITIES AND EQUITY

4,856.26

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

PENNINSULA LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
774-000-665.000						
INTEREST EARNINGS	.00	.00	.91	.04	(.91)	.00
REVENUE	.00	.00	.91	.04	(.91)	.00
TOTAL FUND REVENUE	.00	.00	.91	.04	(.91)	.00
<u>TRUST & AGENCY ADMIN</u>						
774-255-812.000						
PENINSULA LAKE: ADMIN FEES	.00	.00	69.84	.00	(69.84)	.00
774-255-956.000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	1,396.00	.00	(1,396.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	1,465.84	.00	(1,465.84)	.00
TOTAL FUND EXPENDITURES	.00	.00	1,465.84	.00	(1,465.84)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	(1,464.93)	.04	(1,464.93)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET
SEPTEMBER 30, 2021

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS

10,138.33

TOTAL ASSETS

10,138.33

LIABILITIES AND EQUITY

FUND EQUITY

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

4,546.30
5,592.03

TOTAL FUND EQUITY

10,138.33

TOTAL LIABILITIES AND EQUITY

10,138.33

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

LOWER PETTIBONE LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
775-000-665.000						
INTEREST EARNINGS	.00	.00	1.03	.09	(1.03)	.00
	.00	.00	1.03	.09	(1.03)	.00
TOTAL FUND REVENUE	.00	.00	1.03	.09	(1.03)	.00
<u>TRUST & AGENCY ADMIN</u>						
775-255-812.000						
775-255-956.000						
LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	65.00	.00	(65.00)	.00
LOW PETTIBONE LAKE: DEDUCTION	.00	.00	(5,656.00)	.00	5,656.00	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	(5,591.00)	.00	5,591.00	.00
TOTAL FUND EXPENDITURES	.00	.00	(5,591.00)	.00	5,591.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	5,592.03	.09	5,592.03	

CHARTER TOWNSHIP OF HIGHLAND
BALANCE SHEET
SEPTEMBER 30, 2021

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000 CASH - COMBINED SAVINGS

1,973.39

TOTAL ASSETS

1,973.39

LIABILITIES AND EQUITY

FUND EQUITY

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

4,718.32
(2,744.93)

TOTAL FUND EQUITY

1,973.39

TOTAL LIABILITIES AND EQUITY

1,973.39

CHARTER TOWNSHIP OF HIGHLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

DUNLEAVY/LEONARD LAKE

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
776-000-581.000	.00	.00	8,706.75	246.75	(8,706.75)	.00
776-000-665.000	.00	.00	.47	.02	(.47)	.00
	.00	.00	8,707.22	246.77	(8,707.22)	.00
	.00	.00	8,707.22	246.77	(8,707.22)	.00
<u>TRUST & AGENCY ADMIN</u>						
776-255-812.000	.00	.00	115.15	.00	(115.15)	.00
776-255-956.000	.00	.00	11,337.00	.00	(11,337.00)	.00
	.00	.00	11,452.15	.00	(11,452.15)	.00
	.00	.00	11,452.15	.00	(11,452.15)	.00
	.00	.00	(2,744.93)	246.77	(2,744.93)	

CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

MONTHLY REPORT

September-21

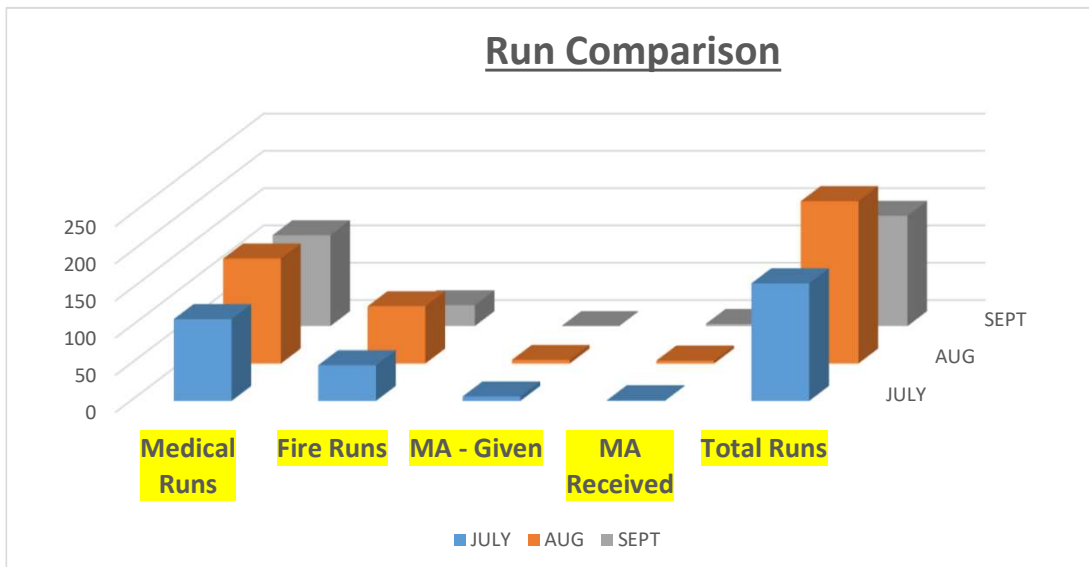


	<u>Last Year (2020)</u>	<u>This Year (2021)</u>
Cost of Firefighter's by Station		
Station One	\$6,826.48	\$8,833.03
Station Two	\$12,291.71	\$14,092.75
Station Three	\$11,716.01	\$10,656.98
Total	\$41,131.38	\$33,582.76
Cost of Firefighter's Last Month	→ \$71,064.43	
Alarms through Current Month	1058	1287
Total Alarms last Year	1414	Runs Ahead of Last Year 229

STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$113,500.00	\$1,216,420.00
Amount Lost by Fire	\$24,000.00	\$700,000.00
Fire Loss	21%	58%
Average Personnel Per Run	6.7	5.25
Medical Related Runs	141	122
Fire Related Runs	77	28
Mutual Aid - Given	5	0
Mutual Aid - Received	4	3
EMS Transports	89	70
Total Runs	218	148
Fire Staff Hours	3261	3377
Administration Staff Hours	450	400

Run Comparison



**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, September 7, 2021**

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

Members Absent: None

Guest: None

The Highland Township Library Board meeting was called to order at 5:37 pm by D. Mecklenborg.

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

FYI: Articles about library; Newsletter from community groups; Budget Report. Available electronically: Library Network and Oakland County Library Board minutes; Library Network newsletter; MLA Legislative update.

Motion: J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of August 3, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for August, 2021 are \$47,487.29. Total bills for September, 2021 are \$35,037.84 with the addition of Allegra Print & Imaging, Applied Imaging, Cardmember Service, Comcast, Digital Document Store, DTE Energy, and Respectful Removal, when received.

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

Director's Report: Available for review.

Communications: Friends of the Library will hold a used book sale on Saturday, September 18 and are planning a BIG Book Sale for October 13-16. C. Buehner and B. Dunseth installed an exhibit in the Storywalk, commemorating the 20th anniversary of the 9/11 attack.

UNFINISHED BUSINESS

Library Network Update: TLN Director S. Bowers visited Highland Township Library on August 4 and subsequently added photos from his visit to the TLN Facebook page.

Building Maintenance: Excavation and an exterior cleanout for the sanitary line have been added by R. Hamill. Water bottle filling stations are fully operational. J. Werthman will work with an electrician to investigate options for adding outlets to accommodate digital display monitors and a self-checkout location. A dead deer next to the library parking lot was removed by G. Cornellier of Respectful Removal.

Motion: K. Polidori moved and J. Matthews seconded to approve the contract submitted by Plants &

Patios, Inc. for the agreed upon amount, to resolve a trip hazard in the walkway as well as landscaping needs. Roll call - unanimous vote; motion carried.

Strategic Planning: Information for e-911 compliance has been added to the phone system.

Highland Community Roundtable: The CRT may be looking into building its next public event around a diversity, equity and inclusion event. Chill at the Mill planning meeting and Fall Play Date have been postponed to spring, 2022.

Pandemic Response: All staff members are encouraged to wear masks while in the library.

Personnel: B. Dunseth accepted the position of Library Director. B. Dunseth and j. halloran participated in a joint Q & A “One Minute Interview” for the Spinal Column. D. Schwaninger has been hired as a new part-time Project Coordinator in the Youth Department.

ARPA Grant: Library of Michigan (LM) is waiting for a supplemental appropriation bill from the Michigan legislature to proceed with ARPA grants.

NEW BUSINESS

Fines Policy: A review of the Fines Policy regarding whether to reinstate fines or not. Decision to do more research into various aspects of fine forgiveness.

Chart of Accounts: C. Hamill and bookkeeper N. White updated the Chart of Accounts (CoA) to meet the new GASB requirements.

Motion: K. Polidori moved and J. Matthews seconded to accept the proposed new Chart of Accounts, subject to further amendments upon the recommendation of the auditor. Roll call - unanimous vote; motion carried.

Budget: FY 2022: Review of the proposed FY2022 budget.

Motion: J. Matthews moved and K. Polidori seconded to approve the Budget Resolution for FY 2022 to authorize the millage rate to be levied by taxing authorities. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and C. Hamill seconded to approve the Appropriations Measure and adopt the annual budget for FY 2022 as presented and to authorize the Director to make transfers between appropriations during the fiscal year in amounts not to exceed 0.5% of the final budget. Roll call - unanimous vote; motion carried.

October Board Meeting: The Board Meeting on October 5 will be held in the Community Room at 5:30pm.

Public Comment: None

Adjournment: C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:42 pm.

Respectfully Submitted,

Cindy Dombrowski

DIRECTOR'S REPORT PRESENTED TO THE LIBRARY BOARD AT THEIR OCTOBER 5, 2021 MEETING

Virtual PROGRAM STATISTICS

September totals: 131 at 18 events (89 children at 9, 18 teens at 4, 24 adults at 5)
Plus two Medicare counseling appointments, arranged thru the Library

REFERENCE QUESTIONS ASKED

There were 954 reference questions asked in September: 684 at the Adult Reference Desk and 270 at the Youth Reference Desk.

In September 2020 the total for reference questions was 1,198.

PUBLIC COMPUTER USAGE

266 sessions were logged on the public workstations in September: 256 on the main level and 10 in the Youth Department. There were 2 sign-ups for ABC Mouse and 120 AWE early literacy Youth computers sessions.

In September 2020 the Internet count was 180 sessions.

INTERLIBRARY LOAN

Circulation of other TLN libraries' materials at Highland: 1,241 circ (plus 688 renewals)

Circulation of Highland materials at other TLN libraries: 1,287 circs (plus 1,006 renewals)

MeLCat interloan service: 18 items borrowed from and 55 items loaned to other libraries statewide

FRIENDS OF THE LIBRARY

The Friends fall BIG book sale is Wednesday, October 13 (members only), thru Saturday October 16.

DISPLAYS

Posters from the 9/11 Memorial and Museum were featured in the September Storywalk, followed by a children's book on Hunger, timed for the Community Sharing groundbreaking. A display on the history of books and printing was featured in the Lower Level Display Case.

COMMUNITY ROOM

The Community Room was used once by a community group and 10 times for library purposes during the month of September. The Lower Level Group Study room was scheduled for use by the public 3 times and once by the library.

LIBRARY PROGRESS AND HAPPENINGS

Circulation of physical items for September 2021 was 6,024 check-outs and 4,575 renewals as compared to 6,418 check-outs in September 2020.

Digital usage for e-resources: There were OverDrive 1,777 downloads (957 e-books, 745 audiobooks, 75 e-magazines), 117 circ via hoopla (majority being audiobooks), 399 pageviews for Consumer Reports, 240 Ancestry database searches, 18 BrainFuse online tutoring sessions, 14 Tumblebook/math sessions, 11 sessions for Mango Languages, 5 pageviews for Global Road Warrior database, 1 World Book Student online user and 4 Michigan Adventure Pass loans (MetroPark passes are popular!) in September, 2021.

There were 330 wireless clients as compared to 210 in September, 2020, and the visitor count was 3,112 for September 2021 as compared to 2,689 in September, 2020.

Enforcements By Category

11/03/21

ANIMAL CODES

Enforcement Number	Status	Category	Filed	Closed
EE21-0225	CASE CLOSED	ANIMAL CODES	10/19/21	10/19/21
EE21-0226	LETTER SENT	ANIMAL CODES	10/19/21	
				Total Entries: 2

BLIGHT

Enforcement Number	Status	Category	Filed	Closed
EE21-0213		BLIGHT	10/06/21	
EE21-0236		BLIGHT	10/29/21	
				Total Entries: 2

FIRE MARSHAL INSPECTION

Enforcement Number	Status	Category	Filed	Closed
EE21-0228	CASE CLOSED	FIRE MARSHAL I	10/21/21	10/21/21
EE21-0232		FIRE MARSHAL I	10/25/21	
				Total Entries: 2

MISCELLANEOUS

Enforcement Number	Status	Category	Filed	Closed
EE21-0229	OPEN	MISCELLANEOU	10/21/21	
				Total Entries: 1

NOISE ORDINANCE

Enforcement Number	Status	Category	Filed	Closed
EE21-0215	CASE CLOSED	NOISE ORDINA	10/06/21	10/15/21
				Total Entries: 1

RENTALS

Enforcement Number	Status	Category	Filed	Closed
EE21-0214		Rentals	10/06/21	
EE21-0217		Rentals	10/09/21	
EE21-0220		Rentals	10/13/21	
EE21-0231		Rentals	10/25/21	
				Total Entries: 4

Z - COM. VEHL. PRKG

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

Enforcements By Category

11/03/21

EE21-0223

Z - Com. Vehl. Prkg

10/18/21

Total Entries: 1

Z - HOME OCCUPATION

Enforcement Number	Status	Category	Filed	Closed
EE21-0230	CASE CLOSED	Z - Home Occupati	10/21/21	10/21/21

Total Entries: 1

Z - RV STORAGE

Enforcement Number	Status	Category	Filed	Closed
EE21-0218		Z - RV Storage	10/11/21	

Total Entries: 1

Total Records: 15

Population: All Records

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

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
1423 S MILFORD RD	H -11-27-327-01	Fire Marshal Insp	06/07/2021	10/15/2021	Approved
6660 N MILFORD RD	H -11-02-100-02	re-inspection	06/15/2021	10/13/2021	No Change
2543 N DUCK LAKE RD	H -11-13-179-00	re-inspection	06/17/2021	10/18/2021	Complied
1246 BLUE HERON DR	H -11-19-129-00	re-inspection	08/30/2021	10/13/2021	Violation(s)
4011 HUNTERS DR	H -11-12-176-02	re-inspection	09/08/2021	10/11/2021	Violation(s)
4395 POMMORE DR	H -11-30-127-03	re-inspection	09/15/2021	10/11/2021	Complied
3671 LAKEVIEW DR	H -11-12-432-00	re-inspection	09/16/2021	10/18/2021	No Change
2839 DAVISTA DR	H -11-12-328-02	re-inspection	09/27/2021	10/11/2021	Complied
543 DUNLEAVY DR	H -11-15-251-02	re-inspection	10/04/2021	10/13/2021	Violation(s)
636 MEADOW DR	H -11-09-476-02	ini	10/05/2021	10/06/2021	Violation(s)
4796 WOODSIDE DR	H -11-12-131-00	Rental Inspections	10/05/2021	10/06/2021	Violation(s)
3426 MAPLE RIDGE AVE	H -11-12-351-00	ini	10/07/2021	10/15/2021	No Violation
3139 OAKGROVE	H -11-10-454-00	ini	10/11/2021	10/12/2021	Violation(s)
2543 N DUCK LAKE RD	H -11-13-179-00	re-inspection	10/12/2021	10/11/2021	Complied
2780 ENGLEMAN DR	H -11-13-176-04	ini	10/20/2021	10/19/2021	Complied
2699 N DUCK LAKE RD	H -11-13-128-01	ini	10/20/2021	10/19/2021	Violation(s)
5370 FISH LAKE RD	H -11-04-300-00	ini	10/22/2021	10/21/2021	No Violation
560 W HIGHLAND RD	H -11-21-426-00	ini	10/26/2021	10/25/2021	Violation(s)
3281 CLYDE RD	H -11-08-100-00	ini	11/01/2021	10/21/2021	Violation(s)
231 BEAUMONT RD	H -11-26-226-00	ini	11/01/2021	10/21/2021	No Violation
3248 LAKEVIEW DR	H -11-12-480-02	ini	11/01/2021	10/29/2021	Violation(s)

Inspections: 21

Population: All Records

Inspection.DateTimeCompleted in <Previous month> [10/01/21 - 10/31/21] AND

Inspection.Inspector = ShawnBell/Ord-FireMarshal



2021 MONTHLY ACTIVITY REPORT HIGHLAND TOWNSHIP

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
Calls for Service	1137	1104	1127	1136	1214	1361	1305	1490	1210	1711			12795
Highland D.B.													
Warrants Submitted	4	6	3	7	5	5	8	8	4	6			56
Warrants Obtained	3	2	4	5	7	5	5	5	5	10			51
Court Appearances	4	1	5	4	5	9	5	4	5	3			45
New Cases	8	12	10	15	17	8	14	19	9	18			130
Closed Cases	14	11	5	7	12	13	8	14	8	19			111
Call Outs	1	3	4	2	6	2	2	4	4	5			33
School Liaison													
Incidents / Calls	4	2	0	8	7	3	N/A	N/A	16	13			53
Special Presentations	10	10	0	12	10	5	N/A	N/A	6	7			60
Traffic Enforcement													
Citations	35	53	72	71	60	87	107	153	124	139			901
Warnings	33	30	58	75	62	96	108	139	99	116			816
Substation Activity													
Citizen "walk ins"	0	0	0	0	0	0	19	34	12	21			86
Traffic Crashes	35	29	23	17	29	32	26	21	26	41			279
Arrests													
Adults	10	13	11	20	12	13	18	14	12	19			142
Juveniles	0	0	0	0	0	1	1	0	0	0			2

TREASURER'S REPORT
September 30, 2021

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	85,353.79	3,221.80*
CHASE	GENERAL	H.R.A.	101		16,009.96
CHASE	GENERAL	F.S.A CHECKING	101		7,277.14
CHASE	GENERAL/ESCROW	CHECKING	101		546,729.01*
CHASE	FIRE OPERATING	MONEY MARKET	206		55,237.15
CHASE	ROAD	MONEY MARKET	203		1,321.55
CHASE	HAUL ROUTE	MONEY MARKET	203		251,518.79
CHASE	POLICE	MONEY MARKET	207		256,156.09
CHASE	REFUSE	MONEY MARKET	227		89,378.24
CHASE	HAAC	CHECKING	702		17,152.68*
CHASE	DDA	MONEY MARKET	494		15,088.63
CHASE	WATERMAIN	CHECKING	591		73,436.82*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		145,781.21
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		64,177.19
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		71,933.52
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		41,173.90
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		35,281.39
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		44,753.14
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		155,895.67
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		2,547.55
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		2,405.24
CHASE	PENINSULA LAKE	MONEY MARKET	774		4,856.26
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		10,138.33
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		1,973.39
COMERICA	CAPITAL IMP.	PBMM	401		306,623.11
COMERICA	CAPITAL IMP.	JFUND	401		506,146.16
COMERICA	GENERAL	JFUND	101		215,002.78
FLAGSTAR	PERPETUAL FUND	CD	101		1,105.40
FLAGSTAR	GENERAL	CD	101		417,283.88
FLAGSTAR	POLICE	CD	207		308,755.92
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		785,456.89
FLAGSTAR	DDA	SAVINGS	494		362,495.73
FLAGSTAR	FIRE	SAVINGS	206		120,080.89
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		54,721.62
FLAGSTAR	GENERAL	SAVINGS	101		137,702.93
FLAGSTAR	CURRENT TAX	CHECKING	703	118,728.29	119,493.98
FLAGSTAR	POLICE	SAVINGS	207		301,066.30
HVSB	FIRE	CD	206		267,372.46
HVSB	GENERAL	CD	101		220,602.38
HVSB	HAUL ROUTE	CD	203		278,067.34
HVSB	POLICE	CD	207		265,275.63
LEVEL ONE	FIRE	CD	206		105,410.35
LEVEL ONE	POLICE	CD	207		264,204.83
LEVEL ONE	CAPITAL IMP.	CD	401		268,475.82
LEVEL ONE	FIRE CAPITAL	CD	402		265,366.19
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		942,742.96
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		19,455.01
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		2,346,593.76
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		244,763.40
MI CLASS	POLICE	INVESTMENT POOL	207		90,979.16
MI CLASS	ROAD	INVESTMENT POOL	203		33,772.11
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		889,899.58
OAKLAND CO	FIRE	INVESTMENT POOL	206		921,102.62
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		3,225,480.30
OAKLAND CO	GENERAL	INVESTMENT POOL	101		1,351,310.55
OAKLAND CO	POLICE	INVESTMENT POOL	207		1,149,882.86
OAKLAND CO	REFUSE	INVESTMENT POOL	227		419,159.28
CIBC	GENERAL	CD	101		261,711.17
CIBC	FIRE	CD	206		165,918.61
CIBC	POLICE	CD	207		739,930.62
CIBC	CAPITAL IMP.	CD	401		726,936.88
CIBC	ESCROW	CD	101		319,613.93
TCF BANK	GENERAL	CD	101		215,402.05
TCF BANK	CAPITAL IMP.	CD	401		0.00
TOTAL					21,548,810.09

BANK STATEMENT
725,894.10
*In Chase checking account
CHASE
1,913,444.65
COMERICA
1,027,772.05
FLAGSTAR
2,608,163.54
HVSB
1,031,317.81
LEVEL ONE
903,457.19
LPL FINANCIAL
962,197.97
MI CLASS
3,606,008.01
OAKLAND COUNTY
7,066,935.61
CIBC
2,214,111.21
TCF BANK
215,402.05
TOTAL
21,548,810.09

Bank statement 238,222.27

Respectfully submitted,
Jennifer Frederick, Treasurer

	BANK/GL REC. SORTED BY		FUND						
	September 30, 2021					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		TOTAL	FUND NUMBER
CHASE	GENERAL	CHECKING	101				3,221.80		
CHASE	GENERAL	H.R.A. CHECKING	101				16,009.96		
CHASE	GENERAL	F.S.A. CHECKING	101				7,277.14		
CHASE	GENERAL - ESCROW	CHECKING	101				546,729.01		
COMERICA	GENERAL	JFUND	101				215,002.78		
FLAGSTAR	GENERAL	MAX SAVINGS	101				137,702.93		
HVSB	GENERAL	CD	101				220,602.38		
OAKLAND CO	GENERAL	INVESTMENT POOL	101				1,351,310.55		
CIBC	GENERAL	CD	101				261,711.17		
CIBC	GENERAL - ESCROW	CD	101				319,613.93		
TCF BANK	GENERAL	CD	101				215,402.05		
FLAGSTAR	GENERAL	CD	101				417,283.88		
FLAGSTAR	PERPETUAL FUND	CD	101				1,105.40		
MBIA	STATE SHARED REV	INVESTMENT POOL	101	-52.26	4,602,924.82		889,899.58	4,602,872.56	101
CHASE	ROAD	SAVINGS	203				1,321.55		
MBIA	ROAD	INVESTMENT POOL	203				33,772.11		
CHASE	HAUL ROUTE	SAVINGS	203				251,518.79		
HVSB	HAUL ROUTE	CD	203	0.00	564,679.79		278,067.34	564,679.79	201
FLAGSTAR	FIRE	MAX SAVINGS	206				120,080.89		
HVSB	FIRE	CD	206				267,372.46		
LEVEL ONE	FIRE	CD	206				105,410.35		
OAKLAND CO	FIRE	INVESTMENT POOL	206				921,102.62		
CIBC	FIRE	CD	206				165,918.61		
CHASE	FIRE	SAVINGS	206	-157.74	1,635,279.82		55,237.15	1,635,122.08	206
CHASE	POLICE	SAVINGS	207				256,156.09		
FLAGSTAR	POLICE	MAX SAVINGS	207				301,066.30		
FLAGSTAR	POLICE	CD	207				308,755.92		
HVSB	POLICE	CD	207				265,275.63		
LEVEL ONE	POLICE	CD	207				264,204.83		
MBIA	POLICE	INVESTMENT POOL	207				90,979.16		
OAKLAND CO	POLICE	INVESTMENT POOL	207				1,149,882.86		
CIBC	POLICE	CD	207	0.00	3,376,251.41		739,930.62	3,376,251.41	207
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737				942,742.96		
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	962,197.97		19,455.01	962,197.97	211
CHASE	REFUSE	SAVINGS	227				89,378.24		
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	508,537.52		419,159.28	508,537.52	226
CHASE	HAAC	CHECKING	702	0.00	17,152.68		17,152.68	17,152.68	289
COMERICA	CAPITAL IMP.	PBMM	401				306,623.11		
COMERICA	CAPITAL IMP.	JFUND	401				506,146.16		

FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			785,456.89			
MBIA	CAPITAL IMP.	INVESTMENT POOL	401			2,346,593.76			
LEVEL ONE	CAPITAL IMP.	CD	401			268,475.82			
CIBC	CAPITAL IMP.	CD	401			726,936.88			
TCF BANK	CAPITAL IMP.	CD	401	0.00	4,940,232.62	0.00	4,940,232.62		401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			54,721.62			
LEVEL ONE	FIRE CAPITAL	CD	402			265,366.19			
MBIA	FIRE CAPITAL	CONSTRUCTION	402			244,763.40			
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	3,790,331.51	3,225,480.30	3,790,331.51		402
CHASE	DDA	SAVINGS	494			15,088.63			
FLAGSTAR	DDA	MAX SAVINGS	494	0.00	377,584.36	362,495.73	377,584.36		495
CHASE	WATERMAIN	CHECKING	591	0.00	73,436.82	73,436.82	73,436.82		591
FLAGSTAR	TAX	CHECKING	703	0.00	119,493.98	119,493.98	119,493.98		703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	145,781.21	145,781.21	145,781.21		704
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	64,177.19	64,177.19	64,177.19		705
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	71,933.52	71,933.52	71,933.52		706
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	41,173.90	41,173.90	41,173.90		707
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	35,281.39	35,281.39	35,281.39		708
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	44,753.14	44,753.14	44,753.14		709
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	155,895.67	155,895.67	155,895.67		710
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	2,547.55	2,547.55	2,547.55		711
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	2,405.24	2,405.24	2,405.24		713
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	4,856.26	4,856.26	4,856.26		714
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	10,138.33	10,138.33	10,138.33		715
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	1,973.39	1,973.39	1,973.39		716
TOTAL				-210.00	21,549,020.09	21,548,810.09	21,548,810.09		
AJL 10/14/2021	Fund 101 - Credit cards in transit			-210.00					
	Fund 206 - Medicaid EMT in transit			157.74					
				-52.26					
	short/under								

6. Announcements and Information Inquiry

- a) Highland Township Offices will be closed Thursday, November 11th for Veteran's Day.
- b) Highland Township Offices will be closed on November 25 and 26, 2021 in observance of the Thanksgiving Holiday.
- c) November 27, 2021 is Small Business Saturday
- d) November 30, 2021 is Ladies Night Out in Downtown Highland
- e) December 1-31, 2021 - Festival of Trees
- f) December 13th Tree Lighting at Veterans Park
- g) Proclamation for Jude Halloran upon her retirement

***Proclamation for
jude halloran upon her retirement
October 15, 2021***

Whereas, jude halloran ventured north on US 23 to the beautiful Township of Highland in October 1987 to serve our fair community as Adult Reference Librarian;

Whereas, approximately four years later Ms. halloran's exceptional skill set fit the qualifications for the stellar Library Director she became for the next 30+ years.

Whereas, jude halloran took that role to heart and fulfilled that position always steering the library's mission toward the new and upcoming;

Whereas, jude immersed herself in whatever the task at hand, learning the lingo and applying that knowledge where needed, be it construction of the library or playground to tax revenues to diversity, civility, branding and strategic planning and all the minute details involved;

Whereas, jude's note taking skills are worthy of publishing to keep various committees on track – you know who you are. Would we ever stay out of the weeds without those skills?

Whereas, when Ms. halloran spoke - we listened for what she had to say was well thought out and worthy for she is open to new ideas and her attention to detail is second to none;

Whereas, jude has been "warm inside" Highland's Library for 34 years and is by nature a "great outdoors" kind of gal. . . . it is time for a very well-deserved retirement.

Whereas, with thankful hearts, we the people of Highland's fair hamlet wish you many happy, healthy years full of adventure - camping, hiking, gardening, reading (of course) and just plain enjoying the next phase of your journey with those you hold most dear. We wish you well!



7. Public Comment

Public Hearing – 2022 Budget

Begin Time:

End Time:

Comments:

Public Hearing – CDBG – 2022 Application

Begin Time:

End Time:

Comments:



**PUBLIC HEARING NOTICE
CHARTER TOWNSHIP OF HIGHLAND**

NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING will be held on Monday, November 8, 2021, via electronic means on the zoom platform at 6:30 p.m. regarding the 2022 Budget.

NOTICE IS FURTHER GIVEN that additional information will be provided, and written comments received during office hours Monday through Friday until the date of the Hearing.

The public may participate in the meeting through Zoom by computer, tablet or smart phone using the following link: <https://zoom.us/j/89058358254>.

Meeting ID: 890 5835 8254

Dial by your location.

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Find your local number: <https://us02web.zoom.us/j/89058358254>

Additional information regarding remote meeting participation is available at our website: www.highlandtpw.org.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE
LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE
A SUBJECT OF THIS HEARING.**

Tami Flowers, MiPMC
Highland Township Clerk

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

NOTICE IS HEREBY GIVEN that the Highland Township Board of Trustees will conduct a Public Hearing on the use of Community Development Block Grant Funds. The Hearing will be held on Monday, November 8, 2021 at 6:30 p.m. virtually, click on this link <http://bit.ly/3pKv87b> scroll to bottom of page to join the meeting for the purpose of hearing public comments on the Community Development Block Grant Program year 2022 application in the approximate amount of \$29,956.00 to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing, in person at the Highland Township Clerk's Offices or by email clerk@highlandtwp.org until Monday, November 8, 2021, by noon. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Please contact the Township Office at 248-887-3791 X 4 for further information.

Karen M Provo
Charter Township of Highland
Office of the Supervisor, Rick A. Hamill

Published at www.highlandtwp.org Friday, October 29, 2021
Posted at Highland Township Hall (temporary location), 250 W Livingston Road, October 29, 2021



**Resolution 21-21 for the Establishment of a
Post-Employment Medical Expense Reimbursement Plan**

At a regular meeting of the Township Board (the "Board") of the Charter Township of Highland, Oakland County, Michigan (the "Township"), held on the 8th day of November, 2021:

Present:

Absent:

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

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

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

NOW THEREFORE BE IT FURTHER RESOLVED, the Board hereby establishes the Highland Charter Township Post-Employment Medical Expense Reimbursement Plan (Trust) effective November 8, 2021. Withdrawals from the Trust are solely restricted to the payment of health care benefits on behalf of qualified persons and the payment of expenses of administration of the Trust; and

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

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

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

NOW THEREFORE BE IT FURTHER RESOLVED, the Board

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

This resolution passed this 8th day of November, 2021 at a regular meeting of the Charter Township of Highland Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas:

Nays:

Abstain:

RESOLUTION DECLARED XXXXX

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on November 8, 2021.

Tami Flowers MiPMC, Clerk

**RETIREE HEALTH INSURANCE
ADMINISTRATIVE SERVICES AGREEMENT**

THIS ADMINISTRATIVE SERVICES AGREEMENT (this “*Agreement*”) is made and entered into on this 8th day of November, 2021, by and among Highland Charter Township, Michigan (the “*Employer*”), the Highland Charter Township Board of Trustees (the “*Committee*”) and **BURNHAM & FLOWER GROUP, INC.**, a Michigan corporation (the “*Third Party Administrator*” or the “*TPA*”).

BACKGROUND

The Employer has previously or concurrently adopted the Retiree Health Insurance Section 115 Trust Agreement (the “*Trust*”) to pre-fund certain of its retiree health and other post-employment benefit obligations under the Employer’s Post-Employment Medical Expense Reimbursement Plan (the “*Plan*”), each of which is herein incorporated by reference, including all definitions therein, for the benefit of its eligible employees and their dependents.

The Third Party Administrator is engaged in the business of performing services as third party administrator for the Plan and Trust. The Employer and the Committee desire to engage the services of the TPA to provide various services regarding the administration of the Plan and the Trust.

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

TERMS AND CONDITIONS

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

2. DUTIES AND RESPONSIBILITIES OF THE PARTIES.

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

(b) The TPA hereby agrees to perform the following administrative services for the Plan, to the extent applicable and as directed by the Employer or the Committee:

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

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

(3) Use the contributions collected from the Employer and which reside in the Trust to reimburse Plan Participant's for eligible medical care expenses or premiums;

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

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

(6) Prepare, update and amend the Trust adopted by the Employer as directed by the Employer and as agreed to by the TPA.

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

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

(e) It is understood and agreed that the services to be performed by the TPA shall be ministerial in nature and shall be performed within the framework of the internal policies, interpretations, rules, practices and procedures made or established by the Employer and the Committee. It is further understood and agreed that the TPA shall not have discretionary authority or control with respect to management or disposition of any Trust funds, shall not render investment advice with respect to the assets of any account and shall have no authority or responsibility to do so.

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

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

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

(i) The Employer and/or the Committee shall perform the following duties and responsibilities, to the extent applicable and as requested by the TPA:

(1) Provide the TPA with the necessary information regarding employees, eligible employees, participants and dependents, and their eligibility under the Plan;

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

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

3. COMPENSATION. The Employer agrees and acknowledges that Burnham & Flower Group, Inc., in its role as Third Party Administrator, shall be entitled to, and shall receive the payment of certain compensation, and that such compensation is proscribed for the performance of certain plan administration services as described in this Agreement. The Employer further acknowledges that the aforementioned compensation shall be paid directly to Burnham & Flower Group, Inc., as provided in the Investment Advisory Agreement between the Employer and CLS Investments.

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

5. RELIANCE ON DATA.

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

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

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

6. TIMING.

(a) The Employer and/or the Committee agree to furnish to the TPA, on a timely basis, any and all information that the TPA may request and that is reasonably required for

the performance of the services described in this Agreement, in order to ensure the TPA will have sufficient time to perform its services.

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

7. TERM OF AGREEMENT.

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

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

- (1) The Plan or the Trust terminates;
- (2) Both parties agree in writing to terminate this Agreement;
- (3) The TPA gives the Employer notice of termination because the Employer did not pay the fees or other amounts owed the TPA when due;
- (4) The Employer fails to provide the required funds for payments of benefits under the Plan;
- (5) Either party is in material breach of this Agreement and does not cure the breach within 30 days of being notified in writing of such breach by the other party; or
- (6) Either party gives the other party 60 days' written notice of its desire to terminate the Agreement. Upon the expiration of such period, this Agreement shall terminate.

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

8. RECORDS AND FILES.

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

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

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

9. LIABILITIES AND OBLIGATIONS.

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

(b) The TPA will provide administrative services in accordance with the Employer's or the Committee's written instructions. The TPA will incorporate sound business practices and be responsible for commercially reasonable efforts to ensure the accuracy of all services provided. The TPA will put forth all commercially reasonable efforts for the timely correction of any error made during the course of administering the Plan, and recovery of any monetary loss incurred by the Plan or the Trust. The TPA agrees to maintain an insurance policy for the coverage of such errors and omissions that cannot be reasonably recovered.

10. INDEMNIFICATION.

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

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

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

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

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

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

11. PLAN BENEFITS LITIGATION.

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

(b) Against the Employer, Committee or Plan. If litigation or administrative proceedings are commenced against the Employer, the Committee or the Plan, the Employer will select and retain counsel and will be responsible for all legal fees and costs in connection with such litigation, except as provided in Section 10.(a). The TPA will cooperate fully in the defense of litigation arising out of matters relating to this Agreement.

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

13. MISCELLANEOUS.

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

If to the Employer:

Attn: Head Bookkeeper
Highland Charter Township
205 N. John St.
Highland, MI 48357-4531
Facsimile: (248) 889-0988

If to the Committee:

Attn: Highland Charter Township Board of Trustees
Highland Charter Township
205 N. John St.
Highland, MI 48357-4531
Facsimile: (248) 889-0988

If to the TPA:

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

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

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

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

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

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

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

SIGNATURE ON THE FOLLOWING PAGE

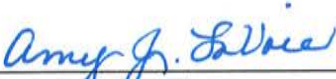
IN WITNESS WHEREOF, the parties have made this Agreement effective as of the date first set forth above.

EMPLOYER:

Highland Charter Township

THIRD PARTY ADMINISTRATOR:

BURNHAM & FLOWER GROUP, INC.

By: 
Name: Amy J. LaVoie
Its: Head Bookkeeper

By: _____
Name: Brian Ackerman
Its: President

COMMITTEE:

Highland Charter Township Board of Trustees


By: 
Name: Tamara S. Flowers
Its: Clerk

EXHIBIT "A"

BUSINESS ASSOCIATE ADDENDUM

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

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

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

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

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

(b) Other Uses and Disclosures.

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

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

the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3. BUSINESS ASSOCIATE RESPONSIBILITIES.

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

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

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

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

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

(e) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Covered Entity agrees to the same restrictions and conditions that apply through this Addendum to Business Associate with respect to such information. Business Associate will advise the Covered Entity if any agent or contractor breaches its agreement with Business Associate with respect to the disclosure or use of PHI.

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

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

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

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

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

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

4. THE COVERED ENTITY'S RESPONSIBILITIES.

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

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

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

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

5. TERM AND TERMINATION.

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

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

(c) **Effect of Termination.**

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

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

6. MISCELLANEOUS.

(a) **Amendment.** This Addendum may be amended upon the mutual written agreement of the parties. Upon the enactment of any law or regulation affecting the use or disclosure of PHI, or the publication of any decision of a court of the United States or any state relating to any such law or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, either party may, by written notice to the other party, and by mutual agreement, amend the Addendum in such manner as such party determines necessary to comply with such law or regulation. If the other party disagrees with such amendment, it shall so notify the first party in writing within 30 days of the notice. If the parties are unable to agree on an amendment within 30 days thereafter, then either of the parties may terminate the Agreement on 30 days written notice to the other party.

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

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

KZLIB:559134.3\113014-00006

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
	REVENUE						
101-000-402.000	CURRENT PROPERTY TAX	462,049	488,094	500,000	500,000	527,155	
101-000-404.000	SALES TAX	1,764,369	1,756,307	1,600,000	1,600,000	1,800,000	
101-000-423.000	MOBILE HOME TAXES	5,201	5,366	5,000	5,000	5,000	
101-000-477.000	CABLE TV FRANCHISE FEES	307,612	306,039	300,000	300,000	300,000	
101-000-478.000	DOG LICENSES	1,636	1,604	1,500	1,500	1,500	
101-000-490.000	OTHER LIC. & PERMIT	6,017	6,815	5,000	5,000	5,000	
101-000-491.000	BUILDING PERMITS	179,938	174,277	170,000	200,220	200,000	
101-000-491.001	HEATING PERMITS	51,067	48,819	35,000	55,000	38,000	
101-000-491.002	PLUMBING PERMITS	18,927	21,488	20,000	20,000	22,000	
101-000-491.003	ELECTRICAL PERMITS	50,294	50,544	40,000	55,000	45,000	
101-000-522.003	SOC SERV: C D B G REVENUE	48,833	32,411	50,000	50,000	50,000	
101-000-528.000	OTHER FEDERAL GRANT REVENUE	0	172,893	0	0	0	
101-000-584.005	METRO AUTHORITY	13,646	14,916	12,000	12,000	12,000	
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	806	1,143	15,000	15,000	15,000	
101-000-607.002	CONTRACTORS REGISTRATIONS	5,451	4,230	2,400	2,400	3,000	
101-000-607.019	SUMMER TAX COLLECTION FEE	49,416	50,495	45,000	45,000	45,000	
101-000-607.022	ENHANCE ACCESS FEES	4,133	4,744	3,000	3,000	3,000	G2G
101-000-607.034	ADMINISTRATION FEES	85,354	15,569	15,000	15,000	42,000	admin fee from refuse clerical
101-000-608.025	DISTRICT COURT MONIES	118,837	86,190	50,000	50,000	50,000	
101-000-628.015	ZONING BD. OF APPEALS	9,725	8,250	7,000	7,000	7,000	
101-000-628.016	SITE PL. REVIEW, OTHERS	11,215	9,490	6,000	6,000	6,000	
101-000-633.000	BOND FORFEITURES	1,000	0	0	0	0	
101-000-642.000	SALE OF CEMETERY LOTS	15,020	11,575	5,000	8,000	5,000	
101-000-644.028	ASSET SALE PROCEEDS	8,700	0	0	0	0	
101-000-651.007	ACTIVITY CENTER REVENUES	13,175	5,075	6,000	6,000	3,000	
101-000-657.000	VARIOUS FINES	0	150	0	0	0	
101-000-658.000	ZONING FINES	225	0	0	0	0	
101-000-665.000	INTEREST EARNINGS	76,347	63,611	10,000	10,000	10,000	
101-000-666.001	MMRMA DISTRIBUTION	43,700	43,647	0	0	0	
101-000-667.001	PARK: RENTALS	200	300	0	0	0	
101-000-667.010	ACTIVITY CTR ANNEX UTILITIES	4,392	3,015	5,000	5,000	5,000	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
101-000-667.035	POLICE LEASE PAYMENTS	28,000	28,000	28,000	28,000	28,000	
101-000-674.001	CEMETERY FENCE DONATIONS	1,950	20	0	0	0	
101-000-674.003	PARKS: DONATIONS	0	490	0	0	0	
101-000-674.012	GRANT REVENUE WOTA/SMART	0	97,558	0	0	0	
101-000-676.018	ELECTION REIMBURSEMENT	0	59,665	0	35,000	0	
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	1,344	655	2,000	2,000	2,000	
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	6,473	6,667	5,800	5,800	6,000	
101-000-677.031	MISCELLANEOUS	23,977	13,014	10,000	10,000	10,000	
101-000-692.000	APPROPRIATION FUND BAL.	0	0	0	2,009,244	0	
101-000-699.040	TRANSFER IN FROM OTHER FUNDS	0	100,000	0	0	0	
	REVENUE TOTAL	3,419,029	3,693,125	2,953,700	3,056,920	3,245,655	*Does not include Approp Fund Bal.
	EXPENDITURE TOTAL	3,576,374	3,326,393	2,932,923	5,066,164	3,176,056	
	DIFFERENTIAL	157,346	366,733	20,777	2,009,244	69,599	
	LEGISLATIVE						
101-102-702.000	LEGISLATIVE: SALARIES	23,116	23,707	24,180	24,180	24,664	
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	1,906	0	6,000	6,000	6,000	
	LEGISLATIVE TOTAL	25,023	23,707	30,180	30,180	30,664	
	SUPERVISOR'S DEPT						
101-171-702.000	SUP DEPT: SALARIES	75,000	77,250	78,795	78,795	80,370	
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	47,113	52,701	48,750	18,713	49,725	KP Assessing/Refuse/Supervisor
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	15,831	11,219	13,065	13,065	13,326	LK
101-171-704.003	SUP DEPT: FLOATER (2) WAGE P-T	0	0	0	9,750	19,890	New Position approved in 2021
101-171-704.004	SUP DEPT: EMERGENCY COVERAGE P	0	173	0	0	0	
101-171-704.005	SUP DEPT: MAINT WAGE P-T	23,139	16,379	29,700	29,700	30,294	JW
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	3,794	0	0	0	0	
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,247	1,183	2,500	2,500	2,500	
	SUPERVISOR'S DEPT TOTAL	167,124	158,904	172,810	152,523	196,105	
	ACCTG						
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	41,239	47,923	54,600	54,600	55,692	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
101-191-704.001	ACCTG: P-T ASSISTANT	11,633	19,029	20,904	20,904	21,322	
101-191-820.000	ACCTG: DUES/ED/TRAVEL	1,451	920	3,000	3,000	3,000	
	ACCOUNTING DEPT TOTAL	54,323	67,873	78,504	78,504	80,014	
101-215-702.002	CLERK: SALARIES	71,250	73,388	74,855	74,855	76,352	
101-215-703.001	CLERK: DEPUTY WAGE F-T	54,355	56,227	58,500	58,500	59,670	
101-215-703.005	CLERK: CLERICAL WAGE F-T	37,507	38,674	39,360	39,360	40,148	
101-215-720.000	CLERK: RECORDING SECTY	0	0	1,800	1,800	1,800	
101-215-721.007	CLERK: ELECTION INSPECTORS	0	34,700	0	0	35,000	
101-215-721.008	CLERK: ELECTION WAGE	0	0	0	0	0	
101-215-730.000	CLERK: ELECTION EXPENSES SUPPL	1,608	46,702	0	0	50,000	
101-215-820.000	CLERK: DUES/ED/TRAVEL	3,942	1,403	4,000	4,000	4,000	
101-215-825.004	CLERK: CERTIFICATION	2,065	0	3,000	3,000	3,000	
101-215-935.000	CLERK: VOTING EQUIP MAINT	0	0	0	0	7,050	Annual maint fee for election equip
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	23,689	35,558	0	35,000	0	
101-215-957.001	CLERK: ELECTION WAGE TO REIMBU	0	0	0	0	0	
101-215-971.000	CLERK: CAP ELECTION EQUIP	0	0	0	0	0	
	CLERK'S DEPT TOTAL	194,415	286,651	181,515	216,515	277,020	
101-253-702.001	TREAS: SALARIES	71,250	73,388	74,855	74,855	76,352	
101-253-703.000	TREAS: DEPUTY WAGE F-T	55,626	56,895	60,450	60,450	61,659	
101-253-703.003	TREAS: CLERICAL WAGE F-T	39,059	38,767	40,990	40,990	41,810	
101-253-705.004	TREAS: PART-TIME SEASONAL	1,519	821	7,375	7,375	8,000	
101-253-820.000	TREAS: DUES/ED/TRAVEL	4,574	2,980	4,000	4,000	4,000	
101-253-825.002	TREAS: CERTIFICATION	1,126	299	2,500	2,500	2,500	
	TREASURER DEPT TOTAL	173,154	173,148	190,170	190,170	194,321	
101-257-703.001	ASSESSING: CLERICAL WAGE F-T	26,156	26,993	25,935	22,435	0	
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	56,725	108,302	122,000	122,000	125,000	
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,541	1,286	1,500	1,500	1,500	
101-257-801.002	ASSESSING: OAKLAND COUNTY	126,314	0	0	0	0	
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	0	0	600	600	600	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
	ASSESSING DEPT TOTAL	210,735	136,580	150,035	146,535	127,100	
101-261-728.000	GEN GOV: OFFICE SUPPLIES	8,910	8,990	11,000	11,000	11,000	
101-261-735.000	GEN GOV: POSTAGE	5,976	3,893	8,000	8,000	8,000	
101-261-760.000	GEN GOV: MISC. GRANT EXPENSE	685	619	0	0	0	
101-261-760.001	GRANT EXPENSE WOTA/SMART	0	97,558	0	0	0	
101-261-801.001	GEN GOV: PROF SERVICES	15,914	5,085	40,000	40,000	55,000	C/W & HRC
101-261-803.000	GEN GOV: SNOWPLOW SERV	33,526	34,748	36,000	36,000	37,800	
101-261-804.000	GEN GOV: LEGAL SERVICES	65,224	67,021	75,000	75,000	75,000	
101-261-805.000	GEN GOV: AUDITING	49,800	67,272	70,000	70,000	70,000	
101-261-810.000	GEN GOV: COURT WITNESS FEES	95	27	500	500	500	
101-261-813.000	GEN GOV: STORM WATER PERMIT	500	500	800	800	800	
101-261-813.001	GEN GOV: WOTA	0	185,000	185,000	185,000	185,000	
101-261-821.000	GEN GOV: MEMBER FEES	10,033	13,105	10,500	10,500	13,000	
101-261-822.000	GEN GOV: BANK FEES	2,779	2,867	4,000	4,000	5,000	
101-261-830.000	GEN GOV: GEN INSURANCE	36,178	67,529	65,000	65,000	68,000	
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNICA	11,752	9,077	12,000	12,000	13,000	
101-261-850.001	GEN GOV: PHONE SERVICE	11,874	6,936	6,500	6,500	6,500	
101-261-850.002	GEN GOV: WEBSITE	1,770	2,958	2,000	2,000	2,000	
101-261-900.000	GEN GOV: TAX BILL PRINTING	8,374	15,752	10,000	10,000	10,000	
101-261-900.001	GEN GOV: ADVERTISING	15,738	14,070	22,500	22,500	20,000	
101-261-900.002	GEN GOV: PRINTING	3,116	3,655	4,500	4,500	4,500	
101-261-920.000	GEN GOV: UTILITIES	50,579	61,118	60,000	60,000	60,000	
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	42,954	39,957	30,000	30,000	30,000	
101-261-937.000	GEN GOV: VEHICLE OP MAINT	3,666	4,601	3,000	3,000	4,000	
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	48,877	37,425	50,000	50,000	50,000	
101-261-955.000	GEN GOV: MISCELLANEOUS	10,123	3,976	10,000	10,000	10,000	
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	8,171	10,782	12,000	26,157	26,000	one payment/year chloride to the county
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	151	2,426	38,000	38,000	15,000	Chipper
101-261-971.001	GEN GOV: COMP CAP OUTLAY	42,292	21,308	10,000	10,000	10,000	
101-261-971.002	GEN GOV: COMMUNITY ROUND TABLE	0	0	20,000	20,000	0	
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	2,519	8,642	5,000	5,000	8,000	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
101-261-995.000	GEN GOV: TRSFR TO OTHER FUNDS	111,646	0	0	0	0	
101-261-995.203	GEN GOV: TRANS TO ROAD FUND	10,000	0	0	0	0	
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	1,006,500	600,000	0	2,000,000	0	
	GENERAL GOVT TOTAL	1,619,721	1,396,900	801,300	2,815,457	798,100	
101-279-710.000	GGP: EMPLR PAYROLL TAX	79,870	81,927	85,000	85,000	85,000	
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	104,967	105,671	110,000	110,000	110,000	
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	154,976	143,270	170,000	160,250	160,000	
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	0	0	12,000	12,000	0	
101-279-714.004	GGP: MERIT INCREASES	0	0	10,000	10,000	10,000	
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	54,483	56,451	61,000	61,000	55,000	
101-279-716.002	GGP: TUITION REIMB	0	0	3,000	3,000	3,000	
101-279-717.002	GGP: BCN HEALTH REIMBURSEMENT	34,133	36,363	45,000	45,000	45,000	
101-279-718.001	GGP: PTO CASH PAYOUT	0	0	0	15,864	18,000	
	GENERAL GOVT PERSONNEL TOTAL	428,429	423,681	496,000	502,114	486,000	
101-371-703.000	BLDG: INSPECTOR WAGE F-T	60,336	59,652	61,460	61,460	62,690	
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	38,936	36,691	37,348	37,348	38,095	JB
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	30,904	33,928	35,329	35,329	36,040	JM
101-371-705.000	BLDG: PART-TIME SEASONAL	0	0	0	5,220	8,000	SD
101-371-735.000	BLDG: POSTAGE	429	538	500	500	500	
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	106,067	89,464	75,000	135,000	110,000	
101-371-801.001	BLDG: SEWER TAP INSP	0	0	500	500	500	
101-371-820.000	BLDG: DUES/ED/TRAVEL	2,442	3,040	2,500	2,500	2,500	
	BUILDING DEPT TOTAL	239,113	223,312	212,637	277,857	258,325	
101-567-935.000	CEMETERY: SEXTON	32,237	33,003	41,208	41,208	45,825	
101-567-935.001	CEMETERY: MAINTENANCE	918	4,845	6,000	9,000	5,000	
101-567-955.000	CEMETERY: MISCELLANEOUS	1,000	1,000	4,500	4,500	0	
	CEMETERY TOTAL	34,154	36,848	51,708	54,708	50,825	
101-670-705.000	SOC SERV: CROSSING GUARDS	7,328	2,380	8,800	8,800	15,000	\$25/day

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
101-670-880.000	SOC SERV: COMMUNITY PROMOTIONS	7,500	7,500	7,500	7,500	8,500	
101-670-881.000	SOC SERV: YOUTH PROMOTION	7,500	7,500	7,500	7,500	8,500	
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	1,353	1,525	2,500	2,500	2,500	
101-670-967.005	SOC SERV: CDBG EXPENSES	37,622	31,995	50,000	50,000	50,000	
	SOCIAL SVCS DEPT TOTAL	61,302	50,900	76,300	76,300	84,500	
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	40,940	41,854	45,825	45,825	46,741	
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	12,336	16,768	29,250	16,250	32,175	CS F-T
101-672-704.002	ACT CTR:COMMUNICATION WAGE P-T	0	14,801	19,500	19,500	23,072	JL Increase from 25 to 29 hours
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	30,255	4,922	19,500	19,500	19,890	Open Position
101-672-704.006	ACTIVITY CTR: SECURITY P-T	2,895	906	4,097	4,097	4,000	
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	7,825	9,822	11,700	11,700	11,934	PD
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	1,621	71	5,000	5,000	2,500	
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	4,209	2,296	6,000	6,000	6,000	
101-672-735.000	ACTIVITY CTR: POSTAGE	561	6	2,500	2,500	2,500	
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,021	0	1,200	1,200	1,200	
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,005	998	1,500	1,500	1,500	
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	1,934	1,385	2,500	2,500	2,500	
101-672-850.002	ANNEX: INTERNET SERVICE	2,099	2,187	1,500	1,500	2,000	
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,436	7,615	6,500	6,500	6,500	
101-672-920.000	ACTIVITY CTR: UTILITIES	6,893	7,433	9,000	9,000	9,000	
101-672-920.002	ANNEX: UTILITIES	5,153	5,252	9,000	9,000	6,000	
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	4,768	3,920	5,000	5,000	0	
101-672-936.002	ANNEX: BUILDING MAINT	14,153	15,449	5,000	5,000	5,000	
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,464	2,102	2,500	2,500	2,500	
101-672-940.000	ACTIVITY CTR: RENT EXPENSE	0	0	0	13,000	16,500	New line 2021 due to office remodel
	ACTIVITY CENTER TOTAL	148,567	137,784	187,072	187,072	201,512	
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	71,668	74,118	75,266	75,266	76,770	
101-701-703.003	PLNG: CLERICAL WAGE F-T	10,627	2,277	35,330	0	0	Open position
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	48,734	50,324	51,010	51,010	52,030	LB
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	23,335	23,811	24,256	24,256	24,440	SB

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
101-701-801.000	PLNG: CONSULTANT PROF	0	0	0	68,867	110,000	CWA
101-701-820.000	PLNG: DUES/ED/TRAVEL	1,449	1,512	1,500	1,500	1,500	
101-701-825.002	PLNG: CERTIFICATION	1,122	269	2,000	2,000	1,500	
101-701-935.000	OE: VIOLATION CORRECTIONS	4,165	1,138	5,000	5,000	5,000	
	PLANNING & ORDINANCE DEPT TOTAL	161,100	153,449	194,362	227,899	271,240	
101-702-720.000	ZBA: MEETING PAY	6,670	4,500	8,880	8,880	8,880	
101-702-720.001	ZBA: RECORDING SECRETARY	1,900	285	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	225	1,000	1,000	1,000	
101-702-900.000	ZBA: ADVERTISING	3,417	4,437	2,500	2,500	4,500	
101-702-900.001	ZBA: ZONING BOOKS	247	0	0	0	0	
	ZONING BOARD TOTAL	12,234	9,447	15,280	15,280	17,280	
101-703-720.000	PLNG COMM: RECORDING SECTY	1,045	300	2,400	2,400	2,400	
101-703-720.001	PLNG COMM: COMMISSION	5,385	3,905	11,400	11,400	11,400	
101-703-720.002	PLNG COMM: SUB-COMMITTEE	248	0	750	750	750	
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	3,195	6,485	30,000	30,000	30,000	
101-703-801.001	PLNG COMM: ORDINANCE REVISION	0	7,713	10,000	10,000	5,000	
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	1,162	675	2,000	2,000	2,000	
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	2,733	1,232	3,500	3,500	3,500	
	PLANING COMMISSION TOTAL	13,768	20,310	60,050	60,050	55,050	
101-751-729.000	PARKS: HIGHLAND STATION	0	400	2,500	2,500	2,500	
101-751-729.001	PARKS: VETERAN'S PARK	283	192	2,500	2,500	2,500	
101-751-729.002	PARKS: HICKORY RIDGE	2,450	1,946	3,000	3,000	3,000	
101-751-729.003	PARKS: DUCK LAKE PINES	2,600	1,080	3,000	3,000	3,000	
101-751-801.006	PARKS: FIREWORKS	11,000	11,000	0	0	12,000	
101-751-920.000	PARKS: UTILITIES	1,702	2,831	3,000	3,000	5,000	Heat at Duck Lk Pk
101-751-935.000	PARKS: MAINTENANCE	11,677	9,449	18,000	18,000	20,000	Mowing
101-751-967.000	PARKS: TWP BEAUTIF PROJ	3,500	0	0	0	0	Hide Line
101-751-971.000	PARKS: HISTORICAL MARKERS	0	0	3,000	3,000	0	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/19 Actual	12/31/20 Actual	12/31/21 Adopted	12/31/21 Amended	12/31/2022 Proposed	
	TWP COMMUNITY PARKS TOTAL	33,212	26,898	35,000	35,000	48,000	
	TOTAL FUND EXPENDITURES	3,576,374	3,326,393	2,932,923	5,066,164	3,176,056	
	NET REVENUE OVER (UNDER) EXPENDITURES	157,346	366,733	20,777	2,009,244	69,599	
	BEGINNING FUND BALANCE	3,520,331	3,362,985	3,729,718	3,750,495	1,741,251	
	ENDING FUND BALANCE	3,362,985	3,729,718	3,750,495	1,741,251	1,810,850	
	ROAD FUND REVENUE						
203-000-604.000	HAUL ROUTE REVENUE	55,588	57,240	0	0	55,000	
203-000-665.000	INTEREST EARNINGS	1,538	96	1,500	1,500	1,500	
203-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	0	
203-000-699.000	OPERATING TRANSFER IN	10,000	0	0	0	0	
203-000-699.401	TRANSFER IN FROM CAPITAL IMP.	0	100,000	100,000	100,000	100,000	chloride and tri party
	ROAD FUND REVENUE TOTAL	67,127	157,337	101,500	101,500	156,500	*Does not include Approp Fund Bal.
	ROAD FUND EXPENSES						
203-596-967.000	DUST CONTROL	58,015	58,990	60,000	60,000	60,000	\$30,000 from Metro Authority
203-596-967.001	TRI PARTY PROGRAM	38,982	39,997	40,000	40,000	40,000	
203-596-971.000	HICKORY RIDGE RD HAUL ROUTE	0	0	0	0	0	
203-596-971.001	ROAD PARTICIPATION PROJECTS	0	0	0	0	0	
	ROAD FUND EXPENSE TOTAL	96,998	98,987	100,000	100,000	100,000	
	NET REVENUE OVER (UNDER) EXPENDITURES	29,871	58,349	1,500	1,500	56,500	
	BEGINNING FUND BALANCE	467,429	437,558	495,907	497,407	498,907	
	ENDING FUND BALANCE	437,558	495,907	497,407	498,907	555,407	
	FIRE FUND REVENUE						
206-000-402.000	PROPERTY TAXES	1,064,629	1,107,866	1,137,266	1,137,266	1,184,694	
206-000-528.000	OTHER FEDERAL GRANT REVENUE	0	217,730	0	0	0	
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	0	2,610	0	0	0	
206-000-603.000	CONSULTING FEE	1,260	1,975	0	0	0	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
206-000-604.000	COST RECOVERY	800	335	0	0	0	
206-000-627.000	RENTAL INSPECTIONS	0	846	0	0	15,000	
206-000-638.000	EMS TRANSPORT	10,516	84,352	350,000	350,000	350,000	
206-000-665.000	INTEREST ON INVESTMENTS	29,734	22,340	15,000	15,000	15,000	
206-000-677.000	MISCELLANEOUS	2,399	362	15,000	15,000	0	
206-000-692.000	APPROPRIATION FUND BAL.	0	0	0	9,430	47,225	
206-000-693.000	ASSET SALE PROCEEDS	0	0	0	0	0	
	FIRE FUND REVENUE TOTAL	1,107,739	1,438,417	1,517,266	1,517,266	1,564,694	*Does not include Approp Fund Bal.
	FIRE FUND EXPENSE						
206-336-702.012	FIRE: CHIEF'S COMPENSATION	70,916	73,043	74,504	74,504	75,994	
206-336-703.000	FIRE: F-T WAGE OFFICER N.G.	0	64,865	60,632	62,451	65,574	
206-336-703.001	FIRE:F-T WAGE OFFICER D.K.	0	52,369	59,116	60,889	63,935	
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	0	59,400	60,632	62,451	65,574	
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	0	43,444	50,986	52,186	55,142	
206-336-703.004	FIRE:F-T WAGE MEDIC M.B.	0	0	50,986	48,574	55,142	
206-336-703.005	FIRE:F-T WAGE MEDIC A.G.	0	0	50,986	48,574	55,142	
206-336-703.006	FIRE:F-T WAGE	0	0	0	0	0	
206-336-703.007	FIRE:F-T WAGE	0	0	0	0	0	
206-336-703.008	FIRE:F-T WAGE	0	0	0	0	0	
206-336-703.013	FIRE: MARSHAL COMPENSATION	23,335	23,810	26,047	27,846	29,238	
206-336-704.006	FIRE: P-T CLERICAL	0	14,205	15,382	15,912	16,230	
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	455,101	404,294	375,000	375,000	400,000	
206-336-707.007	FIRE: F-T OVERTIME	0	0	40,000	40,000	35,000	
206-336-709.001	FIRE: CLOTHING ALLOWANCE	0	0	3,500	3,500	3,500	
206-336-709.002	FIRE: FOOD ALLOWANCE	0	0	3,500	3,500	3,500	
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	0	0	0	0	15,252	
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	42,022	55,122	66,117	66,117	71,850	
206-336-711.000	FIRE: RETIREMENT	5,100	0	0	24,200	12,750	
206-336-711.001	FIRE:DEFINED CONTRIBUTION PLAN	4,700	12,554	25,694	25,694	24,098	
206-336-712.000	FIRE: INSURANCE/BONDS	82,881	86,846	100,000	100,000	100,000	
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	10,513	11,688	12,000	12,000	16,500	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
206-336-713.001	FIRE:HEALTH/DENTAL/LIFE/DISINS	21,850	41,452	60,000	60,000	60,000	
206-336-713.002	FIRE: BCN HEALTH REIMBURSEMENT	2,831	11,607	0	0	15,000	
206-336-714.000	FIRE: DISASTER RECOVERY	17,412	0	5,000	5,000	5,000	
206-336-715.000	FIRE:CASH IN LIEU BENEF BUYOUT	5,115	9,949	9,552	10,300	12,000	
206-336-719.000	FIRE: POST PLAN	0	0	10,500	10,500	10,500	
206-336-722.009	FIRE: PARAMEDIC TRAINING	0	4,598	9,998	9,998	9,998	
206-336-722.010	FIRE: INSTRUCTOR TRAINING	1,483	930	3,500	3,500	3,500	
206-336-727.000	FIRE: SUPPLIES	8,819	8,247	8,000	8,000	9,000	
206-336-731.000	FIRE: MEDICAL SUPPLIES	11,543	21,529	15,000	15,000	20,000	
206-336-732.000	FIRE: UNIFORMS	24,010	26,534	30,000	30,000	30,000	
206-336-750.000	FIRE: VEHICLE GAS/OIL	19,057	16,304	30,000	30,000	30,000	
206-336-801.000	FIRE: CODE ENFORCEMENT	0	500	10,000	10,000	0	
206-336-804.000	FIRE: LEGAL SERVICES	6,600	15,392	10,000	10,000	5,000	
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	6,857	6,788	2,500	2,500	5,000	
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	10,738	10,489	15,000	15,000	15,000	
206-336-820.000	FIRE: DUES & EDUCATION	14,513	13,604	15,000	15,000	20,000	
206-336-851.000	FIRE: RADIO COMMUNICATIONS	46,381	40,897	48,500	48,500	50,000	
206-336-890.000	FIRE: PUBLIC EDUCATION	6,295	3,448	5,000	5,000	5,000	
206-336-920.000	FIRE: PUBLIC UTILITIES	25,169	24,608	30,000	30,000	40,000	
206-336-930.000	FIRE: VEHICLE REPAIR	27,726	58,199	50,000	50,000	50,000	
206-336-936.000	FIRE: BLDG MAINT/REPAIR	7,973	10,430	20,000	20,000	20,000	
206-336-937.000	FIRE: EQUIP MAINT	14,691	13,846	15,000	15,000	17,500	
206-336-955.000	FIRE: MISC EXPENSE	10,705	7,822	10,000	10,000	7,500	
206-336-967.000	FIRE: NEW PROJECTS	62,601	8,197	10,000	10,000	7,500	
206-336-971.001	FIRE: CAPITAL OL EQUIP	0	0	0	0	0	
	FIRE FUND EXPENSE TOTAL	1,012,112	1,257,011	1,497,632	1,526,696	1,611,919	
	NET REVENUE OVER (UNDER) EXPENDITURES	95,626	181,406	19,634	9,430	47,225	
	BEGINNING FUND BALANCE	1,066,614	1,162,241	1,343,647	1,363,281	1,353,851	
	ENDING FUND BALANCE	1,162,241	1,343,647	1,363,281	1,353,851	1,306,626	
	POLICE FUND REVENUE						

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
207-000-402.000	CURRENT TAXES	2,639,260	2,746,536	2,820,618	2,820,618	2,938,277	
207-000-479.000	RETURNABLE LIQUOR LICENSE FEES	10,156	10,064	9,600	9,600	10,000	
207-000-528.000	OTHER FEDERAL GRANT REVENUE	0	195,131	0	0	0	
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	0	6,473	0	0	0	
207-000-582.000	MINI CONTRACT	862	22,644	12,000	12,000	12,000	
207-000-582.001	SCHOOL PARTICIPATION	100,170	75,517	105,000	105,000	111,300	6% increase
207-000-582.002	AMERICAN AG. CONTRACT	162,000	148,500	162,000	162,000	162,000	
207-000-665.000	INTEREST EARNINGS	45,486	48,820	15,000	15,000	15,000	
207-000-677.000	MISCELLANEOUS	606	1,600	0	0	0	
207-000-692.000	APPROPRIATION FUND BAL.	0	0	0	309,764	480,396	
	POLICE FUND REVENUE TOTAL	2,958,539	3,255,286	3,124,218	3,124,218	3,248,577	*Does not include Approp Fund Bal.
	POLICE FUND EXPENSE						
207-301-704.001	POLICE: CLERICAL WAGE P-T	28,030	30,556	31,000	31,000	32,000	3% increase
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	2,135	2,328	2,800	2,800	2,800	
207-301-729.001	POLICE: DISASTER RECOVERY	0	0	5,000	5,000	5,000	
207-301-807.000	POLICE: OAKLAND CO SHER CONT	2,361,186	2,464,617	2,648,182	2,648,182	2,806,373	6% increase
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICER	100,170	75,517	105,000	105,000	111,300	6 % increase
207-301-807.003	POLICE: MINI CONTRACT	862	0	12,000	12,000	12,000	
207-301-807.004	POLICE: OVERTIME	108,373	125,582	200,000	200,000	200,000	
207-301-874.000	POLICE: RETIREE MEDICAL	0	0	1,500	1,500	0	
207-301-920.000	POLICE: UTILITIES	6,042	6,016	14,000	14,000	14,000	
207-301-935.000	POLICE: SHERIFF'S MAINT	16,865	8,511	20,000	20,000	12,000	
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000	28,000	28,000	28,000	28,000	
207-301-955.000	POLICE: MISCELLANEOUS	535	145	10,000	10,000	5,000	
207-301-971.000	POLICE: RESERVE EQUIPMENT	0	0	1,500	1,500	1,000	
207-301-971.001	POLICE: EQUIP CAP OUTLAY	11,337	2,475	25,000	25,000	9,500	
207-301-971.002	POLICE: BUILDING REN	5,131	30	20,000	330,000	490,000	Substation remodel
	POLICE FUND EXPENSE TOTAL	2,668,666	2,743,778	3,123,982	3,433,982	3,728,973	*Does not include Approp Fund Bal.
	NET REVENUE OVER (UNDER) EXPENDITURES	289,873	511,508	236	309,764	480,396	
	BEGINNING FUND BALANCE	1,278,061	1,567,934	2,079,442	2,079,678	1,769,914	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
	ENDING FUND BALANCE	1,567,934	2,079,442	2,079,678	1,769,914	1,289,518	
	REFUSE FUND REVENUE						
227-000-626.000	REFUSE COLLECTION	1,096,260	1,102,035	1,096,425	1,096,425	1,105,500	
227-000-647.002	REFUSE CONTAINERS	15	15	1,000	1,000	0	
227-000-665.000	INTEREST EARNINGS	10,161	4,042	5,000	5,000	5,000	
227-000-677.000	MISCELLANEOUS	7,086	3,557	0	0	0	
227-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	71,137	
	REFUSE FUND REVENUE TOTAL	1,113,522	1,109,650	1,102,425	1,102,425	1,110,500	*Does not include Approp Fund Bal.
	REFUSE FUND EXPENSE						
227-526-703.000	REFUSE: CLERICAL WAGE F-T	11,210	11,568	11,115	11,115	0	
227-526-710.000	REFUSE: EMPLR PAYROLL TAX	857	850	995	995	0	
227-526-801.000	REFUSE: CONTRACTOR	1,002,389	1,045,514	1,047,000	1,047,000	1,087,000	
227-526-812.000	REFUSE: FUND ADMIN COSTS	9,960	10,470	10,470	10,470	27,637	2.5% to include wage for clerical
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	1,225	618	4,000	4,000	2,000	
227-526-967.000	REFUSE: COMM SERVICE PROJ	0	65,434	0	0	65,000	HAZARDOUS WASTE 2022
	REFUSE FUND EXPENSE TOTAL	1,025,641	1,134,453	1,073,580	1,073,580	1,181,637	
	NET REVENUE OVER (UNDER) EXPENDITURES	87,881	24,804	28,845	28,845	71,137	
	BEGINNING FUND BALANCE	139,135	227,016	202,212	231,057	259,902	
	ENDING FUND BALANCE	227,016	202,212	231,057	259,902	188,765	
	CAPITAL IMPROV FUND REVENUE						
401-000-644.000	ASSET SALE PROCEEDS	0	0	0	0	250,000	Land sales
401-000-665.000	INTEREST EARNINGS	94,571	66,500	0	27,000	10,000	
401-000-665.001	INTEREST EARNINGS DDA LOAN	5,520	4,515	0	0	3,500	
401-000-667.002	CELL TOWER LEASE	139,425	143,666	130,000	130,000	150,000	
401-000-692.000	APPROPRIATION FUND BAL.	0	0	4,730,000	943,000	4,187,000	
401-000-699.000	OPERATING TRANSFER IN	1,006,500	600,000	0	2,000,000	0	
	CAPITAL IMP FUND REVENUE TOTAL	1,246,016	814,680	130,000	2,157,000	413,500	*Does not include Approp Fund Bal.

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/19 Actual	12/31/20 Actual	12/31/21 Adopted	12/31/21 Amended	12/31/2022 Proposed	
	CAPITAL IMPROV FUND EXPENSE						
401-261-801.000	PROFESSIONAL SERVICES	97,407	0	0	0	0	SRTS 2019 (HRC)
401-261-971.001	TOWNSHIP IMPROVEMENTS	11,057	45,081	4,600,000	2,720,000	4,215,500	Township office remodel
401-261-971.008	M59 BIKEPATHS	139,327	8,503	0	0	0	
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	0	0	0	150,000	25,000	
401-261-971.013	SEWER ANTICIPATION EXPENSE	0	0	100,000	20,000	100,000	WATER/SEWER?
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	0	0	0	50,000	10,000	
401-261-972.000	LAND PURCHASE	5,068	0	0	0	0	\$175,000 PARKLAND (2023)
401-261-995.103	TRANSFER TO ROAD FUND	0	100,000	0	100,000	100,000	
401-523-971.000	ANNEX IMPROVEMENTS	3,600	0	5,000	5,000	20,000	SEPTIC/DRAINAGE REPAIRS
401-567-971.000	CEMETERY IMPROVEMENTS	31,410	5,774	30,000	10,000	25,000	FENCE PAINT/REPAIR, TREE REMOVAL
401-751-971.000	HICKORY RIDGE PARK IMPROVEMENT	0	4,781	35,000	15,000	15,000	PATHWAY IMPROVEMENTS
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	0	10,244	90,000	20,000	90,000	ALL COURT REPAIRS
401-751-971.002	NEW PARK PROPERTY	0	0	0	114,000	0	
	CAPITAL IMP FUND EXPENSE TOTAL	287,869	174,382	4,860,000	3,204,000	4,600,500	
	NET REVENUE OVER (UNDER) EXPENDITURES	958,147	640,298	4,730,000	1,047,000	4,187,000	
	BEGINNING FUND BALANCE	3,699,102	4,657,249	5,297,547	5,297,547	4,250,547	
	ENDING FUND BALANCE	4,657,249	5,297,547	567,547	4,250,547	63,547	
	FIRE CAPITAL FUND REVENUE						
402-000-402.001	MILLAGE PROP TAX REVENUE	766,619	798,993	821,847	821,847	856,101	
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	0	1,886	0	0	0	
402-000-665.000	INTEREST EARNINGS	23,065	49,676	25,000	25,000	0	
402-000-692.000	APPROPRIATION FUND BAL.	0	0	0	3,985,217	1,738,899	
402-000-696.000	PROCEEDS OF DEBT	0	8,004,525	0	0	0	
402-000-699.000	OPERATING TRANSFER IN	0	0	0	0	250,000	
	FIRE CAPITAL FUND REVENUE TOTAL	789,684	8,855,081	846,847	846,847	1,106,101	*Does not include Approp Fund Bal.
	FIRE CAPITAL FUND EXPENSE						
402-336-971.000	VEHICLES	0	0	0	174,396	0	
402-336-971.001	BUILDING IMPROVEMENT	0	0	0	0	0	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
402-336-971.002	CAPITAL EQUIPMENT	23,000	75,372	20,000	20,000	0	
402-336-971.003	CONSTR IN PROCESS FIRE MIL ST1	252,251	2,606,334	0	2,993,666	0	
402-336-971.004	CONSTR IN PROCESS FIRE MIL ST2	23,142	221,731	0	1,100,000	2,300,000	
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	0	0	410,376	270,000	270,000	
402-336-993.000	INTEREST EXPENSE	0	0	0	0	0	
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	0	135,696	133,626	274,002	275,000	
402-336-993.002	FIRE CAP: BONDING AGENT FEES	0	86,105	0	0	0	
	FIRE CAPITAL FUND EXPENSE TOTAL	298,393	3,125,238	564,002	4,832,064	2,845,000	
	NET REVENUE OVER (UNDER) EXPENDITURES	491,291	5,729,843	282,845	3,985,217	1,738,899	
	BEGINNING FUND BALANCE	561,045	1,052,336	6,782,179	7,065,024	3,079,807	
	ENDING FUND BALANCE	1,052,336	6,782,179	7,065,024	3,079,807	1,340,908	
	DDA FUND REVENUE						
494-000-569.000	GRANT REVENUE	0	0	0	0	0	
494-000-573.000	LOCAL COMMUNITY STABILIZATION	0	35,068	0	0	0	
494-000-665.000	INTEREST EARNINGS	2,576	1,530	1,080	1,080	1,080	
494-000-667.000	RENTAL SUBSIDY CONTRIBUTION PR	2,500	0	0	0	0	
494-000-673.000	GAIN/LOSSES SALE OF ASSETS	24,352	0	0	0	0	
494-000-677.000	MISCELLANEOUS	84,895	10	0	0	0	
494-000-677.001	DDA EVENTS FUND	0	1,895	0	0		
494-000-677.005	FUNDRAISING	4,872	10,137	3,000	3,000	3,000	
494-000-677.008	FARMERS MARKET RESERVATIONS	0	410	300	300	800	
494-000-677.009	DESIGN REVENUE	0	2,222	0	0	0	
494-000-677.010	TIF	173,613	189,377	274,000	274,000	209,000	
494-000-692.000	APPROP FUND BALANCE	0	0	0	20,000	0	
	DDA FUND REVENUE TOTAL	292,808	240,649	278,380	278,380	213,880	*Does not include Approp Fund Bal.
	DDA FUND EXPENSE						
494-729-702.001	DDA: DIRECTOR	41,539	47,508	48,144	48,144	49,107	
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	3,152	3,611	3,683	3,683	3,757	
494-729-720.002	DDA: RECORDING SECRETARY	1,020	1,200	1,200	1,200	1,200	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
494-729-728.000	DDA: OFFICE SUPPLIES	2,255	1,250	1,500	1,500	1,000	
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	479	2	500	500	500	
494-729-801.000	DDA: PROF SERVICES	11,765	2,175	7,000	7,000	3,000	
494-729-801.001	DDA: MASTER PLAN	0	0	5,000	5,000	5,000	
494-729-808.000	DDA: CONSULTANT CASSIE BLASCYK	0	7,680	7,200	7,200	9,000	
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	0	1,977	5,700	5,700	4,000	
494-729-820.000	DDA: DUES/ED/TRAVEL	4,621	2,740	4,500	4,500	4,500	
494-729-850.000	DDA: WEBSITE	603	490	1,000	1,000	700	
494-729-880.001	DDA: PROMOTIONS	11,792	10,938	11,000	11,000	11,800	
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	4,099	16,132	9,750	29,750	10,500	
494-729-880.003	DDA: DESIGN	85	9,867	40,000	40,000	36,900	
494-729-880.004	DDA: ORGANIZATION	1,043	1,544	3,000	3,000	2,100	
494-729-900.000	DDA: ADVERTISING/PRINTING	2,961	4,534	5,000	5,000	3,000	
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,981	4,218	3,000	3,000	3,000	
494-729-920.000	DDA: RENT/ UTILITIES	1,434	1,058	3,000	3,000	3,000	
494-729-935.000	DDA: MAINTENANCE FOUR CORNERS	3,625	4,371	6,000	6,000	4,000	
494-729-936.000	DDA: LANDSCAPING	0	1,304	2,000	2,000	0	
494-729-967.000	DDA: FARMERS' MARKET	3,839	6,629	6,000	6,000	6,000	
494-729-967.002	DDA: DDA SPONSORSHIPS	1,368	86	4,000	4,000	3,000	
494-729-967.007	DDA:CART PROJECT	899	1,305	2,500	2,500	2,500	
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	0	5,339	10,000	10,000	0	
494-729-972.000	DDA: PROPERTY PURCHASE	13,098	87	0	0	0	
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	0	0	38,752	38,752	38,752	
494-729-993.000	DDA: INTEREST EXPENSE	5,520	4,515	6,500	6,500	6,500	
	DDA FUND EXPENSE TOTAL	119,177	140,560	235,929	255,929	212,816	
	NET REVENUE OVER (UNDER) EXPENDITURES	173,631	100,089	42,451	22,451	1,064	
	BEGINNING FUND BALANCE	132,466	41,165	141,254	183,705	206,156	
	ENDING FUND BALANCE	41,165	141,254	183,705	206,156	207,220	
	POST-RETIREMENT BENEFITS REVENUE						
737-000-665.000	INTEREST EARNINGS	32,400	28,104	0	0	20,000	

		12/31/19	12/31/20	12/31/21	12/31/21	12/31/2022	
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
737-000-669.001	GAINS/LOSSES	75,382	6,838	0	0	0	
737-000-692.002	APPROPRIATION FUND BAL.	0	0	80,000	80,000	68,000	
	POST-RETIREMENT REVENUE TOTAL	107,782	34,943	0	0	20,000	*Does not include Approp Fund Bal.
	POST-RETIREMENT EXPENSE						
737-279-719.000	RETIREE OPEB EXPENSE	46,006	46,132	80,000	80,000	80,000	
737-279-822.000	OPEB: BANK FEES	8,751	8,932	0	0	8,000	
	POST-RETIREMENT EXPENSE TOTAL	54,757	55,065	80,000	80,000	88,000	
	NET REVENUE OVER (UNDER) EXPENDITURES	53,025	20,122	80,000	80,000	68,000	
	BEGINNING FUND BALANCE	924,957	977,983	957,861	957,861	877,861	
	ENDING FUND BALANCE	977,982	957,861	877,861	877,861	809,861	



RESOLUTION 21-16 2022 GENERAL APPROPRIATIONS ACT

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, November 8, 2021, at 6:30 p.m. via zoom:

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

Absent: None

The following resolution of 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 3, 2021, and a public hearing on the proposed budget was held on November 8, 2021, after which this Resolution was adopted.

IT IS RESOLVED the Highland Township Board has levied 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 Fund millage
2.3228 for the Fire Fund millage,
3.3443 for the Police Fund millage
1.5771 for the Library millage

IT IS FURTHER RESOLVED Highland Township Board adopts the 2022 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 8th day of November 2021 at a regular meeting of the Charter Township of Highland Board with the following roll call vote:

Yeas:

Nays:

Abstain:

RESOLUTION DECLARED

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 8, 2021.

Tami Flowers CMMC, Clerk

Title	Salary
Supervisor	\$ 80,370.90
Clerk	\$ 76,352.36
Treasurer	\$ 76,352.36
Trustee	\$ 6,166.06
Fire Chief	\$ 76,738.94

Title	Hourly Rate
Supervisor Admin 1	\$ 25.50
Maintenance - PT	\$ 20.09
Building Official	\$ 32.15
Building Dept Admin 1	\$ 19.54
Building Dept Admin 2	\$ 18.48
Building Seasonal	\$ 30.60
Planning Director	\$ 39.37
Zoning Administrator	\$ 26.68
Activity Center Director	\$ 23.97
Activity Ctr Coordinator - FT	\$ 16.50
Activity Ctr Communications - PT	\$ 15.30
Activity Center Maintenance -PT	\$ 15.30
Activity Ctr Building Security - PT	\$ 10.72
Deputy Clerk	\$ 30.60
Clerk Office Coordinator	\$ 20.59
Bookkeeper	\$ 28.56
Bookkeeping Assistant - PT	\$ 17.09
Deputy Treasurer	\$ 31.62
Treasurer Office Coordinator	\$ 21.44
Seasonal Admin Asst	\$ 20.26
Floater - PT	\$ 17.09
Supervisors Floater - PT	\$ 15.30
Crossing Guards - PT	\$ 25.00
Police Admin Asst - PT	\$ 21.43
Ordinance/Fire Marshal (Split)	\$ 28.05
Assistant to the Chief - PT	\$ 24.10
Fire Dept Clerical	\$ 15.61
Captain/Medic	\$ 23.79
Captain/EMT	\$ 23.19
Paramedic - Full Time	\$ 20.01
Battalion Chief - Paid on Call	\$ 22.95
Captian - Paid on Call	\$ 21.80
Lieutenant - Paid on Call	\$ 20.65
Fire Fighter/Paramedic - POC	\$ 19.51
Fire Fighter/EMT - POC	\$ 18.35
Probationary POC - 2 Certs	\$ 12.64
Probationary POC - 1 Cert	\$ 12.04
Probationary POC - No Certs	\$ 11.47



RESOLUTION #21-17: TO OPT OUT OF THE PROVISIONS OF PA 152 OF 2011

At a regular meeting of the Charter Township of Highland Board of Trustees held the 8th day of November 2021:

Present:

Absent:

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, 2022.

The motion carried with the following roll call vote:

Yeas:

Nays:

Abstain:

RESOLUTION DECLARED _____

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 9th day of November 2020.

Tami Flowers CMMC, Clerk

Memorandum

To: Board of Trustees
From: Jennifer Frederick, Treasurer
Date: November 8, 2021
Re: PH and Approval for the 2022 CDBG Application

The Highland Township Board of Trustees is conducting a public hearing on the 2022 Community Development Block Grant application (CDBG). Oakland County has tentatively allocated \$30,638 to Highland Township for the 2022 Community Development Block Grant Program.

CDBG is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to entitlement jurisdictions. CDBG funds housing, public facility, public service, and community development activities that benefit low-income households and persons with special needs.

Highland is proposing to apply for \$3,063 of the allowable Public Service funds towards Transportation, \$3,063 towards HAVEN and \$3,063 towards Meals on Wheels. The remaining \$21,449 towards upgrading the Senior Center restrooms to current ADA standards.

We will open the public hearing for public discussion of Highland's proposed CDBG projects and any other suggested projects for 2022. Once the public hearing is closed, the Board will discuss the proposed projects and decide which projects Highland should apply for in the 2022 CDBG application. Please be aware, if a Board member serves on an Agency's committee that is seeking a CDBG allocation, they must abstain from voting on that motion.

Oakland County requests that we make a motion for each proposed project on the application.

- 1) Approve 2022 CDBG application to allocate \$21,449 towards upgrading Senior Center restrooms to current ADA standards.
- 2) Approve 2022 CDBG application to allocate \$3,063 towards Transportation Services.
- 3) Approve 2022 CDBG application to allocate \$3,063 towards services for victims of domestic violence thru HAVEN.
- 4) Approve 2022 CDBG application to allocate \$3,063 towards Senior services thru Meals on Wheels.

PY 2022 CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Charter Township of Highland
PY 2022 CDBG Planning Allocation:	\$29,956.00
Contact Person:	Jennifer Frederick
Telephone:	(248) 887-3791 X 4
Best time to contact:	M-Th 8:30am to 5:00pm F 8:00am to 4:00pm
DUNS #:	051380715
Copy of current SAMS attached:	Yes <input checked="" type="checkbox"/> If No, Explain: _____
Is community subject to Single Audit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

B - PROPOSED PROJECTS			
Example	Project # <u>1</u>	Name: <u>Code Enforcement</u>	Allocation: \$<u>80,834</u>
	Project # <u>1</u>	Name: <u>Senior Center Restrooms</u>	Allocation: \$ <u>21,449</u>
	Project # <u>2</u>	Name: <u>Transportation</u>	Allocation: \$ <u>3,063</u>
	Project # <u>3</u>	Name: <u>Service Victims domestic violence</u>	Allocation: \$ <u>3,063</u>
	Project # <u>4</u>	Name: <u>Senior Services Meals on Wheels</u>	Allocation: \$ <u>3,063</u>
Total # of Projects:	4		
# of Public Service Projects:	3		
Public Service %:	30%		

C - AFFIDAVIT OF COMPLIANCE	
<p>The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.</p>	
Name of Highest Elected Official or Designee:	Rick A. Hamill
Title of Highest Elected or Designee:	Supervisor
Signature:	



Applications Due
By 5:00 PM
Friday,
December 17, 2021

NO EXCEPTIONS

PROGRAM YEAR 2022 (July 1, 2022 - June 30, 2023)

Oakland County, MI Community Development Block Grant (CDBG) Application Packet

A guide designed to assist participating communities to complete their annual application for Community Development Block Grant (CDBG) funds. The guide outlines the application process and provides specific instruction on proper completion. The PY 2022 CDBG Application Workshop was held virtually on Wednesday, October 13, 2021.

PREVIOUS EDITIONS OBSOLETE

oakgov.com/advantageoakland/communities/Pages/Publications

Catalog of Federal Domestic Assistance (CFDA) # 14.218

DUNS #136200362

CAGE# 39SZ3

HEALTH & HUMAN SERVICES

Rudolph Hobbs • Deputy County Executive

NEIGHBORHOOD & HOUSING DEVELOPMENT DIVISION

Shane Bies • manager

**OAKLAND COUNTY NEIGHBORHOOD
& HOUSING DEVELOPMENT**

250 Elizabeth Lake Rd • Suite 1900
Pontiac, Michigan 48341-0414

t: (248) 858-0493 • f: (248) 858-5311



PY 2022 CDBG PLANNING ALLOCATIONS

Oakland County does not have information on exact CDBG funding levels for Program Year (PY) 2022. Use the final award figure from PY 2021 to compile your application. Once exact amounts are available necessary adjustments will be made.

City	Planning Allocation	Monitor	City	Planning Allocation	Monitor
Auburn Hills	\$84,307	Tierney	Northville*	\$7,000	Ferguson
Berkley	\$37,117	Tierney	Novi	\$133,503	Ferguson
Birmingham	\$36,912	Tierney	Oak Park	\$131,889	Pucher
Bloomfield Hills*	\$7,000	Tierney	Orchard Lake Vlg*	\$7,000	Pucher
Clarkston*	\$7,000	Tierney	Pleasant Ridge*	\$7,000	Pucher
Clawson	\$36,446	Tierney	Pontiac	\$845,730	Pucher
Farmington	\$28,095	Pucker	Rochester	\$29,183	Ferguson
Ferndale	\$92,102	Tierney	Rochester Hills	164,632	Ferguson
Hazel Park	\$87,612	Tierney	South Lyon	\$30,225	Pucher
Huntington Woods	\$8,998	Tierney	Sylvan Lake*	\$7,000	Tierney
Keego Harbor	\$14,575	Ferguson	Troy	\$182,205	Ferguson
Lathrup Village*	\$7,000	Tierney	Walled Lake	\$29,851	Pucher
Madison Heights	\$145,607	Tierney	Wixom	\$52,331	Pucher
Township	Planning Allocation	Monitor	Township	Planning Allocation	Monitor
Addison	\$9,887	Pucher	Milford	\$17,157	Pucher
Bloomfield	\$53,038	Tierney	Oakland	\$23,348	Ferguson
Brandon	\$28,358	Ferguson	Orion	\$57,425	Ferguson
Commerce	\$63,918	Ferguson	Oxford	\$31,281	Pucher
Groveland	\$7,622	Ferguson	Rose	\$9,736	Pucher
Highland	\$30,638	Pucher	Royal Oak	\$11,955	Pucher
Holly	\$20,467	Ferguson	Springfield	\$21,129	Pucher
Independence	\$53,494	Pucher	West Bloomfield	\$93,258	Pucher
Lyon	\$23,507	Pucher	White Lake	\$45,682	Pucher
Village	Planning Allocation	Monitor	Village	Planning Allocation	Monitor
Beverly Hills	\$13,347	Tierney	Milford	\$15,914	Pucher
Franklin*	\$7,000	Tierney	Ortonville*	\$8,482	Ferguson
Holly	\$22,148	Ferguson	Oxford	\$11,374	Pucher
Lake Orion	\$9,546	Ferguson	Wolverine Lk*	\$7,000	Ferguson
Leonard*	\$7,000	Pucher			
NEIGHBORHOOD & HOUSING DEVELOPMENT STAFF					
Staff	Phone	Specialty Areas			
Samantha Ferguson	858-5312	CDBG Application, Eligibility, Reprogramming, Consolidated Plan/Annual Action Plan/ CAPER			
Mike Pucher	858-0196	Environmental Review, SHPO, Contract Compliance, Reimbursement, Minor Home Repair, Contracts, Procurement, Davis Bacon, and Demolition			
Katie Tierney	858-5309	Environmental Review, Reprogramming, and Reimbursements			

PY 2022 ELIGIBLE PROJECTS & CDBG MATRIX CODES

CDBG matrix codes are used to indicate-but do not establish-activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201- 570.207. If interested in activities other than those listed below contact Samantha Ferguson at (248) 858-5312 to discuss eligibility

ACQUISITION AND DISPOSITION

- 01 Acquisition of Real Property
- 02 Disposition of Real Property
- 04 Clearance and Demolition
- 04A Cleanup of Contaminated Sites
- 08 Relocation

PUBLIC FACILITIES AND IMPROVEMENTS

- 03A Senior Center
- 03B Facilities for Persons with Disabilities
- 03C Homeless Facilities (not operating costs)
- 03D Youth Centers
- 03E Neighborhood Facilities
- 03F Parks, Recreational Facilities
- 03G Parking Facilities
- 03H Solid Waste Disposal Improvements
- 03I Flood Drainage Improvements
- 03J Water/Sewer Improvements
- 03K Street Improvements
- 03L Sidewalks
- 03M Child Care Centers
- 03N Tree Planting
- 03O Fire Stations/Equipment
- 03P Health Facilities
- 03Q Facilities for Abused and Neglected Children
- 03R Asbestos Removal
- 03S Facilities for AIDS Patients (not operating costs)
- 03Z Other Public Improvements Not Listed in 03A-03T
- 06 Interim Assistance
- 11 Privately Owned Utilities
- 16B Non-Residential Historic Preservation
- 23 Tornado Shelters Serving Private Mobile Home Parks

PUBLIC SERVICES

- 03T Homeless/AIDS Patients Programs
- 05A Senior Services
- 05B Services for Persons with Disabilities
- 05C Legal Services
- 05D Youth Services
- 05E Transportation Services
- 05F Substance Abuse Services
- 05G Services for victims of domestic violence, dating violence, sexual assault, or stalking
- 05H Employment Training
- 05I Crime Awareness/Prevention
- 05J Fair Housing Activities (subject to Public Services cap)
- 05K Tenant/Landlord Counseling
- 05L Child Care Services

PY 2022 ELIGIBLE PROJECTS & CDBG MATRIX CODES CONTINUED

PUBLIC SERVICES CONTINUED

- 05M Health Services
- 05N Services for Abused and Neglected Children
- 05O Mental Health Services
- 05P Screening for Lead Poisoning
- 05Q Subsistence Payments
- 05R Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100
- 05S Rental Housing Subsidies
- 05T Security Deposits
- 05U Housing Counseling only, under 24 CFR 5.100
- 05V Neighborhood Cleanups
- 05W Food Banks
- 05X Housing Information and Referral Services
- 05Y Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assist (05R)
- 05Z Other Public Services Not Listed in 03T and 05A-05Y (Housekeeping/Safety & Repair/Yard)

HOUSING

- 09 Loss of Rental Income
- 12 Construction of Housing
- 13A Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B)
- 13B Homeownership Assistance – excluding Housing Counseling under 24 CFR 5.100
- 14A Rehabilitation: Single-Unit Residential
- 14B Rehabilitation: Multi-Unit Residential
- 14C Rehabilitation: Public Housing Modernization
- 14D Rehabilitation: Other Publicly Owned Residential Buildings
- 14F Rehabilitation: Energy Efficiency Improvements
- 14G Rehabilitation: Acquisition
- 14H Rehabilitation: Administration
- 14I Lead-Based Paint/Lead Hazards Testing/Abatement
- 14J Housing Services, Excluding Housing Counseling, under 24 CFR 5.100
- 14K Housing Counseling, under 24 CFR 5.100 Supporting HOME Program Housing Activities
- 14L Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehab
- 15 Code Enforcement
- 16A Residential Historic Preservation
- 19E Operation and Repair of Foreclosed Property (“In-Rem Housing”)

ECONOMIC DEVELOPMENT

- 14E Rehabilitation: Publicly or Privately Owned Commercial/Industrial
- 17A Commercial/Industrial: Acquisition/Disposition
- 17B Commercial/Industrial: Infrastructure Development
- 17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation
- 17D Commercial/Industrial: Other Improvements
- 18A Economic Development: Direct Financial Assistance to For-Profit Business
- 18B Economic Development: Technical Assistance
- 18C Economic Development: Microenterprise Assistance

GENERAL ADMINISTRATION

- 21A General Program Administration
- 21D Fair Housing Activities (subject to Admin cap)
- 21H CDBG Funding of HOME Admin
- 21I CDBG Funding of HOME CHDO Operating Expenses

OTHER

- 19C CDBG Non-Profit Capacity Building



OAKLAND COUNTY
COMMUNITY & HOME IMPROVEMENT
 Oakland Pointe
 250 Elizabeth Lake Road, Ste. 1900
 Pontiac, MI 48341-0414
 248.868.0493
 www.oakgov.com/chi



Area-Wide Benefit Map

Highland Charter Township

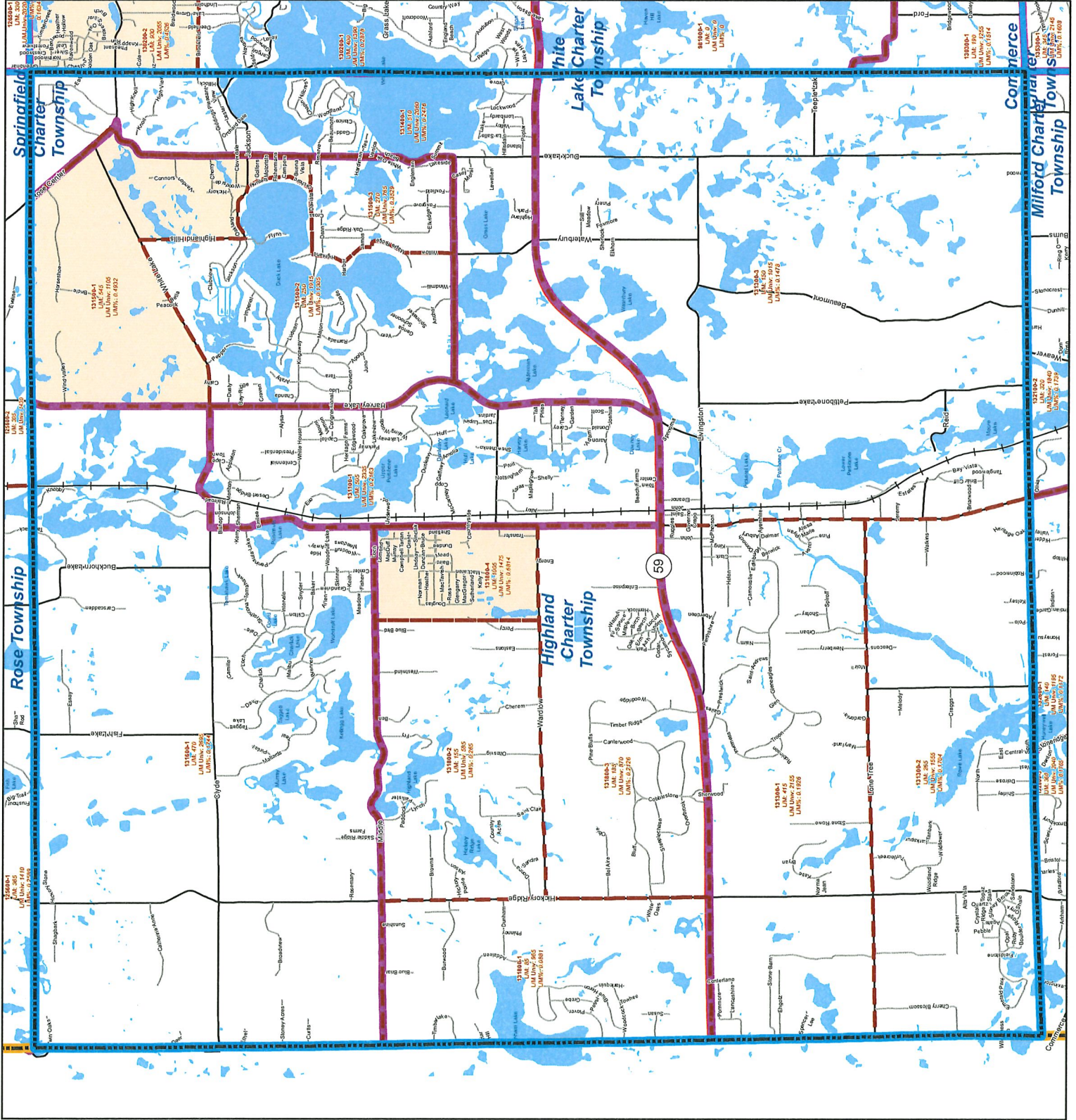
- County Border
- Community Boundary (highlighted)
- Community Boundary (Adjacent)
- Census Tract 2010
- Eligible Area-Wide Benefit Block Groups
- Non-Eligible Block Groups
- Interstate
- US
- State
- Major
- Minor
- Railroad
- Waterbodies



1 in = 0.83 miles

This Census Block Group map reflects the 2011-2015 American Community Survey (ACS).

Map Created On: 8/17/2020



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

NOTICE IS HEREBY GIVEN that the Highland Township Board of Trustees will conduct a Public Hearing on the use of Community Development Block Grant Funds. The Hearing will be held on Monday, November 8, 2021 at 6:30 p.m. virtually, click on this link <http://bit.ly/3pKv87b> scroll to bottom of page to join the meeting for the purpose of hearing public comments on the Community Development Block Grant Program year 2022 application in the approximate amount of \$29,956.00 to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing, in person at the Highland Township Clerk's Offices or by email clerk@highlandtwp.org until Monday, November 8, 2021, by noon. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Please contact the Township Office at 248-887-3791 X 4 for further information.

Karen M Provo
Charter Township of Highland
Office of the Supervisor, Rick A. Hamill

Published at www.highlandtwp.org Friday, October 29, 2021
Posted at Highland Township Hall (temporary location), 250 W Livingston Road, October 29, 2021



CHARTER TOWNSHIP OF HIGHLAND

205 North John Street • Highland, Michigan 48357 • (248) 887-3791

RESOLUTION #17-17 PROMOTE AND ALLOW USING WEBSITE TO POST CDBG PUBLIC HEARING NOTICES

At a regular public meeting of the Highland Township Board of Trustees, held on Wednesday, October 11, 2017, at 6:30 p.m. in the Highland Township Auditorium:

Present: Rick Hamill, Tami Flowers, Judith Cooper, Mary Pat Chynoweth, Brian Howe, Mary L. McDonell and Joe Salvia

Absent: None

The following resolution was offered by Mrs. Cooper and supported by Mr. Howe:

WHEREAS, the Charter Township of Highland will use the Charter Township of Highland website and the Township Hall to publish and post future Community Development Block Grant (CDBG) public hearing notices for future annual application and any re-programming.

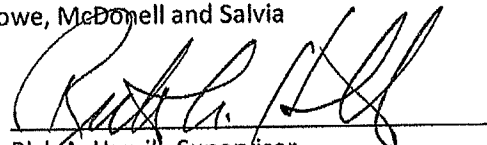
WHEREAS, the public hearing notices will be published and posted at least 10 calendar days prior to the public hearing date.


WHEREAS, this resolution will save Charter Township of Highland money by eliminating the need to publish public hearing notices in the local paper.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Highland will publish and post CDBG public hearing notices on the Township Website and at the Township Hall at least 10 days prior to a scheduled public hearing starting this 11th day of October, 2017.


This resolution passed this 11th day of October, 2017 at a regular meeting of the Charter Township of Highland Board. A roll call vote was taken on the foregoing resolution and was as follows;

Yeas:	Hamill, Flowers, Cooper, Chynoweth, Howe, McDonell and Salvia
Nays:	None
Abstain:	None


Rick A. Hamill, Supervisor


Tami Flowers, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on October 11, 2017.


Tami Flowers, Clerk

SUPERVISOR: Rick A. Hamill • CLERK: Tami Flowers • TREASURER: Judy Cooper
TRUSTEES: Mary Pat Chynoweth, Brian Howe, Mary L. McDonell, Joseph M. Salvia



**RESOLUTION #21-20: APPROVING 2022 COMMUNITY
DEVELOPMENT BLOCK GRANT APPLICATION**

At a regular meeting of the Charter Township of Highland Board of Trustees held on the 8th day of November 2021;

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 2022 CDBG funds in the approximate amount of \$30,638, 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	\$21,449
Transportation	\$ 3,063
Services for victims of domestic violence	\$ 3,063
Senior Services	\$ 3,063

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 _____ this 8th day of November 2021 at a regular meeting of the Charter Township of Highland Board. The following vote was taken on the foregoing resolution:

Yeas:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED _____

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 8, 2021, at which time a quorum was present.

Tami Flowers, Clerk



Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: November 8, 2021
Re: License agreement for use, scheduling, operation, and maintenance of Duck Lake baseball fields

This is an update to the 2015 Agreement with Huron Valley Youth Baseball Softball League (HVBYSL) for the scheduling, operation, and maintenance of the Duck Lake Pines Park baseball fields.

The main reason to update the current agreement is remove the requirement that HVBYSL would install two additional fields by the end of 2021. Also, the updated agreement is more uniform with the current Soccer field Maintenance Agreement and clarifies current procedures between Highland Township and the HVBYSL.

I move that we approve the Supervisor to sign the License Agreement for Use, Scheduling, Operation, and Maintenance of Duck Lake Pines Park Baseball Fields and forward it to HVBYSL for their review and signature.

Warm inside. Great outdoors.



**LICENSE AGREEMENT FOR USE, SCHEDULING, OPERATION, AND MAINTENANCE
OF DUCK LAKE PINES PARK BASEBALL FIELDS**

THIS AGREEMENT shall be effective as of the date it is fully signed and is by and between the Huron Valley Youth Baseball and Softball League, a 501(c)(3)Michigan non-profit Corporation, whose registered mailing address is Po Box 67, Highland, Michigan 48357, hereinafter referred to as "HVVBSL", and the Charter Township of Highland, a Michigan municipal corporation whose address is 205 North John Street, Highland, Michigan 48357, hereinafter referred to as the "Township". HVVBSL and the Township may be referred to collectively as the "Parties". This Agreement supersedes and replaces the license agreement between HVVBSL and Township for the Use, Scheduling, Operation, and Maintenance of Duck Lake Pines Park Baseball Fields that was effective on March 3, 2015.

WHEREAS the Township owns land dedicated and used as a community park known as Duck Lake Pines Park at 1241 N. Duck Lake Road ("Park"), portions of which were acquired with Michigan Natural Resources Trust Fund Grants ("Grant") that included conditions that may apply to this Agreement.

WHEREAS the Park includes six (4) baseball fields as generally shown on the attached Duck Lake Baseball Fields Map ("Baseball Fields").

WHEREAS since March 3, 2015, under a License Agreement with the Township HVVBSL has used, and operated, maintained, and handled scheduling of the Baseball Fields for the Township, resulting in substantial financial and other benefits to the Township, including satisfying the need for high quality, publicly available baseball fields and programs in the community.

WHEREAS HVVBSL and Township wish to have HVVBSL continue its Baseball Fields services for the Township subject to the terms provided in this Agreement.

IT IS THEREFORE AGREED that the Township grants to HVVBSL and HVVBSL accepts a License for the use, scheduling, operation, and maintenance of the Baseball Fields and other areas of the Park described in this Agreement on the following terms and conditions.

1. a. HVVBSL may use and shall operate and maintain the Baseball Fields for public outdoor recreation purposes as provided in the Grant, this Agreement, the applicable provisions of the Township Parks and Recreation Ordinance codified in Chapter 16 of the Township Code of Ordinances ("Ordinance"), and the Township's Park Master Plan.
- b. The granted License shall be for an initial term of five (5) years commencing on the Effective Date of the Agreement and shall automatically renew for up to one (1) additional five (5) year renewal term which shall then automatically renew for up to two (2) additional two (2) year renewal terms unless at least one (1) year before the end of the initial or any renewal term, either party provides the other party with written notice that the License will not be renewed at the end of that term.

2. HVYBSL shall have the right and responsibility to schedule the use of the Baseball Fields subject to the applicable permit application and approval requirements in Section 16-20 of the Ordinance, which shall be administered as provided in this Section. As used in this Agreement, "Director" means the Township Parks and Recreation Director, or in the absence of a Park Director, the Township Supervisor.
 - a. HVYBSL shall prepare and present for the Director's approval, proposed written guidelines, procedures, and requirements for scheduling and coordinating with the Director the issuance of permits for use of the Baseball Fields.
 - b. The first priority in scheduling shall be for baseball teams, leagues, matches, practices, tournaments, training, and programs by HVYBSL, participation in which is open to the public. By March 1 of each year, or other date agreed to by the Director, HVYBSL shall provide the Director with its schedules for those activities in written form, with this License serving as a special permit issued to HVYBSL to use the Baseball Fields for its activities that do not violate the Ordinance, the Grant, or this Agreement. HVYBSL shall provide written notice to the Director of any changes or updates to the schedule for HVYBSL activities upon request.
 - c. HVYBSL shall accept, and the Director shall forward to HVYBSL, permit applications by organized groups or individuals for use of one (1) or more of the Baseball Fields. Subject to field availability and payment of the applicable usage/permit fee and security deposit, HVYBSL shall issue a permit for that use on behalf of the Director.
 - d. The Township may use one (1) or more of the Baseball Fields for its own purposes on dates that do not conflict with a previously scheduled HVYBSL activity or non-HVYBSL permit.
3. At its expense, HVYBSL shall maintain the Baseball Fields and the immediately surrounding areas in a good and safe condition, with this obligation including the repair of damages from any cause. Maintenance includes the Baseball Fields, fencing, sprinklers, bleachers, and dumpster. HVYBSL is also responsible for the cleaning and operation of the concession building and restrooms. The Township is responsible for maintaining the rest of the Park including the grounds, trails, pavilions, play structures and courts. Any and all building, Baseball Fields, and Park improvements by HVYBSL must be first approved by the Township Board and shall thereafter be owned by the Township without any obligation to pay, reimburse, or repay HVYBSL for the improvements.
4. In consideration of the anticipated costs and expenses to HVYBSL under Section 3 and in fulfilling its responsibility for Scheduling under Section 2 that would otherwise be the responsibility of the Township, and the public benefits of: (i) having the Baseball Fields professionally managed, operated, and maintained, (ii) organized baseball teams, training, and programs being conveniently available to Township residents, and (iii) the potential economic benefits to local businesses from increased use of the Baseball Fields, HVYBSL shall not be

required to pay any permit or other fees to the Township for HVYBSL's use of the Baseball Fields and shall be entitled to any permit fees paid by organized groups or individuals for use of one (1) or more of the Baseball Fields.

5. HVYBSL agrees to pay the Township an annual fee of \$100.00 in exchange for a license to use and operate the existing concession building. The first annual fee shall be paid by HVYBSL to the Township in 2022. HVYBSL is solely responsible for obtaining all necessary licenses and permits for the operation of the concession building and solely responsible for all cleaning of the interior of the concession building and its storage rooms at no expense to the Township. The Township is solely responsible for all maintenance and repair of the concession building other than janitorial services. The Township agrees to assist with the open and close of the water connected to the concession building annually. The Township will pay \$50 of the DTE electric bill each month and HVYBSL will pay the remaining DTE electric bill each month.
6. HVYBSL shall maintain written records of all costs and expenses incurred and revenues received in its use, scheduling, operation, and maintenance of the Baseball Fields and in its use and operation of the Concession Building and agrees to provide those records and records on usage of the Baseball Fields to the Township by December 30th of each year of usage. By January 31st of each year, HVYBSL shall also provide the Township with HVYBSL's estimated costs, expenses, revenues, usage and proposed fees for that year.
7. HVYBSL's usage/permit fees to be paid by organized groups or individuals for use of one (1) or more of the Baseball Field, which must be approved by the Township Board, shall: (i) be reasonable and commensurate and competitive with fees charged by similar private facilities, (ii) take into account HVYBSL's anticipated costs and expenses in fulfilling its responsibilities under this Agreement, (iii) be subject to any Grant requirements, (iv) be less for Township resident organizations and individuals provided that non-Township fees shall not be more than twice the Township resident fees, and may take into account (iv) size and other differences between the Baseball Fields and HVYBSL's costs to maintain them, (v) advanced or multiple day or field reservations, (vi) seasonal demands for use of the Baseball Fields, (vii) extra or enhanced field preparation, maintenance, or restoration required, and (viii) other considerations having a direct effect on HVYBSL's costs and expenses.

HVYBSL shall maintain written records of the usage/permit fees it collects and refunds, which shall be available to the Township upon request, and provide a written report to the Township prepared from those records by January 31st for the prior year.

Participation in HVYBSL activities shall be open to the public without discrimination based on any classification prohibited by state or federal law, with HVYBSL's participation, membership, or other fees to be competitive with similar private facilities and less for residents

of the Township provided that a nonresident fee shall not be more than twice a Township resident fee.

8. This Agreement is non-transferable without prior written consent of the Township.
9. HVYBSL shall obtain and maintain the following insurance during the term of this Agreement:
 - a. Workers' Compensation Insurance: Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - b. Commercial General Liability Insurance: Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage.
 - c. Motor Vehicle Liability: Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles used on the Project, and all hired vehicles.
 - d. Additional Insured: Commercial General Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: the Charter Township of Highland and its elected and appointed officials, employees, and volunteers.
 - e. General:
 - i. Insurance policies shall be issued by companies licensed or approved to do business within the State of Michigan. All coverages shall be with insurance carriers acceptable to the Township.
 - ii. Insurers shall possess a minimum A.M. Best rating of A6 (or) any Insurer as deemed acceptable by the Township.
 - iii. All policies shall provide for prior written notice to the Township of cancellation, non-renewal or material change.
 - iv. HVYBSL shall provide the Township with original and renewal certificates confirming the insurance required in this Section, with renewal and change certificates to be delivered to the Township at least ten (10) days before the renewal or change date.
10. To the extent not covered by its insurance, HVYBSL shall indemnify, hold harmless and defend the Township, its officials, boards, commissions, employees, independent contractors and agents against any claims, demands, liabilities, losses, damages, costs and expenses (including litigation

and actual attorney fees) asserted, claimed or recovered, caused by, or arising directly or indirectly from any act and/or omission of HVYBSL, its employees, agents or volunteers.

- 11. HVYBSL shall not place any signage in the Park without the Township's prior written approval.
- 12. This Agreement may only be amended pursuant to agreement of the Parties.
- 13. Invalidation of any of the provisions contained in this agreement or of the application thereof to any person by judgment or court order shall in no way affect any of the other provisions hereof or the application thereof to any other person and the same shall remain in full force and effect.
- 14. None of the terms or provisions of this Agreement shall be deemed to create a partnership or joint venture between HVYBSL and the Township.
- 15. The Parties intend and agree that this Agreement does not create any third-party beneficiary interest and are not aware of any actions by them or their authorized representatives that would do so.
- 16. This Agreement shall be effective on the date it is signed by both Parties. ("Effective Date")

Huron Valley Youth Baseball and Softball League
a Michigan non-profit corporation

Date

By:
Its:

CHARTER TOWNSHIP OF HIGHLAND,
A Michigan municipal corporation

Date

By: Rick A. Hamill, Supervisor

Date

By: Tami Flowers, Clerk

**AGREEMENT FOR DEVELOPMENT, MAINTENANCE
AND OPERATION OF DUCK LAKE PINES PARK BASEBALL/SOFTBALL FIELDS**

THIS AGREEMENT made in Highland Township, State of Michigan on the 1st day of June, 2015 by and between the Huron Valley Youth Baseball and Softball League, a 501(c)(3) Michigan non-profit Corporation, hereinafter referred to as "HVVYBSL" and the Charter Township of Highland, Michigan, a body politic, hereinafter referred to as the "Township".

WHEREAS, the Township has acquired land dedicated and used as a community park and HVVYBSL (operating as Hi-White Youth Athletic Association) has donated \$35,000 to and /for the benefit of the Township to assist in the purchase of the parkland.

WHEREAS, the Township has limited financial and human resources to develop, maintain and run baseball/softball fields and HVVYBSL has the present financial ability and athletic experience and manpower to do so combined with a need of ball fields to continue to meet the needs of the community.

NOW, THEREFORE, the parties hereto mutually agree as:

1. HVVYBSL will develop two (2) additional ball fields by December 31, 2021, bringing the total number to six (6) following the Master Plan which has been approved by the Township.
2. So long as the parties are performing in accordance with this agreement, HVVYBSL shall have the sole responsibility for scheduling the use of the baseball/softball fields, subject to supervision by the Township Parks Committee. In this regard, HVVYBSL shall establish such guidelines and procedures to ensure the maximum use of the ball fields and shall provide current copies thereof to the Township Parks Committee. The developed ball fields shall be open to the general public, with the first use preference reserved to HVVYBSL. Other organized groups shall be able and will, subject to payment of applicable usage fees as provided in paragraph 4, be encouraged to use the ball fields when scheduling permits; however, any organized use shall be scheduled through HVVYBSL. In the event the Township wishes to use the ball fields for a community event, the Township shall be permitted to do so at no cost to the Township, so long as the Township's event does not interfere with HVVYBSL's scheduled events.
3. For a period of 15 years commencing March 3, 2015 or for such shorter or longer period as HVVYBSL has the sole responsibility for scheduling the use of the ball fields pursuant to paragraph 2 of this agreement, HVVYBSL shall maintain those ball fields and the immediately surrounding areas in good condition at HVVYBSL's sole expense.

4. The Township, acting through the Township Board, shall from time to time authorize the establishment of appropriate usage fees for the developed ball fields. The usage fees shall be reasonable and commensurate with fees for similar facilities and shall take into account the actual costs of maintenance, as experienced by HVYBSL. Said fees shall be imposed upon any person and/or entity who shall use those ball fields on a regular basis other than HVYBSL. The usage fees shall be paid to Highland Township and distributed to HVYBSL to be used solely for maintenance of the six (6) ball fields.
5. HVYBSL agrees to pay the Township an annual usage fee of \$100.00 to operate the existing concession stand. HVYBSL is solely responsible for obtaining all necessary licenses and permits for the operation of the concession stand, at no expense to the Township. Any and all building improvements, with the exception of storage sheds used by HVYBSL, shall be under the ownership of the Township. However, HVYBSL shall be solely responsible for all maintenance and repair of the concession stand.
6. HVYBSL agrees to open its membership rolls to any and all residents of the Township of Highland, as well as the surrounding areas of Oakland and Livingston County who meet league eligibility requirements.
7. This Agreement is non-transferable without prior written consent of the Township. The Township will not unreasonably withhold consent to transfer to a successor organization which provides a program substantially similar to that presently offered by HVYBSL.
8. HVYBSL shall obtain the following insurance:
 - a. Workers' Compensation Insurance: shall procure and maintain during the life of the Project, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - b. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of the Project, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage.
 - c. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of the Project Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles used on the Project, and all hired vehicles.
 - d. Additional Insured: Commercial General Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: the

Charter Township of Highland, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

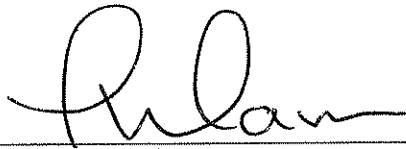
e. General:

- i. Insurance policies shall be issued by companies licensed or approved to do business within the State of Michigan. All coverages shall be with insurance carriers acceptable to the Township.
 - ii. Insurers shall possess a minimum A.M. Best rating of A6 (or) any Insurer as deemed acceptable by the Township.
 - iii. All policies shall provide a minimum thirty (30) days written notice to the Township, via certified mail, of cancellation, non-renewal or material change to any and all policies required under the contract. Renewal certificates of insurance must be provided at least fifteen (15) days prior to the expiration of all policies.
 - iv. HVYBSL shall provide a copy of the certificate of insurance each year upon renewal. If any of the above coverage changes during each year of the term of this contract, HVYBSL shall deliver new certificates to the Township at least ten (10) days prior to the change date.
9. HVYBSL shall indemnify, hold harmless and defend the Charter Township of Highland, its officials, boards, commissions, employees, independent contractors and agents against any claims, demands, liabilities, losses, damages, costs and expenses (including litigation and actual attorney fees) asserted, claimed or recovered, caused by, or arising directly or indirectly from any act and/or omission of the HVYBSL, its employees, agents or volunteers.
 10. No signage will be posted indicating that the fields are not open for public use. However, appropriate signage designating the park as home of the "Huron Valley Youth Baseball and Softball League" may be installed at the park entrance and each ball field. The signage shall comply with the sign regulations of Highland Township, and its size, format and design shall also be subject to the approval of the Township Board.
 11. This agreement has been duly authorized by all necessary action of HVYBSL and the Township. By the execution of this agreement, the parties each warrant that they have the authority to execute this agreement and bind their respective entities to its terms and conditions.
 12. This agreement may only be amended pursuant to agreement of the parties.

13. Invalidation of any of the provisions contained in this agreement or of the application thereof to any person by judgment or court order shall in no way affect any of the other provisions hereof or the application thereof to any other person and the same shall remain in full force and effect.
14. None of the terms or provisions of this agreement shall be deemed to create a partnership or joint venture between HVYBSL and the Township.
15. The parties intend that this contract shall create no third party beneficiary interest except for an assignment pursuant to this contract. The parties are not presently aware of any actions by them or any of their authorized representatives which would form the basis for interpretation construing a different intent and, in any event, expressly disclaim any such acts or actions.

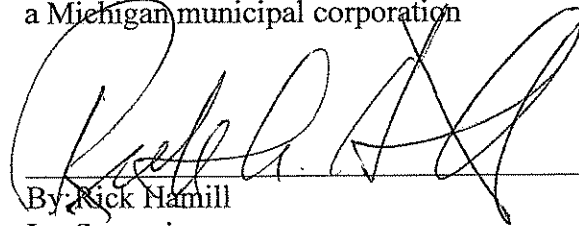
IN WITNESS WHEREOF, the parties have caused this agreement to be executed on the day and year recited above.

HURON VALLEY YOUTH BASEBALL AND
SOFTBALL LEAGUE,
a Michigan non-profit corporation



By: Thom Damon
Its: President

CHARTER TOWNSHIP OF HIGHLAND,
a Michigan municipal corporation



By: Rick Hamill
Its: Supervisor



By: Mary McDonell
Its: Clerk



**Resolution #21-18 Performance Resolution for
Michigan Department of Transportation**

At a regular public meeting of the Charter Township of Highland Board of Trustees held on the 8th day of November 2021:

Present:

Absent:

The following resolution was offered by _____ I and supported by _____:

WHEREAS this performance resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipality an "Individual Permit for Use of State Highway Right of Way" or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

AND WHEREAS, the Charter Township of Highland, hereinafter referred to as the "MUNICIPALITY" periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits.

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

2. If any of the work performed for the Charter Township of Highland is performed by a contractor, the Charter Township of Highland shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor archives final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.

4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway right of way resulting from the installation, construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT, and all officers, agents and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This resolution shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT, which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following positions are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY:

Township Supervisor, Rick A. Hamill or current Supervisor
Assistant to the Supervisor Karen Provo or current Assistant to the Supervisor
Township Clerk, Tami Flowers or current Clerk
Township Deputy Clerk, Dawn Mecklenborg or current Deputy Clerk
Township Treasurer, Jennifer Frederick or current Treasurer

The motion passed with the following roll call vote:

Ayes:

Nays:

Abstain:

RESOLUTION DECLARED _____

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

I, Tami Flowers, the duly elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the above is a true copy of a resolution adopted by the Township Board at a regular meeting held on November 8, 2021, at which time a quorum was present.

Tami Flowers MiPMC, Clerk

JOELLEN SHORTLEY
jshortley@rsjalaw.com

2755 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

October 19, 2021

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

RE: Revised Proposed Amendment/Extension of Site Lease Agreement for Cell Tower

Dear Township Board Members:

In 1997 the Township made the referenced Agreement with Nextel that with all renewal terms, **runs through 2027. Nextel's interest as Lessee is now held** by its successor, SBA 2012 TC Assets LLC (SBA). In early 2020, SBA submitted a letter proposal to extend the lease by 30 years, pay the Township a signing bonus of \$14,500 for doing so, and an increase in the monthly rent. At your meeting on May 4, 2020, you adopted the following motion:

Motion to postpone discussion of the lease extension until the Board is provided **SBA's proposed agreement and revenue projections under the existing and proposed extended lease.**

Earlier this year SBA proposed an Amendment to Communications Site Lease Agreement that was explained in an April 26, 2021 letter to you from Gary Dovre. That proposal contained a proposed new section to the Lease called Right of First Refusal/Exclusive Use. This section would have prohibited the Township from granting any interest in or option to acquire an interest in any **portion of the 20.5 acre of Land for the same uses without SBA's written consent. Based on the** inclusion of this provision and concerns with the rent proposed, Gary indicated that he was unable to recommend adoption of the proposed lease.

SBA has provided a revised proposed Amendment with the Right of First Refusal provision eliminated. The proposal has added a new condition to the Lease that would permit SBA to assign or transfer all of part of its interest in the Lease to a third-party without your consent. However, **the Lease requires the Township's consent to SBA providing subleases to other communication** users and it requires the sublessees to follow the Lease terms and to pay rent.

Come 2027 when the current Lease would expire, the annual rent should be approximately **\$45,060.00. SBA's proposal is to increase the rent by 20% at that time and have that new annual** amount (approximately \$56,325.00) be the rent amount through 2057. Under the current terms

in the Lease, rent is payable monthly and increases each year by the greater of 4% or the CPI. SBA has confirmed that the provision of the Lease providing for the rent increases to continues in effect. The amount of the proposed 30-year lease is approximately \$3,100,000. This is with the one-time payment of \$14,500, the one-time 20% increase in 2027, and the continued annual 4% increase.

Based on SBA's elimination of the Right of First Refusal provision, we are able to recommend approval of their proposal. If you are not comfortable with the provision that would permit SBA to assign the Lease in whole or in part without your approval, then it would be appropriate to make a motion to reject the Lease amendment as provided.

Very truly yours,

ROSATI SCHULTZ JOPPICH
& KIMTSBUJEC/LEI PC



Joelle Shortley

cc: Lisa Hamameh

Prepared by: Leanne Bruce
After recording return to: Rita Drinkwater
SBA Network Services, LLC
8051 Congress Avenue
Boca Raton, FL 33487
Ph: 800-487-7483 ext. 7872

Parcel ID: 11-22-401-006

AMENDMENT TO COMMUNICATIONS SITE LEASE AGREEMENT (GROUND)

THIS AMENDMENT TO COMMUNICATIONS SITE LEASE AGREEMENT (GROUND) ("Amendment") is executed this _____ day of _____, 2021 by and between **CHARTER TOWNSHIP OF HIGHLAND, a Michigan municipal corporation**, having an address of 205 N. John Street, Highland, Michigan 48357-4531 ("Lessor") and **SBA 2012 TC ASSETS, LLC, a Delaware limited liability company**, having a principal office located at 8051 Congress Avenue, Boca Raton, Florida 33487-1307 ("Lessee").

WHEREAS, Lessor and Nextel West Corp., a Delaware corporation, d/b/a Nextel Communications entered into that certain Communications Site Lease Agreement (Ground), dated September 17, 1997, as evidenced by that certain Memorandum of Agreement, dated September 17, 1997, recorded October 2, 1998, in Liber 19016, Page 82, and assigned to Lessee f/k/a TowerCo Assets, LLC, pursuant to that certain Assignment and Assumption of Ground Lease, dated September 18, 2008, recorded November 17, 2008, in Liber 40720, Page 104; both recordings of the Register of Deeds of Oakland County, Michigan, as amended and assigned from time to time (collectively, "Agreement") for Lessee's use of a portion of the real property ("Premises") located at 583 Highland Road, Highland, Michigan, 48357 ("Land"), being more particularly described in the attached **Exhibit "A"**; and

WHEREAS, Lessor and Lessee desire and intend to amend and supplement the Agreement as provided herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant, agree and bind themselves to the following modifications to the Agreement:

1. **Section 4. Term**. of the Agreement is hereby amended as follows:

In addition to the Renewal Terms as referenced in the Agreement, the Agreement is hereby amended to include six (6) additional successive terms of five (5) years (each a Renewal Term”). Each Renewal Term shall be deemed automatically extended, unless Lessee notifies Lessor of its intention not to renew the Agreement at least thirty (30) days prior to the commencement of the succeeding Renewal Term. The first additional Renewal Term shall commence on October 26, 2027, upon the expiration of the Renewal Term expiring on October 25, 2027.

2. **Section 5(a). Rent** of the Agreement is hereby amended to include the following:

On October 26, 2027, Lessor's Rent amount shall have a one-time increase of twenty percent (20%).

3. **Section 17. Assignment and Subletting**. of the Agreement is hereby amended as follows: the first sentence is hereby deleted and replaced with:

Lessee may sublet all or part of the Premises or may assign or transfer the lease in whole or in part. Upon an assignment in whole, Lessee shall be relieved of all liabilities and obligations under the Lease.

4. **Section 23(d). Miscellaneous**, of the Agreement is hereby amended as follows:

Lessor: Charter Township of Highland
Attention: Township Clerk
205 N. John Street
Highland, MI 48357-4531

Lessee: SBA 2012 TC Assets, LLC
Attn: Site Administration
8051 Congress Avenue
Boca Raton, FL 33487-1307
Re: MI46797-A/Highland 5, MI

5. Upon full execution of this Amendment, Lessee shall pay to Lessor a one-time payment of Fourteen Thousand Five Hundred and No/100 Dollars (\$14,500.00).

6. Capitalized terms not defined in this Amendment will have the meaning ascribed to such terms in the Agreement.
7. This Amendment will be governed by and construed and enforced in accordance with the laws of the state in which the Land is located without regard to principles of conflicts of law.
8. Except as specifically set forth in this Amendment, the Agreement is otherwise unmodified and remains in full force and effect and is hereby ratified and reaffirmed. In the event of any inconsistencies between the Agreement and this Amendment, the terms of this Amendment shall take precedence.
9. Lessor acknowledges that the attached **Exhibit "A"** may be preliminary or incomplete and, accordingly, Lessee may replace and substitute such Exhibit with an accurate survey and legal descriptions of the Premises and easements and re-record this Amendment without obtaining the further approval of Lessor. Following such re-recording, the descriptions of the Premises and easements described therein shall serve as the descriptions for same for all purposes under the Amendment.
10. Lessor represents and warrants to Lessee that Lessor is the sole owner in fee simple title to the Premises and easements and Lessor's interest under the Agreement and that consent or approval of no other person is necessary for Lessor to enter into this Amendment.
11. This Amendment may be executed in one or more counterparts, and by the different parties hereto in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same Amendment.
12. Lessee shall have the right to record this Amendment.

[The remainder of this page is intentionally left blank. Signatures to follow.]

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

WITNESSES:

LESSEE:

Charter Township of Highland, a Michigan municipal corporation

Print Name: _____

By: _____

Name: _____

Print Name: _____

Title: _____

State of Michigan)

)ss.

County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, the _____ of Charter Township of Highland, a Michigan municipal corporation, on behalf of the corporation.

Notary Public
My Commission Expires _____

(NOTARY SEAL)

WITNESSES:

LESSOR:

**SBA 2012 TC Assets, LLC, a Delaware
limited liability company**

Print Name: _____

By: _____
Martin Aljovin
Vice President - Asset Optimization

Print Name: _____

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 202__, by Martin Aljovin Vice President - Asset Optimization of SBA 2012 TC Assets, LLC a Delaware limited liability company, who is personally known to me and did not take an oath.

Notary Public
My Commission Expires _____

(NOTARY SEAL)

EXHIBIT "A"

Legal description to be incorporated upon receipt of final survey.

Property located in Oakland, MI

A Leasehold Estate, said leasehold being a portion of the following described parent parcel:

Overall Legal Description

Land located in the Southeast 1/4 of Section 22, T3N, R 7 E, Highland Township, Oakland County, Michigan, being more particularly described as

BEGINNING at a Point S 87° 20' 21" W 1902.23' from the East 1/4 corner of said section; TH S 02° 31' 25" E 1156.55'; TH S 87° 28' 35" W 783.62'; TH N 01° 25' 11" W 1154.96'; TH N 87° 20' 21" E 761.37' to the POINT OF BEGINNING, containing 20.49 acres of land more or less.

Tax Parcel No. 11-22-401-006

BUDGET AMENDMENT WORKSHEET
 2021 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - November 8, 2021

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
<u>GENERAL FUND</u>							
Revenues:							
1	101-000-491.001		\$35,000.00		\$20,000.00	=	\$55,000.00
1	101-000-491.003		\$40,000.00	+	\$15,000.00	=	\$55,000.00
2	101-000-642.000		\$5,000.00	+	\$3,000.00	=	\$8,000.00
Expenditures:							
1	101-371-801.000	\$75,000.00	\$100,000.00	+	\$35,000.00	=	\$135,000.00
2	101-567-935.001	\$6,000.00	\$6,000.00	+	\$3,000.00	=	\$9,000.00

Purpose of Amendment:

1,2 To increase the expenditure lines from the increase in revenues, where the net effect is zero.

BUDGET AMENDMENT WORKSHEET
 2021 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - November 8, 2021

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>FIRE CAPITAL FUND</u>					
Revenues:					
402-000-692.000	APPROPRIATION FUND BAL.	\$0.00	\$5,746,330.00	-	\$1,761,113.00 = \$3,985,217.00
Expenditures:					
402-336-971.004	CONSTR IN PROCESS FIRE MIL ST2	\$0.00	\$2,578,268.00	-	\$ 1,478,268.00 = \$1,100,000.00

Purpose of Amendment:

To decrease the Construction in Process of Fire Station 2 to more accurately reflect 2021 expenditures and decreasing the amount necessary from the appropriation fund.



Memorandum

To: Highland Township Board of Trustees
From: Rick Hamill
Date: 11/8/2021
Re: Proposal for Highland Township Broadband Master Plan

Covid-19 has brought many life changing experiences to the fore front of our daily lives. Key among them is the need for consistent and reliable high speed internet access. The quarantine clearly identified and amplified the limitations of our communication systems not only in Highland but everywhere.

Many of our residents may never return to work in the old style of making a trip to the office on a daily basis. Working from a home office will become the norm and reliable and affordable internet access will be a mandatory. Comcast has been our only means of access for most of the users in our community and their reputation is not stellar for speed, reliability and access to more remote areas in our community. Many cannot afford to be connected and the pricing just continues to spiral upward.

There is a solution: Highland needs to address the installation of a community owned fiber optic system. A system that can be accessed by everyone in our community and one that the community controls the fees, not a huge for profit corporation. See attached proposal from EntryPoint Networks,LLC.

I have been actively researching this concept for more than two years. I am a member of SEMCOG/MAC broadband action team. I have been involving multiple communities in this conversation and have had EntryPoint present to Oakland County Association of Township Supervisors and engage with SEMCOG and Merit Networks of Ann Arbor. We need to take action sooner than later.

I would suggest a motion to approve EntryPoint, LLC to proceed with the development of a Broadband Master Plan for Highland Township with a cost not to exceed \$27,000. The money for this project will come from ARPA federal funding for the improvement of broadband infrastructure.

Warm inside. Great outdoors.



October 26, 2021

Rick Hamill
Supervisor
Highland Township
205 N. John Street
Highland, MI 48357



Proposal for Development of a Highland Township Broadband Master Plan

Scope of Work

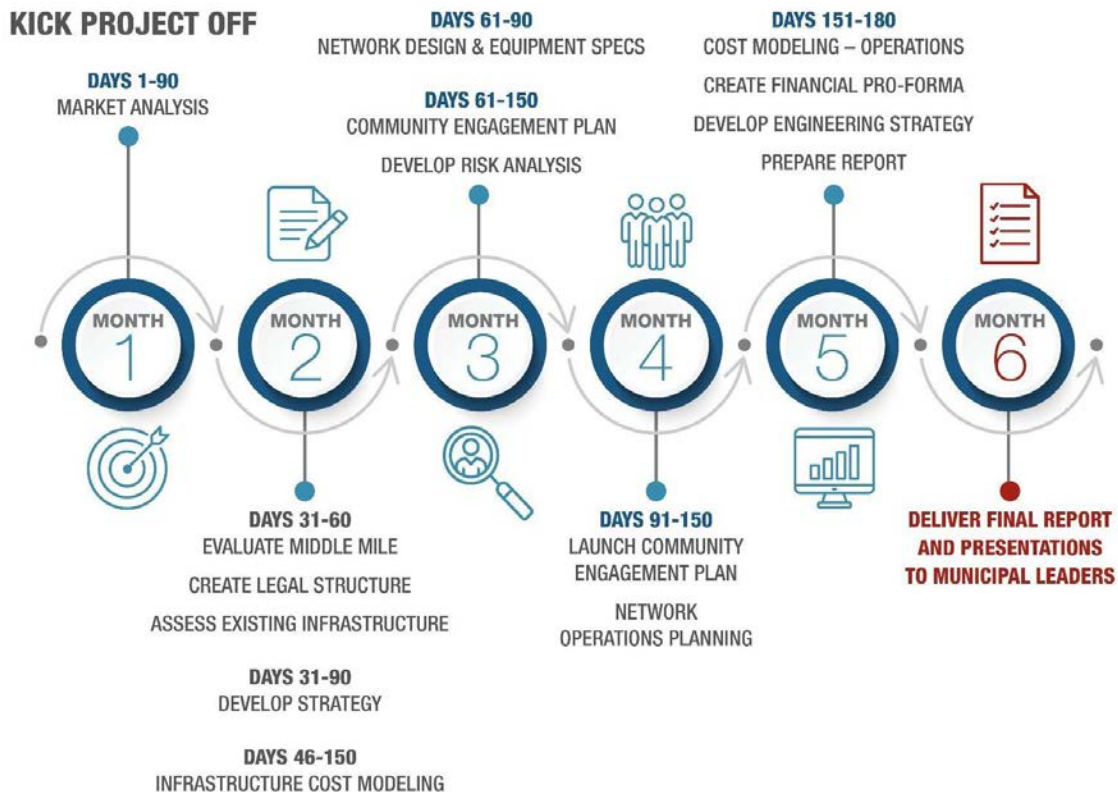
EntryPoint's Consulting Services Group will work with representatives of Highland Township to develop a *Broadband Master Plan*. The contemplated Scope of Work will be performed includes the following:

- Develop Broadband Strategy
- Conduct SWOT Analysis
- Assess Existing Broadband Infrastructure
- Conduct Current Market Analysis
- Prepare Community Engagement Plan
- Assist with Early Community Engagement Efforts including:
 - Development and Deployment of a Highland Township Municipal Fiber Website
 - Community Educations Materials Including: Presentation, Videos, Etc.
- Coordinate Broadband Surveys with Residents and Businesses in Highland Township
- Prepare Comparison of Municipal Broadband Models
- Prepare a High-level Fiber Optic Network Design and Materials Cost Summary
- Prepare Cost Analysis
 - Prepare Projected Capital Expenditures and Funding
 - Prepare Projected Income and Cash Flow
- Coordinate with Potential Project Partners
 - Middle-Mile
 - Internet Service Providers
 - Engineering
 - Construction
- Assist with Introduction of Potential Financial Partners for a Project
- Coordinate Planning for Financing Options
- Assist with Securing Legal Opinions to Establish Authority to Build Broadband Infrastructure
- Conduct Risk Analysis
- Prepare Report Summary and Conclusions

EntryPoint, LLC
1949 West Printers Row
Salt Lake City, UT 84119
www.entpnt.com

Project Timeline

EntryPoint's standard timeline for completion of the Scope of Work outlined above is 6 months organized and executed in the following stages:



Pricing

EntryPoint's proposed consulting fees for managing this process and preparing a Broadband Master Plan with Feasibility Analysis for Highland Township are as follows –

Consulting Fees = \$200 per hour + Expenses, with a total project cost not to exceed \$27,000

Please let us know if you have questions or need additional information.

Thank you,

Devin H. Cox
EVP Business Development
dcox@entpnt.com
801-518-7333



Devin Cox & Jeff Christensen

April 24, 2020





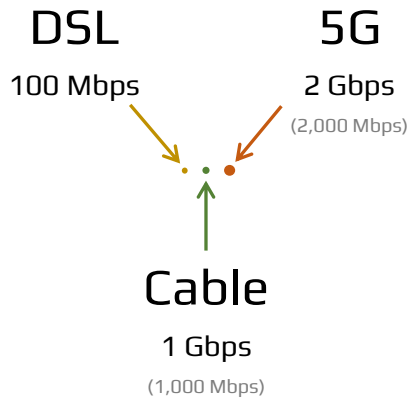
COVID-19

What COVID-19 Has Taught Us About Our Current Incumbent Networks...

1. Network Infrastructure Medium is Important
2. Shared Networks are Not Optimal
3. Symmetrical Networks are Vital

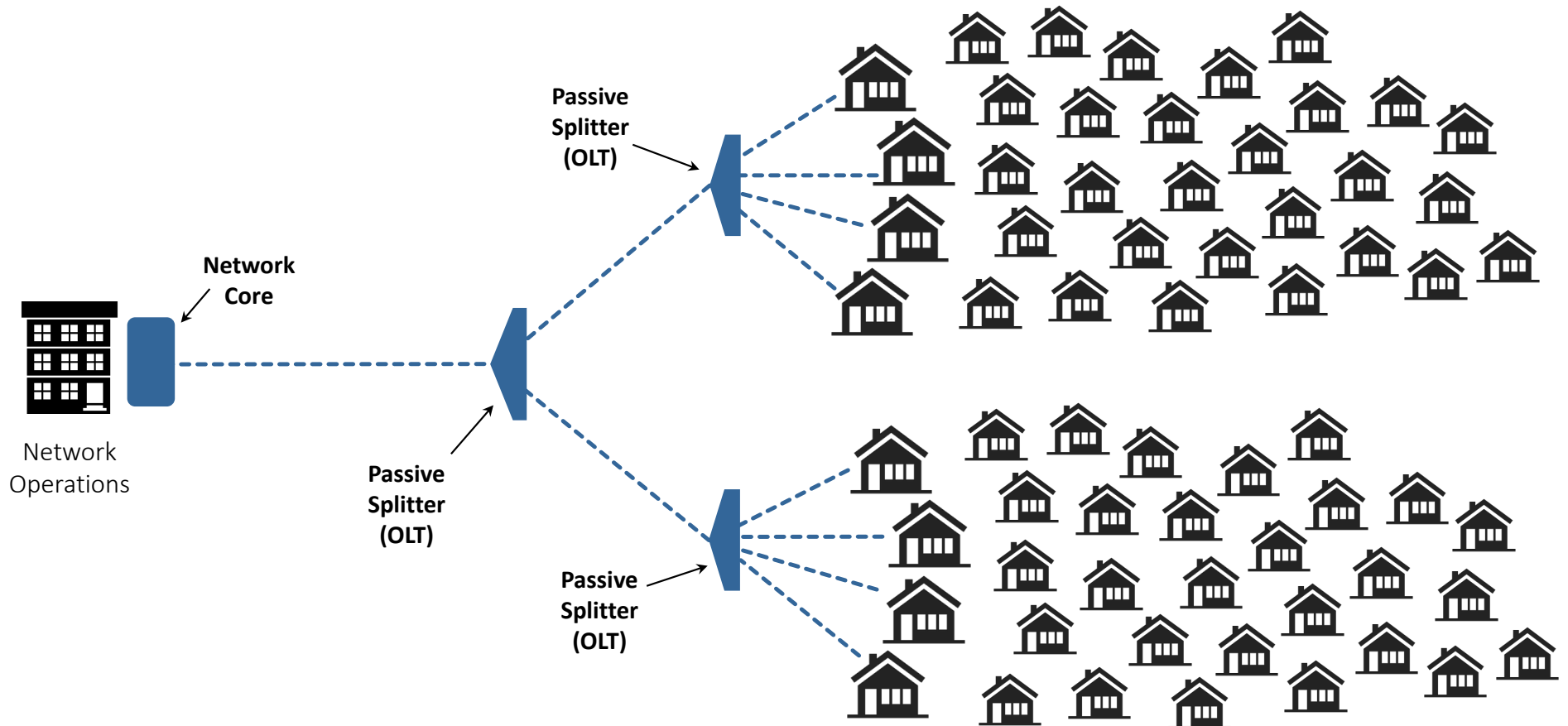
Why Fiber? – Comparison by Medium

Current Maximum Download Speeds

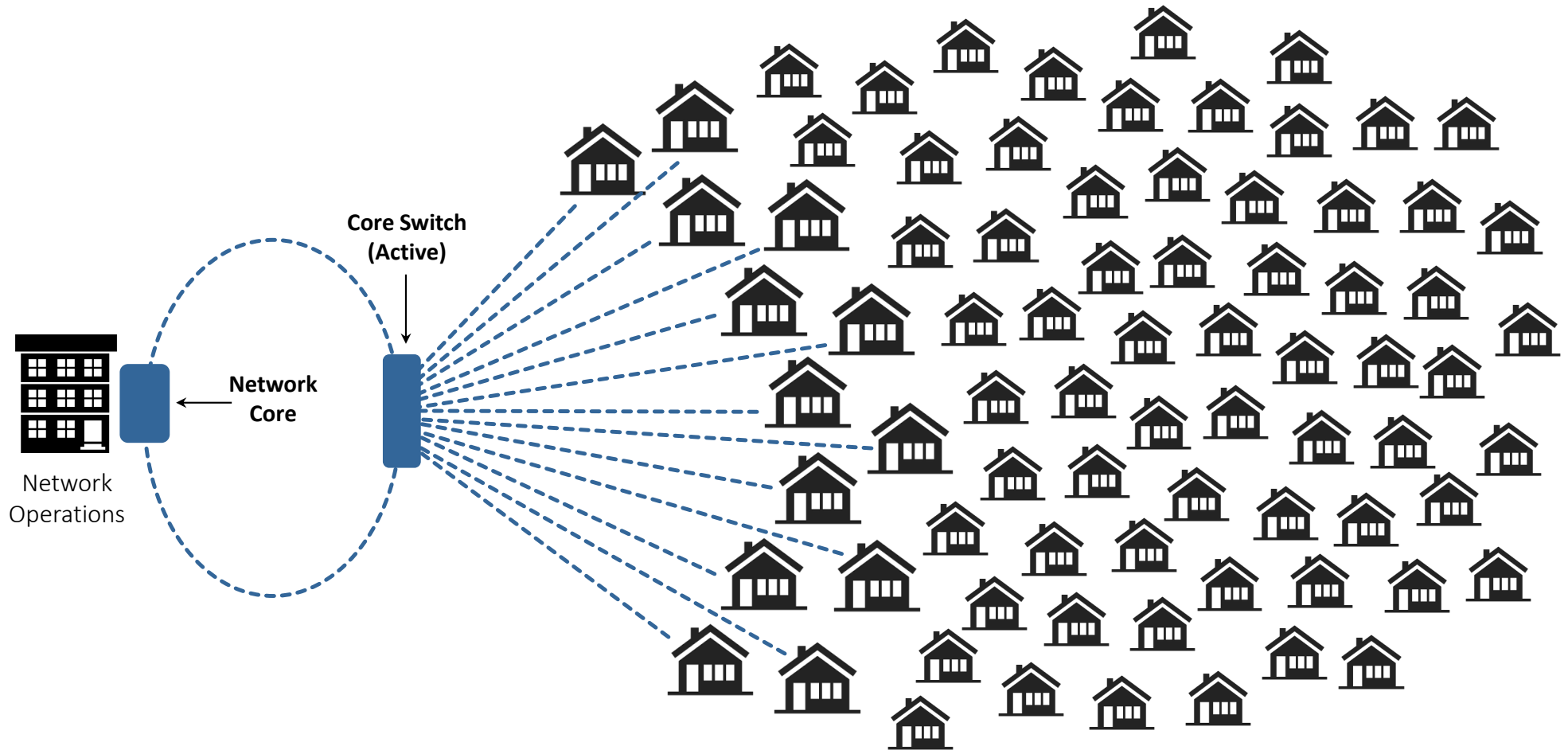


Fiber
25 Tbps
(25,000,000 Mbps)

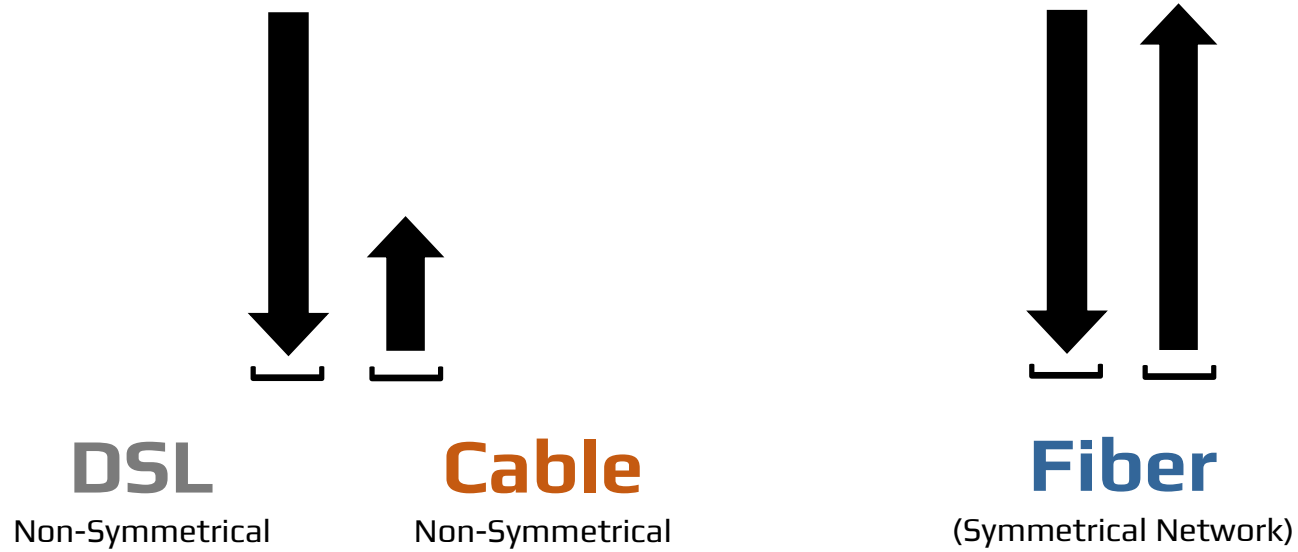
Shared Network Infrastructure – DSL, Coax, PON Fiber Networks



Non-Shared Network Infrastructure – Switched Fiber Networks



Non-Symmetrical Networks vs. Symmetrical Networks



Is Broadband Essential Infrastructure



Water



Sewer



Electricity



Broadband

“The Fourth Utility”

Are You Ready for the Emerging Economy?



1



On Demand /
Real Time

2



Distributed
Ledger
(Blockchain)

3



Artificial
Intelligence

4



Internet of
Things

5



Automation

Internet Access to the Public Internet



Internet

Open Systems



Internet Access

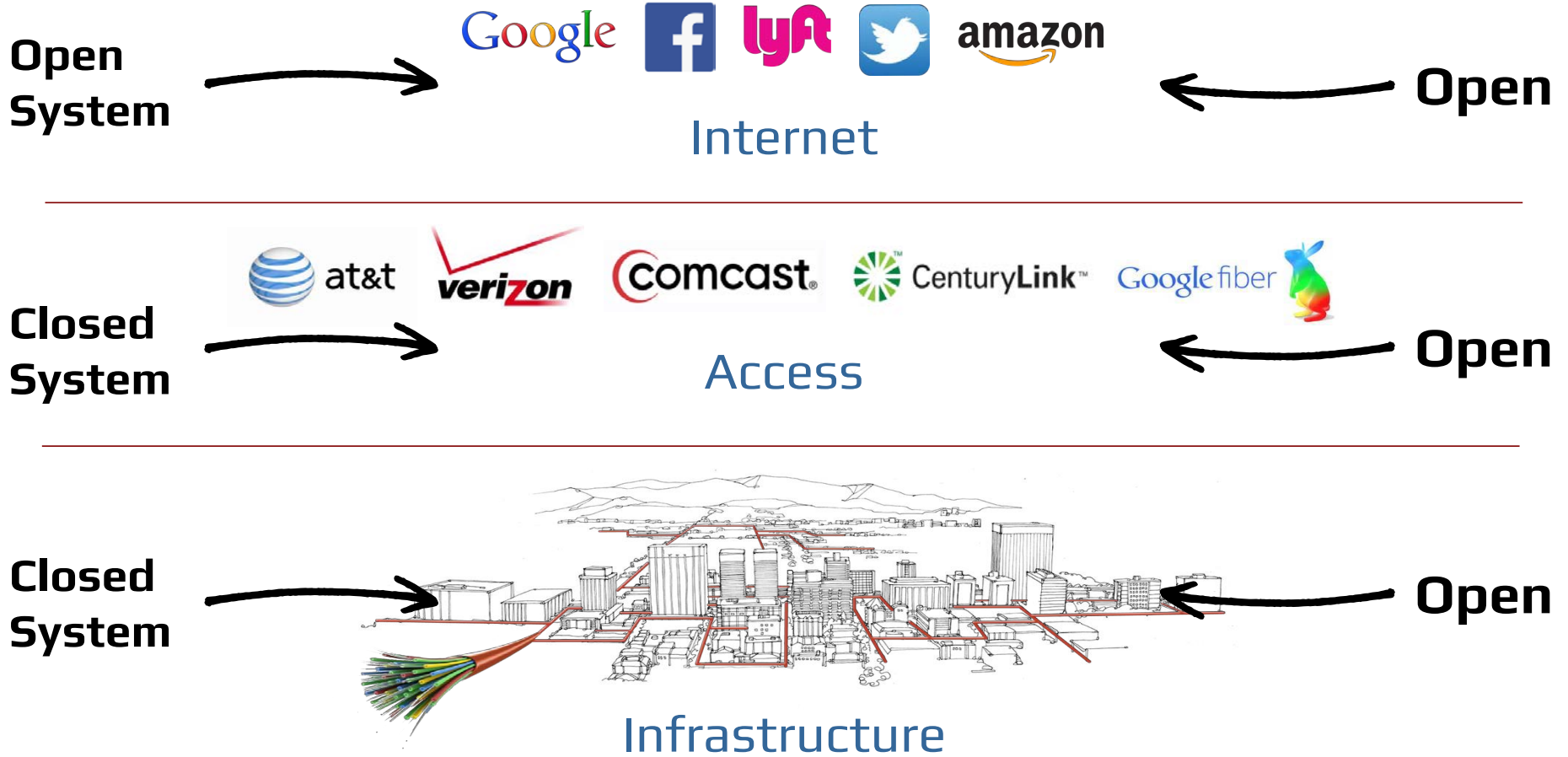
Closed Systems



Incumbent Model vs. EntryPoint's Model

Incumbent Model

EntryPoint Model

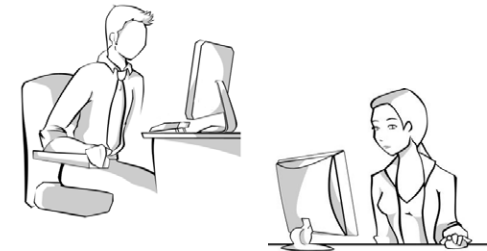


The Problem with Access Networks Today



Network Operators
Service Providers

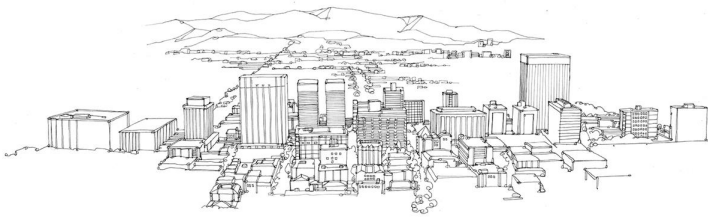
Who Should
Networks
Serve?



Subscribers



Separating Infrastructure & Services



Network Operators

Who Should
Networks
Serve?

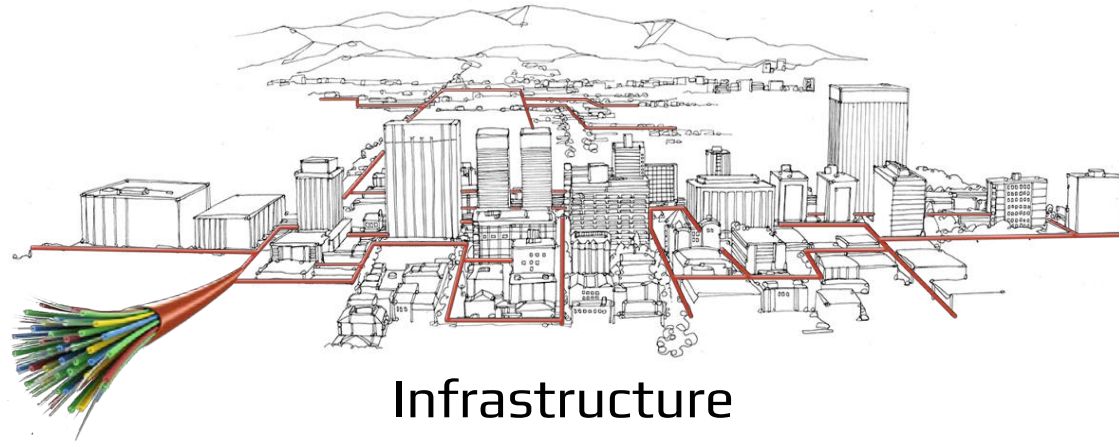


Subscribers

Service Providers



Separating Infrastructure & Services



Infrastructure

Services



Internet



Smart Grid



Smart City / IoT



Transportation



Education



Public Safety



Efficient
Government



Affordable
Communications



Entertainment



Telephone



Emergency
Communications



Aging in Place



Tele-Medicine

Network Infrastructure as a Utility



If Today's Road Systems Worked Like Current Incumbent Broadband Networks
Closed Infrastructure

Network Infrastructure as a Utility



Open Broadband Networks or Broadband Infrastructure as a Utility
Open Infrastructure

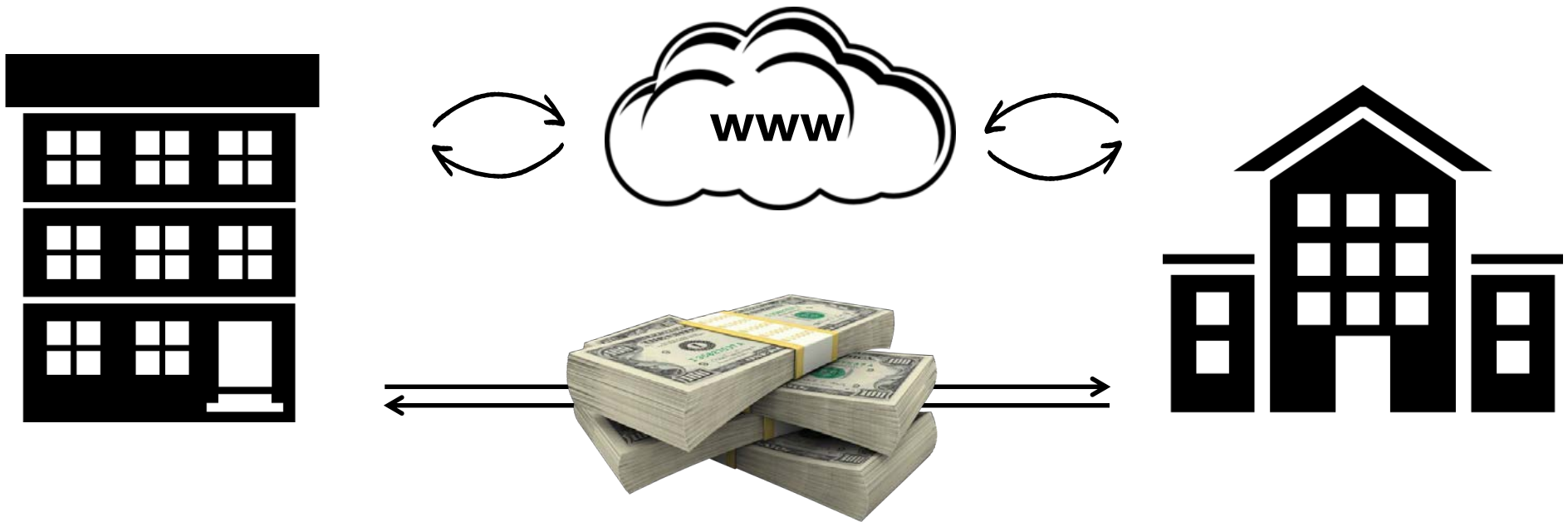


Subscriber Portal Demonstration

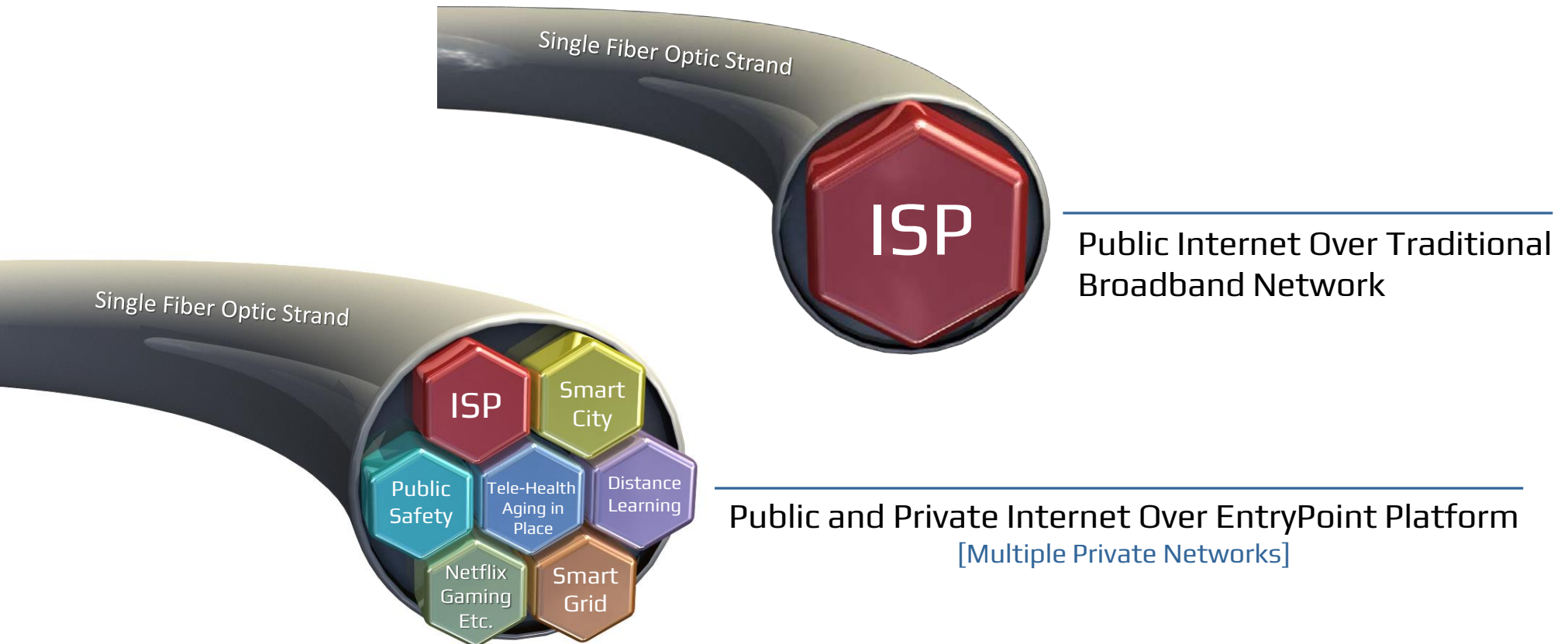
Access Demo of Subscriber Portal (subscriber experience)

<https://youtu.be/zIYE0qI3beQ>

Private Circuits



Public Internet + Private Internet



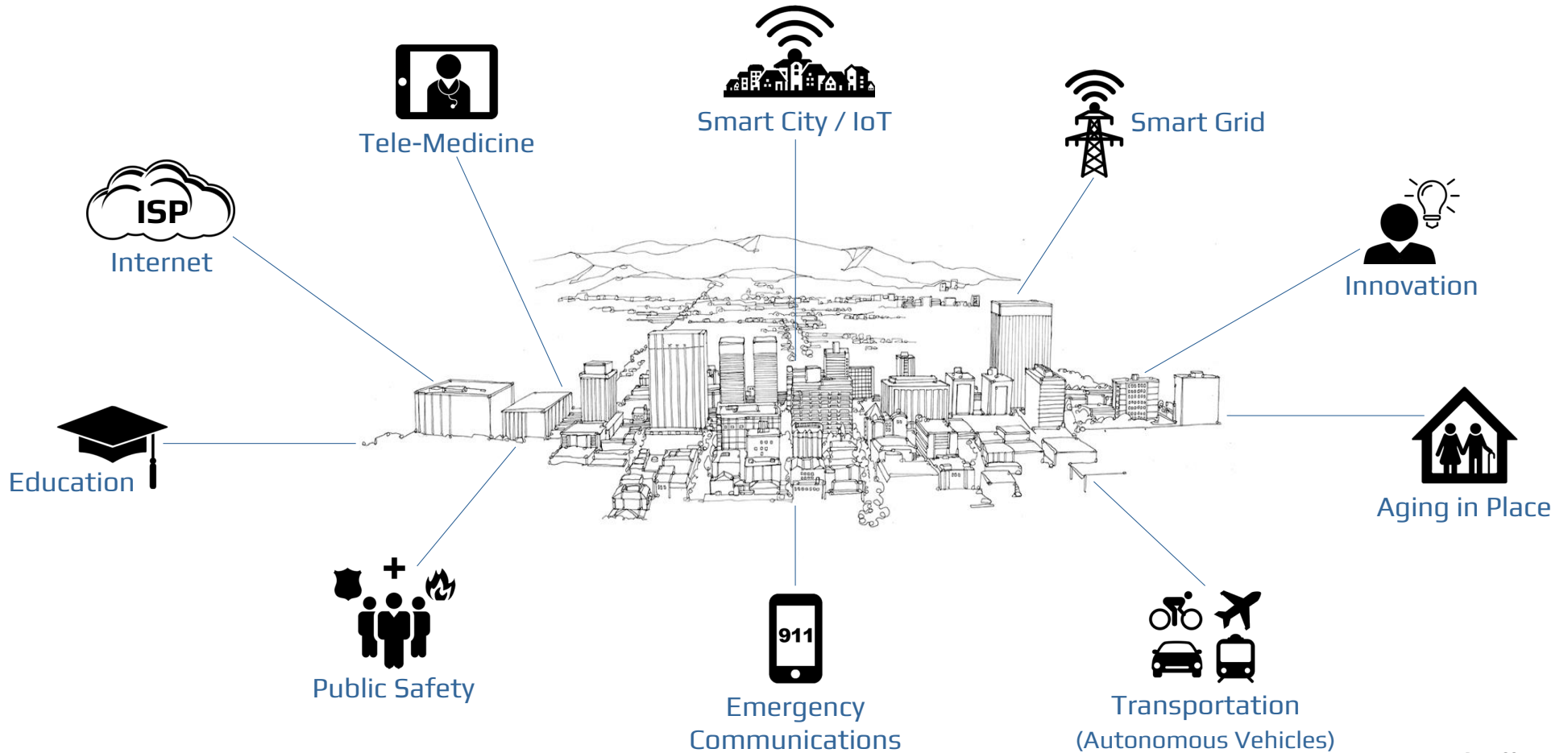
The Next Evolution of Open Access?



“We are at the dawn of a new era: Software Defined Infrastructure; a starting point of a very deep revolution that will reshape our global computing infrastructure. Today’s internet will run in just one “slice” across this infrastructure, with many other novel services populating other slices.”

National Science Foundation - February 2016, Workshop

Networks of the Emerging Economy Must be Open



The Network Becomes a Platform of Possibility



Efficient Government



Economic Development



Education



Smart Grid



Transportation



Smart City / IoT



Livability



Public Safety



Innovation



Affordable Communications



Tele-Medicine



Emergency Communications



Aging in Place



It is Not About Fast Internet

Henry Ford –

“If I had asked people what they wanted, they would have said faster horses.”





The Most Sophisticated Network in US – Ammon, ID

Things subscribers can do in Ammon, Idaho but not in San Francisco or New York City –

- 1) Switch their ISP in 30 seconds
- 2) Get a 15 Mbps Internet Connection for Free
- 3) Get a 1 Gig Symmetrical Internet Connection for \$9.99 per month
- 4) Create a Private Network in 30 seconds, on-demand & free of charge



The Incumbent Dilemma

Incumbent network operators serve subscribers just enough to make the maximum profit.

Subscribers want systems that profit just enough to provide the maximum service.



Financial Model

How To Finance The Network

The Money is Already Here in Highland Township



Premises (Homes / Businesses)

7,300



Average Monthly Internet Cost

\$70.00



Annual Internet Spend

\$6,132,000



20 Year Internet Spend

\$122,640,000

Current Consumer ISP Cost & Speed in US

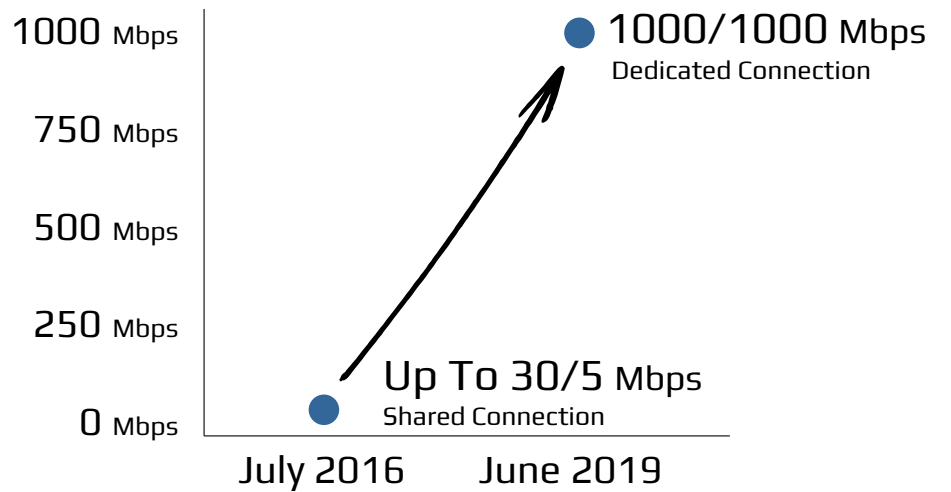
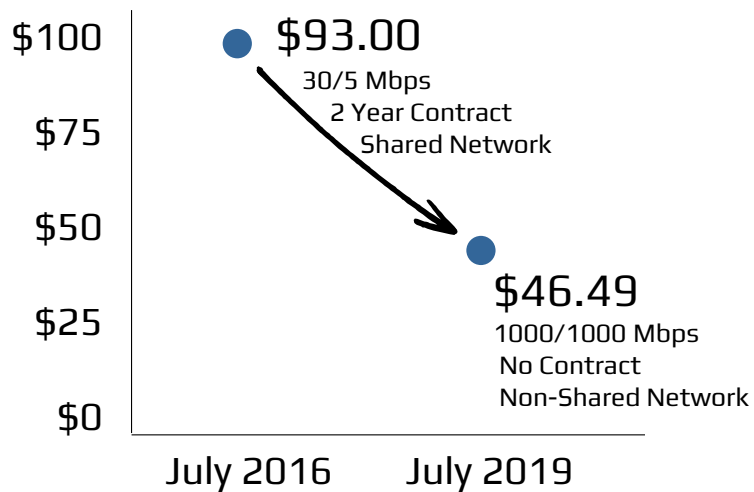
US Residential Service = \$69 per month¹ / 18.7 Mbps²

¹"Average Internet Bill May Surprise You" - Credit Donkey Sept2018 | ²"State of the Internet" - Akamai Vol10 No1



Impact of a Radically Open Network

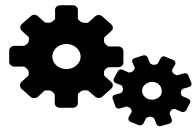
Ammon Fiber Network



Three Cost Categories for Subscribers



Infrastructure Expense





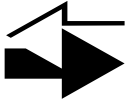


Monthly Maintenance & Operations



ISP Internet Services



Cost Categories in Ammon, Idaho

	Monthly Infrastructure Expense	\$20.00	\$20.00
	Monthly Maintenance & Operations	\$16.50	\$16.50
	Private Internet Connections	Included	Included
	Monthly ISP Cost Currently	Free [15/15 Mbps]	\$9.99 [1000/1000 Mbps]
<hr/>			
	Total Monthly Cost to Subscriber	\$36.50	\$46.49
		\$16.50	\$26.49 [once infrastructure is paid off]



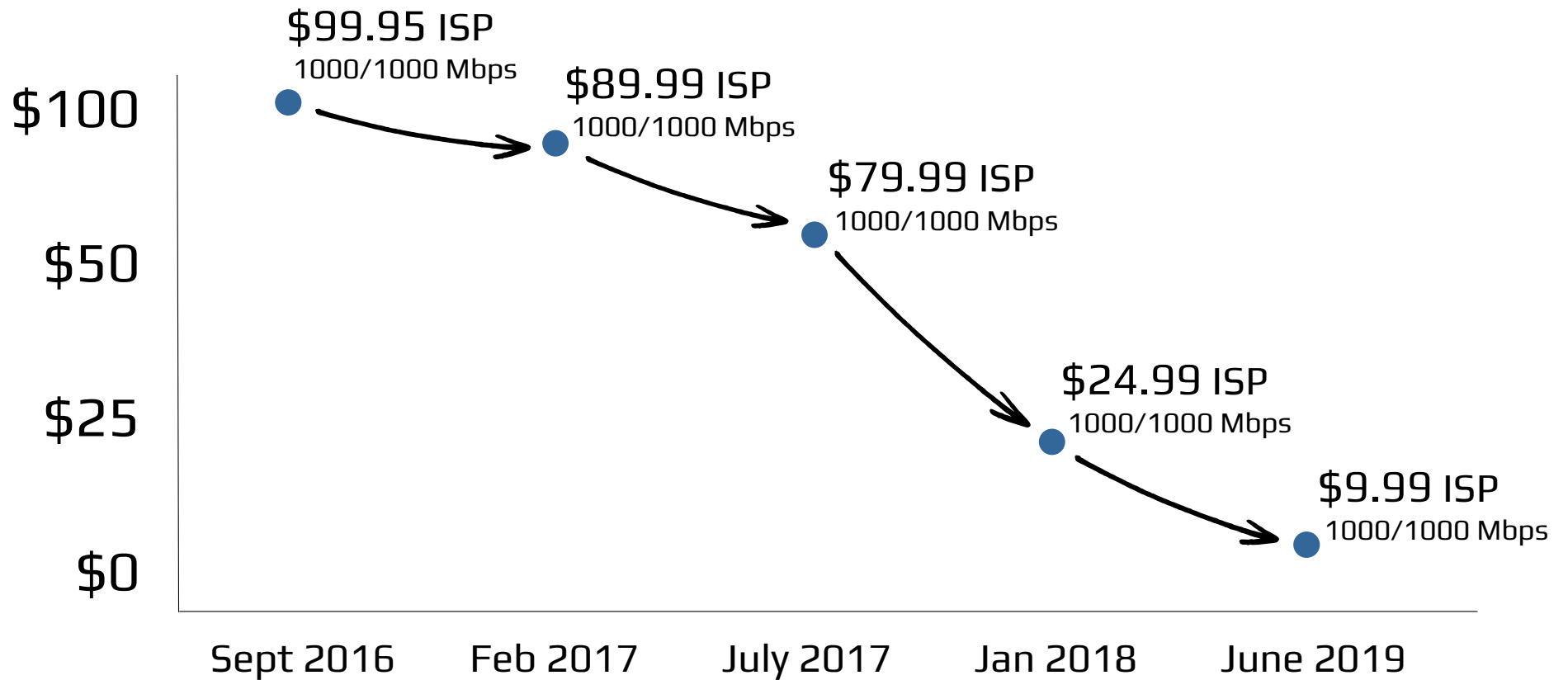
Locally Owned Wire

“We need the community to own the wire to make it easy for service providers to come and compete across that wire in an open marketplace. That will dramatically change the price across the country.”

Bruce Patterson – Technology Director in Ammon, ID



Actual Results of ISP Competition in Ammon, Idaho



When Infrastructure is Private (Closed)

“Charter, which sells connectivity under the Spectrum Cable moniker, made about \$11 billion during the third quarter of 2018, a period when it added more than 300,000 new subscribers to its roster, and Wall Street is pleased with its pricing power. **The company can raise its prices whenever it wants, because it faces little or no competition in the cities where it operates. Margins are growing, the company is buying back its stock, and its capital expenses are going down. Charter is in a milking phase, as is Comcast, which just had one of its best quarters in years.** As analyst Craig Moffett puts it, cable companies are “infrastructure providers.” And their infrastructure is essentially unchallenged, either by competition or oversight.”

Susan Crawford – Harvard University
Wired Magazine, Dec 4, 2018

This Model is Sustainable Because...

- ➔ Success is not dependent on take rates
- ➔ Subscriber's become partners with city
- ➔ Success of the municipal network is not dependent upon the success of services

People are Talking

“Ammon’s platform allows an extraordinary level of competition, innovation, and experimentation by businesses, local government, and residential users alike. And Ammon’s model provides very little, if any, financial risk to the city.”

“The use of virtualization technology to enable retail competition is rare in the United States, and Ammon’s use of virtualization is especially sophisticated.”



HARVARD
UNIVERSITY

Berkman Klein Center for Internet & Society

“AMMON’S NETWORK IS WAY OUT AHEAD OF EVERYONE ELSE.”

- Chris Mitchell, Director

ILSR INSTITUTE FOR
Local Self-Reliance

Thank You





Broadband Master Plan

Prepared for the Redding City Council

March 2020

– Prepared By –



www.entpnt.com



Broadband Master Plan

Contents

- I. Executive Summary
- II. Strategy
- III. SWOT Analysis
- IV. Infrastructure
- V. Assessment of Existing Broadband Infrastructure
- VI. Market Analysis
- VII. Community Engagement Timeline
- VIII. Community Engagement Plan
- IX. Early Community Engagement
- X. Redding Broadband Survey Results
- XI. Municipal Broadband Models Comparison
- XII. Network Design
- XIII. Project Partners
- XIV. Cost Analysis & Phasing
 - a. Projected Capital Expenditures and Funding
 - b. Projected Income and Cash Flow
- XV. Financing Considerations
- XVI. Legal Considerations
- XVII. Risk Analysis
- XVIII. Summary and Conclusions



Broadband Master Plan

March 2020

Executive Summary

In addition to questions of costs and improved network speeds, the city seeks to understand the potential impact of broadband infrastructure on economic development, livability, public safety, education, healthcare, emergency communications, smart grid, efficient government services, universal access, environmental stewardship and smart city initiatives.

The Redding, California City Council has requested this Broadband Master Plan to assist with a planning and decision-making process for broadband infrastructure for the city. The information in this report will be used to help city leaders understand whether city owned infrastructure can lower broadband costs and increase the value for residents, commercial entities, anchor institutions and the city itself. Additionally, city leaders seek to understand the operational implications, important risk factors, and a realistic cost framework for managing city owned fiber optic infrastructure.

The Broadband Master Plan is a living document that should evolve as Redding pursues some or all of the proposed broadband initiatives in this report and progresses from planning to implementation to operational activities. The enclosed plan is a companion document to the work done in 2018 by the *Geographical Information Center* at California State University, Chico.

In addition to questions of costs and improved network speeds, the city seeks to understand the potential impact of broadband infrastructure on economic development, livability, public safety, education, healthcare, emergency communications, smart grid, efficient government services, universal access, environmental stewardship and smart city initiatives.

By pursuing this Broadband Master Plan, Redding's leaders are laying the groundwork for strategies that can be implemented to solve near-term and long-term challenges.

Key planning decisions that may be aided by this report include the following:

- Has broadband infrastructure risen to the level of importance that it is essential?
- Should the City own and control broadband infrastructure?
- Should the city be a service provider?
- Should the city have one ISP or many ISP's?
- Should participation in the network be voluntary or mandatory?
- Should subscribers share in the financial responsibility for infrastructure deployment, i.e. treat broadband infrastructure as an improvement to the property to mitigate risk for the city?
- Should the architecture be designed for a Passive Optical network (PON) or a Switched Ethernet network?
- How can network design be optimized for cost, functionality, risk mitigation, and alignment with strategy?
- What are the various business models that have been deployed by other cities and what is the optimal business model for Redding?

This report seeks to provide the data needed for city leaders to thoughtfully evaluate these questions and implement a strategy that will benefit residents, businesses and anchor institutions for years to come. The key focus of the report is on three potential projects the City of Redding is considering. These include:



Broadband Master Plan

1) Increase the Fiber Count for the REU Broadband Project for City of Redding Use

REU plans to connect its electrical grid for real-time control and management of its infrastructure. The City has an opportunity to increase the fiber count of the REU fiber deployment for use by the City of Redding.

2) City INET – Build Fiber Optic Network to Connect City Assets

The City of Redding is currently paying incumbent operators to connect city buildings and assets, including REU infrastructure. The city is analyzing the potential value of replacing some or all its outsourced connections with fiber that is owned and operated by the City of Redding.

3) Redding Pilot Followed by Potential City-wide Fiber Optic Network to Residents and Businesses

In 2017, the City of Redding started the process of considering a potential Downtown Redding Internet Utility (Pilot). A whitepaper was prepared which stated that “the City of Redding is considering a proposal to research, develop, and implement a new fiber Internet utility service. This initial service would be offered in the downtown area of Redding and serve as a pilot phase for both residential and commercial customers.”

This report adds to that initial whitepaper and the work done by the GIC at California State University, Chico by providing projections for per premise costs and total costs.

A potential Pilot area has not been selected but the goal would be to select an area that allows City leaders to properly evaluate a potential city-wide Redding Fiber network, including costs, optional business models, and risks involved in a ubiquitous city-wide fiber optic network..

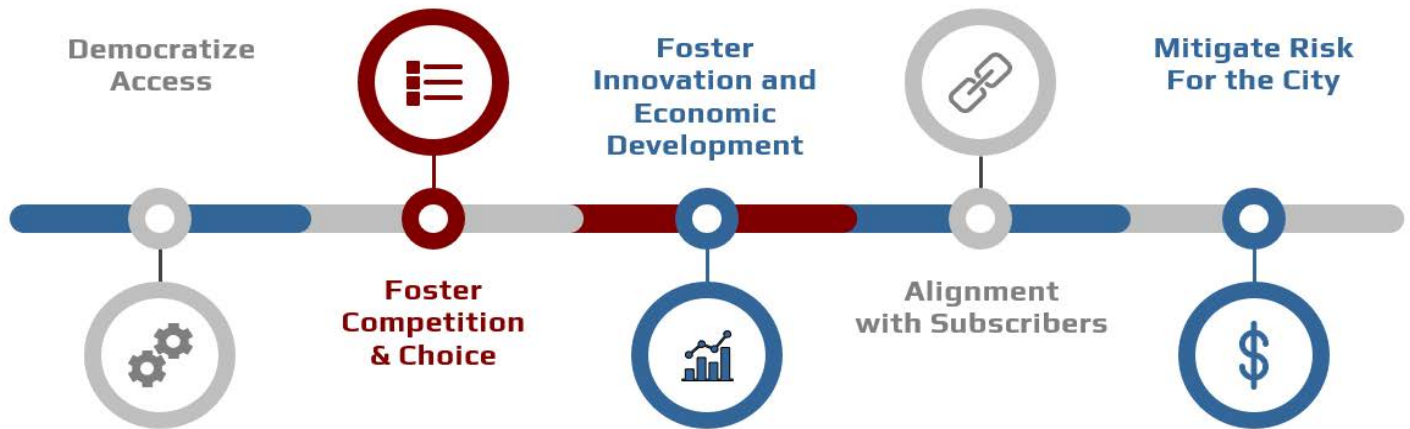
Strategy

Deploying a city-wide fiber optic network is a significant public works and information technology project.

Key Strategic Ideas guiding this Plan include the following:

1. **Democratize Access** – The economy is now an information economy and the importance of digital infrastructure continues to grow in significance. The City of Redding has an interest in ensuring that the city has robust digital infrastructure and adopts policies and projects that make 1 Gig access available and affordable throughout the city for residents, businesses, and anchor institutions, including low income, socio-economically disadvantaged, and all K-12 students.
2. **Foster Competition & Choice** – The city seeks to evaluate options that will increase the number of service providers and services available to Redding residents.
3. **Foster Innovation & Economic Development** – City leaders are interested in ways a network may be used in innovative ways to increase entrepreneurship and business development within the city.

4. **Alignment with Subscribers** – City leaders seek to understand the needs and interests of network stakeholders and then align policies, initiatives and projects with those interests.
5. **Mitigate Risk for the City** – Redding leaders are particularly interested in infrastructure business models which mitigate financial and operational risks to the City while at the same time help the city achieve its other objectives.



SWOT Analysis

The SWOT Analysis included here is not an analysis of current offerings within Redding. Rather, the analysis considers the Strengths, Weaknesses, Opportunities and Threats related to advancing the projects under consideration in this report.



<p>STRENGTHS</p>	<p>Redding has successfully operated and grown the Redding Electrical Utility into a low cost and sophisticated utility operation. REU is evidence of the potential value of a locally controlled utility that can be organized to be responsive to local needs. The City currently successfully operates and maintains City facility fiber infrastructure and interconnectivity.</p>
<p>WEAKNESSES</p>	<p>Current service offerings throughout much of the city provide 100+ Mbps speeds – which is adequate for many purposes. Regulations impose unique costs for a city-sponsored project.</p>
<p>OPPORTUNITIES</p>	<p>The REU project to connect its infrastructure with fiber optic cable enables opportunities for the City to lower costs and improve network flexibility for city connections and anchor institutions within City limits. A longer-term opportunity is for city-wide savings and faster, symmetrical speeds.</p>
<p>THREATS</p>	<p>Take-rate risk, churn, various financial risks, changing political and regulatory environments, community education and engagement, project execution and unanticipated technological innovations are potential risks and are described in the Risk Analysis section.</p>

Infrastructure

Comparison of Available Media

The primary media used for internet access today are DSL, Cable, Wireless and Fiber Optic cable.

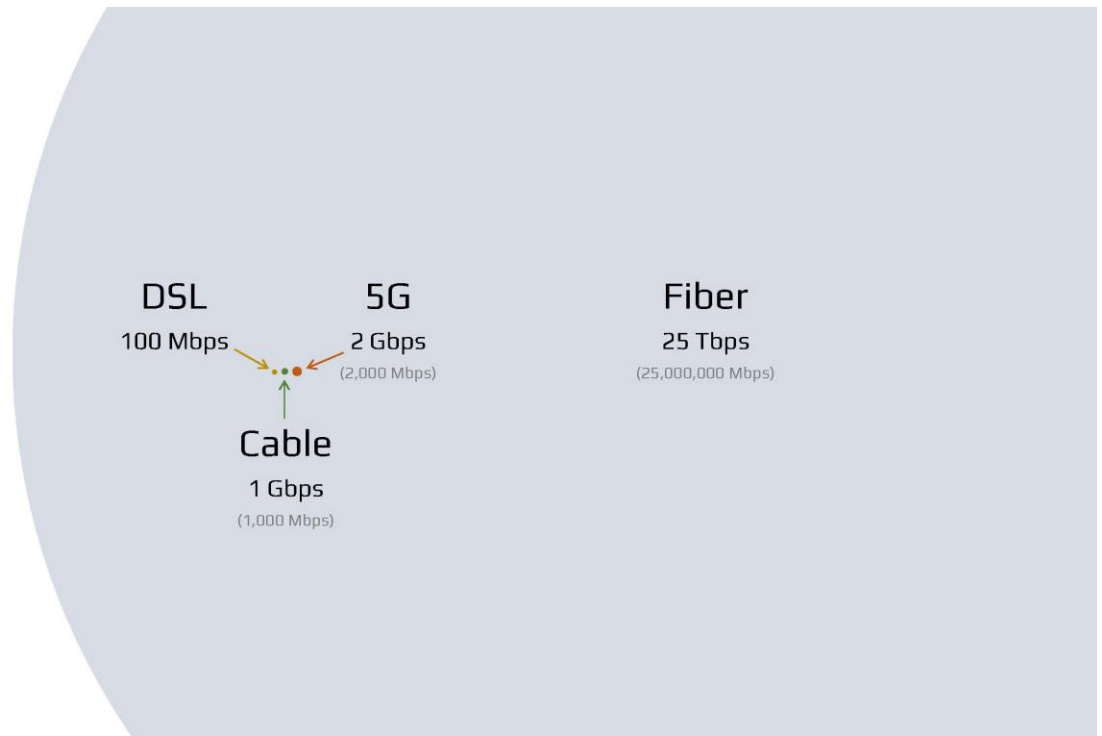
DSL stands for Digital Subscriber Line and it is one of the technologies used to provide Internet connectivity to homes and businesses. DSL uses existing telephone lines and a transceiver to bring a connection into a home or business and allows the household to use the Internet and make telephone calls at the same time. AT&T is the incumbent telephone company in the Redding area using DSL technology. DSL is asymmetrical (the download speed is much faster than the upload speed) and is capable of download speeds up to 100 Mbps.

Coaxial Cable uses copper cable designed with one physical channel that carries the signal surrounded by a layer of insulation and then another physical channel, both running along the same axis – hence the coaxial name. Coaxial cable is primarily used by cable TV companies to

connect transmission facilities to customer homes and businesses to deliver cable T.V. and internet access. Charter/Spectrum is the incumbent cable company in the Redding area. Coaxial Cable is asymmetrical and is capable of download speeds up to 940 Mbps.

Fiber Optic Cable sends information down strands of glass known as optical fibers which are about the size of a human hair. These fiber optic strands are capable of transmitting 25 Tbps today and researchers have successfully demonstrated a transmission experiment over 1045 km with a data-rate of 159 Tbps (<https://phys.org/news/2018-04-fiber-transmission.html>). Fiber-optic cables carry information between two places using optical (light-based) technologies which convert electrical information from the computer into a series of light pulses. Fiber Optic Cable is capable of symmetrical speeds up to 25 Tbps.

Because the difference in capacity between fiber optics and alternative media is so significant, fiber optics should be the foundational media for any new broadband infrastructure project when financially feasible.



Wireless Internet access is made possible via radio waves communicated to a person's home computer, laptop, smartphone or similar mobile device. Wireless Internet can be accessed directly through providers like AT&T Wireless, Verizon Wireless, T-Mobile or by a wireless Internet Service provider (WISP).

5G is the 5th generation in cellular networks and refers to a standard for speed and connection. Because of the extensive marketing around the emergence of 5G, many people wonder whether 5G will replace fiber optic cables. In fact, 5G depends on fiber optic infrastructure. All wireless technologies work best the faster they get back to fiber optics. The graphic above is not to scale (fiber has much greater capacity than the illustration represents) but this illustrates the magnitude of the difference between the different media types. The emergence of 5G is very early but there is a potential revenue opportunity for 5G carriers to ride on city infrastructure and contribute to the ongoing cost of network operations. Cellular networks can be symmetrical or asymmetrical and capable of download speeds up to 2,000 Mbps



Broadband Master Plan

Wi-Fi is common in homes and commercial buildings and is a way to deliver a network connection from a network hub over a wired connection to wireless devices via a wireless access point. Most people access the internet over a wireless connection, but it is important to remember that wireless connectivity ultimately depends on a wired connection and wireless access works best the faster it gets back to a wire.

Impact of Bandwidth on Applications

Length & Type of Media	Approx Size	10 Mbps	20 Mbps	100 Mbps	1,000 Mbps
4-Minute Song	4 MB	3 sec	1.5 sec	0.3 sec	0.03 sec
5-Minute Song	30 MB	26 sec	13 sec	2.5 sec	0.2 sec
9-Hour Audio Book	110 MB	1.5 min	46 sec	9.2 sec	0.9 sec
45-Minute TV Show	200 MB	3 min	1.5 min	16 sec	1.7 sec
45-Minute HDTV Show	600 MB	8.5 min	4 min	50 sec	5 sec
2-Hour Movie	1.0-1.5 GB	21.5 min	10.5 min	1.5 min	8 sec
2-Hour HD Movie	3.0-4.5 GB	60 min	32 min	4.5 min	25 sec
Large Archive File	10 GB	Too Long	Slow	Better	80 sec

Upload vs Download Speeds

In addition to the difference in bandwidth between DSL, cable and fiber optics, an additional important difference is that only fiber optic cable offers the ability to deliver symmetrical speeds. In an asymmetrical connection, the download speeds are much faster than upload speeds. Upload speed is the amount of data a person can *send* and download speed is the amount of data a person can *receive* in one second. Upload speeds can be very important for businesses, including home-based businesses or people who work from home. Applications that depend on good upload speeds include sending large files, cloud applications like Google Docs and Dropbox, VoIP, FaceTime, Skype, hard drive backups and In-house web hosting.



“The United States requires between \$130 and \$150 billion over the next 5–7 years to adequately support broadband competition, rural coverage and wireless densification.”

Assessment of Existing Broadband Infrastructure

A 2017 Deloitte Consulting analysis summarizes the current needs and realities for legacy broadband infrastructure in the United States this way:

“The United States requires between \$130 and \$150 billion over the next 5–7 years to adequately support broadband competition, rural coverage and wireless densification.

Despite the demand and potential economic benefits of fiber deployment, the United States lacks the fiber density in access networks to make the bandwidth advancements necessary to improve the pace of innovation and economic growth

Some wireline carriers are reluctant or unable to invest in fiber for the consumer segment despite the potential benefits. Expected wireline capital expenditures range between 14–18



Broadband Master Plan

percent of revenue. Wireline operating expenditures can be 80 percent of revenue. Fiber deployment in access networks is only justified today if a short payback period can be guaranteed, a new footprint is being built, repairs from rebuilding after a storm or other event justifies replacement, or in subsidized geographies where Universal Service funds can be used. The largest US wireline carriers spend, on average, five to six times more on operating expenses than capital expenditures. Excessive operating expenditures caused, in part, by legacy network technology restrict carriers’ ability to leverage digital technology advancements. Worse, as legacy networks continue to descale, the percentage of fixed costs overwhelms the cost structure leading to even greater margin pressure.”

Citation: <https://www2.deloitte.com/content/dam/Deloitte/us/Documents/technology-media-telecommunications/us-tmt-5GReady-the-need-for-deep-fiber-pov.pdf>

The Deloitte report is not specific to infrastructure in Redding, but the conclusions from the Deloitte report are generally applicable. Telco and Cable operators in U.S. cities often have fiber to an aggregation point and then legacy infrastructure from the aggregation point to the premise.

The primary finding of the Deloitte report is that legacy infrastructure needs to be replaced with Fiber Optic cable in the near-term to meet bandwidth demands. There is no indication that incumbents intend to replace legacy infrastructure with Fiber Optic infrastructure in the near term and even if they did, this upgrade would solve the base infrastructure problem but it would not solve for the lack of competition or premium pricing for Gig speeds.

Legacy copper and coaxial infrastructure will need to be replaced with state-of-the-art infrastructure in order to meet the ever-growing demands for greater bandwidth and faster speeds. An important question for cities is whether unique value can be derived by the city owning and controlling this infrastructure or whether a private company should continue under the existing structure.

Ideal infrastructure includes more than just the fiber optic cables running throughout the city. Infrastructure considerations include the electronics at both ends of the fiber as well as systems that manage and control the network. As the City of Redding evaluates whether it will go forward with any of the proposed infrastructure projects, the following considerations should be part of the decision-making framework:

- **Capacity & Speed:** The demand for bandwidth and speed will continue to grow.
- **Emerging Services and Applications:** 5G, connected vehicles, edge computing, and virtual reality are all examples of emerging applications that have infrastructure dependencies. An important consideration is how flexible the business model and technology systems are to enable whatever may come.
- **Local Control:** An advantage of a network that is locally controlled is the ability to manage the responsiveness of the network to local needs and to encourage innovation, adapt to opportunities which may make it possible for new services to emerge.
- **Local Resilience:** Can residents and businesses continue to communicate over the infrastructure locally if, for some reason, middle mile connections are severed.
- **Privacy & Security:** Subscribers are becoming increasingly sensitive to security, privacy and confidentiality controls.
- **Risk Analysis:** Consideration of the risks for all potential network stakeholders is an essential part of the decision-making process.

“Fiber deployment in access networks is only justified today if a short payback period can be achieved.”



Broadband Master Plan

Market Analysis

In the City of Redding most residents and businesses subscribe to wireline internet services from the cable operator (Charter/Spectrum) and telephone incumbent (AT&T).

Charter/Spectrum

Charter/Spectrum advertises the following packages in Redding:

Speed (Mbps) [Down / Up]	Introductory Pricing [Data Cap Not Published]	Standard Pricing [Data Cap Not Published]
100 / 20	\$49.99	\$64.99
400 / 20	\$69.99	\$89.99*
940 / 20	\$109.99	\$129.99*

Research on Charter/Spectrum’s service offerings and pricing yielded promotional 12-month introductory pricing. Charter Spectrum does not publish their standard pricing on their website. Based upon our review of Charter/Spectrum invoices we estimate a \$15-\$20 difference between the introductory price and the standard pricing.

**Standard Pricing for 400 Mbps and 940 Mbps have not been confirmed.*

AT&T

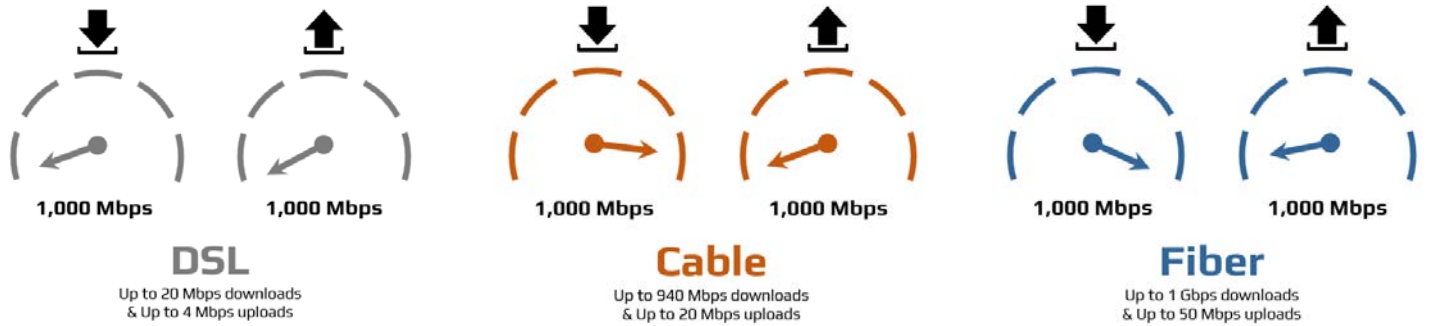
AT&T advertises the following packages in Redding:

Speed (Mbps) [Down / Up]	Introductory Pricing [1 TB Data Cap]	Standard Pricing [1 TB Data Cap]	50 GB Additional Data Fee	Unlimited Data Plan
1.5-18 / 2	\$50.00	\$60.00	+ \$10.00	N/A
100 / 10	\$50.00	\$60.00	+ \$10.00	+ \$30.00
300 / 12	\$60.00	\$80.00	+ \$10.00	+ \$30.00
1000 / 20	\$109.99	\$129.99	+ \$10.00	+ \$30.00

AT&T offers fiber connectivity to some businesses and residential neighborhoods in Redding. The majority of AT&T connections in Redding are DSL based. Of those residents who responded to our survey for current pricing, there were no AT&T subscribers.

The GIC in Chico provided a thorough review of served and unserved areas in Redding as well as a description of the service providers operating in Redding. The Chico data suggests that 95.4% of Redding residents subscribe to the internet through wireline providers and the majority of those are connected via the incumbent cable operator.

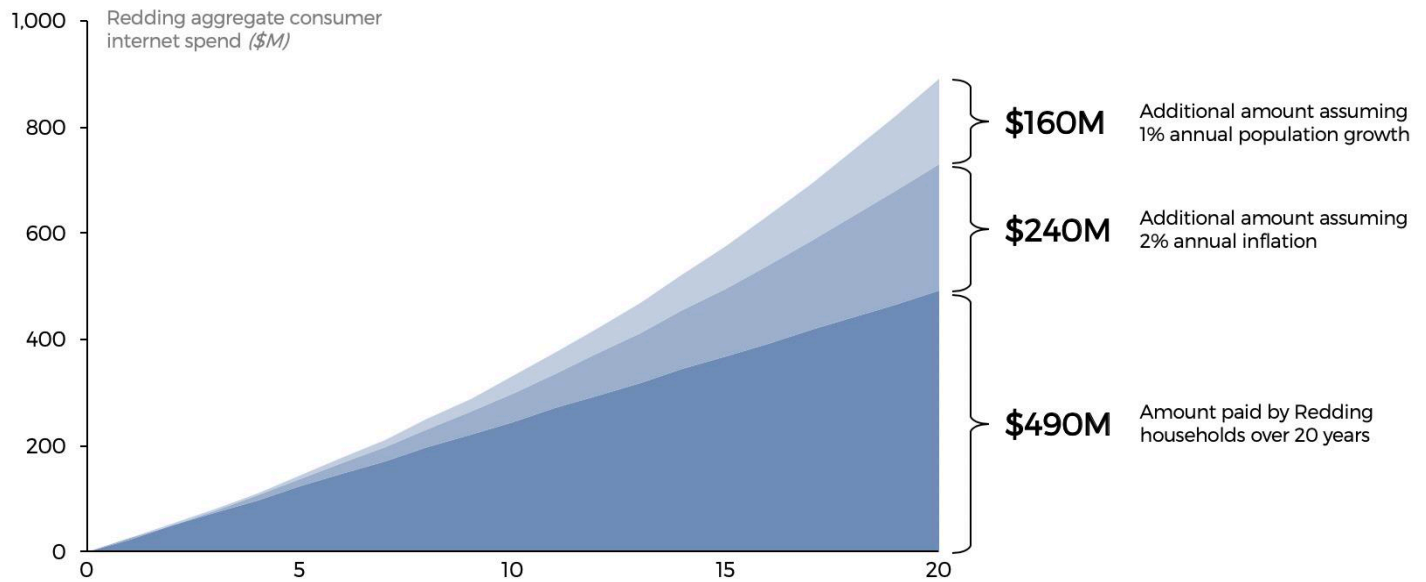
Broadband Media & Maximum Speeds Available in Redding Today



The illustration above shows the maximum speeds available in the City of Redding today. However, it is important to note that although DSL is available in over 90% of the city, the maximum DSL speeds are not available to all premises. Cable connectivity is also available to most residential and business addresses. However, access to fiber optics is available to a limited number of business customers. It is also important to note that all speeds illustrated above are “up-to” speeds and are never guaranteed by the service providers.

The Graph below illustrates the amount of money Redding residential customers will spend on internet access going forward at the current average of \$65 per month for 35,000 Redding households with 90% subscribing to wireline internet.

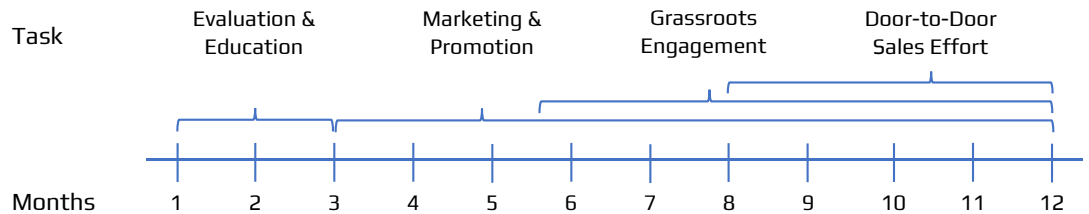
Estimated Redding Expenditures for Internet





Broadband Master Plan

Community Engagement Timeline



Community Engagement Plan

The sample Community Engagement Plan that follows is built on an assumption that Redding will go forward with a city-wide project. Changes in project scope will change the Community Engagement approach.

Goals & Objectives

The objective of a *Redding Community Engagement Plan* is to achieve a minimum of a 40% take-rate for homes and businesses within Redding City limits. Additionally, a scale of 10,000 subscribers is an important target for the project to be operationally sustainable. In the financial section later in the report, the financial models are built to a target of a 60% take-rate. The modeling can easily be adjusted to match actual take-rates.

Evaluation & Education

Document the current state of broadband and determine the level of interest among residential users and business owners.

Community Survey

Create a survey for residents and business owners to determine the level of interest in a municipal fiber network. Based upon the level of interest, develop an education and promotion program.

Publish Educational Information

Create a website specific to the municipal fiber program. Outline the core message of broadband as a utility that will support an environment of choice and subscriber control. Use customized videos to educate online visitors on the following:

- a. Functionality of the community fiber network
- b. Options for services
- c. Frequently Asked Questions (FAQ's)
- d. Inquiry Form where community members can submit questions to the municipality



Broadband Master Plan

Mapping Community Interest

Distribute an “I am interested” sign-up form with associated heat map where residential and business property owners can register as someone interested in municipal fiber.

Evaluation & Education Budget = \$3,000 - \$10,000

Marketing & Promotion

Redding issues a series of Press Releases and sends out inserts in monthly utility bills promoting the municipal fiber program, driving traffic to fiber website with the goal of educating community members and generating interest and encouraging community participation in the survey.

Use all available social media platforms (Facebook, Twitter, etc.) to promote the fiber network.

Neighborhood Entrance and Yard Signs

As construction (fiber build) begins in a neighborhood, Redding will post signs at neighborhood entrances announcing the construction and letting residents know they can still sign-up to get connected while crews are in the neighborhood.

As homes are connected in the neighborhood, yard signs are placed in the yards of subscribers indicating that the home now enjoys a fiber broadband connection.

Marketing & Promotion Budget = \$10,000 - \$15,000

Grassroots Engagement

Open House Events

Redding holds a series of Open Houses where residents and business owners can hear an educational presentation about the fiber project, ask questions about the fiber project, become educated about the Redding fiber plan, business model, etc.

Open Houses are promoted using utility bill inserts, press releases, public service announcements, local news reports, city websites, social media platforms, etc.

Open House events are intended to educate residents, promote the network, and identify Fiber Champions in the various neighborhoods (fiber zones). Fiber Champions are individuals that are committed to promoting the network within their neighborhood. Fiber Champions are also incentivized to be the first neighborhood to get connected (initial fiber zones are connected in order of take-rates – highest to lowest).

Fiber Champions

Fiber Champions assist sales efforts within their designated neighborhood (fiber zone). They organize and lead Cottage Meetings where neighbors come together to discuss the Redding fiber program. Redding leaders and employees provide support to the Fiber Champions in their efforts. Fiber Champions drive conversations and contractual commitments of neighbors via the Door-to-Door Sales and Education campaign.

Grassroots Engagement Budget = \$2,000 - \$5,000



Broadband Master Plan

Door-to-Door Sales Effort

Network sales agents (typically an independent group representing the network) contact residents and business operators within the planned network footprint to answer questions about the network and ascertain the potential subscribers' intentions regarding their participation in the network. [Yes (Opt-in) or No (Opt-out)].

This direct person-to-person contact gives everyone in the community an opportunity to ask questions, clarify their understanding and express their level of interest in participating.

To maximize the effectiveness of this process, prior to canvassing a neighborhood, door hangers are distributed to every home and business informing property owners that a representative will be stopping by to explain the value proposition, answer questions and get their Opt-in / Opt-out decision.

It is important that Redding support this effort through public notifications, press releases, mass emails, websites, social media sites, mobile applications, and other community outreach venues available to Redding. This may include outside professional marketing and/or PR firms.

Door-to-Door Sales Effort Budget = \$100 per Premise that Subscribes

[Sign-up Fee or Wrapped into the Infrastructure Installation Costs]

Total Redding Community Engagement Plan Budget = \$15,000 to \$30,000 + Door to Door Sales Commissions.

[Please Note](#) – The work outlined in the various Steps of this Community Engagement Plan, in whole or part, can be managed by internal Redding personnel or can be outsourced to a professional marketing and promotions organization.

Early Community Engagement

As part of the Broadband Planning Process, the City Manager's office organized meetings with incumbent operators including representatives of Charter/Spectrum, AT&T and local provider, Shasta Beam. Charter expressed its interest in preserving the status quo via a letter to the City Manager, Mayor and other city leaders. AT&T sent a representative to the meeting but has not taken a strong position opposing or supporting a municipal network in Redding. Local WISP, Shasta Beam has asserted its strong support, encouraging the city to deploy a city-wide fiber optic network.

The City Manager's office held meetings with individual city leaders and multiple workshops for key community stakeholders including Shasta Union High School District, Shasta County Office of Education, Simpson University, Shasta College, local hospitals, other healthcare providers, the Chamber of Commerce, representatives from the business community and local religious leaders. From these meetings, there was support for the City of Redding to continue exploring the feasibility of implementing locally controlled broadband infrastructure. Additionally, certain stakeholders made specific requests for access to infrastructure that would be beneficial to their operations if the City goes forward and builds out a municipal fiber network. These requests were documented by the City Manager's office.

Redding Broadband Survey Results

In November 2019, the City deployed website elements to begin the process of educating the public regarding its evaluation of the feasibility of a city sponsored fiber optic network. The City Manager’s office distributed an initial survey to Redding residents assessing current sentiment regarding existing services and the level of interest in a municipal network. The survey was not developed by professional survey administrators and these findings are likely influenced by selection biases. Key findings from the survey include the following:



And the Survey Says...

Total Responses	288	
Support Network		
	13	No 4.51%
	52	Possibly 18.06%
	223	Yes 77.43%
Internet Speed Importance		
	0	Not Important 0.00%
	69	Important 23.96%
	219	Very Important 76.04%
	288	Important/Very Important 100.00%
Internet Cost Importance		
	9	Not Important 3.13%
	98	Important 34.03%
	181	Very Important 62.85%
	279	Important/Very Important 96.88%
Choice in ISP and Plans - Importance		
	28	Not Important 9.72%
	106	Important 36.81%
	154	Very Important 53.47%
	260	Important/Very Important 90.28%
Rate Current ISP		
	26	Good service at good price 9.03%
	142	Happy with service but wish it cost less 49.31%
	120	ISP is slower than I want most of the time 41.67%
Average Speed Experienced		
	56	1.9 - 24 Mbps 19.44%
	29	25.0 - 46.0 Mbps 10.07%
	36	50.0 - 74.0 Mbps 12.50%
	25	75.0 - 96.9 Mbps 8.68%
	110	100.0 - 240.0 Mbps 38.19%
	15	250.0 - 460.0 Mbps 5.21%
	5	500.0 - 980.0 Mbps 1.74%
	1	1000 Mbps 0.35%
	11	No Response 3.82%



Broadband Master Plan

Municipal Broadband Models Comparison

The Institute for Local Self Reliance has mapped municipal networks throughout the United States using an interactive map that can be found at the following link:

<https://muninetworks.org/communitymap>

To compare the various models that exist in the United States today, a mix of prominent municipal fiber optic projects were selected to illustrate the types of models that have been deployed. The following comparison summarizes different approaches to funding and operating municipal broadband infrastructure and services followed by a description of the advantages & disadvantages of each:

Municipality	Population	Model Type	Electric Utility	Take-Rate	Cost of 1 Gig
Chattanooga, TN	179,139	Electrical Utility ISP	Yes	60%	\$68.00
Lafayette, LA	126,000	Electrical Utility ISP	Yes	40%	\$99.95
Westminster, MD	19,000	City Fiber, Private ISP	No	20%	\$89.99
Huntsville, AL	194,585	Dark Fiber Open Access	Yes	Not Published	\$70.00
Sandy, OR	10,000	Municipal ISP	No	60%	\$59.95
Longmont, CO	86,000	Electrical Utility ISP	Yes	55%	\$69.95
Ammon, ID	17,000	Automated Open Access	No	65%	\$46.50
Monmouth, OR	15,083	Municipal ISP	No	80%	\$129.65
Lexington, KY	321,959	Private Partner Owned	No	Not Published	\$59.95
Santa Monica, CA	110,000	Dark Fiber Business Only	No	N/A	N/A
Fort Collins, CO	165,000	Electrical Utility ISP	Yes	Early Stage	\$59.95
UTOPIA	150,000+	Manual Open Access	No	15%	\$70.00

Municipal Broadband Models Defined – Summary | Pros | Cons

City Owned & Operated, Single ISP

Summary: The city owns and operates the network and is also the sole service provider on the network.

Pros: This model can be successful when incumbent operators have some combination of the following: monopoly or near monopoly status, high prices, poor infrastructure, slow speeds, a poor reputation and widespread customer resentment.

Cons: A single ISP does not significantly expand choice or competition. There have been very few *City Owned & Operated, Single ISP* deployments that have been successful and those that have been successful are much smaller than Redding. The city is essentially replicating the incumbent model and competing against the incumbent head-to-head. This model leaves the city vulnerable



Broadband Master Plan

to the incumbent dropping their price to influence the municipal take-rate and destabilize the municipal network.

Examples of this model include Sandy, OR and Monmouth, OR.

Municipal Electrical Utility Owned & Operated, Single ISP

Summary: The Municipal Electrical Utility owns and operates the network and is also the sole service provider on the network.

Pros: Most successful Single ISP municipal networks for cities the size of Redding have adopted the Electrical Utility model. The Electrical Utility has the advantage of having an established reputation in the community. Electrical Utilities often have financial, customer service, and engineering expertise that may be beneficial to the network. The skill set for Outside Plant personnel for a municipal network is similar in kind to the existing range of skills in an Electrical Utility. The likelihood of success increases in instances where the incumbent operator has monopoly or near monopoly status, higher than average prices, poor infrastructure, slow speeds, a poor reputation and/or widespread customer resentment.

Cons: A single ISP does not significantly expand choice. Expertise in network operations will need to be enhanced or developed. This model is essentially replicating the incumbent model and involves competing against the incumbent head-to-head. This model leaves the city / Electrical Utility vulnerable to the incumbent dropping their price to impact the take-rate and destabilize the network.

Examples of this model include Chattanooga, TN and Longmont, CO. Fort Collins, CO. is in the early stages of deployment and is replicating this model.

Dark Fiber, Open Access

Summary: Dark Fiber Open Access is a model where the city builds infrastructure to the curb and the subscriber then selects an ISP as its provider and the ISP finishes the connection to the home with its own infrastructure and electronics.

Pros: Open Access increases choice for consumers. Operating a dark fiber network is less complicated than operating a lit network. The Dark Fiber model enables Public ownership of infrastructure.

Cons: The Dark Fiber model gives up control over last mile infrastructure, i.e., the drop from the curb to the premise. The Dark Fiber model therefore limits the usability of each strand of fiber. With an isolated dark fiber connection, it is impossible to connect to other services that may not be available through the ISP that controls the drop to the customer premise. The Dark Fiber Model may not scale easily due to difficulty in anticipating the required fiber count to meet the demand. This can create significant complications for the network operator.

An example of this model is Huntsville, AL.



Broadband Master Plan

Manual Open Access

Summary: Manual Open Access is a model where the network is lit end to end. This means that the network operator places and controls the electronics at both ends of the network. In this model, switching service providers can be requested from a web portal and may appear to be automated but the network provisioning is not automated.

Pros: A manual Open Access network increases choice for consumers.

Cons: Operating a Manual Open Access network is more complex than operating a Single ISP network because of the requirement for human management of network tasks. Any increase in the number of service providers operating on the network adds to network complexity.

An example of this model is the UTOPIA Network. UTOPIA is the largest manual open access network in the United States with just over 20,000 premises connected. UTOPIA struggled under heavy debt obligations for 15 years but is now operating on a sustainable trajectory. In addition to UTOPIA, there are a number of Manual Open Access networks in Europe.

Automated Open Access

Summary: Automated Open Access is a model where the network operator places electronics at both ends of the network and subscribers can dynamically select service providers in real-time. Software Defined Networking is used to automate various network management tasks.

Pros: Multiple service providers can deliver services simultaneously and independently across a single wire. When a subscriber selects a new service provider, the provisioning is done using automation and therefore happens on-demand. The automated provisioning creates a marketplace for services which includes ISP's and private networks for other services. The ability to switch service providers on demand increases choice and competition. This network model also includes the ability to provide local network resilience via local communications if connections over the middle mile are down.

Cons: The model was first implemented in late 2016. Ammon, ID is the only city that has a full implementation operating. Scalability has been demonstrated in a lab environment but not in a city the size of Redding.

Examples of this model include Ammon, ID, McCall, ID and Mountain Home, ID.

Disclosure: EntryPoint Networks owns and operates a SaaS model Automated Open Access solution and is the technology solution provider in these networks.

Private Sector Owner & Operator, Single ISP

Summary: A private builder designs, builds and operates a network. The private entity is also the sole ISP on the network – replicating the incumbent model.

Pros: A private builder and operator assumes all the risk and does the work of overseeing design, project management, construction, customer acquisition and operations. This model increases the choices available to consumers with minimal obligation or burden for the city.

Cons: The new operator is replicating the incumbent model. There is no local control over infrastructure and ISP choices increase by just one new provider. There is no guarantee that the operator will address the digital divide. The network can be sold to another operator. There are many examples of over-builders but Lexington, Kentucky is a recent example.

An example of this model is Lexington, KY.



Broadband Master Plan

Private Sector Owner & Operator, Open Access

Summary: A private builder designs, builds and operates a network. The private entity uses an Open Access model rather than the incumbent model for service delivery.

Pros: A private builder and operator assumes all of the risk and does the work of overseeing design, project management, construction, customer acquisition and operations. This model provides an increase in the choices available to consumers at almost no cost to the city. Risk exposure to the city is very low. The private builder/operator builds and stabilizes the network and may give the city the option to acquire the network after an agreed upon number of years for a premium price above the actual cost to develop.

Cons: There is no local control over infrastructure. There is no guarantee that the operator will address digital divide issues. A private owner will be free to sell the network to a new operator that may or may not be aligned with community objectives for the network.

An example of this model is Fullerton, CA (SiFi).

Funding Considerations

Tax Non-Participants – Should a General Obligation Bond be used for broadband infrastructure? Today, most cities do not have the political will to build broadband infrastructure through a funding mechanism that taxes all residents, essentially mandating participation, regardless of whether the resident chooses to participate as a consumer of network services.

Voluntary Participation – The alternative to taxing all residents is to deploy a business model that allocates network costs to voluntary participants. Allowing subscribers to voluntarily opt-in to network participation empowers individual residents, eliminates Political Risk and can increase public support for the network. Allowing subscribers to voluntarily opt-in or opt-out of network participation is less efficient and more expensive than a model that mandates universal participation. Voluntary Participation may exacerbate the digital divide.

Network Design

Network design considerations should be driven by the city’s strategy. Important considerations include the decision to have one ISP or many ISP’s. Another design question has to do with whether the city will deploy a Passive Optical Network (PON) or a Switched Ethernet architecture.

Passive Optical Network (PON)

Summary: Passive Optical Networks (PON) and Coaxial (Cable) networks follow a Bus architecture.

Pros: Most incumbent network deployments follow a Bus Architecture via either PON or Coaxial infrastructure and the widespread deployment of this architecture has led to a reduction in the complexity of deployment through integrated systems.

Cons: A Bus architecture is a shared architecture. A splitter is placed in the field and a connection is often shared between 32 or 64 premises. The Bus Architecture leads to more packet collisions on the network which can result in high amounts of packet loss during congestion. It is more difficult to isolate and troubleshoot faults in the network with a bus topology.

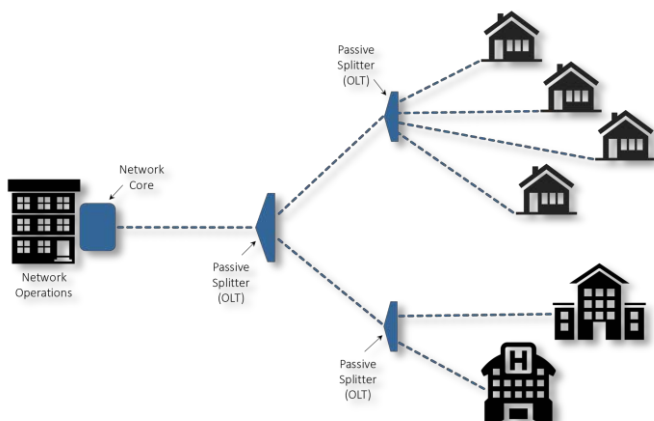
Switched Ethernet Network

Summary: Ethernet follows a switched architecture.

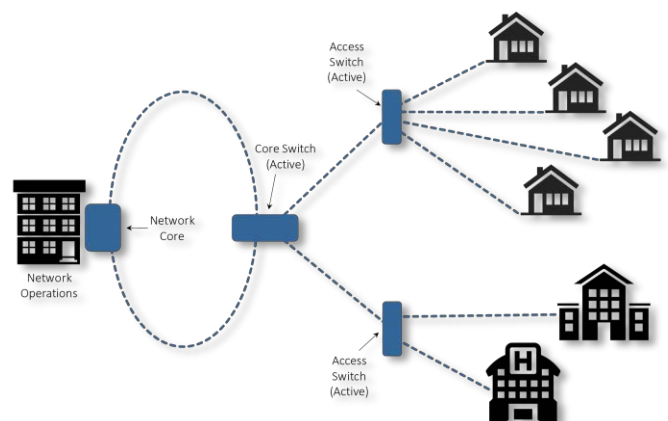
Pros: The architecture provides a dedicated connection for each customer rather than a shared connection and the customer experience is significantly better in a shared architecture. This is due to the fact that the throughput of switch-based architecture is superior to a bus-based architecture during times of network congestion.

Cons: Fiber count in the field is increased.

Passive Optical Network (PON) Design



Switched Ethernet Network Design





Broadband Master Plan

Proponents of PON Architecture will argue that PON is less expensive than an ethernet design. That was true historically. The illustration below shows that the variable costs of a switched ethernet deployment is now equal to PON. This change in pricing differences was driven by the fact that all Data Center deployments use Switched Ethernet architectures and the enormous growth of Data Centers over the past 20 years has driven down the cost of Ethernet electronics.

PON - Network Access Equipment

Description	Unit Cost	Qty	Extended Cost
Install Package	\$696.50	1	\$696.50
OLT	\$4,196.50	2	\$8,393.00
10GE SFP+	\$837.90	2	\$1,675.80
2x 1GE BIDI CSFP	\$157.50	24	\$3,780.00
Access Line-up			\$14,545.30
Number of Subscribers Served			96
Average Cost per subscriber			\$151.51

Ethernet - Network Access Equipment

Description	Unit Cost	Qty	Extended Cost
Switch	\$1,700.00	2	\$3,400.00
SFP	\$12.00	96	\$1,152.00
Access Line-up			\$4,552.00
Number of Subscribers Served			96
Average Cost per subscriber			\$47.42

PON - Premise Equipment

Description	Unit Cost	Qty	Extended Cost
Indoor ONT	\$225.15	1	\$225.15
Power supply for 700GE ONT	\$12.00	1	\$12.00
Premise Line-up			\$237.15
Number of Subscribers Served			1
Average Cost per subscriber			\$237.15

Ethernet - Premise Equipment

Description	Unit Cost	Qty	Extended Cost
White Box VBG	\$330.00	1	\$330.00
1000Base 1310nm-Tx/1550nm RX 10km	\$9.00	1	\$9.00
Premise Line-up			\$339.00
Number of Subscribers Served			1
Average Cost per subscriber			\$339.00

Per Premise PON Equipment Costs

Total cost per Subscriber	\$388.66
---------------------------	-----------------

Per Premise Ethernet Equipment Costs

Total cost per Subscriber	\$386.42
---------------------------	-----------------

The above comparison between PON and Ethernet also serves as a comparison between a Non-Open Access system and an Automated Open Access system. Nearly all traditional single ISP municipal networks that have been deployed in the U.S. have followed a PON architecture, with much of that deployment from the vendor specified above. We are not aware of any Automated Open Access systems that have been deployed on a PON architecture. Manual Open Access will work across a PON architecture.

Project Partners

Middle Mile

“Middle-mile” is an industry term that describes the network infrastructure that connects local networks to service providers at an Internet Exchange Point. For example, Redding would connect to an exchange point in either Portland or Sacramento. The “last mile” is the local part of a communication network which connects a service provider to a customer.

For modeling purposes, proposals were solicited for connections from Redding to Sacramento and the responses below were received. If Redding’s leadership decides to move forward with a project, these proposals can be formalized through an RFP or MOU process and city leaders can specify a longer term if desired.



Broadband Master Plan

Middle Mile Pricing from Sacramento to Redding

Option 1: 10Gbps

A Location: QTS Data Center, 1100 N Market Blvd, Sacramento, CA 95834

Z Location: 777 Cypress Ave, Redding, CA 96001

3-year term MRC: \$2175, NRC: \$1000

Option 2: 10Gbps

A Location: Integra Data Center, 650 J Street, Sacramento, CA 95834

Z Location: 777 Cypress Ave, Redding, CA 96001

3-year term MRC: \$2250, NRC: \$1000

Redding would be responsible for any cross-connects at the A and Z Locations

Approximately 4,000 customers can be served by a 10 Gbps circuit. Peak usage is an important data point for monitoring and is used to inform capacity planning. As the customer base in Redding grows, capacity will need to be adjusted. The cost of this middle mile connection can be allocated on a per subscriber basis and will be paid by subscribers to the ISP. The ISP will then reimburse the City of Redding for this cost based on its proportionate market share.

Middle Mile Risks

The primary middle mile risks are 1) lack of redundant options on divergent paths, 2) pricing risk and 3) the risk of being stranded or isolated without a viable path south to Sacramento or north to Portland. There are no known middle mile carriers currently going north to Portland from Redding. There is a group in Medford, Oregon that is interested in establishing a north-bound route from Redding and they are evaluating the feasibility of establishing a data center and internet point of presence in Redding. A north-bound route would mitigate the lack of diverse middle mile options out of Redding. Pricing risk and the risk of getting isolated or cut off from internet access are both possible but have a low likelihood of occurring. A north-bound middle-mile route would mitigate all three risks for the City of Redding. The fiber-optic line coming in off a trans-Pacific Ocean cable will land in Redding in 2020 or 2021. This may provide a divergent path for Redding.

Internet Service Providers (ISP) Partners

An Internet Service Provider gives subscribers access to the internet. If city leaders choose to go with a single-ISP model, the City of Redding has the option of becoming an Internet Service Provider to deliver internet access to Redding residents. Additionally, the city could simply be an infrastructure operator and partner with a local ISP like Shasta Beam to deliver internet access. If City Council decides to pursue an Open Access Model, the Internet Service Providers (ISP) listed below have expressed a verbal interest in participating in a Redding Municipal Network. The participation of these ISP's on a Redding network can be formalized through an RFI or MOU process. By creating a middle mile link to a data center in Sacramento, any service provider with a presence in that data center could deliver services into Redding.

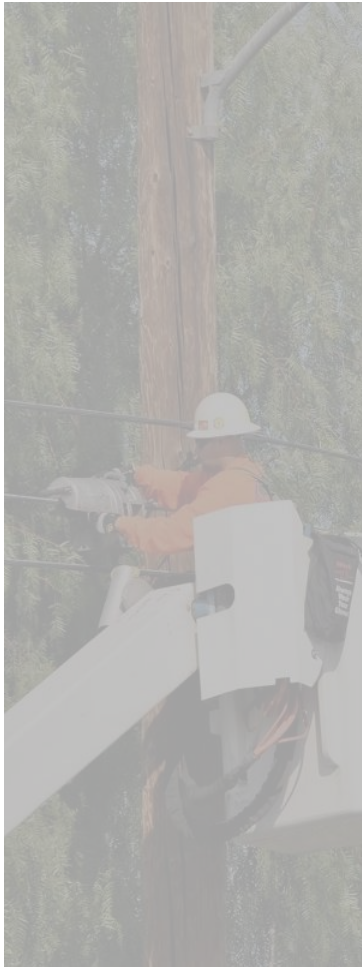
Internet Service Providers –

- Shasta Beam – <https://shastabeam.com/>
- OMSoft – <https://omsoft.com>
- Fybercom – <https://www.fybercom.net/>
- Qwiknet – <http://qwk.net/>
- Race Communications – <https://www.race.com/>

Construction & Engineering Partners

It is important to get competent partners for engineering and construction and to contain costs through a competitive bidding process. There is a sufficient number of skilled construction firms that service Northern California to get competitive bids for work in Redding. Prevailing Wage regulations in California will increase labor costs for this project in comparison to cities in states that do not have Prevailing Wage regulations.

Professional Engineering is an important component of good project design. There are several new software tools available on the market to significantly reduce the cost of network design. If the Redding City Council decides to go forward and implement one or more of the projects under consideration, our recommendation is that project leaders carefully consider a mix of new network design tools, use of COR engineering resources and competent private civil engineering firms.



Cost Analysis & Phasing

Pricing for the following projects are evaluated below:

Phase 1 – Increase the Fiber Count for the REU Broadband Project

REU has funding to connect its electrical grid for real-time control and management of its infrastructure. The city has an opportunity to leverage the work already being done by REU and increase the fiber count of the REU deployment and then allocate the surplus fiber for use by the City of Redding.

REU plans to place a fiber optic cable on the power poles along a 9.5-mile leg from the Redding Power Plant to the Oregon Substation. By increasing the fiber count from 96-Count to 288-Count, the city can establish the beginning leg of a fiber backbone that can be used for a city I-NET deployment into the downtown area or connections to residential neighborhoods. Leveraging the REU project by simply increasing the fiber count would create significant value at a fraction of the cost of doing this independently.

The following is a breakdown of projected materials costs for REU Phase 1:

REU Backbone Phase 1 (Power Plant to Oregon Substation)

Estimated Total Miles = 9.5 Miles

Estimated Total Feet = 50,160 feet

Fiber Count	Cost per Foot of Materials	Mileage	Feet	REU Cost
96 Count Fiber	\$6.68	9.5 Miles	50,160 feet	\$335,068.80
144 Count Fiber	\$7.79	9.5 Miles	50,160 feet	\$390,746.40
288 Count Fiber	\$8.59	9.5 Miles	50,160 feet	\$430,874.40
City of Redding Cost	\$1.91	9.5 Miles	50,160 feet	\$95,805.60

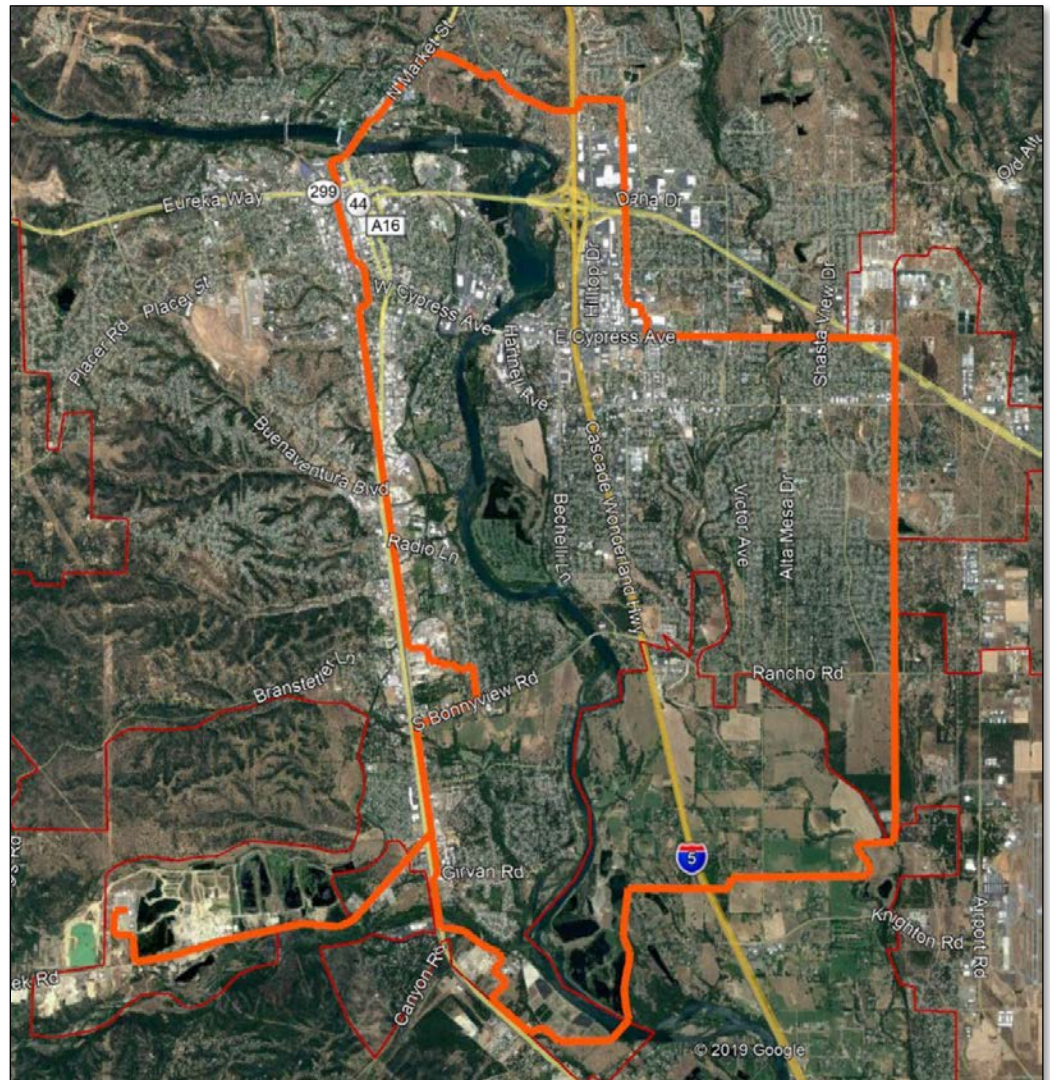
Broadband Master Plan

The cost difference between REU’s needs and excess fiber capacity for the first leg of the REU Deployment is \$95,805.60. This cost difference would be borne by the City of Redding. Labor is not included in this calculation because the labor cost for 96 Count is essentially the same as the labor cost for a 288 Count bundle.

REU is considering doing a partial ring to connect its most critical assets. Best practice would be for REU to create a full ring to provide the resiliency a divergent path provides. If REU does a partial ring, a fiber cut would take down the network.

Fiber Count	Cost per Foot of Materials	Mileage	Feet	REU Cost
96 Count Fiber	\$6.68	26 Miles	136,000 feet	\$908,480
288 Count Fiber	\$8.59	26 Miles	136,000 feet	\$1,168,240
City of Redding Cost	\$1.91	26 Miles	136,000 feet	\$259,760

The map below illustrates a full ring connecting REU assets at a distance just under 26 Miles.





Broadband Master Plan

Phase 2 – City INET – Fiber Network Connecting City Assets & Anchor Institutions

The City of Redding is currently paying incumbent operators to connect city buildings and assets, including REU infrastructure. One consideration is whether the city would benefit by replacing some or all of its outsourced internet connections with fiber that is owned and operated by the City of Redding.

Redding I-Net

The City of Redding provided the following current monthly and annual costs for broadband connectivity:

VENDOR	SERVICE	MONTHLY COST
Charter/Spectrum	ISP	\$1,139.00
Charter/Spectrum	Connections	\$7,160
AT&T	ASE	\$5,613.18
AT&T	ISP	\$1,587.12
Monthly Spend Total		\$15,499.00
Annual Spend Total		\$185,991.00
10 Year Spend Total		\$1,859,916.00

The Table below summarizes projections of the cost to build out the different components of the existing COR leased connections with COR owned fiber optic cable. The cost projections in this table are based on an assumption that REU builds a full ring and these connections are coming off of that ring.

The total cost projection to replace the INET, AT&T Switched Ethernet and REU connections is \$1,973,332. This gives COR the ability to replace existing connections that are asymmetrical and range from 2 Mbps – 250 Mbps with connections that are symmetrical at 1,000 Mbps over a 10 – 12-year period without increasing the annual cost to the city. Once the capital investment is paid off, the only cost going forward would be a nominal network operations cost. It is not recommended that COR replace the wireless connections at this time.

In addition to the value in lowering costs long-term and increasing speed and control over the infrastructure, a city I-Net would further allow the City of Redding to build out its network and establish access or network aggregation points throughout the City, if the City decides to pursue a full city-wide network deployment. The following table illustrates the expected cost to replace each of the components of existing leased infrastructure:

Assumptions	INET	AT&T	REU	All Circuits
Overhead	70%	70%	70%	70%
Underground	30%	30%	30%	30%
Overhead cost per foot	\$12.00	\$12.00	\$12.00	\$12.00
Underground cost per foot	\$40.00	\$40.00	\$40.00	\$40.00
Estimates	INET	AT&T	REU	All Circuits
Inner Ring - Overhead	\$362,006	\$152,418	\$298,124	\$812,548
Inner Ring - Underground	\$517,152	\$217,740	\$425,892	\$1,160,784
Total	\$879,158	\$370,158	\$724,016	\$1,973,332

Other Anchor Institutions

As part of this analysis, under the direction of City staff, meetings were held with I.T. leaders from the School District, Hospitals, Shasta County, Chamber of Commerce, local business leaders and representatives from other anchor institutions to learn more about their existing broadband needs, satisfaction with existing solutions and to gauge their level of support for a possible Redding Fiber Network. The support from these groups for a Redding Fiber network was positive. Each group explained their needs and participated in a presentation of project goals and the models that are being considered. Follow-up meetings were held with hospitals, SCOE and Shasta Union High School District.

Phase 3 –Pilot Area & City-Wide Fiber to the Premise

In 2017, the City of Redding started the process of considering a potential Downtown Redding Internet Utility (Pilot). A whitepaper was prepared which stated that “the City of Redding is considering a proposal to research, develop, and potentially implement a new fiber Internet utility service. This initial service would be offered in the downtown area of Redding and serve as a pilot phase for both residential and commercial customers.”

This report adds to that initial whitepaper and the work done by the GIC at California State University, Chico by providing a projection for total costs and per premise costs, a high-level network design, a financial pro-forma and details about equipment options that are available to the city for a Downtown pilot project.

A high-level network design was done for the downtown area and the Garden Tract neighborhood in order to build a cost model for that project. The Biarri Networks *Fiber Optic Network Design Tools* were used to create the design and calculate materials costs for these designs.



The network design extended beyond the downtown area. However, the focus was on 644 premises in the downtown area. This design is not intended to specify the location of a pilot project. Rather, the design simply provides information needed for cost modeling. Given the existing infrastructure downtown, any work done in the Downtown area would likely be 100% aerial with the exception of the area that is currently under construction in the Redding Downtown Specific Project where conduit is being installed to service buildings in the Market



Broadband Master Plan

Street area. The assumptions for this cost modeling include a 25-year finance term at a 4% interest rate. This model also assumes that construction is financed using 8% interest for an average period of 6 months. This pricing in this model also assumes a full city-wide implementation and the projected cost in each scenario is an average based on the variables in that scenario (percentage of aerial vs underground and take-rate). There is a line item below for Hut's/Cabinets out in the field. This line item includes the cost of installation for HVAC and electricity. The line item for Electronics includes the electronics in the central office, aggregation locations in the field, and at the premise. Market conditions may have a meaningful difference on these projections for both materials and labor.

Monthly Infrastructure Cost Modeled From 644 Premises

The first illustration of Infrastructure Capital Costs per premise assumes a 60% take-rate and a project that is 100% aerial. We can adjust these variables on a neighborhood by neighborhood basis as needed.

Costs at 60% Take Rate			
100% Aerial			
Description	Common	Drop	Total
Labor - Hours	5.28	2.11	7.39
Labor - Dollars	\$625.00	\$150.00	\$775.00
Equipment	\$185.36	\$28.63	\$213.98
Materials	\$282.91	\$93.64	\$376.55
Supplies	\$93.27	\$5.63	\$98.90
Restoration	\$48.10	\$1.76	\$49.86
Hut/Cabinet	\$108.07	\$5.90	\$113.97
Feeder Fiber	\$36.02	\$0.99	\$37.01
Engineering	\$37.10	\$1.03	\$38.13
Professional Services	\$148.42	\$15.16	\$163.58
Electronics	\$166.67	\$350.00	\$516.67
Subscriber Acquisition	\$0.00	\$100.00	\$100.00
Total	\$1,736.18	\$754.85	\$2,483.64
Monthly Infrastructure Fee		\$13.78	

The second illustration of Infrastructure Capital Costs per premise assumes a 60% take-rate and a project that is 100% underground. We can adjust these variables on a neighborhood by neighborhood basis as needed.

Costs at 60% Take Rate			
100% Underground			
Description	Common	Drop	Total
Labor - Hours	12.5	5.00	17.50
Labor - Dollars	\$1,250.00	\$300.00	\$1,550.00
Equipment	\$370.72	\$57.25	\$427.97
Materials	\$565.82	\$187.28	\$753.10
Supplies	\$93.27	\$5.63	\$98.90
Restoration	\$48.10	\$1.76	\$49.86
Hut/Cabinet	\$108.07	\$5.90	\$113.97
Feeder Fiber	\$36.02	\$0.99	\$37.01
Engineering	\$37.10	\$1.03	\$38.13
Professional Services	\$148.42	\$15.16	\$163.58
Electronics	\$166.67	\$350.00	\$516.67
Subscriber Acquisition	\$0.00	\$100.00	\$100.00
Total	\$2,836.67	\$1,030.00	\$3,849.17
Monthly Infrastructure Fee		\$21.35	

The third illustration of Infrastructure Capital Costs per premise assumes a 60% take-rate and a project that is a mix of 40% aerial and 60% underground. We can adjust these variables on a neighborhood by neighborhood basis as needed.

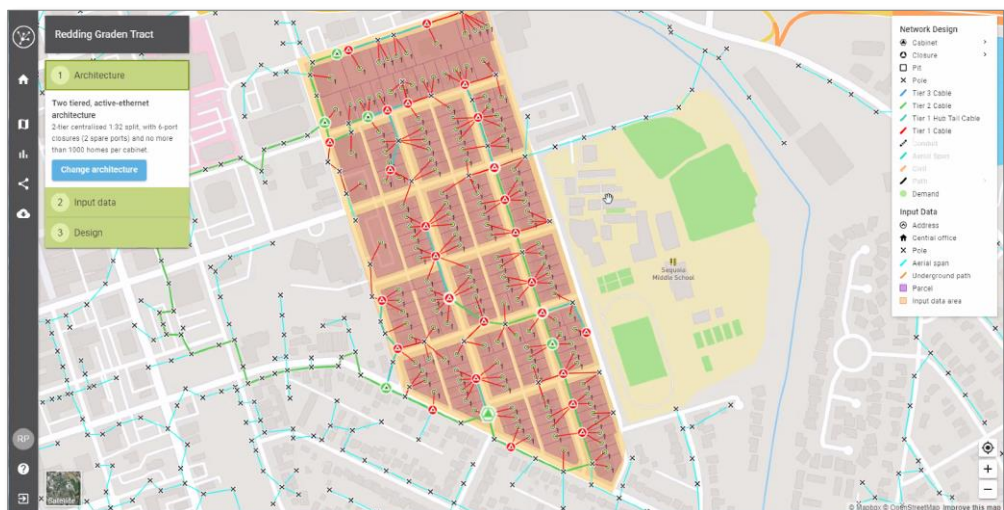
Costs at 60% Take Rate			
40% Aerial / 60% Underground			
Description	Common	Drop	Total
Labor - Hours	10.00	4.00	14.00
Labor - Dollars	\$1,000.00	\$240.00	\$1,240.00
Equipment	\$296.57	\$45.80	\$342.37
Materials	\$452.65	\$149.82	\$602.48
Supplies	\$93.27	\$5.63	\$98.90
Restoration	\$48.10	\$1.76	\$49.86
Hut/Cabinet	\$108.07	\$5.90	\$113.97
Feeder Fiber	\$36.02	\$0.99	\$37.01
Engineering	\$37.10	\$1.03	\$38.13
Professional Services	\$148.42	\$15.16	\$163.58
Electronics	\$166.67	\$350.00	\$516.67
Subscriber Acquisition	\$0.00	\$100.00	\$100.00
Total	\$2,386.86	\$916.09	\$3,302.95
Monthly Infrastructure Fee		\$18.32	

The analysis below provides details to assist city leaders in properly evaluating a potential City-wide Redding Fiber network, including the costs, requirements, optional business models, and risks involved.

High Level Network Design

A high-level network design for the *Garden Tract* neighborhood was developed in order to produce a cost model for that neighborhood and a model that can be used to extrapolate to other areas of the city. The focus was on 155 premises in the Garden Tract neighborhood. The Biarri Networks *Fiber Optic Network Design Tool* was used to create the design and calculate materials costs for this design.

Garden Tract – High Level Network Design



To model the cost structure of a full City-Wide Deployment, it is important to separate the main cost categories for deploying and operating broadband networks to optimize the costs in each of the categories.

- Infrastructure Capital Costs (Financed over 20-25 years)
- Network Maintenance & Operations
- Services

Infrastructure Capital Costs - City-Wide Deployment

The cost modeling that follows assumes the city has established a fiber optic backbone by adding fiber count to the planned REU Fiber-to-the-Substation project and replaced leased connections for the city I-Net with a City controlled fiber optic network.

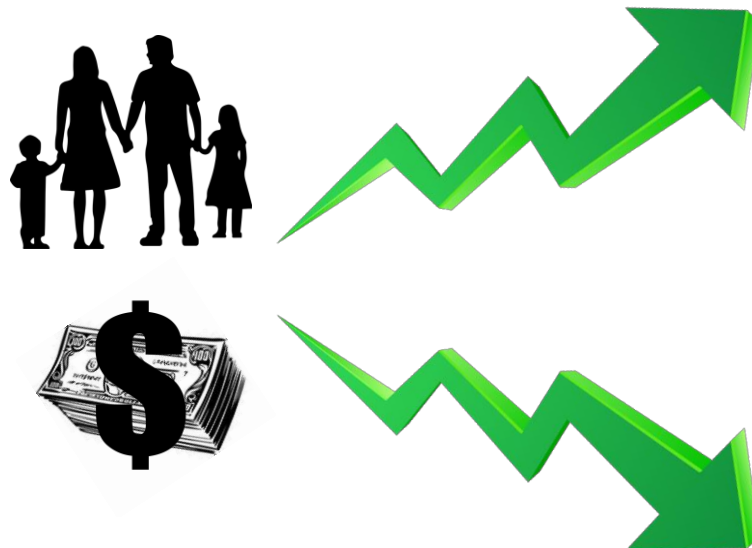
Labor Costs

After analyzing Prevailing wage requirements, the expected Labor Costs were increased by 33% for both the Common (Neighborhood Connection) and Drop (Fiber to the Home).

Monthly Infrastructure Cost

The first illustration of Infrastructure Capital Costs per premise assumes a 60% take-rate and a project that is 100% underground. The data in the line items in this model come from a combination of the Biarri Network Design tool, actual bids for materials, and network buildout experience.

Take-rate is a variable that is critical to project success because the operational sustainability of a project depends on crossing a certain take-rate threshold and take-rate has a meaningful impact on the cost per premise.



The following table illustrates the impact of take-rate on total cost per premise with a rate of 60% as neutral on impact.



Broadband Master Plan

Why Take-Rate is Important

Take-Rate	Cost/Sub	Subscribers	Difference	vs. 60% Take-Rate
5.00%	\$34,915.00	2,150	-	(\$31,065.83)
10.00%	\$17,970.00	4,300	\$16,945.00	(\$14,120.83)
15.00%	\$12,321.67	6,450	\$5,648.33	(\$8,472.50)
20.00%	\$9,497.50	8,600	\$2,824.17	(\$5,648.33)
25.00%	\$7,803.00	10,750	\$1,694.50	(\$3,953.83)
30.00%	\$6,673.33	12,900	\$1,129.67	(\$2,824.17)
35.00%	\$5,866.43	15,050	\$806.90	(\$2,017.26)
40.00%	\$5,261.25	17,200	\$605.18	(\$1,412.08)
45.00%	\$4,790.56	19,350	\$470.69	(\$941.39)
50.00%	\$4,414.00	21,500	\$376.56	(\$564.83)
55.00%	\$4,105.91	23,650	\$308.09	(\$256.74)
60.00%	\$3,849.17	25,800	\$256.74	\$0.00
65.00%	\$3,631.92	27,950	\$217.24	\$217.24
70.00%	\$3,445.71	30,100	\$186.21	\$403.45
75.00%	\$3,284.33	32,250	\$161.38	\$564.83
80.00%	\$3,143.13	34,400	\$141.21	\$706.04
85.00%	\$3,018.53	36,550	\$124.60	\$830.64
90.00%	\$2,907.78	38,700	\$110.75	\$941.39
95.00%	\$2,808.68	40,850	\$99.09	\$1,040.48
100.00%	\$2,719.50	43,000	\$89.18	\$1,129.67

Geographical Information Center Report

Estimates and projections were not correlated with the work done by the Geographical Information Center at the University of California, Chico State because current projections focused on a per premise cost. The GIC did not provide a per premise cost but provided an estimated range for total common deployment cost for the fiber-optic network in the Downtown Redding Pilot Project Area. An important finding from the GIC report emphasized the likelihood that project synergies and efficiencies could occur by leveraging existing city resources and as a result of the city doing the backbone project and the Pilot project in conjunction. There would be cumulative or compounding positive effects from doing all of the projects.

Full City-Wide Deployment Infrastructure Network Operations

The following Table summarizes the anticipated cost structure for Network Maintenance & Operations. This schedule produces a monthly M&O fee for the Broadband Utility at \$24.25 per month. The city would need to subsidize network operations until enough scale is established to achieve sustainability.



Broadband Master Plan

Network Management & Operations Cost Structure

The numbers and categories in this model are derived from many years of experience with actual costs for Broadband projects. Labor costs are modeled to reflect California wages.

Residential M&O	Subscriber	Monthly	Annual	Percentage
Costs/Accruals/Reserves	\$24.25	\$625,650	\$7,507,800	100.00%
Power	\$1.41	\$36,288	\$435,452	5.80%
Co-Lo Fees	\$0.35	\$9,072	\$108,863	1.45%
Labor	\$8.00	\$206,465	\$2,477,574	33.00%
Office	\$0.58	\$15,016	\$180,187	2.40%
Vehicles	\$0.73	\$18,770	\$225,234	3.00%
Tools	\$0.21	\$5,443	\$65,318	0.87%
Equipment	\$1.18	\$30,344	\$364,128	4.85%
Supplies	\$0.12	\$3,128	\$37,539	0.50%
Dig-line	\$0.19	\$5,005	\$60,062	0.80%
Maintenance	\$1.18	\$30,344	\$364,128	4.85%
Call Center	\$0.36	\$9,385	\$112,617	1.50%
Network Operations Center (Monitoring)	\$0.36	\$9,385	\$112,617	1.50%
Equipment Refresh costs (Reserves)	\$4.00	\$103,232	\$1,238,787	16.50%
Licenses Fees (SaaS, Etc.)	\$2.00	\$51,600	\$619,200	8.25%
Rentals	\$1.18	\$30,344	\$364,128	4.85%
Business Insurance	\$0.12	\$3,128	\$37,539	0.50%
Bad Debt	\$0.46	\$11,887	\$142,648	1.90%
Equipment Replacement	\$0.02	\$626	\$7,508	0.10%
Taxes and Fees (Property)	\$0.00	\$0	\$0	0.00%
Interest	\$0.24	\$6,257	\$75,078	1.00%
Reserves	\$1.55	\$39,916	\$478,998	6.38%
Total	\$24.25	\$625,634	\$7,507,607	100.00%

Based upon 25,800 Network Subscribers

Staffing Modeling for Internal Network Operations

The following Table models the cost structure for the positions needed for the City of Redding to operate the network with city employees. The model provides sufficient resources for network management and operations. The model does not include resources for construction. The cost structure improves with economies of scale (subscriber growth). The city will need to subsidize this department through the first 2 years of operations and that investment will be paid back by operational surpluses as subscribers grow from 12,000 – 25,000. The work that will be done by the Network Operations Department includes network monitoring, network management, outside plant repairs, & new customer installations. Losses in Years 1 – 2 can be mitigated by leveraging existing City resources.

Position	Fully Compensated Hourly Rate	Fully Compensated Monthly Cost	Fully Compensated Annual Cost
Manager	\$87	\$15,080	\$180,960
I.T. Manager	\$44	\$7,627	\$91,520
I.T. Technician	\$33	\$5,720	\$68,640
Outside Manager	\$38	\$6,587	\$79,040
Outside Plant Tech	\$27	\$4,680	\$56,160



Broadband Master Plan

Subscriptions & Staffing Projections

Subscribers	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
New Subscribers	1,200	8,200	8,200	8,200	-	-
Subscriber at Year End	1,200	9,400	17,600	25,800	25,800	25,800
Labor Allocation	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Cash Flow from Labor	\$57,618.00	\$508,959.00	\$1,296,405.00	\$2,083,851.00	\$2,477,574.00	\$2,477,574.00

Staffing Projections	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Sr Director	0	0	1	1	1	1
IT Manager	1	1	2	2	2	2
IT Technician	0.5	2	4	8	8	8
Outside Plant Manager	1	1	2	2	2	2
Outside Plant Laborer	0.5	4	8	12	12	12

Position	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Sr Director	\$0.00	\$0.00	\$180,960.00	\$180,960.00	\$180,960.00	\$180,960.00
IT Manager	\$91,520.00	\$91,520.00	\$183,040.00	\$183,040.00	\$183,040.00	\$183,040.00
IT Technician	\$34,320.00	\$137,280.00	\$274,560.00	\$549,120.00	\$549,120.00	\$549,120.00
Outside Plant Manager	\$79,040.00	\$79,040.00	\$158,080.00	\$158,080.00	\$158,080.00	\$158,080.00
Outside Plant Laborer	\$28,080.00	\$224,640.00	\$449,280.00	\$673,920.00	\$673,920.00	\$673,920.00
Total	\$232,960.00	\$532,480.00	\$1,245,920.00	\$1,745,120.00	\$1,745,120.00	\$1,745,120.00
Net	(\$175,342.00)	(\$23,521.00)	\$50,485.00	\$338,731.00	\$732,454.00	\$732,454.00

Project Pro-Forma

Financial Pro-Forma of Full Project Costs – 4 Year Build – Ethernet Architecture

Projected Inner Ring Costs to Redding *	\$259,870.71
Projected Costs to get to City Assets	\$1,973,332.00
Projected Cost Per Premise (Common and Drop) **	\$3,435.07
Estimated Subscribers	25,800
Total Cost (Common & Drop) (Includes Short Term Interest)	\$88,624,861.73
Professional Services	\$300,000.00
Total Projected Project Costs (4-year build)	\$91,158,064.44

* Assumes Redding only pays additional cost to increase fiber count to 288.

** Assumes all 40% aerial, 60% underground, 60% take rate & short-term interest rate of 8% and long-term bond rate of 4% for 25 years.



Broadband Master Plan

Projected Subscription Costs

Projected Residential Services Monthly Costs	<u>100% Underground</u>	<u>60/40 Split</u>	<u>100% Aerial</u>
Infrastructure	\$21.35	\$18.32	\$13.78
Maintenance and Operations	\$24.25	\$24.25	\$24.25
ISP Service (<i>Dedicated 1 GB Symmetrical</i>)	<u>\$9.99</u>	<u>\$9.99</u>	<u>\$9.99</u>
Monthly Total	\$55.59	\$52.56	\$48.02

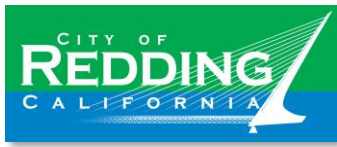
Projected Business Services Monthly Costs	<u>100% Underground</u>	<u>60/40 Split</u>	<u>100% Aerial</u>
Infrastructure	\$21.35	\$18.32	\$13.78
Maintenance and Operations	\$24.25	\$24.25	\$24.25
ISP Service (<i>Dedicated 1 GB Symmetrical</i>)	<u>\$49.99</u>	<u>\$49.99</u>	<u>\$49.99</u>
Monthly Total	\$95.59	\$92.56	\$88.02

The Residential \$9.99 monthly ISP fee listed above is based upon current pricing from the list of ISPs interested in providing services in Redding.

The differences between Residential and Business pricing are based on the need for many businesses to have 24x7 customer support.

Projected Capital Expenditures & Funding

Timeline	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Capital Costs							
Inner-Ring (Backbone)	\$86,623.57	\$86,623.57	\$86,623.57				\$259,870.71
City Assets	\$657,777.33	\$657,777.33	\$657,777.33				\$1,973,332.00
Subscriber Drops	\$1,099,312.80	\$7,511,970.80	\$7,511,970.80	\$7,511,970.80			\$23,635,225.20
Subscriber Common	\$2,864,232.00	\$19,572,252.00	\$19,572,252.00	\$19,572,252.00			\$61,580,988.00
Interest Reserve (Drops)	\$158,541.79	\$1,400,452.50	\$1,083,368.91	\$1,083,368.91			\$3,725,732.11
Interest Reserve (Backbone)	\$29,776.04	\$36,705.92	\$29,776.04	\$0.00			<u>\$96,257.99</u>
Total	\$4,896,263.53	\$29,265,782.12	\$28,941,768.65	\$28,167,591.71			\$91,271,406.02
Short Term Financing (Build Out)							
New Backbone	\$744,400.90	\$744,400.90	\$744,400.90	\$0.00			\$2,233,202.71
Retired			-\$1,502,338.00	-\$1,415,714.00			
Total	\$744,400.90	\$1,488,801.81	\$744,400.90	\$0.00			
New Drops	\$3,963,544.80	\$27,084,222.80	\$27,084,222.80	\$27,084,222.80			\$85,216,213.20
Total	\$3,963,544.80	\$31,047,767.60	\$27,084,222.80	\$27,084,222.80			
Long Term Funding							
New Backbone			\$1,555,283.77	\$774,176.94			\$2,329,460.70
New Build			\$32,606,761.89	\$28,167,591.71	\$28,167,591.71		
Total Backbone			\$1,555,283.77	\$2,329,460.70	\$2,329,460.70	\$2,329,460.70	\$88,941,945.31
Total Build			\$32,606,761.89	\$60,774,353.60	\$88,941,945.31	\$88,941,945.31	



Broadband Master Plan

March 2020

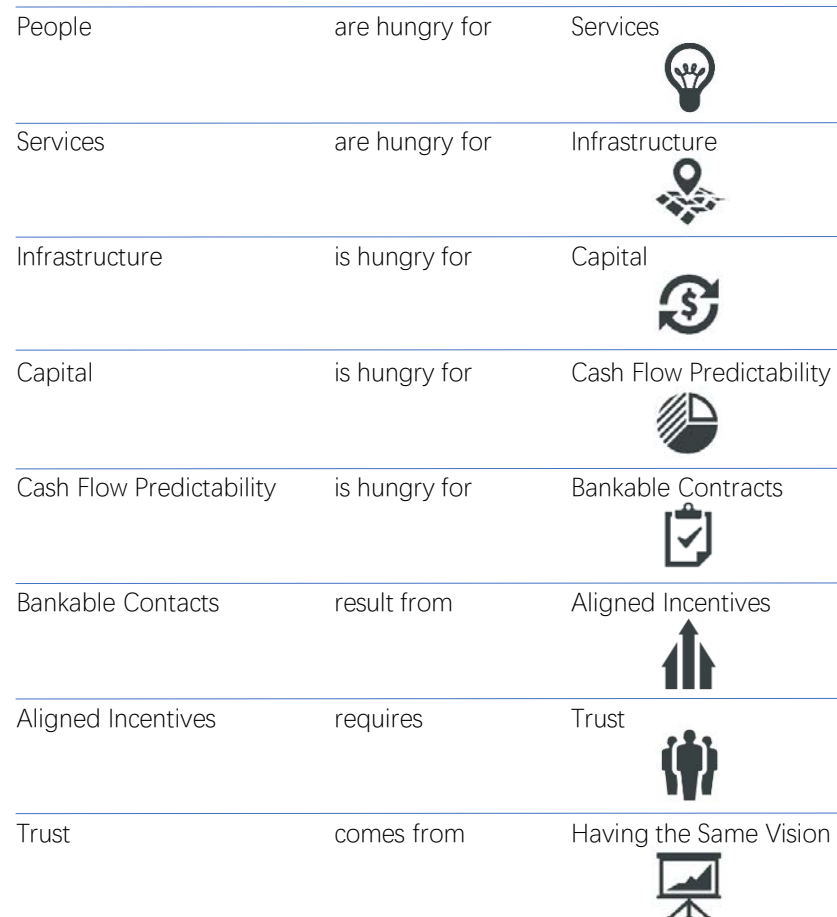
Projected Income & Cash Flow

Timeline	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Subscribers						
New Subscribers	1,200	8,200	8,200	8,200	-	-
# of Subscriber at year end	1,200	9,400	17,600	25,800	25,800	25,800
Income Statement (Revenue)						
City Services	\$31,000.00	\$100,166.67	\$131,166.67	\$186,000.00	\$186,000.00	\$186,000.00
Infrastructure Fees	\$131,931.43	\$1,165,394.27	\$2,968,457.10	\$4,771,519.93	\$5,673,051.35	\$5,673,051.35
Maintenance and Operations	\$174,600.00	\$1,542,300.00	\$3,928,500.00	\$6,314,700.00	\$7,507,800.00	\$7,507,800.00
Total Revenue	\$337,531.43	\$2,807,860.94	\$7,028,123.77	\$11,272,219.93	\$13,366,851.35	\$13,366,851.35
Operating Costs (Expenses)						
Maintenance and Operations	-\$134,651.52	-\$920,118.72	-\$3,029,659.20	-\$4,869,896.64	-\$5,790,015.36	-\$5,790,015.36
M&O Labor Difference	-\$175,342.00	-\$23,521.00	\$50,485.00	\$338,731.00	\$732,454.00	\$732,454.00
Professional Services <i>(Consulting, Legal, Engineering)</i>	-\$75,000.00	-\$75,000.00	-\$75,000.00	-\$75,000.00		
Interest Reserve	-\$188,317.83	-\$1,437,158.42	-\$1,113,144.95	-\$1,083,368.91	\$0.00	\$0.00
Debt Service Reserve	-\$131,931.43	-\$1,165,394.27	-\$901,531.42	-\$901,531.42	\$0.00	\$0.00
M&O Reserve	-\$39,948.48	-\$272,981.28	-\$898,840.80	-\$1,444,803.36	-\$1,717,784.64	-\$1,717,784.64
Total Expenses	-\$745,191.25	-\$3,894,173.69	-\$5,967,691.36	-\$8,035,869.33	-\$6,775,346.00	-\$6,775,346.00
Net (Revenue vs Expenses)	-\$407,659.83	-\$1,086,312.75	\$1,060,432.40	\$3,236,350.61	\$6,591,505.35	\$6,591,505.35
Loan Payment						
Backbone			\$99,556.77	\$149,113.35	\$149,113.35	\$149,113.35
Build Out			\$2,087,222.83	\$3,890,285.66	\$5,693,348.49	\$5,693,348.49
Total Loan Payments			\$2,186,779.60	\$4,039,399.01	\$5,842,461.85	\$5,842,461.85
Net	-\$407,659.83	-\$1,086,312.75	-\$1,126,347.19	-\$803,048.41	\$749,043.51	\$749,043.51
Cash Flow						
Capital Expenditures	-\$4,707,945.70	-\$27,828,623.70	-\$27,828,623.70	-\$27,084,222.80	\$0.00	\$0.00
Money Borrowed	\$4,707,945.70	\$27,828,623.70	\$29,454,099.95	\$28,197,367.75	\$1,083,368.91	\$0.00
Net	\$0.00	\$0.00	\$1,625,476.25	\$1,113,144.95	\$1,083,368.91	\$0.00
Revenue	\$337,531.43	\$2,807,860.94	\$7,028,123.77	\$11,272,219.93	\$13,366,851.35	\$13,366,851.35
Cash Expenses	-\$384,993.52	-\$1,018,639.72	-\$3,054,174.20	-\$4,606,165.64	-\$5,057,561.36	-\$5,057,561.36
Loan Payments			-\$2,186,779.60	-\$4,039,399.01	-\$5,842,461.85	-\$5,842,461.85
Net Cash	-\$47,462.09	\$1,789,221.22	\$1,787,169.97	\$2,626,655.28	\$2,466,828.15	\$2,466,828.15
Accrued Interest	-\$188,317.83	-\$1,437,158.42	-\$1,113,144.95	-\$1,083,368.91	\$0.00	\$0.00
Unrestricted Cash	-\$219,342.00	\$350,845.67	\$1,612,274.00	\$1,393,465.45	\$1,832,412.42	\$749,043.51
Reserve						
Debt Service	\$131,931.43	\$1,165,394.27	\$901,531.42	\$901,531.42	\$0.00	\$0.00
Maintenance and Operations	\$39,948.48	\$272,981.28	\$898,840.80	\$1,444,803.36	\$1,717,784.64	\$1,717,784.64
Total Reserve	\$171,879.91	\$1,438,375.55	\$1,800,372.22	\$2,346,334.78	\$1,717,784.64	\$1,717,784.64
Total Cash	-\$47,462.09	\$1,789,221.22	\$3,412,646.22	\$3,739,800.23	\$3,550,197.06	\$2,466,828.15

Financing Considerations

Because project feasibility is ultimately a function of getting people to sign up and remain loyal to the network, there needs to be a value proposition that mobilizes customers to subscribe. For that to happen, subscribers need a compelling solution and the network needs to create cash flow predictability and bankable contracts to attract financing for the project. NetEquity in San Francisco visualizes these dependencies in this way:

NetEquity Stack



*Isfandiyar (Asfi) Shaheen developed the **NetEquity Stack** above. Mr. Shaheen is a Global Broadband Infrastructure Thought Leader based in San Francisco. He is working to provide fiber optic connectivity to unconnected countries around the world.*

Legal Considerations

The Redding City Attorney is preparing a separate analysis describing the City’s legal authority to build, own, and operate broadband infrastructure as well as other legal and risk-related considerations for organizing a broadband utility.

Risk Analysis

8

*Potential Risk
Factors →
Likelihood
Impact
Mitigation*

The following is an analysis of the main risk factors facing the City of Redding should city leaders decide to pursue a fiber-to-the-premise deployment. A portion of these risks exist for the REU and I-NET projects, but a city-wide project would be much more complex in design, engineering and construction and have the added complexity of education and communication with potential subscribers. However, successfully executing on the first 2 proposed projects would greatly reduce the risk of subsequent fiber-to-the-premise projects. Eight potential Risk Factors are analyzed:

1. Subscriber Churn Risk
2. Take-Rate Risk
3. Project Execution Risk
4. Equipment and Technology Risk
5. Community Engagement Risk
6. Cost Modeling Risk
7. Business Model Risk
8. Regulatory Risk

Subscriber Churn

Subscriber Churn is the risk that customers sign up and then don't remain subscribers to the network.

Likelihood: Today customers are primarily driven by cost, speed and customer service. Churn is possible and is a consequence of the customers pursuing an option to get better value from an alternative solution. The likelihood of churn is high if a new market solution simply replicates the incumbent model. The likelihood of churn goes down under a Business Model where 1) the customer is financially responsible for the drop to their property and 2) where the value proposition is strong enough to make the customer voluntarily committed to the network.

Impact: The impact of churn on the network is potentially catastrophic if it reaches a level where the capital and operational cost of the abandoned infrastructure cannot reasonably be shared by remaining subscribers.

Mitigation: Churn can be mitigated by implementing a business model that makes customers voluntarily committed to the network and by assigning financial responsibility to customers for their lateral connection.

Take-Rate Risk

Take-rate risk is the risk that the City builds out the network and ends up with a take-rate that is lower than expected.

Likelihood: Take-rate risk is possible and is a function of the value proposition of the network and how well that value proposition gets communicated and managed before construction starts. High take-rates lead to lower network costs for subscribers. This creates a virtuous cycle where lower costs lead to higher take rates. The reverse is also true.

Impact: The worst-case scenario is one where lower take rates lead to higher costs and churn which create a death spiral that negatively compounds until the network is not sustainable.



Broadband Master Plan

Mitigation: Manage demand aggregation before construction begins and give consumers a value proposition that makes them voluntarily committed to the network infrastructure.

Project Execution

Project Execution includes strategy, planning, project management and fulfillment of the project plan and operational execution.

Likelihood: Project execution failure is possible and is a function of the effectiveness of project planning, management, controls and execution.

Impact: The severity of impact is in proportion to the effectiveness of project management and execution. A worst-case scenario is one where project execution affects the value proposition, which in turn affects take-rate and churn.

Mitigation: Hire or partner with skilled project managers and key strategic partners. Create alignment among key team members on the project plan and operational plan. Develop project controls that are monitored and reported to senior leadership on a monthly basis.

Equipment & Technology Risk

Equipment & Technology Risk includes both software and hardware solutions and is the risk that equipment failure rates are higher than expected, major software bugs are unresolved, operational reliability is lower than expected, and/or that the technology lifecycle leads to faster obsolescence than is expected. For a network the size of Redding, an additional risk is scalability risk. Middle Mile risk covered in the Middle Mile pricing section.

Likelihood: Solutions with short deployment histories, unreliable references, unclear quality control and test procedures, weak professional teams, and poorly architected scalability abstractions present increased equipment and technology risk.

Impact: The impact of this risk category is moderate because it is possible to vet both software and hardware systems to assess this risk. The base technology of the network will be fiber optic cable and that has sufficient history to present a minor risk to the project. Remaining risks include electronics and software systems.

Mitigation: Implement thorough due diligence processes with trained professionals to scrutinize references, architecture, software abstractions, quality control systems and the professional histories of vendors being considered.

Community Engagement

Community Engagement is the marketing, education and communication processes and strategies used to inform residents and businesses about the value proposition offered by the network.

Likelihood: Community Engagement risk is possible but nonetheless a risk that can be managed and monitored. Poor planning, management and execution increases the level of risk. Community engagement can be handled by internal city staff, but risk increases if staff member resources are inadequate for a project of this size. There is an abundant supply of marketing professionals available to assist with community engagement processes.

Impact: Community engagement is a key driver of project success due to the relationship between community engagement and take-rate.



Broadband Master Plan

Mitigation: Leverage the skills of competent marketing professionals and provide sufficient resources to make it easy for every resident to learn the basic value proposition for the network in comparison to alternatives through a variety of marketing, education and communication strategies.

Cost Modeling Risk

Cost Modeling Risk is the risk that cost modeling significantly underestimates actual design, construction and/or operational costs.

Likelihood: There is enough industry data to reasonably validate cost estimates.

Impact: Cost overruns can have a moderate to disastrous impact on network sustainability.

Mitigation: Validate financial assumptions against industry assumptions, market conditions, and account for local economic variables.

Business Model Risk

The Business Model deployed has a significant influence on project success and includes financial and political risks to the project. An important component of Business Model planning is to define the optimal role for the City of Redding in building and operating a fiber optic network.

Likelihood: Risks related to the business model increase when the model forces participation, simply replicates the incumbent model or establishes a role for the City of Redding that is not supported by residents. The role of the City primarily has to do with whether the City provides ISP services and whether the City is the network operator.

Impact: The impact of poor Business Model planning or strategy ranges from moderate to catastrophic, depending upon the impact on key success measures like churn or take-rate.

Mitigation: The city can mitigate Business Model risk with a model that does not compel participation but fosters voluntary commitment to the network via the value proposition. The risk of making participation mandatory is that this requirement can foster an organized political movement opposing the network that would not exist if the option to participate was voluntary.

Regulatory Risk

Regulatory Risk is the risk that State or Federal regulations change during or after a project and become a barrier to the city's ability to operate its network.

Likelihood: Regulatory risk negatively affecting a city in California from going forward with an existing network implementation or precluding a city from operating an existing network is very unlikely because trends at the state and federal level over the past 36 months are toward enabling and supporting municipal networks. If current trends were to reverse, it is likely that existing networks would be grandfathered into prior regulatory frameworks.

Impact: A state or federal prohibition for a municipal network, although highly unlikely, would be an existential problem. However, the underlying fiber optic infrastructure would still have significant value to private operators – including wireless carriers.

Mitigation: The Redding City Attorney should prepare a separate analysis explaining the City's Legal Authority to build, own, and operate broadband infrastructure. Building and operating a



Broadband Master Plan

successful network that is widely supported by subscribers is a strong defense against future regulatory constraints.

Summary & Conclusions

Media

Fiber Optic Cable is a far superior media in comparison to DSL and Coaxial Cable. It is superior in current capacity, future capacity and in the ability to deliver symmetrical speeds.

Business Model

If COR decides to pursue a Pilot project and / or a city-wide fiber to the premise project, the City could be successful replicating the Chattanooga, TN model or an Open Access model. City leaders will need to decide on the business model that provides the best fit for the strategic objectives of the City. Open access will produce a 20%+ monthly savings for residential and small to medium sized businesses because of increased competition between Internet Service Providers.

Projects

1) Increase the Fiber Count for the REU Broadband Project for City of Redding Use

The REU project to connect substations with fiber optics is an opportunity to establish a robust fiber ring around the City of Redding at a considerably lower cost than a stand-alone project by simply increasing the fiber count to 288. If City leaders plan to do any of the subsequent projects, this is a necessary first step.

2) City INET – Build Fiber Optic Network to Connect City Assets

The City of Redding is currently paying incumbent operators for leased connections for city buildings and assets, including REU infrastructure. The city can replace these leased connections with fiber optic infrastructure which provides much greater bandwidth, the ability to pay off the asset over a 12-year period by putting in the same \$186,000 it is currently paying annually. The long-term value of this is significant - even if the city does not do a Pilot or City-wide project.

3) Pilot Area & City-wide Fiber Optic Network to Residents and Businesses

A Pilot Area project would provide the city an opportunity to measure the level of interest and support for municipal infrastructure, learn from an actual deployment, and provide a live demonstration of the solution the city decides is the best fit for its objectives.

To confirm the feasibility of this project, the city should pursue available grant opportunities and then begin aggregating demand through community engagement.

For a city-wide project to be feasible, a City operated utility is sustainable around 10,000 subscribers and as participating neighborhoods achieve a 40% take-rate or higher to yield a cost structure where subscribers both save money and get significantly faster network speeds. Both take-rate and total number of subscribers should be considered for city-wide feasibility.



Broadband Master Plan

Next Steps

Next Steps include the following:

1. City Leaders should deliberate and decide whether or not to go forward with projects 1 & 2 (REU Fiber Count Expansion and the INET project).
2. Begin project planning for projects 1 & 2 if the City is going forward with these projects.
3. Create RFP for Engineering and Construction for Projects 1 & 2 if the City is going forward.
4. Apply for grants that may benefit a City of Redding network.
5. Collect better data on current internet pricing for small / medium size businesses city-wide.
6. Decide whether to pursue the Pilot area project following results from grant application.
7. If going forward, decide whether the City will go forward with a single ISP model under the Electrical Utility or an Open Access model
8. Create an RFP for Engineering and Construction for Pilot Project if the City is going forward.
9. Begin Community Engagement for Pilot and City-wide projects if going forward.
10. Decide on City-wide project pending successful execution of Pilot area project.
11. Create an RFP for Engineering and Construction for a City-wide project if the City is going forward.
12. If the City of Redding ends up doing a city-wide project, there are significant advantages for both momentum and lower transaction costs for moving at a rapid pace through construction.

INTRODUCTION TO MUNICIPAL LED BROADBAND

Highland Township
August 31, 2020

Michael J. Watza

Mike.watza@kitch.com

313.965.7983

Kitch Drutchas Wagner Valitutti & Sherbrook
One Woodward Avenue, Suite 2400
Detroit, MI 48226-5485
313.965.7900

www.kitch.com

PROTEC
www.protec-mi.org

 **KITCH**
Attorneys & Counselors

Municipal BB Introduction

- Where we are and where we have been regarding Internet Access Globally and as a nation
- The Need for Hi-Speed Internet Access –The Information Super Hwy – To Compete with our Global Competitors
- What Municipal Broadband Is Today: “Community Led BB”
- National Examples
- Review of Some Michigan projects (Sebewaing, Marshall, Holland, Traverse City, Lyndon Twp, Midwest Coop)
- Some of the legal, political and regulatory hurdles to overcome in building your own
- A couple thoughts re Best Practices
- For an introductory Technical Review of various platforms, means and methods of actual connectivity – See MERIT’s **[Exploring the Basics of Broadband Webinar](#)** offered by Chris Mitchell and delivered May 5, 2020

INTERNET ACCESS: Where We Are - Mostly

- 150+ year old Copper Wire Transmission System



k5519435 www.fotosearch.com

- Little Global Difference Between DSL and Cable when compared to Fiber

Where Everyone Else is that Matters



PROTEC
www.protec-mi.org

 **KITCH**
Attorneys & Counselors

Q: Why BB? A: Connecting

- *“Today, Americans turn to broadband Internet access service for every facet of daily life, from finding a **job** to finding a **doctor**, from connecting with **family** to making new **friends**, from becoming **educated** to being entertained. The availability of sufficient broadband capability can erase the distance to high-quality health care and education, bring the world into homes and schools, drive American **economic growth**, and improve the nation’s **global competitiveness**. New technologies and services such as real-time distance learning, telemedicine, and higher quality video services are being offered in the market today and are pushing demand for higher broadband speeds.”*

- FCC Muni BB Order p.3 Sec 3 quoting FCC 2015
BB Progress Report

World Bank Report

- “Broadband is a ... technology that significantly affects how people live and work. **It is a key driver of economic growth and national competitiveness** ... Countries in the top tier of broadband penetration have exhibited **2 percent higher GDP growth than countries in the bottom tier.**” 2010 Report Citing Federal Communications Commission, Industry Analysis and Technology Division Wireline Competition Bureau, High-Speed Services for Internet Access: *Status as of June 30, 2008* (July 2009); available at: http://hraunfoss.fcc.gov/edocs_public/attachmatch/DOC-292191A1.pdf.
- World Bank 2016 Report 1.19 – 1.35% Increase in per capita GDP for every 10% increase in fixed BB: <http://pubdocs.worldbank.org/en/391452529895999/WDR16-Exploring-the-Relationship-between-Broadband-and-Economic-Growth-Minges.pdf>

The Pandemic will Lead us to the Future and the Future is a Virtual World

- Communication – With Everyone
- Home
- Work
- School
- Medicine
- Research
- Even Travel
- Are Your Residents Ready?
- As many as 48 Million Americans have No Internet Access
 - <https://broadbandnow.com/research/q1-broadband-report-2020>

EFFECT OF COVID-19 ON US INTERNET TRAFFIC

AKAMAI APRIL 29, 2020

- Remote Work/Education/play in March - Internet traffic up 33%
- Patterns vary by State and even City based on Emergency Declarations
- Weekend use has leveled out with weekdays

<https://blogs.akamai.com/sitr/2020/04/parts-of-a-whole-effect-of-covid-19-on-us-internet-traffic.html>

ISP'S SAY WE ARE FINE – INDEPENDENT RESEARCH SAYS OTHERWISE

- **US's digital divide 'is going to kill people' as Covid-19 exposes inequalities**
 - <https://www.theguardian.com/world/2020/apr/13/coronavirus-covid-19-exposes-cracks-us-digital-divide>
- **The coronavirus pandemic is breaking the internet**
 - https://thehill.com/opinion/technology/495806-the-coronavirus-pandemic-is-breaking-the-internet-and-what-to-do-about-it?utm_source=sendgrid&utm_medium=email&utm_campaign=Newsletters&mc_cid=11102b986e&mc_eid=771aa08db7
 - Study by M-Lab
 - And What is M-Lab? <https://www.measurementlab.net/faq/>

Why Muni BB?

“...financial incentives for private deployment of competitive networks are sometimes insufficient. As recognized by Congress in section 706, the need for broadband is everywhere, even if the business case is not.”

- FCC Muni BB Order Sec 3

“While the FCC backed away from directly imposing internet rate regulation for the benefit of consumers in its Open Internet Order, what the FCC left on the cutting room floor in that Title II Order, it provided more quietly in the companion proceeding concerning the encouragement and unshackling from restrictive state laws of Municipal Broadband Networks...[and] by now freeing these communities to build on their own or partner with such high speed and low cost internet friendly private partners as Google, which has been actively pursuing such systems where incumbent monopoly providers have not, it is clear that the FCC is aggressively supporting rate control by the best alternative option in a free market: Competition!”

Municipal Broadband

A Case Study

In 2015, the Federal Communications Commission strongly encouraged Municipal Broadband in a proceeding which was the culmination of years of effort by citizens across America to achieve competitive, high speed, low cost fiber based internet access, an essential service which America still lags far behind our global competitors.

In the Matter of City of Wilson, North Carolina Petition for Preemption of North Carolina General Statute Sections 160A-340 et seq. WC Docket No.14-115; and The Electric Power Board of Chattanooga, Tennessee Petition for Preemption of a Portion of Tennessee Code Annotated Section 7-52-601. WC Docket No. 14-116
https://www.fcc.gov/ecfs/search/filings?proceedings_name=14-115&sort=date_disseminated,DESC

This Opinion and Order remains the leading authority on the subject

Note: in 2016, the US 6th Circuit Court of Appeals overturned the FCC Order on procedural grounds, noting however, that like the US Cir Ct of Appeals did in early decisions on the FCC's Open Internet Orders, **it did not find error in the substance of the approach taken by the FCC.** (1) the 6th Circuit ruled only that the FCC lacks authority to preempt state barriers to municipal broadband initiatives; it did not question the FCC's factual determinations; (2) based on an extensive public record, the FCC found that state laws like Tennessee's and North Carolina have significant negative effects on broadband investment, etc.; and (3) the FCC also examined the North Carolina law in copious detail and found that, contrary to its proponents' claims that it is intended to achieve fair competition and a level playing field, the law's provisions, taken together, impose severe and one-sided barriers to public entry, broadband investment, and competition.

Tennessee v. FCC 832 F.3d 597; 2016 U.S. App. LEXIS 14681, 2016 FED App. 0189P (6th Cir.), 65 Comm. Reg. (P & F) 330

<http://www.opn.ca6.uscourts.gov/opinions.pdf/16a0189p-06.pdf>

See also: <https://www.bna.com/fcc-drops-municipal-n73014447004/>

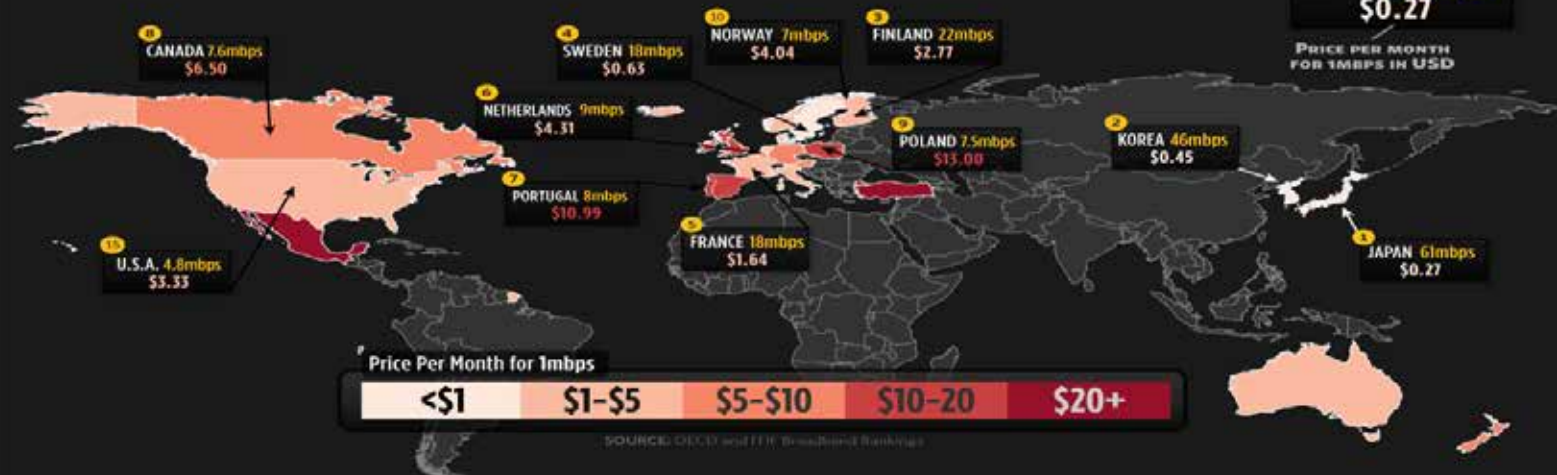
Akamai Report

- *“Some states are working to advance legislation that would restrict **community/municipal broadband** efforts, which could effectively limit consumer choice to the service tiers and speeds that the incumbent telecom and cable providers have made available to that market, slowing the progress towards ubiquitous broadband and universal broadband adoption.”*
- http://www.akamai.com/dl/whitepapers/akamai_soti_q112.pdf?curl=/dl/whitepapers/akamai_soti_q112.pdf&solcheck=1&WT.mc_id=soti_Q112&
- **2014 Report Here:** http://www.akamai.com/dl/akamai/akamai-soti-q114.pdf?WT.mc_id=soti_Q114 US continues to occupy 14th globally in avg speeds

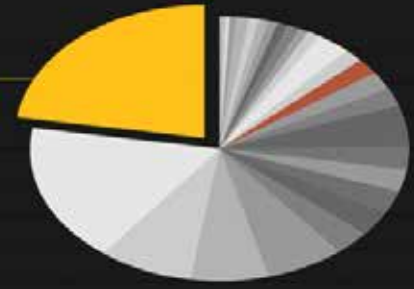
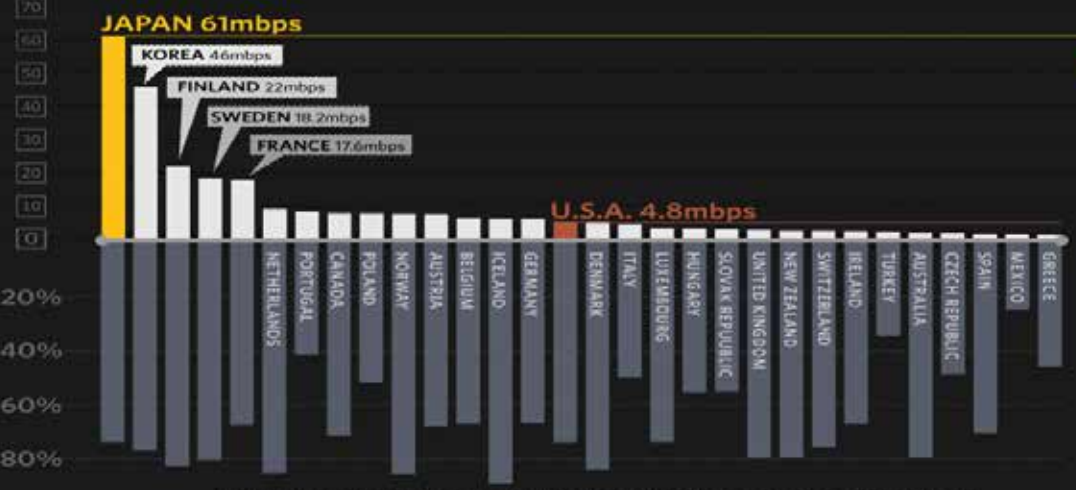
Internet Speeds and Costs Around the World

Top 20 Nations in ITIF Broadband Rankings

ITIF RANK: 1
 AVERAGE CONNECTION SPEED: JAPAN 61mbps
 PRICE PER MONTH FOR 1MBPS IN USD: \$0.27



AVERAGE BROADBAND SPEED IN MBPS



BROADBAND PENETRATION PERCENTAGE

SOURCE: Internet World Stats Broadband Penetration

Successful Examples of Muni BB

- Lafayette La. Service and Fees:
 - 3Mbps symmetrical \$19.95
 - 60Mbps symmetrical \$39.95
 - Gig symmetrical \$59.95
 - <http://www.lusfiber.com/index.php/internet/pricing-guide>
- Chattanooga Tn. Service and Fees:
 - 100 Mbps symmetrical \$57.99
 - Gig symmetrical \$ 69.99
 - <https://epb.com/home-store/pricing>
- Sebawaing Mi. Service and Fees:
 - 30 Mbps symmetrical \$35.00/month
 - 50 Mbps symmetrical \$55.00/month
 - 100 Mbps symmetrical \$105.00/month
 - 1 Gbps symmetrical \$160.00/month
 - <http://www.slandw.com/index.php/services/wireless-internet>
- Common Themes?
 - Each of these and many of the others are communities which already have Internal Municipal Electric Utilities
 - Thus the infrastructure and knowledge base is present

CHATTAHOOGA TENNESSEE

EPB

- City Built and Operated Broadband
- 100% Fiber
- Speeds up to 10 GIG are here.
- **300 Mbps @ \$57.99/mo.**
- **1 GIG \$67.99**
- Free Installation
- No Hidden Fees – No Contracts
- No Data Caps
- Internet Access – By the People-For the People

https://epb.com/themes/epb-one/assets/cmpgn/internet-resi/internet-061319.html?gclid=CjwKCAjw1v_0BRAkEiwALFkj5iQP8-zNpamP8i1vfevb995OhwHgijeOoDP_Piy66VCdNsWM55DvlhoCsQ0QAvd_BwE

Michigan Centric Look

- Where? Sebewaing, Marshall, Holland, Traverse City, Lyndon Twp, Midwest Coop
- And several others being discussed around the State
- The speed bumps
 - MCL 484.3114
 - Cost Benefit analysis – minimum 3 yr projection
 - Maintain Accounting Records throughout service period
 - Feasibility Study?
 - RFP – 60 day – window
 - No discrimination
 - Public Hearings
 - Metro Act App for ROW access PA 48
 - Video Service App? PA 480
 - MCL 484.2252
 - Rules Re Providing Service outside political boundaries
 - No Governing “Boards”
 - N/A to Govt use only
 - Grandfathering

Holland, MI

100 SQ MILES AND 500 CUSTOMERS



PROTEC
www.protec-mi.org

KITCH
Attorneys & Counselors

Sebewaing Light & Water Financial Model Summary

• Project Summary Model	Original Model 12/17/13	Model Price	Resources Needed	Original Model 12/17/13
• Aerial Miles	10.5	18.8	Data \$35/\$55/\$105	
• UG Miles	4.5	2.7	Admin / Marketing	0 0 Voice
• Homes Passed	900	938	Maintenance Tech	0 0 Package
• Businesses Passed	45	183	Install Tech	1 1 Business \$75 for
• Expected Penetration IP	50.0%	50.0%	Total Resources	1 1 \$10 add 5
• Customers	468	542	\$40 Phone	
• Project Budget Model	Original Model 12/17/13	Model	Customer Margin	Original Model 12/17/13
• Project Capital Expenditures		Margin Per Customer		
• Headend Building/Electronics		\$150,000	\$123,000	Revenue \$62.92 \$61.64
• Remote Cabinets/Electronics		\$0	\$0	Direct Costs \$26.95 \$19.58
• Plant Materials & Equipment		\$130,800	\$194,702	Operating Costs \$15.58 \$13.84
• Aerial Labor	\$137,340	\$268,255	Total Margin	\$20.39 \$28.22
• UG Labor	\$155,610	\$92,148		
• Make Ready	\$93,000	\$0	<i>Direct costs include bandwidth, VoiP costs and customer care.</i>	
• Engineering/Constr. Mgmt		\$30,000	\$134,520	<i>Operating costs include administrative/marketing wages, outsourced installation costs, vehicles and fuel, plant maintenance, property taxes, marketing connection costs and other miscellaneous expenses.</i>
• Drops	\$245,700	\$284,655		
• Total Project Capital	\$942,450	\$1,097,280		
• Operating Capital Budget				
• Capitalizable Installation Costs		\$34,939	\$40,478	Key Indicators Original 12/6/2013
• Installation Materials	\$7,794	\$9,029	Model	Model
• Total Operating Capital		\$42,733	\$49,507	Outside Plant Cost per Mile \$36,450 \$32,122
• Project Cost per Passing		\$1,043	\$1,023	
• Total Capital Budget	\$985,183	\$1,146,787		

REFERENCES

- **PROTEC** <https://www.protec-mi.org/>
- **MERIT Networks** <https://www.merit.edu/>
 - **See May 28, 2020 Moonshot Webinar: *A Good Answer to Internet Connectivity Concerns*** <https://www.merit.edu/event-courses/local-community-broadband-a-good-answer-to-internet-connectivity-concerns/>
- ***The Future of Broadband* by Richard Adler – Technology Institute for the Future 2012**
 - <http://www.broadbandforamerica.com/sites/default/files/Richard%20Adler%20Report%202.pdf>
- ***The Book of Broken Promises* by Bruce Kushnick – New Networks Institute 2014**
 - http://www.huffingtonpost.com/bruce-kushnick/the-book-of-broken-promis_b_5839394.html
- ***Captive Audience: The Telecom Industry and Monopoly Power in the New Gilded Age* by Susan Crawford – Yale Press 2013**
- **Community Networks: Correcting Community Fiber Fallacies**
<https://muninetworks.org/content/correcting-community-fiber-fallacies-page>
- **Broadband Communities Website**
 - <http://www.bbpmag.com/MuniPortal/FTTHLand.php>
- ***Last Week Tonight with John Oliver: The Internet* - June 2014**
 - Warning: Coarse Language J
 - <http://www.youtube.com/watch?v=fpbOEoRrHyU>
- * **Baller/Hovis Paper 2016: The Emerging World of Broadband Public–Private Partnerships A Business Strategy and Legal Guide**
 - <http://www.baller.com/wp-content/uploads/Joanne-Hovis-and-Marc-Schulhof-Jim-Baller-and-Ashley-Stelfox-2-16-16.pdf>
- **Next Century Cities** <https://nextcenturycities.org/becoming-broadband-ready/>
- **New York City Model** <https://muninetworks.org/content/new-york-city-releases-visionary-internet-master-plan>

BEST PRACTICES

- Establish Community Interest Commitment
- Start with a broad RFI
- Build a Team with Distinct Obligations to You.
 - With no conflicts.
 - Municipal Network Engineer
 - CPA
 - Telecom Counsel
 - Bond Counsel
- Retain Governance, Rate and Service Standards Control with your “Partners”.

WHY THE FUSS OVER “SMALL” CELLS IN THE ROW?



PROTEC
www.protec-mi.org

KITCH
Attorneys & Counselors

Michael J. Watzka Biography

**Martindale Hubbell AV Rating
Super Lawyer Designation
Detroit Business Top Lawyer**



- Michael J. Watzka is Chair of the Governmental Practice Group at Kitch, a full service Law firm based in Detroit, with offices in Lansing, Marquette, Mt. Clemens, Chicago, Ill. and Toledo, OH.
- Mr. Watzka's practice provides litigated, legislative and regulatory solutions on behalf of municipal, health care and private sector clients concerning legislation, Complex Litigation, Governance Issues, Telecommunications including Cable and Cell Towers, Energy and Insurance.
- Michael has managed multiple legislative initiatives, represented clients in State and Federal trial and appellate courts across Michigan as well as attended to regulatory matters before the Michigan Public Service Commission, Michigan Tax Tribunal, Department of Labor and Economic Growth and the Federal Communications Commission and Department of Transportation (PHSMA).
- Michael has represented clients in the halls of the Michigan Legislature and Congress through negotiation, drafting and testimony regarding legislation on various issues including energy, transmission line siting, telecommunications (cable and cell towers), pipeline regulation, the formation of inter-governmental authorities and tort reform.
- Michael also serves as General Counsel to PROTEC, Faculty on the MSU IPU, Chairman of the Novi EDC, Chairman of Attorney Grievance Commission Grievance Panel #9, Immediate Past Chairman of the Administrative Law Section of the State Bar and Treasurer/Secretary of the Government Law Section of the State Bar, Chairman of the International Municipal Lawyers Technology Committee and past board member of the Michigan Gaming Control Board and Covenant House Central School Board in Detroit. He has also served as special counsel to the Michigan Municipal Risk Mgt Authority.
- Michael has served as an adjunct faculty member at Michigan State University College of Law having taught Communications Law and Policy and Ethics and the Practice of Law.
- In 2008, Michael successfully led a coalition of Michigan Cities to Federal Court and Congress to oppose Comcast's effort to move PEG channels to the 900 channel range and digital, at a time when all other cable channels were analog.
- In 2013, Michael provided the legal components to the development of the 1st new Municipal Fiber to the Home and Business (FTTP) project and the development of other fiber and WIFI systems in Michigan in the face of legislative impediments. Mike's work in this area continues today.

**Michael J. Watzka
Kitch Drutchas Wagner Valitutti & Sherbrook
1 Woodward 24th Floor
Detroit, MI 48226**

E Mail: Mike.Watzka@Kitch.Com

**O: (313) 965-7983
Fax: (313) 965-7403
M: (248) 921-3888**

PROTEC
www.protec-mi.org

KITCHI
Attorneys & Counselors^{PC}

BUDGET AMENDMENT WORKSHEET
 2021 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - November 8, 2021

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2021	AS AMENDED 12/31/2021		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
<u>GENERAL FUND</u>							
Revenues:							
101-000-528.001	ARPA FEDERAL GRANT REVENUE	\$0.00	\$0.00	+	\$27,000.00	=	\$27,000.00
Expenditures:							
101-261-760.002	ARPA FEDERAL GRANT EXPENSE	\$0.00	\$0.00	+	\$27,000.00	=	\$27,000.00

Purpose of Amendment:

To increase the revenue and expenditure lines from the increase in ARPA revenues for Broadband Master Plan, where the net effect is zero.

11. Adjourn

Time: _____