



## **CHARTER TOWNSHIP OF HIGHLAND**

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

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

**MAY 4, 2026 - 6:30 P.M.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda
  - a) Approve:
    - 1) April 6, 2025 Board of Trustees Minutes
    - 2) List of Bills dated April 16 and April 29, 2026 plus additions
    - 3) Resolution 26-15 Authorize the Placement of Signage on M-59 Median to Preserve the Milkweed Mile as a Monarch Community
    - 4) Resolution 26-16 Authorize the Placement of Signage on M-59 Median for Fireworks Display
    - 5) Board of Review Appointments: Donna Charlick, Board Member and Cynthia Dane, Alternate
    - 6) Fireworks Permit for Highland Township Display on June 27, 2026
    - 7) Fireworks Permit for White Lake Display on June 27, 2026
    - 8) Mutual decision to sever part-time employment with employee on extended unpaid medical leave, and the Supervisors Office will begin advertising open position in the Assessing Department
    - 9) Change of Control letter provided by Priority Waste
    - 10) Fire Department is conducting internal evaluations to fill a full-time position
    - 11) Consider Hiring Austin Suthers for the Part-Time Activity Center Cleaning and Maintenance Position
    - 12) Resolution 26-19 Approving P25 Simulcast System Interlocal Agreement Between the County of Oakland and the Township of Highland
    - 13) Budget Amendment Required to Cover the Cost of Dust Control and Gravel
  - b) Receive and File:
    - 1) Building Department Report – March 2026
    - 2) Ordinance Report – March 2026
    - 3) Highland Activity Center Reports and Minutes – March 2026
    - 4) Library Reports – March 2026
    - 5) Financial Reports – December 2025 (Post Audit)
    - 6) Treasurer’s Report – March 2026
    - 7) Planning Commission Minutes – March 19, 2026
    - 8) Zoning Board of Appeals Minutes – February 4, 2026
    - 9) HDDA Minutes – March 11, 2026
    - 10) OCSO Stat Report – March 2026
    - 11) Fire Department Report – March 2026
6. Announcements:
  - a) Highland Activity Center is hosting a Red Cross Blood Drive on Tuesday, May 12<sup>th</sup> from 9AM-3PM by appointment through RedCrossBlood.org – Use **HACenter** as sponsor code
  - b) Township Offices will be Closed on Monday, May 25<sup>th</sup> in Observance of Memorial Day

- c) Memorial Day Ceremonies on Monday, May 25<sup>th</sup> Starting at 8AM Highland Cemetery, 8:45AM Veterans Memorial Park and 9:30AM West Highland Cemetery
- d) Thank you to VFW Post 9914 for placing American flags at Highland and West Highland Cemetery in honor of our Veterans
- e) Highland Community Prayer Breakfast will be at Thrive Church on Thursday, May 7<sup>th</sup> at 8AM, Register at HWLBA.com
- f) Annual Founders' Day Festival, Will Run for Pickles 5K Race on Saturday, May 16<sup>th</sup> from 8AM – 3PM
- g) Highland Activity Center's Luau Fundraiser will be on Friday, June 5<sup>th</sup> at 6PM, Tickets are \$40 and on sale now
- h) Secretary of State Mobile Office will be visiting Highland Activity Center Thursday, June 11<sup>th</sup> 10AM-12PM
- i) Hazardous Waste Day will be Hosted at the Highland Township Complex on June 13<sup>th</sup> from 9AM – 2PM for Highland residents
- j) Red, White and Blues Festival and Fireworks will be on Saturday, June 27<sup>th</sup> from 5PM – 11PM at John Street Field – (*Rain Date: Sunday, June 28<sup>th</sup>*)
- k) The next Talk of the Town meeting will be on Wednesday, July 22<sup>nd</sup> at 6PM in the Township Auditorium
- l) Welcome Austin Suthers to the Part-Time Activity Center Cleaning and Maintenance Position

7. Presentation:

- a) Congratulations to FF/EMT Aaron Read and Probationary FF/EMT Breanna Cleveland for being selected as recipients of the 2026 Paramedic Scholarship
- b) Congratulations to Gavin Wehby, Corey Kerr, Ryan Ternes, and Aaron Read for successfully completing the HTFD Field Training Program
- c) On behalf of the Highland Township Board of Trustees and the Highland Fire Department we are formally recognizing the following for their exemplary service delivering a baby in the field – both mother and child are doing well:

Captain Becker  
 Firefighter/Paramedic Grabowski  
 Firefighter/Paramedic Moore  
 Firefighter/Paramedic Vachon  
 Firefighter/EMT Brill  
 Probationary Firefighter O'Rourke  
 Dispatcher Vicktoria Jilling  
 Dispatcher Joe Quinn

8. Public Comment

9. Public Hearing:

- a) Final Assessment Roll for Flynn Road Special Assessment District for Improvement and Maintenance of Roads
- b) Final Assessment Roll for Woodland Ridge Subdivision Special Assessment District for Improvement of Roads

10. Pending Business:

- a) Consider Approval of Resolution 26-20 Final Assessment Roll for Flynn Road Special Assessment District for Improvement and Maintenance of Roads
- b) Consider Approval of Resolution 26-21 Final Assessment Roll for Woodland Ridge Subdivision Special Assessment District for Improvement of Roads
- c) Consider Adoption of Zoning Ordinance Map Amendment Z-038, Rezoning a Portion of Parcel 11-29-100-025 from R1.5, Single-family Residential Zoning District, 1.5 Acre Density to C3, Low Impact Commercial Zoning District for 3151 W. Highland Road, Owner and Property Owner Ralko Properties, LLC
- d) Consider Adoption of Zoning Ordinance Map Amendment Z-039, Rezoning Parcel 11-17-300-027 from ARR, Agricultural and Rural Residential Zoning District to R3, Single-family Residential Zoning District, 3.0 Acre Density for 32643 Country Acres Drive, Owner and Property Owner Jeffrey and Shelby Camerella
- e) Consider Approving Resolution 26-17 or 26-18 Submission of Fire Millage Proposition to Electors

11. New Business:

- a) Consider Approval of Special Use Permit for Barn 45 for Small Scale Institutional use at 2115 White Lake Road, PIN 11-02-426-002, Applicants and Property Owners Jamie and Joy Lee, Lee Family Foundation
- b) Consider Approval for Supervisor to Sign the Public Service Contract with AMVETS Post 2006 for the "Flags on 59" Program
- c) Consider Authorization for the Highland DDA to apply for a SEMCOG Planning Assistance Grant for a Milford Road Safety Path Extension Project during the 2026-2027 Fiscal Year.
- d) Consider Approval to Establish an Account for the Highland Activity Center with Eventbrite an Online event-registration Platform

12. Adjourn

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

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

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

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

**1. Call Meeting to Order**

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

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

## **2. Pledge of Allegiance**

# Township Board Meeting Roll

Date: May 4, 2026

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

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

\_\_\_\_\_ Lt. Snyder-Sheriff's Dept.

\_\_\_\_\_ Chief George – Fire Dept.

Twp. Attorney: \_\_\_\_\_

Any other notables:

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

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

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
April 6, 2026 - 6:30 p.m.

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

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Jennifer Frederick, Treasurer  
Grant Charlick, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George  
Lieutenant Matt Snyder  
Kristen Kolb, Township Attorney

Visitors: 20

**Approval of Agenda:**

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

**Consent Agenda Approval:**

March 2, 2026 Board of Trustees Meeting Minutes  
March 2, 2026 Closed Session Minutes  
List of Bills dated March 12 and March 26, 2026 plus Additions  
Resolution 26-10 to Authorize the Closure of Roads for Founder Day Parade and Events  
Resolution 26-11 to Authorize the Placement of Signage on M-59 Median for Founders Day Celebration  
Resolution 26-12 to Authorize West Nile Virus Fund Expense Reimbursement Request

**Receive and File:**

- a) Building Department Report – February 2026
- b) Highland Activity Center Reports and Minutes – February 2026
- c) Ordinance Report – February 2026
- d) Financial Reports – January & February 2026
- e) Treasurer’s Report – February 2026
- f) Zoning Board of Appeals Minutes Signed - December 17, 2025 and January 21, 2026
- g) Planning Commission Minutes – February 19, 2026
- h) Library Reports – February 2026
- i) HDDA Minutes – January & February 2026
- j) OCSO Stat Report – February 2026
- k) Fire Department Report – January & February 2026

Mrs. Lewis 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, Charlick – yes, Howe – yes, Lewis – yes, Salvia - yes

**Announcements:**

- a) Talk of the Town meeting will be on Tuesday, April 21st at 6PM – topic is 2026 Election preparations and changes
- b) Saturday, April 25<sup>th</sup> from 10AM – 5PM Downtown Highland Ladies Day Out
- c) Highland Community Prayer Breakfast will be at Thrive Church on Thursday, May 7<sup>th</sup> at 8AM, Register at HWLBA.com
- d) Annual Founders’ Day Festival, Parade, and Pickle Fun Run will be on Saturday, May 16<sup>th</sup> from 8AM – 3PM
- e) Highland Activity Center’s Luau Fundraiser will be on Friday, June 5<sup>th</sup> at 6PM, Tickets are \$40 and on sale now - Money Raised will go Toward Supporting Programming and Events
- f) Hazardous Waste Day will be Hosted at the Highland Township Complex on June 13<sup>th</sup> from 9AM – 2PM

**Public Comment:**

A comment was made against rezoning smaller parcels. There was a resident who expressed concern about the increase in proposed fire millage. A request and quotes were provided to the Board for consideration of the resurfacing of the hockey rink at Duck Lake Pines Park.

**Public Hearing:**

- a) Special Assessment District for Flynn Road for Improvement and Maintenance of Roads

Public Hearing Opened: 6:49 p.m.

One comment was made by a mail carrier familiar with Flynn Road that supported the widening of this road. There was one question as to where Flynn Road was located.

Public Hearing Closed: 6:52 p.m.

**Pending Business:**

- a) Consider Continuing the Extension of Unpaid Medical Leave Per Employee’s Request

Mr. Hamill moved to continue the unpaid medical leave for the part-time Township employee due to unforeseen circumstances as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

**New Business:**

- a) Consider the 2026 Tri-Party Cost Participation Agreement to Regravel Roads

Ms. Frederick moved to approve authorization to the Township Supervisor to sign and execute the contract for the RCOC Cost Participation Agreement for the 2026 Gravel Haul Program as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

b) Consider Continuing Participation in the 2026 Oakland County Dust Control Program for Local Roads and Subdivisions

Ms. Frederick moved to approve the 2026 Oakland County Dust Control Program, including 5 blanket applications as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

c) Consider Resolution 26-13 to Proceed with Flynn Drive Special Assessment District for the Improvement and Maintenance of Flynn Drive and Related Services

Ms. Frederick moved to approve Resolution 26-13 to proceed with Flynn Drive Special Assessment District for improvements and maintenance of Flynn Drive and related services as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

d) Introduce Zoning Ordinance Map Amendment Z-038, Rezoning of a Portion of Parcel 11-29-100-025 from R1.5, Single-family Residential Zoning District, 1.5 Acre Density to C3, Low Impact Commercial Zoning District for 3151 W. Highland Road, Owner and Property Owner Ralko Properties, LLC

Mr. Hamill moved to approve considering zoning ordinance map amendment Z-038, rezoning of a portion of Parcel 11-29-100-025 from R1.5, Single-family Residential Zoning District, 1.5 Acre Density to C3, Low Impact Commercial Zoning District for 3151 W. Highland Road, Owner and Property Owner Ralko Properties, LLC as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

e) Introduce Zoning Ordinance Map Amendment Z-039, Rezoning Parcel 11-17-300-027 from ARR, Agricultural and Rural Residential Zoning District to R3, Single-family Residential Zoning District, 3.0 Acre Density for 32643 Country Acres Drive, Owner and Property Owner Jeffrey and Shelby Camerella

Mr. Hamill moved to approve considering zoning ordinance map amendment Z-039, rezoning Parcel 11-17-300-027 from ARR, Agricultural and Rural Residential Zoning District to R3, Single-family Residential Zoning District, 3.0 Acre Density for 32643 Country Acres Drive, Owner and Property Owner Jeffrey and Shelby Camerella as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

f) Consider Resolution 26-14 in Opposition of HB 5529-5532 and HB 5581-5585

Ms. Frederick moved to approve Resolution 26-14 in Opposition of HB 5529-5532 and HB 5581--5585 as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

g) Consider the 2026-2028 Fireworks Display with ACE Pyro, LLC for the Annual Red, White, and Blues Festival

Mr. Hamill moved to approve the Supervisor to sign the 2026-2028 Firework Display with ACE Pyro, LLC contract for the annual Red, White, and Blues Festival as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

h) Consider Authorization of Engineering Design Services for Watermain at Kingsway, Harvey Lake Road and South Milford Road

Ms. Frederick moved to authorize engineering services described in the Design Engineering Services Proposal for Kingsway Watermain Extension by Hubbell, Roth and Clark, dated March 30, 2026 in the amount not to exceed \$9,910.00 to be paid from Water Enterprise Fund. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

Ms. Frederick moved to authorize engineering services described in the Design Engineering Services Proposal for Harvey Lake Road Watermain Extension by Hubbell, Roth and Clark, dated March 30, 2026 in the amount not to exceed \$149,830.00 to be paid from 401-261-971.013, Sewer Anticipation Expense, which will be redesignated as the “Infrastructure Planning and Design.” Mr. Hamill supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

Ms. Frederick moved to authorize engineering services described in the Design Engineering Services Proposal for South Milford Road Watermain Extension by Hubbell, Roth and Clark, dated March 30, 2026 in the amount not to exceed \$201,300.00 conditioned upon an agreement with the Huron Valley School District to cover said expenses. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

i) Consider Sealed Bids for Equipment Sale of Fire Department 2007 Chevrolet Silverado 2500 HD Extended Truck and 2014 Ford F250 Super Duty Regular Cab XL Pickup Truck

Mr. Hamill moved to award the sale of the 2007 Chevrolet Silverado to Gerald Kessler for the total amount of \$5,695.00, and the 2014 Ford F250 to Brett Patti for the total amount \$2,808.18 as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

j) Consider Authorization for the Township Supervisor to Execute Payment to ESO Solutions for the Fire Department’s Annual Reporting System for Incident Reporting, Data Management, Compliance, and Operational Analytics

Mr. Hamill moved to approve the authorization for the Township Supervisor to execute payment to ESO Solutions for the Fire Department's annual reporting system for incident reporting, data management, compliance and operational analytics with approval of Township attorney. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

k) Consider the Fire Millage Renewal

Mr. Hamill moved to approve directing the Elected Officials to prepare ballot language for two proposed fire millage questions and present the language for Board approval at the May 4, 2026 Board meeting for subsequent submission for placement on the August 4, 2026 ballot. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

**Comments:**

None

**Adjourn:**

The Supervisor adjourned the meeting at 7:55 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
5296	ATLANTIC COAST WATERPROOFING	101-ESCROW/BUILDING	B26-00087	03/27/2026	125.00
7351	BLS ROOFING INC	101-ESCROW/BUILDING	B25-00574	03/27/2026	250.00
6091	C & L WARD BROS. CO.	101-ESCROW/BUILDING	B26-00037	03/27/2026	125.00
6315	CHARLICK, GRANT	101-ESCROW/BUILDING	B25-00533	03/27/2026	1,000.00
4969	CORNERSTONE HOME IMPROVEMENTS	101-ESCROW/BUILDING	B26-00106	04/07/2026	250.00
4910	FOROOZAN, JUSTIN	101-ESCROW/BUILDING	B25-00469	04/07/2026	125.00
6704	FOUNDATION SYSTEMS OF MICHIGAN	101-ESCROW/BUILDING	B25-00283	04/07/2026	125.00
6704	FOUNDATION SYSTEMS OF MICHIGAN	101-REINSPECTION FEE	B25-00283	04/07/2026	60.00-
6704	FOUNDATION SYSTEMS OF MICHIGAN	101-ESCROW/BUILDING	B26-00083	03/27/2026	125.00
5288	GARDNER, THOMAS	101-ESCROW/BUILDING	B24-00081	03/26/2026	250.00
5288	GARDNER, THOMAS	101-REINSPECTION FEE	B24-00081	03/26/2026	60.00-
5042	GREEN SHIELD HOME LLC	101-ESCROW/BUILDING	B26-00033	03/26/2026	500.00
6601	HEYN, CHRISTOPHER	101-ESCROW/BUILDING	B20-00488	04/07/2026	500.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00081	03/26/2026	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00385	04/07/2026	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00283	04/07/2026	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00427	03/26/2026	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00427	03/26/2026	60.00
4611	HOME INSPECTION PLUS	101-ESCROW/BUILDING	B26-00063	03/27/2026	500.00
5289	HUGHES, ERIC	101-ESCROW/BUILDING	B25-00328	03/26/2026	125.00
4933	INSTALL PARTNERS	101-ESCROW/BUILDING	B26-00001	03/27/2026	125.00
3952	ITALY AMERICAN CONSTRUCTION CO	101-ESCROW/BUILDING	B24-00456	03/26/2026	250.00
9427	MCCLOUD, DONALD	101-ESCROW/BUILDING	B26-00082	04/07/2026	125.00
5290	MITTEN MADE BASEMENTS	101-ESCROW/BUILDING	B25-00596	03/26/2026	500.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00556	03/26/2026	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B26-00031	03/26/2026	250.00
9426	MORPHEW, JAMES	101-ESCROW/BUILDING	B24-00213	04/07/2026	500.00
5298	PALKA, CHRISTIAN	101-ESCROW/BUILDING	B25-00414	03/31/2026	125.00
5292	PATRON ENTERPRISES LLC	101-ESCROW/BUILDING	B25-00427	03/26/2026	500.00
5292	PATRON ENTERPRISES LLC	101-REINSPECTION FEE	B25-00427	03/26/2026	60.00-
5292	PATRON ENTERPRISES LLC	101-REINSPECTION FEE	B25-00427	03/26/2026	60.00-
5297	PRIME HOME REMOD	101-ESCROW/BUILDING	B26-00099	03/27/2026	125.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00413	03/26/2026	500.00
5821	RENOVATIONS ROOFING & REMODEL.	101-ESCROW/BUILDING	B26-00094	03/26/2026	125.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B26-00079	03/27/2026	125.00
7749	SMOLYANOV HOME IMPROVEMENT	101-ESCROW/BUILDING	B25-00595	03/26/2026	250.00
5293	SUPERIOR LOG & RAIL	101-ESCROW/BUILDING	B25-00526	03/26/2026	500.00
5295	TITANIUM CONSTRUCTION LLC	101-ESCROW/BUILDING	B25-00126	03/27/2026	1,000.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00237	04/07/2026	500.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B24-00385	04/07/2026	250.00
6102	WALLSIDE INC.	101-REINSPECTION FEE	B24-00385	04/07/2026	60.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B25-00563	03/27/2026	125.00
6083	WEATHERGARD WINDOW CO. INC.	101-ESCROW/BUILDING	B25-00585	03/26/2026	125.00
<b>101-000-202.005</b>	<b>PLANNING ESCROW PAYABLES</b>				
2284	HUBBELL ROTH & CLARK INC	101-SHEETZ STUDY PLAN	0236375	03/25/2026	169.94
<b>101-000-222.000</b>	<b>OAKLAND CO. ANIMAL CONTROL</b>				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	04072026	04/07/2026	314.00
4007	OAK CO. ANIMAL CTRL/PET ADOPT.	101-DOG LICENSE	04072026	04/07/2026	2,646.00
<b>101-000-642.000</b>	<b>SALE OF CEMETERY LOTS</b>				
5299	NARUSZEWICZ, RICHARD	101-CEMETERY BUYBACK-LOT 725-20	03262026	03/26/2026	500.00
Total :					13,879.94
<b>CLERK</b>					
<b>101-215-730.000</b>	<b>CLERK: ELECTION EXPENSES SUPPL</b>				
1172	PRINTING SYSTEMS INC	101-VOTER RESPONSE CARDS	240916	04/01/2026	172.94
<b>101-215-820.000</b>	<b>CLERK: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-ELECTION CENTER MEMBERSHIP-FLOWERS	3/09/26-4/08/26	04/08/2026	199.00
1521	CHASE CARDMEMBER SERVICE	101-MAMC ED DAY-FLOWERS	3/09/26-4/08/26	04/08/2026	50.00
1521	CHASE CARDMEMBER SERVICE	101-CLERKS INSTITUTE TRAINING-KABALKA	3/09/26-4/08/26	04/08/2026	727.71
3688	FLOWERS, TAMARA S.	101-REIMBURSE MILEAGE FOR SEMCOG MTG	03252026	03/25/2026	68.01
3688	FLOWERS, TAMARA S.	101-REIMBURSE MILEAGE FOR MBOE TRAINING	03252026	03/25/2026	36.54
Total CLERK:					1,254.20
<b>ASSESSOR</b>					
<b>101-257-720.001</b>	<b>ASSESSING: TAX BD OF REVIEW</b>				
2375	USA TODAY MEDIA CORP	101-BOARD OF REVIEWS	0007631635	03/31/2026	172.56
Total ASSESSOR:					172.56
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000</b>	<b>GEN GOV: OFFICE SUPPLIES</b>				
5176	AMERICAN EXPRESS	101-BOOKSHELF/STAPLER/SHEET PROTECTORS	03/26/2026 81004	03/26/2026	146.27
5176	AMERICAN EXPRESS	101-BLUEPRINT CLAMPS/RACK/MOUSE/TAPE	03/26/2026 81004	03/26/2026	527.97
5176	AMERICAN EXPRESS	101-HIGHLIGHTERS/FILE FOLDERS/OFFICE PHONES/UM	03/26/2026 81004	03/26/2026	229.42
5176	AMERICAN EXPRESS	101-BATTERIES/FILE FOLDERS	03/26/2026 81004	03/26/2026	79.85
1002	QUILL CORPORATION	101-COPY PAPER/ELECTRIC STAPLER	48300095	03/25/2026	162.67
2541	STAPLES	101-ELECTRIC STAPLER/ENVELOPE	6059553170	03/28/2026	102.31

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-735.000</b>	<b>GEN GOV: POSTAGE</b>				
1521	CHASE CARDMEMBER SERVICE	101-VOTER POSTCARD STAMPS	3/09/26-4/08/26	04/08/2026	244.00
1840	PIT BOWES BANK INC PURCH. PWR	101- PREPAY #35873793 POSTAGE METER	APR 2026	03/26/2026	1,000.00
<b>101-261-801.001</b>	<b>GEN GOV: PROF SERVICES</b>				
2284	HUBBELL ROTH & CLARK INC	101-WATER SYSTEM IMPROVEMENTS	0236374	03/25/2026	1,673.30
<b>101-261-804.000</b>	<b>GEN GOV: LEGAL SERVICES</b>				
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53501	03/31/2026	3,277.50
<b>101-261-805.000</b>	<b>GEN GOV: AUDITING</b>				
1014	PLANTE & MORAN PLLC	101-PROGRESS BILLING AUDIT 2025	10644587	03/23/2026	50,000.00
1014	PLANTE & MORAN PLLC	101-ACCT SERVICES PER ENGAGEMENT LETTER	10644587	03/23/2026	5,000.00
<b>101-261-830.000</b>	<b>GEN GOV: GEN INSURANCE</b>				
1080	MML WORKERS' COMP FUND	101-5550950-24 AUDIT PREM 7/1/24-6/30/25	825208	03/25/2026	777.00
1080	MML WORKERS' COMP FUND	101-ACT CTR 5550950-24 AUDIT PREM 7/1/24-6/30/25	825208	03/25/2026	148.00
<b>101-261-850.001</b>	<b>GEN GOV: PHONE SERVICE</b>				
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X041	04/06/2026	23.71
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X041	04/06/2026	47.08
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429260323	03/23/2026	271.96
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
4619	OAKLAND COUNTY TIMES	101-ADVERTISING	20270430_HIGHLA	04/08/2026	1,500.00
2375	USA TODAY MEDIA CORP	101-SYNOPSIS-TWP BOARD	0007631635	03/31/2026	111.28
<b>101-261-900.002</b>	<b>GEN GOV: PRINTING</b>				
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-NATURALLY CONNECTED MAGAZINE	81813	04/08/2026	9,673.24
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
2216	COMCAST	101-3550 DUCK LK RD 0310657	05032026 0310657	04/01/2026	206.95
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-WOTA	202166386236	03/24/2026	493.82
1375	CONSUMERS ENERGY	101-3550 DUCK LK RD BUILDING	202166386237	03/24/2026	133.73
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP	206170769355	03/24/2026	460.99
1005	DTE ENERGY	101-STREETLIGHTS 9100-4056-3462	200246359397	04/01/2026	6,191.48
<b>101-261-936.000</b>	<b>GEN GOV: 205 N. JOHN MAINT</b>				
5176	AMERICAN EXPRESS	101-FLAGPOLE MOUNT	03/26/2026 81004	03/26/2026	79.98
5176	AMERICAN EXPRESS	101-RETURN	03/26/2026 81004	03/26/2026	36.52-
5176	AMERICAN EXPRESS	101-BATTERY/CHARGER/PWR OUTLET	03/26/2026 81004	03/26/2026	274.45
1521	CHASE CARDMEMBER SERVICE	101-EQUIPMENT REPAIR	3/09/26-4/08/26	04/08/2026	152.60
1077	DOORS OF PONTIAC	101-DOOR REPAIR-DUCK LAKE RD BLDG	123466514	02/13/2026	358.00
2596	FIVE STAR ACE	101-EQUIPMENT REPAIR	34031	03/27/2026	36.84
9208	HIGHLAND SUPPLY INC.	101-PAPER PLATES	INV131083	04/10/2026	47.09
9026	MAHER FEED & PET SUPPLY	101-GRASS SEED	4925	04/08/2026	239.97
9026	MAHER FEED & PET SUPPLY	101-STRAW	4928	04/09/2026	27.98
1642	PETER'S TRUE VALUE HARDWARE	101-TWP SIGN REPAIR	K81809	04/10/2026	10.58
1457	STEVE'S LOCKSMITH	101-KEYS DUPLICATED	260804-1	04/08/2026	60.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-936.005</b>	<b>GEN GOV: 3550 N DUCK LK MAINT</b>				
1521	CHASE CARDMEMBER SERVICE	101-PLAYSET REPAIR	3/09/26-4/08/26	04/08/2026	7.59
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2275	03/31/2026	65.00
2692	WEX BANK	101-GAS FOR TWP VEHICLE	111592723	03/31/2026	933.35
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	3/09/26-4/08/26	04/08/2026	200.13
1521	CHASE CARDMEMBER SERVICE	101-ADOBE	3/09/26-4/08/26	04/08/2026	190.67
2021	GRACON SERVICES INC.	101-HPE ARUBA INSTANT BLUETOOTH	16908	03/23/2026	487.52
2021	GRACON SERVICES INC.	101-CISCO DUO ESSENTIALS EDITION	16924	04/02/2026	65.70
<b>101-261-955.000</b>	<b>GEN GOV: MISCELLANEOUS</b>				
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-TWP	85069391	03/23/2026	66.45
<b>101-261-971.001</b>	<b>GEN GOV: COMP CAP OUTLAY</b>				
5176	AMERICAN EXPRESS	101-COMPUTERS MONITORS	03/26/2026 81004	03/26/2026	269.97
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	3/09/26-4/08/26	04/08/2026	169.96
Total GENERAL GOVERNMENT:					86,189.84
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	260970063700	04/07/2026	1,745.34
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	260970063700	04/07/2026	12,123.63
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	260970063700	04/07/2026	494.86
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	260970063700	04/07/2026	1,685.09
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	002075063935	04/01/2026	44.80
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	002075063935	04/01/2026	227.66
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	002075063935	04/01/2026	155.66
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	002075063935	04/01/2026	977.01
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	002075063935	04/01/2026	41.21
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	05/01/26-05/31/26	04/02/2026	1,582.77
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	05/01/26-05/31/26	04/02/2026	278.32
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	05/01/26-05/31/26	04/02/2026	27.80
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	05/01/26-05/31/26	04/02/2026	459.52
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP COBRA	05/01/26-05/31/26	04/02/2026	55.60
Total GENERAL GOVERNMENT PERSONNEL B:					19,899.27
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	03/18/2026-04/07/2	04/07/2026	673.94

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
4689	KINJORSKI, JODY ALLEN	101-INSPECTIONS	03/18/2026-04/07/2	04/07/2026	184.00
<b>101-371-820.000</b>	<b>BLDG: DUES/ED/TRAVEL/SOFTWARE</b>				
5077	KESSLER, GERALD	101-REIMBURSE FOR MI BLDG PLAN REVIEWER LICENS	04062026	04/06/2026	100.00
Total BUILDING:					957.94
<b>CEMETERY</b>					
<b>101-567-935.000</b>	<b>CEMETERY: SEXTON</b>				
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	APR 2026	03/26/2026	4,360.00
Total CEMETERY:					4,360.00
<b>SOCIAL SERVICES</b>					
<b>101-670-967.005</b>	<b>SOC SERV: CDBG EXPENSES</b>				
2314	WEST. OAKLAND MEALS ON WHEELS	101-CDBG - MEALS ON WHEELS	03182026	03/18/2026	6,232.00
Total SOCIAL SERVICES:					6,232.00
<b>ACTIVITY CENTER</b>					
<b>101-672-820.000</b>	<b>ACTIVITY CTR: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-NOTARY SUPPLIES-BEY	3/09/26-4/08/26	04/08/2026	168.20
<b>101-672-850.000</b>	<b>ACTIVITY CTR: PHONE SERVICE</b>				
9090	NET EXPRESS VOIP	101-PHONE SERVICE-ACT CTR	429260323	03/23/2026	65.41
<b>101-672-850.001</b>	<b>ACTIVITY CTR: INTERNET SERVICE</b>				
1521	CHASE CARDMEMBER SERVICE	101-DIRECTV	3/09/26-4/08/26	04/08/2026	123.99
<b>101-672-850.002</b>	<b>STEEPLE HALL: INTERNET SERVICE</b>				
2216	COMCAST	101-STEEPLE HALL 8529 10 157 0100876	05082026 0100876	03/26/2026	296.64
<b>101-672-900.000</b>	<b>ACTIVITY CTR: ADVERT./PRINTING</b>				
4619	OAKLAND COUNTY TIMES	101-ADVERTISING-ACT CTR	20270430_HIGHLA	04/02/2026	1,500.00
7376	PENS.COM	101-ACTIVITY CENTER- PENS	114579470	03/22/2026	1,308.83
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-209 N JOHN ST-ACT CTR	202166386239	03/24/2026	345.32
1005	DTE ENERGY	101-209 N JOHN ACT CTR 910008266702	04092026 66702	04/10/2026	544.10
<b>101-672-920.002</b>	<b>STEEPLE HALL: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL	202166386238	03/24/2026	387.47
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO	101- H/C COOLER-ACTIVITY CTR.	31880254	03/31/2026	12.00
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-ACTIVITY CTR.	85069393	03/23/2026	164.80
<b>101-672-936.002</b>	<b>STEEPLE HALL: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO	101-H/C COOLER-STEEPLE HALL	31878644	03/31/2026	12.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ACTIVITY CENTER:					4,928.76
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-820.000 PLNG: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-APA MEMBERSHIPS/WEBINARS-CORWIN	3/09/26-4/08/26	04/08/2026	936.70
Total PLANNING & ORDINANCE:					936.70
<b>ZONING BOARD OF APPEALS (ZBA)</b>					
<b>101-702-900.000 ZBA: ADVERTISING</b>					
2375	USA TODAY MEDIA CORP	101-LEGAL ADVERTISEMENT-ZBA	0007631635	03/31/2026	283.84
Total ZONING BOARD OF APPEALS (ZBA):					283.84
<b>PLANNING COMMISSION</b>					
<b>101-703-900.000 PLNG COMM: ADVERTISING/PRTG</b>					
9077	21ST CENTURY MEDIA-MICHIGAN	101-REZONE ONEIL	MIA38136	03/31/2026	341.50
Total PLANNING COMMISSION:					341.50
<b>PARKS</b>					
<b>101-751-729.001 PARKS: VETERAN'S PARK</b>					
2419	ROCK BOTTOM STONE SUPPLY	101-COBBLESTONE-VETERANS PARK	0025776434-001	03/25/2026	122.00
2419	ROCK BOTTOM STONE SUPPLY	101-COBBLESTONE-VET PARK	0025795622-001	03/26/2026	61.00
2419	ROCK BOTTOM STONE SUPPLY	101-UNILOCK POLYBIND-VET PARK	0025795622-001	03/26/2026	247.24
2419	ROCK BOTTOM STONE SUPPLY	101-LIMESTONE-VET PARK	0025819909-001	03/27/2026	78.00
2419	ROCK BOTTOM STONE SUPPLY	101-LIMESTONE-VET PARK	0025822735-001	03/27/2026	78.00
2419	ROCK BOTTOM STONE SUPPLY	101-LIMESTONE-VETERANS PARK	0025828530-001	03/27/2026	78.00
2419	ROCK BOTTOM STONE SUPPLY	101-LIMESTONE-VETERANS PARK	0025831164-001	03/27/2026	23.00
<b>101-751-729.002 PARKS: HICKORY RIDGE</b>					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	4158	03/26/2026	125.00
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK W/FUEL SURCHARGE	4223	04/01/2026	135.00
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	4158	03/26/2026	175.00
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP W/FUEL SURCH	4223	04/01/2026	185.00
<b>101-751-729.006 PARKS: CHILL AT THE MILL</b>					
2382	J.W. FIELD LANDSCAPE SUPPLIES	101-MULCH-CHILL AT THE MILL	19230	03/27/2026	3,080.00
2382	J.W. FIELD LANDSCAPE SUPPLIES	101-MULCH-CHILL AT THE MILL	19240	04/01/2026	860.00
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	4158	03/26/2026	125.00
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL W/FUEL SURCHARGE	4223	04/01/2026	135.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-751-801.006 PARKS: FIREWORKS</b>					
6518	ACE PYRO LLC	101-RED WHITE BLUE FIREWORKS DEPOSIT	11061	03/09/2026	10,000.00
Total PARKS:					15,507.24
Total GENERAL FUND:					154,943.79
<b>ROAD FUND</b>					
<b>ROAD</b>					
<b>203-596-959.000 METRO AUTHORITY EXP</b>					
2158	ROAD COMMISSION FOR O.C.	203-TRAFFIC SIGNAL MAINT.	10249	02/28/2026	3.44
Total ROAD:					3.44
Total ROAD FUND:					3.44
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE-GREEN MA	260970055007	04/07/2026	305.55
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	260970063700	04/07/2026	11,309.72
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	002075063935	04/01/2026	255.50
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	002075063935	04/01/2026	957.90
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	002075063935	04/01/2026	90.42
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	002075063935	04/01/2026	41.22
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	05/01/26-05/31/26	04/02/2026	201.96
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	05/01/26-05/31/26	04/02/2026	27.80
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	05/01/26-05/31/26	04/02/2026	1,535.55
<b>206-336-722.010 FIRE: INSTRUCTOR TRAINING</b>					
9088	BECKER, MICHAEL	206-REIMBURSE MILEAGE STAFF/COMMAND-BECKER	03222026	03/22/2026	324.44
<b>206-336-727.000 FIRE: SUPPLIES</b>					
5176	AMERICAN EXPRESS	206-SHOE POLISH/OUTLET/CHARGER/TABLET HOLDER	03/26/2026 81004	03/26/2026	187.29
1103	AUTO VALUE MILFORD	206-OIL DRI	02721123490	01/17/2026	152.94
1103	AUTO VALUE MILFORD	206-OIL DRI	02721124892	02/06/2026	859.50
7996	GEORGE, NICHOLAS	206-STN1 RACK	04132026	04/13/2026	95.39
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV129328	03/23/2026	86.00
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV130588	04/06/2026	206.79
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	86139379	03/19/2026	20.09
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	86139380	03/19/2026	213.41
1132	LINDE GAS & EQUIPMENT INC	206-EMS OXYGEN	55660197	03/23/2026	95.72

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-732.000 FIRE: UNIFORMS</b>					
5176	AMERICAN EXPRESS	206-STORK PINS	03/26/2026 81004	03/26/2026	72.60
1521	CHASE CARDMEMBER SERVICE	206-BOOTS-FOTOPOULOUS	3/09/26-4/08/26	04/08/2026	200.80
<b>206-336-750.000 FIRE: VEHICLE GAS/OIL</b>					
1103	AUTO VALUE MILFORD	206-2025 DODGE RAM (B-2) PUMP OIL	02721128781	03/30/2026	29.78
1103	AUTO VALUE MILFORD	206-2007 PIERCE (E3)- OIL	02721129159	04/04/2026	23.58
4883	BOSSMANS DIESEL REPAIR LLC	206-2014 (RESCUE 213) FORD F450 OIL	945	03/25/2026	603.43
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	111592723	03/31/2026	3,944.88
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	111592723	03/31/2026	85.85-
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	111592723	03/31/2026	201.49
<b>206-336-801.001 EMS: PROFESSIONAL SERVICES</b>					
5300	AMBULANCE BILLING NETWORK	206-EMS BILLING SERVICE FEE	HTM 25-12	03/30/2026	993.44
5300	AMBULANCE BILLING NETWORK	206-EMS BILLING SERVICE FEE	HTM 26-01	03/30/2026	1,010.11
5300	AMBULANCE BILLING NETWORK	206-EMS BILLING SERVICE FEE	HTM 26-02	03/30/2026	1,555.51
5300	AMBULANCE BILLING NETWORK	206-EMS BILLING SERVICE FEE	HTM 26-03	04/08/2026	1,499.99
<b>206-336-806.001 FIRE: COMPUTERS/SOFTWARE</b>					
1521	CHASE CARDMEMBER SERVICE	206-CHATGPT SUBSCRIPTION	3/09/26-4/08/26	04/08/2026	1,200.00
<b>206-336-820.000 FIRE: DUES &amp; EDUCATION</b>					
2020	BONHAM, GARY	206-BONHAM-IC CONFERENCE	03262026	03/26/2026	307.30
7501	BRIGHTON AREA FIRE AUTHORITY	206-FFI & FFII & EMT-WILLS	0000000742	03/30/2026	4,000.00
7501	BRIGHTON AREA FIRE AUTHORITY	206-FFI & FFII-CLEVELAND	0000000742	03/30/2026	2,500.00
1521	CHASE CARDMEMBER SERVICE	206-EMSIC CONF HOTEL-GEORGE	3/09/26-4/08/26	04/08/2026	374.60
1521	CHASE CARDMEMBER SERVICE	206-EMSIC CONF HOTEL-BONHAM	3/09/26-4/08/26	04/08/2026	374.60
1521	CHASE CARDMEMBER SERVICE	206-OFFICER MEETING	3/09/26-4/08/26	04/08/2026	70.20
1521	CHASE CARDMEMBER SERVICE	206-MENTAL HEALTH CONF-GEORGE	3/09/26-4/08/26	04/08/2026	200.00
1521	CHASE CARDMEMBER SERVICE	206-SMEMSIC CONF/MEMBERSHIP-BONHAM	3/09/26-4/08/26	04/08/2026	499.00
<b>206-336-830.000 FIRE: INSURANCE/BONDS</b>					
1080	MML WORKERS' COMP FUND	206-5550950-24 AUDIT PREM 7/1/24-6/30/25	825208	03/25/2026	1,860.00
<b>206-336-890.000 FIRE: PUBLIC EDUCATION</b>					
5176	AMERICAN EXPRESS	206-PUBLIC ED SUPPLIES	03/26/2026 81004	03/26/2026	517.77
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X041	04/06/2026	90.03
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X041	04/06/2026	23.71
9027	AT&T MOBILITY	206-IPADS	287287294406X041	04/06/2026	422.89
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	05022026 0170820	04/01/2026	212.85
1375	CONSUMERS ENERGY	206-2550 E WARDLOW-FS2	202077421974	03/23/2026	972.52
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND FS1	204747090600	03/25/2026	1,325.02
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	206259737985	03/24/2026	388.40
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	03202026 05909	03/24/2026	2,309.01
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	04062026 06488	04/07/2026	1,418.95
9090	NET EXPRESS VOIP	206-STATION PHONE	1605260323	03/23/2026	115.81

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
1103	AUTO VALUE MILFORD	206-2024 DODGE 1500 (FM-1)- WIPER BLADES	02721123733	01/21/2026	35.98
1103	AUTO VALUE MILFORD	206-GEAR OIL	02721123946	01/24/2026	11.98
1103	AUTO VALUE MILFORD	206-STORE RETURN	02721124390	01/30/2026	333.77-
1103	AUTO VALUE MILFORD	206-STATION 1 DIESEL DRUM	02721124580	02/02/2026	331.49
1103	AUTO VALUE MILFORD	206- STORE RETURN	02721125154	02/10/2026	4.79-
4883	BOSSMANS DIESEL REPAIR LLC	206-2019 FORD E450 (R212) SUSPENSION	929	03/19/2026	300.00
4584	BRIAN'S YELLOW ENGINE SHOP INC	206-2022 RAUSENBAURER (E2) DOT	11993	03/19/2026	788.72
4499	EMERGENCY VEHICLES PLUS	206-2014 FORD F450 (R211) LEAK STRUTS	002182	03/30/2026	3,289.47
7285	GREEN OAK TIRE INC	206-2019 FORD (R212) REBALANCE	1-152519	03/20/2026	60.00
7285	GREEN OAK TIRE INC	206-2004 GMC (B3) TIRE	1-152598	03/27/2026	1,050.00
5114	RELIANT FIRE APPARATUS OF MI	206-2014 FORD (R213) TAIL LIGHT	INV-MI-7135	03/31/2026	245.00
5114	RELIANT FIRE APPARATUS OF MI	206-2014 FORD (R211) REVERSE LIGHT	INV-MI-7135	03/31/2026	182.00
5114	RELIANT FIRE APPARATUS OF MI	206-SHIPPING AND FREIGHT	INV-MI-7135	03/31/2026	18.99
<b>206-336-936.000 FIRE: BLDG MAINT/REPAIR</b>					
5176	AMERICAN EXPRESS	206-RETURN LIGHTING	03/26/2026 81004	03/26/2026	158.14-
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
5176	AMERICAN EXPRESS	206-BATTERY	03/26/2026 81004	03/26/2026	49.99
9262	MES SERVICE COMPANY LLC	206-SCBA MAINTENANCE	IN2466602	03/20/2026	5,570.21
<b>206-336-955.000 FIRE: MISC EXPENSE</b>					
1521	CHASE CARDMEMBER SERVICE	206-STRUCTURE FIRE FOOD	3/09/26-4/08/26	04/08/2026	139.49
<b>206-336-967.000 FIRE: NEW PROJECTS</b>					
5837	SAIFEE SIGNS & GRAPHICS	206-STA1-PROBY SIGN	29518	03/18/2026	215.00
Total FIRE:					57,991.23
Total FIRE FUND:					57,991.23
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO	207-COOLER	31879864	03/31/2026	4.00
1839	ABSOPURE WATER CO	207-5 GALLON WATER	85069392	03/23/2026	53.35
5176	AMERICAN EXPRESS	207-H/C WATER DISPENSER	03/26/2026 81004	03/26/2026	119.99
1375	CONSUMERS ENERGY	207-165 N JOHN ST	202166386235	03/24/2026	194.00
9026	MAHER FEED & PET SUPPLY	207-GRASS SEED	4925	04/08/2026	79.99
<b>207-301-955.000 POLICE: MISCELLANEOUS</b>					
6578	SPECTRUM CONSTRUCTION CO.	207-REPLACE DOOR-CENTRAL BLVD	02262026	02/26/2026	1,862.00
<b>207-301-971.001 POLICE: EQUIP CAP OUTLAY</b>					
1521	CHASE CARDMEMBER SERVICE	207-REFUND NEW OFFICE FURNITURE	3/09/26-4/08/26	04/08/2026	251.34-

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total POLICE:					2,061.99
Total POLICE FUND:					2,061.99
<b>FIRE CAPITAL FUND</b>					
<b>FIRE</b>					
<b>402-336-971.002 CAPITAL EQUIPMENT</b>					
9205	DIGICOM GLOBAL INC	402-NEW PAGERS	9884	03/09/2026	8,739.72
Total FIRE:					8,739.72
Total FIRE CAPITAL FUND:					8,739.72
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-702.001 DDA: DIRECTOR</b>					
1080	MML WORKERS' COMP FUND	494-5550950-24 AUDIT PREM 7/1/24-6/30/25	825208	03/25/2026	37.00
<b>494-729-712.000 DDA: HEALTH/DENTL/LIFE/DIS INS</b>					
1967	MUTUAL OF OMAHA	494-LIFE,DENTAL,DISAB. INS. DDA	002075063935	04/01/2026	62.82
9094	STANDARD INSURANCE CO.	494-DENTAL INSURANCE-DDA	05/01/26-05/31/26	04/02/2026	111.36
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-ADOBE/ZOOM/CONSTANT CONTACT	3/09/26-4/08/26	04/08/2026	154.44
<b>494-729-808.000 DDA: MARKETING CONSULTANT</b>					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2040	03/02/2026	500.00
<b>494-729-820.000 DDA: DUES/ED/TRAVEL</b>					
1364	MICHIGAN DOWNTOWN ASSOCIATION	494-SUMMER WORKSHOP-BLASCYK	E3640	03/30/2026	75.00
<b>494-729-850.000 DDA: WEBSITE</b>					
1521	CHASE CARDMEMBER SERVICE	494-WEBSITE	3/09/26-4/08/26	04/08/2026	110.00
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	494-LITTLE CONDUCTORS DEPOSIT	3/09/26-4/08/26	04/08/2026	50.00
1521	CHASE CARDMEMBER SERVICE	494-ALL TIME BOUNCE DEPOSIT	3/09/26-4/08/26	04/08/2026	50.00
1521	CHASE CARDMEMBER SERVICE	494-CHAMBERLIN PONY DEPOSITS	3/09/26-4/08/26	04/08/2026	720.00
1521	CHASE CARDMEMBER SERVICE	494-BANNER-PICKLE RUN	3/09/26-4/08/26	04/08/2026	101.85
<b>494-729-880.002 DDA: ECONOMIC RESTRUCTURING</b>					
1521	CHASE CARDMEMBER SERVICE	494-LDO GIFTS	3/09/26-4/08/26	04/08/2026	1,025.54
<b>494-729-880.004 DDA: ORGANIZATION</b>					
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK AD	3/09/26-4/08/26	04/08/2026	30.00
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
9090	NET EXPRESS VOIP	494-PHONE SERVICE DDA	429260323	03/23/2026	6.89

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DOWNTOWN DEVELOPMENT AUTHORITY:					3,034.90
Total DOWNTOWN DEVELOPMENT FUND:					3,034.90
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
5176	AMERICAN EXPRESS	702-RAFFLE TICKET DRUM	03/26/2026 81004	03/26/2026	49.99
5176	AMERICAN EXPRESS	702-LED STRIP CONNECTORS	03/26/2026 81004	03/26/2026	6.99
5176	AMERICAN EXPRESS	702-BINGO SET	03/26/2026 81004	03/26/2026	99.98
5301	BUHK, TOBIN	702-PRESENTATION	042726	04/27/2026	250.00
1521	CHASE CARDMEMBER SERVICE	702-FLINT INSTITUTE OF ART TICKETS	3/09/26-4/08/26	04/08/2026	125.00
1521	CHASE CARDMEMBER SERVICE	702-KIRK IN THE HILLS	3/09/26-4/08/26	04/08/2026	87.12
1521	CHASE CARDMEMBER SERVICE	702-REFUND CANCELLED FLINT INSTITUTE TRIP	3/09/26-4/08/26	04/08/2026	125.00-
1521	CHASE CARDMEMBER SERVICE	702-THE BASH	3/09/26-4/08/26	04/08/2026	180.16
1521	CHASE CARDMEMBER SERVICE	702-PIZZA/FOOD SUPPLIES	3/09/26-4/08/26	04/08/2026	163.85
1521	CHASE CARDMEMBER SERVICE	702-VAN RENTALS/PARKING-DETROIT OPERA HOUSE	3/09/26-4/08/26	04/08/2026	322.64
1521	CHASE CARDMEMBER SERVICE	702-MEIJER GARDEN TOUR	3/09/26-4/08/26	04/08/2026	1,301.40
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	833223944	03/30/2026	261.14
5177	MICHIGAN AVIAN EXPERIENCE	702-EAGLE ENCOUNTER	2199	01/01/2026	400.00
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1152	04/07/2026	1,380.00
2692	WEX BANK	702-GAS FOR HAAC TRIPS	111592723	03/31/2026	92.91
Total GENERAL GOVERNMENT:					4,596.18
Total HIGHLAND ADVISORY COUNCIL:					4,596.18
<b>POST-RETIREMENT BENEFITS</b>					
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>737-279-719.000 RETIREE OPEB EXPENSE</b>					
1178	BURKHART, LISA	737-RETIREE HEALTH REIMBURSEMENT	MAR 2026	03/26/2026	153.76
1181	KILEY, JUDITH A.	737-RETIREE DENTAL REIMBURSEMENT	02242026	02/24/2026	87.00
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	APR 2026	03/30/2026	165.00
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	MAR 2026	03/30/2026	386.43
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT-JAN/FEB INCRE	MAR 2026	03/30/2026	103.60
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	APR 2026	03/26/2026	422.83
1373	WAGNER, PATRICIA G.	737-RETIREE DENTAL REIMBURSEMENT	04072026	04/07/2026	158.40
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	APR 2026	04/13/2026	294.87
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	MAR 2026	03/26/2026	294.87

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total GENERAL GOVERNMENT PERSONNEL B:					2,066.76
Total POST-RETIREMENT BENEFITS:					2,066.76
<b>FLYNN DRIVE ROAD IMPROVEMENTS</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>779-255-956.000 FLYNN DR: DEDUCTIONS</b>					
2375	USA TODAY MEDIA CORP	779-FLYNN DRIVE- SAD	0007631635	03/31/2026	370.12
Total TRUST & AGENCY ADMIN:					370.12
Total FLYNN DRIVE ROAD IMPROVEMENTS:					370.12
Grand Totals:					233,808.13

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>ASSESSOR</b>					
<b>101-257-720.000 ASSESSING: CONTRACTUAL SVCS</b>					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	APR 2026	03/18/2026	12,059.00
Total ASSESSOR:					12,059.00
<b>GENERAL GOVERNMENT</b>					
<b>101-261-802.000 GEN GOV: PAYROLL PROCESSING</b>					
4868	ADP INC	101-PAYROLL SERVICES	716987541	03/27/2026	174.00
4868	ADP INC	101-TIME AND ATTENDANCE	717603988	04/03/2026	284.90
4868	ADP INC	101-PAYROLL SERVICES	718237460	04/10/2026	148.35
<b>101-261-900.001 GEN GOV: ADVERTISING</b>					
6278	TECHNOLOGY GALLERY LLC	101-DATA SERVICES	INV-212	04/01/2026	10.49
Total GENERAL GOVERNMENT:					617.74
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	03/18/2026-04/07/2	04/07/2026	2,761.76
8149	WATKINS III, MITCHELL	101-INSPECTIONS	03/18/2026-04/07/2	04/07/2026	2,986.62
Total BUILDING:					5,748.38
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES</b>					
2059	APPLIED INNOVATION	101-TONER-ACT CTR	3066092	02/12/2026	18.93
Total ACTIVITY CENTER:					18.93
Total GENERAL FUND:					18,444.05
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-937.000 FIRE: EQUIP MAINT</b>					
2059	APPLIED INNOVATION	206-COPIER CONTRACT	3108839	03/23/2026	121.20
2059	APPLIED INNOVATION	206-FREIGHT	3108839	03/23/2026	4.85
Total FIRE:					126.05

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total FIRE FUND:					126.05
<b>REFUSE FUND</b>					
<b>REFUSE</b>					
<b>227-526-801.000 REFUSE: CONTRACTOR</b>					
4887	PRIORITY WASTE LLC	227-MONTHLY CONTRACT-APR	INV1736869	04/01/2026	93,813.37
Total REFUSE:					93,813.37
Total REFUSE FUND:					93,813.37
Grand Totals:					112,383.47

**Payroll and Hand Check April 16, 2026 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 3/27/2026 & 4/10/2026	\$	71,481.69
General/Fire Payroll 3/27/2026 & 4/10/2026	\$	195,047.27
Equitable - Deferred Comp.	\$	2,500.00
Mission SQ - Deferred Comp.	\$	5,041.36
Flexible Savings Account	\$	1,465.30
Friend of the Court	\$	261.60
Highland Firefighters Assn	\$	1,140.00
Highland Firefighters Union Dues-Full-Time	\$	700.00
Highland Firefighters Union Dues-Part-Time	\$	650.00

Total GENERAL FUND:	173,387.84
Total ROAD FUND:	3.44
Total FIRE FUND:	58,117.28
Total POLICE FUND:	2,061.99
Total REFUSE FUND:	93,813.37
Total FIRE CAPITAL FUND:	8,739.72
Total DOWNTOWN DEVELOPMENT FUND:	3,034.90
Total HIGHLAND ADVISORY COUNCIL:	4,596.18
Total POST-RETIREMENT BENEFITS:	2,066.76
Total FLYNN DRIVE ROAD IMPROVEMENTS:	370.12
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Grand Totals:	346,191.60
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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
5308	ALLSTAR HOME SERVICES LLC	101-ESCROW/BUILDING	B26-00086	04/15/2026	500.00
4969	CORNERSTONE HOME IMPROVEMENTS	101-ESCROW/BUILDING	B26-00081	04/15/2026	125.00
6240	EARLY BIRD ROOFING	101-ESCROW/BUILDING	B25-00594	04/15/2026	250.00
7266	EASTBROOK CONSTRUCTION INC	101-ESCROW/BUILDING	B26-00120	04/15/2026	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00027	04/15/2026	60.00
4933	INSTALL PARTNERS	101-ESCROW/BUILDING	B25-00027	04/15/2026	125.00
4933	INSTALL PARTNERS	101-REINSPECTION FEE	B25-00027	04/15/2026	60.00-
5812	KEM AND ASSOCIATES INC.	101-ESCROW/BUILDING	B25-00581	04/15/2026	760.00
5174	MAPLE ROOFING CONSTRUCTION	101-ESCROW/BUILDING	B26-00112	04/15/2026	500.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B26-00008	04/15/2026	250.00
5303	MUDD, MERRILL J	101-ESCROW/BUILDING	B25-00516	04/15/2026	500.00
5304	NEIGHBORHOOD ROOFING CO INC	101-ESCROW/BUILDING	B26-00072	04/15/2026	250.00
5310	PERFORMANCE ROOFING AND SIDING	101-ESCROW/BUILDING	B26-00039	04/15/2026	250.00
7037	POWER HOME REMODELING GROUP LLC	101-ESCROW/BUILDING	B26-00142	04/15/2026	500.00
8394	R N CONSTRUCTION INC	101-ESCROW/BUILDING	B26-00077	04/15/2026	500.00
5307	TOP RAIL FENCE NORTHERN DETROIT	101-ESCROW/BUILDING	B25-00365	04/15/2026	125.00
<b>101-000-202.005 PLANNING ESCROW PAYABLES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SHEETZ	1085452	04/09/2026	93.00
<b>101-000-491.000 BUILDING PERMITS</b>					
4969	CORNERSTONE HOME IMPROVEMENTS	101-REFUND PERMIT FEES	PB26-0086	04/08/2026	108.80
Total :					<u>4,961.80</u>
<b>CLERK</b>					
<b>101-215-820.000 CLERK: DUES/ED/TRAVEL</b>					
3688	FLOWERS, TAMARA S.	101-REIMBURSE MILEAGE FOR MAMC CONF	04202026	04/20/2026	171.10
1370	OAKLAND COUNTY CLERKS ASSOC.	101-LUNCH AND LEARN-HOLCOMB	04152026	04/15/2026	30.00
1370	OAKLAND COUNTY CLERKS ASSOC.	101-LUNCH AND LEARN-FLOWERS	04162026	04/16/2026	25.00
Total CLERK:					<u>226.10</u>
<b>TREASURER</b>					
<b>101-253-820.000 TREAS: DUES/ED/TRAVEL</b>					
9152	MAERTENS, WENDY	101-REIMBURSE FOR MILEAGE TO TRI COUNTY CONF	04232026	04/23/2026	45.53
Total TREASURER:					<u>45.53</u>

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
6331	PITNEY BOWES INC	101- INK CARTRIDGE	1029327171	04/21/2026	265.58
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1085452	04/09/2026	170.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-METRONET	1085452	04/09/2026	124.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1085452	04/09/2026	465.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1085453	04/09/2026	2,448.00
<b>101-261-850.001 GEN GOV: PHONE SERVICE</b>					
2652	T-MOBILE	101-CELL PHONES - TWP.	04152026 28344	04/16/2026	55.02
<b>101-261-900.002 GEN GOV: PRINTING</b>					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-STICKY NOTES	81827	04/17/2026	211.50
<b>101-261-920.000 GEN GOV: UTILITIES</b>					
1005	DTE ENERGY	101-977 S HICKORY RIDGE CEMETERY 910008266330	04162026 66330	04/17/2026	17.41
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	04162026 66959	04/17/2026	17.86
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	04162026 67072	04/17/2026	594.85
1005	DTE ENERGY	101-501 N. MILFORD RD CEMETERY 910008267460	04162026 67460	04/17/2026	17.41
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	04162026 80059	04/17/2026	1,039.66
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	04162026 80661	04/17/2026	18.26
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	04162026 80786	04/17/2026	81.85
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	04162026 80885	04/17/2026	68.34
1005	DTE ENERGY	101-3570 N DUCK LK RD BUILDING 910008267205	04172026 67205	04/20/2026	452.56
<b>101-261-936.000 GEN GOV: 205 N. JOHN MAINT</b>					
7577	FIRE EQUIPMENT COMPANY INC.	101-EXTINGUISHER RECHARGE-TWP	139739	04/20/2026	61.00
2596	FIVE STAR ACE	101-MAINTENANCE	34129	04/17/2026	10.99
1065	HIGHLAND FEED & SUPPLY CO.	101-STRAW	4927	04/09/2026	13.99
1065	HIGHLAND FEED & SUPPLY CO.	101-STRAW	4930	04/14/2026	41.97
9208	HIGHLAND SUPPLY INC.	101-PAPER PLATES/PAPER TOWEL	INV131465	04/15/2026	164.67
9208	HIGHLAND SUPPLY INC.	101-CLOROX WIPES/MOP HANDLE	INV131669	04/16/2026	77.33
1642	PETER'S TRUE VALUE HARDWARE	101-HITCH PIN	K81853	04/14/2026	6.99
1642	PETER'S TRUE VALUE HARDWARE	101-CHAIN SHARPENING	K81954	04/21/2026	52.00
<b>101-261-936.004 GEN GOV: 250 W LIVINGSTN MAINT</b>					
7577	FIRE EQUIPMENT COMPANY INC.	101-EXTINGUISHER RECHARGE-250 W LIVINGSTON	139742	04/21/2026	38.00
<b>101-261-936.005 GEN GOV: 3550 N DUCK LK MAINT</b>					
1077	DOORS OF PONTIAC	101-DOOR REPAIR-DUCK LAKE RD BLDG	147601651	03/17/2026	2,886.35
<b>101-261-937.000 GEN GOV: VEHICLE OP MAINT</b>					
1506	GREAT LAKES ACE	101-TRUCK BED COATING	2396/71	04/16/2026	73.92
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
1283	BS&A SOFTWARE	101-BUILDING DEPT PERMIT APP SUBMISSION	167399	04/16/2026	492.00
1283	BS&A SOFTWARE	101-BUILDING DEPT ONLINE SERVICES	167399	04/16/2026	5,044.00
2021	GRACON SERVICES INC.	101-ANNUAL GSI DATA PROTECT CLOUD	16953	04/16/2026	85.64

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2021	GRACON SERVICES INC.	101-ANNUAL GSI CLOUD BACKUP	16953	04/16/2026	857.10
2021	GRACON SERVICES INC.	101-HPE TECH CARE BASIC ML350 GEN10	16959	04/22/2026	1,389.90
3056	HAMILL, RICK	101-REIMBURSE SAMS CLUB MEMBERSHIP	04162026	04/16/2026	50.00
<b>101-261-955.000 GEN GOV: MISCELLANEOUS</b>					
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-TWP	85095830	04/20/2026	54.55
2596	FIVE STAR ACE	101-WEST NILE PROGRAM	34130	04/18/2026	4,037.88
Total GENERAL GOVERNMENT:					21,486.08
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-711.000 GGP: DEFINED CONTRIBUTION PLAN</b>					
1350	EQUITABLE RETIREMENT	101-DEF CONTR APR 2026-ACT CTR PLAN #652977	6245688	04/16/2026	730.03
1350	EQUITABLE RETIREMENT	101-DEF CONTR APR 2026-IN-HOUSE PLAN #652977	6245688	04/16/2026	2,712.05
1350	EQUITABLE RETIREMENT	101-DEF CONTR APR 2026-TWP PLAN #652977	6245688	04/16/2026	1,154.16
<b>101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
1184	BURNHAM & FLOWER INSURANCE GP.	101-1ST QTR FSA ADMIN COST	BFG-1655699	04/16/2026	63.75
Total GENERAL GOVERNMENT PERSONNEL B:					4,659.99
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	4/8/2026-4/21/2026	04/21/2026	970.88
Total BUILDING:					970.88
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES</b>					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-BUSINESS CARDS-BEY	81907	04/14/2026	89.10
<b>101-672-850.000 ACTIVITY CTR: PHONE SERVICE</b>					
2652	T-MOBILE	101-CELL PHONE-ACT. CTR.	04152026 28344	04/16/2026	20.49
<b>101-672-900.000 ACTIVITY CTR: ADVERT./PRINTING</b>					
4000	CHARTER TOWNSHIP OF HIGHLAND	101-NATURALLY CONNECTED ADVERTISEMENT	50	04/13/2026	325.00
<b>101-672-920.002 STEEPLE HALL: UTILITIES</b>					
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL 91000828013	04162026 80133	04/17/2026	282.33
<b>101-672-936.000 ACTIVITY CTR: BUILDING MAINT</b>					
7577	FIRE EQUIPMENT COMPANY INC.	101-EXTINGUISHER RECHARGE-ACT CTR	139740	04/20/2026	31.00
2596	FIVE STAR ACE	101-CLEANER-ACT CTR	34128	04/17/2026	6.59
<b>101-672-936.002 STEEPLE HALL: BUILDING MAINT</b>					
7577	FIRE EQUIPMENT COMPANY INC.	101-EXTINGUISHER RECHARGE-STEEPLE HALL	139743	04/21/2026	62.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ACTIVITY CENTER:					816.51
<b>PLANNING COMMISSION</b>					
<b>101-703-820.000 PLNG COMM: DUES/ED/TRAVEL</b>					
1477	MICHIGAN ASSOCIATION OF PLNG.	101-MEMBERSHIP DUES 7/01/26-6/30/27-PLNG COMM	7/1/26-6/30/27 DUE	04/20/2026	775.00
Total PLANNING COMMISSION:					775.00
<b>PARKS</b>					
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
1506	GREAT LAKES ACE	101-DUCK LAKE PARK OPENING	2401/71	04/22/2026	33.91
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	04162026 67940	04/17/2026	58.71
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	04172026 66587	04/20/2026	20.70
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	04172026 66835	04/20/2026	17.41
Total PARKS:					130.73
Total GENERAL FUND:					34,072.62
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
1184	BURNHAM & FLOWER INSURANCE GP.	206-1ST QTR FSAADMIN COSTS	BFG-1655699	04/16/2026	36.25
<b>206-336-727.000 FIRE: SUPPLIES</b>					
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K81783	04/09/2026	35.45
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K81813	04/10/2026	87.99
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	86166331	04/10/2026	450.92
1132	LINDE GAS & EQUIPMENT INC	206-EMS OXYGEN	56005468	04/09/2026	789.14
1975	ULINE	206-BINS FOR NEW RESCUE	50610698	04/10/2026	275.53
<b>206-336-806.001 FIRE: COMPUTERS/SOFTWARE</b>					
2048	OAKLAND COUNTY MEDICAL CONTROL	206-WEBBSITE MEMBERSHIP	5217	04/09/2026	75.00
<b>206-336-890.000 FIRE: PUBLIC EDUCATION</b>					
5209	CARPENTER, LAURA	206-REIMBURSE PUB ED BINS	10410801009	04/09/2026	103.79
9187	POSITIVE PROMOTIONS INC	206-PUBLIC EDUC. SUPPLIES CUST#00794307-01	07708272	04/07/2026	1,984.28
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	05152026 0160011	04/12/2026	212.90
2216	COMCAST	206-510 CLYDE 0115262	06022026 0115262	04/20/2026	56.16
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	04152026 66207	04/16/2026	23.42

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
9284	AG ENGINEERING LLC	206-2025 DODGE RAM (B2) PANNEL GAUGE	04112026	04/11/2026	242.07
4584	BRIAN'S YELLOW ENGINE SHOP INC	206-2007 PIERCE (E1) COOLANT	12020	04/13/2026	462.27
Total FIRE:					4,835.17
Total FIRE FUND:					4,835.17
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-920.000 POLICE: UTILITIES</b>					
2216	COMCAST	207-165 N. JOHN 0179656	05242026 0179656	04/21/2026	162.95
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	04162026 66454	04/17/2026	569.62
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
7577	FIRE EQUIPMENT COMPANY INC.	207-EXTINGUISHER RECHARGE	139741	04/20/2026	61.00
2596	FIVE STAR ACE	207-MAINTENANCE	34122	04/16/2026	13.99
1065	HIGHLAND FEED & SUPPLY CO.	207-STRAW	4927	04/09/2026	55.96
Total POLICE:					863.52
Total POLICE FUND:					863.52
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>CEMETERY</b>					
<b>401-567-971.000 CEMETERY IMPROVEMENTS</b>					
1523	MILFORD FENCE LLC	401-HIGHLAND CEMETERY FENCE DEPOSIT	411261	04/11/2026	7,000.00
Total CEMETERY:					7,000.00
Total CAPITAL IMPROVEMENT FUND:					7,000.00
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-801.001 DDA: MASTER PLAN</b>					
5002	GIFFELS WEBSTER	494-MASTER PLAN	137395	04/09/2026	3,930.55
<b>494-729-880.001 DDA: PROMOTIONS</b>					
3152	KOPACKI, KRIS	494-INSTALL 5K SIGNS	2122	04/21/2026	120.00
3152	KOPACKI, KRIS	494-FRAME/INSTALL FOUNDERS DAY SIGNS	2124	04/21/2026	160.00
<b>494-729-880.002 DDA: ECONOMIC RESTRUCTURING</b>					
3152	KOPACKI, KRIS	494-INSTALL LADIES DAY OUT SIGNS	2125	04/21/2026	125.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>494-729-880.003</b>	<b>DDA: DESIGN</b>				
3152	KOPACKI, KRIS	494-INSTALL FIRE FIGHTER BANNERS	2123	04/21/2026	650.00
<b>494-729-880.004</b>	<b>DDA: ORGANIZATION</b>				
4619	OAKLAND COUNTY TIMES	494-ADVERTISING	2020430_HIGHLAN	04/22/2026	1,500.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					6,485.55
Total DOWNTOWN DEVELOPMENT FUND:					6,485.55
<b>WATER SYSTEM</b>					
<b>WATER</b>					
<b>591-536-993.001</b>	<b>INTEREST EXPENSE</b>				
1624	JP MORGAN CHASE BANK N.A	591-INTEREST PAYMENT	0006100878	04/10/2026	2,883.00
Total WATER:					2,883.00
Total WATER SYSTEM:					2,883.00
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>702-000-674.000</b>	<b>CONTRIBUTIONS</b>				
5320	LOVSE, ELAINE	702-REFUND CANCELLED TRIP	04142026	04/14/2026	200.00
Total :					200.00
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000</b>	<b>HAAC: DEDUCTIONS</b>				
4418	TWISS, TIMOTHY	702-PERFORMANCE	00012	01/12/2026	125.00
Total GENERAL GOVERNMENT:					125.00
Total HIGHLAND ADVISORY COUNCIL:					325.00
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000</b>	<b>DUCK LAKE: DEDUCTIONS</b>				
1005	DTE ENERGY	764-3261 RAMADA DR IRRIGATION 920009313643	04162026 13643	04/20/2026	516.81
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	04162026 91144	04/17/2026	268.40
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	04172026 07439	04/20/2026	150.60
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	04172026 13650	04/20/2026	579.96
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	04172026 13668	04/20/2026	754.43

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	04172026 43164	04/20/2026	721.94
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	04172026 75436	04/20/2026	96.81
Total TRUST & AGENCY ADMIN:					3,088.95
Total DUCK LAKE ASSOC:					3,088.95
<b>HIGHLAND LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	04152026 67338	04/16/2026	28.80
Total TRUST & AGENCY ADMIN:					28.80
Total HIGHLAND LAKE ASSOC:					28.80
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	04152026 80281	04/16/2026	13.50
Total TRUST & AGENCY ADMIN:					13.50
Total TAGGETT LAKE ASSOC:					13.50
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	04152026 80281	04/16/2026	10.61
Total TRUST & AGENCY ADMIN:					10.61
Total KELLOGG LAKE ASSOC:					10.61
<b>CHARLICK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	04152026 80414	04/16/2026	17.41
Total TRUST & AGENCY ADMIN:					17.41

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CHARLICK LAKE ASSOC:					17.41
<b>WOODRUFF LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>769-255-956.000 WOODRUFF LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	04152026 67676	04/16/2026	17.41
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	04152026 80547	04/16/2026	17.41
Total TRUST & AGENCY ADMIN:					34.82
Total WOODRUFF LAKE ASSOC:					34.82
Grand Totals:					59,658.95

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	MAR 2026	04/22/2026	385.50
1159	TREASURER	101-HIGHLAND HILLS-OAK CTY	MARCH 26	04/23/2026	143.50
1159	TREASURER	101-RIDGEWOOD-OAK CTY	MARCH2026	04/23/2026	222.50
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-HIGHLAND GREENS-HVS	MAR 2026	04/22/2026	1,542.00
1159	TREASURER	101-HIGHLAND HILLS-HVS	MARCH 26	04/23/2026	574.00
1159	TREASURER	101-RIDGEWOOD-HVS	MARCH2026	04/23/2026	890.00
Total :					3,757.50
<b>GENERAL GOVERNMENT</b>					
<b>101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA</b>					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	2115091	04/01/2026	823.00
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	3128250	04/13/2026	104.01
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	3128250	04/13/2026	66.12
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	3128250	04/13/2026	6.80
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	3128251	04/13/2026	129.17
Total GENERAL GOVERNMENT:					1,129.10
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-711.000 GGP: DEFINED CONTRIBUTION PLAN</b>					
1502	MISSIONSQUARE RET CLIENTS-109785	101-DEF CONTR APR 2026-ACT CTR PLAN #109785	6789179	04/15/2026	517.32
1502	MISSIONSQUARE RET CLIENTS-109785	101-DEF CONTR APR 2026-TWP PLAN #109785	6789179	04/15/2026	4,762.27
<b>101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004779594	04/20/2026	714.67
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004779594	04/20/2026	223.90
Total GENERAL GOVERNMENT PERSONNEL B:					6,218.16
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	4/8/2026-4/21/2026	04/21/2026	2,600.89
8149	WATKINS III, MITCHELL	101-INSPECTIONS	4/8/2026-4/21/2026	04/21/2026	1,420.13
Total BUILDING:					4,021.02

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000</b>	<b>ACTIVITY CTR: OFFICE SUPPLIES</b>				
2059	APPLIED INNOVATION	101-FREIGHT-ACT CTR	3135665	04/20/2026	16.20
Total ACTIVITY CENTER:					16.20
Total GENERAL FUND:					15,141.98
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-711.001</b>	<b>FIRE:DEFINED CONTRIBUTION F-T</b>				
1502	MISSIONSQUARE RET CLIENTS-109785	206-DEF CONTR APR 2026-FIRE PLAN #109785	6789179	04/15/2026	4,132.66
<b>206-336-712.001</b>	<b>FIRE:HEALTH/DENTAL/LIFE/DISINS</b>				
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004779612	04/20/2026	311.78
Total FIRE:					4,444.44
Total FIRE FUND:					4,444.44
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-711.000</b>	<b>DDA: DEFINED CONTRIBUTION PLAN</b>				
1502	MISSIONSQUARE RET CLIENTS-109785	494-DEF CONTR APR 2026-DDA PLAN #109785	6789179	04/15/2026	211.41
<b>494-729-712.000</b>	<b>DDA: HEALTH/DENTL/LIFE/DIS INS</b>				
9402	ASSURITY LIFE INSURANCE CO.	494-ASSURITY INSURANCE-DDA	4004779594	04/20/2026	218.49
Total DOWNTOWN DEVELOPMENT AUTHORITY:					429.90
Total DOWNTOWN DEVELOPMENT FUND:					429.90
Grand Totals:					20,016.32

**Payroll and Hand Check April 29, 2026 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 4/24/2026	\$	37,739.72
General/Fire Payroll 4/24/2026	\$	99,837.71
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	3,083.75
Flexible Savings Account	\$	720.15
Friend of the Court	\$	130.80
Highland Firefighters Assn	\$	1,105.00
Highland Firefighters Union Dues-Full-Time	\$	650.00
Highland Firefighters Union Dues-Part-Time		

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Total GENERAL FUND:	49,214.60
Total FIRE FUND:	9,279.61
Total POLICE FUND:	863.52
Total CAPITAL IMPROVEMENT FUND:	7,000.00
Total DOWNTOWN DEVELOPMENT FUND:	6,915.45
Total WATER SYSTEM:	2,883.00
Total HIGHLAND ADVISORY COUNCIL:	325.00
Total DUCK LAKE ASSOC:	3,088.95
Total HIGHLAND LAKE ASSOC:	28.80
Total TAGGETT LAKE ASSOC:	13.50
Total KELLOGG LAKE ASSOC:	10.61
Total CHARLICK LAKE ASSOC:	17.41
Total WOODRUFF LAKE ASSOC:	34.82
	<hr/>
Grand Totals:	79,675.27
	<hr/> <hr/>

## Julie Kabalka

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**From:** Renee Bowen  
**Sent:** Monday, April 27, 2026 11:32 AM  
**To:** Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick  
**Cc:** Julie Kabalka; Chantelle Green; Robin Orlando  
**Subject:** List of Bills dated 4/29/2026 additions

Hello, the following needs to be added to the List of Bills dated 4/29/2026:

1. ADP Fund 101 for \$167.25
2. Amex Fund 101 for \$555.41
3. Staples Fund 101 for \$244.91
4. Amex Fund 206 for \$64.92
5. DTE Fund 206 for \$2002.36
6. Amex Fund 494 for \$758.85
7. Amex Fund 702 for \$915.94
8. GFS Fund 702 for \$175.94

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

Checks will be processed and mailed this week.

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

Thank you,

*Renee Bowen*

Assistant Bookkeeper

248-887-3791 ext. 140

248-889-0988 Fax

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





**RESOLUTION #26-15 TO AUTHORIZE THE PLACEMENT OF SIGNAGE  
ON M-59 MEDIAN TO PRESERVE THE MILKWEED MILE AS A MONARCH COMMUNITY**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday May 4, 2026, at 6:30 p.m. in the Highland Township Auditorium:

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

Absent:

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

To approve the request presented by the Highland Township Supervisor to place two, (1 sided) 2' tall x 4' wide coroplast signs secured with metal fence posts within the M-59 median in Highland Township, per the attached diagrams, between the dates of June 1, 2026 through October 31, 2026. The signs are to mark a 'no mow zone' for our Milkweed Mile. Placement will follow MDOT guidelines to maintain clear vision in any turnarounds and any other requirements necessary.

This approval is granted through agreement with the Michigan Department of Transportation, Annual Community Events Permit #99023-115141-25-112525.

Yeas:

Nays:

Absent:

**RESOLUTION DECLARED APPROVED**

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

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

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting held on May 4, 2026

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

# Monarch Mile

HIGHLAND VALLEY SUB

Highland

Town Center Dr

Beach Farm Cir

Downey Lake

Springmill Rd

Harvey Lake Rd

Harvey Lake Rd









Eleanor Rd

Sign Placement ①

Sign Placement ②


MILKWEED WILE

50

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

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

 **OAKLAND COUNTY**  
 COUNTY OF OAKLAND  
 David Coulter  
 Oakland County Executive

Date Created: 10/5/2020  
 NORTH  
 1 Inch = 400 Feet



**RESOLUTION #26-16 TO AUTHORIZE THE PLACEMENT OF SIGNAGE  
ON M-59 MEDIAN FOR FIREWORKS DISPLAY**

At a regular public meeting of the Highland Township Board of Trustees, held Monday, May 4, 2026, at 6:30 p.m.:

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

Absent:

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

To approve the request presented by the Highland Township Supervisor to place two, (2 sided) 3' tall x 4' wide coroplast signs secured with metal fence posts within the M-59 median in Highland Township, per the attached diagrams, between the dates of June 14 – June 29, 2026 for the purpose of advertising the Fireworks Display. Placement will follow MDOT guidelines to maintain clear vision in turnarounds and any other requirements necessary.

This approval is granted through agreement with the Michigan Department of Transportation, Annual Community Events Permit #99023-115141-25-112525.

Yeas: \_\_\_\_\_,

Nays:

Abstain:

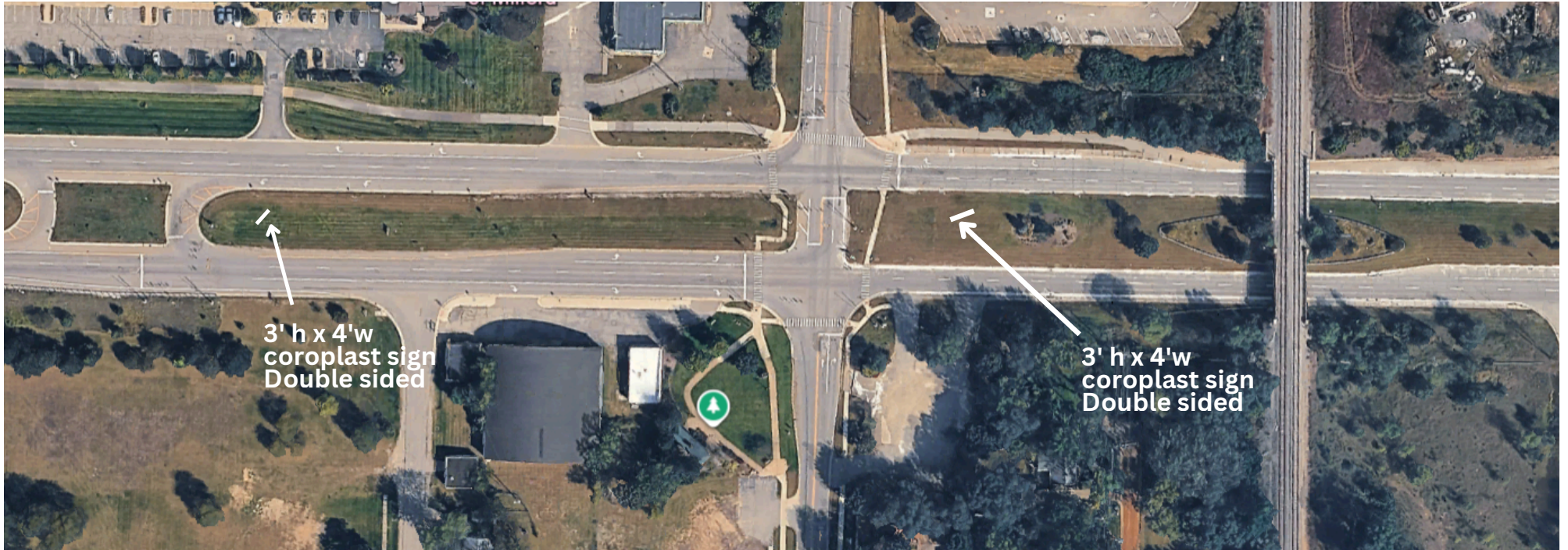
**RESOLUTION DECLARED ADOPTED**

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

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

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting held on May 4, 2026.

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



3' h x 4'w  
coroplast sign  
Double sided

3' h x 4'w  
coroplast sign  
Double sided



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: May 4, 2026

Re: Recommendation for Appointments for Board of Review

---

I recommend that we appoint Donna Charlick to the Board of Review from an Alternate Position to Board of Review: Member Position with a term, expiring on December 31, 2026.

I also recommend that we appoint Cynthia Dane to an alternate position, with a term expiring on December 31, 2026

Board of Review Member position: Donna Charlick

Board of Review Alternate position: Cynthia Dane

Thank you for considering this recommendation.

*Warm inside. Great outdoors.*





## Charter Township of Highland - Fire Department

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

April 20<sup>th</sup> 2026

This correspondence confirms that I have reviewed and approved two fireworks display applications submitted by Ace Pyro, LLC, for events in Highland Township and White Lake.

This approval is subject to receiving the Michigan Department of Natural Resources' approval of the Marine Special Event application and Permit for the White Lake event.

The approved display locations and scheduled dates are as follows:

**Highland Township**

305 N. John Street

Display Date: June 29, 2024

Rain Date: June 30, 2024

**White Lake Citizens League – White Lake**

Display Date: June 27, 2026

Rain Date: June 28, 2026

Please ensure that all applicable safety regulations and permit requirements are adhered to for each event.

Should you have any questions or require additional information, please do not hesitate to contact me.

Respectfully,

Shawn Bell  
Fire Marshal  
Charter Township of Highland  
248-887-3791 x 142  
Firemarshal@htfd.com



**Charter Township of Highland**  
205 N. John Street  
Highland, MI 48357  
248.887.3791 p  
248.889.0988 f  
highlandtwp.net

### Fireworks Display Application

Applicant: Chris Renema Phone: (313) 801-5787  
Pyrotechnic Company: Ace Pyro LLC  
Display Operator: Josh Meaninch  
Display Location: John St. Park Proposed Date: 6-27-26

#### Permit Requirements (include with the application):

- Permit Fee: \$500.00 (Five Hundred dollars) payable to Charter Township of Highland.
- Michigan Department of Licensing: Completed application for Fireworks Other Than Consumer Low Impact.
- Alcohol, Tobacco, Firearms and Explosives: Federal Explosives License / Permit (18 U.S.C Chapter 40) 54-User of Explosives.
- Alcohol, Tobacco, Firearms and Explosives: Notice of Clearance for Individuals transporting, shipping, receiving, or possessing explosive materials (employees involved in fireworks display operations shall be listed on this license).
- Alcohol, Tobacco, Firearms and Explosives: Responsible Person Letter of Clearance
- Certificate of Insurance:
- Display Inventory: Include Mortar size
- Diagram/Site Plan: Of the location at which the display will be conducted. The submitted plan shall include the following information:
  - Site from which the fireworks will be discharged.
  - Dimensions of the discharge site.
  - The location of buildings, highways, overhead obstructions and utilities.
  - Spectator viewing area.
  - Fallout area.
  - Separation distances from mortars to spectators, for land or water displays.
- NEPA 1123: The applicant shall be familiar with this document and the International Fire Code, 2015 requirements.
- Fireworks Display Operator and Crew List: Shall be provided to the Fire Department prior to any scheduled fireworks display.
- Written Disposal Instructions: Shall be provided to the Fire Department
- Hold Harmless/Indemnification Agreement: Shall be signed and returned to the Fire Department

An on-site inspection is required prior to the issuance of the Fireworks Display Permit. Twenty-four hour notice is required to schedule an inspection.

Application reviewed by: [Signature] Date: 4/21/26

Complete / Incomplete

*Warm inside. Great outdoors.*



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

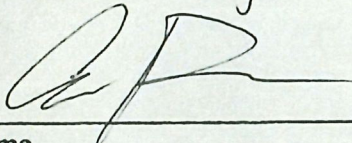
SB

**CHARTER TOWNSHIP OF HIGHLAND**

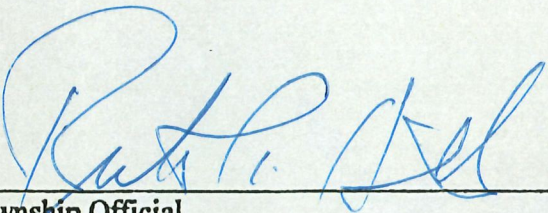
205 North John Street  
Highland, MI 48357

**Hold Harmless Agreement**

To the fullest extent permitted by law, Ace Pyro LLC agrees to defend, pay on behalf of, indemnify, and hold harmless the Charter Township of Highland, its elected and appointed officials, employees and volunteers, and others working on behalf of the Charter Township of Highland against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Charter Township of Highland by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the fireworks event Highland 2026.

  
\_\_\_\_\_  
Name

4-1-26  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Township Official

4-22-2026  
\_\_\_\_\_  
Date

# Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY  
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256  
Compliance: Voluntary  
Penalty: Permit will not be issued

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

**TYPE OF PERMIT(S) (Select all applicable boxes)**

- Agricultural or Wildlife Fireworks  
 Public Display  
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes  
 Articles Pyrotechnic  
 Display Fireworks  
 Private Display

NAME OF APPLICANT <i>Ace Pro LLC</i>		ADDRESS OF APPLICANT <i>9700 Burmeister Rd Manchester MI</i>	AGE (18 YEARS OR OLDER) OF APPLICANT <i>39</i>
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER <i>Chris Renema</i>		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER <i>9700 Burmeister Rd Manchester MI</i>	TELEPHONE NUMBER <i>48158</i>
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR <i>Chris Renema</i>		ADDRESS OF PYROTECHNIC OPERATOR <i>9700 Burmeister Rd Manchester MI</i>	AGE (18 YEARS OR OLDER) OF PYROTECHNIC OPERATOR <i>39</i>
NO. YEARS EXPERIENCE <i>20+</i>	NO. DISPLAYS <i>500+</i>	WHERE	
NAME OF ASSISTANT <i>Josh Meaninch</i>		ADDRESS OF ASSISTANT <i>9700 Burmeister Rd Manchester MI</i>	AGE OF ASSISTANT (18 YEARS OR OLDER) <i>45</i>
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT (18 YEARS OR OLDER)

EXACT LOCATION OF PROPOSED DISPLAY  
*Show will be shot between the ball fields at John st Park*

DATE OF PROPOSED DISPLAY  
*6-27-26*

TIME OF PROPOSED DISPLAY  
*10pm*

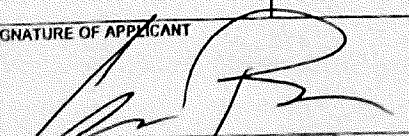
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT  
*Product to be stored at storage facility until day of show*

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)  
*1,000,000*

NAME OF BONDING CORPORATION OR INSURANCE COMPANY  
*Britton Gallagher*

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY  
*1375 E 9th Street 30th Floor Cleveland OH, 44114*

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
<i>120+</i>	<i>2.5in display Shells</i>
<i>300+</i>	<i>3in display Shells</i>
<i>100+</i>	<i>4in display Shells</i>
<i>60+</i>	<i>5in display Shells</i>
<i>8+</i>	<i>Display Cakes</i>

SIGNATURE OF APPLICANT  


DATE  
*4-1-26*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 216-658-7100      FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS: info@brittongallagher.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Third Coast Insurance Company	<b>NAIC #</b> 10713
<b>INSURED</b> Ace Pyro LLC 13001 E Austin Road Manchester MI 48158	<b>INSURER B :</b> Allianz Global Corporate & Specialty SE	
	<b>INSURER C :</b> HDI Global Specialty SE	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
<b>INSURER F :</b>		

**COVERAGES**

CERTIFICATE NUMBER: 1305881071

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			PYTP0000021-00	11/1/2025	11/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PYTA0000013-00	11/1/2025	11/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$			25ABEX0200	11/1/2025	11/1/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS      OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability #2			18HX3630	11/1/2025	11/1/2026	Each Occurrence \$5,000,000 Aggregate \$5,000,000 Total Excess Limits \$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement. Highland Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and Board members, including employees and volunteers thereof.

Event Location: From a field with a center point location 700' west of the intersection of North John Street and Ruggles St. in Highland Township, MI

Event Date: 06/27/2026

Rain Date: 6/28/2026

**CERTIFICATE HOLDER****CANCELLATION**

Charter Township of Highland  
 205 North John Street  
 Highland MI 48357  
 United States

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

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## Disposal Instructions

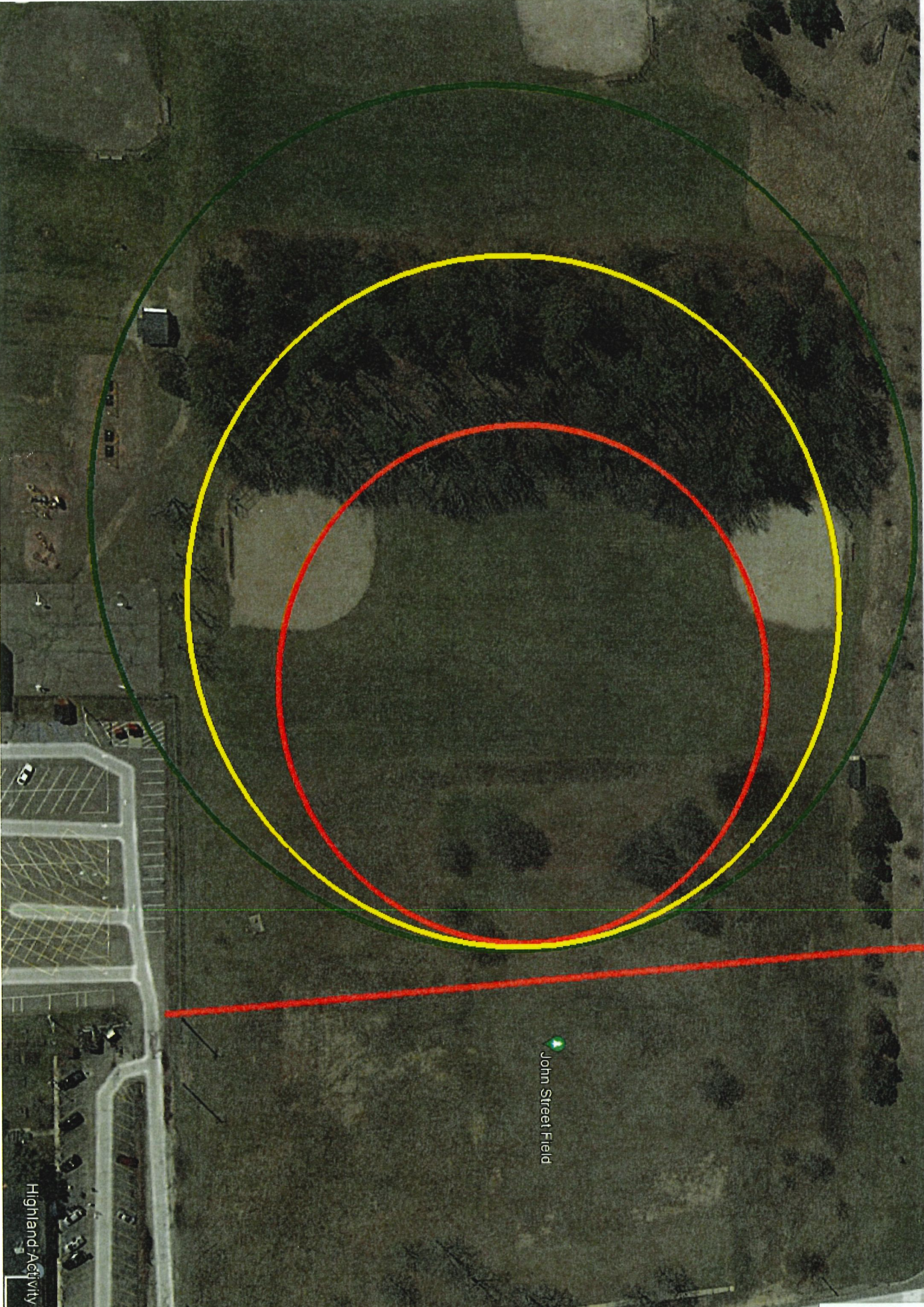
After the designated 30-minute cool down time after the show, the crew shall inspect all racks and cakes as well as the designated fallout zone for leftover product that failed. That product will then be repackaged in the appropriate placarded boxes and returned to the company's storage magazines that night for proper inspection and disposal if needed.



# out map

allout map for the highland fireworks display the circles are color coded by size and indicate fallout zones slightly larger than the nfpa 1123 recommended 70ft per inch of shell to make sure the racks are set on the most solid ground

BS



Lege	3	4	5	H	J



04/01/2026

## NOTICE OF CLEARANCE

### for individuals transporting, shipping, receiving, or possessing explosive materials.

ISSUED TO: ACE PYRO LLC

Federal Explosives license/permit no.: 4-MI-161-20-9D-12625

NOTICE DATE: 04/01/2026

Expiration Date: **April 1, 2029**

Explosives License/Permit Type: 20-MANUFACTURER OF EXPLOSIVES

**EXPIRATION DATE:** This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

- 1 **WARNING.** Only those individuals listed below as **RESPONSIBLE PERSONS** and **EMPLOYEE POSSESSORS** with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.
- 2 **"DENIED" STATUS.** If an employee possessor has a background clearance status of "DENIED", you **MUST** take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you **MUST** remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).
- 3 **CHANGE IN RESPONSIBLE PERSONS.** You **MUST** report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons **MUST** include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are **NOT** required, however they will be required upon renewal of the license or permit.
- 4 **CHANGE OF EMPLOYEES.** You **MUST** report any change of employee/possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for EACH employee.

**Premises Address:** 13001 E AUSTIN RD  
 MANCHESTER, MI 48158

**Mailing Address:**  
 ACE PYRO LLC  
 13001 E AUSTIN RD  
 MANCHESTER, MI 48158

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and **MUST** be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license/permit.

The following is a SUMMARY of the results of the background checks conducted on the individuals you reported as responsible persons and employee/possessors. ATF will be notifying ALL individuals listed on this document of their respective status by separate letter mailed to their residence address.

**PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.**

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

**Number of RESPONSIBLE PERSON(S) : 1**  
**Number of EMPLOYEE POSSESSOR(S): 10**

continued

LAST NAME, First Name, Middle Name	Clearance Status
<b>RESPONSIBLE PERSONS:</b>	
0001 ENZER, AARON ANDREW	Cleared
<b>EMPLOYEE POSSESSORS:</b>	
0001 BAUER, JOSHUA THOMAS	Cleared
0002 CLARK, RICHARD CHARLES	Cleared
0003 DONLEY, JON STUART II	Cleared
0004 EVANS, KATIE LYNN	Cleared

LAST NAME, First Name, Middle Name	Clearance Status
0005 NOLAN, ROBERT DENNIS	Cleared
0006 PEPE, JOHN	Cleared
0007 POEGL, CHRISTOPHER MICHAEL	Cleared
0008 POET, LISA MARIE	Cleared
0009 SCHMITT, MICHAEL JOSEPH	Cleared
0010 WALKER, BRENDAN MICHAEL	Cleared

4-MI-161-20-9D-12625 - expiration date: April 1, 2029 ACE PYRO LLC OF 13001 E AUSTIN RD, MANCHESTER, MI 48158

SB



U.S. Department of Justice  
 Bureau of Alcohol, Tobacco, Firearms and Explosives  
 Federal Explosives Licensing Center  
 244 Needy Road  
 Martinsburg, West Virginia 25405

901090: SS/FLS  
 5400  
 File Number: **4MI12625**

03/17/2026

**SUBJECT: RESPONSIBLE PERSON LETTER OF CLEARANCE for:**

**AARON ANDREW ENZER**

PRESIDENT  
 (734)428-0900

13001 E AUSTIN RD  
 MANCHESTER, MI 48158

**and is ONLY valid under the following Federal explosives license/permit:**

4-MI-161-20-9D-12625

ACE PYRO LLC  
 13001 E AUSTIN RD  
 MANCHESTER, MI 48158

Dear AARON ENZER:

You have been approved as a responsible person under the above-listed Federal explosive license or permit. You may lawfully direct the management or policies of the business or operations as they pertain to explosives. You may also lawfully transport, ship, receive or possess explosive materials incident to your duties as a responsible person. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Shawn Stevens  
 Chief, Federal Explosives Licensing Center (FELC)

**FELC Customer Service.** If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

**Mail:** ATF  
 Chief, FELC  
 Attn.: LOC Correction  
 244 Needy Road  
 Martinsburg, West Virginia 25405

**Fax:** 1-304-616-4401  
 Chief, FELC  
 Attn.: LOC Correction

**Call toll-free:** 1-877-283-3352

AARON ANDREW ENZER

Responsible Person Letter of Clearance for:

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF ATF - Chief, FELC  
Correspondence To 244 Needy Road  
Martinsburg, WV 25405-9431

License Permit  
Number

4-MI-161-20-9D-12625

Chief, Federal Explosives Licensing Center (FELC)

Expiration  
Date

April 1, 2029

*Shawn Stevens*

Name  
ACE PYRO LLC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

13001 E AUSTIN RD  
MANCHESTER, MI 48158-

Type of License or Permit

20-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

ACE PYRO LLC  
13001 E AUSTIN RD  
MANCHESTER, MI 48158-

Licensee/Permittee Responsible Person Signature

Position/Title

Printed Name

Date

Previous Edition is Obsolete ACE PYRO LLC:13001 E AUSTIN RD:10158-1 MI-161-20-9D-12625 April 1, 2029:20-MANUFACTURER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I  
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: ACE PYRO LLC

Business Name:

License/Permit Number: 4-MI-161-20-9D-12625

License/Permit Type: 20-MANUFACTURER OF EXPLOSIVES

Expiration: April 1, 2029

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

*CB*



## Charter Township of Highland - Fire Department

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

April 20<sup>th</sup> 2026

This correspondence confirms that I have reviewed and approved two fireworks display applications submitted by Ace Pyro, LLC, for events in Highland Township and White Lake.

This approval is subject to receiving the Michigan Department of Natural Resources' approval of the Marine Special Event application and Permit for the White Lake event.

The approved display locations and scheduled dates are as follows:

**Highland Township**

305 N. John Street

Display Date: June 29, 2024

Rain Date: June 30, 2024

**White Lake Citizens League – White Lake**

Display Date: June 27, 2026

Rain Date: June 28, 2026

Please ensure that all applicable safety regulations and permit requirements are adhered to for each event.

Should you have any questions or require additional information, please do not hesitate to contact me.

Respectfully,

Shawn Bell  
Fire Marshal  
Charter Township of Highland  
248-887-3791 x 142  
Firemarshal@htfd.com



**Charter Township of Highland**  
205 N. John Street  
Highland, MI 48357  
248.887.3791 p  
248.889.0988 f  
highlandtwp.net

### Fireworks Display Application

Applicant: Chris Renema Phone: (313) 801-5787  
Pyrotechnic Company: Ace Pyro LLC  
Display Operator: Micah Winzler  
Display Location: White lake (North of hubbles island) Proposed Date: 6-27-26

#### Permit Requirements (Include with the application):

- o Permit Fee: \$500.00 (Five Hundred dollars) payable to Charter Township of Highland.
- o Michigan Department of Licensing: Completed application for Fireworks Other Than Consumer Low Impact.
- o Alcohol, Tobacco, Firearms and Explosives: Federal Explosives License / Permit (18 U.S.C Chapter 40) 54-User of Explosives.
- o Alcohol, Tobacco, Firearms and Explosives: Notice of Clearance for Individuals transporting, shipping, receiving, or possessing explosive materials (employees involved in fireworks display operations shall be listed on this license).
- o Alcohol, Tobacco, Firearms and Explosives: Responsible Person Letter of Clearance
- o Certificate of Insurance:
- o Display Inventory: Include Mortar size
- o Diagram/Site Plan: Of the location at which the display will be conducted. The submitted plan shall include the following information:
  - o Site from which the fireworks will be discharged.
  - o Dimensions of the discharge site.
  - o The location of buildings, highways, overhead obstructions and utilities.
  - o Spectator viewing area.
  - o Fallout area.
  - o Separation distances from mortars to spectators, for land or water displays.
- o NFPA 1123: The applicant shall be familiar with this document and the International Fire Code, 2015 requirements.
- o Fireworks Display Operator and Crew List: Shall be provided to the Fire Department prior to any scheduled fireworks display.
- o Written Disposal Instructions: Shall be provided to the Fire Department
- o Hold Harmless/Indemnification Agreement: Shall be signed and returned to the Fire Department

An on-site inspection is required prior to the issuance of the Fireworks Display Permit. Twenty-four hour notice is required to schedule an inspection.

Application reviewed by: [Signature] Date: 4/21/26

Complete / Incomplete

*Warm inside. Great outdoors.*



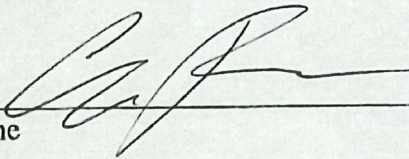
SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Judy Cooper  
TRUSTEES: Brian Howe, Joseph M. Salvia, Mary Pat Chynoweth, Mary L. McDonell

CHARTER TOWNSHIP OF HIGHLAND

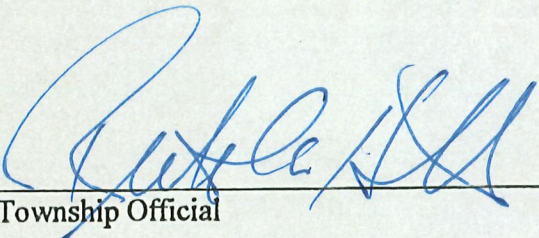
205 North John Street  
Highland, MI 48357

Hold Harmless Agreement

To the fullest extent permitted by law, Ace Pyro LLC agrees to defend, pay on behalf of, indemnify, and hold harmless the Charter Township of Highland, its elected and appointed officials, employees and volunteers, and others working on behalf of the Charter Township of Highland against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Charter Township of Highland by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the fireworks event White lake 2026.

  
Name

4-1-26  
Date

  
Township Official

4-22-2026  
Date

SB  
✓

# Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY  
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 250  
Compliance: Voluntary  
Penalty: Permit will not be issued

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

**TYPE OF PERMIT(S) (Select all applicable boxes)**

- Agricultural or Wildlife Fireworks       Articles Pyrotechnic       Display Fireworks  
 Public Display       Private Display  
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT <b>Ace Pro LLC</b>		ADDRESS OF APPLICANT <b>9700 Burmeister Rd Manchester MI</b>	AGE (18 YEARS OR OLDER) OF APPLICANT <b>39</b>
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER <b>Chris Renema</b>		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER <b>9700 Burmeister Rd Manchester MI 48158</b>	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR <b>Chris Renema</b>		ADDRESS OF PYROTECHNIC OPERATOR <b>9700 Burmeister Rd Manchester MI</b>	AGE (18 YEARS OR OLDER) OF PYROTECHNIC OPERATOR <b>39</b>
NO. YEARS EXPERIENCE <b>20+</b>	NO. DISPLAYS <b>500+</b>	WHERE	
NAME OF ASSISTANT <b>Micah Winzler</b>		ADDRESS OF ASSISTANT <b>9700 Burmeister Rd Manchester MI</b>	AGE OF ASSISTANT (18 YEARS OR OLDER) <b>45</b>
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT (18 YEARS OR OLDER)

EXACT LOCATION OF PROPOSED DISPLAY  
**Just North of Hubbles Island**

DATE OF PROPOSED DISPLAY  
**6-27-26**

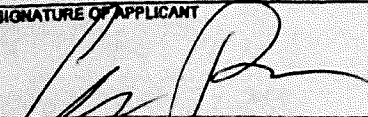
TIME OF PROPOSED DISPLAY

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

**Product to be stored at storage facility until day of show**

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) <b>1,000,000</b>	NAME OF BONDING CORPORATION OR INSURANCE COMPANY <b>Britton Gallagher</b>
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY <b>1375 E 9th Street 30th Floor Cleveland OH, 44114</b>	

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
<b>120+</b>	<b>2.5in display shells</b>
<b>700+</b>	<b>3in display shells</b>
<b>200+</b>	<b>4in display shells</b>
<b>60+</b>	<b>5in display shells</b>
<b>40+</b>	<b>6in display shells</b>
<b>6</b>	<b>water cakes</b>

SIGNATURE OF APPLICANT 	DATE <b>4-1-26</b>
---	-----------------------

*SB*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 216-658-7100 <b>E-MAIL ADDRESS:</b> info@brittongallagher.com	<b>FAX (A/C, No):</b> 216-658-7101
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Ace Pyro LLC 13001 E Austin Road Manchester MI 48158	<b>INSURER A:</b> Third Coast Insurance Company	
	<b>INSURER B:</b> Allianz Global Corporate & Specialty SE	
	<b>INSURER C:</b> HDI Global Specialty SE	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		<b>NAIC #</b> 10713

**COVERAGES**

CERTIFICATE NUMBER: 614317180

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			PYTP0000021-00	11/1/2025	11/1/2026 ✓	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PYTA0000013-00	11/1/2025	11/1/2026 ✓	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			25ABEX0200	11/1/2025	11/1/2026 ✓	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y <input type="checkbox"/> N	N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability #2			18HX3630	11/1/2025	11/1/2026 ✓	Each Occurrence \$5,000,000 Aggregate \$5,000,000 Total Excess Limits \$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.  
The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured, as required by written contract: White Lake Citizens League and all of it's members, employees and those associated; White Lake Township and all it's elected and appointed officials, employees and volunteers; Highland Township and all it's elected and appointed officials, employees and volunteers; Beaumont Seven Harbors and all it's elected and appointed officials, employees and volunteers.

Event Location: On a floating platform on White Lake in White Lake, MI  
Event Date: 6/27/2026  
See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

White Lake Citizens League P.O. Box 851 Highland MI 48356	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2010 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



### ADDITIONAL REMARKS SCHEDULE

AGENCY Acrisure Great Lakes Partners Insurance Services		NAMED INSURED Ace Pyro LLC 13001 E Austin Road Manchester MI 48158	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25    FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

The General Liability watercraft exclusion is amended above to provide coverage for: barges or other mobile work platforms, while fixed in place on water and used to prepare and provide a fireworks display.

*SB*

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## Disposal Instructions

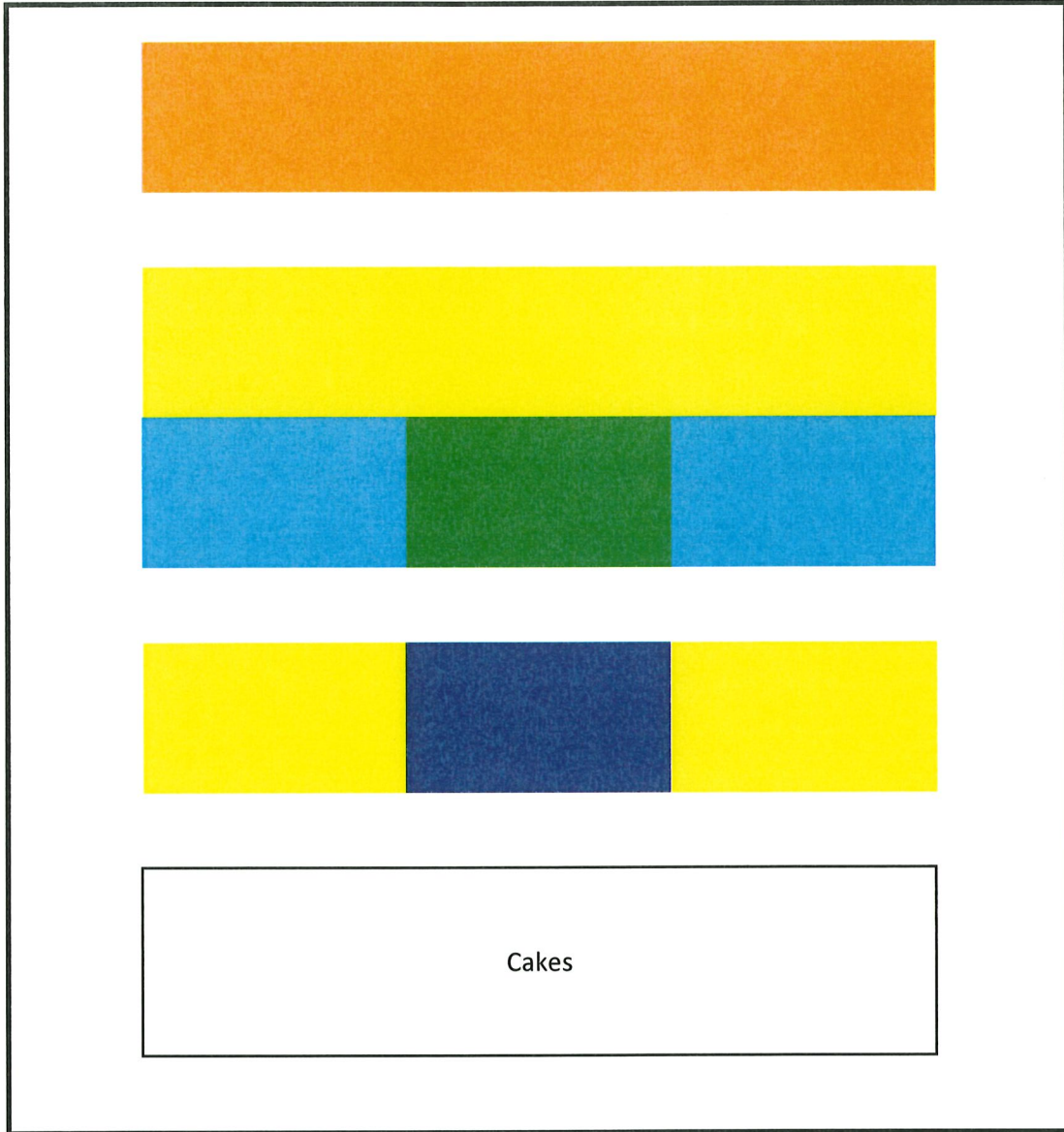
After the designated 30-minute cool down time after the show, the crew shall inspect all racks and cakes as well as the designated fallout zone for leftover product that failed. That product will then be repackaged in the appropriate placarded boxes and returned to the company's storage magazines that night for proper inspection and disposal if needed.



✓  
SS

8ft

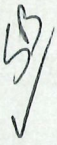
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This Represents a Tentative Diagram of the barges which will mirror each other. Layout ma

✓ SB

# allout Map



North of Hubbels Island approximately 150ft apart. We will be using a maximum of 8in shells so the red lines indicate the 560ft fall out zone per NFPA 1123

Planning Services Corporation

## Legend

560Ft 1





MARINE SPECIAL EVENT APPLICATION AND PERMIT

Issued under authority of Part 801, Marine, Part 811 ORV and Part 821 Snowmobile, of the Natural Resource and Environmental Protection Act, Act 451, P. A. of 1994, as amended. Failure to comply with the provisions of this Act is a misdemeanor and may result in fines and/or imprisonment.

DNR USE ONLY

Permit Number

APPLICANT: This completed and signed application must be received by the appropriate DNR office at least 30 days prior to the event, or the permit may not be authorized. Locations and addresses on next page.

Form with fields for Name of Applicant, Sponsoring Organization, Event Date, Type of Event, Location of Event, etc.

APPLICANT: Read all pages and attachments before certification and signature.

CERTIFICATION section with signature line and date field.

APPLICANT: Submit completed application along with a map or diagram of the location of the event to the appropriate District office at least 30 days prior to the event or permit may not be authorized. District office locations on next page.

FOR DNR USE ONLY section with Investigation Findings & Recommendations and signature lines.

AUTHORIZATION section with checkboxes for event authorization and number of vehicles.

### ADDITIONAL CONDITIONS AND REQUIREMENTS

This permit is subject to the following conditions and requirements as indicated by the numbers checked in the "authorization" section.

1. Post a bond of sufficient amount to cover anticipated clean-up costs, in addition to other such penalties as may be stipulated by Part 89, Littering, of Act 451, P. A. 1994, as amended.
2. Permittee must have proof of current American Power Boat Association membership in possession when testing watercraft.
3. All participants must have American Power Boat Association approved personal floatation device or Coast Guard approved personal floatation device.
4. Markers (buoys, trail markers, etc.) for intended event(s) must be placed on the day of event(s) and removed as soon after the completion of the scheduled event(s) as is practicable, except in cases where the State or Coast Guard buoy permit has been issued authorizing permanent establishments of buoys.
5. Any litter resulting from this event shall be cleaned up immediately after the event by the Permittee.
6. All craft participating in the event must have identification attached and the sponsor shall be responsible to have all craft removed from the area after the event.
7. All fishing laws, rules and Director's Orders of the Michigan Department of Natural Resources, when applicable with this sanction, must be complied with.
8. Sponsor of the event(s) shall publish in the local paper a Notice To Boaters that a hazardous condition will exist in the area during the fireworks display or other authorized event.
9. If another organization requests the use of these waters on one or more of the sanctioned dates, this authorization will be subject to review and possible cancellation for that date or dates.
10. No registration or license is required for ORVs and snowmobiles participating in a special event under authority of this permit.
11. This event and vessels participating in this event SHALL NOT impede commercial shipping and must yield the right-of-way to any commercial ship.
12. This permit does not authorize any special privileges regarding use of state-owned public access sites. Special Use Permits for public access sites must be obtained from the Michigan DNR, Parks and Recreation Division at 517-373-9900. Hours of operation and site rules will not be altered.
13. This sanction is valid only if a resolution is obtained to waive the Special Watercraft ordinance on said body of water, and resolution must accompany this permit at time of application.
14. **LIABILITY** - Grantee hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Grantee, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in death of Grantee, its officers, employees or agents, in reference to the activities authorized by this permit.
15. **INDEMNIFICATION** - Grantee hereby covenants and agrees to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this permit; (2) the activities authorized by this permit; and (3) the use or occupancy of the premises which are the subject of this permit by the Grantee, its employees, contractors, or its authorized representatives.
16. **PENALTY** - The Michigan Department of Natural Resources reserves the right to cancel this permit at any time if conditions and requirements are not adhered to.

#### Michigan Department of Natural Resources Law Enforcement Division District Offices, and the Counties under District jurisdiction

COUNTIES		DISTRICTS		COUNTIES		DISTRICTS	
Baraga Dickinson Gogebic Houghton Iron	Keweenaw Marquette Menominee Ontonagon	<b>DISTRICT 1</b> LAW ENFORCEMENT MARQUETTE CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 1990 US-41 SOUTH MARQUETTE MI 49855 TELEPHONE (906) 228-6561		Bay Gratiot Huron Isabella Midland	Montcalm Saginaw Sanilac Tuscola	<b>DISTRICT 6</b> LAW ENFORCEMENT BAY CITY CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 3580 STATE PARK DRIVE BAY CITY MI 48706 TELEPHONE (989) 684-9141	
Alger Chippewa Delta	Luce Mackinac Schoolcraft	<b>DISTRICT 2</b> LAW ENFORCEMENT NEWBERRY CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 5100 STATE HWY M-123 NEWBERRY MI 49868 TELEPHONE (906) 293-5131		Allegan Barry Berrien Cass Ionia Kalamazoo	Kent Muskegon Ottawa St. Joseph Van Buren	<b>DISTRICT 7</b> LAW ENFORCEMENT PLAINWELL CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 621 NORTH 10th STREET PLAINWELL MI 49080 TELEPHONE (269) 685-6851	
Alpena Antrim Charlevoix Cheboygan	Emmet Montmorency Otsego Presque Isle	<b>DISTRICT 3</b> LAW ENFORCEMENT GAYLORD CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 1732 WEST M-32 GAYLORD MI 49735 TELEPHONE (989) 732-3541		Branch Calhoun Clinton Eaton Hillsdale Ingham	Lenawee Livingston Jackson Shiawassee Washtenaw	<b>DISTRICT 8</b> LAW ENFORCEMENT LANSING CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 4166 LEGACY PARKWAY LANSING MI 48911 TELEPHONE (517) 284-4720	
Benzie Grand Traverse Lake Leelanau Manistee	Mason Mecosta Newaygo Oceana Osceola Wexford	<b>DISTRICT 4</b> LAW ENFORCEMENT CADILLAC CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 8015 MACKINAW TRAIL CADILLAC MI 49601 TELEPHONE (231) 775-9727		Genesee Lapeer Macomb Monroe	Oakland St. Clair Wayne	<b>DISTRICT 9</b> LAW ENFORCEMENT METRO DETROIT CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 1801 ATWATER DETROIT MI 48207 TELEPHONE (313) 396-6890	
Alcona Arenac Clare Crawford Gladwin Iosco	Kalkaska Missaukee Ogemaw Oscoda Roscommon	<b>DISTRICT 5</b> LAW ENFORCEMENT ROSCOMMON CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 8717 NORTH ROSCOMMON ROAD ROSCOMMON MI 48653 TELEPHONE (989) 275-5151		<b>MICHIGAN DNR WEBSITE:</b> <a href="http://www.michigan.gov/dnr">www.michigan.gov/dnr</a>			

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF                   ATF - Chief, FELC  
Correspondence To       244 Needy Road  
                                  Martinsburg, WV 25405-9431

License/Permit  
Number                   **4-MI-161-20-9D-12625**

Chief, Federal Explosives Licensing Center (FELC)

Expiration  
Date                      **April 1, 2029**

*Shawn Stevens*

Name  
ACE PYRO LLC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)  
**13001 E AUSTIN RD  
MANCHESTER, MI 48158-**

Type of License or Permit  
**20-MANUFACTURER OF EXPLOSIVES**

Purchasing Certification Statement  
The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)  
**ACE PYRO LLC  
13001 E AUSTIN RD  
MANCHESTER, MI 48158-**

Licensee/Permittee Responsible Person Signature

Position/Title

Printed Name

Date

ATF Form 5400.14/5400.15 Part I  
Revised September 2011

Previous Edition is Obsolete   ACE PYRO LLC:13001 E AUSTIN RD:48158-3-MI-161-20-9D-12625:April 1, 2029:20-MANUFACTURER OF EXPLOSIVES

**Federal Explosives License (FEL) Customer Service Information**

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

**Federal Explosives License/Permit (FEL) Information Card**

License/Permit Name: **ACE PYRO LLC**

Business Name:

License/Permit Number: **4-MI-161-20-9D-12625**

License/Permit Type: **20-MANUFACTURER OF EXPLOSIVES**

Expiration: **April 1, 2029**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



*SB*



U.S. Department of Justice  
 Bureau of Alcohol, Tobacco, Firearms and Explosives  
 Federal Explosives Licensing Center  
 244 Needy Road  
 Martinsburg, West Virginia 25405

901090: SS/FLS  
 5400  
 File Number: **4MI12625**

03/17/2026

SUBJECT: **RESPONSIBLE PERSON LETTER OF CLEARANCE for:**

**AARON ANDREW ENZER**

PRESIDENT  
 (734)428-0900

13001 E AUSTIN RD  
 MANCHESTER, MI 48158

**and is ONLY valid under the following Federal explosives license/permit:**

4-MI-161-20-9D-12625

ACE PYRO LLC  
 13001 E AUSTIN RD  
 MANCHESTER, MI 48158

Dear AARON ENZER:

You have been approved as a responsible person under the above-listed Federal explosive license or permit. You may lawfully direct the management or policies of the business or operations as they pertain to explosives. You may also lawfully transport, ship, receive or possess explosive materials incident to your duties as a responsible person. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Shawn Stevens  
 Chief, Federal Explosives Licensing Center (FELC)

**FELC Customer Service.** If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

**Mail:** ATF  
 Chief, FELC  
 Attn.: LOC Correction  
 244 Needy Road  
 Martinsburg, West Virginia 25405

**Fax:** 1-304-616-4401  
 Chief, FELC  
 Attn.: LOC Correction

**Call toll-free:** 1-877-283-3352

AARON ANDREW ENZER

Responsible Person Letter of Clearance for:



04/01/2026

## NOTICE OF CLEARANCE

### for individuals transporting, shipping, receiving, or possessing explosive materials.

ISSUED TO: ACE PYRO LLC

Federal Explosives license/permit no.: 4-MI-161-20-9D-12625

NOTICE DATE: 04/01/2026

Expiration Date: **April 1, 2029**

EXPIRATION DATE: This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

Explosives License/Permit Type: 20-MANUFACTURER OF EXPLOSIVES

- 1 **WARNING.** Only those individuals listed below as **RESPONSIBLE PERSONS** and **EMPLOYEE POSSESSORS** with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.
- 2 **"DENIED" STATUS.** If an employee possessor has a background clearance status of "DENIED", you **MUST** take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you **MUST** remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).
- 3 **CHANGE IN RESPONSIBLE PERSONS.** You **MUST** report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons **MUST** include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are **NOT** required, however they will be required upon renewal of the license or permit.
- 4 **CHANGE OF EMPLOYEES.** You **MUST** report any change of employee/possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for **EACH** employee.

<b>Premises Address:</b>	13001 E AUSTIN RD MANCHESTER, MI 48158
<b>Mailing Address:</b>	ACE PYRO LLC 13001 E AUSTIN RD MANCHESTER, MI 48158

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and **MUST** be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license/permit.

The following is a SUMMARY of the results of the background checks conducted on the individuals you reported as responsible persons and employee/possessors. ATF will be notifying ALL individuals listed on this document of their respective status by separate letter mailed to their residence address.

**PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.**

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

Number of **RESPONSIBLE PERSON(S)** : 1  
Number of **EMPLOYEE POSSESSOR(S)**: 10

LAST NAME, First Name, Middle Name	Clearance Status
<b>RESPONSIBLE PERSONS:</b>	
	<b>1</b>
0001 ENZER, AARON ANDREW	Cleared ✓

<b>EMPLOYEE POSSESSORS:</b>	
	<b>10</b>
0001 BAUER, JOSHUA THOMAS	Cleared
0002 CLARK, RICHARD CHARLES	Cleared
0003 DONLEY, JON STUART II	Cleared
0004 EVANS, KATIE LYNN	Cleared

continued

LAST NAME, First Name, Middle Name	Clearance Status
0005 NOLAN, ROBERT DENNIS	Cleared
0006 PEPE, JOHN	Cleared
0007 PUEGL, CHRISTOPHER MICHAEL	Cleared
0008 POET, LISA MARIE	Cleared
0009 SCHMITT, MICHAEL JOSEPH	Cleared
0010 WALKER, BRENDAN MICHAEL	Cleared

4-11-16 20-10-1922 expires date: April 1, 2029 ACE PYRO LLC OF 13001 E AUSTIN RD, MANCHESTER, MI 48158



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: May 4, 2026

Re: Update on Part-Time Township Employee Leave Status

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This memo provides an update regarding the part-time Township employee who has been on unpaid medical leave.

The employee has expressed a sincere desire to return to work; however, they are unable to provide return-to-work date. After continued review of the situation and consideration of operational needs, it has been mutually agreed that the Township can no longer maintain the position in an extended open status.



## Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: May 4, 2026  
Re: Priority Waste Update and Consent to Change of Control Letter

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Priority Waste has notified us of an upcoming ownership change. Their financial partner, TPG, a large asset manager with industry experience is investing significant capital to strengthen the company, support fleet upgrades, etc. Priority Waste reports that services to the Township will continue uninterrupted and no changes to our existing agreements are expected. A routine consent form related to this transaction is attached for your review.

*Motion: To authorize the Township Supervisor to sign the Consent to Change of Control letter provided by Priority Waste regarding the company's ownership-related transaction.*

**Enclosures:** Consent to Change of Control Letter

*Warm inside. Great outdoors.*





## Consent to Change of Control

Priority wishes to inform you that it has entered into a transaction pursuant to which TPG, a global asset manager with over \$300 billion in assets under management on behalf of pension funds, corporations, foundations, sovereign wealth funds, and individual investors, will acquire a controlling equity interest in Priority (the “Transaction”).

The Transaction constitutes a change of control at the equity ownership level of Priority. Importantly:

- Priority Waste LLC will remain the contracting party under the Agreement
- There will be no assignment of the Agreement to a different operating entity
- All services will continue to be provided by Priority without interruption

Following the closing of the Transaction:

- Priority will continue to perform all obligations under the Agreement
- There will be no change to Priority’s service standards or operational commitments
- All existing terms and conditions of the Agreement will remain in full force and effect

To the extent that the Agreement requires notice and/or consent for a change of control, we respectfully request that you:

1. Acknowledge and consent to the Transaction; and
2. Confirm that such change of control does not constitute a default or termination event under the Agreement

By providing such consent, you agree that:

- The Transaction is permitted under the Agreement
- No additional approvals, notices, or waiting periods are required under your Agreement
- The Agreement shall continue uninterrupted following the closing of the Transaction

For the avoidance of doubt:

- This Transaction does not constitute an assignment of the Agreement
- The Agreement remains unchanged except for the indirect change in ownership of Priority
- All of your rights and obligations under the Agreement remain fully enforceable

Your consent will become effective as of the closing date of the Transaction.

We appreciate your continued partnership and are confident that this Transaction will further strengthen Priority’s ability to deliver high-quality service.



If you have any questions, please contact Sam Caramagno, VP of Municipal Relations, 734-812-5732, [scaramagno@prioritywaste.com](mailto:scaramagno@prioritywaste.com).

Very truly yours,

Priority Waste LLC

By: \_\_\_\_\_  
Name: Vincent Hoyumpa  
Title: Interim Chief Executive Officer  
Date:

AGREED AND CONSENTED TO:

Charter Township of Highland

By: \_\_\_\_\_  
Name:  
Title:  
Date:



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

**1600 W. Highland Rd.**

**Highland, MI 48357**

**(248)887-9050**

**To:** Highland Township Board

**From:** Fire Chief Nick George

**Date:** 05/04/26

**Subject:** Full-Time Position Opening and Hiring Authorization Request

I am writing to inform the Township Board of a current full-time opening within the Highland Township Fire Department.

The department conducted an internal posting for this position, which resulted in eight (8) qualified internal candidates applying. Interviews for all candidates were completed on April 28, 2026.

At this time, I am requesting authorization to proceed with filling the position upon successful completion of the required agility testing and final approval by the Fire Chief.

Once the selection process is complete, the department will present the selected internal candidate to the Township Board at the June meeting for formal notification.

This process ensures a fair and thorough evaluation of qualified internal candidates while maintaining operational readiness and staffing levels within the department.

Thank you for your consideration and continued support.

Respectfully,  
Fire Chief George



# Memorandum

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: May 4<sup>th</sup>, 2026  
Re: New Hire Activity Center, Part-Time Cleaning and Maintenance

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I am submitting my recommendation for the approval of Austin Suthers for the Part-Time Activity Center Cleaning and Maintenance Position. This position will be under the direct supervision of the Activity Center Director. The position will assist with in keeping the Highland Activity Center clean and safe for public use.

The position was advertised across multiple platforms, including the Township website, social media and on Indeed. After reviewing Mr. Suthers' application and consulting with the hiring committee, we are confident that he is an excellent fit for the role.

Motion to approve the proposed new hire as indicated below:

**Candidate Name:** Austin Suthers  
**Starting Date:** May 5, 2026  
**Starting Hourly Wage:** \$18.93 hour  
**Grade:** Assistant #1 (Entry)  
**Classification:** Part Time  
**Seasonal?** No  
**Exempt?** No  
**Maximum Hours:** Up to 29 hours per week, max of 1,250 per year  
**Position Title:** Part Time-Activity Center Cleaning and Maintenance  
**Regular Schedule?** Yes  
**Department Name/Head:** Supervisors Office/Activity Center/ Heidi Bey  
**Interviewed by:** Jennifer Frederick and Heidi Bey  
**Budget Amendment Needed?** No  
**Account Line #:** 101-672-704.007 Act Ctr: Mainten Wage PT  
**Background Check:** Completed and approved  
**Advertising methods:** Website, Indeed and social media

I recommend that we hire Austin Suthers to fill the position of Part-Time Activity Center Cleaning and Maintenance. Starting pay will be \$18.93/ hour, not to exceed 29 hours per week. Effective start date will be May, 5<sup>th</sup>, 2026.

*Warm inside. Great outdoors.*





**RESOLUTION #26-19 APPROVING  
P25 SIMULCAST SYSTEM INTERLOCAL AGREEMENT  
BETWEEN THE COUNTY OF OAKLAND AND THE TOWNSHIP OF HIGHLAND**

At a regular meeting of the Charter Township of Highland Board of Trustees, County of Oakland, Michigan, held in said township on the 4<sup>th</sup> day of May 2026 at 6:30 p.m., there were:

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

Absent:

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

**WHEREAS**, there has been a countywide interoperable public safety system since approximately 2004. The system reached its end of life in 2020. The County constructed and implemented a new public safety P25 Simulcast System (“System”), which is integrated with the Michigan Public Safety Communication System (“MPSCS”). The County is the owner of the System and holder of the FCC license frequencies for the System; and

**WHEREAS**, the Urban Cooperation Act, 1967 PA 7, MCL 124.501, et seq., authorizes the County of Oakland and the Township of Highland to enter into an interlocal agreement for the operation of the System; and

**WHEREAS**, the County has presented a new interlocal agreement (hereinafter “Agreement”) to the Township for approval, (**Exhibit A**), which terminates the prior interlocal agreement for the previous radio system and defines the responsibilities of the County and the municipalities regarding the operation, maintenance and repair of the System; and

**WHEREAS**, , the Township is required to provide space to the County, at no cost, to house infrastructure equipment for the system and provide the County and its contractors and the MPSC with 24/7 access to this space for maintenance, repair and replacement; and

**WHEREAS**, on a quarterly basis, the Agreement authorizes the County to invoice the Township for the costs and fees established in the System Policies; and

**WHEREAS**, the Technical & Policy Committee described in the Agreement, will provide direction and recommendations to the County’s Information Technology Department regarding the management, operation, and use of the System; and

**WHEREAS**, the Agreement requires the Township to designate the Township department that will be responsible for the Township’s obligations under the Agreement and the title of the position that will work with the County Chief Information Officer to try to resolve disputes under the Agreement.

**IT IS THEREFORE RESOLVED:**

1. That the Township Supervisor is hereby authorized to execute the Agreement between the County of Oakland and the Township of Highland, and any necessary exhibits, addendums or attachments thereto, and to bind the Township to the terms and conditions contained therein.
2. The Township Board designates the Highland Township Fire Department to be responsible for the Township’s obligations under the Agreement and designates the Fire Chief to be responsible for working with the County’s Chief Information Officer to try to resolve disputes under the Agreement.
3. The Clerk is responsible for providing a certified copy of the Resolution to be given to the County with the signed Agreement.

Yeas:  
Nays:  
Abstain:  
Absent:

**RESOLUTION DECLARED ADOPTED**

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Rick A. Hamill, Township Supervisor

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Tami Flowers MiPMC, Township 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 May 4, 2026, at which time a quorum was present.

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Tami Flowers, MiPMC  
Highland Township Clerk

# EXHIBIT A

## P25 SIMULCAST INTERLOCAL AGREEMENT

**AGREEMENT FOR I.T. SERVICES BETWEEN  
OAKLAND COUNTY AND  
HIGHLAND TOWNSHIP**

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This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and Highland Township ("Public Body"), 205 N. John Street, Highland Michigan 48357. County and Public Body may also be referred to jointly as "Parties".

**PURPOSE OF AGREEMENT.** County and Public Body enter into this Agreement for the purpose of providing Information Technology Services ("I.T. Services") for Public Body pursuant to Michigan law.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows.
  - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
  - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
  - 1.3. **Confidential Information** means all information and data that the County is required or permitted by law to keep confidential including records of County's security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of the County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
  - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.

- 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
- 1.6. **Public Body** means Highland Township which is an entity created by state or local authority or which is primarily funded by or through state or local authority, including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. For purposes of this Agreement, Public Body includes any Michigan court, when acting in concert with its funding unit, to obtain I.T. Services.
- 1.7. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who have access to the I.T. Services provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.
- 1.8. **Points of Contact** mean the individuals designated by Public Body and identified to County to act as primary and secondary contacts for communication and other purposes as described herein.
- 1.9. **I.T. Services** means the following individual I.T. Services provided by County's Department of Information Technology, if applicable:
  - 1.9.1. **Online Payments** mean the ability to accept payment of monies owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or electronic debit of a checking account.
  - 1.9.2. **Over The Counter Payments** means the ability to accept payment of monies owed to Public Body initiated via a credit card reader attached to an on-premise computer with access to a website maintained by County using a credit card or a debit card that functions as a credit card.
  - 1.9.3. **Pay Local Taxes** means the ability to accept payment of local property taxes owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or an electronic debit of a checking account. (Does not apply to Public Bodies outside of Oakland County).
  - 1.9.4. **Jury Management System** means a subscription-based software that facilitates the selection and communication with potential and selected individuals who may serve as jurors.
  - 1.9.5. **Collaborative Asset Management System ("CAMS")** means providing for the collaborative use of information related to public assets, such as water, sanitary sewer, and/or storm sewer infrastructure, that is managed by various governmental entities participating in the CAMS within the County of Oakland in order to promote the effective maintenance and care of these assets.

- 1.9.6. **Data Center Use & Services** means providing space for Public Body's equipment in County's Data Center and access to electrical power and backup power.
- 1.9.7. **Oaknet Connectivity** means use of communication lines and network equipment maintained by County for the transmission of digital information whether leased or owned by County.
- 1.9.8. **Internet Service** means access to the Internet from Public Body's work stations. Access from the Internet to Public Body's applications, whether at County or at Public Body (hosting), is not included.
- 1.9.9. **ArcGIS Online** means the ability to access a web based, collaborative Geographic Information System (GIS) that allows users having an ArcGIS Online (AGO) Named User account to create and share maps, applications (apps), layers, analytics, and data in Environmental Systems Research Institute, Inc.'s ("ESRI") secure cloud.
- 1.9.10. **Data Sharing** means the ability for the Public Body to utilize Access Oakland Products and data owned and maintained by the County on or in relation to its Geographic Information System (GIS).
- 1.10. **Service Center** means the location of technical support and information provided by County's Department of Information Technology.
- 1.11. **Exhibits** mean the following descriptions of I.T. Services which are governed by this Agreement only if they are attached to this Agreement and selected below or added at a later date by a formal amendment to this Agreement:
  - Exhibit I: Online Payments
  - Exhibit II: Over The Counter Payments
  - Exhibit III: Pay Local Taxes
  - Exhibit IV: Jury Management System
  - Exhibit V: Collaborative Asset Management System (CAMS)
  - Exhibit VI: Data Center Use and Services
  - Exhibit VII: Oaknet Connectivity
  - Exhibit VIII: Internet Service
  - Exhibit IX: ArcGIS Online
  - Exhibit X: Data Sharing

**2. COUNTY RESPONSIBILITIES.**

- 2.1. County, through its Department of Information Technology, shall provide the I.T. Services selected above which are attached and incorporated into this Agreement.
- 2.2. County shall support the I.T. Services as follows:
  - 2.2.1. **Access.** County will provide secure access to I.T. Services for use on hardware provided by Public Body as part of its own computer system or as otherwise provided in an Exhibit to this Agreement.

- 2.2.2. **Maintenance and Availability.** County will provide maintenance to its computer system to ensure that the I.T. Services are functional, operational, and work for intended purposes. Such maintenance to County's system will include "bug" fixes, patches, and upgrades, such as software, hardware, database and network upgrades. The impact of patches and/or upgrades to the applications will be thoroughly evaluated by County and communicated to Public Body through their Points of Contact prior to implementation in Public Body's production environment. County will reserve scheduled maintenance windows to perform these work activities. These maintenance windows will be outlined specifically for each application in the attached Exhibits.
- 2.2.2.1. If changes to scheduled maintenance windows or if additional maintenance times are required, County will give as much lead time as possible.
- 2.2.2.2. During maintenance windows, access to the application may be restricted by County without specific prior notification.
- 2.3. County may deny access to I.T. Services so that critical unscheduled maintenance (i.e. break-fixes) may be performed. County will make prompt and reasonable efforts to minimize unscheduled application downtime. County will notify the Points of Contact about such interruptions with as much lead time as possible.
- 2.4. **Backup and Disaster Recovery.**
- 2.4.1. County will perform periodic backups of I.T. Services hosted on County's computer system. Copies of scheduled backups will be placed offsite for disaster recovery purposes.
- 2.4.2. County will maintain a disaster recovery process that will be used to recover applications during a disaster or failure of County's computer system.
- 2.5. **Auditing.** County may conduct scheduled and unscheduled audits or scans to ensure the integrity of County's data and County's compliance with Federal, State and local laws and industry standards, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) and Payment Card Industry Data Security Standard (PCI DSS.)
- 2.5.1. In order to limit possibility of data theft and scope of audit requirements, County will not store credit card account numbers. County is only responsible for credit card data during the time of transmission to payment processor.
- 2.6. **Training and Information Resources.** County may provide training on use of the I.T. Services on an as-needed basis or as set forth in an Exhibit to this Agreement.
- 2.7. **Service Center.** I.T. Service incidents requiring assistance must be reported to the Service Center, by the Points of Contact, to the phone number, e-mail or website provided below. The Points of Contact and information in the table below can be modified unilaterally by the County without executing an amendment to this Agreement in accordance with Section 4. In such cases, the County must provide written notice to the Public Body of any modifications. The Service Center is staffed to provide support during County's normal business hours of 8:30 a.m. to 5:00 p.m., EST, Monday through Friday, excluding holidays. The Service Center can receive calls to report I.T. Service outages 24 hours a day, 7 days a week.

Outages are defined as unexpected service downtime or error messages. Depending on severity, outage reports received outside of County’s normal business hours may not be responded to until the resumption of County’s normal business hours.

Service Center Phone Number	248-858-8812
Service Center Email Address	servicecenter@oakgov.com
Service Center Website	<a href="https://sc.oakgov.com">https://sc.oakgov.com</a>

- 2.8. County may access, use and disclose transaction information and any content to comply with the law such as a subpoena, Court Order or Freedom of Information Act request. County shall first refer all such requests for information to Public Body’s Points of Contact for their response within the required time frame. County shall provide assistance for the response if requested by the Public Body’s Points of Contact, and if able to access the requested information. County shall not distribute Public Body’s data to other entities for reasons other than in response to legal process.
- 2.9. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service, in order to provide I. T. Services to Public Body. The County will provide Public Body with access to these terms and conditions. County will provide notice when it becomes aware of changes to the terms and conditions of these agreements that are applicable to Public Body.

**3. PUBLIC BODY RESPONSIBILITIES.**

- 3.1. Public Body shall immediately notify County of any unauthorized use of the I.T. Services and any breach of security of the I.T. Services. Public Body shall cooperate with County in all investigations involving the potential misuse of County’s computer system or data.
- 3.2. Public Body is the owner of all data provided by Public Body and is responsible for providing all initial data identified in the attached Exhibits in a format acceptable to County. Public Body is responsible for ensuring the accuracy and currency of data contained within its applications.
- 3.3. Public Body shall follow County’s I.T. Services requirements as described on County’s website. Public Body shall comply with County’s minimum standards for each Internet browser used by Public Body to access I.T. Services as set forth in an Exhibit(s) to this Agreement. Public Body shall meet any changes to these minimum standards that County may reasonably update from time to time.
- 3.4. Public Body shall not interfere with or disrupt the I.T. Services provided herein or networks connected with the I.T. Services.
- 3.5. Public Body requires that each Public Body Employee with access to I.T. Services shall:
  - 3.5.1. Utilize an antivirus software package/system on their equipment and keep same updated in a reasonable manner.
  - 3.5.2. Have a unique User ID and password that will be removed upon termination of Public Body Employee’s employment or association with Public Body.
  - 3.5.3. Maintain the most reasonably current operating system patches on all equipment accessing the I.T. Services.

- 3.6. If authorized by County, Public Body may extend I.T. Services to other entities which are created by or primarily funded by state or local authority. If County authorizes Public Body to provide access to any I.T. Services to other entities, Public Body shall require those entities to agree to utilize an antivirus software package/system on computers accessing the I.T. Services and to assign users of the I.T. Services a unique User ID and password that will be terminated when a user is no longer associated with the entity. Public Body must require an entity receiving I.T. Services under this Section, to agree in writing to comply with the terms and conditions of this Agreement and to provide County with a copy of this writing.
- 3.7. For each I.T. Service covered by an Exhibit to this Agreement, Public Body shall designate two representatives to act as a primary and secondary Points of Contact with County. The Points of Contact responsibilities shall include:
  - 3.7.1. Direct coordination and interaction with County staff.
  - 3.7.2. Communication with general public supported by Public Body.
  - 3.7.3. Following County's procedures to report an application incident.
  - 3.7.4. If required by County, attend training classes provided by County either online or at County's Information Technology Building in Waterford, Michigan or other suitable location determined by County.
  - 3.7.5. Providing initial support services to Public Body users prior to logging a Service Center incident with County.
  - 3.7.6. Requesting security changes and technical support from the Service Center.
  - 3.7.7. Testing Applications in conjunction with County, at the times and locations mutually agreed upon by County and Public Body.
  - 3.7.8. To report a service incident to the Service Center, one of Public Body's Points of Contact shall provide the following information:
    - 3.7.8.1. Contact Name
    - 3.7.8.2. Telephone Number
    - 3.7.8.3. Email Address
    - 3.7.8.4. Public Body Name
    - 3.7.8.5. Application and, if possible, the specific module with which the incident is associated.
    - 3.7.8.6. Exact nature of the problem or function including any error message that appeared on the computer screen.
    - 3.7.8.7. Any action the Points of Contact or user has taken to resolve the matter.
- 3.8. Public Body may track the status of the incident by calling the Service Center and providing the Incident Number.
- 3.9. Public Body shall respond to Freedom of Information Act Requests relating to Public Body's data.
- 3.10. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and

similar terms of service, in order to provide I. T. Services to Public Body. Public Body agrees to comply with these terms and conditions. Public Body may follow the termination provisions of this Agreement if it determines that it cannot comply with any of the terms and conditions.

#### 4. **DURATION OF INTERLOCAL AGREEMENT.**

- 4.1. This Agreement and any amendments shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party except as otherwise specified below. The approval and terms of this Agreement and any amendments, except as specified below, shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State. If Public Body is a Court, a signature from the Chief Judge of the Court shall evidence approval by the Public Body, providing a resolution and minutes does not apply. If the Public Body is the State of Michigan, approval and signature shall be as provided by law.
- 4.2. Notwithstanding Section 4.1, the Chairperson of the Oakland County Board of Commissioners is authorized to sign amendments to the Agreements to add Exhibits that were previously approved by the Board of Commissioners but are requested by Public Body after the execution of the Agreement. An amendment signed by the Board Chairperson under this Section must be sent to the Election Division in the County Clerk's Office to be filed with the Agreement once it is signed by both Parties.
- 4.3. Unless extended by an Amendment, this Agreement shall remain in effect for five (5) years from the date the Agreement is completely executed by all Parties or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement.

#### 5. **PAYMENTS.**

- 5.1. I.T. Services shall be provided to Public Body at the rates specified in the Exhibits, if applicable.
- 5.2. **Possible Additional Services and Costs.** If County is legally obligated for any reason, e.g. subpoena, Court Order, or Freedom of Information Request, to search for, identify, produce or testify regarding Public Body's data or information that is electronically stored by County relating to I.T. Services the Public Body receives under this Agreement, then Public Body shall reimburse County for all reasonable costs the County incurs in searching for, identifying, producing or testifying regarding such data or information. County may waive this requirement in its sole discretion.
- 5.3. County shall provide Public Body with a detailed invoice/explanation of County's costs for I.T. Services provided herein and/or a statement describing any amounts owed to County. Public Body shall pay the full amount shown on any such invoice within sixty (60) calendar days after the date shown on any such invoice. Payment shall be sent along with a copy of the invoice to: Oakland County Treasurer – Cash Acctg, Bldg 12 E, 1200 N. Telegraph Road, Pontiac, MI 48341.
- 5.4. If Public Body, for any reason, fails to pay County any monies when and as due under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any

setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.

- 5.5. If County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay County any amounts due and owing County under this Agreement, County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 5.6. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due to County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.

## 6. **ASSURANCES.**

- 6.1. Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.
- 6.2. Except as provided for in Section 5.6, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
- 6.3. Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 6.4. Public Body shall be solely responsible for all costs, fines and fees associated with any misuse by its Public Body Employees of the I.T. Services provided herein.
- 6.5. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 6.6. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 6.7. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

**7. USE OF CONFIDENTIAL INFORMATION**

- 7.1. The Parties shall not reproduce, provide, disclose, or give access to Confidential Information to the County or to a Public Body Employee not having a legitimate need to know the Confidential Information, or to any third-party. County and Public Body Employees shall only use the Confidential Information for performance of this Agreement. Notwithstanding the foregoing, the Parties may disclose the Confidential Information if required by law, statute, or other legal process provided that the Party required to disclose the information: (i) provides prompt written notice of the impending disclosure to the other Party, (ii) provides reasonable assistance in opposing or limiting the disclosure, and (iii) makes only such disclosure as is compelled or required. This Agreement imposes no obligation upon the Parties with respect to any Confidential Information which can establish by legally sufficient evidence: (i) was in possession of or was known by prior to its receipt from the other Party, without any obligation to maintain its confidentiality; or (ii) was obtained from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 7.2. Within five (5) business days' receipt of a written request from the other Party, or upon termination of this Agreement, the receiving Party shall return or destroy all of the disclosing Party's Confidential Information.

**8. DISCLAIMER OR WARRANTIES**

- 8.1. The I.T. Services are provided on an "as is" and "as available" basis. County expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- 8.2. County makes no warranty that (i) the I.T. Services will meet Public Body's requirements; (ii) the I.T. Services will be uninterrupted, timely, secure or error-free; nor (iii) the results that may be obtained by the I.T. Services will be accurate or reliable.
- 8.3. Any material or data downloaded or otherwise obtained through the use of the I.T. Services is accessed at Public Body's discretion and risk. Public Body will be solely responsible for any damage to its computer system or loss of data that results from downloading any material.

**9. LIMITATION OF LIABILITY**. In no event shall either Party be liable to the other Party or any other person, for any consequential, incidental, direct, indirect, special, and punitive or other damages arising out of this Agreement.

**10. DISPUTE RESOLUTION**. All disputes relating to the execution, interpretation, performance, or nonperformance of this Agreement involving or affecting the Parties may first be submitted to County's Chief Information Officer and Public Body's Agreement Administrator for possible resolution. County's Chief Information Officer and Public Body's Agreement Administrator may promptly meet and confer in an effort to resolve such dispute. If they cannot resolve the dispute in five (5) business days, the dispute may be submitted to the signatories of this Agreement or their successors in office. The signatories of this Agreement may meet promptly and confer in an effort to resolve such dispute.

11. **TERMINATION OR CANCELLATION OF AGREEMENT.**

11.1. Either Party may terminate or cancel this entire Agreement or any one of the I.T. Services described in the attached Exhibits, upon one hundred twenty (120) days written notice, if either Party decided, in its sole discretion, to terminate this Agreement or one of the Exhibits, for any reason including convenience.

11.2. Early termination fees may apply to Public Body if provided for in the Exhibits.

11.3. The effective date of termination and/or cancellation shall be clearly stated in the written notice. Either the County Executive or the Board of Commissioners is authorized to terminate this Agreement for County under this provision. A termination of one or more of the Exhibits which does not constitute a termination of the entire Agreement may be accepted on behalf of County by its Chief Information Officer.

12. **SUSPENSION OF SERVICES.** County, through its Chief Information Officer, may immediately suspend I.T. Services for any of the following reasons: (i) requests by law enforcement or other governmental agencies; (ii) engagement by Public Body in fraudulent or illegal activities relating to the I.T. Services provided herein; (iii) breach of the terms and conditions of this Agreement; or (iv) unexpected technical or security issues. The right to suspend I.T. Services is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 11. County shall not incur any penalty, expense or liability if I.T. Services are suspended under this Section.

13. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

14. **NO EMPLOYEE-EMPLOYER RELATIONSHIP.** Nothing in this Agreement shall be construed as creating an employee-employer relationship between County and Public Body.

15. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.

16. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

17. **SEVERABILITY.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

18. **PRECEDENCE OF DOCUMENTS.** In the event of a conflict between the terms of and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms in the Exhibits or other documents that comprise this Agreement.

19. **CAPTIONS.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not

intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

20. **FORCE MAJEURE.** Notwithstanding any other term or provision of this Agreement, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, other labor difficulties, or any law, order, regulation, direction, action, or request of the United States government or of any other government. Reasonable notice shall be given to the affected Party of any such event.
21. **NOTICES.** Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
  - 21.1. If Notice is sent to County, it shall be addressed and sent to: Chief Information Officer, Oakland County Department of Information Technology, 1200 North Telegraph Road, Pontiac, Michigan, 48341, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, Michigan 48341.
  - 21.2. If Notice is sent to Public Body, it shall be addressed to: Jennifer L Frederick, frederickj@highlandtwp.org, 205 N. John Street, Highland Michigan 48357.
  - 21.3. Either Party may change the individual to whom Notice is sent and/or the mailing address by notifying the other Party in writing of the change.
22. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
23. **ENTIRE AGREEMENT.**
  - 23.1. This Agreement represents the entire agreement and understanding between the Parties regarding the specific Services described in the attached Exhibits. With regard to those Services, this Agreement supersedes all other oral or written agreements between the Parties.
  - 23.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Rick A. Hamill hereby acknowledges that he/she has been authorized by a resolution of Highland Township, a certified copy of which is attached, or by approval of the Chief Judge if the Public Body is a Court, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

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

DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_

DATE: \_\_\_\_\_

AGREEMENT

ADMINISTRATOR: \_\_\_\_\_  
(IF APPLICABLE)

DATE: \_\_\_\_\_

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_  
David T. Woodward, Chairperson  
Oakland County Board of Commissioners

DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_  
Oakland County Board of Commissioners  
County of Oakland

DATE: \_\_\_\_\_

**EXHIBIT I**  
**I.T. SERVICES AGREEMENT**  
**ONLINE PAYMENTS**

**INTRODUCTION**

The I.T. Service described in this Exhibit (Online Payments) will provide government agencies with the ability to accept card (credit and debit) payments, certain digital wallets (eWallets) selected by County, and/or electronic check payments online, collectively referred to as the “payment methods”.

**1.0 COUNTY RESPONSIBILITIES**

- 1.1 County will provide an I.T. Service where the general public can make payments for any type of fees or costs, i.e. pay property taxes, licenses, permits or traffic tickets by means of the payment methods, utilizing the Internet. County may use vendor(s) to perform the services that County will provide to Public Body.
- 1.2 If requested by Public Body, County will provide a single public web page that will reside on County server(s) and include basic information with links to the I.T. Service for Online Payments. County will not provide content management. County will provide basic design template customization (header and colors) and minimal content (basic contact information). URLs will have a G2Gcloud.com domain name. County has sole discretion as to what may be placed on this one-page website.
- 1.3 County will provide Public Body with access to a password protected website where Public Body can issue credits and view daily, weekly, and monthly transaction activity of payments processed through this I.T. Service.
- 1.4 The Payment Processing Service Fee (the “Fee”) charged to the general public shall be an amount established by County Board of Commissioners.

**2.0 PUBLIC BODY RESPONSIBILITIES**

- 2.1 Public Body will be responsible for placing the URL provided by County onto their website for this service.
- 2.2 Public Body will include the URL in printed or electronic communications to the general public regarding this service.
- 2.3 Public Body shall respond to all questions from the general public regarding payments. County shall refer questions regarding the amount of payment due or owing to Public Body.

**3.0 SUPPORT**

The I.T. Service will be supported by County’s Information Technology (I.T.) Department and/or County’s vendor(s), as described in the Agreement.

**4.0 SERVICE ACCESS AND REQUIREMENTS**

**EXHIBIT I**  
**I.T. SERVICES AGREEMENT**  
**ONLINE PAYMENTS**

4.1 Service Access

- 4.1.1 Access to the I.T. Service is via an internet browser. The URL for the general public to initiate the Online Payments service will be provided by County.
- 4.1.2 Public Body will provide access to this I.T. Service for the general public via the URL provided by County on the web site owned by Public Body.
- 4.1.3 The URL for Public Body to view activity reports and to perform all administrative functions and for the general public to maintain recurring payments will be provided by County.

4.2 Service Requirements

- 4.2.1 The general public shall be required to pay County the Fee to use this I.T. Service. County will use the Fee(s) to recover costs associated with this I.T. Service.
- 4.2.2 The person making the payment will authorize one transaction. The funds received for the payment of monies owed to Public Body will be deposited into an account owned by the Public Body. The funds received from the Fee will be deposited into an account owned by County.

**5.0 SERVICE COSTS**

Public Body does not have to pay the County for this I.T. Service.

**6.0 PROVISION AND MAINTENANCE OF DATA**

- 6.1 Public Body must use the same payment method processing entities used by County. The names and contact information for these entities shall be provided by County. County shall notify Public Body in advance of any changes to the third-party entities.
- 6.2 Public Body shall provide County with all necessary bank account and routing numbers to give effect to this Agreement.

**7.0 LICENSE USE AND ACCESS**

County grants to Public Body a nonexclusive license to use County developed applications needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

**EXHIBIT II**  
**I.T. SERVICES AGREEMENT**  
**OVER THE COUNTER PAYMENTS**  
**IN COUNTY**

**INTRODUCTION**

The I.T. Service described in this Exhibit (Over the Counter Payments) will provide government agencies with the ability to take card (credit and debit) payments and certain digital wallets (eWallets), collectively referred to as the “payment methods”, at the counter and over the phone.

**1.0 COUNTY RESPONSIBILITIES**

- 1.1 County will provide an I.T. Service where the general public can make Over the Counter Payments for any type of fees or costs; i.e. pay property taxes, licenses, permits or traffic tickets by means of the payment methods. County may use vendor(s) to perform the services that County will provide to Public Body.
- 1.2 County will provide Public Body with access to a password protected website where Public Body can issue credits and view daily, weekly, and monthly transaction activity of payments processed through this I.T. Service.
- 1.3 The Payment Processing Service Fee (the “Fee”) charged to the general public shall be an amount established by the County Board of Commissioners.

**2.0 PUBLIC BODY RESPONSIBILITIES**

Public Body shall respond to all questions from the general public regarding payments.

**3.0 SUPPORT**

The I.T. Service will be supported by County’s Information Technology (I.T.) Department and/or County’s vendor(s) as described in the Agreement.

**4.0 SERVICE ACCESS AND REQUIREMENTS**

- 4.1 Service Access
  - 4.1.1 Access to the I.T. Service is via a card and eWallet reader provided by County attached to a computer with a connection to an Internet website run by County.
  - 4.1.2 The URL for Public Body to view activity reports and to perform all administrative functions will be provided by County.
  - 4.1.3 Public Body will provide access to this I.T. Service for the general public via computer owned by Public Body and on the premise of the Public Body. This computer may be operated by Public Body staff or made available directly to the general public.
- 4.2 Service Requirements
  - 4.2.1 The general public shall be required to pay County the Fee to use this I.T. Service. County will use the Fee(s) to recover costs associated with this I.T. Service.

**EXHIBIT II**  
**I.T. SERVICES AGREEMENT**  
**OVER THE COUNTER PAYMENTS**  
**IN COUNTY**

4.2.2 The person making the payment will authorize one transaction. The funds received for the payment of monies owed to Public Body will be deposited into an account owned by the Public Body. The funds received from the Fee will be deposited into an account owned by County.

**5.0 SERVICE AND EQUIPMENT COSTS**

- 5.1 Public Body does not have to pay the County for payment processing, customer support, or electronic payment methods (software, application, portal, etc.) for this I.T. Service.
- 5.2 County will acquire the hardware for non-electronic payment methods and provide the hardware to Public Body at no cost to Public Body.

**6.0 PROVISION AND MAINTENANCE OF DATA**

- 6.1 Public Body must use the same payment method processing entities used by County. The names and contact information for these entities shall be provided by County. County shall notify Public Body in advance of any changes to the third-party entities.
- 6.2 Public Body shall provide County with all necessary bank account and routing numbers to give effect to this Agreement.

**7.0 LICENSE USE AND ACCESS**

County grants to Public Body a nonexclusive license to use County developed applications needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

**EXHIBIT III  
I.T. SERVICES AGREEMENT  
PAY CURRENT TAXES**

**INTRODUCTION**

The I.T. Service described in this Exhibit (Pay Current Taxes) will provide government agencies with the ability to accept card (credit and debit) payments, certain digital wallets (eWallets) selected by County, electronic check payments online and via telephone, and payment at certain private retailers selected by County, collectively referred to as the “payment methods”.

**1.0 COUNTY RESPONSIBILITIES**

- 1.1 County and/or County’s vendors will provide an I.T. service where the general public can pay government taxes by credit card or electronic check via the Internet.
- 1.2 County will provide a telephone number where the general public can pay for government taxes by means of a credit card or electronic check.
- 1.3 When tax payments are made to Public Body through this I.T. Service, County will post the payment without Public Body entering the data separately.
- 1.4 County shall provide a telephone number for the general public to call with questions regarding the payment procedure. County shall refer all questions regarding the amount of payment due to Public Body.
- 1.5 County will provide Public Body with access to a password protected website where Public Body can issue credits as required and can view daily, weekly, and monthly transaction activity of payments.
- 1.6 The Payment Processing Service Fee (the “Fee”) charged to the general public shall be an amount established by County Board of Commissioners.

**2.0 PUBLIC BODY RESPONSIBILITIES**

- 2.1 Public Body will be responsible for placing the URL provided by County onto their website for this service.
- 2.2 Public Body shall respond to all questions from the general public regarding payments.

**3.0 SUPPORT**

The I.T. Service will be supported by County’s Information Technology (I.T.) Department and/or County’s vendor(s) as described in the Agreement.

**4.0 SUPPORT SERVICES AND REQUIREMENTS**

- 4.1 Service Access
  - 4.1.1 Access to the I.T. Service will be via an internet browser. The URL to initiate the I.T. Service is: <https://www.PayLocalTaxes.com>
  - 4.1.2 The URL for Public Body to view activity reports and to perform all administrative functions will be provided by County.
- 4.2 Service Requirements

**EXHIBIT III**  
**I.T. SERVICES AGREEMENT**  
**PAY CURRENT TAXES**

- 4.2.1 The general public shall be required to pay County the Fee to use this I.T. Service. County will use the Fee(s) to recover costs associated with this I.T. Service.
- 4.2.2 The person making the payment will authorize one transaction. The funds received for the payment of monies owed to Public Body will be deposited into an account owned by the Public Body. The funds received from the Fee will be deposited into an account owned by County.

**5.0 SERVICE COSTS**

Public Body does not have to pay the County for this I.T. Service.

**6.0 PROVISION AND MAINTENANCE OF DATA**

- 6.1 Public Body must use the same payment method processing entities used by County. The names and contact information for these entities shall be provided by County. County shall notify Public Body in advance of any changes to the third-party entities.
- 6.2 Public Body shall provide County with all necessary bank account and routing numbers to give effect to this Agreement

**7.0 LICENSE USE AND ACCESS**

County grants to Public Body a nonexclusive license to use County developed applications needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

**EXHIBIT IX  
I.T. SERVICES AGREEMENT  
ArcGIS ONLINE**

**INTRODUCTION**

ArcGIS Online (“AGO”) is a web based, collaborative Geographic Information System (GIS) that allows users having an AGO Named User account to create and share maps, applications (apps), layers, analytics, and data in Environmental Systems Research Institute, Inc.’s (“ESRI”) secure cloud.

County entered into an agreement with ESRI that permits County to deploy AGO to Public Body (County Contract No. 005562, Enterprise Agreement No. 00270489.0, and herein referred to as the “Enterprise Agreement,” to which the County will provide Public Body with access. The Parties desire for Public Body to be authorized to access and use AGO as specified in the Enterprise Agreement.

County will provide Public Body with AGO Named User accounts that will allow Public Body to access the County’s AGO portal without having to purchase, manage or maintain its own AGO Named User accounts.

The Enterprise Agreement includes a License Agreement (herein referred to as the “License Agreement”) and a CVT Acknowledgment Statement, which is attached and incorporated as Addendum A, that Public Body must comply with in order to access and use AGO.

**1.0 DEFINITIONS**

- 1.1 "Deploy," "Deployment," or "Deployed" means County assigning, managing, and maintaining AGO Named User accounts for access to and use of County’s AGO portal by Public Body.
- 1.2 "Tier 1 Support" means the Technical Support provided via the Oakland County Service Center to Public Body to resolve reported incidents involving Public Body’s access to or use of County’s AGO portal.

**2.0 COUNTY RESPONSIBILITIES**

- 2.1 County will deploy AGO Named User accounts to Public Body through County’s Service Center as specified in the Enterprise and License Agreements without fee or cost to Public Body. The deployment of AGO Named User accounts by County to Public Body will terminate as specified in the Enterprise or License Agreements, the Agreement, or this Exhibit.

**3.0 PUBLIC BODY RESPONSIBILITIES**

- 3.1 Public Body Compliance. Public Body and its employees and contractors shall comply with the terms and conditions in this Exhibit, the CVT Acknowledgment Statement, the License Agreement, any amendments or new agreements mentioned in this Exhibit, and any applicable laws, rules, and regulations when accessing or

**EXHIBIT IX**  
**I.T. SERVICES AGREEMENT**  
**ArcGIS ONLINE**

using AGO. Public Body's access and use of AGO may be suspended or terminated if County is in breach of the Enterprise Agreement or if Public Body is in breach of this Exhibit, the CVT Acknowledgement Statement, the License Agreement, any amendment or new agreements mentioned in this Exhibit, or any applicable laws, rules, and regulations when accessing or using AGO. Public Body acknowledges and agrees that it has reviewed the License Agreement.

- 3.2 Amendments to Enterprise or License Agreements. In order to access and use AGO, Public Body shall agree to and comply with any and all amendments to the Enterprise or License Agreements relating to the access or use of AGO. County will provide Public Body with access to amendments to the Enterprise or License Agreements that are applicable to Public Body's access to or use of AGO. County will use reasonable efforts to provide notice to Public Body when County becomes aware of applicable amendments to the terms and conditions of the Enterprise or License Agreements.
- 3.3 New Agreements. County may enter into new agreements in the future with ESRI involving AGO. New agreements between County and ESRI may require Public Body to agree to and sign (if necessary) new CVT Acknowledgment Statements, License Agreements, or other equivalent or similar agreements. In order to access and use AGO, Public Body shall agree to and comply with new CVT Acknowledgment Statements, License Agreements, or other equivalent or similar agreements. County will provide Public Body with access to the new agreements that Public Body is required to comply with. County will use reasonable efforts to provide notice to Public Body when it becomes aware that Public Body must comply with any new agreements.
- 3.4 Future Standards and Guidelines. County may, and reserves the right to, implement future standards and guidelines as needed for use of AGO, including but not limited to, restricting Public Body's AGO credit consumption or designating Public Body's employees and contractors that may report AGO incidents to the Service Center. In order to access and use AGO, Public Body shall agree to and comply with new or different standards or guidelines that are provided to Public Body.
- 3.5 Identity & Access Management ("IAM") Self Service Registration. All employees and contractors of Public Body must create an IAM account through Service Center's self-registration to access or use AGO.
- 3.6 Account Notification Requirements. Public Body shall immediately inform County via the Service Center if any employee or contractor of Public Body is no longer employed by the Public Body, no longer requires access to the AGO portal, or breaches this Exhibit, the CVT Acknowledgement Statement, the Enterprise or License Agreements, any applicable amendments to those agreements, or any new agreement mentioned in this Exhibit. County may require Public Body to verify its inventory of active Public Body AGO Named User accounts periodically.

**EXHIBIT IX**  
**I.T. SERVICES AGREEMENT**  
**ArcGIS ONLINE**

3.7 Prohibition on Storing Certain Data in AGO. Public Body shall not upload to, process, use, or store in AGO any of the following: Personal information (PI) or Personal identifying information (PII) as those terms are defined in MCL 445.63, Protected Health Information (PHI) as defined in 45 CFR 160.103, or Criminal Justice Information (CJI) which is defined as data or information governed by the CJIS Security Policy (currently found at: <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>).

**4.0 SUPPORT**

The I.T. Service will be supported by County's Information Technology (I.T.) Department as described in the Agreement. County's Information Technology (I.T.) Department will pass through updates and provide Tier 1 Support to Public Body for applicable AGO use.

**5.0 SERVICE AND SUPPORT COSTS**

There is no cost to Public Body for this service.

**6.0 EXECUTION OF CVT ACKNOWLEDGEMENT STATEMENT**

Public Body shall sign and provide the County with the signed original CVT Acknowledgement Statement (Addendum A), prior to County deploying AGO Named User accounts to Public Body. The CVT Acknowledgement Statement must be signed by an authorized representative of Public Body. After Public Body signs and provides the County with the signed original CVT Acknowledgement Statement (Addendum A), County will provide the CVT Acknowledgement Statement signed by Public Body to ESRI.

**7.0 LICENSE USE AND ACCESS**

County grants to Public Body a nonexclusive license to use County developed applications needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

**ADDENDUM A**  
**CVT ACKNOWLEDGMENT STATEMENT**  
**(ArcGIS Online)**

**Environmental Systems Research Institute, Inc. ("Esri")**, having an address at 380 New York Street, Redlands, CA 92373 and **County of Oakland, MI ("County")**, have entered into an Enterprise Agreement (EA) identified as Enterprise Agreement No. 330721. Esri has authorized County to Deploy ArcGIS Online to specific CVTs during the term of the EA. Deployment by County of ArcGIS Online to each CVT and CVTs use of ArcGIS Online is subject to the terms of License Agreement contained in the EA and the additional requirements below.

The CVT, identified below as a Licensee, represents that it has received and read the License Agreement and understands and agrees to be bound by the terms of the License Agreement and the below additional requirements for use of ArcGIS Online Deployed by County to it. CVT agrees that Esri may pursue remedies against CVT for material breach of the License Agreement or the below additional requirements. All Deployments made by County to CVT will be made through County's centralized point of contact and will cease upon expiration or termination of County EA. County shall pass through updates and provide Tier 1 Support to CVT during the term of the EA for applicable ArcGIS Online use.

The following additional conditions apply:

- (1) Beta licenses are not available during the term of the EA. Therefore, Section 1.4 Trial, Evaluation, and Beta Licenses, in the License Agreement does not apply to CVT.
- (2) Section 1.2. Consultant or Contractor Access in the License Agreement, is modified to add the following restriction: Access to and use of any ArcGIS Online is restricted to use by consultants and contractors who are under contract with CVT, for the sole benefit of CVT while (i) working on-site at CVT's facilities; (ii) remotely accessing or using ArcGIS Online from CVT's on-site computers or machines; or (iii) remotely accessing or using EA Products from a third party's computers or machines. CVT shall require consultant or contractor to discontinue access to and use of EA Products upon completion of work for CVT.
- (3) CVT remains subject to Export Compliance requirements as outlined in the License Agreement.
- (4) Transfer, redistribution, or assignment of ArcGIS Online and any EA Product to any third party without Esri's written permission is prohibited.
- (5) During the term of the EA, licenses Deployed by County to CVT may be terminated if County or CVT is in material breach.
- (6) Any and all Amendments to License Agreement relating to the use of ArcGIS Online signed by the County and Esri shall be binding on the CVT.
- (7) CVT, including its consultants, contractors, agents, and volunteers, shall not upload to, process, or store in ArcGIS Online any Personal identifying information (PII) as defined in MCL 445.63, Protected Health Information (PHI) as defined in 45 CFR 160.103, or Criminal Justice Information (CJI) defined as data or information governed by the CJIS Security Policy (which is currently found at: <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>).

**ADDENDUM A**  
**CVT ACKNOWLEDGMENT STATEMENT**  
**(ArcGIS Online)**

In the event of a conflict in the terms and conditions of this acknowledgment and the License Agreement, the terms and conditions of this document shall have precedence over those contained in the License Agreement. No other rights are granted to CVT under this acknowledgment.

ACCEPTED AND AGREED:

\_\_\_\_\_  
(CVT)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**EXHIBIT X**  
**I.T. SERVICES AGREEMENT**  
**DATA SHARING**

**INTRODUCTION**

The Enhanced Access to Public Records Act, 1996 PA 462, MCL 15.44f1 *et seq.*, and the Urban Cooperation Act of 1967, 1967 PA 7, MCL 124.501 *et seq.*, allow the County to make Access Oakland Products and data owned and maintained by the County on or in relation to its Geographic Information System (GIS) available to Public Body without fee or cost for the purposes and uses described in this Exhibit.

**1.0 DEFINITIONS**

- 1.1 "Geographic Information System Data" or "GIS Data" means any output from the County's computerized database, developed pursuant to MCL 15.441 *et seq.*, for the purpose of making public records immediately available for public inspection or their purchase or copying by digital means.
- 1.2 "Access Oakland Product" means any specially packaged public record, information or product, developed pursuant to MCL 15.441 *et seq.*, for the purpose of making public records immediately available for public inspection or their purchase or copying by digital means, and available via the County's website.
- 1.3 "Consultants, Contractors or Subcontractors" mean entities under contract to Public Body who use Access Oakland Products and/or GIS Data in or for performance of services pursuant to their contract with Public Body.
- 1.4 "Third Party" means a person who requests Access Oakland Products and/or GIS Data from Public Body and is not a Public Body entity or a Consultant, Contractor or Subcontractor performing services for Public Body.

**2.0 COUNTY RESPONSIBILITIES**

- 2.1 The County may provide Public Body, without fee or cost, with data available as GIS Data and/or Access Oakland Products in retrievable form for public purposes permitted by law, including but not limited to assessing, planning, zoning, property inspection, economic or community development, public safety, public works, parks and recreation, and engineering.

**3.0 PUBLIC BODY RESPONSIBILITIES**

- 3.1 All of the Access Oakland Products and GIS Data, including but not limited to text, data, photographs, maps, images, graphics, audio and video clips, trademarks, logos and service marks (collectively the "Content") are owned by the County or licensed to the County by parties who own the Content. The Content is protected by copyright, trademark, and other intellectual property law. Public Body will cooperate promptly with any reasonable request by the County in any investigation of possible infringement of any applicable copyright or other proprietary right related to Public Body's use of Access Oakland Products and/or GIS Data.

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- 3.2 All requests for GIS data and/or Access Oakland Products for the uses specified in Paragraph 2.1 shall be made on behalf of Public Body by a designee of Public Body.
- 3.3 Requests for GIS Data will be submitted to the One Stop Shop, Oakland County, Michigan and requests for Access Oakland Products will be submitted to Access Oakland's Account Services website. Either Party to this agreement may designate another individual to make or receive such requests by providing prior written notice.
- 3.4 Public Body will only use GIS Data and/or Access Oakland Products provided by the County under this Agreement in the performance of Public Body's authorized and permitted duties.
- 3.5 Public Body may provide its Consultants, Contractors, or Subcontractors with access to the GIS Data and/or Access Oakland Products in accordance with all the following conditions:
  - 3.5.1 Public Body shall have its Consultants, Contractors, or Subcontractors sign the Contractor Data Sharing Services Agreement, which is attached and incorporated into this Exhibit as Attachment A, and forward it to the County along with Contractor's required insurance documentation. The County will provide the fully executed Contractor Data Sharing Services Agreement to Public Body. Public Body shall forward the fully executed Contractor Data Sharing Services Agreement to the Consultant, Contractor, or Subcontractor. The Contractor Data Sharing Services Agreement must be signed by County and Contractor, prior to the Public Body's Consultants, Contractors, or Subcontractors accessing or using the GIS Data and/or Access Oakland Products;
  - 3.5.2 Public Body's Consultants, Contractors, or Subcontractors shall refrain from using the GIS Data and/or Access Oakland Products for any purpose except what is authorized by Public Body in relation to the performance of Public Body's official duties; and,
  - 3.5.3 Public Body's Consultants, Contractors, or Subcontractors shall delete, remove, and shall cease using all copies of GIS Data and/or Access Oakland Products, regardless of their form or method of storage, upon the completion or termination of its consulting, contracting or subcontracting relationship with Public Body and/or the completion of its assigned tasks or duties and/or termination of this Exhibit.
- 3.6 County may, and reserves the right to, implement future standards and guidelines as needed for use of the GIS Data and/or Access Oakland Products, including but not limited to, limiting the number of Public Body's or its Consultants, Contractors, or Subcontractors user accounts. In order to access and use the GIS Data and/or Access Oakland Products, Public Body and its Consultants, Contractors, or Subcontractors shall agree to and comply with new or different standards or

**EXHIBIT X**  
**I.T. SERVICES AGREEMENT**  
**DATA SHARING**

guidelines that are provided to Public Body. Public Body shall provide any new or different standards or guidelines to its Consultants, Contractors, or Subcontractors.

- 3.7 Public Body shall immediately inform County via the Service Center if any of its employees, Consultants, Contractors, or Subcontractors are no longer employed by the Public Body, no longer require access to the GIS Data and/or Access Oakland Products, or use the GIS Data and/or Access Oakland Products for any purpose except what is authorized by Public Body in relation to the performance of Public Body's official duties.
- 3.8 Public Body shall comply with all of the provisions in MCL 15.443(1)(d). Except as provided in section 3.5 above, Public Body agrees that it shall refrain from providing GIS Data and/or Access Oakland Products to Third Parties, as that term is defined in MCL 15.442(i). Public Body shall refer all requests by Third Parties to purchase or otherwise acquire GIS Data and/or Access Oakland Products to Oakland County.

**4.0 SUPPORT**

The I.T. Service will be supported by County's Information Technology (I.T.) Department as described in the Agreement.

**5.0 SERVICE AND SUPPORT COSTS**

There is no cost to Public Body for this service.

**6.0 LICENSE USE AND ACCESS**

County grants to Public Body a nonexclusive license to use County developed applications needed to receive this I.T. Service. This license shall not be provided to any other party without County's written consent.

ATTACHMENT A  
TO EXHIBIT X  
I. T. SERVICES AGREEMENT  
DATA SHARING

**CONTRACTOR DATA SHARING SERVICES AGREEMENT**

This Contractor Data Sharing Services Agreement (herein referred to as the “Contractor Agreement”) is made between Oakland County, a Constitutional and Municipal Corporation, 1200 North Telegraph, Pontiac, Michigan 48341 (the “County”) and

\_\_\_\_\_ (the “Contractor”).  
(Contractor Name and Address)

**RECITALS**

- A. WHEREAS, \_\_\_\_\_ (“Public Body”), utilizes Oakland County, Michigan (“County”) owned GIS Data and/or Access Oakland Products (referred to individually or collectively as “Data Sharing Services”) pursuant to an agreement with the County; and
- B. WHEREAS, Public Body has requested and authorized County to provide Data Sharing Services to Contractor, in order for Contractor to fulfill its contractual obligations to Public Body.
- C. WHEREAS, County is willing to provide Data Sharing Services to Contractor, subject to the following terms and conditions.

NOW, THEREFORE, the Contractor and County, collectively referred to as the “Parties,” agree to the following:

**AGREEMENT**

1. **Definitions:** In addition to the terms and expressions defined elsewhere in this Contractor Agreement, the following words and expressions are defined and interpreted throughout this Contractor Agreement as:
- 1.1 **Access Oakland Product** means any specially packaged public record, information or product, developed pursuant to MCL 15.441 *et seq.*, for the purpose of making public records immediately available for public inspection or their purchase or copying by digital means, and available via the County's website.
- 1.2 **Contractor Employee** means any employee; officer; director; member; manager; trustee; volunteer; attorney; licensee; contractor; subcontractor; independent contractor; subsidiary; joint venture; partner or agent of Contractor; and any persons acting by, through, under, or in concert with any of the above, whether acting in their personal, representative, or official capacities. Contractor Employee shall also include any person who was a Contractor Employee at any time during the term of this Contractor Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.

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- 1.3 **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are imposed on, incurred by, or asserted against the County, or for which the County may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
- 1.4 **County** Oakland County, a Municipal Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.
- 1.5 **Data Sharing Services** means GIS Data and/or Access Oakland Products.
- 1.6 **Geographic Information System Data or GIS Data** means any output from the County's computerized database, developed pursuant to MCL 15.441 *et seq.*, for the purpose of making public records immediately available for public inspection or their purchase or copying by digital means.
2. **Service Provided by County:** County may provide Data Sharing Services to Contractor without cost to Contractor during the duration of this Contractor Agreement, subject to any other terms or conditions in this Contractor Agreement.
3. **Contractor's Obligations:** Contractor agrees that, when accessing or using Data Sharing Services, Contractor shall:
- 3.1 Use the Data Sharing Services solely to fulfill its contractual obligations to the Public Body. Contractor shall refrain from using the Data Sharing Services for any purpose except those authorized by Public Body in relation to the performance of its official duties;
- 3.2 Not copy, reuse, republish or otherwise distribute the Data Sharing Services or any modified or altered versions of it, whether over the Internet or otherwise, and whether or not for payment, without the express written permission of County;
- 3.3 Be bound by and comply with all future standards and guidelines implemented by County regarding the use of Data Sharing Services;
- 3.4 Immediately notify the Public Body if Contractor Employees are no longer employed by the Contractor, if Contractor no longer requires access to the Data Sharing Services, if there is unauthorized disclosure or use of the Data Sharing Services, or if any Contractor Employees violate the terms of this Contractor Agreement or amendments thereto;

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- 3.5 Comply with any terms contained in any license agreements, service agreements, acceptable use policies, and similar terms of service that County must “pass through” to Contractor in order to provide Contractor with the Data Sharing Services. County will provide Contractor with a copy of any license agreements, service agreements, acceptable use policies, and similar terms of service that County must “pass through” to Contractor, if requested by Contractor;
- 3.6 Cease using, delete, and remove any and all Data Sharing Services or copies thereof, regardless of their form or method of storage, upon the earliest of any one of the following events:
- 3.6.1 Completion or termination of Contractor’s consulting, contracting or subcontracting relationship with Public Body;
  - 3.6.2 The completion of Contractor’s assigned tasks or duties for Public Body that involved the Data Sharing Services;
  - 3.6.3 Public Body notifying Contractor that Public Body no longer has an agreement with the County to use or have access to Data Sharing Services; or
  - 3.6.4 Upon termination of this Contractor Agreement for any reason.

**4. Ownership of Data Sharing Services:** The Data Sharing Services, including but not limited to text, data, photographs, maps, images, graphics, audio and video clips, trademarks, logos and service marks (collectively the “Content”) are owned by the County or licensed to the County by parties who own the Content. The Content is protected by copyright, trademark, and other intellectual property law. Contractor will cooperate promptly with any reasonable request by the County in any investigation of possible infringement of any applicable copyright or other proprietary right related to Contractor’s use of Data Sharing Services.

**5. Disclaimer of Warranty and Liability:**

5.1 COUNTY PROVIDES THE DATA SHARING SERVICES ON AN “AS IS” AND “AS AVAILABLE” BASIS. COUNTY EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF ACCURACY, RELIABILITY, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR ANY OTHER WARRANTY, CONDITION, GUARANTEE OR REPRESENTATION, WHETHER ORAL, IN WRITING, OR IN ELECTRONIC FORM, INCLUDING BUT NOT LIMITED TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION CONTAINED THEREIN OR PROVIDED BY THE SERVICE. COUNTY DOES NOT REPRESENT THAT ACCESS TO THE DATA SHARING SERVICES WILL BE UNINTERRUPTED OR THAT THERE WILL BE NO FAILURES, ERRORS OR OMISSIONS, OR LOSS OF TRANSMITTED INFORMATION.

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5.2 USE OF THE DATA SHARING SERVICES IS AT CONTRACTOR'S OWN RISK. COUNTY WILL NOT BE HELD LIABLE FOR ANY ERRORS OR OMISSIONS CONTAINED IN THE SERVICE.

5.3 IN NO EVENT WILL THE COUNTY BE LIABLE FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL DAMAGES, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA, OR PROFITS, WHETHER IN AN ACTION IN CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE DATA SHARING SERVICES.

6. **Maintenance or Modification:** County may, without notice, perform maintenance on, or modify the Data Sharing Services at any time. County may, without notice, restrict or deny Contractor's access to the Data Sharing Services during any maintenance or modification.
7. **Compliance with Laws:** Contractor shall comply with all federal, state, and local statutes, ordinances, regulations, and administrative rules and requirements applicable to its activities performed under this Contractor Agreement.
8. **Auditing:** County may conduct scheduled and unscheduled audits or scans to ensure the integrity of the Data Sharing Services and County's compliance with Federal, State and local laws and industry standards.
9. **Delegation or Assignment:** Contractor shall not delegate or assign any obligation or right under this Contractor Agreement.
10. **Indemnification:** Contractor shall indemnify, defend, and hold the County harmless from all Claims, incurred by or asserted against the County by any person or entity, which are alleged to have been caused directly or indirectly from the acts or omissions of Contractor or Contractor's Employees. The County's right to indemnification is in excess and above any insurance rights/policies required by this Contractor Agreement.
11. **Contractor Provided Insurance:** At all times during this Contractor Agreement, Contractor shall obtain and maintain insurance according to the requirements listed in Appendix A.
12. **Term:** This Contractor Agreement shall be effective when executed by all Parties, and shall remain in effect until the earliest of any one of the following events:
  - 12.1 Contractor completes or terminates its consulting, contracting or subcontracting relationship with Public Body;
  - 12.2 Public Body notifying Contractor that Public Body no longer has an agreement with the County to use or have access to Data Sharing Services;

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12.3 Five (5) years after the effective date of this Contractor Agreement; or

12.4 Otherwise terminated as set forth in this Contractor Agreement.

**13. Termination:**

13.1 **By County:** County may terminate this Contractor Agreement immediately and without advance notice for any reason, including convenience. Notice to Contractor terminating this Contractor Agreement by County shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail, postage prepaid, and addressed to the person and address listed below for Contractor. Contractor may change the person and/or address that notice shall be given to by providing the name of the new person and/or address to the County in writing.

13.2 **By Contractor:** Contractor may terminate this Contractor Agreement at any time and for any reason, including convenience, upon sending written notice to County. The effective date of termination shall be seven business days after sending the notice, or a later date if clearly stated in the written notice.

**14. Notices:** Notices given under this Contractor Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.

14.1 If Notice is sent to County, it shall be addressed and sent to: Director, Oakland County Department of Information Technology, 1200 North Telegraph Road, Pontiac, Michigan, 48341, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, Michigan 48341.

14.2 If Notice is sent to Contractor, it shall be addressed to the person and address listed below for Contractor.

14.3 Either Party may change the individual to whom Notice is sent and/or the mailing address by notifying the other Party in writing of the change.

**15. Cumulative Remedies:** A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.

**16. Governing Law/ Consent to Jurisdiction and Venue:** This Contractor Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Any action brought to enforce, interpret, or decide any claim arising under or related to this Contractor Agreement shall be brought in the Sixth Judicial Circuit Court of the State of Michigan, the 50th District

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Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.

- 17. Modifications or Amendments:** Any modifications, amendments, rescissions, waivers, or releases to this Contractor Agreement must be in writing and agreed to by all Parties.
- 18. Interpretation of Agreement:** The language of this Contractor Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any Party.
- 19. Waiver:** Waiver of any term or condition under this Contract must be in writing and notice given pursuant to this Contract. No written waiver, in one or more instances, shall be deemed or construed as a continuing waiver of any term or condition of this Contract. No waiver by either Party shall subsequently affect its right to require strict performance of this Contract.
- 20. Severability:** If a court of competent jurisdiction finds a term or condition of this Contract to be illegal or invalid, then the term or condition shall be deemed severed from this Contract. All other terms or conditions shall remain in full force and effect. Notwithstanding the above, if Contractor's promise to indemnify or hold the County harmless is found illegal or invalid, Contractor shall contribute the maximum it is permitted to pay by law toward the payment and satisfaction of any Claims against the County.
- 21. Entire Agreement:** This Contractor Agreement represents the entire agreement between the Parties and supersedes any and all other communications, prior, contemporaneous or subsequent.

The Parties have taken all actions and secured all approvals necessary to authorize and complete this Contractor Agreement. The persons signing this Contractor Agreement on behalf of each Party have legal authority to sign this Contractor Agreement and bind the Parties to the terms and conditions contained herein.

**FOR COUNTY:**

Executed by: \_\_\_\_\_

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

Title: \_\_\_\_\_

**FOR CONTRACTOR:**

\_\_\_\_\_  
(Signature of Contractor's Authorized Representative)

\_\_\_\_\_  
(Printed name)

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(Title)

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(Address)

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

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(Address continued)

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**APPENDIX A**

**CONTRACTOR INSURANCE REQUIREMENTS**

During this Contractor Agreement, the Contractor shall provide and maintain, at their own expense, all insurance as set forth and marked below, protecting the County against any Claims. The insurance shall be written for not less than any minimum coverage herein specified.

**Primary Coverages**

**Commercial General Liability Occurrence Form** including: (a) Premises and Operations; (b) Products and Completed Operations (including On and Off Premises Coverage); (c) Personal and Advertising Injury; (d) Broad Form Property Damage; (e) Independent Contractors; (f) Broad Form Contractual including coverage for obligations assumed in this Contractor Agreement;

\$1,000,000 – Each Occurrence Limit

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products & Completed Operations Aggregate Limit

\$2,000,000 – General Aggregate Limit

\$ 100,000 – Damage to Premises Rented to You (formally known as Fire Legal Liability)

**Workers' Compensation Insurance** with limits statutorily required by any applicable Federal or State Law and Employers Liability insurance with limits of no less than \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit. Contractor must also satisfy one of the following:

1. Fully Insured or State approved self-insurer; or
2. Sole Proprietors must submit a signed Sole Proprietor form; or
3. Exempt entities, Partnerships, LLC, etc., must submit a State of Michigan form WC-337 Certificate of Exemption.

**Commercial Automobile Liability Insurance** covering bodily injury or property damage arising out of the use of any owned, hired, or non-owned automobile with a combined single limit of \$1,000,000 each accident. This requirement is waived if there are no company owned, hired or non-owned automobiles utilized in the performance of this Contractor Agreement.

**Commercial Umbrella/Excess Liability Insurance** with minimum limits of \$2,000,000 each occurrence. Umbrella or Excess Liability coverage shall be no less than following form of primary coverages or broader. This Umbrella/Excess requirement may be met by increasing the primary Commercial General Liability limits to meet the combined limit requirement.

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**Supplemental Coverages Required:**

1. **Professional Liability/Errors & Omissions Insurance** (Consultants, Technology Vendors, Architects, Engineers, Real Estate Agents, Insurance Agents, Attorneys, etc.) with minimum limits of \$1,000,000 per claim and \$1,000,000 aggregate; and
2. **Cyber Liability Insurance** with minimum limits of \$1,000,000 per claim and \$1,000,000 aggregate.

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**General Insurance Conditions**

The aforementioned insurance shall be endorsed, as applicable, and shall contain the following terms, conditions, and/or endorsements. All certificates of insurance shall provide evidence of compliance with all required terms, conditions and/or endorsements.

1. All policies of insurance shall be on a primary, non-contributory basis with any other insurance or self-insurance carried by the County;
2. The insurance company(s) issuing the policy(s) shall have no recourse against the County for subrogation (policy endorsed written waiver), premiums, deductibles, or assessments under any form. All policies shall be endorsed to provide a written waiver of subrogation in favor of the County;
3. Any and all deductibles or self-insured retentions shall be assumed by and be at the sole risk of the Contractor;
4. Contractors shall be responsible for their own property insurance for all equipment and personal property used and/or stored on County property;
5. The Commercial General Liability and Commercial Automobile Liability policies along with any required supplemental coverages shall be endorsed to name the County of Oakland and its officers, directors, employees, appointees and commissioners as additional insured where permitted by law and policy form;
6. The Contractor shall require its contractors or sub-contractors, not protected under the Contractor's insurance policies, to procure and maintain insurance with coverages, limits, provisions, and/or clauses equal to those required in this Contract;
7. Certificates of insurance must be provided no less than ten (10) Business Days prior to the County's execution of the Contractor Agreement and must bear evidence of all required terms, conditions and endorsements; and
8. All insurance carriers must be licensed and approved to do business in the State of Michigan and shall have and maintain a minimum A.M. Best's rating of A- unless otherwise approved by the County Risk Management Department.

BUDGET AMENDMENT WORKSHEET  
**2026 PROPOSED BUDGET AMENDMENTS**  
 BOARD MEETING - May 4, 2026

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2026	AS AMENDED 12/31/2026	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>ROAD FUND</u></b>				
<b>Revenues:</b>				
203-000-699.401      TRANSFER IN FROM CAPITAL IMP.	\$17,600.00	\$17,600.00	+      \$56,400.00 =	\$74,000.00
 <b><u>CAPITAL IMPROVEMENT FUND</u></b>				
<b>Revenues:</b>				
401-000-692.000      APPROPRIATION FUND BAL.	\$422,600.00	\$422,600.00	+      \$56,400.00 =	\$479,000.00
 <b>Expenditures:</b>				
401-261-995.103      TRANSFER TO ROAD FUND	\$17,600.00	\$17,600.00	+ <u>\$56,400.00</u> =	\$74,000.00
			<u>\$56,400.00</u>	

**Purpose of Amendment:**

Amendment required to cover the cost of dust control and gravel as Haul Route Revenue cannot be used to pay those expenditures.

Current Balance (Road Fund)	\$0.00
Add: Net Increase in Revenue	\$56,000.00
<u>Adjusted Surplus (Deficit)</u>	<u>\$56,000.00</u>

**5b. Receive and File:**

*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
March 2026*

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

March

2026

TOTAL (forward)..... \$37,620

Additional fees:

Building..... \$674

Electric..... \$528

Plumbing..... \$150

Heating..... \$249

Licenses & Misc Fees..... \$32.50

sub total: \$1,483.50

MONTH-END GRAND TOTAL REVENUE..... \$39,103.50

Total number of all Permits to date	This Year:	461
	Last Year:	573

Total number of all Electric, Plumbing, & Heating	This Year:	280
	Last Year:	374

Total number of Building permits to date:	This Year:	181
	Last Year:	199

Total number of New Single-Family Units:	This Year:	5
	Last Year:	7

Total number of Land Use Permits	This Year:	7
	Last Year:	12

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 3/1/2026 12:00:00 AM AND  
3/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Deck</b>					
PB26-0082	4024 N DUCK LAKE RD	R N Construction INc	\$51000	\$332	
PB26-0106	3394 RAMADA DR	ROGERS, BRIAN D	\$5000	\$99	
PB26-0108	4068 ARABY CT	Quality Home Remodeling	\$55450	\$352	
PB26-0123	5181 Millstone Ln	TROMBLEY, CAROL LYNNE	\$16500	\$156	
PB26-0124	1405 MIDDLE RD	MERMUYS, NICHOLAS M	\$1500	\$81	
<b>Deck</b>			\$129450	\$1020	5
<b>Electrical</b>					
PE26-0074	3488 HIGHLAND BLVD	Robin Aire Htg &Clg	\$0	\$55	
PE26-0075	2104 ELKHORN DR	Osburn Services Inc	\$0	\$198	
PE26-0076	4065 EMERALD PARK DR	Energy Efficiency Resources	\$0	\$54	
PE26-0077	2893 Ruby Way	Energy Efficiency Resources	\$0	\$54	
PE26-0078	2687 W Murray	Bridgewood Electrical LLC	\$0	\$55	
PE26-0079	672 N MILFORD RD Ste 120	Michigan Dept of State	\$0	\$94	
PE26-0080	4046 STRATHCONA	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE26-0081	3150 OAK RIDGE DR	Straightline Electric	\$0	\$337	
PE26-0082	3332 WOODRUFF MEADOWS C	KASE, BRITTANY ANNE	\$0	\$152	
PE26-0083	3954 PRESIDENTIAL WAY	Osburn Services Inc	\$0	\$158	
PE26-0084	4107 TAGGETT LAKE DR	Robin Aire Htg &Clg	\$0	\$54	
PE26-0085	3455 OAK RIDGE DR	Carters Plumbing	\$0	\$64	
PE26-0086	3374 STONEYBROOK DR	Energy Efficiency Resources	\$0	\$54	
PE26-0087	2812 KATIE LN	Dominion Service Company	\$0	\$64	
PE26-0088	270 W Mac Gregor Ct	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE26-0089	3220 RAMADA DR	PHILLIPS, DONALD W	\$0	\$102	
PE26-0090	5900 N MILFORD RD	Vitale Electric	\$0	\$664	
PE26-0091	2230 N HICKORY RIDGE RD	Family Heating Co Inc	\$0	\$74	
PE26-0092	3660 MANTUA FARMS	BG Electric	\$0	\$679	
PE26-0093	1604 TURTLE CRK	North Wind Electric LLC	\$0	\$205	
PE26-0094	1500 ALLOY PKWY	Robin Aire Htg &Clg	\$0	\$220	
PE26-0095	1410 GREBE RD	Noonan Electrical Servcies	\$0	\$158	
PE26-0096	3494 Emerald Park Drive	Energy Efficiency Resources	\$0	\$54	
PE26-0097	3384 STONEYBROOK	Energy Efficiency Resources	\$0	\$54	
PE26-0098	2949 MAPLE RIDGE AVE	Micro Electric LTD	\$0	\$487	
PE26-0099	991 N PARK ST	Detroit Heating and Cooling	\$0	\$108	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 3/1/2026 12:00:00 AM AND  
3/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE26-0100	1590 WHITE LAKE RD	CHILDS, GARY	\$0	\$116	
PE26-0101	3680 LONE TREE RD	HYDE, DAMIAN	\$0	\$177	
PE26-0102	1840 PHINNEY LN	CATO, JOHNATHON	\$0	\$765	
PE26-0103	1124 WHITE LAKE RD	Conditioned Air LLC	\$0	\$54	
PE26-0104	244 Hemlock	Chapple Electric Inc	\$0	\$74	
PE26-0105	265 Spruce	Chapple Electric Inc	\$0	\$74	
PE26-0106	217 Maple Ave	Chapple Electric Inc	\$0	\$74	
PE26-0107	3014 CLOVERDALE	Randazzo Mechanical Htg & Cl	\$0	\$62	
PE26-0108	6080 Granite Ln	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE26-0109	2317 Gibraltar Dr	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE26-0110	2868 Ruby Way Dr	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE26-0111	1011 Marble Dr	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE26-0112	2750 S DUCK LAKE RD	BERG, JOSEPH A	\$0	\$246	
PE26-0113	2629 FOXGROVE DR	Matheson heating, Air & plumbi	\$0	\$64	
PE26-0114	3995 WOODLAND DR	Grizzly ElectricLLC	\$0	\$89	
PE26-0115	321 CARNOUSTIE	Propel Tech & Electric	\$0	\$174	
PE26-0116	4601 TWIN OAKS RD	Don's Electrical Service Inc	\$0	\$158	
PE26-0117	3655 CHEVRON DR	Peak Electric	\$0	\$163	
PE26-0118	4001 N DUCK LAKE RD	PALKA, CHRISTIAN	\$0	\$102	
PE26-0119	2643 WESTWIND DR	Amber Electric Inc	\$0	\$401	
PE26-0120	231 E Mac Tavish Ct	Lite Electric	\$0	\$87	
<b>Electrical</b>			\$0	\$7547	47
<b>Fence</b>					
PB26-0135	3563 MANTUA FARMS	MANTUA, MICHAEL	\$500	\$88	
<b>Fence</b>			\$500	\$88	1
<b>Land Use Permit</b>					
PLU26-0045	3410 LAKEVIEW DR	Bonadeo Landscaping	\$0	\$88	
<b>Land Use Permit</b>			\$0	\$88	1
<b>Mechanical</b>					
PM26-0065	3488 HIGHLAND BLVD	Robin Aire Htg & Clg	\$0	\$112	
PM26-0066	3680 LONE TREE RD	Star Mechanical	\$0	\$288	
PM26-0067	2395 OVERBROOK	Adams Mechanical LLC	\$0	\$410	
PM26-0068	2104 ELKHORN DR	Osburn Services Inc	\$0	\$84	

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

Permit.DateIssued Between 3/1/2026 12:00:00 AM AND  
3/31/2026 11:59:59 PM

<b>Permit #</b>	<b>Address</b>	<b>Applicant</b>	<b>Estimated Value</b>	<b>Permit Fee</b>	<b># of Permits</b>
PM26-0069	3548 CAPITOL CIR	Robin Aire Htg &Clg	\$0	\$92	
PM26-0070	2687 W Murray	Andy's Statewide Heating and A	\$0	\$102	
PM26-0071	4046 STRATHCONA	Randazzo Mechanical Htg & Cl	\$0	\$169	
PM26-0072	3670 N DUCK LAKE RD	Adair Heating and Cooling LLC	\$0	\$326	
PM26-0073	2837 WALING WOODS DR	Service Giant Plumbing	\$0	\$123	
PM26-0074	3320 WHITE LAKE RD	Robin Aire Htg &Clg	\$0	\$92	
PM26-0075	3954 PRESIDENTIAL WAY	Osburn Services Inc	\$0	\$84	
PM26-0076	3455 OAK RIDGE DR	Carters Plumbing	\$0	\$169	
PM26-0077	4107 TAGGETT LAKE DR	Robin Aire Htg &Clg	\$0	\$102	
PM26-0078	3569 WOODLAND DR	Hauser Heating	\$0	\$370	
PM26-0079	3374 STONEYBROOK DR	Energy Efficiency Resources	\$0	\$102	
PM26-0080	2812 KATIE LN	Dominion Service Company	\$0	\$179	
PM26-0081	270 W Mac Gregor Ct	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM26-0082	3374 W CLARICE AVE	Kelley Brothers LC	\$0	\$92	
PM26-0083	1500 ALLOY PKWY	Robin Aire Htg &Clg	\$0	\$374	
PM26-0084	1410 GREBE RD	CJB Mechanical	\$0	\$129	
PM26-0085	3494 Emerald Park Drive	Energy Efficiency Resources	\$0	\$102	
PM26-0086	3384 STONEYBROOK	Energy Efficiency Resources	\$0	\$102	
PM26-0087	991 N PARK ST	Detroit Heating and Cooling	\$0	\$204	
PM26-0088	1840 PHINNEY LN	CATO, JOHNATHON	\$0	\$188	
PM26-0089	2831 PINE BLUFFS CT	Mulligan Heating	\$0	\$84	
PM26-0090	1124 WHITE LAKE RD	Conditioned Air LLC	\$0	\$102	
PM26-0091	3014 CLOVERDALE	Randazzo Mechanical Htg & Cl	\$0	\$102	
PM26-0092	5900 N MILFORD RD	Burning Inspirations LLC	\$0	\$137	
PM26-0093	744 TIERNEY AVE	Ehlers Heating and Air Conditio	\$0	\$169	
PM26-0094	6080 Granite Ln	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM26-0095	2317 Gibraltar Dr	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM26-0096	2868 Ruby Way Dr	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM26-0097	1011 Marble Dr	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM26-0098	2750 S DUCK LAKE RD	BERG, JOSEPH A	\$0	\$262	
PM26-0099	910 DUNLEAVY DR	Michigan Consolidated Gas Co	\$0	\$92	
PM26-0100	3903 BROADVIEW LN	Deeply Rooted Mechanical	\$0	\$84	
PM26-0101	2629 FOXGROVE DR	Matheson heating, Air & plumbi	\$0	\$169	
PM26-0102	2347 Douglas Dr.	Mobile & Modular Homes Inc	\$0	\$87	
PM26-0103	2335 Douglas	Mobile & Modular Homes Inc	\$0	\$87	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 3/1/2026 12:00:00 AM AND  
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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM26-0104	2343 Douglas	Mobile & Modular Homes Inc	\$0	\$87	
PM26-0105	243 E Heather	Mobile & Modular Homes Inc	\$0	\$87	
PM26-0106	209 E Heather	Mobile & Modular Homes Inc	\$0	\$87	
PM26-0107	248 E Heather	Mobile & Modular Homes Inc	\$0	\$87	
PM26-0108	2349 MacLaren	Mobile & Modular Homes Inc	\$0	\$87	
<b>Mechanical</b>			\$0	\$6315	44
<b>Miscellaneous</b>					
PB26-0078	3921 ORCHARD DR	Finished Basements Plus LLC	\$21647	\$182	
PB26-0087	4916 HILLOCK	Foundation Systems of Michiga	\$8880	\$118	
PB26-0092	3630 N MILFORD RD	Atlantic Coast Waterproofing	\$7050	\$124	
PB26-0095	217 Maple Ave	Grand Blanc Concrete Construct	\$2500	\$86	
PB26-0097	244 Hemlock	Grand Blanc Concrete Construct	\$2500	\$86	
PB26-0098	265 Spruce	Grand Blanc Concrete Construct	\$2500	\$86	
PB26-0116	6011 Granite Ln	RIDGEWOOD LLC	\$3420	\$91	
PB26-0117	2823 Ruby Way Dr	RIDGEWOOD LLC	\$3870	\$93	
PB26-0126	2266 ELKRIDGE CIR	DEVANEY, THOMAS E	\$11700	\$132	
PB26-0134	726 N HICKORY RIDGE RD	GOJCAJ, PASKO	\$35000	\$249	
<b>Miscellaneous</b>			\$99067	\$1247	10
<b>Plumbing</b>					
PP26-0036	3921 ORCHARD DR	MICHAEL A, GENSON	\$0	\$57	
PP26-0037	3150 OAK RIDGE DR	Thompson Plumbing and Heatin	\$0	\$224	
PP26-0038	3630 N MILFORD RD	J Mechanical	\$0	\$82	
PP26-0039	1600 W HIGHLAND RD	Titan Plumbing Group	\$0	\$92	
PP26-0040	3980 LOCH DR	Mrs. Michael	\$0	\$71	
PP26-0041	1840 PHINNEY LN	CATO, JOHNATHON	\$0	\$323	
PP26-0042	3670 N DUCK LAKE RD	Brazill Plumbing LLC	\$0	\$205	
PP26-0043	680 W LIVINGSTON RD	Pipeline Plumbing LLC	\$0	\$92	
PP26-0044	1543 LUDEAN DR	JA Carney Plumbing Inc	\$0	\$171	
PP26-0045	5071 HARVEY LAKE RD	B.A.Mclaren & Sons	\$0	\$295	
PP26-0046	2347 Douglas Dr.	Mobile & Modular Homes Inc	\$0	\$77	
PP26-0047	2335 Douglas	Mobile & Modular Homes Inc	\$0	\$77	
PP26-0048	2343 Douglas	Mobile & Modular Homes Inc	\$0	\$77	
PP26-0049	243 E Heather	Mobile & Modular Homes Inc	\$0	\$77	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PP26-0050	209 E Heather	Mobile & Modular Homes Inc	\$0	\$77	
PP26-0051	248 E Heather	Mobile & Modular Homes Inc	\$0	\$77	
PP26-0052	2349 MacLaren	Mobile & Modular Homes Inc	\$0	\$77	
<b>Plumbing</b>			\$0	\$2151	17
<b>Pole Barn</b>					
PB26-0089	5267 CONNORS LN	DENNIS, ERIC	\$50000	\$325	
<b>Pole Barn</b>			\$50000	\$325	1
<b>Res. Additions</b>					
PB26-0088	1840 PHINNEY LN	CATO, JOHNATHON	\$100000	\$575	
PB26-0112	3486 JACKSON BLVD	GRIT FAMILY TRUST	\$90000	\$525	
PB26-0131	3569 WOODLAND DR	KYA Properties LLC	\$300000	\$1579	
<b>Res. Additions</b>			\$490000	\$2679	3
<b>Res. Mobile Home</b>					
PMH26-0022	2347 Douglas Dr.	Mobile & Modular Homes Inc	\$0	\$200	
PMH26-0023	2343 Douglas	Mobile & Modular Homes Inc	\$0	\$200	
PMH26-0024	2335 Douglas	Mobile & Modular Homes Inc	\$0	\$200	
PMH26-0025	243 E Heather	Mobile & Modular Homes Inc	\$0	\$200	
PMH26-0026	209 E Heather	Mobile & Modular Homes Inc	\$0	\$200	
PMH26-0027	248 E Heather	Mobile & Modular Homes Inc	\$0	\$200	
PMH26-0028	2349 MacLaren	Mobile & Modular Homes Inc	\$0	\$200	
<b>Res. Mobile Home</b>			\$0	\$1400	7
<b>Res. Renovations</b>					
PB26-0081	200 W LIVINGSTON RD	CHARTER TOWNSHIP OF HI	\$0	\$0	
PB26-0090	1211 W LIVINGSTON RD	Allstar Home Services LLC	\$35000	\$254	
PB26-0096	2870 MOTORISTS DR	KRESGE, VICTORIA K	\$10000	\$126	
PB26-0099	2455 CANTERWOOD	Peter Joseph Tersigni	\$50550	\$342	
PB26-0100	4023 HILLCREST DR	Royalty Property & Renovation	\$8800	\$121	
PB26-0102	2833 STEEPLECHASE	Renewal By Anderson LLC	\$22338	\$192	
PB26-0103	2995 ALLISON LN	A Better Exterior LLC	\$25000	\$200	
PB26-0104	265 N SAINT JOHN RD	A Better Exterior LLC	\$10930	\$131	
PB26-0107	925 DUNLEAVY DR	Prime Home Remod	\$6993	\$111	
PB26-0109	3655 CHEVRON DR	Raymond Home Improvement L	\$90000	\$525	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 3/1/2026 12:00:00 AM AND  
3/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB26-0110	3739 TARA DR	J T'S Carpentry, Inc.	\$96000	\$555	
PB26-0114	937 LONE TREE RD	Cornerstone Home Improvement	\$23420	\$198	
PB26-0115	3205 LESTER DR	Curtis Builders Inc	\$11500	\$136	
PB26-0118	1300 LUDEAN DR	Robert Twenter	\$25000	\$203	
PB26-0121	535 HARVEY LAKE RD	Maple Roofing Construction	\$28000	\$218	
PB26-0128	1544 PRUIT DR	John McCarter Construction LL	\$78000	\$465	
PB26-0129	2419 WILLOW LN	Home Depot USA	\$2933	\$90	
PB26-0130	3364 Shale Ct	Eastbrook Construction Inc	\$9970	\$126	
PB26-0136	2964 BEN DR	Bottoms Up Contracting, Inc	\$9116	\$119	
PB26-0137	2836 PINE BLUFFS CT	Bottoms Up Contracting, Inc	\$8104	\$114	
<b>Res. Renovations</b>			\$551654	\$4226	20
<b>Res. Single Family</b>					
PB26-0093	2045 E WARDLOW RD	Especially Window	\$2000000	\$5483	
PB26-0120	3201 LESTER DR	COOPER, JAMES PHILLIP	\$2000000	\$1112	
<b>Res. Single Family</b>			\$2020000	\$6595	2
<b>Roof</b>					
PB26-0083	3675 CAPITOL WAY	Pure Energy Window Company	\$22775	\$192	
PB26-0084	138 ABERDEEN	ROOF-RITE LLC	\$21600	\$187	
PB26-0085	680 MURRAY HILL RD	Cornerstone Home Improvement	\$13500	\$146	
PB26-0086	1603 ISLAND DR	Cornerstone Home Improvement	\$11500	\$136	
PB26-0101	2246 Mac Laren	Renovations Roofing & Remod	\$9250	\$126	
PB26-0105	3800 CLYDE RD	Early Bird Roofing	\$24000	\$203	
PB26-0111	2630 HORSESHOE DR	Bloomfield Construction	\$12300	\$141	
PB26-0119	2600 WESTWIND DR	ROOF-RITE LLC	\$19200	\$177	
PB26-0125	3805 Emerald Park Dr	Pure Energy Window Company	\$18386	\$172	
PB26-0127	3775 LOCH DR	Allstar Home Services LLC	\$45530	\$302	
PB26-0132	917 MIDDLE RD	180 Contracting LLC	\$26477	\$213	
<b>Roof</b>			\$224518	\$1995	11
<b>Shed</b>					
PB26-0080	1664 LA SALLE BLVD	MCCLLOUD, DONALD	\$1200	\$80	
<b>Shed</b>			\$1200	\$80	1
<b>Siding</b>					

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 3/1/2026 12:00:00 AM AND  
3/31/2026 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB26-0077	4001 N DUCK LAKE RD	180 Contracting LLC	\$35000	\$254	
PB26-0122	3397 S WOODLAND DR	Performance Roofing and Siding	\$38217	\$274	
PB26-0133	859 WHITE HOUSE DR	180 Contracting LLC	\$16750	\$158	
<b>Siding</b>			\$89967	\$686	3
<b>Swimming Pools-Hot Tubs/Spas</b>					
PB26-0094	1604 TURTLE CRK	Joseph Lawrence Durnell	\$73000	\$455	
<b>Swimming Pools-Hot Tubs/Spas</b>			\$73000	\$455	1
<b>Temporary Sign</b>					
PTS26-0001	1427 S MILFORD RD	WILDLING	\$0	\$67	
<b>Temporary Sign</b>			\$0	\$67	1
<b>Wall Mounted Sign</b>					
PSG26-0005	1427 S MILFORD RD	A&A ENTERPRISE PROPERTI	\$0	\$127	
<b>Wall Mounted Sign</b>			\$0	\$127	1
<b>Windows</b>					
PB26-0079	2330 S Dundee	Wallside Inc	\$10915	\$131	
PB26-0091	3491 E CLARICE AVE	Wallside Inc	\$8040	\$121	
PB26-0113	4864 HARVEY LAKE RD	Wallside Inc	\$19873	\$177	
<b>Windows</b>			\$38828	\$429	3
<b>Zoning Land Use</b>					
PLU26-0003	2933 E HIGHLAND RD	MCDUNN, MICHAEL	\$0	\$100	
PLU26-0005	1427 S MILFORD RD	WILDLING	\$0	\$0	
PLU26-0006	3290 S HICKORY RIDGE RD	All Stars Preschool and Child Ca	\$0	\$0	
PLU26-0007	400 BEACH FARM CIR	COMMUNITY SHARING	\$0	\$0	
PLU26-0009	1107 S MILFORD RD	Tranquil Expression Salon & Sp	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$100	5
<b>Totals</b>			<b>\$203748184</b>	<b>\$37620</b>	<b>184</b>

March 2026



# HIGHLAND TOWNSHIP FIRE RESCUE

Serving & Protecting since 1941

**To:** Highland Township Board

**From:** Nick George, Fire Chief

c/o Shawn Bell, Fire Marshal; Laura Carpenter, Admin Asst.

**Date:** Month of March 2026

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**Notification to the Board: 2026 End-of-Month Report**

**March 1<sup>st</sup>- 31<sup>st</sup>**

**Rental Revenue Totals- \$1050.00**

**YTD Jan 1<sup>st</sup> – March 31<sup>st</sup> \$1350.00**

**Rental Inspection(s) Completed by Fire Marshal/Rental Inspector- 10**

**Rental Certificate(s) Issued by Fire Marshal/Rental Inspector- 5**

**Ordinance and Land Use Permits (PLU) Inspection(s)**

**Completed by Fire Marshal/Ordinance Inspector- 11**



# Highland Township Ordinance Department

## MONTH END REPORT

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### COMPLAINT TYPE

BLIGHT

4

TOTAL

4

Respectfully Submitted:

*Shawn Bell*

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Fire Marshal / Ordinance Enforcement

Report Filtering Options:

Enforcement.DateFiled Between 3/1/2026 12:00:00 AM AND 3/31/2026 11:59:59 PM  
AND

Enforcement.Category = BLIGHT OR

Enforcement.Category = FIRE MARSHAL INSPECTION OR

Enforcement.Category = GRASS/WEEDS OR

Enforcement.Category = ANIMAL CODES OR

Enforcement.Category = SIDEWALKS OR

Enforcement.Category = UNLIC/INOP VEHICLE



**Highland Activity Center Advisory Council Meeting Minutes**  
**Tuesday, March 10<sup>th</sup>, 2026**

**CALL TO ORDER:** The Highland Activity Center Advisory Council meeting was canceled by Carolyn Kress at 9:10 a.m. on Tuesday, March 10, 2026, due to a lack of quorum.

**The Secretary's Minutes and the Treasurer's Report will be voted on April 7<sup>th</sup>, 2026**

**Dick Russell suggested we hold a future meeting at The Red Bud in Highland.**

**PRESENT:** Carolyn Kress, Lisa Rehbine, Sue Anderson, Patti Janette, & Dick Russell

**ABSENT:** Lisa Jagusch, Steve Jagusch, Terry Oxsley, Jennifer Fredericks, Heidi Bey, & Peter Werthmann

**SECRETARY'S MINUTES:**

**TREASURER'S REPORT:**

**DIRECTOR'S ACTIVITY REPORT:**

**UPCOMING EVENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**MOTION TO ADJOURN:**

Respectfully submitted,

*Patti*

Patti Janette, Secretary  
Highland Advisory Council

**Highland Activity Center  
Advisory Board - Fund 702  
Financial Report  
March 31, 2026**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
<b>Starting Balance March 1, 2026</b>			<b>32,036.01</b>
<b>Revenues</b>			
	<i>Donations: Colasanti</i>	86.71	
	<i>Wreaths Across America</i>	54.41	
	<i>D. Brassel</i>	20.00	
	<i>Elizabeth</i>	55.00	
	<i>B. Case</i>	25.00	
	<i>Memorial</i>	20.00	
	<i>Trips</i>	3,402.00	
	<i>Party</i>	1,888.00	
	<i>Classes</i>	1,285.00	
	<i>Fundraising</i>	75.00	
<b>Total Revenues</b>		<b>6,911.12</b>	<b><u>38,947.13</u></b>
<b>Expenditures</b>			
	<i>Traveling Trainers</i>	1,380.00	
	<i>Gas/Wex</i>	55.24	
	<i>Chase Credit Card</i>	5,142.40	
	<i>Gordon Foods</i>	500.18	
	<i>Meals on Wheels</i>	0.00	
	<i>Amazon</i>	247.97	
	<i>Highland Supply</i>	106.62	
	<i>Terry Bar</i>	225.00	
	<i>Airgas</i>	672.01	
<b>Total Expenditures</b>		<b>8,329.42</b>	<b><u>30,617.71</u></b>
			<b><u><u>30,617.71</u></u></b>
<b>Ending bank balance March 31, 2026</b>			<b><u><u>30,617.71</u></u></b>
 <b>Submitted by</b>			
<b>Jennifer Frederick, Treasurer</b>			
<b>Highland Township</b>			
	May 1, 2026		

### Circulation of Physical Items

January 10,364	February 7,869	March 11,573
Books: Adult 3,503 (3,257) Teen 115 (130) Youth 5,381 (4,411)		
DVD 1,674(1,415) Realia 136 (116) Board Games 40 (40)		
<b>Interlibrary Loan:</b>		
Other TLN Library material to Highland: 1,649		
Highland Materials to other TLN Libraries: 2,594		
MeLCat Interloan Service: 51      New Users: 68		

### Digital Usage

Overdrive	February	March
Overall	2,676	3,134
e-books	1,057	1,137
e-audiobooks	1,314	1,597
e-magazines	305	400
New Users	27	22
Hoopla Borrows	810	835
Kanopy Plays	23	52
Consumer Reports Page View	415	382
Mango Languages	10	8
Brainfuse	23	8
World Book	5	18
Ancestry	37	11
Educate Station	1	1
Comics Plus	1	1

### Library Happenings

- Our library is participating in the Oakland County Library Hop to encourage people to visit county libraries.
- Our building needs extra fire prevention equipment. We are working with a vendor to make the updates.
- The library policy and procedures for Law Enforcement Records requests and FOIA requests are being updated.
- The Public copy machine needs to be replaced.
- Our library network received \$1.5 million from the Ralph W. Wilson foundation to be used over the next 3 years. This money will be awarded to rural libraries to benefit community efforts.

### Programs & Reference

<b>March Programs #</b>		
Adult	10	217
Teen	3	36
Youth	27	438
<b>Total</b>	<b>40</b>	<b>691</b>
Last Month	31	501
Passive Yth	3	437
<b>Reference</b>		
Adult & Teen	764	
Youth	523	
<b>Total</b>	<b>1,287</b>	
Last Month	1,368	
<b>People Count</b>	<b>5,556</b>	
Last year	5,787	
Last Month	5,035	
Covid Tests	15	

### Public Computer Usage

<b>Computers</b>	
Adult	372
Teen	3
Youth	27
AWE&Magic	578
ABC Mouse	0
Wireless:	428
Approx. each day	28

### Website

**MAP passes: 15 families**  
 Howell Nature Center  
 Indian Springs  
 Independent Oaks Park

**Highland Township Public Library**

**Board Meeting Minutes**

**Tuesday, March 3, 2026**

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

**Members Absent:** J. Matthews

**Guests:** None

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

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

**Motion:** C. Hamill moved and K. Rea seconded to approve the Board Meeting minutes for February 3,  
2026 . Roll call - unanimous vote; motion carried.

**Bills:** Total bills for February, 2026 are \$54,461.87. Total bills for March, 2026 are \$43,166.24 with the  
addition of Brien's Services Inc, CDW Government, Kraft Business Systems, T-Mobile, TelNet  
Worldwide, when received.

**Motion:** C. Hamill moved and K. Rea seconded to approve the February, 2026 and March, 2026 bills.  
Roll call - unanimous vote; motion carried.

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

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

**Communications:** A heartfelt apology letter was sent by a young patron.

## **UNFINISHED BUSINESS**

**Library Network:** Staff at TLN libraries discussed the poor quality of AI generated audiobooks. D.

Dittmar is applying for a grant to have Michigan State University to design an AI literacy toolkit for the Library.

**Building Maintenance:** Leaks were detected at the Library entrance and in the women's restroom. The sidewalk near the entrance continues to be problematic as snow melts and water refreezes. The

Certificates of Boiler Inspection were received from the state. Projects to be considered over the next two years were discussed.

**Motion:** C. Hamill moved and L. Symons seconded to approve purchase of 4 sets of table legs at a cost not to exceed \$1,900. Roll call - unanimous vote; motion carried.

**Strategic Plan:** Conversations with public groups continue. The organization, Blessings in a Backpack, asked if the Library would be a donation site for food, to help feed children during the summer.

## **NEW BUSINESS**

**Board Elections:** New board members must file to run for office by 4 pm on April 21, 2026.

**ACH Payment:** A list of invoices paid by ACH was updated.

**Motion:** C. Hamill moved and L. Symons seconded to approve invoices paid via ACH. Roll call - unanimous vote; motion carried.

**Audit:** N. White and B. Dunseth have been gathering information for the March audit.

**Endowment:** The link on the website had to be changed to allow people to give directly to the Library endowment. A \$5,000 donation to the endowment fund, made by A.R. Smith at the end of 2025, was received.

**Equipment:** Staff would like to replace the glass stand, with a digital sign from ViewSonic Digital ePoster Display. The public copy machine is in need of replacement.

**Motion:** K. Rea moved and C. Hamill seconded to approve a purchase from ViewSonic Digital ePoster Display at a cost not to exceed \$3,800, and a purchase from Yodeck at a cost of \$8 - \$15 per month to support the digital sign. Roll call - unanimous vote; motion carried.

**Motion:** C. Hamill moved and L. Symons seconded to approve purchase of a Ricoh IM C2510 copy machine for public use, at a cost not to exceed \$3,800. Roll call - unanimous vote; motion carried.

**New Resource:** A subscription to Niche Academy to access pre-made library tutorials and staff training resources was discussed.

**Motion:** C. Hamill moved and K. Rea seconded to approve a subscription to Niche Academy at a cost of \$2,900 per year. Roll call - unanimous vote; motion carried.

**Personnel:** Some DSLRT library directors are questioning the rapid rise of staff salaries.

**April Meeting:** The April 7, 2026 Library Board Meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Gaglio moved and L. Symons seconded to adjourn. The meeting adjourned at 6:22 pm.

Respectfully Submitted,

*Cindy Dombrowski*

CHARTER TOWNSHIP OF HIGHLAND

POST-AUDIT

BALANCE SHEET  
DECEMBER 31, 2025

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	73.34	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,372,328.02	
101-000-019.001	TAXES RECEIVABLE	351,566.00	
101-000-072.000	COUNTY OF OAKLAND	744.00	
101-000-075.000	HURON VALLEY SCHOOLS	2,976.00	
101-000-078.000	DUE FROM STATE REVENUES	364,442.00	
101-000-081.000	DUE COMMUNITY DEV.	24.00	
101-000-084.477	DUE TO/FROM CABLE TV FEES	60,896.04	
101-000-084.703	DUE TO/FROM TAX FUND	263,099.00	
	TOTAL ASSETS		5,417,235.50

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.000	ACCOUNTS PAYABLE	38,197.66	
101-000-202.001	BUILDING BONDS PAYABLES	195,334.00	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	8,224.51	
101-000-202.005	PLANNING ESCROW PAYABLES	193,337.18	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	( 462.15)	
101-000-257.000	ACCRUED PAYROLL	5,438.56	
101-000-258.000	ACCRUED EXPENSES	4,152.00	
101-000-280.000	DEFERRED REVENUE	680,389.00	
101-000-280.001	DEFERRED REVENUE-GRANT	24.00	
	TOTAL LIABILITIES		1,124,634.76

FUND EQUITY

101-000-380.003	FUND BALANCE-ASSIGN FUTURE EXP	2,000,000.00	
101-000-390.000	FUND BALANCE	1,519,898.70	
	REVENUE OVER EXPENDITURES - YTD	772,702.04	
	TOTAL FUND EQUITY		4,292,600.74
	TOTAL LIABILITIES AND EQUITY		5,417,235.50

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
101-000-402.000	CURRENT PROPERTY TAX	629,738.00	629,738.00	673,030.50	.00 ( 43,292.50)	106.87
101-000-404.000	SALES TAX	2,131,794.00	2,131,794.00	2,188,380.65	.00 ( 56,586.65)	102.65
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	( 200.48)	.00 200.48	.00
101-000-423.000	MOBILE HOME TAXES	8,000.00	8,000.00	8,811.50	.00 ( 811.50)	110.14
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	256,394.08	.00 43,605.92	85.46
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	1,331.00	.00 169.00	88.73
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	11,240.27	.00 ( 6,240.27)	224.81
101-000-490.001	SEWER PERMITS	.00	.00	45.00	.00 ( 45.00)	.00
101-000-491.000	BUILDING PERMITS	200,000.00	200,000.00	213,420.40	.00 ( 13,420.40)	106.71
101-000-491.001	HEATING PERMITS	50,000.00	50,000.00	61,246.00	.00 ( 11,246.00)	122.49
101-000-491.002	PLUMBING PERMITS	42,000.00	42,000.00	24,900.05	.00 17,099.95	59.29
101-000-491.003	ELECTRICAL PERMITS	88,000.00	88,000.00	71,317.00	.00 16,683.00	81.04
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	56,439.00	.00 ( 6,439.00)	112.88
101-000-540.000	GRANT REVENUE	.00	.00	9,759.64	.00 ( 9,759.64)	.00
101-000-584.005	METRO AUTHORITY	34,000.00	.00	.00	.00 .00	.00
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	440.70	.00 ( 440.70)	.00
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	3,235.00	.00 ( 235.00)	107.83
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	50,972.55	.00 ( 972.55)	101.95
101-000-607.022	ENHANCE ACCESS FEES	6,000.00	6,000.00	6,311.43	.00 ( 311.43)	105.19
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	32,963.24	.00 9,036.76	78.48
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	67,942.52	.00 ( 17,942.52)	135.89
101-000-628.014	REZONING FEES, PLANNING	.00	.00	1,500.00	.00 ( 1,500.00)	.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	5,625.00	.00 1,375.00	80.36
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	6,655.00	.00 ( 655.00)	110.92
101-000-633.000	BOND FORFEITURES	.00	.00	5,740.00	.00 ( 5,740.00)	.00
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	19,200.00	.00 ( 14,200.00)	384.00
101-000-644.028	ASSET SALE PROCEEDS	.00	.00	11,306.00	.00 ( 11,306.00)	.00
101-000-651.006	ACTIVITY CENTER ADVERTISING	.00	8,000.00	3,250.00	.00 4,750.00	40.63
101-000-651.007	ACTIVITY CENTER REVENUES	3,000.00	3,000.00	9,850.00	.00 ( 6,850.00)	328.33
101-000-657.000	VARIOUS FINES	.00	.00	15.00	.00 ( 15.00)	.00
101-000-658.000	ZONING FINES	.00	.00	150.00	.00 ( 150.00)	.00
101-000-665.000	INTEREST EARNINGS	100,000.00	100,000.00	139,375.77	.00 ( 39,375.77)	139.38
101-000-666.001	MMRMA DISTRIBUTION	.00	36,000.00	53,503.00	.00 ( 17,503.00)	148.62
101-000-667.001	PARK: RENTALS	.00	.00	300.00	.00 ( 300.00)	.00
101-000-667.010	ACT CTR STEEPLE HALL UTILITIES	5,000.00	5,000.00	4,002.26	.00 997.74	80.05
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	27,999.96	.00 .04	100.00
101-000-667.288	WOTA RENT	25,000.00	25,000.00	25,000.00	.00 .00	100.00
101-000-676.004	ELECTION EXPENSE REFUND	.00	.00	57.00	.00 ( 57.00)	.00
101-000-676.018	ELECTION REIMBURSEMENT	.00	.00	84.01	.00 ( 84.01)	.00
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	.00	.00	2,425.00	.00 ( 2,425.00)	.00
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	18,200.00	18,200.00	13,620.00	.00 4,580.00	74.84
101-000-677.031	MISCELLANEOUS	15,000.00	15,000.00	11,041.74	.00 3,958.26	73.61
	<b>REVENUE</b>	<b>3,903,232.00</b>	<b>3,913,232.00</b>	<b>4,078,679.79</b>	<b>.00 ( 165,447.79)</b>	<b>104.23</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,903,232.00</b>	<b>3,913,232.00</b>	<b>4,078,679.79</b>	<b>.00 ( 165,447.79)</b>	<b>104.23</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>LEGISLATIVE</b>							
101-102-702.000	LEGISLATIVE: SALARIES	28,519.00	28,519.00	28,518.88	.00	.12	100.00
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	.00	.00	6,000.00	.00
	<b>TOTAL LEGISLATIVE</b>	<b>34,519.00</b>	<b>34,519.00</b>	<b>28,518.88</b>	<b>.00</b>	<b>6,000.12</b>	<b>82.62</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	92,932.00	92,932.00	92,931.28	.00	.72	100.00
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	56,163.00	56,163.00	56,491.20	.00	( 328.20)	100.58
101-171-703.003	SUP DEPT: MAINT SUPERVISOR F-T	.00	39,900.00	39,718.00	.00	182.00	99.54
101-171-703.004	SUP DEPT: MAINT ASSISTANT F-T	.00	34,200.00	34,476.00	.00	( 276.00)	100.81
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	36,192.00	36,192.00	17,604.00	.00	18,588.00	48.64
101-171-704.005	SUP DEPT: MAINT WAGE P-T	36,233.00	36,233.00	35,504.37	.00	728.63	97.99
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	34,684.00	34,684.00	28,801.75	.00	5,882.25	83.04
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	27,842.00	.00	.00	.00	.00	.00
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-	15,933.00	15,933.00	5,878.78	.00	10,054.22	36.90
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	545.52	.00	1,954.48	21.82
	<b>TOTAL SUPERVISOR</b>	<b>302,479.00</b>	<b>348,737.00</b>	<b>311,950.90</b>	<b>.00</b>	<b>36,786.10</b>	<b>89.45</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	78,747.00	78,747.00	78,973.21	.00	( 226.21)	100.29
101-191-704.001	ACCTG: P-T ASSISTANT	29,032.00	29,032.00	29,982.00	.00	( 950.00)	103.27
101-191-704.002	ACCTG: P-T PAYROLL/HR ADMIN	.00	16,347.00	10,536.48	.00	5,810.52	64.46
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	170.00	.00	2,830.00	5.67
	<b>TOTAL ACCOUNTING</b>	<b>110,779.00</b>	<b>127,126.00</b>	<b>119,661.69</b>	<b>.00</b>	<b>7,464.31</b>	<b>94.13</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	88,285.00	88,285.00	88,284.82	.00	.18	100.00
101-215-703.001	CLERK: DEPUTY WAGE F-T	69,330.00	69,330.00	55,911.57	.00	13,418.43	80.65
101-215-703.005	CLERK: CLERICAL WAGE F-T	47,112.00	47,112.00	38,779.42	.00	8,332.58	82.31
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	.00	.00	3,422.47	.00	( 3,422.47)	.00
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	7,594.08	.00	( 594.08)	108.49
101-215-935.000	CLERK: VOTING EQUIP MAINT	7,050.00	7,050.00	6,042.00	.00	1,008.00	85.70
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	.00	.00	9,759.28	.00	( 9,759.28)	.00
	<b>TOTAL CLERK</b>	<b>220,577.00</b>	<b>220,577.00</b>	<b>209,793.64</b>	<b>.00</b>	<b>10,783.36</b>	<b>95.11</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	88,285.00	88,285.00	88,284.82	.00	.18	100.00
101-253-703.000	TREAS: DEPUTY WAGE F-T	62,047.00	62,047.00	61,621.60	.00	425.40	99.31
101-253-703.003	TREAS: CLERICAL WAGE F-T	41,043.00	41,043.00	41,058.13	.00	( 15.13)	100.04
101-253-705.004	TREAS: PART-TIME SEASONAL	7,186.00	7,186.00	7,547.90	.00	( 361.90)	105.04
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	3,017.85	.00	3,482.15	46.43
	<b>TOTAL TREASURER</b>	<b>205,061.00</b>	<b>205,061.00</b>	<b>201,530.30</b>	<b>.00</b>	<b>3,530.70</b>	<b>98.28</b>
<b>ASSESSOR</b>							
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	138,000.00	138,000.00	137,996.29	.00	3.71	100.00
101-257-720.001	ASSESSING: TAX BD OF REVIEW	2,500.00	2,500.00	2,142.68	.00	357.32	85.71
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	100.00	.00	500.00	16.67
	<b>TOTAL ASSESSOR</b>	<b>141,100.00</b>	<b>141,100.00</b>	<b>140,238.97</b>	<b>.00</b>	<b>861.03</b>	<b>99.39</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	9,154.29	.00	5,845.71	61.03
101-261-735.000	GEN GOV: POSTAGE	10,000.00	10,000.00	7,046.36	.00	2,953.64	70.46
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	340.00	.00	24,660.00	1.36
101-261-802.000	GEN GOV: PAYROLL PROCESSING	5,500.00	9,500.00	9,946.40	.00	( 446.40)	104.70
101-261-803.000	GEN GOV: SNOWPLOW SERV	60,500.00	20,120.00	23,509.41	.00	( 3,389.41)	116.85
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	70,168.50	.00	4,831.50	93.56
101-261-805.000	GEN GOV: AUDITING	100,000.00	100,000.00	79,097.25	.00	20,902.75	79.10
101-261-813.000	GEN GOV: STORM WATER PERMIT	500.00	500.00	500.00	.00	.00	100.00
101-261-821.000	GEN GOV: MEMBER FEES	13,000.00	13,000.00	13,498.63	.00	( 498.63)	103.84
101-261-822.000	GEN GOV: BANK FEES	6,000.00	6,000.00	.00	.00	6,000.00	.00
101-261-830.000	GEN GOV: GEN INSURANCE	69,000.00	69,000.00	73,405.54	.00	( 4,405.54)	106.38
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	9,876.00	.00	3,124.00	75.97
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	4,626.34	.00	1,873.66	71.17
101-261-850.002	GEN GOV: WEBSITE	3,500.00	3,500.00	1,669.65	.00	1,830.35	47.70
101-261-900.000	GEN GOV: TAX BILL PRINTING	15,000.00	15,000.00	13,465.30	.00	1,534.70	89.77
101-261-900.001	GEN GOV: ADVERTISING	10,000.00	10,000.00	8,978.28	.00	1,021.72	89.78
101-261-900.002	GEN GOV: PRINTING	20,000.00	20,000.00	24,439.15	.00	( 4,439.15)	122.20
101-261-920.000	GEN GOV: UTILITIES	80,000.00	80,000.00	87,864.12	.00	( 7,864.12)	109.83
101-261-936.000	GEN GOV: 205 N. JOHN MAINT	10,000.00	30,000.00	30,883.68	.00	( 883.68)	102.95
101-261-936.002	GEN GOV: MOWING	15,000.00	15,000.00	17,606.50	.00	( 2,606.50)	117.38
101-261-936.003	GEN GOV: OFFICE CLEANING	30,000.00	30,000.00	27,245.00	.00	2,755.00	90.82
101-261-936.004	GEN GOV: 250 W LIVINGSTN MAINT	.00	5,000.00	1,437.48	.00	3,562.52	28.75
101-261-936.005	GEN GOV: 3550 N DUCK LK MAINT	.00	.00	425.80	.00	( 425.80)	.00
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,000.00	20,000.00	22,737.24	.00	( 2,737.24)	113.69
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	80,000.00	80,000.00	88,335.91	.00	( 8,335.91)	110.42
101-261-955.000	GEN GOV: MISCELLANEOUS	20,000.00	20,000.00	10,045.41	.00	9,954.59	50.23
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	34,000.00	.00	.00	.00	.00	.00
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	40,000.00	80,380.00	67,070.72	.00	13,309.28	83.44
101-261-971.001	GEN GOV: COMP CAP OUTLAY	25,000.00	25,000.00	11,182.23	.00	13,817.77	44.73
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	10,000.00	1,500.00	1,544.85	.00	( 44.85)	102.99
101-261-995.203	GEN GOV: TRANS TO ROAD FUND	.00	.00	21,074.43	.00	( 21,074.43)	.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>796,500.00</b>	<b>798,000.00</b>	<b>737,174.47</b>	<b>.00</b>	<b>60,825.53</b>	<b>92.38</b>
<b>GENERAL GOVERNMENT PERSONNE</b>							
101-279-710.000	GGP: EMPLR PAYROLL TAX	117,000.00	130,000.00	125,500.79	.00	4,499.21	96.54
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	113,000.00	115,000.00	111,089.12	.00	3,910.88	96.60
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	137,000.00	173,000.00	161,261.98	.00	11,738.02	93.22
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	90,000.00	105,000.00	99,544.29	.00	5,455.71	94.80
101-279-716.002	GGP: TUITION REIMB	45,000.00	.00	.00	.00	.00	.00
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	48,000.00	29,791.41	.00	18,208.59	62.07
101-279-718.001	GGP: PTO CASH PAYOUT	23,000.00	23,000.00	.00	.00	23,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>570,000.00</b>	<b>594,000.00</b>	<b>527,187.59</b>	<b>.00</b>	<b>66,812.41</b>	<b>88.75</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	74,956.00	74,956.00	74,958.00	.00	( 2.00)	100.00
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	47,111.00	47,111.00	47,112.00	.00	( 1.00)	100.00
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	42,284.00	42,284.00	42,276.00	.00	8.00	99.98
101-371-703.003	BLDG: ASST INSPECTOR WAGE F-T	.00	11,621.00	11,095.58	.00	525.42	95.48
101-371-705.000	BLDG: PART-TIME SEASONAL	9,000.00	9,000.00	.00	.00	9,000.00	.00
101-371-735.000	BLDG: POSTAGE	600.00	600.00	511.38	.00	88.62	85.23
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	175,000.00	175,000.00	118,871.31	.00	56,128.69	67.93
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL/SOFTWARE	2,500.00	12,500.00	13,838.92	.00	( 1,338.92)	110.71
	<b>TOTAL BUILDING</b>	<b>351,951.00</b>	<b>373,572.00</b>	<b>308,663.19</b>	<b>.00</b>	<b>64,908.81</b>	<b>82.62</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	51,012.00	51,012.00	51,012.00	.00	.00	100.00
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	7,766.71	.00	7,233.29	51.78
	<b>TOTAL CEMETERY</b>	<b>66,012.00</b>	<b>66,012.00</b>	<b>58,778.71</b>	<b>.00</b>	<b>7,233.29</b>	<b>89.04</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	15,915.00	15,915.00	14,599.58	.00	1,315.42	91.73
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	5,000.00	5,000.00	4,152.00	4,152.00	848.00	83.04
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	16,087.00	.00	33,913.00	32.17
	<b>TOTAL SOCIAL SERVICES</b>	<b>87,915.00</b>	<b>87,915.00</b>	<b>51,838.58</b>	<b>4,152.00</b>	<b>36,076.42</b>	<b>58.96</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>ACTIVITY CENTER</b>							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	55,883.00	55,883.00	55,887.00	.00	( 4.00)	100.01
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	39,963.00	39,963.00	39,955.61	.00	7.39	99.98
101-672-703.002	ACT CTR: COMMUNICATION WAGE F-	42,133.00	42,133.00	42,120.00	.00	13.00	99.97
101-672-703.003	ACT CTR: CLERICAL WAGE F-T	.00	33,676.00	32,499.00	.00	1,177.00	96.50
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	28,406.00	3,906.00	3,165.12	.00	740.88	81.03
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	19,219.00	19,219.00	.00	.00	19,219.00	.00
101-672-704.006	ACTIVITY CTR: SECURITY P-T	7,000.00	7,000.00	5,086.26	.00	1,913.74	72.66
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	14,689.00	14,689.00	12,843.60	.00	1,845.40	87.44
101-672-704.008	ACT CTR: FLOATER WAGE P-T	9,610.00	1,581.00	1,053.36	.00	527.64	66.63
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	3,000.00	3,000.00	1,819.74	.00	1,180.26	60.66
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	5,914.09	.00	85.91	98.57
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	50.62	.00	2,449.38	2.02
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	111.00	.00	1,089.00	9.25
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	1,089.21	.00	410.79	72.61
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	1,422.22	.00	1,077.78	56.89
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,500.00	3,500.00	3,311.32	.00	188.68	94.61
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	4,455.64	.00	3,544.36	55.70
101-672-920.000	ACTIVITY CTR: UTILITIES	11,000.00	11,000.00	9,925.14	.00	1,074.86	90.23
101-672-920.002	STEEPLE HALL: UTILITIES	9,000.00	9,000.00	6,345.54	.00	2,654.46	70.51
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	6,000.00	6,000.00	6,269.65	.00	( 269.65)	104.49
101-672-936.002	STEEPLE HALL: BUILDING MAINT	20,000.00	20,000.00	19,468.01	.00	531.99	97.34
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	8,000.00	8,000.00	10,379.89	.00	( 2,379.89)	129.75
101-672-940.000	ACTIVITY CTR: RENT EXPENSE	2,500.00	2,500.00	.00	.00	2,500.00	.00
	<b>TOTAL ACTIVITY CENTER</b>	<b>301,603.00</b>	<b>302,750.00</b>	<b>263,172.02</b>	<b>.00</b>	<b>39,577.98</b>	<b>86.93</b>
<b>PLANNING &amp; ORDINANCE</b>							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	89,636.00	89,636.00	89,526.68	.00	109.32	99.88
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	51,303.00	51,303.00	51,238.84	.00	64.16	99.87
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	60,451.00	40,000.00	45,264.65	.00	( 5,264.65)	113.16
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	38,766.00	38,766.00	41,349.87	.00	( 2,583.87)	106.67
101-701-704.004	OE: ZONING ADMIN ASST WAGE PT	.00	14,000.00	12,882.35	.00	1,117.65	92.02
101-701-704.005	OE: ORDIN OFFICER WAGE ASST P-T	27,580.00	27,580.00	23,305.00	.00	4,275.00	84.50
101-701-707.004	PLNG: OVERTIME	10,000.00	10,000.00	1,111.02	.00	8,888.98	11.11
101-701-820.000	PLNG: DUES/ED/TRAVEL	5,000.00	5,000.00	5,132.76	.00	( 132.76)	102.66
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	2,360.00	.00	640.00	78.67
	<b>TOTAL PLANNING &amp; ORDINANCE</b>	<b>285,736.00</b>	<b>279,285.00</b>	<b>272,171.17</b>	<b>.00</b>	<b>7,113.83</b>	<b>97.45</b>
<b>ZONING BOARD OF APPEALS (ZBA)</b>							
101-702-720.000	ZBA: MEETING PAY	15,480.00	15,480.00	13,635.00	.00	1,845.00	88.08
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	164.00	.00	836.00	16.40
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	2,597.22	.00	2,402.78	51.94
	<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>24,380.00</b>	<b>24,380.00</b>	<b>16,396.22</b>	<b>.00</b>	<b>7,983.78</b>	<b>67.25</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>PLANNING COMMISSION</b>						
101-703-720.000	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-703-720.001	19,800.00	19,800.00	9,875.00	.00	9,925.00	49.87
101-703-720.002	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	5,000.00	5,000.00	3,129.25	.00	1,870.75	62.59
101-703-801.001	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-703-820.000	2,000.00	2,000.00	2,037.15	.00	( 37.15)	101.86
101-703-900.000	5,500.00	5,500.00	3,079.77	.00	2,420.23	56.00
<b>TOTAL PLANNING COMMISSION</b>	<b>40,450.00</b>	<b>40,450.00</b>	<b>18,121.17</b>	<b>.00</b>	<b>22,328.83</b>	<b>44.80</b>
<b>PARKS</b>						
101-751-729.001	2,500.00	2,500.00	55.87	.00	2,444.13	2.23
101-751-729.002	3,000.00	5,000.00	2,097.85	.00	2,902.15	41.96
101-751-729.003	3,000.00	10,000.00	8,657.64	.00	1,342.36	86.58
101-751-729.004	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-729.006	3,500.00	5,000.00	1,862.51	.00	3,137.49	37.25
101-751-729.007	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-801.006	15,000.00	15,000.00	15,000.00	.00	.00	100.00
101-751-920.000	5,000.00	5,000.00	2,217.14	.00	2,782.86	44.34
101-751-935.000	20,000.00	20,000.00	10,889.24	.00	9,110.76	54.45
<b>TOTAL PARKS</b>	<b>57,000.00</b>	<b>67,500.00</b>	<b>40,780.25</b>	<b>.00</b>	<b>26,719.75</b>	<b>60.42</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>3,596,062.00</b>	<b>3,710,984.00</b>	<b>3,305,977.75</b>	<b>4,152.00</b>	<b>405,006.25</b>	<b>89.09</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>307,170.00</b>	<b>202,248.00</b>	<b>772,702.04</b>	<b>( 4,152.00)</b>	<b>570,454.04</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

ROAD FUND

ASSETS

203-000-002.000	HAULING ROUTE SAVINGS ACCT.	754,637.36
203-000-010.000	CASH - COMBINED SAVINGS	66,320.49
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00

TOTAL ASSETS

829,357.85

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.000	ACCOUNTS PAYABLE	26.96
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TOTAL LIABILITIES

26.96

FUND EQUITY

203-000-390.000	FUND BALANCE	257,308.42
203-000-392.000	RESTRICTED FUND BALANCE	491,344.23
	REVENUE OVER EXPENDITURES - YTD	80,678.24

TOTAL FUND EQUITY

829,330.89

TOTAL LIABILITIES AND EQUITY

829,357.85

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**ROAD FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
203-000-584.000	METRO AUTHORITY	.00	34,000.00	26,705.58	.00	7,294.42	78.55
203-000-604.000	HAUL ROUTE REVENUE	55,500.00	65,500.00	69,517.82	.00	( 4,017.82)	106.13
203-000-665.000	INTEREST EARNINGS	500.00	500.00	1,512.20	.00	( 1,012.20)	302.44
203-000-699.000	OPERATING TRANSFER IN	.00	.00	21,074.43	.00	( 21,074.43)	.00
203-000-699.401	TRANSFER IN FROM CAPITAL IMP.	74,000.00	74,000.00	74,000.00	.00	.00	100.00
	<b>REVENUE</b>	<b>130,000.00</b>	<b>174,000.00</b>	<b>192,810.03</b>	<b>.00</b>	<b>( 18,810.03)</b>	<b>110.81</b>
	<b>TOTAL FUND REVENUE</b>	<b>130,000.00</b>	<b>174,000.00</b>	<b>192,810.03</b>	<b>.00</b>	<b>( 18,810.03)</b>	<b>110.81</b>
<u>ROAD</u>							
203-596-959.000	METRO AUTHORITY EXP	.00	32,000.00	31,811.25	.00	188.75	99.41
203-596-967.000	DUST CONTROL	34,000.00	43,000.00	42,448.54	.00	551.46	98.72
203-596-967.001	TRI PARTY PROGRAM	40,000.00	38,000.00	37,872.00	.00	128.00	99.66
	<b>TOTAL ROAD</b>	<b>74,000.00</b>	<b>113,000.00</b>	<b>112,131.79</b>	<b>.00</b>	<b>868.21</b>	<b>99.23</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>74,000.00</b>	<b>113,000.00</b>	<b>112,131.79</b>	<b>.00</b>	<b>868.21</b>	<b>99.23</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>56,000.00</b>	<b>61,000.00</b>	<b>80,678.24</b>	<b>.00</b>	<b>19,678.24</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

FIRE FUND

ASSETS

206-000-010.000	CASH - COMBINED SAVINGS	2,059,723.78
206-000-019.000	TAXES RECEIVABLE	1,073,600.00
206-000-084.703	DUE TO/FROM TAX FUND	803,449.00

TOTAL ASSETS

3,936,772.78

LIABILITIES AND EQUITY

LIABILITIES

206-000-202.000	ACCOUNTS PAYABLE	67,318.87
206-000-257.000	ACCRUED PAYROLL	390.27
206-000-280.000	DEFERRED REVENUE	2,078,979.00

TOTAL LIABILITIES

2,146,688.14

FUND EQUITY

206-000-390.000	FUND BALANCE	1,528,086.92
	REVENUE OVER EXPENDITURES - YTD	261,997.72

TOTAL FUND EQUITY

1,790,084.64

TOTAL LIABILITIES AND EQUITY

3,936,772.78

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
206-000-402.000	1,980,394.00	1,952,442.00	1,952,441.74	.00	.26	100.00
206-000-412.000	.00	.00	( 123.87)	.00	123.87	.00
206-000-573.000	.00	1,356.00	1,355.67	.00	.33	99.98
206-000-627.000	.00	8,010.00	9,060.00	.00	( 1,050.00)	113.11
206-000-638.000	400,000.00	450,000.00	549,497.58	.00	( 99,497.58)	122.11
206-000-665.000	30,000.00	70,972.00	87,407.47	.00	( 16,435.47)	123.16
206-000-674.000	.00	.00	200.00	.00	( 200.00)	.00
206-000-677.000	.00	1,150.00	3,115.88	.00	( 1,965.88)	270.95
<b>REVENUE</b>	<b>2,410,394.00</b>	<b>2,483,930.00</b>	<b>2,602,954.47</b>	<b>.00</b>	<b>( 119,024.47)</b>	<b>104.79</b>
<b>TOTAL FUND REVENUE</b>	<b>2,410,394.00</b>	<b>2,483,930.00</b>	<b>2,602,954.47</b>	<b>.00</b>	<b>( 119,024.47)</b>	<b>104.79</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**FIRE FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>FIRE</b>							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	92,167.00	92,167.00	92,166.88	.00	.12	100.00
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	66,598.00	66,598.00	68,337.48	.00	( 1,739.48)	102.61
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	75,428.00	75,428.00	75,428.34	.00	( .34)	100.00
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	77,362.00	77,362.00	77,362.22	.00	( .22)	100.00
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	66,598.00	66,598.00	66,597.96	.00	.04	100.00
206-336-703.004	FIRE: F-T WAGE OFFICER M.B.	77,362.00	77,362.00	77,362.22	.00	( .22)	100.00
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	66,598.00	66,598.00	67,108.36	.00	( 510.36)	100.77
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	66,598.00	66,598.00	61,475.04	.00	5,122.96	92.31
206-336-703.007	FIRE: F-T WAGE MEDIC B.F.	59,309.00	59,309.00	59,325.87	.00	( 16.87)	100.03
206-336-703.008	FIRE: F-T WAGE MEDIC A.L.	66,598.00	40,000.00	37,493.82	.00	2,506.18	93.73
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	66,598.00	66,598.00	50,467.79	.00	16,130.21	75.78
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	59,309.00	25,000.00	26,951.40	.00	( 1,951.40)	107.81
206-336-703.013	FIRE: MARSHAL COMPENSATION	41,352.00	41,352.00	41,349.69	.00	2.31	99.99
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	66,598.00	66,598.00	62,953.41	.00	3,644.59	94.53
206-336-703.015	FIRE: F-T WAGE MEDIC D.V.	.00	12,318.00	12,318.00	.00	.00	100.00
206-336-704.006	FIRE: P-T WAGE CLERICAL	18,387.00	18,387.00	15,536.80	.00	2,850.20	84.50
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	356,100.00	280,000.00	281,542.28	.00	( 1,542.28)	100.55
206-336-707.007	FIRE: F-T OVERTIME	60,000.00	126,827.00	125,147.13	.00	1,679.87	98.68
206-336-709.002	FIRE: FOOD ALLOWANCE	9,750.00	9,750.00	9,125.00	.00	625.00	93.59
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	40,748.00	36,247.00	37,134.81	.00	( 887.81)	102.45
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	98,331.00	94,824.00	99,820.22	.00	( 4,996.22)	105.27
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	18,453.00	14,000.00	13,855.36	.00	144.64	98.97
206-336-711.001	FIRE: DEFINED CONTRIBUTION F-T	42,815.00	39,770.00	43,326.94	.00	( 3,556.94)	108.94
206-336-712.001	FIRE: HEALTH/DENTAL/LIFE/DISINS	144,000.00	150,292.83	124,016.19	.00	26,276.64	82.52
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	25,000.00	25,000.00	14,109.73	.00	10,890.27	56.44
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE: CASH IN LIEU BENEF BUYOUT	25,000.00	28,884.21	26,415.75	.00	2,468.46	91.45
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	18,483.63	.00	11,516.37	61.61
206-336-719.000	FIRE: POST PLAN	24,000.00	24,000.00	23,333.34	.00	666.66	97.22
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	4,600.00	.00	5,398.00	46.01
206-336-722.010	FIRE: INSTRUCTOR TRAINING	5,000.00	.00	.00	.00	.00	.00
206-336-727.000	FIRE: SUPPLIES	12,000.00	12,000.00	12,137.29	.00	( 137.29)	101.14
206-336-731.000	FIRE: MEDICAL SUPPLIES	30,000.00	30,000.00	39,888.99	.00	( 9,888.99)	132.96
206-336-732.000	FIRE: UNIFORMS	15,450.00	30,000.00	30,283.02	.00	( 283.02)	100.94
206-336-750.000	FIRE: VEHICLE GAS/OIL	45,000.00	45,000.00	35,063.83	.00	9,936.17	77.92
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	2,004.75	.00	2,995.25	40.10
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	8,000.00	8,000.00	5,936.65	.00	2,063.35	74.21
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	20,000.00	30,000.00	30,550.03	.00	( 550.03)	101.83
206-336-820.000	FIRE: DUES & EDUCATION	30,000.00	35,000.00	36,553.80	.00	( 1,553.80)	104.44
206-336-830.000	FIRE: INSURANCE/BONDS	130,000.00	130,000.00	123,577.43	.00	6,422.57	95.06
206-336-851.000	FIRE: RADIO COMMUNICATIONS	71,000.00	71,000.00	70,975.35	.00	24.65	99.97
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	6,277.00	7,651.49	.00	( 1,374.49)	121.90
206-336-920.000	FIRE: PUBLIC UTILITIES	70,000.00	70,000.00	65,274.50	.00	4,725.50	93.25
206-336-930.000	FIRE: VEHICLE REPAIR	55,000.00	80,000.00	112,821.00	.00	( 32,821.00)	141.03
206-336-936.000	FIRE: BLDG MAINT/REPAIR	30,000.00	35,000.00	29,647.08	.00	5,352.92	84.71
206-336-937.000	FIRE: EQUIP MAINT	21,000.00	25,000.00	18,595.98	.00	6,404.02	74.38
206-336-955.000	FIRE: MISC EXPENSE	2,500.00	2,500.00	631.82	.00	1,868.18	25.27
206-336-967.000	FIRE: NEW PROJECTS	2,500.00	2,500.00	6,218.08	.00	( 3,718.08)	248.72
	<b>TOTAL FIRE</b>	<b>2,413,507.00</b>	<b>2,410,143.04</b>	<b>2,340,956.75</b>	<b>.00</b>	<b>69,186.29</b>	<b>97.13</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	2,413,507.00	2,410,143.04	2,340,956.75	.00	69,186.29	97.13
NET REVENUE OVER EXPENDITURES	( 3,113.00)	73,786.96	261,997.72	.00	188,210.76	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00
207-000-010.000	CASH - COMBINED SAVINGS	3,280,776.96
207-000-019.000	TAXES RECEIVABLE	1,928,945.00
207-000-084.703	DUE TO/FROM TAX FUND	1,443,563.00

TOTAL ASSETS

6,653,334.96

LIABILITIES AND EQUITY

LIABILITIES

207-000-202.000	ACCOUNTS PAYABLE	312,049.14
207-000-280.000	DEFERRED REVENUE	3,733,118.00
207-000-280.001	UNEARNED REVENUE - SRO	46,779.00

TOTAL LIABILITIES

4,091,946.14

FUND EQUITY

207-000-390.000	FUND BALANCE	2,360,567.33
	REVENUE OVER EXPENDITURES - YTD	200,821.49

TOTAL FUND EQUITY

2,561,388.82

TOTAL LIABILITIES AND EQUITY

6,653,334.96

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
207-000-402.000	CURRENT PROPERTY TAX	3,472,481.00	3,472,481.00	3,507,047.65	.00 ( 34,566.65)	101.00
207-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	( 307.16)	.00 307.16	.00
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	11,586.85	.00 ( 1,586.85)	115.87
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	2,435.76	.00 ( 2,435.76)	.00
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	3,958.56	.00 8,041.44	32.99
207-000-582.001	SCHOOL PARTICIPATION	124,800.00	140,337.00	132,540.50	( 46,779.00) 7,796.50	94.44
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	162,000.00	.00 .00	100.00
207-000-665.000	INTEREST EARNINGS	75,000.00	75,000.00	170,748.86	.00 ( 95,748.86)	227.67
207-000-692.000	APPROPRIATION FUND BAL.	2,021.00	75,267.00	.00	.00 75,267.00	.00
	<b>REVENUE</b>	<b>3,858,302.00</b>	<b>3,947,085.00</b>	<b>3,990,011.02</b>	<b>( 46,779.00) ( 42,926.02)</b>	<b>101.09</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,858,302.00</b>	<b>3,947,085.00</b>	<b>3,990,011.02</b>	<b>( 46,779.00) ( 42,926.02)</b>	<b>101.09</b>
<b>POLICE</b>						
207-301-704.001	POLICE: CLERICAL WAGE P-T	43,000.00	43,000.00	33,474.07	.00 9,525.93	77.85
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	3,800.00	3,800.00	2,549.26	.00 1,250.74	67.09
207-301-729.001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00 5,000.00	.00
207-301-807.000	POLICE: OAKLAND CO SHER CONT	3,357,302.00	3,372,969.00	3,560,462.71	.00 ( 187,493.71)	105.56
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICE	124,000.00	187,116.00	.00	.00 187,116.00	.00
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	12,000.00	.00	.00 12,000.00	.00
207-301-807.004	POLICE: OVERTIME	240,000.00	250,000.00	141,839.69	.00 108,160.31	56.74
207-301-920.000	POLICE: UTILITIES	16,000.00	16,000.00	7,440.93	.00 8,559.07	46.51
207-301-935.000	POLICE: SHERIFF'S MAINT	16,400.00	6,800.00	6,607.91	.00 192.09	97.18
207-301-936.000	POLICE: OFFICE CLEANING	.00	9,600.00	8,670.00	.00 930.00	90.31
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	27,999.96	.00 .04	100.00
207-301-955.000	POLICE: MISCELLANEOUS	3,300.00	3,300.00	145.00	.00 3,155.00	4.39
207-301-971.000	POLICE: RESERVE EQUIPMENT	1,000.00	1,000.00	.00	.00 1,000.00	.00
207-301-971.001	POLICE: EQUIP CAP OUTLAY	3,000.00	3,000.00	.00	.00 3,000.00	.00
207-301-971.002	POLICE: BUILDING RENOVATIONS	5,500.00	5,500.00	.00	.00 5,500.00	.00
	<b>TOTAL POLICE</b>	<b>3,858,302.00</b>	<b>3,947,085.00</b>	<b>3,789,189.53</b>	<b>.00 157,895.47</b>	<b>96.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,858,302.00</b>	<b>3,947,085.00</b>	<b>3,789,189.53</b>	<b>.00 157,895.47</b>	<b>96.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>200,821.49</b>	<b>( 46,779.00) 200,821.49</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

REFUSE FUND

ASSETS

227-000-010.000	CASH - COMBINED SAVINGS	420,154.61
227-000-045.000	ASSESSMENT RECEIVABLE	521,392.00
227-000-084.703	DUE TO/FROM TAX FUND	571,488.00

TOTAL ASSETS

1,513,034.61

LIABILITIES AND EQUITY

LIABILITIES

227-000-280.000	DEFERRED REVENUE	1,223,460.00
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TOTAL LIABILITIES

1,223,460.00

FUND EQUITY

227-000-390.000	FUND BALANCE	194,519.47
	REVENUE OVER EXPENDITURES - YTD	95,055.14

TOTAL FUND EQUITY

289,574.61

TOTAL LIABILITIES AND EQUITY

1,513,034.61

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**REFUSE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
227-000-626.000	REFUSE COLLECTION	1,219,000.00	1,219,000.00	1,219,860.69	.00 ( 860.69)	100.07
227-000-665.000	INTEREST EARNINGS	5,000.00	13,500.00	13,969.61	.00 ( 469.61)	103.48
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	2,837.00	.00 ( 1,337.00)	189.13
	<b>REVENUE</b>	<b>1,225,500.00</b>	<b>1,234,000.00</b>	<b>1,236,667.30</b>	<b>.00 ( 2,667.30)</b>	<b>100.22</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,225,500.00</b>	<b>1,234,000.00</b>	<b>1,236,667.30</b>	<b>.00 ( 2,667.30)</b>	<b>100.22</b>
<b>REFUSE</b>						
227-526-801.000	REFUSE: CONTRACTOR	1,099,987.00	1,102,624.00	1,102,623.60	.00 .40	100.00
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,500.00	27,500.00	27,500.00	.00 .00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	2,000.00	13,500.00	11,488.56	.00 2,011.44	85.10
	<b>TOTAL REFUSE</b>	<b>1,129,487.00</b>	<b>1,143,624.00</b>	<b>1,141,612.16</b>	<b>.00 2,011.84</b>	<b>99.82</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,129,487.00</b>	<b>1,143,624.00</b>	<b>1,141,612.16</b>	<b>.00 2,011.84</b>	<b>99.82</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>96,013.00</b>	<b>90,376.00</b>	<b>95,055.14</b>	<b>.00 4,679.14</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

OPIOID SETTLEMENT FUND

ASSETS

284-000-079.000 ACCOUNTS RECEIVABLE

72,067.68

TOTAL ASSETS

72,067.68

LIABILITIES AND EQUITY

FUND EQUITY

284-000-360.001 DEFERRED INFLOW

72,067.68

284-000-390.000 FUND BALANCE

1,053.90

REVENUE OVER EXPENDITURES - YTD

( 1,053.90)

TOTAL FUND EQUITY

72,067.68

TOTAL LIABILITIES AND EQUITY

72,067.68

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**OPIOID SETTLEMENT FUND**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>CUR MONTH</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>REVENUE</u>						
284-000-685.000	OPIOID SETTLEMENT REVENUES	10,000.00	10,000.00	6,480.60	.00	3,519.40 64.81
	REVENUE	10,000.00	10,000.00	6,480.60	.00	3,519.40 64.81
	TOTAL FUND REVENUE	10,000.00	10,000.00	6,480.60	.00	3,519.40 64.81
<u>DEPARTMENT 718</u>						
284-718-880.000	OPIOID SETTLEMENT EXPENSE	10,000.00	10,000.00	7,534.50	.00	2,465.50 75.35
	TOTAL DEPARTMENT 718	10,000.00	10,000.00	7,534.50	.00	2,465.50 75.35
	TOTAL FUND EXPENDITURES	10,000.00	10,000.00	7,534.50	.00	2,465.50 75.35
	NET REVENUE OVER EXPENDITURES	.00	.00	( 1,053.90)	.00	( 1,053.90)

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000	CASH - COMBINED SAVINGS	2,983,607.76	
401-000-084.591	DUE TO/FROM WATER FUND	( 75,001.00)	
401-000-189.001	LEASE RECEIVABLE NEXTEL 2009	1,228,970.00	
401-000-189.002	LEASE RECEIVABLE CINGULAR NEW	138,428.00	
401-000-189.004	LEASE RECEIVABLE NEXTEL 2021	4,505,615.00	
401-000-189.010	LEASE RECEIVABLE VERIZON CELL	577,288.00	
		<hr/>	
	TOTAL ASSETS		<u>9,358,907.76</u>

LIABILITIES AND EQUITY

FUND EQUITY

401-000-360.001	DEFERRED INFLOW 2009 NEXTEL	1,127,990.00	
401-000-360.002	DEFERRED INFLOW NEW CINGULAR	139,287.00	
401-000-360.004	DEFERRED INFLOW 2021 NEXTEL	3,955,261.00	
401-000-360.010	DEFERRED INFLOW VERIZON CELLCO	559,286.00	
401-000-390.000	FUND BALANCE	3,474,601.04	
	REVENUE OVER EXPENDITURES - YTD	102,482.72	
		<hr/>	
	TOTAL FUND EQUITY		<u>9,358,907.76</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>9,358,907.76</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**CAPITAL IMPROVEMENT FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
401-000-665.000	INTEREST EARNINGS	30,000.00	30,000.00	284,536.22	.00	( 254,536.22)	948.45
401-000-667.002	CELL TOWER LEASE	175,000.00	175,000.00	179,599.48	.00	( 4,599.48)	102.63
401-000-677.000	MISCELLANEOUS	.00	.00	25,000.00	.00	( 25,000.00)	.00
401-000-692.000	APPROPRIATION FUND BAL.	419,000.00	669,000.00	.00	.00	669,000.00	.00
401-000-693.000	LAND SALE	.00	.00	.00	( 75,001.00)	.00	.00
	<b>REVENUE</b>	<b>624,000.00</b>	<b>874,000.00</b>	<b>489,135.70</b>	<b>( 75,001.00)</b>	<b>384,864.30</b>	<b>55.97</b>
	<b>TOTAL FUND REVENUE</b>	<b>624,000.00</b>	<b>874,000.00</b>	<b>489,135.70</b>	<b>( 75,001.00)</b>	<b>384,864.30</b>	<b>55.97</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	30,000.00	30,000.00	1,049.75	.00	28,950.25	3.50
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	30,000.00	30,000.00	825.00	.00	29,175.00	2.75
401-261-971.013	INFRASTRUCTURE PLANNING/DESIG	100,000.00	100,000.00	.00	.00	100,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	15,000.00	15,000.00	4,000.00	.00	11,000.00	26.67
401-261-995.103	TRANSFER TO ROAD FUND	74,000.00	74,000.00	74,000.00	.00	.00	100.00
401-261-995.494	TRANSFER TO HIGHLAND DDA	.00	250,000.00	250,000.00	.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>249,000.00</b>	<b>499,000.00</b>	<b>329,874.75</b>	<b>.00</b>	<b>169,125.25</b>	<b>66.11</b>
<b>ANNEX</b>							
401-523-971.000	STEEPLE HALL IMPROVEMENTS	50,000.00	50,000.00	35,662.08	.00	14,337.92	71.32
	<b>TOTAL ANNEX</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>35,662.08</b>	<b>.00</b>	<b>14,337.92</b>	<b>71.32</b>
<b>CEMETERY</b>							
401-567-971.000	CEMETERY IMPROVEMENTS	25,000.00	25,000.00	.00	.00	25,000.00	.00
	<b>TOTAL CEMETERY</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>.00</b>	<b>.00</b>	<b>25,000.00</b>	<b>.00</b>
<b>PARKS</b>							
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	25,000.00	25,000.00	.00	.00	25,000.00	.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	150,000.00	150,000.00	2,527.52	.00	147,472.48	1.69
401-751-971.002	S HICKORY RIDGE PARK IMPROVEMT	25,000.00	25,000.00	.00	.00	25,000.00	.00
401-751-971.003	VETERANS PARK IMPROVEMENT	100,000.00	100,000.00	18,588.63	.00	81,411.37	18.59
	<b>TOTAL PARKS</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>21,116.15</b>	<b>.00</b>	<b>278,883.85</b>	<b>7.04</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>624,000.00</b>	<b>874,000.00</b>	<b>386,652.98</b>	<b>.00</b>	<b>487,347.02</b>	<b>44.24</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	.00	.00	102,482.72	( 75,001.00)	102,482.72	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

FIRE CAPITAL FUND

ASSETS

402-000-010.000	CASH - COMBINED SAVINGS	627,827.55
402-000-019.000	TAXES RECEIVABLE	560,639.00
402-000-084.703	DUE TO/FROM TAX FUND	419,565.00
402-000-123.000	PREPAID EXPENSES	84,833.20

TOTAL ASSETS

1,692,864.75

LIABILITIES AND EQUITY

LIABILITIES

402-000-280.000	DEFERRED REVENUE	1,083,790.00
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TOTAL LIABILITIES

1,083,790.00

FUND EQUITY

402-000-390.000	FUND BALANCE	471,680.61
	REVENUE OVER EXPENDITURES - YTD	137,394.14

TOTAL FUND EQUITY

609,074.75

TOTAL LIABILITIES AND EQUITY

1,692,864.75

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**FIRE CAPITAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
402-000-402.000	CURRENT PROPERTY TAX	1,011,674.00	1,017,990.00	1,017,989.69	.00	.31	100.00
402-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	( 87.22)	.00	87.22	.00
402-000-540.000	GRANT REVENUE	.00	.00	39,539.10	.00	( 39,539.10)	.00
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	707.99	.00	( 707.99)	.00
402-000-665.000	INTEREST EARNINGS	15,000.00	20,000.00	32,787.52	.00	( 12,787.52)	163.94
402-000-674.000	PRIVATE DONATIONS	.00	46,155.60	46,155.60	.00	.00	100.00
402-000-693.000	ASSET SALE PROCEEDS	.00	.00	13,500.00	.00	( 13,500.00)	.00
	<b>REVENUE</b>	<b>1,026,674.00</b>	<b>1,084,145.60</b>	<b>1,150,592.68</b>	<b>.00</b>	<b>( 66,447.08)</b>	<b>106.13</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,026,674.00</b>	<b>1,084,145.60</b>	<b>1,150,592.68</b>	<b>.00</b>	<b>( 66,447.08)</b>	<b>106.13</b>
<b>FIRE</b>							
402-336-971.000	VEHICLES	402,335.00	.00	.00	.00	.00	.00
402-336-971.002	CAPITAL EQUIPMENT	89,115.00	547,380.08	476,948.54	.00	70,431.54	87.13
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	320,000.00	320,000.00	320,000.00	.00	.00	100.00
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	215,750.00	215,750.00	215,750.00	.00	.00	100.00
402-336-993.002	FIRE CAP: BONDING AGENT FEES	.00	500.00	500.00	.00	.00	100.00
	<b>TOTAL FIRE</b>	<b>1,027,200.00</b>	<b>1,083,630.08</b>	<b>1,013,198.54</b>	<b>.00</b>	<b>70,431.54</b>	<b>93.50</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,027,200.00</b>	<b>1,083,630.08</b>	<b>1,013,198.54</b>	<b>.00</b>	<b>70,431.54</b>	<b>93.50</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 526.00)</b>	<b>515.52</b>	<b>137,394.14</b>	<b>.00</b>	<b>136,878.62</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
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POST-AUDIT

DOWNTOWN DEVELOPMENT FUND

<u>ASSETS</u>			
494-000-010.000	CASH - COMBINED SAVINGS	553,882.71	
494-000-019.000	TAXES RECEIVABLE	176,747.00	
		<hr/>	
	TOTAL ASSETS		730,629.71
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
494-000-202.000	ACCOUNTS PAYABLE	8,804.59	
494-000-258.000	ACCRUED EXPENSES	9,614.00	
494-000-280.000	DEFERRED REVENUE	239,323.00	
		<hr/>	
	TOTAL LIABILITIES		257,741.59
<u>FUND EQUITY</u>			
494-000-390.000	FUND BALANCE	567,447.47	
	REVENUE OVER EXPENDITURES - YTD	( 94,559.35)	
		<hr/>	
	TOTAL FUND EQUITY		472,888.12
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		730,629.71
			<hr/> <hr/>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**DOWNTOWN DEVELOPMENT FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
494-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	2,213.44	.00	( 2,213.44)	.00
494-000-569.000	GRANT REVENUE	.00	.00	11,500.00	.00	( 11,500.00)	.00
494-000-573.000	LOCAL COMMUNITY STABILIZATION	50,000.00	50,000.00	45,838.07	.00	4,161.93	91.68
494-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	19,613.68	.00	( 9,613.68)	196.14
494-000-677.005	FUNDRAISING	5,000.00	5,000.00	17,185.00	.00	( 12,185.00)	343.70
494-000-677.008	FARMERS MARKET RESERVATIONS	1,000.00	1,000.00	1,090.00	.00	( 90.00)	109.00
494-000-677.010	TIF	350,000.00	350,000.00	374,994.00	( 2,423.00)	( 24,994.00)	107.14
494-000-692.000	APPROP FUND BALANCE	.00	249,078.00	.00	.00	249,078.00	.00
494-000-699.401	TRANSFER IN FROM CAPITAL IMP.	.00	250,000.00	250,000.00	.00	.00	100.00
<b>REVENUE</b>		<b>416,000.00</b>	<b>915,078.00</b>	<b>722,434.19</b>	<b>( 2,423.00)</b>	<b>192,643.81</b>	<b>78.95</b>
<b>TOTAL FUND REVENUE</b>		<b>416,000.00</b>	<b>915,078.00</b>	<b>722,434.19</b>	<b>( 2,423.00)</b>	<b>192,643.81</b>	<b>78.95</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>							
494-729-702.001	DDA: DIRECTOR	48,570.00	41,255.00	39,611.12	.00	1,643.88	96.02
494-729-705.000	DDA: PART-TIME SEASONAL	10,000.00	25,000.00	21,126.00	.00	3,874.00	84.50
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,500.00	5,600.00	5,414.00	.00	186.00	96.68
494-729-711.000	DDA: DEFINED CONTRIBUTION PLAN	.00	2,428.00	2,427.76	.00	.24	99.99
494-729-712.000	DDA: HEALTH/DENTL/LIFE/DIS INS	.00	1,265.00	1,733.86	.00	( 468.86)	137.06
494-729-715.000	DDA: CASH IN LIEU BENEF BUYOUT	6,000.00	8,546.00	9,864.08	.00	( 1,318.08)	115.42
494-729-718.000	DDA: PTO CASH PAYOUT	.00	934.00	.00	.00	934.00	.00
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,500.00	1,400.00	.00	100.00	93.33
494-729-728.000	DDA: OFFICE SUPPLIES	2,500.00	2,500.00	2,564.20	.00	( 64.20)	102.57
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	178.31	.00	321.69	35.66
494-729-801.000	DDA: PROF SERVICES	3,000.00	3,000.00	1,271.00	.00	1,729.00	42.37
494-729-801.001	DDA: MASTER PLAN	10,000.00	10,000.00	11,791.60	.00	( 1,791.60)	117.92
494-729-808.000	DDA: MARKETING CONSULTANT	12,000.00	12,000.00	8,475.00	.00	3,525.00	70.63
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	2,000.00	2,000.00	.00	.00	2,000.00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	5,000.00	5,000.00	4,809.57	.00	190.43	96.19
494-729-850.000	DDA: WEBSITE	700.00	700.00	759.50	.00	( 59.50)	108.50
494-729-880.001	DDA: PROMOTIONS	33,900.00	33,900.00	35,911.08	.00	( 2,011.08)	105.93
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	27,300.00	27,300.00	13,545.02	.00	13,754.98	49.62
494-729-880.003	DDA: DESIGN	73,100.00	65,100.00	36,226.79	9,614.00	28,873.21	55.65
494-729-880.004	DDA: ORGANIZATION	11,550.00	11,550.00	2,688.48	.00	8,861.52	23.28
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	3,000.00	2,746.49	.00	253.51	91.55
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	473.00	.00	2,527.00	15.77
494-729-920.000	DDA: RENT/ UTILITIES	3,500.00	3,500.00	3,186.76	.00	313.24	91.05
494-729-935.000	DDA: MAINTENANCE STREETScape	4,000.00	4,000.00	315.95	.00	3,684.05	7.90
494-729-967.000	DDA: FARMERS' MARKET	12,500.00	12,500.00	9,973.97	.00	2,526.03	79.79
494-729-967.002	DDA: DDA SPONSORSHIPS	1,500.00	1,500.00	500.00	.00	1,000.00	33.33
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	.00	625,000.00	600,000.00	.00	25,000.00	96.00
<b>TOTAL DOWNTOWN DEVELOPMENT</b>		<b>281,820.00</b>	<b>915,078.00</b>	<b>816,993.54</b>	<b>9,614.00</b>	<b>98,084.46</b>	<b>89.28</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	281,820.00	915,078.00	816,993.54	9,614.00	98,084.46	89.28
NET REVENUE OVER EXPENDITURES	134,180.00	.00	( 94,559.35)	( 12,037.00)	( 94,559.35)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	114,775.41	
591-000-010.000	CASH - COMBINED SAVINGS	19,619.76	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	113,664.67	
591-000-034.000	DELQ UTILITY RECEIVABLE WATER	22,935.88	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST	114,484.33	
591-000-084.401	DUE TO/FR CAPITAL IMPR FUND	75,001.00	
591-000-152.000	WATERMAINS	8,248,430.82	
591-000-153.000	A/D WATER MAINS	( 1,371,774.21)	
591-000-158.000	CONSTRUCTION IN PROGRESS	46,778.71	
	TOTAL ASSETS		7,383,916.37

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.001	ACCOUNTS PAYABLE VOUCHER	7,856.75	
591-000-209.000	INTEREST PAYABLE	952.50	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	72,000.00	
591-000-300.001	SPECIAL ASSESSMENT BOND	309,000.00	
	TOTAL LIABILITIES		389,809.25

FUND EQUITY

591-000-373.000	CONTRIBUTED CAPITAL NET POSITI	6,542,433.74	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	( 343,124.30)	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED	65,103.20	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED	861,504.59	
591-000-399.000	UNRESTRICTED NET ASSETS	( 140,699.80)	
	REVENUE OVER EXPENDITURES - YTD	8,889.69	
	TOTAL FUND EQUITY		6,994,107.12
	TOTAL LIABILITIES AND EQUITY		7,383,916.37

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**WATER SYSTEM**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
591-000-629.002			686,386.61	.00	( 686,386.61)	.00
591-000-629.003			75,388.80	.00	( 75,388.80)	.00
591-000-629.004			152,574.69	.00	( 152,574.69)	.00
591-000-629.005			135,400.19	.00	( 135,400.19)	.00
591-000-629.007			140,018.88	.00	( 140,018.88)	.00
591-000-665.000			1,427.04	.00	( 1,427.04)	.00
591-000-673.000			74,497.03	74,497.03	( 74,497.03)	.00
591-000-677.000			21.28	.00	( 21.28)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>1,265,714.52</b>	<b>74,497.03</b>	<b>( 1,265,714.52)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>1,265,714.52</b>	<b>74,497.03</b>	<b>( 1,265,714.52)</b>	<b>.00</b>
<b>WATER</b>						
591-536-812.000			90,035.06	.00	( 90,035.06)	.00
591-536-921.000			81,889.31	.00	( 81,889.31)	.00
591-536-921.001			3,071.44	.00	( 3,071.44)	.00
591-536-921.002			4,970.36	.00	( 4,970.36)	.00
591-536-921.003			14,639.28	.00	( 14,639.28)	.00
591-536-935.000			129,377.68	.00	( 129,377.68)	.00
591-536-936.000			.00	( 11,955.74)	.00	.00
591-536-938.001			66,733.45	.00	( 66,733.45)	.00
591-536-938.002			267,982.72	.00	( 267,982.72)	.00
591-536-938.003			381,829.14	30.38	( 381,829.14)	.00
591-536-968.000			209,679.64	209,679.64	( 209,679.64)	.00
591-536-971.001			.00	11,925.36	.00	.00
591-536-993.001			6,616.75	.00	( 6,616.75)	.00
<b>TOTAL WATER</b>	<b>.00</b>	<b>.00</b>	<b>1,256,824.83</b>	<b>209,679.64</b>	<b>( 1,256,824.83)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>1,256,824.83</b>	<b>209,679.64</b>	<b>( 1,256,824.83)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>8,889.69</b>	<b>( 135,182.61)</b>	<b>8,889.69</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

HIGHLAND ADVISORY COUNCIL

<u>ASSETS</u>			
702-000-010.000	CASH - COMBINED SAVINGS	<u>26,635.23</u>	
	TOTAL ASSETS		<u>26,635.23</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
702-000-202.000	ACCOUNTS PAYABLE	<u>1,835.31</u>	
	TOTAL LIABILITIES		1,835.31
<u>FUND EQUITY</u>			
702-000-390.000	FUND BALANCE	8,021.09	
	REVENUE OVER EXPENDITURES - YTD	<u>16,778.83</u>	
	TOTAL FUND EQUITY		<u>24,799.92</u>
	TOTAL LIABILITIES AND EQUITY		<u>26,635.23</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**HIGHLAND ADVISORY COUNCIL**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
702-000-674.000						
CONTRIBUTIONS	.00	.00	70,139.73	.00	( 70,139.73)	.00
REVENUE	.00	.00	70,139.73	.00	( 70,139.73)	.00
TOTAL FUND REVENUE	.00	.00	70,139.73	.00	( 70,139.73)	.00
<u>GENERAL GOVERNMENT</u>						
702-261-729.000						
HAAC: DEDUCTIONS	.00	.00	53,360.90	.00	( 53,360.90)	.00
TOTAL GENERAL GOVERNMENT	.00	.00	53,360.90	.00	( 53,360.90)	.00
TOTAL FUND EXPENDITURES	.00	.00	53,360.90	.00	( 53,360.90)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	16,778.83	.00	16,778.83	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

CURRENT TAX COLLECT

ASSETS

703-000-010.000	CASH - COMBINED SAVINGS	5,419,021.43
703-000-019.000	TAXES RECEIVABLE-OTHER GOVTS	2,493,436.91
703-000-214.000	DUE TO/FR GENERAL FUND	( 30,711.63)

TOTAL ASSETS

7,881,746.71

LIABILITIES AND EQUITY

LIABILITIES

703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	5,388,309.80
703-000-280.000	DEFERRED REVENUE	2,493,436.91

TOTAL LIABILITIES

7,881,746.71

TOTAL LIABILITIES AND EQUITY

7,881,746.71

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**CURRENT TAX COLLECT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
703-000-402.002	TAX COLLECTIONS OTHER GOVMNT	.00	.00	31,106,899.97	( 342,131.00)	(31,106,899.97)	.00
703-000-665.000	INTEREST EARNINGS	.00	.00	6,724.68	.00	( 6,724.68)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>31,113,624.65</b>	<b>( 342,131.00)</b>	<b>(31,113,624.65)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>31,113,624.65</b>	<b>( 342,131.00)</b>	<b>(31,113,624.65)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>							
703-255-822.000	TAX: BANK FEES	.00	.00	2,740.00	.00	( 2,740.00)	.00
703-255-964.001	TAXES PAYABLE OTHER GOVMNTS	.00	.00	31,110,884.65	( 342,131.00)	(31,110,884.65)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>31,113,624.65</b>	<b>( 342,131.00)</b>	<b>(31,113,624.65)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>31,113,624.65</b>	<b>( 342,131.00)</b>	<b>(31,113,624.65)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	75,755.75
737-000-017.001	MUTUAL FUNDS	714,951.78
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

839,567.53

LIABILITIES AND EQUITY

LIABILITIES

737-000-202.000	ACCOUNTS PAYABLE	9,227.68
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TOTAL LIABILITIES

9,227.68

FUND EQUITY

737-000-390.000	FUND BALANCE	807,736.19
	REVENUE OVER EXPENDITURES - YTD	22,603.66

TOTAL FUND EQUITY

830,339.85

TOTAL LIABILITIES AND EQUITY

839,567.53

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
737-000-665.000	15,000.00	15,000.00	26,687.13	.00	( 11,687.13)	177.91
737-000-669.001	.00	.00	49,072.78	.00	( 49,072.78)	.00
737-000-692.002	55,000.00	55,000.00	.00	.00	55,000.00	.00
<b>REVENUE</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>75,759.91</b>	<b>.00</b>	<b>( 5,759.91)</b>	<b>108.23</b>
<b>TOTAL FUND REVENUE</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>75,759.91</b>	<b>.00</b>	<b>( 5,759.91)</b>	<b>108.23</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	60,000.00	60,000.00	46,236.03	.00	13,763.97	77.06
737-279-822.000	10,000.00	10,000.00	6,920.22	.00	3,079.78	69.20
<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>53,156.25</b>	<b>.00</b>	<b>16,843.75</b>	<b>75.94</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>53,156.25</b>	<b>.00</b>	<b>16,843.75</b>	<b>75.94</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>22,603.66</b>	<b>.00</b>	<b>22,603.66</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS 181,572.50

TOTAL ASSETS 181,572.50

LIABILITIES AND EQUITY

FUND EQUITY

764-000-390.000 FUND BALANCE 176,235.02  
REVENUE OVER EXPENDITURES - YTD 5,337.48

TOTAL FUND EQUITY 181,572.50

TOTAL LIABILITIES AND EQUITY 181,572.50

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**DUCK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
764-000-581.000						
CONTRIBUTIONS-DUCK LAKE	.00	.00	258,002.31	.00	( 258,002.31)	.00
764-000-665.000						
INTEREST EARNINGS	.00	.00	2,613.69	.00	( 2,613.69)	.00
REVENUE	.00	.00	260,616.00	.00	( 260,616.00)	.00
TOTAL FUND REVENUE	.00	.00	260,616.00	.00	( 260,616.00)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
764-255-812.000						
DUCK LAKE: ADMIN FEES	.00	.00	2,522.34	.00	( 2,522.34)	.00
764-255-956.000						
DUCK LAKE: DEDUCTIONS	.00	.00	252,756.18	.00	( 252,756.18)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	255,278.52	.00	( 255,278.52)	.00
TOTAL FUND EXPENDITURES	.00	.00	255,278.52	.00	( 255,278.52)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	5,337.48	.00	5,337.48	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS 68,016.82

TOTAL ASSETS 68,016.82

LIABILITIES AND EQUITY

FUND EQUITY

765-000-390.000 FUND BALANCE 65,976.72  
REVENUE OVER EXPENDITURES - YTD 2,040.10

TOTAL FUND EQUITY 68,016.82

TOTAL LIABILITIES AND EQUITY 68,016.82

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**HIGHLAND LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
765-000-581.000						
CONTRIBUTIONS-HIGHLAND LAKE	.00	.00	25,904.44	.00	( 25,904.44)	.00
765-000-665.000						
INTEREST EARNINGS	.00	.00	988.37	.00	( 988.37)	.00
<hr/>						
REVENUE	.00	.00	26,892.81	.00	( 26,892.81)	.00
<hr/>						
TOTAL FUND REVENUE	.00	.00	26,892.81	.00	( 26,892.81)	.00
<hr/>						
<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-812.000						
HIGHLAND LAKE: ADMIN FEES	.00	.00	270.31	.00	( 270.31)	.00
765-255-956.000						
HIGHLAND LAKE: DEDUCTIONS	.00	.00	24,582.40	.00	( 24,582.40)	.00
<hr/>						
TOTAL TRUST & AGENCY ADMIN	.00	.00	24,852.71	.00	( 24,852.71)	.00
<hr/>						
TOTAL FUND EXPENDITURES	.00	.00	24,852.71	.00	( 24,852.71)	.00
<hr/>						
NET REVENUE OVER EXPENDITURES	.00	.00	2,040.10	.00	2,040.10	
<hr/>						

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS 12,126.50

TOTAL ASSETS 12,126.50

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE 27,100.33  
REVENUE OVER EXPENDITURES - YTD ( 14,973.83)

TOTAL FUND EQUITY 12,126.50

TOTAL LIABILITIES AND EQUITY 12,126.50

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**TAGGETT LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
766-000-581.000						
CONTRIBUTIONS-TAGGETT LAKE	.00	.00	17,000.00	.00	( 17,000.00)	.00
766-000-665.000						
INTEREST EARNINGS	.00	.00	313.77	.00	( 313.77)	.00
	<u>.00</u>	<u>.00</u>	<u>17,313.77</u>	<u>.00</u>	<u>( 17,313.77)</u>	<u>.00</u>
TOTAL FUND REVENUE	<u>.00</u>	<u>.00</u>	<u>17,313.77</u>	<u>.00</u>	<u>( 17,313.77)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
766-255-812.000						
TAGGETT LAKE: ADMIN FEES	.00	.00	242.20	.00	( 242.20)	.00
766-255-956.000						
TAGGETT LAKE: DEDUCTIONS	.00	.00	32,045.40	.00	( 32,045.40)	.00
	<u>.00</u>	<u>.00</u>	<u>32,287.60</u>	<u>.00</u>	<u>( 32,287.60)</u>	<u>.00</u>
TOTAL TRUST & AGENCY ADMIN	<u>.00</u>	<u>.00</u>	<u>32,287.60</u>	<u>.00</u>	<u>( 32,287.60)</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>32,287.60</u>	<u>.00</u>	<u>( 32,287.60)</u>	<u>.00</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>( 14,973.83)</u>	<u>.00</u>	<u>( 14,973.83)</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000 CASH - COMBINED SAVINGS 32,927.12

TOTAL ASSETS 32,927.12

LIABILITIES AND EQUITY

FUND EQUITY

767-000-390.000 FUND BALANCE 40,303.39  
REVENUE OVER EXPENDITURES - YTD ( 7,376.27)

TOTAL FUND EQUITY 32,927.12

TOTAL LIABILITIES AND EQUITY 32,927.12

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**KELLOGG LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-581.000						
CONTRIBUTIONS-KELLOGG LAKE	.00	.00	18,505.86	.00	( 18,505.86)	.00
767-000-665.000						
INTEREST EARNINGS	.00	.00	565.11	.00	( 565.11)	.00
REVENUE	.00	.00	19,070.97	.00	( 19,070.97)	.00
TOTAL FUND REVENUE	.00	.00	19,070.97	.00	( 19,070.97)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-812.000						
KELLOGG LAKE: ADMIN FEES	.00	.00	173.00	.00	( 173.00)	.00
767-255-956.000						
KELLOGG LAKE: DEDUCTIONS	.00	.00	26,274.24	.00	( 26,274.24)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	26,447.24	.00	( 26,447.24)	.00
TOTAL FUND EXPENDITURES	.00	.00	26,447.24	.00	( 26,447.24)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 7,376.27)	.00	( 7,376.27)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS 55,007.74

TOTAL ASSETS 55,007.74

LIABILITIES AND EQUITY

FUND EQUITY

768-000-390.000 FUND BALANCE 48,365.57  
REVENUE OVER EXPENDITURES - YTD 6,642.17

TOTAL FUND EQUITY 55,007.74

TOTAL LIABILITIES AND EQUITY 55,007.74

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**CHARLICK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
768-000-581.000						
CONTRIBUTIONS-CHARLICK LAKE	.00	.00	30,337.11	.00	( 30,337.11)	.00
768-000-665.000						
INTEREST EARNINGS	.00	.00	822.72	.00	( 822.72)	.00
REVENUE	.00	.00	31,159.83	.00	( 31,159.83)	.00
TOTAL FUND REVENUE	.00	.00	31,159.83	.00	( 31,159.83)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
768-255-812.000						
CHARLICK LAKE: ADMIN FEES	.00	.00	319.70	.00	( 319.70)	.00
768-255-956.000						
CHARLICK LAKE: DEDUCTIONS	.00	.00	24,197.96	.00	( 24,197.96)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	24,517.66	.00	( 24,517.66)	.00
TOTAL FUND EXPENDITURES	.00	.00	24,517.66	.00	( 24,517.66)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	6,642.17	.00	6,642.17	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000	CASH - COMBINED SAVINGS	30,535.92	
	TOTAL ASSETS		30,535.92

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000	FUND BALANCE	43,061.10	
	REVENUE OVER EXPENDITURES - YTD	( 12,525.18)	
	TOTAL FUND EQUITY		30,535.92
	TOTAL LIABILITIES AND EQUITY		30,535.92

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**WOODRUFF LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
769-000-581.000	.00	.00	32,640.00	.00	( 32,640.00)	.00
769-000-665.000	.00	.00	644.87	.00	( 644.87)	.00
	.00	.00	33,284.87	.00	( 33,284.87)	.00
	.00	.00	33,284.87	.00	( 33,284.87)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-812.000	.00	.00	297.60	.00	( 297.60)	.00
769-255-956.000	.00	.00	45,512.45	.00	( 45,512.45)	.00
	.00	.00	45,810.05	.00	( 45,810.05)	.00
	.00	.00	45,810.05	.00	( 45,810.05)	.00
	.00	.00	( 12,525.18)	.00	( 12,525.18)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS 242,070.06

TOTAL ASSETS 242,070.06

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE 221,143.14  
REVENUE OVER EXPENDITURES - YTD 20,926.92

TOTAL FUND EQUITY 242,070.06

TOTAL LIABILITIES AND EQUITY 242,070.06

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**WHITE LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	118,587.99	.00	( 118,587.99)	.00
770-000-665.000	.00	.00	3,513.26	.00	( 3,513.26)	.00
	<u>.00</u>	<u>.00</u>	<u>122,101.25</u>	<u>.00</u>	<u>( 122,101.25)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>122,101.25</u>	<u>.00</u>	<u>( 122,101.25)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,242.24	.00	( 1,242.24)	.00
770-255-956.000	.00	.00	99,932.09	.00	( 99,932.09)	.00
	<u>.00</u>	<u>.00</u>	<u>101,174.33</u>	<u>.00</u>	<u>( 101,174.33)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>101,174.33</u>	<u>.00</u>	<u>( 101,174.33)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>20,926.92</u>	<u>.00</u>	<u>20,926.92</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000	CASH - COMBINED SAVINGS	51.48	
	TOTAL ASSETS		51.48

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000	FUND BALANCE	729.32	
	REVENUE OVER EXPENDITURES - YTD	( 677.84)	
	TOTAL FUND EQUITY		51.48
	TOTAL LIABILITIES AND EQUITY		51.48

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-581.000						
CONTRIBUTIONS-TOMAHAWK LAKE	.00	.00	4,878.28	.00	( 4,878.28)	.00
771-000-665.000						
INTEREST EARNINGS	.00	.00	43.22	.00	( 43.22)	.00
REVENUE	.00	.00	4,921.50	.00	( 4,921.50)	.00
TOTAL FUND REVENUE	.00	.00	4,921.50	.00	( 4,921.50)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
771-255-812.000						
TOMAHAWK LAKE: ADMIN FEES	.00	.00	51.00	.00	( 51.00)	.00
771-255-956.000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	5,548.34	.00	( 5,548.34)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	5,599.34	.00	( 5,599.34)	.00
TOTAL FUND EXPENDITURES	.00	.00	5,599.34	.00	( 5,599.34)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 677.84)	.00	( 677.84)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS 7,242.55

TOTAL ASSETS 7,242.55

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE 3,942.79  
REVENUE OVER EXPENDITURES - YTD 3,299.76

TOTAL FUND EQUITY 7,242.55

TOTAL LIABILITIES AND EQUITY 7,242.55

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**GOURD LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-581.000						
CONTRIBUTIONS-GOURD LAKE	.00	.00	6,547.10	.00	( 6,547.10)	.00
773-000-665.000						
INTEREST EARNINGS	.00	.00	105.33	.00	( 105.33)	.00
	<u>.00</u>	<u>.00</u>	<u>6,652.43</u>	<u>.00</u>	<u>( 6,652.43)</u>	<u>.00</u>
TOTAL FUND REVENUE	<u>.00</u>	<u>.00</u>	<u>6,652.43</u>	<u>.00</u>	<u>( 6,652.43)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
773-255-812.000						
GOURD LAKE: ADMIN FEES	.00	.00	45.97	.00	( 45.97)	.00
773-255-956.000						
GOURD LAKE: DEDUCTIONS	.00	.00	3,306.70	.00	( 3,306.70)	.00
	<u>.00</u>	<u>.00</u>	<u>3,352.67</u>	<u>.00</u>	<u>( 3,352.67)</u>	<u>.00</u>
TOTAL TRUST & AGENCY ADMIN	<u>.00</u>	<u>.00</u>	<u>3,352.67</u>	<u>.00</u>	<u>( 3,352.67)</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>3,352.67</u>	<u>.00</u>	<u>( 3,352.67)</u>	<u>.00</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>3,299.76</u>	<u>.00</u>	<u>3,299.76</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

PENNINSULA LAKE

ASSETS

774-000-010.000 CASH - COMBINED SAVINGS 11,174.04

TOTAL ASSETS 11,174.04

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000 FUND BALANCE 8,339.93  
REVENUE OVER EXPENDITURES - YTD 2,834.11

TOTAL FUND EQUITY 11,174.04

TOTAL LIABILITIES AND EQUITY 11,174.04

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**PENNINSULA LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
774-000-581.000						
CONTRIBUTIONS-PENINSULA LAKE	.00	.00	8,616.00	.00	( 8,616.00)	.00
774-000-665.000						
INTEREST EARNINGS	.00	.00	156.61	.00	( 156.61)	.00
REVENUE	.00	.00	8,772.61	.00	( 8,772.61)	.00
TOTAL FUND REVENUE	.00	.00	8,772.61	.00	( 8,772.61)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
774-255-812.000						
PENINSULA LAKE: ADMIN FEES	.00	.00	69.00	.00	( 69.00)	.00
774-255-956.000						
PENINSULA LAKE: DEDUCTIONS	.00	.00	5,869.50	.00	( 5,869.50)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	5,938.50	.00	( 5,938.50)	.00
TOTAL FUND EXPENDITURES	.00	.00	5,938.50	.00	( 5,938.50)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	2,834.11	.00	2,834.11	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS 7,282.36

TOTAL ASSETS 7,282.36

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000 FUND BALANCE 1,930.81  
REVENUE OVER EXPENDITURES - YTD 5,351.55

TOTAL FUND EQUITY 7,282.36

TOTAL LIABILITIES AND EQUITY 7,282.36

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**LOWER PETTIBONE LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
775-000-581.000						
CONTRIBUTIONS-LOW PETTIBONE L	.00	.00	12,417.00	.00	( 12,417.00)	.00
775-000-665.000						
INTEREST EARNINGS	.00	.00	108.28	.00	( 108.28)	.00
REVENUE	.00	.00	12,525.28	.00	( 12,525.28)	.00
TOTAL FUND REVENUE	.00	.00	12,525.28	.00	( 12,525.28)	.00
<b>TRUST &amp; AGENCY ADMIN</b>						
775-255-812.000						
LOW PETTIBONE LAKE: ADMIN FEES	.00	.00	114.73	.00	( 114.73)	.00
775-255-956.000						
LOW PETTIBONE LAKE: DEDUCTION	.00	.00	7,059.00	.00	( 7,059.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	7,173.73	.00	( 7,173.73)	.00
TOTAL FUND EXPENDITURES	.00	.00	7,173.73	.00	( 7,173.73)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	5,351.55	.00	5,351.55	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000	CASH - COMBINED SAVINGS	6,239.68	
	TOTAL ASSETS		6,239.68

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000	FUND BALANCE	7,556.75	
	REVENUE OVER EXPENDITURES - YTD	( 1,317.07)	
	TOTAL FUND EQUITY		6,239.68
	TOTAL LIABILITIES AND EQUITY		6,239.68

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2025**

**POST-AUDIT**

**DUNLEAVY/LEONARD LAKE**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
776-000-581.000	CONTRIBUTIONS-DUNLEAVY/LEONA	.00	.00	11,801.00	.00	( 11,801.00)	.00
776-000-665.000	INTEREST EARNINGS	.00	.00	145.40	.00	( 145.40)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>11,946.40</b>	<b>.00</b>	<b>( 11,946.40)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>11,946.40</b>	<b>.00</b>	<b>( 11,946.40)</b>	<b>.00</b>
<b>TRUST &amp; AGENCY ADMIN</b>							
776-255-812.000	DUNLEAVY LEONARDLK: ADMIN FEE	.00	.00	115.15	.00	( 115.15)	.00
776-255-956.000	DUNLEAVY LEONARDLK: DEDUCTIO	.00	.00	13,148.32	.00	( 13,148.32)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>13,263.47</b>	<b>.00</b>	<b>( 13,263.47)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>13,263.47</b>	<b>.00</b>	<b>( 13,263.47)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 1,317.07)</b>	<b>.00</b>	<b>( 1,317.07)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
DECEMBER 31, 2025

POST-AUDIT

Knoblock Lake

ASSETS

777-000-010.000 CASH - COMBINED SAVINGS ( 2,211.61)

TOTAL ASSETS ( 2,211.61)

LIABILITIES AND EQUITY

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD ( 2,211.61)

TOTAL FUND EQUITY ( 2,211.61)

TOTAL LIABILITIES AND EQUITY ( 2,211.61)



**TREASURER'S REPORT**  
**March 31, 2026**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	92,086.53	2,488.80*
CHASE	GENERAL	H.R.A.	101		145,637.72
CHASE	GENERAL	F.S.A CHECKING	101		16,313.24
CHASE	GENERAL	CHECKING (SAVINGS)	101		961,306.99*
CHASE	FIRE OPERATING	MONEY MARKET	206		55,345.20
CHASE	ROAD	MONEY MARKET	203		3,586.25
CHASE	HAUL ROUTE	MONEY MARKET	203		498,853.81
CHASE	POLICE	MONEY MARKET	207		159,003.15
CHASE	REFUSE	MONEY MARKET	227		974,168.15
CHASE	OPIOID SETTLEMENT	CHECKING	284		0.00*
CHASE	HAAC	CHECKING	702		30,617.71*
CHASE	DDA	MONEY MARKET	494		16,328.72
CHASE	WATERMAIN	CHECKING	591		113,204.68*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		239,241.28
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		91,211.71
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		32,653.66
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		48,322.91
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		82,807.26
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		51,658.90
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		289,893.14
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		3,084.01
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		11,725.27
CHASE	PENINSULA LAKE	MONEY MARKET	774		16,501.97
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		13,196.19
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		17,363.73
CHASE	KNOBLOCK LAKE	MONEY MARKET	777		3,472.38
COMERICA	CAPITAL IMP.	PBMM	401		72,160.92
COMERICA	CAPITAL IMP.	JFUND	401		482,631.23
COMERICA	GENERAL	JFUND	101		252,693.40
FLAGSTAR	PERPETUAL FUND	CD	101		1,244.61
FLAGSTAR	GENERAL	CD	101		230,481.55
FLAGSTAR	GENERAL	CD	101		240,467.49
FLAGSTAR	POLICE	CD	207		342,281.97
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		71,357.46
FLAGSTAR	DDA	SAVINGS	494		450,227.27
FLAGSTAR	FIRE	SAVINGS	206		1,435,295.26
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		188,098.46
FLAGSTAR	GENERAL	SAVINGS	101		93,964.80
FLAGSTAR	CURRENT TAX	CHECKING	703	0.00	713,806.47
FLAGSTAR	POLICE	SAVINGS	207		315,083.23
HVSB	FIRE	CD	206		292,374.69
HVSB	GENERAL	CD	101		248,313.81
HVSB	HAUL ROUTE	CD	203		304,069.67
HVSB	POLICE	CD	207		305,237.41
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		119,769.28
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		698,633.59
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,940,724.26
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		205,118.18
MI CLASS	POLICE	INVESTMENT POOL	207		477,776.78
MI CLASS	ROAD	INVESTMENT POOL	203		24,204.01
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,906,142.52
OAKLAND CO	FIRE	INVESTMENT POOL	206		1,204,363.06
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		371,077.08
OAKLAND CO	GENERAL	INVESTMENT POOL	101		25,357.59
OAKLAND CO	POLICE	INVESTMENT POOL	207		2,903,457.09
OAKLAND CO	REFUSE	INVESTMENT POOL	227		173,226.63
CIBC	GENERAL	CD	101		297,052.24
CIBC	FIRE	CD	206		186,892.45
CIBC	POLICE	CD	207		314,365.33
CIBC	POLICE	CD	207		539,611.83
CIBC	CAPITAL IMP.	CD	401		395,132.54
CIBC	ESCROW	CD	101		359,655.34
CIBC	DDA	CD	494		102,088.33
CIBC	DDA	CD	494		103,522.53
HUNTINGTON	GENERAL	CD	101		242,274.83
					<u>22,508,222.02</u>

1,199,704.71
*In Chase checking account
CHASE
3,877,986.83
COMERICA
807,485.55
FLAGSTAR
4,082,308.57
HVSB
1,149,995.58
LPL FINANCIAL
818,402.87
MI CLASS
4,553,965.75
OAKLAND COUNTY
4,677,481.45
CIBC
2,298,320.59
HUNTINGTON
242,274.83
TOTAL
<b>22,508,222.02</b>

Flagstar Bank Statement  
713,806.47

*Respectfully submitted,*  
*Jennifer Frederick, Treasurer*

Fund 101 Chase Credit Cards in Transit = \$ 943.00

Fund 101, 206 Transfer in Transit \$ 4,400.00

BANK/GL REC. SORTED BY			FUND		LEDGER		BANK		FUND	
March 31, 2026										
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND TOTAL	FUND NUMBER	
CHASE	GENERAL	CHECKING	101			2,488.80				
CHASE	GENERAL	H.R.A. CHECKING	101			145,637.72				
CHASE	GENERAL	F.S.A. CHECKING	101			16,313.24				
CHASE	GENERAL	CHECKING (SAVINGS)	101			961,306.99				
COMERICA	GENERAL	JFUND	101			252,693.40				
FLAGSTAR	GENERAL	MAX SAVINGS	101			93,964.80				
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101			1,906,142.52				
OAKLAND CO	GENERAL	INVESTMENT POOL	101			25,357.59				
CIBC	GENERAL	CD	101			297,052.24				
CIBC	GENERAL - ESCROW	CD	101			359,655.34				
HUNTINGTON	GENERAL	CD	101			242,274.83				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	GENERAL	CD	101			240,467.49				
FLAGSTAR	PERPETUAL FUND	CD	101			1,244.61				
HVSB	GENERAL	CD	101	949.15	5,022,445.78	248,313.81		5,023,394.93	101	
CHASE	ROAD	SAVINGS	203			3,586.25				
MI CLASS	ROAD	INVESTMENT POOL	203			24,204.01				
CHASE	HAUL ROUTE	SAVINGS	203			498,853.81				
HVSB	HAUL ROUTE	CD	203	0.00	830,713.74	304,069.67		830,713.74	201	
FLAGSTAR	FIRE	MAX SAVINGS	206			1,435,295.26				
CHASE	FIRE	SAVINGS	206			55,345.20				
OAKLAND CO	FIRE	INVESTMENT POOL	206			1,204,363.06				
CIBC	FIRE	CD	206			186,892.45				
HVSB	FIRE	CD	206	-4,410.00	3,178,680.66	292,374.69		3,174,270.66	206	
CHASE	POLICE	SAVINGS	207			159,003.15				
FLAGSTAR	POLICE	MAX SAVINGS	207			315,083.23				
MI CLASS	POLICE	INVESTMENT POOL	207			477,776.78				
OAKLAND CO	POLICE	INVESTMENT POOL	207			2,903,457.09				
FLAGSTAR	POLICE	CD	207			342,281.97				
HVSB	POLICE	CD	207			305,237.41				
CIBC	POLICE	CD	207			539,611.83				
CIBC	POLICE	CD	207	0.00	5,356,816.79	314,365.33		5,356,816.79	207	
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	-	0.00		0.00	284	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			119,769.28				
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	818,402.87	698,633.59		818,402.87	737	
CHASE	REFUSE	SAVINGS	227			974,168.15				
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	1,147,394.78	173,226.63		1,147,394.78	227	
CHASE	HAAC	CHECKING	702	0.00	30,617.71	30,617.71		30,617.71	702	
COMERICA	CAPITAL IMP.	PBMM	401			72,160.92				
COMERICA	CAPITAL IMP.	JFUND	401			482,631.23				
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			71,357.46				
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,940,724.26				
CIBC	CAPITAL IMP.	CD	401	0.00	2,962,006.41	395,132.54		2,962,006.41	401	
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			188,098.46				
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			205,118.18				
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	764,293.72	371,077.08		764,293.72	402	
CHASE	DDA	SAVINGS	494			16,328.72				
FLAGSTAR	DDA	MAX SAVINGS	494			450,227.27				
CIBC	DDA	CD	494			102,088.33				
CIBC	DDA	CD	494	0.00	672,166.85	103,522.53		672,166.85	494	
CHASE	WATERMAIN	CHECKING	591	0.00	113,204.68	113,204.68		113,204.68	591	
FLAGSTAR	TAX	CHECKING	703	0.00	713,806.47	713,806.47		713,806.47	703	
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	239,241.28	239,241.28		239,241.28	764	
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	91,211.71	91,211.71		91,211.71	765	
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	32,653.66	32,653.66		32,653.66	766	
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	48,322.91	48,322.91		48,322.91	767	
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	82,807.26	82,807.26		82,807.26	768	
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	51,658.90	51,658.90		51,658.90	769	
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	289,893.14	289,893.14		289,893.14	770	
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	3,084.01	3,084.01		3,084.01	771	
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	11,725.27	11,725.27		11,725.27	773	
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	16,501.97	16,501.97		16,501.97	774	
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	13,196.19	13,196.19		13,196.19	775	
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	17,363.73	17,363.73		17,363.73	776	
CHASE	KNOBLOCK LAKE	SAVINGS	777	0.00	3,472.38	3,472.38		3,472.38	777	
<b>TOTAL</b>				-3,460.85	22,511,682.87	22,508,222.02		22,508,222.02		
	Fund 101 Chase Credit Cards in Transit = \$ 943.00			-943.00						
RLO - 4/20/26 4pm	Fund 101, 206 Transfer in Transit \$ 4,400.00			4,400.00						
69*9	Fund 101 Credit Card payment 3/31 \$2,517.85 April AP			-2,517.85						
	Fund 206 EMS NSF in process \$ 10.00			10.00						
				949.15						

**TREASURER'S REPORT**  
**March 31, 2026**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	92,086.53	2,488.80*
CHASE	GENERAL	H.R.A.	101		145,637.72
CHASE	GENERAL	F.S.A CHECKING	101		16,313.24
CHASE	GENERAL	CHECKING (SAVINGS)	101		961,306.99*
CHASE	FIRE OPERATING	MONEY MARKET	206		55,345.20
CHASE	ROAD	MONEY MARKET	203		3,586.25
CHASE	HAUL ROUTE	MONEY MARKET	203		498,853.81
CHASE	POLICE	MONEY MARKET	207		159,003.15
CHASE	REFUSE	MONEY MARKET	227		974,168.15
CHASE	OPIOID SETTLEMENT	CHECKING	284		0.00*
CHASE	HAAC	CHECKING	702		30,617.71*
CHASE	DDA	MONEY MARKET	494		16,328.72
CHASE	WATERMAIN	CHECKING	591		113,204.68*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		239,241.28
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		91,211.71
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		32,653.66
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		48,322.91
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		82,807.26
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		51,658.90
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		289,893.14
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		3,084.01
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		11,725.27
CHASE	PENINSULA LAKE	MONEY MARKET	774		16,501.97
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		13,196.19
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		17,363.73
CHASE	KNOBLOCK LAKE	MONEY MARKET	777		3,472.38
COMERICA	CAPITAL IMP.	PBMM	401		72,160.92
COMERICA	CAPITAL IMP.	JFUND	401		482,631.23
COMERICA	GENERAL	JFUND	101		252,693.40
FLAGSTAR	PERPETUAL FUND	CD	101		1,244.61
FLAGSTAR	GENERAL	CD	101		230,481.55
FLAGSTAR	GENERAL	CD	101		240,467.49
FLAGSTAR	POLICE	CD	207		342,281.97
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		71,357.46
FLAGSTAR	DDA	SAVINGS	494		450,227.27
FLAGSTAR	FIRE	SAVINGS	206		1,435,295.26
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		188,098.46
FLAGSTAR	GENERAL	SAVINGS	101		93,964.80
FLAGSTAR	CURRENT TAX	CHECKING	703	0.00	713,806.47
FLAGSTAR	POLICE	SAVINGS	207		315,083.23
HVSB	FIRE	CD	206		292,374.69
HVSB	GENERAL	CD	101		248,313.81
HVSB	HAUL ROUTE	CD	203		304,069.67
HVSB	POLICE	CD	207		305,237.41
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		119,769.28
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		698,633.59
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,940,724.26
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		205,118.18
MI CLASS	POLICE	INVESTMENT POOL	207		477,776.78
MI CLASS	ROAD	INVESTMENT POOL	203		24,204.01
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,906,142.52
OAKLAND CO	FIRE	INVESTMENT POOL	206		1,204,363.06
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		371,077.08
OAKLAND CO	GENERAL	INVESTMENT POOL	101		25,357.59
OAKLAND CO	POLICE	INVESTMENT POOL	207		2,903,457.09
OAKLAND CO	REFUSE	INVESTMENT POOL	227		173,226.63
CIBC	GENERAL	CD	101		297,052.24
CIBC	FIRE	CD	206		186,892.45
CIBC	POLICE	CD	207		314,365.33
CIBC	POLICE	CD	207		539,611.83
CIBC	CAPITAL IMP.	CD	401		395,132.54
CIBC	ESCROW	CD	101		359,655.34
CIBC	DDA	CD	494		102,088.33
CIBC	DDA	CD	494		103,522.53
HUNTINGTON	GENERAL	CD	101		242,274.83
					<b>22,508,222.02</b>

1,199,704.71
*In Chase checking account
CHASE
3,877,986.83
COMERICA
807,485.55
FLAGSTAR
4,082,308.57
HVSB
1,149,995.58
LPL FINANCIAL
818,402.87
MI CLASS
4,553,965.75
OAKLAND COUNTY
4,677,481.45
CIBC
2,298,320.59
HUNTINGTON
242,274.83
TOTAL
<b>22,508,222.02</b>

Flagstar Bank Statement  
713,806.47

*Respectfully submitted,*  
*Jennifer Frederick, Treasurer*

Fund 101 Chase Credit Cards in Transit = \$ 943.00

Fund 101, 206 Transfer in Transit \$ 4,400.00

BANK/GL REC. SORTED BY			FUND		LEDGER		BANK		FUND	
March 31, 2026										
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND TOTAL	FUND NUMBER	
CHASE	GENERAL	CHECKING	101			2,488.80				
CHASE	GENERAL	H.R.A. CHECKING	101			145,637.72				
CHASE	GENERAL	F.S.A. CHECKING	101			16,313.24				
CHASE	GENERAL	CHECKING (SAVINGS)	101			961,306.99				
COMERICA	GENERAL	JFUND	101			252,693.40				
FLAGSTAR	GENERAL	MAX SAVINGS	101			93,964.80				
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101			1,906,142.52				
OAKLAND CO	GENERAL	INVESTMENT POOL	101			25,357.59				
CIBC	GENERAL	CD	101			297,052.24				
CIBC	GENERAL - ESCROW	CD	101			359,655.34				
HUNTINGTON	GENERAL	CD	101			242,274.83				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	GENERAL	CD	101			240,467.49				
FLAGSTAR	PERPETUAL FUND	CD	101			1,244.61				
HVSB	GENERAL	CD	101	949.15	5,022,445.78	248,313.81		5,023,394.93	101	
CHASE	ROAD	SAVINGS	203			3,586.25				
MI CLASS	ROAD	INVESTMENT POOL	203			24,204.01				
CHASE	HAUL ROUTE	SAVINGS	203			498,853.81				
HVSB	HAUL ROUTE	CD	203	0.00	830,713.74	304,069.67		830,713.74	201	
FLAGSTAR	FIRE	MAX SAVINGS	206			1,435,295.26				
CHASE	FIRE	SAVINGS	206			55,345.20				
OAKLAND CO	FIRE	INVESTMENT POOL	206			1,204,363.06				
CIBC	FIRE	CD	206			186,892.45				
HVSB	FIRE	CD	206	-4,410.00	3,178,680.66	292,374.69		3,174,270.66	206	
CHASE	POLICE	SAVINGS	207			159,003.15				
FLAGSTAR	POLICE	MAX SAVINGS	207			315,083.23				
MI CLASS	POLICE	INVESTMENT POOL	207			477,776.78				
OAKLAND CO	POLICE	INVESTMENT POOL	207			2,903,457.09				
FLAGSTAR	POLICE	CD	207			342,281.97				
HVSB	POLICE	CD	207			305,237.41				
CIBC	POLICE	CD	207			539,611.83				
CIBC	POLICE	CD	207	0.00	5,356,816.79	314,365.33		5,356,816.79	207	
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	-	0.00		0.00	284	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			119,769.28				
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	818,402.87	698,633.59		818,402.87	737	
CHASE	REFUSE	SAVINGS	227			974,168.15				
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	1,147,394.78	173,226.63		1,147,394.78	227	
CHASE	HAAC	CHECKING	702	0.00	30,617.71	30,617.71		30,617.71	702	
COMERICA	CAPITAL IMP.	PBMM	401			72,160.92				
COMERICA	CAPITAL IMP.	JFUND	401			482,631.23				
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			71,357.46				
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,940,724.26				
CIBC	CAPITAL IMP.	CD	401	0.00	2,962,006.41	395,132.54		2,962,006.41	401	
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			188,098.46				
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			205,118.18				
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	764,293.72	371,077.08		764,293.72	402	
CHASE	DDA	SAVINGS	494			16,328.72				
FLAGSTAR	DDA	MAX SAVINGS	494			450,227.27				
CIBC	DDA	CD	494			102,088.33				
CIBC	DDA	CD	494	0.00	672,166.85	103,522.53		672,166.85	494	
CHASE	WATERMAIN	CHECKING	591	0.00	113,204.68	113,204.68		113,204.68	591	
FLAGSTAR	TAX	CHECKING	703	0.00	713,806.47	713,806.47		713,806.47	703	
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	239,241.28	239,241.28		239,241.28	764	
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	91,211.71	91,211.71		91,211.71	765	
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	32,653.66	32,653.66		32,653.66	766	
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	48,322.91	48,322.91		48,322.91	767	
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	82,807.26	82,807.26		82,807.26	768	
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	51,658.90	51,658.90		51,658.90	769	
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	289,893.14	289,893.14		289,893.14	770	
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	3,084.01	3,084.01		3,084.01	771	
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	11,725.27	11,725.27		11,725.27	773	
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	16,501.97	16,501.97		16,501.97	774	
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	13,196.19	13,196.19		13,196.19	775	
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	17,363.73	17,363.73		17,363.73	776	
CHASE	KNOBLOCK LAKE	SAVINGS	777	0.00	3,472.38	3,472.38		3,472.38	777	
<b>TOTAL</b>				-3,460.85	22,511,682.87	22,508,222.02		22,508,222.02		
	Fund 101 Chase Credit Cards in Transit = \$ 943.00			-943.00						
RLO - 4/20/26 4pm	Fund 101, 206 Transfer in Transit \$ 4,400.00			4,400.00						
69*9	Fund 101 Credit Card payment 3/31 \$2,517.85 April AP			-2,517.85						
	Fund 206 EMS NSF in process \$ 10.00			10.00						
				949.15						

**Highland Township Planning Commission  
Record of the 1442nd Meeting  
Highland Township Auditorium  
March 19, 2026**

***Roll Call:***

Kevin Curtis, Chairman  
Grant Charlick  
Chris Heyn  
Mary Ray  
Roscoe Smith  
Scott Temple  
Russ Tierney  
Guy York  
Michael Zeolla

***Also Present:***

Elizabeth Corwin, Planning Director

Visitors: 4

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

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

No public comment offered.

***Public Hearing:***

**Agenda Item #2:**

Parcel #	11-17-300-027
Zoning:	ARR, Agricultural and Rural Residential Zoning District
Address:	2643 Country Acres
File #:	RZ 26-01
Request:	Rezoning to R-3. 3-acre Single Family Residential Zoning District
Applicant:	Jeffrey and Shelby Camerella
Owner:	Jeffrey and Shelby Camerella

Chairman Curtis introduced the request for rezoning of a parcel approximately 6.56 acres on Country Acres from current zoning of ARR, Agricultural and Rural Residential to R-3, Single-family residential, 3 acres zoning district to accommodate a proposed land division.

Mr. Jeffrey Camerella was present to answer questions. He explained that the existing house is situated on the west side of the parcel, and the rezoning will allow for one new building site on the east side of the parcel. All access is from Country Acres. Mr. Camerella noted that he thought this would create no burden on the existing road, which he maintains for the benefit of his neighbors. There is no formal road maintenance agreement.

The public hearing was opened at 7:34 p.m. There was no comment. The public hearing was closed at 7:35 p.m.

***Work Session:***

**Agenda Item #3:**

Parcel # 11-17-300-027  
Zoning: ARR, Agricultural and Rural Residential Zoning District  
Address: 2643 Country Acres  
File #: RZ 26-01  
Request: Rezoning to R-3. 3-acre Single Family Residential Zoning District  
Applicant: Jeffrey and Shelby Camerella  
Owner: Jeffrey and Shelby Camerella

Chairman Curtis opened the agenda for discussion among the Planning Commissioners. Mr. Temple asked about the history of the parcels to the west of this site that were already zoned for R-3, Single Family Residential Zoning, 3 acres. Ms. Corwin explained that those parcels were rezoned in 2006. The original request had been for R-1.5 or its equivalent at the time, but that the Planning Commission was unwilling to recommend any zoning more dense than R-3. Apparently, the property owner used the zoning to accommodate a shift of property boundaries between his parcels but did not develop either site.

Mr. Charlick noted that the parcel is an irregular shape as are the neighboring parcels, which does not lend itself to additional divisions. He also asked if there was a formal road agreement. Mr. Camerella explained that there was not an agreement, but the neighbors have been cooperating. The Planning Commission discussed the survey document provided which shows a proposed division. The map indicates that there will be at least 2 acres of buildable area on each lot, and the lot width is at least the minimum of 330 lineal feet.

Mr. York asked about the adjacent parcel, and whether the previous request for division was still valid. Ms. Corwin explained that the property is properly zoned to allow for a land division, but there is no current request.

The Planning Commissioners discussed the Future Land Use Map designations. This property is planned for rural residential, which would typically be only ARR zoning designation, but that the properties due south are designated SFRM, Medium Lot Single Family Residential, which would be appropriate for either R1.5 or R-3 Zoning Designations. Since there is the R-3 Zoning existing on the map west of this property, it would have been appropriate to shift the SFRM line to the north, but this area had not been studied to any great degree when the map was developed. Mr. Charlick thought giving the existing zoning pattern, this current request is concurrent with the Future Land Use Map.

The Planning Commissioners discussed the implication to the landowner of creating new parcels that are not supported by a private road maintenance agreement. The ordinance would require such developments if a new private road easement was being developed. The property owner was urged to work with his neighbors to develop an agreement since lacking an agreement, they could encounter difficulties obtaining financing in the future.

Mr. Curtis offered a motion to recommend approval of the rezoning request for parcel 11-17-300-027, 2643 Country Acres from its current zoning designation of ARR, Agricultural and Rural Residential to proposed zoning of R-3, Single Family Residential, 3 Acres, upon finding that the request is concurrent with the Master Plan and is compatible with its surrounding neighborhood. Mr. York supported the motion. Roll Call vote: Tierney – yes; York -yes; Zeolla -yes; Charlick -yes; Curtis -yes; Heyn -yes; Smith -yes; Ray -yes. Motion carries (9 yes, 0 no)

**Agenda Item #4**

Parcel # 11-21-426-011  
Zoning: C-2, General Commercial Zoning District  
Address: 700 Highland Road  
File #: PLU 26-0004  
Request: Temporary Land Use Permit for outdoor sales  
Applicant: Bryan Vajiloff, Granny's Attic  
Owner: Highland Commons Shopping Center, LLC

Chairman Curtis introduced the agenda item for temporary outdoor sales.

The applicant was not present to explain the application. Mr. Charlick moved to table the item for future consideration when the applicant could be present. Mr. York supported and the motion passed by voice vote (all ayes, no nays)

**Agenda Item #5:**

Parcel # 11-01-351-002  
Zoning: ARR, Agricultural and Rural Residential Zoning District  
Address: 2075 Oakland  
File #: SPR 26-04.  
Request: Site Plan for Golf Course improvements  
Applicant: David Dowling, Yukon Building Company  
Owner: SIGA Corp

Chairman Curtis introduced the application for site plan review for golf course improvements at the Highland Hills Golf Course, 2075 Oakland Drive. Ms. Corwin explained that the Board has already approved the Special Land Use, for which a permit has not yet been drafted, and the rezoning for the housing proposal. This is a conceptual site plan, which provides the developer an opportunity to discuss a new proposal for indoor golf simulators to replace the outdoor driving range and practice areas that had not gained acceptance in the previous proposals.

Mr. David Dowling, Yukon Building Company was present to explain his proposal. His new plan shows a proposed new building located just north of the clubhouse to house six enclosed golf simulators which will be served by the clubhouse as far as toilets and food service. The plan still includes facelifts of the clubhouse and cart barn and parking lot modifications as discussed previously.

Mr. Temple asked about the housing proposal. Ms. Corwin affirmed that the Board had approved the conditional rezoning request. The housing will be processed under a separate site plan. While the Planning Commission had previously seen the preliminary engineering for the golf course improvements, it will not be possible to finalize the engineering details until the septic systems and drainage for the housing is designed since the engineering for the two projects is intertwined. The applicant is seeking adequate assurances that the Planning Commission accepts the concept and location of the enclosed simulator building so that he can proceed with the engineering for both projects.

Mr. Dowling explained that he has retained Powell Engineering to design the septic systems for the housing. Each unit of the duplexes will be served by an individual septic system and an enlarged drainage pond, located on and around the third green. He has already completed test pits to verify the adequacy of the soils. Once the septic systems are designed and approved, he will have the parameters of what must be retained by the homeowner's association as common space and be able to have the surveyors determine the final

boundary of the housing component of the proposal. He is not anticipating any major changes from what has already been presented to the Planning Commission.

Mr. Temple noted that based on his understanding of the topography and the operations of the golf course, he supports the new proposal for the enclosed simulators. They should be unobtrusive for the neighboring property owners. Mr. Heyn agreed that the location is far superior to the previous proposals.

Mr. Tierney asked if the proposal still includes improvements to the golf greens. Mr. Dowling explained that they have already started investing in improvements and developing a new program to maintain the greens.

Mr. Charlick asked if there were any thoughts about expanding parking closer to the clubhouse and proposed simulator. Mr. Dowling said he still needs to evaluate whether there are any opportunities to create a narrow drive and turnaround for a vehicle up to drop equipment at the clubhouse. Currently, the golfers obtain a golf cart at the barn and would take their equipment up to the clubhouse with the cart.

Mr. Charlick and Mr. Temple verified with the applicant that this is a all season, heated simulator building.

Mr. Charlick noted that these improvements will likely initiate a requirement to meet the current Oakland County Water Resource Commissioners drainage standards.

Mr. Charlick noted that his understanding is that the applicant is seeking a preliminary approval but still needs the flexibility and fluidity to make some changes to the parking and driveways. Mr. Charlick asked the applicants timeline and wondered if the applicant needed the preliminary approval to move forward.

Mr. Dowling believes he will have a solid understanding of the project parameters in about 30 days and that he is proceeding with the engineering.

Ms. Corwin explained that it is not necessary to grant a preliminary approval, since the goal of tonight's presentation was to seek some feedback.

Mr. Charlick offered a motion to grant preliminary approval of the site plan for golf course improvements including a 10 by 32 foot enclosed simulator building located northeast of the clubhouse, façade improvements to the golf club building and cart barn and modifications of the parking lot as per the proposed site plan by Meier Architect with the understanding that more information is needed for dimensions and engineering and other site details, but that the applicant can move forward with confidence that the Planning Commission will accept a site plan in generally conformance with the concepts presented. Mr. Zeolla supported the motion. The motion passed by voice vote: (all ayes, no nays)

**Agenda Item #6:**

Parcel #	11-02-436-002
Zoning:	ARR, Agricultural and Rural Residential Zoning District
Address:	2115 White Lake Rd
File #:	URSA 26-01
Request:	Use requiring Special Approval for small scale institutional use for BARN 45
Applicant:	James A Lee, IV
Owner:	Lee Family Foundation

Chairman Curtis introduced the agenda item for Use Requiring Special Approval for Barn 45 at 2115 White Lake Road. The discussion was tabled following a public hearing on February 19, 2026.

The applicant, Jamie Lee explained his supplemental application materials.

Mr. York complimented the applicant on the resubmittal. He thought the use proposal was well presented, although there are still details of the site plan that need to be addressed. As to the hours of operation, he asked for clarification of the seven days per week, from 11:00 a.m. to 9:45 p.m. He was also concerned as to whether the existing/proposed parking could adequately accommodate the 300-person attendance that was noted in the narrative.

Mr. Lee explained that the young adult events on Sunday evenings would not anticipate 300 persons each week or all day during the hours of operation. The tendency has been for the participants to begin arriving at the site around 6:00 p.m. on Sunday evening. They drift in over the course of an hour and leave over the course of an hour. Officially the event ends at dusk, always by 9:00 p.m. The 300-person limit is an aspirational goal, and not the number of attendees today. Also, the attendance builds from a low in May to a high in August and starts declining as students return to college.

Mr. Charlick asked if there was any more correspondence that has come in since the public hearing that is not in the packet. Ms. Corwin noted that there is no new information to present. She did explain that she has pulled the building permit record and has the floor plan of the barn available for review. She has discussed the occupancy calculation with the Building Official. He based the occupancy limit of 110 on the net floor area of the ground floor only, assuming standing room and deducting mechanical space, the bathrooms, private office and counter areas.

Mr. Charlick asked if the Township has ever approved a Special Land Use that would include amplified sound outdoors. Ms. Corwin affirmed that this is not typically considered, although there are exceptions to the noise ordinance that may be granted by the Board of Trustees, typically for construction or a one-day event. However, the sheriff will still enforce noise limits if a nuisance is created and neighbors call in complaints, even if the Board grants such an exception.

Mr. Lee explained that they would not use outdoor amplified sound on the Sunday evening gatherings but would comply with the requirement to seek a special event permit for the annual praise and worship concert. He would notify the Sheriff when planning these events also.

Mr. Temple asked about noises associated with the haunted house that was approved by Special Use not far from this site. Ms. Ray noted that she lives very near the Bonadeo site where the haunted house operates and has not been disturbed by noise.

Mr. Lee explained that there are adult members of their board who supervise and oversee the young adult events and they work to keep noise levels down and behavior under control. Mr. Charlick asked about the public comment from a neighbor on Horseshoe that he could hear what sounds like a concert on his deck most weekends. Mr. Lee stated that aside from the annual event, there should be no music sounds carrying off the site. Mr. Charlick noted that if there are enough people present, it would not be necessary for loudspeakers to amplify the sound to carry off site, especially at night. Mr. York noted that the standard should be noise carrying beyond the property line. He believed a few small speakers reaching a few hundred people is much different than 100's of large speakers blaring for a larger crowd.

Mr. Lee explained that the track that surrounds the site forms a sort of "bowl" where the barn and its yard is much lower than the neighbors, which helps to contain the noise. This is also aided by dense foliage.

Mr. York found it interesting that the applicant had filed a Freedom of Information Act request to uncover complaints but noted that lack of formal complaints should never lead the Planning Commission to assume that no one is negatively impacted. Some might not know how or where to lodge a complaint or just assume that nothing positive will come from a complaint or just decide to live with the annoyance.

Mr. Lee agreed but noted that he has visited all the neighbors and addresses issues as they are identified, such as the lighting issue that was explained previously and addressed to the satisfaction of the neighbor.

Mr. Tierney asked if the track still existed, and in use. Mr. Lee explained that it is now used as a prayer trail. Ms. Ray asked if the neighbor allows use of the track this way, since it extends beyond Mr. Lee's property line. Mr. Lee explained that the track is blocked at the property line.

Mr. York asked at what point would the parking lot need to be paved. Ms. Corwin referred to the zoning ordinance, that grants the Planning Commission the authority to approve alternative surfaces such as grass pavers on parking lots they determine to be low use or seasonal. For some churches, gravel or grass fields are approved for some or all of their parking needs. The Planning Commission could, for instance, identify a portion of the parking they would want paved based on the daily demands of the site, and defer or waive paving on overflow and event parking areas.

Mr. Lee explained that there are paved areas on the south side of the barn, which can be dedicated for barrier free parking. There are responsible members overseeing and directing parking during events.

Mr. York suggested that the parking area on the south side of the barn could be expanded to provide some paved parking to accommodate the weekly bible study attendance. Mr. Lee noted that much of the activity around the barn is online. Most of the time there are only four to twelve persons there.

Mr. Charlick asked if engineering review would be required. Ms. Corwin thought this decision would be based on whether a lot of impervious surfaces would be added. She was confident that what was there today was acceptable without engineering, given that many of the Planning Commissioners are experienced in reading plans and the site did not seem to pose a risk of offsite runoff nuisance.

Mr. Temple noted that the Planning Commission has allowed many other churches to operate with gravel parking lots until they themselves were ready to pave for the convenience of their patrons.

Mr. Charlick noted that most of the proposed activity is not concerning, but the periodic crowds of 300 persons did give him pause. Mr. Temple noted that paving massive parking lots would only serve to amplify the noise. Mr. Charlick was concerned that all applicants should be treated similarly and recalled that recently they had limited attendance at the historic barn down the road to only 50 persons per event.

Mr. Curtis asked if the 300-person limit was seasonal or year-round. Mr. Lee said the only events that would rise to this limit would be the Sunday night events and the annual praise and worship event and they are seasonal. The hope is that the future barn expansion would accommodate more attendees inside and allow them to extend the young adult ministry into winter months.

Ms. Ray raised the concern that the building does not currently meet the needs of the current occupancy of the building of 136 persons. The restrooms are not adequate. They rely on portable toilets to protect the septic system. Mr. York asked the code requirements for the largest "routine" onsite event, which is the men's bible study with 100-person attendance. Ms. Corwin noted that the building official had explained that 1 toilet per 150 men or 1 toilet for 75 women is the code requirement. In other words, twice as many toilets for women. There are two toilets, although the bathrooms do not currently meet the standards for barrier free design.

Mr. Charlick asked the Planning Commission about their opinions on the maximum number of attendees of 300 persons, even if infrequently. Mr. Zeolla was emphatic that 300 persons was an extreme number for a site in this zoning district and the rural atmosphere. He did not believe this was compatible with the expectations of the neighbors and the character of the district. He thought such volume of traffic belonged in commercial zoning districts.

Mr. York thought this was an improper analysis. Churches and institutional uses are permitted in Agricultural and Rural Residential parcels, provided the site is designed to mitigate negative impacts. Historically churches were constructed right within residential neighborhoods and were an important part of the community fabric. People wanted their church to be convenient.

The Planning Commissioners debated whether 200 parking spaces could be absorbed on this site without impacting their neighbors. Mr. York noted that the 300-person attendance was only a few Sundays a year. They talked about other adjacent sites. The Lloyd site was limited to 50 persons, because of the barn occupancy and the cleared area that was available to park cars. The Bonadeo site has a limit of 100 persons in the barn; they provided about 40 spaces at the barn and 75 spaces for the corn maze. The Bonadeo permit does not limit the number of attendees but comes with a strict prohibition about allowing parking on White Lake Road.

Mr. Charlick asked if there was a green space requirement in the ordinance for institutional uses. Ms. Corwin answered there was not, but there is overall maximum coverage for structures and setbacks. This site would comply with those standards as currently stands. Mr. Zeolla asked about parking lot setbacks. Ms. Corwin said there is not specifically a parking lot setback, but there are standards regarding screening of incompatible land uses. Mr. Lee explained that they have proposed a berm with dense shrubs to screen the parking lot.

Mr. York noted that it is important to understand future plans to approve the use and set expectations for limits, but that the site improvements need only accommodate today's use and the near future. The Special Land Use Permit will dictate the day-to-day operations of the site, and the events will require special annual permits. There will be opportunities to propose other physical improvements in the future to reach the ultimate vision for the site.

Mr. Temple referred to the Required Standards for Approval of Special Land Uses. He is most concerned about standards 2 and 5. He noted for standard 2, all special land uses must be compatible and harmonious with surrounding land uses considering size, location and character of the proposed special land use and the special land use cannot cause substantial injury to the neighboring properties. He reminded the Planning Commissioners that they will need to develop a recommendation based on that standard. For standard 5, the special land use shall be designed, constructed and operated to preclude negative impacts from noise, dust, odor and light or detract from the area.

Mr. Lee noted that this is why there is so much paved driveway, to allow the dust and mud to be knocked off the tires before accessing the public road.

Mr. York questioned the commissioners and applicant as to what measures could bring the proposal in line with standards 2 and 5 for the Sunday night young adult activities with attendance of up to 300 persons. Mr. Zeolla felt it could not happen. Mr. York asked him if the activities were all inside if he would feel differently. Mr. Tierney suggested it is not only the noise, but also the traffic that presents a problem. Mr. York asked if 250 vehicles is too much, what number is acceptable? Mr. Zeolla thought 50 or less vehicles for an ARR zoned site. Mr. Zeolla thought the scale presents a huge stretch to make it seem to fit.

Mr. Curtis asked if more services, with smaller numbers would be more acceptable. Ms. Corwin suggested that given the nature of the young adult gathering, you would probably end up with multiple events each week with 300 persons every time, not three separate events with 100 persons each.

Mr. Charlick said his concern was that the neighbors would not have a rest from the activity all summer long. He voiced an idea that perhaps the neighbors would appreciate having one weekend a month where this activity could cease.

Mr. Curtis noted that there was no serious objection raised by any of the public. Even those who commented did not object to the land use but wanted concessions about lighting or noise. He thought in light of the public support, the use should be allowed in some form.

Mr. Charlick was concerned about putting a hard number on the permit. He knew that the township was not equipped to monitor the number of attendees. He thought there must be other performance measures that would be more appropriate.

Mr. York noted that clearly there would be an increase in traffic, but that might not cause a serious problem just because there was more traffic. Mr. Lee noted that he had approached the Road Commission for Oakland County, and they were not requiring him to pull a commercial driveway permit, although they offered some suggestions. Ms. Corwin confirmed that she had reached out to the Road Commission to verify their findings. The Road Commission is dealing with some trees in the right-of-way that notably had been causing safety concern regardless of Barn 45 due to their age and overhanging White Lake Road. They also recommended some minor widening of the driveway and keeping the sight triangles clear of vegetation.

Mr. Temple compared this site to other churches such as Cornerstone and Holy Spirit Church. Those churches are easily doing similar or greater numbers on a regular basis. Mr. York noted that churches provide a public service. Ms. Corwin noted that Cornerstone also started small and grew from their exposure to media. Ms. Ray noted that not everyone seeks the more formal institutions of church and are seeking a more casual atmosphere like Barn 45. She noted that Barn 45 presents themselves as a “boutique church” and has no stated goal to become a “mega church.” Mr. Lee said the goal of Barn 45 is to bring the youth back to some faith and encourage them to find their place in community.

Mr. Temple said he understood the argument about protecting the neighbors. Ms. Corwin reminded the Planning Commissioners that in the past, they had taken the position that there is a difference between “coming to the nuisance” than the “nuisance coming to you.” It may not be as important to protect future neighbors from an established use. There is merit to considering the interests of the current neighbors as taking precedence over concerns about future neighbors.

Mr. York said his struggle is the inconsistency of the stated goal of intimacy, and the truth of having a 300-person gathering as hardly intimate. He wondered if the larger events could be held offsite, such as at a high school auditorium.

Mr. Matt Carr, also with Barn 45, explained that the 300-person limit has never yet been reached at this site. He noted that the volumes ramp up and down through the summer season, and that the youth gather over a period of time, and do not all hit the driveway at once. He reiterated that Barn 45 has always accommodated all the parking on the site, and there is no record of complaints. He said more vehicles could be accommodated on site; and that the drawings were very conservative.

Mr. and Mrs. Lee explained what happens at Sunday Night Live. There are speakers in the Barn, and a small musical group plays three songs. Then there is some teaching before the youth break into small groups to discuss what they have heard. The Lees also feed the youth. The attendance varies from 100 to the high 200 persons per month. She admits some youth comes hungry and are sent home with leftovers. There are protections in place with the Health Department to be sure the food safety rules are observed.

Mr. Curtis asked if the Planning Commissions could pick a cap of say 200 persons, and anything above that requires special permission. Mr. Charlick noted that there are other uses in ARR zoning district such as our parks and boat launches that could attract large crowds on an occasional basis. Mr. Lee asked if the Special Use Permit could be very specific for the daily activities with separate asks for the 15 Sunday nights per year and the annual Praise and Worship concert.

Ms. Corwin cautioned the Planning Commission that federal laws protecting religious institutions require that you treat them like other similar uses. We have not imposed numbers on the farm markets or any other church other than what the building codes dictate for occupancy and parking and other physical improvements cause constraints. She noted that Mr. Charlick is correct in stating the Township cannot enforce based on a number of attendees. It would have to be based on something like improper parking or creating a nuisance.

Ms. Corwin thought it was appropriate to follow the model of the Bonadeo farm permit, that gave him a year to test some ideas for outdoor activities and the option to come back and tweak the permit the next year. If all went well and he wanted to stick to the the same parameters year and year there was no need to come back in. But either the township or the applicant could seek a refinement of the permit. There could be assurance that the indoor activities with attendance that does not exceed the building capacity could proceed indefinitely, but the outdoor activities would be negotiable.

There was more discussion about the observation that neighbors had not come out to complain. Mr. York asked if no neighbor is concerned, then who exactly would be protected by rejecting the proposal. He asked if there was a structure in the ordinance for large events.

Mr. Smith reflected on the difficulty of evaluating the proposal. He noted that while he respects the applicants' mission, he is equally concerned about the rights of neighboring property owners and the overall compatibility of the use in its setting. He questioned whether the Township would have approved the use had it been proposed before it was established without permits. His primary focus is determining how to bring the site into alignment with Township ordinances and to avoid setting a precedent where applicants seek approval only after developing their sites without proper authorization.

Mr. Charlick asked whether the special land use could be tied to the site plan. Ms. Corwin stated that special land uses should be linked to at least a conceptual site plan, with clear requirements for the final plan. She noted that the Planning Commission should provide sufficient guidance, so applicants are not required to invest in engineering for proposals unlikely to be approved.

Mr. Charlick then asked whether the proposed hours of operation, 11:00 a.m. to 9:45 p.m., were acceptable. Mr. Zeolla suggested an 8:00 p.m. weekday closing time. Mr. Lee noted that weeknight Bible studies typically conclude at 9:00 p.m. Ms. Corwin added that in a commuting community, an 8:00 p.m. closing time may be too restrictive, as many activities begin at 7:00 p.m.

Mr. Zeolla proposed tying attendance limits to the building's occupancy rating. Mr. Charlick questioned the Township's ability to enforce strict attendance limits.

Ms. Corwin noted that Chapter 14 of the General Code of Operations regulates large gatherings, addressing hours of operation, portable toilets, parking, and related requirements. Although the ordinance is broad, it has been applied to events exceeding 500 attendees and could serve as a framework for annual permits for the large worship and praise event.

Ms. Corwin observed that the discussion was becoming repetitive and offered to prepare draft permit language for the Planning Commission's consideration based upon the framework of the Bonadeo permit. A subcommittee could work with her and the applicants to refine it prior to the next meeting. A subcommittee consisting of Mr. York, Mr. Zeolla and Mr. Smith was determined.

The schedule was discussed. The first young adult gathering would be scheduled May 15, 2026. If the Planning Commission took up the permit application at their April meeting and was able to reach a recommendation, the Board could consider the permit in early May. Mr. Charlick asked if the township would hold Barn 45 from that May 15 event if the Planning Commission was still working on the permit. Ms. Corwin noted that as long as everyone continued to work together, any enforcement activity would be stayed.

The applicants asked for clarification of the process. The Planning Commission will discuss and determine a recommendation next, and perhaps reach a recommendation to the Board at the April meeting. The Board of Trustees approves the Special Land Use Permit, perhaps as early as their May meeting. In the meantime, the applicant can work out the final site plan details with the Planning Commission, which could be approved at a future meeting, perhaps June if the applicant is ready. The Board of Trustees does not review the final site plan.

Mr. Curtis offered a motion to table the application until such time as the applicant provides additional information to support the request. Mr. Tierney supported the motion. Roll call vote: Charlick-yes; Curtis-yes; Heyn – yes; Ray – yes; Smith-yes; Temple – yes; Tierney -yes; York – yes; Zeolla -yes. Motion carries (9 yes votes, 0 no votes)

**Agenda Item #7:** Committee Updates

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

Committee liaisons reported on the activities of their respective organizations.

**Agenda Item #6:** Minutes February 19, 2026

Mr. Curtis offered a motion to approve the minutes of the February 19, 2026, Planning Commission meeting as presented. Mr. Tierney supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. Curtis moved to adjourn the meeting at 10:15 p.m. Mr. Charlick supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,  
Roscoe A. Smith, Secretary  
ARS/ejc

CHARTER TOWNSHIP OF HIGHLAND  
ZONING BOARD OF APPEALS  
APPROVED MINUTES  
February 4, 2026

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

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

**ROLL CALL:**

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

Kariline P. Littlebear, Zoning Administrator  
Samantha George, Assistant Zoning Administrator

Visitors: 0

Chair Gerathy welcomed the public to the meeting and reviewed the procedures for addressing the Board, stating that four affirmative votes are required to approve a variance. If a variance is approved, the applicant has one year to act upon the variance. He noted that the Secretary Anthony Raimondo is absent and so alternate member, Chuck Benke, will sit in on this meeting.

**NEW BUSINESS:**

None

**MINUTES:**

Mr. Borg made a motion to approve the minutes of January 21, 2026, as presented. Mr. Childs supported the motion, and it was approved with a unanimous voice vote.

**DISCUSSION:**

Mr. Borg asked what was coming up for the next meeting. Mrs. Littlebear reminded the board members that the Joint Boards meeting will be held on February 11, 2026 at 7:30pm. Mrs. Littlebear also stated that the following meeting held on February 18, 2026 at 7:30pm is cancelled due to no cases or minutes.

**ADJOURN:**

At 7:32 p.m., Mr. Borg made a motion to adjourn the meeting. Mr. Zeolla supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,

Anthony Raimondo, Secretary  
AR/kpl

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 11, 2026**

**A. ROLL CALL**

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

Members Absent: Dale Feigley

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:16 PM

**B. APPROVE MINUTES OF REGULAR BOARD MEETING OF MONTH DAY<sup>th</sup>, 2025**

**MS. FREDERICK MOVED TO APPROVE** the regular HDDA board meeting minutes of JANUARY 14<sup>th</sup>, 2026 as amended. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Daniel Walker - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

**MS. FREDERICK MOVED TO APPROVE** the special HDDA board meeting minutes of FEBRUARY 3<sup>rd</sup>, 2026 as presented. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Daniel Walker - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

**C. DIRECTOR'S REPORT**

Mrs. Dashevich provided the board with a written report in advance of the meeting. She also reported that Micheal Zurek has resigned from the HDDA Board.

In addition to her written report Mrs. Dashevich informed the board that she attended two festival meetings and began reserving the kids' activities for the upcoming festivals. She reported that Wixom won the overall Pour Wars with Dukes being the winner of the Highland competitors. She continues to work on finding sponsors for some of the bigger upcoming events.

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 11, 2026**

**D. TREASURER'S REPORT**

Mrs. Hamill presented her financial report through February 28th, 2026 in detail. We are 17% of the way through the year, and the total TIFF to date is around \$600,000. Interest Income is \$2,900. Currently expenses are low this early in the year. Current cash on hand is \$586,000 of which \$205,000 is in CDs.

**E. NEW BUSINESS**

*1. Thank you Letter from the HWLBA*

The HWLBA sent the HDDA a letter thanking them for their sponsorship as well as their continued support and collaboration.

*2. Review Genesis Credit Union Sponsorship*

Genesis Credit Union proposed an alternative structure to their usual sponsorship of the summer concert series.

**MS. FREDERICK MOVED TO ALLOW** chairperson Roscoe Smith so sign the sponsorship agreement with Genesis Credit Union. **MR. WALKER SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Daniel Walker - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zeolla - yes; Roscoe Smith - yes. (9 yes votes).

*3. Briens Services Proposal*

Mrs. Blascyk presented a proposal from Briens Services for the 2026 season to care for the HDDA gardens. The proposal is for \$6066 total to care for the same gardens for the 2026 season. The HDDA requested the contract be amended to include the starting month of June.

**MS. FREDERICK MOVED TO ALLOW** chairperson Roscoe Smith so sign the agreement with Brien's Services for monthly maintenance from June to September of 2026 and fall annual maintenance, not to exceed \$6066 total for the year. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Micheal Zeolla - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Daniel Walker - yes; Roscoe Smith - yes. (9 yes votes).

*4. 2026 Tech Visit: Motion to allocate Master Plan for the \$10,000 Benefit*

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 11, 2026**

**MR. HAMILL MOVED TO ALLOCATE** the 2026 MSOC Tech Visit Funds of \$10,000 to the master plan update initiative to prepare for the TIFF expiration of 2029. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Micheal Zeolla - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Daniel Walker - yes; Roscoe Smith - yes. (9 yes votes).

*5. America in Bloom Discussion*

Mrs. Blascyk informed the board of a nationwide program that teaches and supports communities on how to use their landscaping and urban forestry to improve communities. The deadline to join is February 28th. Mrs. Blascyk is planning to look into the program further and determine the potential benefits.

*6. Possible Purchase of Laptop for Seasonal Employee's use*

Mrs. Dashevich suggested Jamie Globerson needs a new laptop in order to perform her duties as a seasonal employee. A listing for a \$599 MacBook Neo was provided by Mrs. Dashevich however Mr. Hamill suggested a tablet may be the better solution for her needs.

**MR. HAMILL MOVED TO APPROVE** the purchase of an Ipad and keyboard for seasonal employee use. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Micheal Zeolla - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Daniel Walker - yes; Roscoe Smith - yes. (9 yes votes).

*7. Business Round Table/Sign Ordinance Meeting Update*

Mrs. Dashevich reported about 10 businesses attended and many of those businesses are impacted by the current sign ordinance. On April 14th at 6PM there will be a committee meeting to discuss potential changes.

*8. MSOC Main invitation to Street Summit on March 19th*

Mrs. Dashevich, Mrs. Blascyk, Mr. Walker, and Ms. Frederick will be attending the MSOC Summit on March 19th at 8:30pm.

*9. The Main Event on June 11th 2026*

The Main Event will be at the Roxy on June 11th from 6pm to 9pm. Mrs. Blascyk suggests the HDDA submit for "outstanding partnership" - for the partnership with the township for the boardwalk, "Place Making and Street Scapes" - for the boardwalk, "Small Business Retention and Attraction" - the property showcase and a "Spirit of Main Street" video.

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 11, 2026**

**F. OLD BUSINESS**

*1. MetroMode Collaboration*

Mrs. Dashevich provided the board with a memo detailing the potential MetroMode collaboration. The total cost would be \$3200 for 1 year. Mrs. Hamill expressed that the program seemed too Detroit-centric and that she does not believe it fits the needs of the Highland community. Other board members agreed that while her concerns were valid it was still worth testing the collaboration for a year to see if it is worthwhile.

**MS. FREDERICK MOVED TO SIGN** any contracts needed to participate in the MetroMode advertising collaboration presented by MSOC for 2026 with \$3,200 to be allocated from the organization budget line item. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Micheal Zeolla - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - no; Daniel Walker - yes; Roscoe Smith - yes. (8 yes votes, 1 no vote).

*2. Update Master Plan Presentation and Contract Discussion Schedule for April 8, 2026*

The Master Plan Presentation is now scheduled for the April 8th, 2026 HDDA Board Meeting.

Mrs. Dashevich also informed the board that it has come to light that an official contract with Giffels Webster was never signed.

**MS. FREDERICK MOVED TO SIGN** the contract with Giffels Webster to create the HDDA Master Plan. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Micheal Zeolla - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Daniel Walker - yes; Roscoe Smith - yes. (9 yes votes).

**G. BOARD MEMBER COMMENTS**

Mr. West reported that Oakland Thrive took the feedback they received from the community seriously and they will be coming to Highland April 21, May 5th, May 19, June 2nd, June 16th, and June 30th. On those dates they will be providing multiple business to business consultants at Mica Healing.

Mr. West also reported that Christina from The Lift is strongly considering applying to join the HDDA Board.

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 11, 2026**

HWLBA Scholarship Luncheon is on June 3rd at The Red Poppy

Ms. Fredericks asked what the plan for board member training is. Mrs. Dashevich reported that she plans to have a DDA 101 presentation in July. Mrs. Blascyk also informed the board that there will be additional training opportunities through the county.

Ms. Dashevich reported that the MSOC report will be in May or April.

**H. COMMITTEE REPORTS**

**Design**

**1. *Need Garden Volunteers***

Volunteers are needed on May 14th, 18th, 20th, and 21st. The Oakland County Community Service Workers will be coming to help on the 20th.

**Economic Revitalization**

**2. *Ladies Day Out***

Ladies Day out is April 25th and the theme is "Pickles"

**3. *Push on Shop OC Main Street***

A representative from MSOC will be coming the week of March 23rd and he along with Kaiden will be going around to local businesses to spread the word about Shop OC and

**Organization**

**4. *Volunteer Fair March 18th, 2026***

Mrs. Dashevich informed the board that 10 organizations will be attending.

**Promotions**

**5. *Festival Committee has begun meeting***

Mrs. Dashevich reported that Feldman is not going to sponsor founders day this year, without a new sponsor a budget increase may be necessary. Mrs. Blascyk has been in contact with the Oakland County Commissioner about a potential sponsorship.

**I. MSOC**

Discussed above.

**J. DISTRICT DEVELOPMENT**

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 11, 2026**

Activity has been seen at the location of the old dry cleaners next to what was previously Brush salon. Sheetz has begun their abatement process. Building will start any day. An herbal apothecary tea shop is moving into the previous location of Earth and Soul. The owner is an herbalist and they just received their land use permits. They are interested in the rental subsidy and signage grants.

**K. ACTIVITY CENTER PARTNERSHIP DISCUSSION**

Heidi from the activity center has inquired about a potential partnership with the HDDA and Friends of Downtown Highland similar to what has previously been done for Chill at the Mill. The Friends of Downtown Highland Board will meet to discuss the potential partnership.

**L. CALL TO THE PUBLIC**

Nothing to report.

**M. MEETING ADJOURN**

The meeting was adjourned at 8:12 pm. - TD

APPROVED



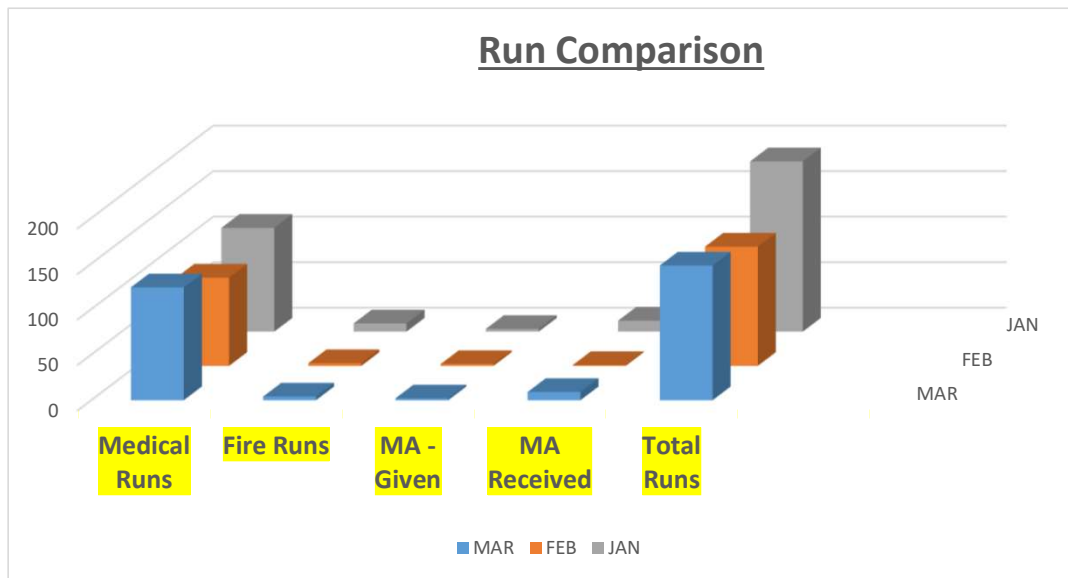


**CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT  
MONTHLY REPORT**

**March-26**

	<u>Last Year (2025)</u>	<u>This Year (2026)</u>
Cost of Firefighter's by Station		
Station One	\$14,023.25	\$15,547.65
Station Two	\$7,953.06	\$9,819.50
Station Three	\$504.26	\$1,187.56
<u>Total</u>	<b>\$22,480.57</b>	<b>\$26,554.71</b>
Cost of Firefighter's Last Month	<b>\$113,207.84</b>	<b>\$117,281.98</b>
Alarms through Current Month	<b>421</b>	<b>519</b>
Total Alarms last Year	1883	Runs Ahead of Last Year <b>98</b>

	<u>Last Month</u>	<u>This Month</u>
Medical Related Runs	97	114
Fire Related Runs	3	9
Public Service	27	33
Hazardous related	16	18
Non Emergency	1	13
Lawenforcement	0	1
Rescue	1	1
EMS TRANSPORTS	78	92
Mutual Aid Given	2	3
Mutual Aid Received	1	12
Total Runs	131	187
Fire Staff Hours	3245.75	3964
Administration Staff Hours	351	480



Submitted by... Chief Nick George

## 6. Announcements

- a) Highland Activity Center is hosting a Red Cross Blood Drive on Tuesday, May 12<sup>th</sup> from 9AM-3PM by appointment through RedCrossBlood.org – Use **HACenter** as sponsor code
- b) Township Offices will be Closed on Monday, May 25<sup>th</sup> in Observance of Memorial Day
- c) Memorial Day Ceremonies on Monday, May 25<sup>th</sup> Starting at 8AM Highland Cemetery, 8:45AM Veterans Memorial Park and 9:30AM West Highland Cemetery
- d) Thank you to VFW Post 9914 for placing American flags at Highland and West Highland Cemetery in honor of our Veterans
- e) Highland Community Prayer Breakfast will be at Thrive Church on Thursday, May 7<sup>th</sup> at 8AM, Register at HWLBA.com
- f) Annual Founders' Day Festival, Will Run for Pickles 5K Race on Saturday, May 16<sup>th</sup> from 8AM – 3PM
- g) Highland Activity Center's Luau Fundraiser will be on Friday, June 5<sup>th</sup> at 6PM, Tickets are \$40 and on sale now
- h) Secretary of State Mobile Office will be visiting Highland Activity Center Thursday, June 11<sup>th</sup> 10AM-12PM
- i) Hazardous Waste Day will be Hosted at the Highland Township Complex on June 13<sup>th</sup> from 9AM – 2PM for Highland residents
- j) Red, White and Blues Festival and Fireworks will be on Saturday, June 27<sup>th</sup> from 5PM – 11PM at John Street Field – (*Rain Date: Sunday, June 28<sup>th</sup>*)
- k) The next Talk of the Town meeting will be on Wednesday, July 22<sup>nd</sup> at 6PM in the Township Auditorium
- l) Welcome Austin Suthers to the Part-Time Activity Center Cleaning and Maintenance Position

**MEMORIAL DAY EVENT COMMITTEE**  
**PRESS RELEASE**

TO: MEDIA, WEBSITES, AND OTHER FORMS OF INFORMATION DISTRIBUTION

RE: **Memorial Day Ceremonies – May 25, 2026**

**Early morning ceremonies at local cemeteries & monuments.**

Milford, MI \* Hosted by Milford American Legion Post 216

08:00 am	American Legion - Milford
08:30 am	Central Park
09:00 am	Oak Grove Cemetery
09:30 am	Milford Memorial Cemetery

Highland Township, MI \* Hosted by Highland VFW Post 9914 & AMVETS Post 2006

08:00 am	Highland Cemetery
08:45 am	Highland Veterans Memorial Park
09:30 am	West Highland Cemetery

\*IMPORTANT: The Ceremonies are very brief. Those planning on attending should arrive at the locations well before the above scheduled start times.

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**Flyovers over Milford are scheduled between 11:00am and NOON.**

**AT NOON - MEMORIAL DAY HONORS CEREMONY AT  
Central Park, Milford, Michigan**



# Charter Township of Highland - Fire Department

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

TO: Highland Township Board  
FROM: Nick George, Fire Chief  
SUBJECT: 2026 Paramedic Scholarship Award  
DATE: 05/04/26

## **Paramedic Scholarship Award**

The Highland Township Fire Department remains committed to the continued professional development of its personnel and the advancement of our fire-based Emergency Medical Services system. As part of this commitment, the department annually funds a competitive internal scholarship program to support employees pursuing paramedic certification.

This program is designed to enhance the clinical capabilities of our staff, improve patient outcomes, and ensure the department continues to meet the evolving needs of the community. Eligible candidates are required to submit a formal application, including an essay outlining their professional goals, motivation, and commitment to service.

The department budgets funding for two (2) employees each year to participate in paramedic training.

For the current year, the department has received **2** qualified application(s). Following a comprehensive review process and verification of eligibility, the following members have been selected as recipients of the 2026 Paramedic Scholarship:

- **FF/EMT Aaron Read**
- **Probationary FF/EMT Breanna Cleveland**

These members have demonstrated a high level of professionalism, dedication to continued education, and a strong commitment to delivering exceptional emergency medical care to the residents of Highland Township. This investment not only supports their individual career advancement but also strengthens the overall capability and readiness of the department. We respectfully present these recipients for recognition and commend them for their achievement.



# Highland Fire Department

Township

## HTFD Field Training Program: Township Announcement

5/4/2026

The Highland Township Fire Department Field Training Program was established in January of 2019 to provide a structured, consistent, and professional approach to developing our firefighters. This program ensures that every member is trained to meet the operational, clinical, and cultural expectations of our department and, most importantly, the needs of the community we serve.

Throughout the program, our probationary firefighters are guided by experienced Field Training Officers who mentor them through hands-on skill development, real-world scenarios, and continuous evaluation. They are trained not only in fire suppression and emergency medical services, but also in communication, decision-making, and teamwork—skills that are critical when responding to emergencies.

The mission of our Field Training Program is to develop competent, confident, and professional firefighters through standardized training, strong mentorship, and performance-based evaluation. We emphasize safety, accountability, and continuous improvement in everything we do.

Our vision is to build a cohesive and high-performing organization grounded in integrity, professionalism, and teamwork. Through this program, we strive to create a culture of excellence where our members are prepared to serve with confidence and dedication in every situation.

This program serves as the foundation for long-term success within our department. Tonight, we are proud to recognize Firefighters/EMT's:

- Gavin Wehby
- Corey Kerr
- Ryan Ternes
- Aaron Read

They have successfully completed this process. Their commitment, hard work, and dedication reflect the values of the Highland Township Fire Department and the community we are honored to serve.

Captain David Korponic

Nicholas George, Fire Chief  
Shawn Bell, Fire Marshal  
Captain Gary Bonham

Captain Michael Becker



**Charter Township of Highland**  
**Highland Township Fire Department**  
205 John Street | 1600 W. Highland Rd.  
Highland, MI 48357  
Office: (248) 887-3791 | Fire Department: (248) 887-9050  
[www.highlandtwp.net](http://www.highlandtwp.net)



Dear Captain Becker,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*





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Dear Firefighter/Paramedic Grabowski,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*





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Dear Firefighter/Paramedic Moore,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*





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Dear Firefighter/Paramedic Vachon,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*





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Dear Firefighter/EMT Brill,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*





**Charter Township of Highland**  
**Highland Township Fire Department**  
205 John Street | 1600 W. Highland Rd.  
Highland, MI 48357  
Office: (248) 887-3791 | Fire Department: (248) 887-9050  
[www.highlandtwp.net](http://www.highlandtwp.net)



Dear Probationary Firefighter O'Rourke,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*





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**Highland Township Fire Department**  
205 John Street | 1600 W. Highland Rd.  
Highland, MI 48357  
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[www.highlandtwp.net](http://www.highlandtwp.net)



Dear Vicktoria Jilling,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*





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[www.highlandtwp.net](http://www.highlandtwp.net)



Dear Joe Quinn,

On behalf of the Highland Township Board and the Highland Township Fire Department, we would like to formally recognize and commend your outstanding performance in the successful delivery of a baby during a recent emergency response.

Your actions demonstrated exceptional professionalism, composure, and clinical skill under pressure. Delivering a baby in the field is a rare and high-stakes event that requires not only technical proficiency, but also confidence, compassion, and decisive leadership. Your ability to remain calm and focused ensured the safety and well-being of both mother and child during a critical moment.

This accomplishment reflects great credit upon you, the Highland Township Fire Department, and the entire community we serve. It stands as a testament to your training, dedication, and unwavering commitment to providing the highest level of care.

The Highland Township Board and Fire Department are proud to recognize your exemplary service and thank you for going above and beyond the call of duty. Your actions made a meaningful and lasting impact on the lives of those you served.

Sincerely,

Nicholas George

Fire Chief, representing

Highland Township Board &  
Highland Township Fire Department

SUPERVISOR: Rick A. Hamill CLERK: Tami Flowers TREASURER: Jennifer Frederick  
TRUSTEES: Brian Howe, Joseph M. Salvia, Grant Charlick, Elizabeth M. Lewis  
Fire Chief: Nick George

*Warm inside. Great outdoors.*



## **8. Public Comment**

**9. Public Hearing**

**a) Final Assessment Roll for Flynn Road Special Assessment District for Improvement and Maintenance of Roads**

**Begin Time:**

**End Time:**

**Comments:**

**b) Final Assessment Roll for Woodland Ridge Subdivision Special Assessment District for Improvement of Roads**

**Begin Time:**

**End Time:**

**Comments:**

***NOTE: ANY APPEALS OR COMPLAINTS AGAINST EITHER OF THESE WE MUST RECORD NAME SO AN APPEAL, IF THEY WANT, CAN BE MADE AT TAX TRIBUNAL.***



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: May 4, 2026  
Re: Flynn Drive Road Improvements SAD

---

In your packet, we have presented the Final Assessment Roll for the Flynn Drive road Improvement Special Assessment District. In Resolution 26-13, approved on April 6<sup>th</sup>, the Board resolved to proceed with the district as proposed and offered stakeholders an opportunity to prepay the assessment in a deposit to escrow, in order to avoid finance charges. 17 of the 20 stakeholders elected this option.

As a result, the fees associated with the loan from Huron Valley State Bank to the Flynn Road Improvement Association would be assessed against only 3 parties. The Association has obtained a new commitment from the bank with a slight reduction of fees and guarantees, but the cost is still substantial due to the legal fees associated with developing the loan agreement. As such, the anticipated assessment rose from \$1590 per year for ten years to \$1720 per year. Nothing in the project has changed since initially proposed to the Board. Only the number of parties participating in the financing has changed.



**RESOLUTION #26-20: APPROVING THE ASSESSMENT ROLL FOR  
THE FLYNN DRIVE IMPROVEMENT SPECIAL ASSESSMENT DISTRICT FOR THE  
IMPROVEMENT AND MAINTENANCE OF ROADS AND RELATED SERVICES  
PURSUANT TO 1954 P.A. 188, AS AMENDED**

At a regular meeting of the Township Board (the “Board”) of the Charter Township of Highland, Oakland County, Michigan (the “Township”), held on the 4<sup>th</sup> day of May, 2026:

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

Absent: None

WHEREAS on March 2, 2026, the Township Board (the “Board”) of the Charter Township of Highland, Oakland County, Michigan, pursuant to a petition filed by residents of Flynn Drive, accepted plans and specifications for the improvement of Flynn Drive and further directed that the plans state the estimated cost of the Project on a ten year basis; and

WHEREAS the plans and specifications were presented by the Township Clerk to the Board and a public hearing for the purpose of meeting and hearing objections to the petitions, plans and specifications, district and estimate of cost was held on April 6, 2026; and

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

WHEREAS the Supervisor prepared said assessment roll and presented it to the Board and which was filed with the Clerk’s office on April 28, 2026, where it was available for public examination; and

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

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

WHEREAS no objections were heard thereto;

NOW THEREFORE BE IT RESOLVED THAT:

Pursuant to and in accordance with 1954 P.A. 188, as amended, we, the Township Board for the Charter Township of Highland, hereby confirm the assessment roll attached hereto as Exhibit A for the purpose of assessing each of the lands in the assessment district the sum of \$8,390 cash paid in escrow or \$17,200 payable in ten equal payments of \$1720 for those who select to finance the improvement for the cost and expenses to be incurred for the improvement of the Flynn Drive and related services, said assessment being the relative portion of the whole sum to be levied against all parcels in the district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the district.

This resolution passed this 4th day of May, 2026 at a regular meeting of the Charter Township of Highland Township Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas:  
Nays:  
Abstain:

RESOLUTION DECLARED ADOPTED

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

\_\_\_\_\_  
Tami Flowers Mi PMC, Township Clerk

EXHIBIT A  
 FINAL ASSESSMENT ROLL  
 FLYNN DRIVE ROAD IMPROVEMENTS

PIN	ASSESSMENT	PIN	ASSESSMENT
1112152001	\$ 8,390.00	1112151012	\$ 8,390.00
1112152002	\$ 8,390.00	1112152008	\$ 8,390.00
1112152003	\$ 17,200.00	1112151013	\$ 8,390.00
1112151001	\$ 8,390.00	1112151005	\$ 8,390.00
1112151002	\$ 8,390.00	1112152009	\$ 8,390.00
1112152004	\$ 17,200.00	1112151006	\$ 8,390.00
1112152005	\$ 8,390.00	1112151007	\$ 8,390.00
1112151003	\$ 8,390.00	1112151014	\$ 8,390.00
1112152006	\$ 8,390.00	1112151010	\$ 8,390.00
1112152007	\$ 8,390.00	1112151011	\$ 17,200.00



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: May 4, 2026  
Re: Woodland Ridge Subdivision Road Improvements SAD

---

In your packet, we have presented the Final Assessment Roll for the Woodland Ridge Subdivision Road Improvement Special Assessment District. In Resolution 26-08, approved on March 2nd, the Board resolved to proceed with the district as proposed and offered stakeholders an opportunity to prepay the assessment in a deposit to escrow, in order to avoid finance charges. 34 of the 50 stakeholders elected this option.

As a result, the fees associated with the loan from Huron Valley State Bank to the Woodland Ridge Subdivision Homeowners Association would be assessed against the remaining 16 parties. The Association has obtained a new commitment from the bank with a recent rate estimate. As such, the anticipated assessment rose from \$2783 per year for ten years to \$2815 per year. Nothing in the project has changed since initially proposed to the Board. Only the number of parties participating in the financing has changed.



**RESOLUTION #26-21: APPROVING THE ASSESSMENT ROLL FOR THE WOODLAND RIDGE SUBDIVISION ROAD SPECIAL ASSESSMENT DISTRICT FOR THE IMPROVEMENT OF WOODLAND RIDGE SUBDIVISION ROADS AND RELATED SERVICES PURSUANT TO 1954 P.A. 188, AS AMENDED**

At a regular meeting of the Township Board (the “Board”) of the Charter Township of Highland, Oakland County, Michigan (the “Township”), held on the 4<sup>th</sup> day of May, 2026:

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

Absent: None

WHEREAS on February 2, 2026 the Township Board (the “Board”) of the Charter Township of Highland, Oakland County, Michigan, pursuant to a petition filed by Woodland Ridge Subdivision residents, accepted plans and specifications for the improvement of the roads in the subdivision and further directed that the plans state the estimated cost of the Project on a ten year basis; and

WHEREAS the plans and specifications were presented by the Township Clerk to the Board and a public hearing for the purpose of meeting and hearing objections to the petitions, plans and specifications, district and estimate of cost was held on March 2<sup>nd</sup>, 2026; and

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

WHEREAS the Supervisor prepared said assessment roll and presented it to the Board and which was filed with the Clerk’s office on April 29, 2026, where it was available for public examination; and

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

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

WHEREAS no objections were heard thereto;

NOW THEREFORE BE IT RESOLVED THAT:

Pursuant to and in accordance with 1954 P.A. 188, as amended, we, the Township Board for the Charter Township of Highland, hereby confirm the assessment roll attached hereto as Exhibit A for the purpose of assessing each of the lands in the assessment district the sum of \$19,190 cash paid in escrow or \$28,150 payable in ten equal payments of \$2815 for those who select to finance the improvement for the cost and expenses to be incurred for the improvement of the subdivision roads and related services for Woodland Ridge Subdivision, said assessment being the relative portion of the whole sum to be levied against all parcels in the district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the district.

This resolution passed this 4th day of May, 2026 at a regular meeting of the Charter Township of Highland Township Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas:

Nays:

Abstain:

RESOLUTION DECLARED ADOPTED

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

\_\_\_\_\_  
Tami Flowers Mi PMC, Township Clerk

EXHIBIT A  
 WOODLAND RIDGE SUBDIVISION ROADS SPECIAL ASSESSMENT DISTRICT  
 FINAL ASSESSMENT ROLL

PIN	POSTALADDRESS	ASSESSMENT
1132101001	1564 TURTLE CRK	\$ 19,190
1132101002	1604 TURTLE CRK	\$ 19,190
1132101003	1644 TURTLE CRK	\$ 19,190
1132101004	1698 TURTLE CRK	\$ 28,150
1132101005	1744 TURTLE CRK	\$ 28,150
1132101006	1653 WILDFLOWER LN	\$ 19,190
1132101007	1611 WILDFLOWER LN	\$ 19,190
1132101008	1590 WILDFLOWER LN	\$ 19,190
1132101009	1614 WILDFLOWER LN	\$ 19,190
1132101010	1652 WILDFLOWER LN	\$ 19,190
1132101011	1680 WILDFLOWER LN	\$ 28,150
1132101012	1708 WILDFLOWER LN	\$ 19,190
1132101013	1736 WILDFLOWER LN	\$ 19,190
1132126001	1765 WILDFLOWER LN	\$ 19,190
1132126002	1685 TURTLE CRK	\$ 28,150
1132126003	1657 TURTLE CRK	\$ 19,190
1132126004	1583 TURTLE CRK	\$ 19,190
1132126005	1555 TURTLE CRK	\$ 19,190
1132151001	3070 WOODLAND RIDGE TRL	\$ 19,190
1132151002	3118 WOODLAND RIDGE TRL	\$ 28,150
1132151003	3160 WOODLAND RIDGE TRL	\$ 19,190
1132152001	3167 WOODLAND RIDGE TRL	\$ 19,190
1132152002	3139 WOODLAND RIDGE TRL	\$ 28,150
1132152003	3111 WOODLAND RIDGE TRL	\$ 28,150
1132152004	3077 WILDFLOWER LN	\$ 28,150
1132152005	1938 WILDFLOWER LN	\$ 28,150
1132152006	1962 WILDFLOWER LN	\$ 19,190
1132152007	1988 WILDFLOWER LN	\$ 19,190
1132153001	2015 WILDFLOWER LN	\$ 19,190
1132153002	1957 WILDFLOWER LN	\$ 19,190
1132153003	1825 WILDFLOWER LN	\$ 28,150
1132153004	1795 WILDFLOWER LN	\$ 28,150
1132176001	2266 TANBARK	\$ 19,190
1132176002	2294 TANBARK	\$ 19,190
1132176003	2324 TANBARK	\$ 19,190
1132176004	2368 TANBARK	\$ 19,190
1132176005	1766 LARKSPUR	\$ 19,190

1132176006	1792 LARKSPUR	\$	19,190
1132176007	1822 LARKSPUR	\$	19,190
1132176008	1854 LARKSPUR	\$	28,150
1132176009	2053 WILDFLOWER LN	\$	19,190
1132177001	2018 WILDFLOWER LN	\$	19,190
1132177002	2050 WILDFLOWER LN	\$	19,190
1132177003	2080 WILDFLOWER LN	\$	28,150
1132177004	2108 WILDFLOWER LN	\$	28,150
1132177005	2136 WILDFLOWER LN	\$	28,150
1132177006	2164 WILDFLOWER LN	\$	19,190
1132177007	2190 WILDFLOWER LN	\$	28,150
1132177008	2216 WILDFLOWER LN	\$	19,190
1132177009	2236 WILDFLOWER LN	\$	19,190



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: April 6, 2026  
Re: Rezoning from R1.5 to C3  
3151 W Highland Road  
part of PIN. 11-29-100-025  
Applicant and Owner: Ralko Properties, LLC

---

The proposal before you a request for rezoning from R1.5, Single-Family Residential with 1.5-acre density to C-3, Low Impact Commercial. The entire subject parcel is approximately 9 acres with split zoning, C-2 on the Highland Road frontage, and residential to the rear. This rezoning request applies only to the southern 2/3 of the parcel, which is currently zoned R-1.5. This is part of the former holdings of Robert Stevenson and once housed an automotive salvage yard. Ralko Properties, LLC has operated a landscaping operation on the north portion of the site for many years, first under lease from Stevenson, and then as the property owner since 2023. The applicant would like to expand his operations south onto the remainder of the parcel.

The Planning Commission held the public hearing required by state law on November 6, 2025. There was no public input. The Planning Commission discussed that the property was not desirable for residential purposes due to potential environmental contamination and discussed the parameters under which future site plan amendments might be reviewed. The Planning Commission recommended approval of the rezoning request. Their approved minutes are included in your packet.

Rezoning amendments require two readings before the Board. No action is required tonight other than to introduce the amendment and establish that you will consider approval at your May 4, 2026 Board meeting.

**CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NO. Z-038**

An ordinance to amend the Charter Township of Highland Zoning Map of Ordinance Z-001 whose short title is the Zoning Ordinance of Highland Township.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

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

That the zoning map of Highland Township, Oakland County, State of Michigan, be changed from R1.5, Single-Family Residential Zoning District, 1.5 acre to C-3, Low Impact Commercial Zoning District.

A portion of parcel # 11-29-100-025, approximately 5.80 gross acres lying south of the current zoning line (approximately 627 feet south of Highland Road) comprising roughly 2/3 of the total parcel.

**Section 2. Repealer Clause**

All ordinances or parts of ordinances in conflict herewith are repealed only to the extent necessary to give this ordinance full force and effect.

**Section 3. Savings Clause**

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

**Section 4. Severability**

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

**Section 5. Adoption**

This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter Township of Highland Township Board at a meeting thereof duly called and held on the day of \_\_\_\_\_, 2026.

**Section 6. Effective Date**

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

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

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

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing is a true and complete copy of a Zoning Ordinance amendment adopted by the Township Board of the Charter Township of Highland on \_\_\_\_\_ 2026, which was a regular meeting. I further certify that at said meeting there were present the following Board members:

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

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

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

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

Planning Commission Recommendation: November 6, 2025  
Introduction: April 6, 2026  
Adoption:  
Published:  
Effective Date:

**Highland Township Planning Commission  
Record of the 1436th Meeting  
Highland Township Auditorium  
November 6, 2025**

***Roll Call:***

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

***Also Present:***

Elizabeth Corwin, Planning Director

Visitors: 3

Chairman Curtis called the meeting to order at 7:30 p.m. Mr. York agreed to act as Secretary in Mr. Smith’s absence.

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

No public comment was offered.

***Public Hearing/Work Session:***

**Agenda Item #2:**

Parcel #	11-29-100-025
Zoning:	R1.5, Single Family Residential, 1.5 Acre
Address:	3151 W Highland Rd
File #:	RZ 25-02
Request:	Rezoning Request
Applicant:	Ralko Properties, LLC
Owner:	Ralko Properties, LLC

Mr. Curtis introduced the agenda item.

Mr. Ron Ralko was present to explain his proposal and answer questions. He explained that he owns a landscaping property that operates on the whole property, but that the zoning is split between C-2, General Commercial Business and R-1.5, Single Family Residential, with approximately 2/3 of the parcel zoned residential. He has been allowed to operate on the residential property as a non-conforming use, but cannot improve the property or add structures until it is compliant with zoning.

Mr. Curtis opened the public hearing at 7:34 p.m. There was no public comment and the hearing was closed at 7:35 p.m.

Mr. Charlick asked for clarification of the process. Ms. Corwin explained that the property was studied as part of the West Highland Micro-area Analysis conducted in 2018. The Master Plan was amended at that time to identify this property as Transitional Commercial, which would lead to the C-3 Zoning. Since the access to this area is through the commercial zoned property, and there are environmental challenges, the study concluded that C-3 is an appropriate zoning classification. It is not necessary to present a site plan at this time, but the Planning Commission should consider all possible uses allowed under that classification.

Mr. Tierney asked for clarification about the split zoning. The map led him to believe there were two parcels but wondered about access to the rear parcel. Ms. Corwin explained it was one parcel, split zoned as the result of a much older micro-area analysis when this and other properties nearby were under the same ownership.

Mr. York asked for an explanation of how the southern part of the property was used in the business. Mr. Ralko explained that he had concrete bins to contain landscape materials. He has graded the property and cleaned it up. Mr. Charlick noted that the prior use of the site included an automotive junk yard.

Mr. York asked if plans included a new building on the southern part of the site. Mr. Ralko explained that he had considered that, but his operations would be better served if the building were farther north, and he had freedom to park his equipment and operate more freely on the southern part of the site.

Mr. York asked if the request was to change the entire parcel to C-3. Ms. Corwin explained that this would be a voluntary surrender of some property rights that is not necessary. Mr. Ralko should be allowed to retain the uses allowed in C-2 Zoning for the northern portion of the property.

Mr. Charlick asked if there had ever been a site plan. Mr. Ralko explained that

Mr. Charlick offered the following facts and findings:

- The existing and proposed use is consistent with basic intent of the proposed Zoning District
- The proposal is concurrent with the approved Master Land Use Plan.
- Conditions have not changed since the current zoning was adopted
- The proposal would not set an inappropriate precedence since its consistent with the plan
- The proposal is compatible with surrounding land uses.

Mr. Charlick was concerned about a buffer to the east. Ms. Corwin noted that this would typically be handled during site plan review. Mr. Charlick asked about the bins that lie basically at the property line. Ms. Corwin thought those might have been approved administratively by the Zoning Administrator since they are not considered permanent structures needing foundations and were typically accessory to the landscaping use.

Mr. Charlick concluded that he believed the site could be developed in accordance with the regulations of the proposed zoning district and that it would not negatively impact environmental features of the site.

He did caution the applicant that the east property line will need a buffer in the future when a site was presented since the adjacent property is zoned residentially. Mr. Ralko asked whether the existing chain link fence with privacy slats would provide an appropriate buffer. Mr. Charlick explained that this would be evaluated when the site plan is reviewed, and that the Planning Commission might ask for relocation of the bins then.

Mr. York agreed, and also noted that there would be a more detailed review of storm water management when the site was further developed, noting the location of the pond.

Mr. Charlick noted that the C-3 Zoning District would provide the least impactful use of the property, at least in terms of zoning. He acknowledged the past history of the site as a junkyard and thought this was a reasonable proposal.

Mr. Heyn asked if this zoning action was similar to the proposal for the overflow parking lot on South Hickory Ridge Road, which included some conditions of approval. Ms. Corwin explained that the other parcel was not Master Planned for that transitional commercial district, whereas this one is, and the idea of residential development here is not ideal. The use list was reviewed by the Planning Commission.

Mr. York offered the following motion: Move to recommend approval of file 25-02, to rezone the southern 2/3 of parcel 11-29-100-025, commonly known as 3151 W Highland Road from R-1.5, Single Family Residential Zoning District to C-3, Low Impact Commercial Zoning District; applicant and property owner Ralko Properties, LLC based on the facts and findings articulated earlier by Mr. Charlick in particular considering the history of the property.

Mr. Curtis supported the motion. Roll Call vote: Zeolla, yes; York, yes; Tierney-yes; Temple-yes; Heyn-yes; Curtis, yes; Charlick, yes. Motion carries (7 yes votes, 0 no votes).

PLANNING COMMISSION PACKET  
PUBLIC HEARING 11/02/2025



# Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: November 6, 2025  
Re: Rezoning request from R-1.5, Single Family Residential to C-3 Low-Impact Commercial Zoning District  
Applicant and Owner: Ralko Properties, LLC  
3151 West Highland Road  
PIN 11-29-100-025

---

The attached materials support an application for partial rezoning a parcel of a split-zoned parcel south of W. Highland Road (C-2 Zoning on the north half/R1.5 Single Family Residential on the south half). The parcel currently houses a landscaping contractor business. This parcel was included as part of the West Highland Micro-Area Analysis for the C-3 Zoning District, and is designated for Transition for Commercial on the Future Land Use Map recently adopted by the Planning Commission. The micro-area analysis may be found here: <https://highlandtwp.net/images/FinalApprovedstudy.pdf>

I have included excerpts of the aerial photograph of the general vicinity, the zoning map and Master Land Use plan map. The property owners stated intent is to construct a pole barn for his business to store equipment within a structure. Currently the landscaping business occupies the whole site, but construction of a pole barn for the business is not permitted, as it would be considered an “expansion” of a non-conforming use.

As you consider this request, you should consider the whole host of uses allowable under the C-3 Zoning District. You may find links to the use list here: [https://library.municode.com/mi/highland\\_charter\\_township/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_CH25ZOO\\_ART4DIRE\\_S4-11.1LPACODI](https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_CH25ZOO_ART4DIRE_S4-11.1LPACODI)

If you would like to review the procedure for zoning amendments, you may review Article 19 of the Zoning Ordinance: [https://library.municode.com/mi/highland\\_charter\\_township/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_CH25ZOO\\_ART19TEAMRE](https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_CH25ZOO_ART19TEAMRE)

You are a recommending body. Your recommendation will go to the Board for an introduction and second reading before consideration of approval.



**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
November 6, 2025  
7:30 P.M.**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held at the Highland Township Hall Auditorium, 205 N. John St. on Thursday, November 6, 2025 at 7:30 p.m.

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

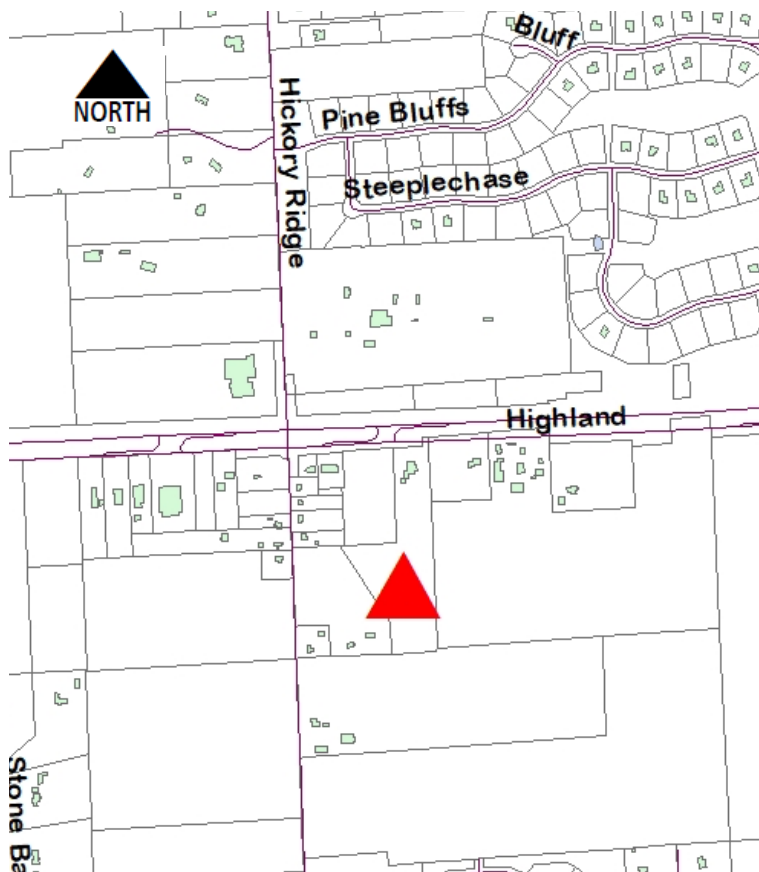
**TO CONSIDER:**

A request for rezoning submitted by applicant and property owner Ralko Properties, LLC.

FROM: R1.5, Single Family Residential, 1.5 acre

TO: C-3, Low Impact Commercial

LOCATION: Parcel 11-29-100-025; 3151 W Highland Road



Kevin Curtis, Chairman  
Highland Township Planning Commission

(Publish: once on or before 10/22/2025)



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

**PLAN REVIEW APPLICATION**

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

Date Filed: \_\_\_\_\_ Fee: \$750 Escrow: \_\_\_\_\_ Case Number: RZ25-02

**NOTICE TO APPLICANT AND OWNER**

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

**REQUIRED COPIES OF PLANS**

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND .PDF COPY OF PLANS  
 CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES AND .PDF COPY

**1. APPLICANT INFORMATION** Ron Ralko  
 NAME: RALKO PROPERTIES LLC  
 ADDRESS: 3151 W. HIGHLAND RD.  
HIGHLAND, MI 48357  
 PHONE: 248-431-8037  
 EMAIL: RONALD.RALKO@YAHOO.COM

**OWNER INFORMATION**  
 NAME: RALKO PROPERTIES LLC  
 ADDRESS: 3151 W. HIGHLAND RD  
 PHONE: 248-431-8037  
 EMAIL: RONALD RALKO@YAHOO.COM

**2. PROPERTY INFORMATION**  
 ADDRESS OR ADJACENT STREETS: 3151 W. HIGHLAND ROAD  
 LOT WIDTH: 583.37 LOT DEPTH: 690.36 LOT AREA: 7.01 ACRES  
 PARCEL IDENTIFICATION NUMBER(S): 11-29-100-025

**3. PROJECT INFORMATION**  
 PROJECT NAME: GLC Property Maintenance  
 PRESENT ZONING: R1.5 PROPOSED ZONING: C3  
 PRESENT USE: Landscaping PROPOSED USE: Landscaping

**APPLICANT**  
 SIGNATURE: [Signature]  
 PRINT NAME: RON RALKO JR

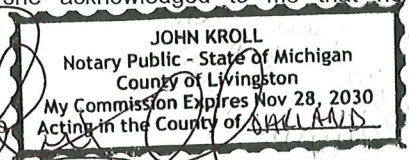
On the 8 day of October, 2015 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan  
 County Of Oakland  
 Notary Public: [Signature]

**OWNER**  
 SIGNATURE: [Signature]  
 PRINT NAME: RON RALKO JR

On the 8 day of October, 2015 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan  
 County Of Oakland  
 Notary Public: [Signature]



- If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.
- A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.

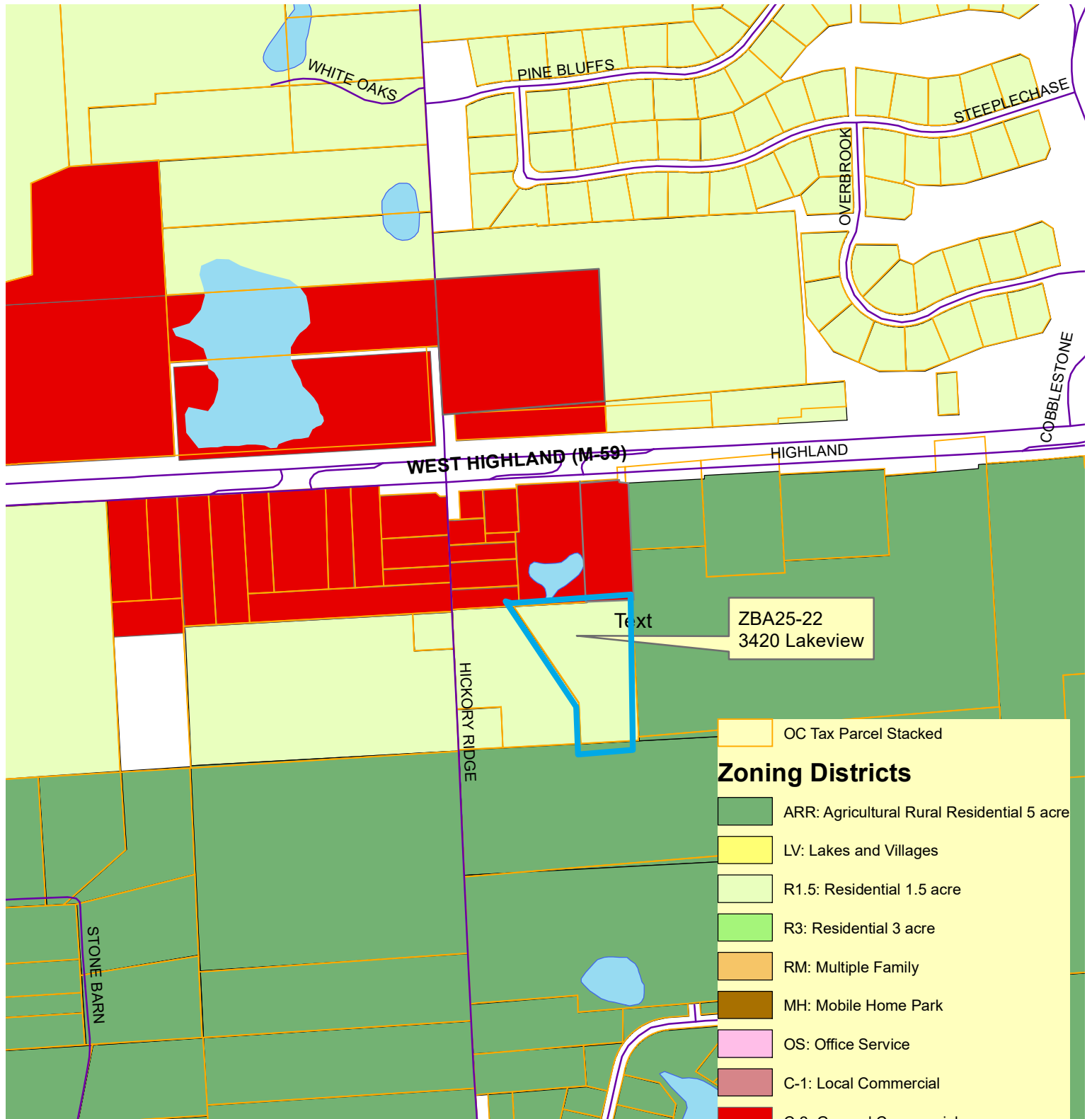


RZ25-02  
RALKO PROPERTIES LLC  
3151 W HIGHLAND  
pin 11-29-100-025



260 130 0 260 Feet

# CHARTER TOWNSHIP OF HIGHLAND ZONING MAP

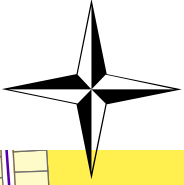


	OC Tax Parcel Stacked
<b>Zoning Districts</b>	
	ARR: Agricultural Rural Residential 5 acre
	LV: Lakes and Villages
	R1.5: Residential 1.5 acre
	R3: Residential 3 acre
	RM: Multiple Family
	MH: Mobile Home Park
	OS: Office Service
	C-1: Local Commercial
	C-2: General Commercial
	HS: Highland Station
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

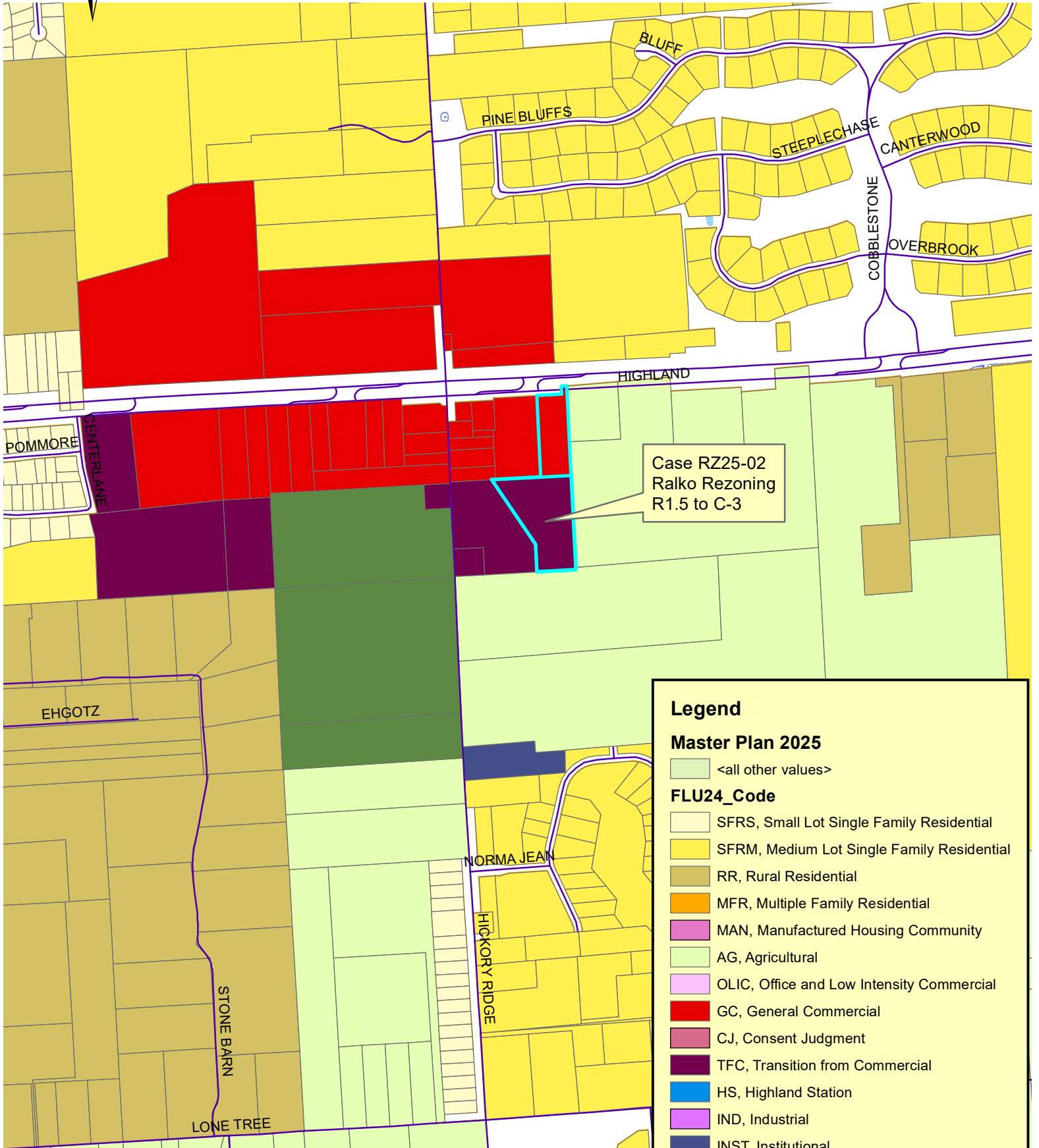


ENACTED: November 18, 2010

N



# MASTER LAND USE MAP PIN 11-29-100-025



**Legend**

**Master Plan 2025**

<all other values>

**FLU24\_Code**

- SFRS, Small Lot Single Family Residential
- SFRM, Medium Lot Single Family Residential
- RR, Rural Residential
- MFR, Multiple Family Residential
- MAN, Manufactured Housing Community
- AG, Agricultural
- OLIC, Office and Low Intensity Commercial
- GC, General Commercial
- CJ, Consent Judgment
- TFC, Transition from Commercial
- HS, Highland Station
- IND, Industrial
- INST, Institutional
- PR, Parks and Recreation



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: July 7, 2025  
Re: Rezoning from ARR to R-3  
2643 Country Acres  
PIN. 11-17-300-027  
Applicant and Owners: Jeffrey and Shelby Camerella

---

The proposal before you is a request for rezoning from ARR, Agriculture and Rural Residential to R-3, Single-Family Residential with 3-acre density. The subject parcel is 10.56 acres, developed with a single-family home on the west end of the parcel. The applicant would like to divide the parcel to provide a second building site.

The Planning Commission held the public hearing required by state law on March 19, 2026. There was no public input. The Planning Commission recommended approval of the request. Their unapproved minutes are included in your packet.

Rezoning amendments require two readings before the Board. No action is required tonight other than to introduce the amendment and establish that you will consider approval at your May 4, 2026 Board meeting.

**CHARTER TOWNSHIP OF HIGHLAND  
ORDINANCE NO. Z-039**

An ordinance to amend the Charter Township of Highland Zoning Map of Ordinance Z-001 whose short title is the Zoning Ordinance of Highland Township.

THE CHARTER TOWNSHIP OF HIGHLAND ORDAINS:

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

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

Parcel # 11-17-300-027, approximately 10.56 gross acres

**Section 2. Repealer Clause**

All ordinances or parts of ordinances in conflict herewith are repealed only to the extent necessary to give this ordinance full force and effect.

**Section 3. Savings Clause**

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

**Section 4. Severability**

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

**Section 5. Adoption**

This Zoning Ordinance amendment is hereby declared to have been adopted by the Charter Township of Highland Township Board at a meeting thereof duly called and held on the day of \_\_\_\_\_, 2026.

**Section 6. Effective Date**

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

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

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

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing is a true and complete copy of a Zoning Ordinance amendment adopted by the Township Board of the Charter Township of Highland on \_\_\_\_\_ 2026, which was a regular meeting. I further certify that at said meeting there were present the following Board members:

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

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

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

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

Planning Commission Recommendation: March 19, 2026  
Introduction: April 6, 2026  
Adoption:  
Published:  
Effective Date:

**Highland Township Planning Commission  
Record of the 1442nd Meeting  
Highland Township Auditorium  
March 19, 2026**

***Roll Call:***

Kevin Curtis, Chairman  
Grant Charlick  
Chris Heyn  
Mary Ray  
Roscoe Smith  
Scott Temple  
Russ Tierney  
Guy York  
Michael Zeolla

***Also Present:***

Elizabeth Corwin, Planning Director

Visitors: 4

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

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

No public comment offered.

***Public Hearing:***

**Agenda Item #2:**

Parcel # 11-17-300-027  
Zoning: ARR, Agricultural and Rural Residential Zoning District  
Address: 2643 Country Acres  
File #: RZ 26-01  
Request: Rezoning to R-3. 3-acre Single Family Residential Zoning District  
Applicant: Jeffrey and Shelby Camerella  
Owner: Jeffrey and Shelby Camerella

Chairman Curtis introduced the request for rezoning of a parcel approximately 6.56 acres on Country Acres from current zoning of ARR, Agricultural and Rural Residential to R-3, Single-family residential, 3 acres zoning district to accommodate a proposed land division.

Mr. Jeffrey Camerella was present to answer questions. He explained that the existing house is situated on the west side of the parcel, and the rezoning will allow for one new building site on the east side of the parcel. All access is from Country Acres. Mr. Camerella noted that he thought this would create no burden on the existing road, which he maintains for the benefit of his neighbors. There is no formal road maintenance agreement.

The public hearing was opened at 7:34 p.m. There was no comment. The public hearing was closed at 7:35 p.m.

**Work Session:**

**Agenda Item #3:**

Parcel # 11-17-300-027  
Zoning: ARR, Agricultural and Rural Residential Zoning District  
Address: 2643 Country Acres  
File #: RZ 26-01  
Request: Rezoning to R-3. 3-acre Single Family Residential Zoning District  
Applicant: Jeffrey and Shelby Camerella  
Owner: Jeffrey and Shelby Camerella

Chairman Curtis opened the agenda for discussion among the Planning Commissioners. Mr. Temple asked about the history of the parcels to the west of this site that were already zoned for R-3, Single Family Residential Zoning, 3 acres. Ms. Corwin explained that those parcels were rezoned in 2006. The original request had been for R-1.5 or its equivalent at the time, but that the Planning Commission was unwilling to recommend any zoning more dense than R-3. Apparently, the property owner used the zoning to accommodate a shift of property boundaries between his parcels but did not develop either site.

Mr. Charlick noted that the parcel is an irregular shape as are the neighboring parcels, which does not lend itself to additional divisions. He also asked if there was a formal road agreement. Mr. Camerella explained that there was not an agreement, but the neighbors have been cooperating. The Planning Commission discussed the survey document provided which shows a proposed division. The map indicates that there will be at least 2 acres of buildable area on each lot, and the lot width is at least the minimum of 330 lineal feet.

Mr. York asked about the adjacent parcel, and whether the previous request for division was still valid. Ms. Corwin explained that the property is properly zoned to allow for a land division, but there is no current request.

The Planning Commissioners discussed the Future Land Use Map designations. This property is planned for rural residential, which would typically be only ARR zoning designation, but that the properties due south are designated SFRM, Medium Lot Single Family Residential, which would be appropriate for either R1.5 or R-3 Zoning Designations. Since there is the R-3 Zoning existing on the map west of this property, it would have been appropriate to shift the SFRM line to the north, but this area had not been studied to any great degree when the map was developed. Mr. Charlick thought giving the existing zoning pattern, this current request is concurrent with the Future Land Use Map.

The Planning Commissioners discussed the implication to the landowner of creating new parcels that are not supported by a private road maintenance agreement. The ordinance would require such developments if a new private road easement was being developed. The property owner was urged to work with his neighbors to develop an agreement since lacking an agreement, they could encounter difficulties obtaining financing in the future.

Mr. Curtis offered a motion to recommend approval of the rezoning request for parcel 11-17-300-027, 2643 Country Acres from its current zoning designation of ARR, Agricultural and Rural Residential to proposed zoning of R-3, Single Family Residential, 3 Acres, upon finding that the request is concurrent with the Master Plan and is compatible with its surrounding neighborhood. Mr. York supported the motion. Roll Call vote: Tierney – yes; York -yes; Zeolla -yes; Charlick -yes; Curtis -yes; Heyn -yes; Smith -yes; Ray -yes. Motion carries (9 yes, 0 no)

PLANNING COMMISSION PACKET  
FROM PUBLIC HEARING 03/19/26



# Memorandum

To: Planning Commission Members  
From: Elizabeth J Corwin, PE, AICP; Planning Director  
Date: June 19, 2025  
Re: Rezoning from ARR to R-3  
2643 Country Acres  
PIN. 11-17-300-027  
Applicant: Jeffrey and Shelby Camerella

---

The proposal before you is for a request for rezoning from ARR, Agriculture and Rural Residential to R-3, Single-Family Residential with 3-acre density. The subject parcel is 6.56 acres, developed with a single family home on the western end of the parcel. The parcel has 563 feet of frontage on Country Acres Drive which is a private road currently serving 5 parcels. The home on the site was built in 2005.

The applicant's stated goal is to divide the property for 2 new homesites plus the existing home, which would be allowed under the R-3 Zoning District. The Zoning Administrator advised the applicant to work with a land surveyor to assure there was adequate buildable acreage on both of the parcels that would result from a land division. The parcel due north of the cul-de-sac has been previously rezoned to R-3, Single Family Residential-3-acre, although the other parcels on the street are zoned ARR, Agricultural and Rural Residential.

The Master Plan designates this parcel for Rural Residential, although properties on the south side of Westwind are designated Medium Lot Single Family Residential.

The factors which can and should be considered in reviewing a rezoning application may be found in Section 19.05 of the Zoning Ordinance ([https://library.municode.com/mi/highland\\_charter\\_township/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_C H25Z0OR\\_ART19TEAMRE\\_S19.05REAM](https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_C H25Z0OR_ART19TEAMRE_S19.05REAM)). Essentially, you are called to evaluate whether the request is reasonable given existing development patterns around the site, whether the request is compatible with the master plan, and whether there are any issues relative to developing the site in conformance with the requested zoning classification.



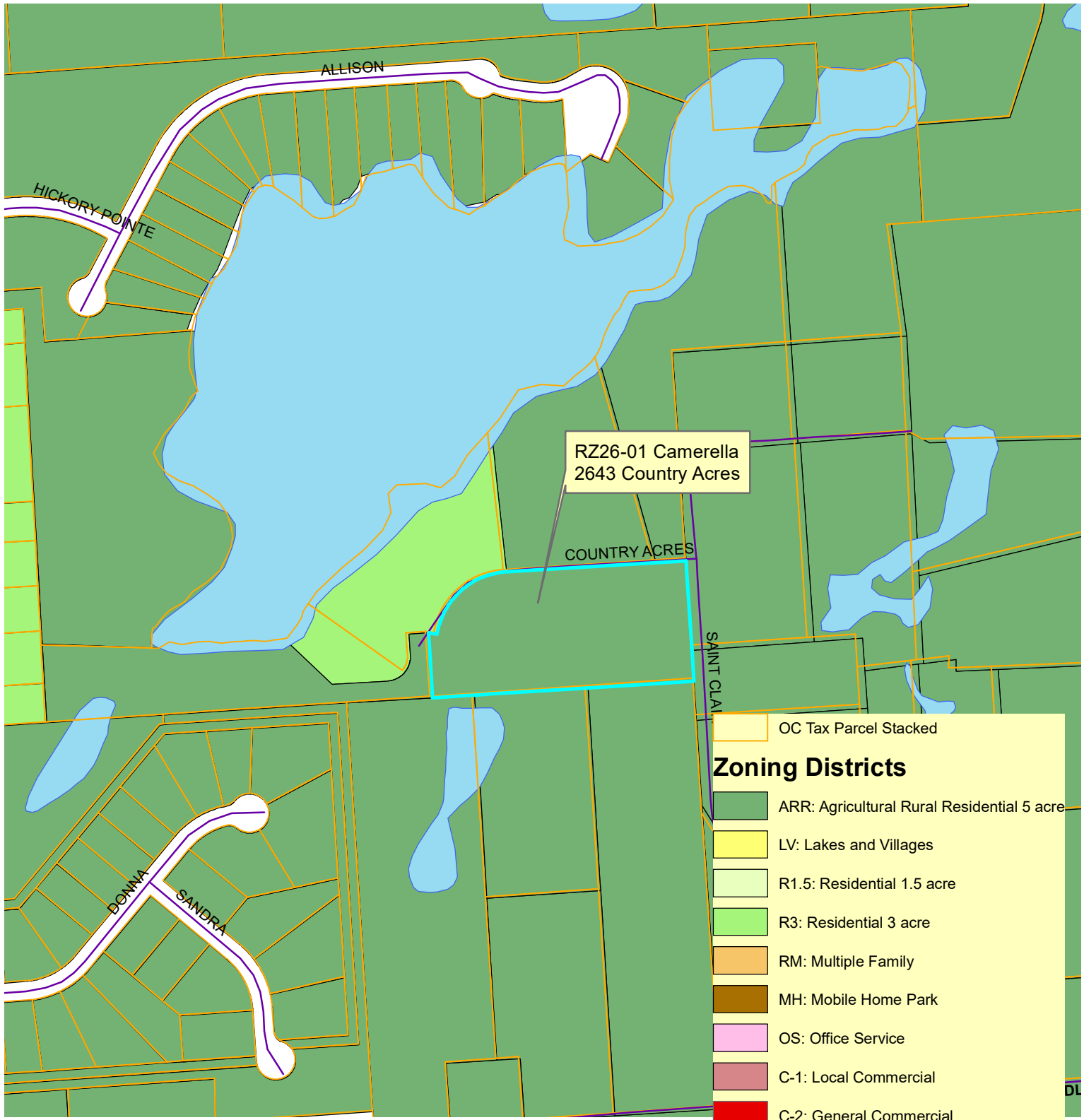
RZ26-01  
Jeffrey and Shelby Camerella  
2643 Country Acres  
pin 11-17-300-027
















260 130 0 260 Feet



# CHARTER TOWNSHIP OF HIGHLAND ZONING MAP

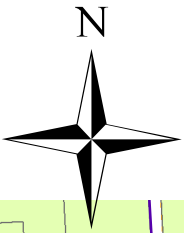


RZ26-01 Camerella  
2643 Country Acres

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

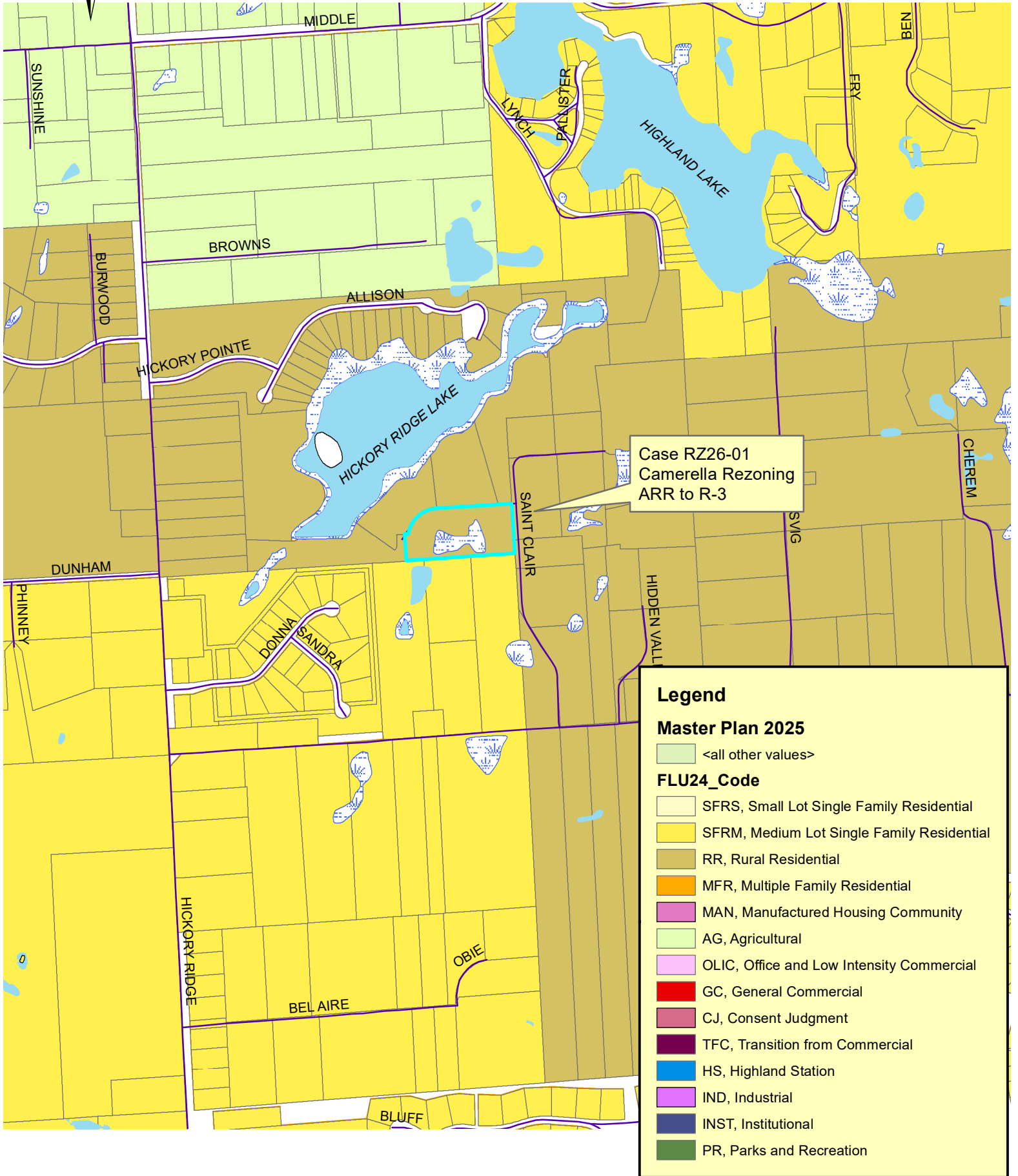


ENACTED: November 18, 2010



# MASTER LAND USE MAP

PIN 11-017-300-027





**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
March 19, 2026  
7:30 P.M.**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held at the Highland Township Hall Auditorium, 205 N. John St. on Thursday, March 19, 2026 at 7:30 p.m.

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

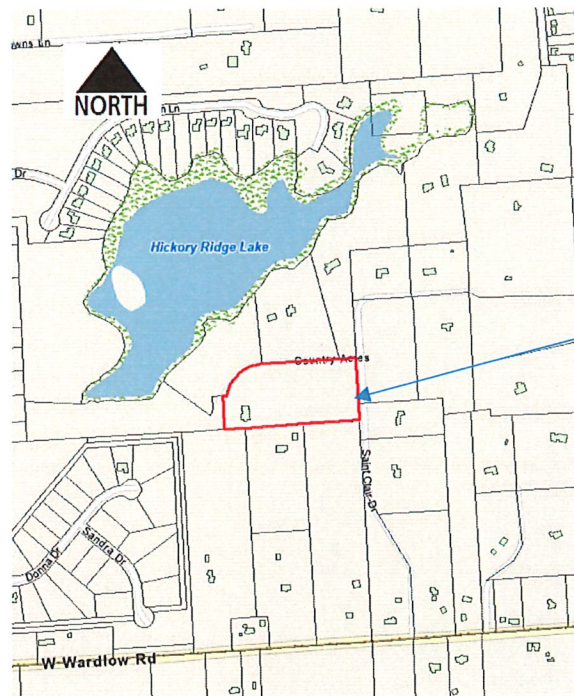
**TO CONSIDER:**

**A request for rezoning** submitted by applicant and property owner Jeffrey and Shelby Camerella

**FROM:** ARR, Agriculture and Rural Residential

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

**LOCATION:** Parcel 11-17-300-027; 2643 Country Acres



Parcel to be considered for rezoning

Kevin Curtis, Chairman  
Highland Township Planning Commission

**(Publish: once on or before 02/26/2026)**



**PLAN REVIEW APPLICATION**

Date Applied: 2-1-26

Case Number: RZ26-01

Fee: \$900.00

Escrow:                     

Hearing Date:                     

**PLANNING COMMISSION**

205 N. JOHN ST, HIGHLAND MI 48357  
(248) 887-3791 ext. 2

**APPLICANT NAME:** Jeffrey/Shelby Camerella

**PROPERTY OWNER NAME (if different):** Same

**TYPE OF REVIEW (circle one)**

SITE PLAN?  Y  N

REZONING?  Y  N

ROAD PROFILE?  Y  N

USE REQUIRING SPECIAL APPROVAL?  Y  N OTHER:                     

**SITE INFORMATION**

ADDRESS OR ADJACENT STREETS: 2643 Country Acres ZIP: 48357

ZONING DISTRICT: AAR Residential PARCEL ID NUMBER: 11-17-300-027

LOT WIDTH: 370 LOT DEPTH: 809.87 LOT AREA: 6.56 Acres

**PROJECT INFORMATION**

PROJECT NAME: Camerella rezoning

PROPOSED ZONING: R-3 PROPOSED USE: Single family dwelling

**DESCRIBE THE NATURE OF YOUR PROPOSAL (attach additional pages as needed):**

We propose to rezone our property from AAR to R3 . Subsequently,we plan to subdivide the property so our daughter and son-in-law can construct a single-family residence. located off country acres Drive.

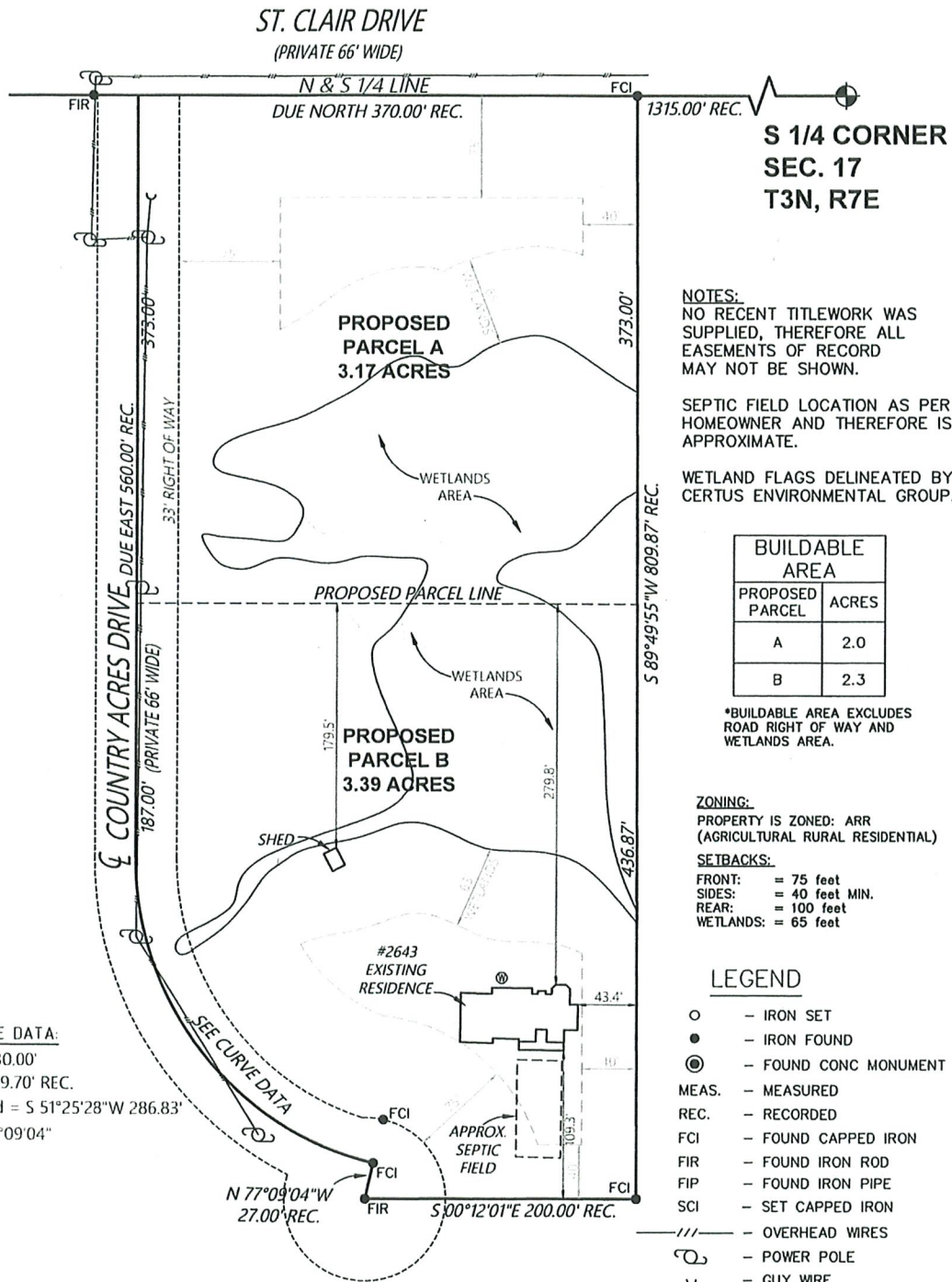
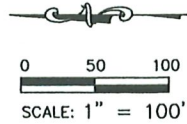
The property located directly across from 2643 country acres was previously rezoned from AAR to R3 and subsequently divided into two parcels.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PRELIMINARY PARCEL SPLIT

Prepared For: RYAN FABIAN

Legal Description: PARCEL ID: 11-17-300-027



**S 1/4 CORNER  
SEC. 17  
T3N, R7E**

**NOTES:**  
NO RECENT TITLEWORK WAS SUPPLIED, THEREFORE ALL EASEMENTS OF RECORD MAY NOT BE SHOWN.

SEPTIC FIELD LOCATION AS PER HOMEOWNER AND THEREFORE IS APPROXIMATE.

WETLAND FLAGS DELINEATED BY CERTUS ENVIRONMENTAL GROUP.

BUILDABLE AREA	
PROPOSED PARCEL	ACRES
A	2.0
B	2.3

\*BUILDABLE AREA EXCLUDES ROAD RIGHT OF WAY AND WETLANDS AREA.

**ZONING:**  
PROPERTY IS ZONED: ARR (AGRICULTURAL RURAL RESIDENTIAL)

**SETBACKS:**  
FRONT: = 75 feet  
SIDES: = 40 feet MIN.  
REAR: = 100 feet  
WETLANDS: = 65 feet

### LEGEND

- - IRON SET
- - IRON FOUND
- ⊙ - FOUND CONC MONUMENT
- MEAS. - MEASURED
- REC. - RECORDED
- FCI - FOUND CAPPED IRON
- FIR - FOUND IRON ROD
- FIP - FOUND IRON PIPE
- SCI - SET CAPPED IRON
- /// - OVERHEAD WIRES
- ⊕ - POWER POLE
- ⌒ - GUY WIRE
- ⊗ - EXISTING WELL

**CURVE DATA:**  
R= 230.00'  
L= 309.70' REC.  
Chord = S 51°25'28"W 286.83'  
Δ=77°09'04"



LICENSED PROFESSIONAL SURVEYOR #4001039075

**ALPINE** 376 BEECH FARM CIRCLE SUITE # 1293  
HIGHLAND, MICHIGAN, 48357  
PHONE: 810-207-8050

Land Surveying, Inc.

FIELD: KG	DATE: 05-06-2025
DRAWN: DJS	JOB NO: 25-6911
CHECKED: KG	SHEET: 1 OF 1
REVISED: 12-11-25 ADDED WETLANDS; ADJUSTED PROPOSED PARCEL LINE	



# MEMORANDUM

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: May 4<sup>th</sup>, 2026  
Re: Consideration of Fire Millage Ballot Language

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In accordance with the motion approved at the April 6, 2026 Township Board Meeting,

*“Motion: Mr. Hamill moved to approve directing the Elected Officials to prepare ballot language for two proposed fire millage questions and present the language for Board approval at the May 4, 2026 Board meeting for subsequent submission for placement on the August 4, 2026 ballot. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes”*

the Elected Officials were requested to prepare ballot language for the Fire Millage Renewal. Enclosed are two options for consideration: a two-question format (Resolution 26-18) and a single-question format (Resolution 26-17).

**Enclosures:** Fire Millage Ballot Language



**RESOLUTION 26-17 APPROVING SUBMISSION  
OF FIRE MILLAGE PROPOSITION TO ELECTORS**

At the regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held on May 4, 2026.

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

ABSENT: None

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

**WHEREAS**, the Charter Township of Highland (the "Township") is authorized to submit to the electors of the Township the question of increasing the tax limitations of the Township; and

**WHEREAS**, this Township Board has determined that it is appropriate to submit a millage increase proposition set forth on Exhibit A attached hereto to the electors of the Township at the primary election to be held on August 4, 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of the Charter Township of Highland, as follows:

1. The proposition set forth on Exhibit A shall be submitted to the electors of the Township at the primary election to be held in the Township on August 4, 2026.
2. The Township Clerk is hereby directed to do all things necessary to provide for the submission of the aforesaid proposition to the electors of the Township at the primary election to be held on August 4, 2026.
3. All resolutions and parts of resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YEAS:

NAYS:

ABSTENTIONS:

**RESOLUTION DECLARED** \_\_\_\_\_

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

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

STATE OF MICHIGAN    )  
                                  ) SS  
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board of said Township held on May 4, 2026, the original of which is on file in my office. Notice of said meeting was given in accordance with the open meetings act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 5th day of May, 2026.

\_\_\_\_\_  
Tami Flowers, MiPMC Township Clerk  
Charter Township of Highland

EXHIBIT A

TOWNSHIP FIRE DEPARTMENT MILLAGE

Shall the Charter Township of Highland be authorized to renew the expiring voted 1.85 mills (\$1.85 per \$1,000 of taxable value), reduced by the required millage rollbacks, for fire and emergency medical services, and impose an increase of up to 0.50 mills (\$0.50 per \$1,000 of taxable value) for a total levy of 2.32 mills (\$2.32 per \$1,000 of taxable value), as an increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for four (6) years, 2027 through 2032, inclusive, which 2.32 mills will raise an estimated \$2,731,774 in the first year of the levy? The millage is levied upon a total of 8247 properties, of which a small portion collected from only the 605 DDA District properties will be disbursed to the Highland Downtown Development Authority for business and economic development.

Yes

No



**RESOLUTION 26-18 APPROVING SUBMISSION  
OF FIRE MILLAGE PROPOSITIONS TO ELECTORS**

At the regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held on May 4, 2026.

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

ABSENT:

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

**WHEREAS**, the Charter Township of Highland (the "Township") is authorized to submit to the electors of the Township the question of increasing the tax limitations of the Township; and

**WHEREAS**, this Township Board has determined that it is appropriate to submit millage increase propositions set forth on Exhibit A attached hereto to the electors of the Township at the primary election to be held on August 4, 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of the Charter Township of Highland, as follows:

1. The propositions set forth on Exhibit A shall be submitted to the electors of the Township at the primary election to be held in the Township on August 4, 2026.
2. The Township Clerk is hereby directed to do all things necessary to provide for the submission of the aforesaid proposition to the electors of the Township at the primary election to be held on August 4, 2026.
3. All resolutions and parts of resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YEAS:

NAYS:

ABSTENTIONS:

**RESOLUTION DECLARED \_\_\_\_\_**

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

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

STATE OF MICHIGAN    )  
                                  ) SS  
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board of said Township held on May 4, 2026, the original of which is on file in my office. Notice of said meeting was given in accordance with the open meetings act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 5th day of May, 2026.

\_\_\_\_\_  
Tami Flowers, MiPMC Township Clerk  
Charter Township of Highland

EXHIBIT A

TOWNSHIP FIRE DEPARTMENT MILLAGES

Shall the Charter Township of Highland be authorized to renew the expiring voted 1.85 mills (\$1.85 per \$1,000 of taxable value), reduced by the required millage rollbacks, for fire and medical services, up to **1.85** (\$1.85 per \$1,000 of taxable value) as an increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for six (6) years, 2027 through 2032, inclusive, which will raise an estimated **\$2,178,355** in the first year of the levy? The millage is levied upon a total of 8247 properties, of which a small portion collected from only the 605 DDA District properties will be disbursed to the Highland Downtown Development Authority for business and economic development.

Yes

No

Shall the Charter Township of Highland be authorized to renew the expiring voted 1.85 mills (\$1.85 per \$1,000 of taxable value), reduced by the required millage rollbacks, for fire and medical services, be increased up to **3.10 mills** (\$3.10 per \$1,000 of taxable value) as an increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for six (6) years, 2027 through 2032, inclusive, which will raise an estimated **\$3,650,216** in the first year of the levy? The millage is levied upon 8247 properties, of which a small portion collected from only the 605 DDA District properties will be disbursed to the Highland Downtown Development Authority for business and economic development?

Yes

No



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AIPC; Planning Director  
Date: May 4, 2026  
Re: URSA 26-01  
Applicant: James A. Lee, IV  
2115 White Lake Road  
PIN 11-02-426-002

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The application before you today is for a Special Land Use Permit for Barn 45. Barn 45 occupies a 13.4 acre parcel on White Lake Road, in an area zoned ARR, Agriculture and Rural Residential. The first building constructed on the site was an 1824 square foot single-family home with a very open floor plan. Soon after, the property owners added a 1200 square foot pole barn and 1200 square foot pavilion, all with homeowner issued residential permits.

We have an extensive project file, stemming from the moment that the land use was first brought to staff attention, when a neighbor complained about light trespass and an entrance sign was erected without permit. Staff, including the building official, zoning administrator, fire marshal and a subcommittee of the Planning Commission have spent many hours working with the applicant to identify deficiencies and bring the site into compliance with the Zoning Ordinance and building codes. The applicant has proven to be very cooperative in addressing our concerns.

Your packet includes the application materials, minutes from the three Planning Commission meetings, including the public hearing, and the draft permit that was developed by staff and the Planning Commission. I have not included the well over 100 letters and emails of support submitted from local residents and supporters of Barn 45 from around the country and even international locations. Barn 45 has an enthusiastic following.

The property owner describes in his narrative how this property evolved from a personal retreat to a church that draws substantial activity that is atypical of a single-family residence, although not all the activity would be considered incompatible with single-family neighborhoods.

If you would like to view the materials the Planning Commission reviewed, the link is here:  
[https://highlandtwp.net/index.php?option=com\\_content&view=article&id=163:page-26&catid=2&Itemid=1878](https://highlandtwp.net/index.php?option=com_content&view=article&id=163:page-26&catid=2&Itemid=1878)

In your review of this land use, you must consider the factors published under Section 6.03.J. In the following analysis, I have outlined some of the factors you should consider in evaluating whether the proposal could meet the required standards of approval:

There are still a few items that need to be addressed by the applicant. These are clearly identified in the draft Special Use permit, which includes deadlines for compliance.

At the April 15, 2026 meeting, after having discussed the criteria for Special Use Approval at a previous meeting, and debating the details of site improvements and structures, the Planning Commission recommended approval of the Special Use Permit. You will find in reviewing the permit language, that the activities that take place within the building will be allowed without many special restrictions. The activities that take place outside are split into two categories: a) the "Sunday Night Live" gatherings of young adults during the warm weather seasons are allowed for fifteen weeks in 2026. At the end of the year, the applicants will appear before the Planning Commission to report on how things unfolded, whether there are lessons learned and changes for the coming year. The Planning Commission may then consider approval for the following year. This evaluation will take place annually, and the permission for outdoor activities might be withheld if issues develop. b) The annual "Praise and Worship Concert" which draws a larger crowd, will require its own Temporary Land Use permit and is not authorized under this special land use permit.

Upon your review, a few actions are possible:

**APPROVAL:** Move to approve the Special Use Permit for small scale institutional use for Barn 45 at 2115 White Lake Road, PIN 11-02-426-002 as recommended by the Planning Commission at their April 16, 2026 meeting based upon the materials submitted by the Applicant, James Lee of the Lee Family Foundation (various dates, filed with the Planning Department) and subject to final review and approval of structural and site modifications required for compliance with the applicable zoning, building and fire codes. This approval is based upon the independent review of the required standards for approval of Special Land Use by the Board of Trustees.

**POSTPONE ACTION:** Move to postpone action on the Special Use Permit for small scale institutional use for Barn 45 at 2115 White Lake Road, PIN 11-02-426-002 to allow the applicant an opportunity to address: *\_\_(insert brief description of issue that blocks approval at this time, e.g. material applicant or staff must supply)*

**DENIAL:** Move to deny the Special Use Permit for small scale institutional use for Barn 45 at 2115 White Lake Road, PIN 11-02-426-002. This denial is based upon the independent review of the required standards for approval of Special Land Use by the Board of Trustees and the finding that *:(insert brief description of issue that fails to meet the standard of approval from Section 6.03.J of the Zoning Ordinance)*

**SPECIAL LAND USE PERMIT  
BARN 45**

2115 WHITE LAKE ROAD  
HIGHLAND TOWNSHIP, OAKLAND COUNTY, MICHIGAN  
PARCEL #11-02-426-002

This Permit for Special Land Use and Development Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2026 by the CHARTER TOWNSHIP OF HIGHLAND, a Michigan Charter Township (“Township”), with offices located at 205 N. John Street, Highland, Michigan 48357 and LEE FAMILY FOUNDATION, (“Owner” and “Operator”), a Michigan Domestic Nonprofit Corporation with offices at 1832 Elkridge Court, Highland, Michigan 48356.

**Recitals:**

1. Barn 45 is a “non-traditional church” operating as the worship arm of the Lee Family Foundation non-profit corporation. Barn 45 gathers a community together onsite and on the internet for worship, bible study, counseling and other ministry purposes. Barn 45 was established without required land use permits in a structure constructed as a single-family residence sometime after 2018. Significant site improvements were undertaken without permits. When the land use was brought to the attention of the Township in 2025, due to a complaint regarding site lighting and a sign erected without permit, the Owner stepped forward to seek the proper permits and cure any deficiencies that could be addressed.

2. The subject parcel is currently zoned ARR, Agricultural and Rural Residential Zoning District. This approval covers real property described as:

T3N, R7E, SEC 2 PART OF E 1/2 OF SEC 2 BEG AT PT DIST N 00-30-00 W 2236.00 FT & S 64-06-00 W 447.04 FT FROM SE SEC COR, TH S 64-06-00 W 157.77 FT, TH N 25-54-00 W 400.00 FT, TH S 64-06-00 W 250.00 FT, TH S 83-51-20 W 130.00 FT, TH N 06-08-40 W 797.82 FT, TH N 89-41-25 E 744.95 FT, TH S 00-40-00 E 965.12 FT TO BEG  
13.42 A

Commonly known as 2115 White Lake Road      Tax Identification No. 11-02-426-002

3. “Small scale institutional uses” are allowed with special land use approval for properties in the Agricultural and Rural Residential Zoning District, consistent with state law and licensing requirements. Barn 45 is considered a small scale institutional use under the Highland Township Zoning Ordinance.

4. The current site conditions include the following improvements a) 1824 SF residential building (“the Barn”) with concrete patio and pergola, b) 1200 SF accessory building (“the

Machine Barn”), c) 1200 SF pavilion, d) 15’ by 18’ shed (“the Chapel”), e) 12’ by 10’ shed (“Barn 45 store”), f) paved driveway stretching along the east side of the site approximately 2100 lineal feet and secured with a gate, g) site drainage basin, h) a gravel parking lot at the north end of the site (approximately 1400 SF), i) a 350 lineal foot driveway and paved parking area (approximately 200 SF) south of the barn, j) a community garden, k) multiple non-illuminated signs and an arch (interior to the site) and k) site lighting. There are also clearings around the site to accommodate overflow parking.

5. Township staff met with the Owners at the site on July 30, 2025 to review the site conditions and discuss operations at the site. The Owner has since applied for permits for all structures lacking permits and have completed some modifications to bring the site and structures. The Owner has since obtained a topographic site survey to document site conditions and applied for land use requiring special approval on December 15, 2025.

6. The Planning Commission conducted a public hearing on February 15, 2026 to hear comments regarding the land use application. The Planning Commission recommended conditional approval of the Special Land Use on \_\_\_\_\_ at a subsequent meeting, based upon its findings that the original proposal had been sufficiently modified to satisfy the standards for approval for Special Land Uses as delineated in the Zoning Ordinance. This approval is based on a concept plan by the Owner, with a stamp date of March 11, 2026. The plan is attached as Exhibit A. The plan and project narrative are on file with the Planning Department

7. The Board of Trustees reviewed the Special Land Use Permit at their meeting of \_\_\_\_\_, 2026. The permit was approved on \_\_\_\_\_ subject to the following conditions:

*Limitations on Use*

- a) The approved principal uses are limited to activities fully enclosed within the existing structures: (1) regular worship services and religious ceremonies; (2) religious education classes, Bible studies, and fellowship events; (3) administrative offices and counseling incidental to the religious mission;
- b) Accessory uses are permitted such as a) a bookstore/gift shop b) storage and distribution of food, clothing and supplies as related to the charitable mission of the church. The care and maintenance of the outdoor community garden and individual or small group use of the prayer trail are approved accessory uses. Accessory uses are permitted only as clearly subordinate to the principal uses.
- c) No commercial rental of the facility is permitted per Section 10.17.a.6 of the Zoning Ordinance.
- d) A daycare center shall not be established at the facility without a separate approval subject to the applicable standards and regulations.
- e) The 1824 SF structure known as the “Barn” may be utilized as a single-family residential dwelling under this permit. No additional overnight use of the site is allowed under this permit (e.g. no camping or overnight retreats). The Owner may seek a temporary land use permit for events requiring overnight stays.
- f) No use of the loft in the barn for assembly gatherings. The stairwell shall be chained off to discourage entry during events. Use of the loft is restricted to storage or office use. If a secondary ingress/egress is developed (compliant with the Michigan Building Code, constructed under permit and approved by the Building Official for occupancy,) this restriction shall be extinguished.

The proposed future addition indicated on the concept plan will be allowed only upon review and approval of an amended site plan. Other expansions or increased use of the site will be subject to site plan review and may require an amendment to this Special Use Permit.

*Operations:*

- g) Hours of operation are limited to 8:00 a.m. to 10:00 p.m.*
- h) Lighting shall be dimmed or extinguished when the site is not occupied.*
- i) No amplified sound audible beyond the property boundary.*

*Site Plan Considerations:*

The Owner has submitted a survey/site plan documenting the existing conditions on the subject site. During Planning Commission review, many issues were identified that require remediation. The Planning Commission recognizes that the Owner may need time to plan and implement the changes and has agreed to the following scope of work and schedule of milestone dates:

- 1) *North Parking Lot:* This lot shall be modified to provide a 10 foot separation from the lot line, provide a landscape screen on a 3 foot berm to screen adjacent residential zoned property to address the requirements for the Barn (1 space per 3 occupants allowed by Building Code,) per the Zoning Ordinance. Asphalt millings are an acceptable surface. *To be completed by July 31, 2028.*
- 2) *Emergency Exit:* Develop a paved 12-foot wide (nominal) driveway to complete a one-way loop around the site. This requires clearing and grading from roughly south of the Barn, running east to the existing entrance road and back to the southern parking lot. *To be completed by July 31, 2027.* Widen the drive approach at White Lake Road to at least 24-foot pavement width to accommodate two-way traffic, including 25-foot radii. *To be completed by July 31, 2027.*
- 3) *Adequate toilet facilities:* The Barn was completed as a residential building built to residential codes. For assembly purposes, the larger of the two restrooms shall be modified to provide a barrier free facility with direct access to the assembly area. *To be completed by December 31, 2026.*
- 4) *Barn Access:* All doors to be modified to swing out from the building and panic bars installed where required by building code. *To be completed by December 31, 2026.*
- 5) *Site Lighting:* The existing pole light in the north parking lot shall be modified with a shield to comply with the Zoning Ordinance. *To be completed by July 31, 2026.* Provide low lumen roadway lighting or reflective delineators along the entrance road at curves *To be completed by July 31, 2027.*
- 6) *Wayfinding signage:* Develop a signage plan with schedule of implementation for the various drives, parking areas and trails. *To be presented to the Planning Commission by December 31, 2026.*

These and other physical improvements shall not be undertaken until a final site plan is approved.

*Additional Conditions on Outdoor Activities “Sunday Night Live” (Trial Period)*

The Owner is authorized to conduct up to fifteen outdoor events during the period of May 1, 2026 to October 31, 2026 on Sunday evenings. These events shall comply with the following:

- Hours limited to 6:00 p.m. to 9:00 p.m. with the expectation that traffic will clear the site by 10:00 p.m. and the lights will be extinguished or dimmed.
- No amplified sound or loudspeakers audible beyond the property line.
- Portable toilets will be provided.
- Food service is subject to compliance with Oakland County Health Division regulations.
- Attendance is limited to what can be reasonably accommodated in the parking areas identified on the site plan. Parking may not be provided along the edges of the paved driveway such that access for emergency vehicles is obstructed. The Owner shall provide volunteer or paid staff to direct traffic and parking.
- Compliance with all other township ordinances (noise, lighting, etc.).

The Owner shall submit a written report to the Township Zoning Administrator by December 1, 2026 detailing: (1) dates, attendance, and nature of each outdoor event held; (2) any complaints received and how they were resolved; (3) measures taken to mitigate impacts (traffic, noise, parking, litter, etc.); and (4) any proposed adjustments for future events.

The Planning Commission shall review the report at a public meeting (with notice as required by ordinance) and may: (a) approve continuation of outdoor events for subsequent years under the same or modified conditions; (b) impose additional restrictions; or (c) prohibit further outdoor events if impacts are deemed incompatible with surrounding properties or violate the standards of Zoning Ordinance Section 6.03.J. Failure to demonstrate satisfactory performance may result in revocation or modification of this condition.

This condition runs with the land but is subject to annual review/renewal for the outdoor events component. The core place of worship use shall remain in effect unless otherwise revoked for noncompliance.

The applicant may apply for other outdoor gathering permits under Chapter 14 of the General Code of Ordinances. Separate permit conditions may apply for such events. The applicant agrees to make application at least two months prior to such proposed events and before publicly advertising such events to provide adequate time to evaluate the proposal.

IT IS HEREBY AGREED TO:

1. The Special Land Use permit shall take immediate effect.
2. The proposed site improvements are subject to full site plan review and approval by the Planning Commission following the process outlined in the Zoning Ordinance under Section 5.03 of the Zoning Ordinance.

3. The Special Use permit may be revoked by the Township, upon determination by the Township Board that any of the following conditions apply:

- a. The operator has ceased the use for a period of one year or more
- b. The operator has repeatedly violated provisions of the permit
- c. The operator has repeatedly violated other provisions of the General Code of Ordinances

In making its determination, the Township Board shall consider the operator's response to any notices of violation that may have been issued by the Township. The Township Board may refer the matter to the Planning Commission for recommendation. Upon request, the Township shall provide a written notice of such revocation that shall be in recordable form.

4. Should the operator and/or the Owner(s) wish to propose any changes to the approved site plan or the land use permit, they must contact the Township and seek prior approval by following the appropriate review process. If the Zoning Administrator determines that a proposed use is of a different scale or character than that considered in approving this Special Land Use permit, the operator and/or Owner may then seek a new permit following whatever process is in place at that time.

5. This Special Land Use Permit may be assigned or transferred to a subsequent operator and /or Owner(s) provided said assignee or transferee agrees in writing to be bound by the terms and conditions of this permit.

6. This Permit may be amended only pursuant to an agreement in writing executed by the Township and the operator and Owner.

7. Invalidation of any of the provisions contained in this Permit, or of the application thereof to any person by judgment or court order shall in no way affect any of the other provisions hereof or the application thereof to any other person and the same shall remain in full force and effect.

*Signatures on following pages*

Owner and Operator  
**LEE FAMILY FOUNDATION**

\_\_\_\_\_  
James A. Lee, IV  
Resident Agent

*ACKNOWLEDGEMENT*

STATE OF MICHIGAN        )  
  )  
COUNTY OF OAKLAND     )        ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, before me appeared James A. Lee, IV acting as resident agent of Lee Family Foundation. to me personally known, who, being by me duly sworn, did say that he acknowledges said instrument to be the free act and deed of said Corporation.

\_\_\_\_\_  
Notary Public

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

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

*Signatures continue on following page*

**CHARTER TOWNSHIP OF HIGHLAND**

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

By: \_\_\_\_\_  
Tami Flowers  
Its: Clerk

*ACKNOWLEDGEMENT*

STATE OF MICHIGAN            )  
  )  
COUNTY OF OAKLAND        )        ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, before me appeared Rick A. Hamill and Tami Flowers to me personally known, who, being by me duly sworn, did say that they are, respectively, the Supervisor and the Clerk of the Charter Township of Highland, Oakland County, Michigan, and that said instrument was signed and sealed on behalf of said Township, by the authority of its Township Board, and they acknowledge said instrument to be the free act and deed of said Township.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan  
My Commission Expires: \_\_\_\_\_

Drafted by:  
Elizabeth J. Corwin  
Charter Township of Highland  
205 N. John St  
Highland, MI 48357

When recorded return to:  
Planning & Zoning Department  
Charter Township of Highland  
205 N. John St  
Highland, MI 48357



## PLANNING COMMISSION MINUTES



**PUBLIC HEARING  
CHARTER TOWNSHIP OF HIGHLAND  
PLANNING COMMISSION  
February 19, 2026  
7:30 P.M.**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held at the Highland Township Hall, 205 N. John St. on Thursday, February 19, 2026, at 7:30 p.m.

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

**TO CONSIDER:**

**Request for Use Requiring Special Approval** submitted by applicant and property owner James A. Lee, IV, Lee Family Foundation.

**REQUEST:**

Section 4.05.C.11 Institutional Uses, small and large scale.  
Article 6, Special Land Use Procedures and Standards.  
Article 10.17, Supplemental Provisions for Institutional Uses

**LOCATION:** Parcel 11-02-426-002; 2115 White Lake Road for Barn 45



Parcel to be considered  
for special approval to  
allow Barn 45

Kevin Curtis, Chairman  
Highland Township Planning Commission

**(Publish: on or before February 4, 2026)**

**Highland Township Planning Commission  
Record of the 1441st Meeting  
Highland Township Auditorium  
February 19, 2026**

***Roll Call:***

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

***Also Present:***

Elizabeth Corwin, Planning Director  
Mary Ray, incoming Planning Commissioner for 2026-29 term

Visitors: 130

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

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

No public comment offered.

***Public Hearing:***

**Agenda Item #2:**

**Parcel #** 11-02-436-002  
**Zoning:** ARR, Agricultural and Rural Residential Zoning District  
**Address:** 2115 White Lake Rd  
**File #:** URSA 26-01  
**Request:** Use requiring Special Approval for small scale institutional use for BARN 45  
**Applicant:** James A Lee, IV  
**Owner:** Lee Family Foundation

Chairman Kevin Curtis introduced the request for a special use permit for Barn 45, a small scale institutional land use at 2115 White Lake Road. Barn 45 is an existing land use, that was established without permit. The applicant is working with staff to bring the site fully into compliance with zoning ordinance regulations and building codes. Mr. Curtis invited the applicant to describe his proposal.

Joy and Jamie Lee presented their site plan and operational plan and explained how Barn 45 had evolved from its initial use as a small private retreat for Ms. Lee’s counseling practice and personal space for bible studies with friends, to its current use for gathering space for multiple groups, including men’s and women’s bible studies, a young adult ministry, a community garden and other groups coming together for faith and

service-oriented projects. The Lees asserted that they had not intended to create a “Church” in the traditional sense of the word, and that the growth that occurred throughout COVID had taken them by surprise. They noted that they do not operate a commercial operation, and any profits are directed to a children’s camp in Northern Michigan. They have established a foundation as a 501.c(3) non-profit organization to direct activities at the site.

Mr. Lee explained the efforts that they have undergone to bring the site into compliance since the Township notified them of the issue. Township staff met at the site to identify all deficiencies, including small accessory structures that had been moved to the site without permit, a parking lot that had been developed near the north property line without permits, and lighting. Some of the issues that he has discussed with staff and is working to address include:

- a) Limiting outdoor noise. There is one large concert each year
- b) Buildings without permits. Applications have been submitted, although some of the work is still under review.
- c) Sight distance at White Lake Road. A crew of volunteers are working to clear trees and improve sight distance to satisfy the Fire Marshal requirements.
- d) Lighting trespass. Light fixtures have been redirected downward to eliminate glare.
- e) The Health Department visits the site every two weeks to check on food preparation. The Lees bring in portable toilets to keep the load off the septic system.
- f) Parking lot location. Mr. Lee is willing to install a three foot berm and plant shrubs to control glare from the sweep or headlights
- g) The Little Store. This is not a commercial operation, and many of the products are given away. It does supply a small revenue to help offset costs of operation and allow for charitable projects such as mailing out bibles to those who request them. They produce 1200 pounds of food for community distribution.
- h) Future growth. The Lees would like to build an addition on the east side of the barn to accommodate the existing activities, add a “lean to” on the south side of the barn to create a resource center for single mothers, and move the community garden and increase its size.

He noted that when they learned that the sign that had been erected at White Lake Road did not comply with the ordinances, he had immediately taken action to remove it. He also noted that they take safety very seriously and have checked with the Sheriff’s office and report there have never been any complaints logged in conjunction with Barn 45.

Mr. Charlick briefly explained the Special Use Approval process, noting that every person who wishes to speak would be given an opportunity, but was expected to keep comments brief and not repetitive. The Planning Commission hoped to have an opportunity to discuss the project that evening, but that might not be possible if the public comment period lasts all night. By a show of hands, it was clear that most of the audience was present to support the request.

Mr. Curtis opened the public hearing at 7:52 p.m.

Ms. Corwin first noted that there were over 100 pieces of correspondence in the file showing support for the application, including out of state supporters and even one supporter from Kenya. There were no letters or emails of opposition. The character of the correspondence are similar to those included in the published online packet, so staff had not copied the letters for each commissioner, but they were free to look through them. She had copied two notes of support from adjacent property owners and provided them for each commissioner.

Mr. Dave Thompson, 4525 Highland Hills described his personal discovery of Barn 45 and explained how he frequented the chapel to unwind after a stressful day of work. He appreciated having the solitude of this site so near to his home.

Ms. Gayle Green was present to represent the Christian Service Commission of Holy Spirit Church on Harvey Lake Road. They are the frequent recipient of fresh produce for their crises center and benefit greatly from the partnership with Barn 45.

Mr. Mason Brown, Highland resident at Duck Lake near Wardlow, provided his personal testimony of how Barn 45 had touched his life through their young adult ministry.

Mr. Joe Youngs, 2300 Horseshoe Court has no issues with the concept, but noted that as a distant neighbor, he hears the music many Saturday nights. His only concern is noise.

Mr. Andy Dirks spoke as a leader of the men's ministry about the good work being completed at Barn 45.

Mr. Bradley Farquhar, 3902 Presidential Way also speaking on behalf of his father James Farquhar, 1965 White Lake Rd, which is two hoses west of Barn 45. His father wrote saying that he has never been disturbed by noise at Barn 45 and has no objections to the land use. Mr. Bradley Farquhar noted that as a public school teacher, he has seen the positive impact on the youth of having a place like Barn 45 to go for faith based activities.

Mr. Jim Lloyd, 2280 White Lake Road noted that his property is within 150 feet from the driveway to Barn 45. He commented that the neighborhood is very stable, with families with tenure of over 40 years. When he attended the public hearing for Pinefield Farms, located east of Barn 45, he had been surprised so many people came out with opinions jaundiced by the impacts from Barn 45. He had not been disturbed by noise from the site, and commented that the traffic noise from passing traffic is far more disruptive than any activity at this site. He has not seen a dramatic impact from traffic to and from this site but is concerned that lighting levels comply with the zoning ordinance regulations. He thinks it would be reasonable to impose a curfew on activity. He believes that the Special Use Permit for Pinefield Farms would be a good template to use drafting a permit for this site.

Personal testimony was offered by Barbara Roslin, Jim Blain, Hartland; Cecila Coelius, 1952 Woodridge Court; Sherri Meyers 1757 Bristol, Milford; Taylor Weinhart, Milford; Isabella, White Lake Township; and Amber, Holly, each of which witnessed to positive impacts on their life from the activity at Barn 45. Nicole, a former bible study leader spoke of a personal hurt arising from her time at Barn 45.

Adam Ward, 3235 Clyde Road spoke about his experience as a sargeant with the Oakland County Sheriff and firefighter and the circumstances he has encountered with youth as an undercover agent. He mentioned that there is a registration process for events to ensure that there will be space at Barn 45.

George Williams, 2029 White Lake Road (a parcel just north of Barn 45 with a vacant parcel lying between his home and the subject site) explained that although there was a lot of traffic on his driveway in the early days, he has had no issues with Barn 45 except for lights. He is not opposed to any expansion, but would appreciate if the lights would be turned down after hours.

Mr. Curtis closed the public hearing at 9:00 p.m.

***Work Session:***

**Agenda Item #3:**

**Parcel #**           11-02-436-002

Zoning: ARR, Agricultural and Rural Residential Zoning District  
Address: 2115 White Lake Rd  
File #: URSA 26-01  
Request: Use requiring Special Approval for small scale institutional use for BARN 45  
Applicant: James A Lee, IV  
Owner: Lee Family Foundation

Mr. York expressed gratitude for the people who attended and the ministries they support at Barn 45. He noted that while it was uplifting to hear the personal testimony, the question is not whether there should be a Barn 45, but rather should it be located on this parcel, in this neighborhood.

Mr. York thanked Mr. and Mrs. Lee for their application materials, but noted that many questions remain unanswered, with even questions arising from the public hearing. He noted that a church may be allowed in a residential neighborhood, provided the use meets ordinance requirements. It is unfortunate that so much of the physical improvements were completed without review, because a fresh development would have been planned with a different driveway and parking lot location and configuration, and the lighting details would have been required for study before implementation.

Mr. York expressed concern about future growth. He suggested that a follow-up meeting will be required with better documentation.

Mr. Charlick reviewed the supplemental standards of Section 10.17, Institutional uses. He noted that the traffic management plan required could speak to many different things, such as sight vision at the driveway, accessibility for fire trucks, and the amount of parking. Those types of improvements generally lead to a need for detailed engineering design of drainage systems. He was not so concerned about involving an engineer and was content to let staff review and comment. Ultimately, the Planning Commission will have to review the solution proposed by the applicant.

He noted that the greatest scrutiny will be required for the outdoor activities. He noted that there are much different impacts of ten persons compared to one hundred persons on a site. He noted that although it good that the current neighbors are satisfied, the Planning Commission is responsible for approving a plan that protects future neighbors as well. He also noted that outdoor amplified sound has never been permitted. He explained that while it is likely that the Planning Commission could craft some guard rails in the terms of permit conditions, it will be essential for the applicant to self-police, so that the neighbors are not negatively impacted.

Mr. Charlick asked for better explanation of the Sunday Night Live activities. He asked the age of the participants and whether they are dropped off, or are they self-driving. Mr. Lee explained that the target age is 18 to 26 year olds. They tend to carpool. Adult leaders direct the parking activity and participant gather by the fire pit, under the pavilion or in the barn. Mr. Charlick asked about the occupancy of the barn as well. Mr. Lee explained that the Building Official had given him limits based on whether people were seated or at tables. The maximum occupancy is 99 persons. There was no basis for a limit for outdoor activities.

Mr. Charlick explained that Highland Township requires that all lighting fixtures must be dark sky compliant. It is possible that the existing fixtures could be modified to bring them into compliance, but more information is needed. He noted that when a commercial property is developed, a photometric plan is required. He does not think that is necessary.

Mr. Zeolla stated that he is concerned that the property is already overburdened, based on the turnout at this meeting. He asked Ms. Corwin what constitutes "small scale institutional" versus others. Ms. Corwin explained that most churches will be "small scale institutional" and that larger scale uses are things like

hospitals and universities. Mr. Zeolla noted that he would like to see lighting plans with a photometric study and a traffic study.

Mr. Curtis noted that he was not too concerned about the traffic, but was mostly concerned about lighting. He was also concerned about safety if the chapel is allowed 24 hour access. Mrs. Lee explained that the chapel is locked when the site is vacated each day, but that a visitor may text and request that day's key code to enter the chapel. He explained that there are security cameras around the site.

Mr. Heyn appreciates that the Planning Commission approaches each site with special care and attention and thought a solution could be crafted for this site to allow the use while minimizing impacts to the neighbors. Mr. Smith also noted that his concern was with planning issues, and not the good works of the church, and how the church impacts its neighbors. Issues have been identified where the site and its operations do not comply with the ordinance, and he is concerned with the types of solutions that might be offered and in not creating a precedence for use that undermines the zoning ordinance.

Mr. York asked for more information about the trails, noting that they are not indicated on the site plan. He recalled that at a recent public hearing, one neighbor did take exception to trails coming out at the property line, with the potential for inadvertent trespass and affecting their animals.

Mr. Lee reiterated that the goal of Barn 45 is to remain a small "boutique" space for people to come together in faith. It is not their intent to grow. Mr. York noted that the use had already grown past its original vision, but if the physical limitations of their building limit the potential attendance, and the parking lot is sized just for the building, and the applicant is content with that and complies with the permit, there would be no problem. Mr. York noted that the Special Use could be crafted for the current operations, and when there are the occasional bigger event, a special event permit could be sought.

Mr. Charlick explained how the Pinefield Farms Special Use permit had been structured, with limits on the events that would draw larger crowds, and fewer restrictions for events that drew fewer people. He suggested that Mr. Lee work with planning staff to supplement their application with the necessary information to allow for a thorough review. He suggested particular attention be given to a solution to buffer the parking lot from the neighboring property. The supplemental application and site plan should clearly demonstrate how the property can absorb the volumes of people anticipated.

Mr. Charlick offered a motion to table the application until such time as the applicant provides additional information to support the request. Mr. Curtis supported the motion. Roll call vote: Charlick-yes; Curtis-yes; Heyn – yes; Smith-yes; York – yes; Zeolla -yes. Motion carries (6 yes votes)

**Agenda Item #4:**

~~Parcel # 11-22-301-007  
Zoning: C-1, Local Commercial Zoning District  
Address: 140 W Highland  
File#: SPR-25-01  
Request: Site Plan Review for Jimmy John/Dunkin  
Applicant: Steve Kolber, Kolbrook Design  
Owner: OM Group~~

~~Mr. Curtis introduced the agenda item for the proposed Jimmy John and Dunkin site at the northwest corner of Highland Road and Milford Road. This is a resubmittal. The applicant, Mr. Steve Kolber, explained that his team has been working to resolve the issues identified in the past. The Milford Road driveway approach has been configured for right in/right out only as required by the Road Commission for Oakland County, the~~

~~the homeowner's association as common space and be able to have the surveyors determine the final boundary of the housing component of the proposal. He is not anticipating any major changes from what has already been presented to the Planning Commission.~~

~~Mr. Temple noted that based on his understanding of the topography and the operations of the golf course, he supports the new proposal for the enclosed simulators. They should be unobtrusive for the neighboring property owners. Mr. Heyn agreed that the location is far superior to the previous proposals.~~

~~Mr. Tierney asked if the proposal still includes improvements to the golf greens. Mr. Dowling explained that they have already started investing in improvements and developing a new program to maintain the greens.~~

~~Mr. Charlick asked if there were any thoughts about expanding parking closer to the clubhouse and proposed simulator. Mr. Dowling said he still needs to evaluate whether there are any opportunities to create a narrow drive and turnaround for a vehicle up to drop equipment at the clubhouse. Currently, the golfers obtain a golf cart at the barn and would take their equipment up to the clubhouse with the cart.~~

~~Mr. Charlick and Mr. Temple verified with the applicant that this is a all season, heated simulator building.~~

~~Mr. Charlick noted that these improvements will likely initiate a requirement to meet the current Oakland County Water Resource Commissioners drainage standards.~~

~~Mr. Charlick noted that his understanding is that the applicant is seeking a preliminary approval but still needs the flexibility and fluidity to make some changes to the parking and driveways. Mr. Charlick asked the applicants timeline and wondered if the applicant needed the preliminary approval to move forward.~~

~~Mr. Dowling believes he will have a solid understanding of the project parameters in about 30 days and that he is proceeding with the engineering.~~

~~Ms. Corwin explained that it is not necessary to grant a preliminary approval, since the goal of tonight's presentation was to seek some feedback.~~

~~Mr. Charlick offered a motion to grant preliminary approval of the site plan for golf course improvements including a 10 by 32 foot enclosed simulator building located northeast of the clubhouse, façade improvements to the golf club building and cart barn and modifications of the parking lot as per the proposed site plan by Meier Architect with the understanding that more information is needed for dimensions and engineering and other site details, but that the applicant can move forward with confidence that the Planning Commission will accept a site plan in generally conformance with the concepts presented. Mr. Zeolla supported the motion. The motion passed by voice vote: (all ayes, no nays)~~

**Agenda Item #6:**

Parcel #	11-02-436-002
Zoning:	ARR, Agricultural and Rural Residential Zoning District
Address:	2115 White Lake Rd
File #:	URSA 26-01
Request:	Use requiring Special Approval for small scale institutional use for BARN 45
Applicant:	James A Lee, IV
Owner:	Lee Family Foundation

Chairman Curtis introduced the agenda item for Use Requiring Special Approval for Barn 45 at 2115 White Lake Road. The discussion was tabled following a public hearing on February 19, 2026.

The applicant, Jamie Lee explained his supplemental application materials.

Mr. York complimented the applicant on the resubmittal. He thought the use proposal was well presented, although there are still details of the site plan that need to be addressed. As to the hours of operation, he asked for clarification of the seven days per week, from 11:00 a.m. to 9:45 p.m. He was also concerned as to whether the existing/proposed parking could adequately accommodate the 300-person attendance that was noted in the narrative.

Mr. Lee explained that the young adult events on Sunday evenings would not anticipate 300 persons each week or all day during the hours of operation. The tendency has been for the participants to begin arriving at the site around 6:00 p.m. on Sunday evening. They drift in over the course of an hour and leave over the course of an hour. Officially the event ends at dusk, always by 9:00 p.m. The 300-person limit is an aspirational goal, and not the number of attendees today. Also, the attendance builds from a low in May to a high in August and starts declining as students return to college.

Mr. Charlick asked if there was any more correspondence that has come in since the public hearing that is not in the packet. Ms. Corwin noted that there is no new information to present. She did explain that she has pulled the building permit record and has the floor plan of the barn available for review. She has discussed the occupancy calculation with the Building Official. He based the occupancy limit of 110 on the net floor area of the ground floor only, assuming standing room and deducting mechanical space, the bathrooms, private office and counter areas.

Mr. Charlick asked if the Township has ever approved a Special Land Use that would include amplified sound outdoors. Ms. Corwin affirmed that this is not typically considered, although there are exceptions to the noise ordinance that may be granted by the Board of Trustees, typically for construction or a one-day event. However, the sheriff will still enforce noise limits if a nuisance is created and neighbors call in complaints, even if the Board grants such an exception.

Mr. Lee explained that they would not use outdoor amplified sound on the Sunday evening gatherings but would comply with the requirement to seek a special event permit for the annual praise and worship concert. He would notify the Sheriff when planning these events also.

Mr. Temple asked about noises associated with the haunted house that was approved by Special Use not far from this site. Ms. Ray noted that she lives very near the Bonadeo site where the haunted house operates and has not been disturbed by noise.

Mr. Lee explained that there are adult members of their board who supervise and oversee the young adult events and they work to keep noise levels down and behavior under control. Mr. Charlick asked about the public comment from a neighbor on Horseshoe that he could hear what sounds like a concert on his deck most weekends. Mr. Lee stated that aside from the annual event, there should be no music sounds carrying off the site. Mr. Charlick noted that if there are enough people present, it would not be necessary for loudspeakers to amplify the sound to carry off site, especially at night. Mr. York noted that the standard should be noise carrying beyond the property line. He believed a few small speakers reaching a few hundred people is much different than 100's of large speakers blaring for a larger crowd.

Mr. Lee explained that the track that surrounds the site forms a sort of "bowl" where the barn and its yard is much lower than the neighbors, which helps to contain the noise. This is also aided by dense foliage.

Mr. York found it interesting that the applicant had filed a Freedom of Information Act request to uncover complaints but noted that lack of formal complaints should never lead the Planning Commission to assume that no one is negatively impacted. Some might not know how or where to lodge a complaint or just assume that nothing positive will come from a complaint or just decide to live with the annoyance.

Mr. Lee agreed but noted that he has visited all the neighbors and addresses issues as they are identified, such as the lighting issue that was explained previously and addressed to the satisfaction of the neighbor.

Mr. Tierney asked if the track still existed, and in use. Mr. Lee explained that it is now used as a prayer trail. Ms. Ray asked if the neighbor allows use of the track this way, since it extends beyond Mr. Lee's property line. Mr. Lee explained that the track is blocked at the property line.

Mr. York asked at what point would the parking lot need to be paved. Ms. Corwin referred to the zoning ordinance, that grants the Planning Commission the authority to approve alternative surfaces such as grass pavers on parking lots they determine to be low use or seasonal. For some churches, gravel or grass fields are approved for some or all of their parking needs. The Planning Commission could, for instance, identify a portion of the parking they would want paved based on the daily demands of the site, and defer or waive paving on overflow and event parking areas.

Mr. Lee explained that there are paved areas on the south side of the barn, which can be dedicated for barrier free parking. There are responsible members overseeing and directing parking during events.

Mr. York suggested that the parking area on the south side of the barn could be expanded to provide some paved parking to accommodate the weekly bible study attendance. Mr. Lee noted that much of the activity around the barn is online. Most of the time there are only four to twelve persons there.

Mr. Charlick asked if engineering review would be required. Ms. Corwin thought this decision would be based on whether a lot of impervious surfaces would be added. She was confident that what was there today was acceptable without engineering, given that many of the Planning Commissioners are experienced in reading plans and the site did not seem to pose a risk of offsite runoff nuisance.

Mr. Temple noted that the Planning Commission has allowed many other churches to operate with gravel parking lots until they themselves were ready to pave for the convenience of their patrons.

Mr. Charlick noted that most of the proposed activity is not concerning, but the periodic crowds of 300 persons did give him pause. Mr. Temple noted that paving massive parking lots would only serve to amplify the noise. Mr. Charlick was concerned that all applicants should be treated similarly and recalled that recently they had limited attendance at the historic barn down the road to only 50 persons per event.

Mr. Curtis asked if the 300-person limit was seasonal or year-round. Mr. Lee said the only events that would rise to this limit would be the Sunday night events and the annual praise and worship event and they are seasonal. The hope is that the future barn expansion would accommodate more attendees inside and allow them to extend the young adult ministry into winter months.

Ms. Ray raised the concern that the building does not currently meet the needs of the current occupancy of the building of 136 persons. The restrooms are not adequate. They rely on portable toilets to protect the septic system. Mr. York asked the code requirements for the largest "routine" onsite event, which is the men's bible study with 100-person attendance. Ms. Corwin noted that the building official had explained that 1 toilet per 150 men or 1 toilet for 75 women is the code requirement. In other words, twice as many toilets for women. There are two toilets, although the bathrooms do not currently meet the standards for barrier free design.

Mr. Charlick asked the Planning Commission about their opinions on the maximum number of attendees of 300 persons, even if infrequently. Mr. Zeolla was emphatic that 300 persons was an extreme number for a site in this zoning district and the rural atmosphere. He did not believe this was compatible with the expectations of the neighbors and the character of the district. He thought such volume of traffic belonged in commercial zoning districts.

Mr. York thought this was an improper analysis. Churches and institutional uses are permitted in Agricultural and Rural Residential parcels, provided the site is designed to mitigate negative impacts. Historically churches were constructed right within residential neighborhoods and were an important part of the community fabric. People wanted their church to be convenient.

The Planning Commissioners debated whether 200 parking spaces could be absorbed on this site without impacting their neighbors. Mr. York noted that the 300-person attendance was only a few Sundays a year. They talked about other adjacent sites. The Lloyd site was limited to 50 persons, because of the barn occupancy and the cleared area that was available to park cars. The Bonadeo site has a limit of 100 persons in the barn; they provided about 40 spaces at the barn and 75 spaces for the corn maze. The Bonadeo permit does not limit the number of attendees but comes with a strict prohibition about allowing parking on White Lake Road.

Mr. Charlick asked if there was a green space requirement in the ordinance for institutional uses. Ms. Corwin answered there was not, but there is overall maximum coverage for structures and setbacks. This site would comply with those standards as currently stands. Mr. Zeolla asked about parking lot setbacks. Ms. Corwin said there is not specifically a parking lot setback, but there are standards regarding screening of incompatible land uses. Mr. Lee explained that they have proposed a berm with dense shrubs to screen the parking lot.

Mr. York noted that it is important to understand future plans to approve the use and set expectations for limits, but that the site improvements need only accommodate today's use and the near future. The Special Land Use Permit will dictate the day-to-day operations of the site, and the events will require special annual permits. There will be opportunities to propose other physical improvements in the future to reach the ultimate vision for the site.

Mr. Temple referred to the Required Standards for Approval of Special Land Uses. He is most concerned about standards 2 and 5. He noted for standard 2, all special land uses must be compatible and harmonious with surrounding land uses considering size, location and character of the proposed special land use and the special land use cannot cause substantial injury to the neighboring properties. He reminded the Planning Commissioners that they will need to develop a recommendation based on that standard. For standard 5, the special land use shall be designed, constructed and operated to preclude negative impacts from noise, dust, odor and light or detract from the area.

Mr. Lee noted that this is why there is so much paved driveway, to allow the dust and mud to be knocked off the tires before accessing the public road.

Mr. York questioned the commissioners and applicant as to what measures could bring the proposal in line with standards 2 and 5 for the Sunday night young adult activities with attendance of up to 300 persons. Mr. Zeolla felt it could not happen. Mr. York asked him if the activities were all inside if he would feel differently. Mr. Tierney suggested it is not only the noise, but also the traffic that presents a problem. Mr. York asked if 250 vehicles is too much, what number is acceptable? Mr. Zeolla thought 50 or less vehicles for an ARR zoned site. Mr. Zeolla thought the scale presents a huge stretch to make it seem to fit.

Mr. Curtis asked if more services, with smaller numbers would be more acceptable. Ms. Corwin suggested that given the nature of the young adult gathering, you would probably end up with multiple events each week with 300 persons every time, not three separate events with 100 persons each.

Mr. Charlick said his concern was that the neighbors would not have a rest from the activity all summer long. He voiced an idea that perhaps the neighbors would appreciate having one weekend a month where this activity could cease.

Mr. Curtis noted that there was no serious objection raised by any of the public. Even those who commented did not object to the land use but wanted concessions about lighting or noise. He thought in light of the public support, the use should be allowed in some form.

Mr. Charlick was concerned about putting a hard number on the permit. He knew that the township was not equipped to monitor the number of attendees. He thought there must be other performance measures that would be more appropriate.

Mr. York noted that clearly there would be an increase in traffic, but that might not cause a serious problem just because there was more traffic. Mr. Lee noted that he had approached the Road Commission for Oakland County, and they were not requiring him to pull a commercial driveway permit, although they offered some suggestions. Ms. Corwin confirmed that she had reached out to the Road Commission to verify their findings. The Road Commission is dealing with some trees in the right-of-way that notably had been causing safety concern regardless of Barn 45 due to their age and overhanging White Lake Road. They also recommended some minor widening of the driveway and keeping the sight triangles clear of vegetation.

Mr. Temple compared this site to other churches such as Cornerstone and Holy Spirit Church. Those churches are easily doing similar or greater numbers on a regular basis. Mr. York noted that churches provide a public service. Ms. Corwin noted that Cornerstone also started small and grew from their exposure to media. Ms. Ray noted that not everyone seeks the more formal institutions of church and are seeking a more casual atmosphere like Barn 45. She noted that Barn 45 presents themselves as a “boutique church” and has no stated goal to become a “mega church.” Mr. Lee said the goal of Barn 45 is to bring the youth back to some faith and encourage them to find their place in community.

Mr. Temple said he understood the argument about protecting the neighbors. Ms. Corwin reminded the Planning Commissioners that in the past, they had taken the position that there is a difference between “coming to the nuisance” than the “nuisance coming to you.” It may not be as important to protect future neighbors from an established use. There is merit to considering the interests of the current neighbors as taking precedence over concerns about future neighbors.

Mr. York said his struggle is the inconsistency of the stated goal of intimacy, and the truth of having a 300-person gathering as hardly intimate. He wondered if the larger events could be held offsite, such as at a high school auditorium.

Mr. Matt Carr, also with Barn 45, explained that the 300-person limit has never yet been reached at this site. He noted that the volumes ramp up and down through the summer season, and that the youth gather over a period of time, and do not all hit the driveway at once. He reiterated that Barn 45 has always accommodated all the parking on the site, and there is no record of complaints. He said more vehicles could be accommodated on site; and that the drawings were very conservative.

Mr. and Mrs. Lee explained what happens at Sunday Night Live. There are speakers in the Barn, and a small musical group plays three songs. Then there is some teaching before the youth break into small groups to discuss what they have heard. The Lees also feed the youth. The attendance varies from 100 to the high 200 persons per month. She admits some youth comes hungry and are sent home with leftovers. There are protections in place with the Health Department to be sure the food safety rules are observed.

Mr. Curtis asked if the Planning Commissions could pick a cap of say 200 persons, and anything above that requires special permission. Mr. Charlick noted that there are other uses in ARR zoning district such as our parks and boat launches that could attract large crowds on an occasional basis. Mr. Lee asked if the Special Use Permit could be very specific for the daily activities with separate asks for the 15 Sunday nights per year and the annual Praise and Worship concert.

Ms. Corwin cautioned the Planning Commission that federal laws protecting religious institutions require that you treat them like other similar uses. We have not imposed numbers on the farm markets or any other church other than what the building codes dictate for occupancy and parking and other physical improvements cause constraints. She noted that Mr. Charlick is correct in stating the Township cannot enforce based on a number of attendees. It would have to be based on something like improper parking or creating a nuisance.

Ms. Corwin thought it was appropriate to follow the model of the Bonadeo farm permit, that gave him a year to test some ideas for outdoor activities and the option to come back and tweak the permit the next year. If all went well and he wanted to stick to the the same parameters year and year there was no need to come back in. But either the township or the applicant could seek a refinement of the permit. There could be assurance that the indoor activities with attendance that does not exceed the building capacity could proceed indefinitely, but the outdoor activities would be negotiable.

There was more discussion about the observation that neighbors had not come out to complain. Mr. York asked if no neighbor is concerned, then who exactly would be protected by rejecting the proposal. He asked if there was a structure in the ordinance for large events.

Mr. Smith reflected on the difficulty of evaluating the proposal. He noted that while he respects the applicants' mission, he is equally concerned about the rights of neighboring property owners and the overall compatibility of the use in its setting. He questioned whether the Township would have approved the use had it been proposed before it was established without permits. His primary focus is determining how to bring the site into alignment with Township ordinances and to avoid setting a precedent where applicants seek approval only after developing their sites without proper authorization.

Mr. Charlick asked whether the special land use could be tied to the site plan. Ms. Corwin stated that special land uses should be linked to at least a conceptual site plan, with clear requirements for the final plan. She noted that the Planning Commission should provide sufficient guidance, so applicants are not required to invest in engineering for proposals unlikely to be approved.

Mr. Charlick then asked whether the proposed hours of operation, 11:00 a.m. to 9:45 p.m., were acceptable. Mr. Zeolla suggested an 8:00 p.m. weekday closing time. Mr. Lee noted that weeknight Bible studies typically conclude at 9:00 p.m. Ms. Corwin added that in a commuting community, an 8:00 p.m. closing time may be too restrictive, as many activities begin at 7:00 p.m.

Mr. Zeolla proposed tying attendance limits to the building's occupancy rating. Mr. Charlick questioned the Township's ability to enforce strict attendance limits.

Ms. Corwin noted that Chapter 14 of the General Code of Operations regulates large gatherings, addressing hours of operation, portable toilets, parking, and related requirements. Although the ordinance is broad, it has been applied to events exceeding 500 attendees and could serve as a framework for annual permits for the large worship and praise event.

Ms. Corwin observed that the discussion was becoming repetitive and offered to prepare draft permit language for the Planning Commission's consideration based upon the framework of the Bonadeo permit. A subcommittee could work with her and the applicants to refine it prior to the next meeting. A subcommittee consisting of Mr. York, Mr. Zeolla and Mr. Smith was determined.

The schedule was discussed. The first young adult gathering would be scheduled May 15, 2026. If the Planning Commission took up the permit application at their April meeting and was able to reach a recommendation, the Board could consider the permit in early May. Mr. Charlick asked if the township would hold Barn 45 from that May 15 event if the Planning Commission was still working on the permit. Ms. Corwin noted that as long as everyone continued to work together, any enforcement activity would be stayed.

The applicants asked for clarification of the process. The Planning Commission will discuss and determine a recommendation next, and perhaps reach a recommendation to the Board at the April meeting. The Board of Trustees approves the Special Land Use Permit, perhaps as early as their May meeting. In the meantime, the applicant can work out the final site plan details with the Planning Commission, which could be approved at a future meeting, perhaps June if the applicant is ready. The Board of Trustees does not review the final site plan.

Mr. Curtis offered a motion to table the application until such time as the applicant provides additional information to support the request. Mr. Tierney supported the motion. Roll call vote: Charlick-yes; Curtis-yes; Heyn – yes; Ray – yes; Smith-yes; Temple – yes; Tierney -yes; York – yes; Zeolla -yes. Motion carries (9 yes votes, 0 no votes)

**Agenda Item #7:** Committee Updates

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

Committee liaisons reported on the activities of their respective organizations.

**Agenda Item #6:** Minutes February 19, 2026

Mr. Curtis offered a motion to approve the minutes of the February 19, 2026, Planning Commission meeting as presented. Mr. Tierney supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. Curtis moved to adjourn the meeting at 10:15 p.m. Mr. Charlick supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,  
Roscoe A. Smith, Secretary  
ARS/ejc

festival. He assured the Planning Commission that Malcolm Jones will run the business in a professional manner and enhance the community, not detract from the business environment.

Mr. York asked why they chose this site. Mr. D. Jones noted that Scott Saylor of the flooring store had reached out to them. Big Beard BBQ had been approved for this site in the past. Mr. York asked what his experience had been setting up shop in someone's parking lot. Mr. D. Jones explained that he has been running food trucks since 2012 and had a long-term relationship with Corrigan's gas station in Brighton until the site was purchased by the State of Michigan to construct a round-about. He has more recently been set up in Mount Morris for about a year, as well as Howell.

Mr. Zeolla thought it was more appropriate to limit the truck to events, and work through the Highland Downtown Development Authority.

Mr. York noted that the issue with food trucks in the past has been related to the suitability of the site plan. He suggested that this site seems to work for this circumstance. The Board has not moved on the ordinance recommendation that would prohibit daily sales from a food truck.

Mr. Charlick thought the issue comes down to what constitutes temporary use. He understands Christmas tree sales, which have no potential for dragging beyond the November/December timeline. But every weekend for months at a time is not temporary and not the intent of the ordinance.

Mr. Jones suggested two weeks a month. Mr. Charlick stated he could tolerate a few days here and there, but our ordinances have gone up and down in the time frame, and the Board of Trustees has not come to an agreement on the ordinance yet. Mr. Curtis agreed that the issue comes when there is extension after extension and the food truck becomes a permanent fixture.

Mr. D. Jones explained that as a restauranter, a food truck offers an opportunity for him to learn about the community before deciding to invest. This is a gamble on both sides. The business owner wants to get their toes wet without getting burnt as a poor match. It also allows him to spread the news about his catering business and build a following.

Mr. Charlick believes only once a month is OK. He understands wanting to feel the market out. Mr. D. Jones asked if the Planning Commission would grant a consistent week of the month so the community could know when to expect them.

Mr. Charlick explained that he has been approached by brick-and-mortar businesses complaining that the zoning rules are not applied equally to food trucks. Mr. D. Jones countered that he tests his water and his hood is tested and certified twice per year. There is a huge investment in the truck and its licensing.

Mr. York moved to deny the application for a food truck at the Highland Plaza for three days per week based on the definition of temporary, given that three days a week for six months is not temporary. Mr. Charlick supported the motion. Roll Call vote: York -yes; Zeolla -no; Charlick -yes; Curtis -yes; Heyn -yes; Smith -yes; Ray -yes. Motion carries (6 yes, 1 no)

#### Agenda Item #4:

Parcel #	11-02-436-002
Zoning:	ARR, Agricultural and Rural Residential Zoning District
Address:	2115 White Lake Rd
File #:	URSA 26-01

**Request:** Use requiring Special Approval for small scale institutional use for BARN 45  
**Applicant:** James A Lee, IV  
**Owner:** Lee Family Foundation

Chairman Curtis introduced the agenda item for Use Requiring Special Approval for Barn 45 at 2115 White Lake Road. The discussion was tabled following a public hearing on February 19, 2026 and a work session on March 19, 2026.

Mr. York explained that a subcommittee had met on two occasions to discuss possible terms of a permit. This included a site visit. Ms. Corwin has synthesized the findings of the committee into a draft permit. Mr. York read the first recital, which he believed summed up the events to date, and set the tone for cooperation in moving forward to allow use of the site in a way that is safe for the public and minimizes disruption and nuisance for the neighbors. He thought it was not unusual for a property owner to react to challenges as they arose without understanding when he should seek permits. But he commended Mr. Lee for acknowledging his errors and working to sort it out. Mr. York also noted that he finds the project compelling and believes it will be an asset to the community.

Ms. Ray agreed that the site is impressive. Her main concern is safety. The tour of the facility revealed that there are structural issues to address such as outward swinging doors, the access to the bathrooms, and the use of the loft for assembly.

Mr. Smith added that the goal should be to bring the site into compliance with ordinance wherever possible, especially when it comes to safety issues. He agreed that the Barn 45 team had been very accommodating and that Barn 45 is a positive addition to the Highland community.

Mr. Zeolla thinks the project is still growing larger than the site capacity. Although there have been many changes to improve safety, he still believes the site is too small to accommodate the use.

Mr. York noted that some of the ambitious future planning is the result of his pressing the applicant to show the ultimate buildout of the site. He noted that the applicant has continually stated that they are happy with where they are today as far as numbers and are not pressing for the additions. They are committed to making the site work.

The plan shows current use with an option for a future building addition, but this is not what the Planning Commission should be basing the permit on today. The expectation should be for the 70 to 90 persons participating on a Monday evening and up to 120 young adults on the Sundays of the summer season. Separate use permits will be required for large scale events such as the annual Praise and Worship concert.

Mr. York is confident that the applicant now understands that he must seek the proper permissions before future expansions.

Mr. Curtis was pleased with the progress and plans to bring the site into compliance. He also noted that the it speaks volumes that there was no significant opposition from the neighbors other than minimal issues that have already been addressed.

Mr. Charlick like the draft permit format, which calls for an annual report and discussion of how things are operating. This provides an opportunity to tweak things to address any issues that might arise.

Ms. Corwin directed the discussion to several issues that should be discussed. The north parking lot can be easily moved to at least ten feet from the north property line. It is currently surfaced with asphalt millings. The draft permit suggests paving, although millings could be appropriate and are less impactful on the drainage. Barrier free spaces are provided on hard surfaced parking areas south of the Barn.

Ms. Ray thought the permit should be tightened as far as the timeline for compliance. She thought the site could be fully improved as discussed within a couple seasons. The Planning Commission members agreed that millings are appropriate, and Mr. Lee agreed that the parking lot could be moved away from the property line by July 31, 2027.

There was some discussion about the occupancy limit of the Barn. The Fire Marshal and Building Official had proposed two different numbers which were widely disparate. The occupancy number must be re-evaluated, including a conversation regarding under what conditions the loft could be occupied. At the date that the subcommittee had visited the site, there were 93 chairs on the ground level and about 16 chairs on the loft viewing the speaker over a rail. There must be some engineering analysis of the loft and the development of a secondary exit in order to consider the use of the loft other than an office.

Mr. Lee explained his plans to add a drive that could complete a loop around the site, providing one-way traffic from and to the entrance gate. He will clear a scrubby area to improve parking opportunities and to provide better clearance for fire trucks making the sharp turn at the north end of the site. He noted that he has added signage requested by the Fire Marshal for the "hose drop" location, 1000 feet from the structures. The existing drives are about 12-foot wide asphalt, the width of the asphalt screed. Mr. Lee used geotextile fabric the entire width of the drive and placed gravel over it to a width exceeding the travel path. Ms. Corwin noted that the International Fire Code will require that there is at least 14 foot clear, so gravel shoulders should be provided on any new drive construction. Any two-way traffic portions of the drive should have a nominal width of 24 feet.

Mr. York was confident that staff could work out the exact cross-section of the new drive with the Township engineering consultant and the applicants.

Ms. Corwin also pointed out the deficiencies at the road approach at White Lake Road. Although the Road Commission for Oakland County (RCOC) did not require improvements, it is not wide enough for two way traffic, and is likely to cause premature failure of the edges. Mr. York noted that when a motorist leaves the site, the headlights will shine directly into a residence on the south side of the road. Mr. Charlick noted it will also improve safety since vehicles entering the site need not come to a complete stop to make the turn.

The discussion turned to low-level lighting along the drive, particularly along the curves. The applicants suggested some small solar lights on posts, like those along the concrete walking path south of the Barn. These are for delineation, not illumination. The applicant was advised to present something to the Planning Commission for approval prior to installing the lights. Low lumen lighting is provided on the concrete path but will not be required on the mowed paths which are not used at night.

It was agreed that a dumpster is not necessary. The garbage will be hauled from the site each night, or stored in the machine barn for a short while. If a dumpster is added in the future, it must be screened.

Mr. York offered a motion to recommend approval of the Special Use Permit for a small scale institutional use for Barn 45 for parcel 11-02-426-002, 2115 White Lake Road with the modifications to the site plan and draft permit discussed this evening including improvements to the parking lot and drive to create a one-way loop through the site, modifications to the building to address safety concerns raised by staff and the Planning Commission and minor lighting considerations. Mr. Charlick supported the motion.

Mr. Heyn thanked the subcommittee for their work in bringing forward a draft permit, and acknowledging that this project seems to work for this site, but would not be appropriate on just any agriculturally zoned property.

Roll call vote: Zeolla – no; Charlick-yes; Curtis-yes; Heyn – yes; Ray – yes; Smith-yes; York – yes; Motion carries (6 yes votes, 1 no votes)

**Agenda Item #5:** General Discussion, Capital Improvement Plan

Ms. Corwin noted that a leadership committee has developed a draft capital improvement plan. The plan covers the budget years of 2026 through 2032. This is a guide for establishing priorities for spending and investing. The Planning Commission will review the plan at the meeting of May 7, 2026 and the public hearing will be advertised for May 21, 2026. The Planning Commission offers a recommendation to the Board of Trustees, who adopts the plan. The goal is to ensure investment is consistent with the Master Plan goals and objectives.

The next meeting will include discussion of zoning ordinance issues such as commercial and recreational vehicles in residential zones, data centers,

**Agenda Item #6:** Committee Updates

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

Committee liaisons reported on the activities of their respective organizations.

**Agenda Item #7:** Minutes March 19, 2026

Mr. Charlick offered a motion to approve the minutes of the March 19, 2026, Planning Commission meeting as presented. Mr. Curtis supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. Charlick moved to adjourn the meeting at 10:55 p.m. Mr. Curtis supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,  
A. Roscoe Smith, Secretary  
ARS/ejc

APPLICATION MATERIALS FROM BARN 45

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**BARN45**

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**2115 WHITE LAKE RD HIGHLAND MI 48356**



**Prepared for: Highland Twp**  
**Prepared by: James (Jamie) & Joy Lee**  
**December 1st, 2025**

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# BARN45 OVERVIEW

## Mrs. Kariline. Littlebear - Meeting Outline

- 1.) Explain exactly what Barn45 is and what you guys are all about.
- 2.) Give detail to structures listed on letter sent.
- 3.) Explain what each Structure is used for.
- 4.) What is the coming and going with each program listed on the calendar.

## Meeting Overview:

### Introduction to Barn45

*Barn45*, is a 501(c)(3) a religious nonprofit ministry founded in 2020 and rooted right here in Highland, Michigan. While we are legally recognized as a church, our mission is unique: we are not seeking to become another traditional church within the area—we are called to be a **“heart hospital”**—a place of healing, refuge, and restoration for the hurting, the hungry, the lost, and the weary.

My wife and I purchased this property in 2017, initially as a second home and a quiet retreat where we could host Bible studies, gatherings, and meetings (No monetary ties). What began as a personal refuge soon became a spiritual haven not just for us, but for others. As we listened to the needs around us, we felt called to create a space that meets people where they are—offering love, hope, and healing to those searching for something the world has failed to provide.

Our desire is not to replace or compete with local churches, but to walk alongside them—directly connecting and encouraging people to connect with church communities that can support their families. We exist to complement the work of the local church, and to reach those who may not yet feel ready to step into one.

Over the years, Barn45 has grown into a safe place for men, women, and families—supporting the restoration of the home and the hearts within it. We have a particular passion for strengthening men in their roles as leaders in the family, uplifting women, nurturing children, and reinforcing the family unit as a whole.

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When the world was shaken by the COVID-19 pandemic, my wife launched an online Bible study from the Barn. What began as a simple offering of encouragement quickly grew into a global ministry. Today, her Bible study reaches women in all 50 states and 12 countries—building a worldwide community of faith and support that continues to grow. Through this, the name Barn45 has become more than a local space—it has become a source of hope known around the world, bringing attention and honor to the little town of Highland, MI.

As we continue to serve, our heart remains here—with the people, homes, and needs of this community. We are grateful for the opportunity to walk alongside Highland, offering a space where faith is lived out, healing is found, and hope is restored.

## **Buildings and uses:**

### **The Main Barn at Barn45: A Foundation Built on Faith**

The Main Barn is the heart of Barn45—a multi-purpose space that serves as the central hub for ministry, outreach and some gatherings. Nearly everything that happens at Barn45 flows through this building: from in-person groups and counseling sessions to our online podcasts and digital ministry, the Main Barn is where lives are touched and transformed.

What makes this structure truly special, however, is what lies beneath the surface. Before the drywall went up, every wall was covered in handwritten scriptures and prayers. These sacred words were spoken and written by the hands of those who believed this space would be used for God's glory and healing. Today, those prayers remain embedded in the very walls of the barn, forming a spiritual foundation that continues to uplift everyone who enters.

From quiet moments of counseling to group sessions and far-reaching online teachings, the Main Barn stands as a physical and spiritual cornerstone of the Barn45 property—anointed, prayer-soaked, and full of purpose.

### **Machine Barn: Stewarding the Land with Purpose:**

The Machine Barn at Barn45 serves as the backbone of the property's care and maintenance. It houses all the tools, equipment, and machinery needed to tend the land, garden, and facilities. Though it's a practical structure, its role is vital to supporting everything that happens here—from harvesting produce for the church to maintaining the prayer trail and gathering spaces. It allows the Barn45 team and volunteers to steward the land with excellence, ensuring the property remains a peaceful, welcoming place for all who visit.

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## **The Pavilion:**

The pavilion at Barn45 is more than just a covered outdoor space—it's a gathering place for connection, conversation, and community. Designed to host everything from group meetings to cookouts, the pavilion provides shelter for our grill and space to prepare food for events, fostering an atmosphere of warmth and hospitality.

Throughout the week, the pavilion welcomes outside gatherings, informal meetups, and moments of meaningful connection. It has also become a trusted place for counseling sessions, where individuals can talk openly in a calm, natural setting.

One of the most powerful ministries that takes place under the pavilion is our **Sunday Night Live (SNL)** group—a growing community of young adults from the surrounding area who come together for worship, real conversation, and encouragement in their faith. In a world where young people are often searching for belonging and purpose, SNL offers a safe, Christ-centered environment to ask questions, build friendships, and grow spiritually.

The pavilion stands as a symbol of what Barn45 is all about: open doors, open hearts & hands, and a commitment to walking alongside one another in truth and love.

## **The Barn45 Store:**

Nestled inside our greenhouse is the Barn45 Store—a humble space created to offer simple, faith-centered items to those who visit. While it was built with the intention of being a small greenhouse, the spirit of generosity that defines Barn45 morphed this space into items which are freely given to those in need.

From cozy hats and hoodies to men's, women's, and children's Bibles, everything in the store is chosen with care and love. It's not about merchandise—it's about ministry.

One of the most meaningful offerings in the store is a collection of handmade bracelets and necklaces from *Mend on the Move*, a powerful organization that supports women who have been rescued from sex trafficking. These beautiful pieces are crafted by survivors who are rebuilding their lives in safe homes, far from the reach of abusers and traffickers. Every purchase helps provide them with purpose, protection, and the dignity of honest work.

The Barn45 Store is a reflection of what we believe: that hope can be restored, lives can be redeemed, and even the smallest acts of kindness can ripple into something extraordinary.

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## **The Garden: A Living Ministry**

Established in 2019, the garden has become a vibrant and vital part of our mission to serve both faith and community. Tended by a dedicated group of women known as the “Garden Angels,” this space is more than just rows of vegetables—it's a ministry rooted in compassion, stewardship, and service.

Each week, the Garden Angels lovingly care for the land and harvest fresh produce, which is donated directly to Holy Spirit, the local Catholic Church, to support its food pantry—run by Gayle, a devoted member of the parish. It's worth noting that prior to a chance meeting between Cindy, the leader of the Garden Angels, and Gayle at Meijer, the church had never received fresh produce for its pantry. That moment of connection planted the seed for a remarkable partnership.

Since then, the garden has provided over 1,200 pounds of produce to the church—nourishing bodies and uplifting spirits. Even in weeks when the harvest is light, the Garden Angels go above and beyond. Rather than send less, they often purchase additional fruits and vegetables from local farms and stands out of their own pockets to ensure Gayle and the priest have what they need to serve the community.

This garden is more than a source of food—it is a reflection of the Holy Spirit in action. It embodies the values of charity, community, and care for creation, and stands as a living testament to the good that happens when faith and service grow together.

## **The Chapel:**

Tucked away on the grounds of Barn45 is a simple yet sacred space: the Chapel. More than just a quiet room, the Chapel is a sanctuary born from a moment of divine intervention and human need.

In the later days of the COVID-19 pandemic, when much of the world was still closed and hope was scarce, a young man found himself at a breaking point—deeply overwhelmed and on the verge of ending his life. Desperate for peace, he remembered his mother once telling him about a place called Barn45 and how she felt an unexplainable calm there. With nowhere else to turn, he made his way to the property.

At that very moment, one of our volunteers felt a deep prompting to come to the Barn and walk seven laps of prayer around the grounds. On the third lap, their paths intersected—one praying, the other searching. That encounter became the spark that birthed the vision for the Chapel.

Now, that vision has become a refuge.

Inside the Chapel, large metal nails line the walls—each one holding tags inscribed with handwritten prayers. These tags, written by visitors who come seeking hope, healing, or simply a place to unburden their hearts, hang like quiet testimonies to the struggles people face and the God who meets them there. Guests are invited not only to leave their own prayers, but to take a tag and lift up someone else's burden—creating a powerful chain of intercession and connection.

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This space is raw and real. The walls are covered not with decoration, but with the honest cries of people navigating anxiety, depression, loss, and the weight of the world. Yet within that heaviness, the Holy Spirit moves—offering peace, comfort, and a kind of healing that the world cannot offer.

The Chapel at Barn45 stands as a reminder: that even in the darkest moments, God is near. It is a place for retreat, restoration, and rest—a quiet space where heaven meets hurting hearts, and hope is quietly reborn.

The Chapel also marks the **beginning of the Prayer Trail**—a grassy, restored path that winds through the property and invites visitors to walk, reflect, and pray in the stillness of nature. The trail offers a physical and spiritual journey, extending the quiet work of the Chapel into the open air.

Together, the Chapel and Prayer Trail serve as a powerful invitation: come as you are, lay down what weighs you down, and walk with the God who sees, knows, and restores.

### **The Prayer Trail:**

When Barn45 was first established, we discovered that 60% of an old horse track ran through the property. What was once a space for racing and speed has been transformed into something far more meaningful—a place of stillness, reflection, and connection with God.

With care and intention, we cleared the land and planted grass, creating what is now known as the Prayer Trail. This peaceful path begins at the chapel and winds gently through the property, ending on the far side of the land. Along the way, visitors are invited to step away from the hustle and noise of daily life and enter into a quiet, sacred space.

The Prayer Trail is more than just a walk—it's a spiritual journey. Whether used for personal prayer, contemplation, or simply to be still in God's presence, it offers a much-needed pause in a fast-paced world. It has become a cherished sanctuary for those seeking clarity, comfort, and communion with the Holy Spirit.

At Barn45, we believe that the land itself is a gift from God—and this trail is a living reminder that even in the midst of busy lives, He calls us to slow down, draw near, and find peace in His presence.

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## Calendar Placeholders & Understanding

### Daily Bible Studies (On line)

The daily bible studies are all on line that start at 9:00 am. There is usually one person in the Main structure. Wednesday there are 4 and on Friday there are two. Thursdays are usually one person and in occasions a second would join for the Bible study. There is not traffic in and out of the Barn on these days with this event. I believe the study having an average watch audience of 15 to 28 thousands viewers this could be misleading in what we actually do daily is reaction to traffic and activity.

### Barn Angel Day

Every Wednesday from 11:00 AM to 1:00 PM, a devoted group of women known as the **Barn Angels** gather at Barn45 to serve, pray, and support the ministry—and each other. What began as a few women offering their time and hearts has become a powerful, Spirit-led movement of service and intercession.

Each week, the Barn Angels pray over every concern and request received online, lifting up the burdens of people from across the country and around the world. They also pray specifically over every **Bible** being mailed out—placing their hands on the packages and asking God to prepare the hearts of those who will receive His Word.

To date, **more than 3,000 Bibles have been sent out from the Highland Post Office alone**, not including the countless Bibles distributed locally throughout the community. Every one is prayed over intentionally, and no request is taken lightly.

But the heart of Barn Angel Day goes beyond prayer. These women also help care for the **13.4 acres of Barn45 grounds**, cleaning the barn, tending to operations, and ensuring the property remains a welcoming place of peace and healing. Their presence has become essential to the weekly rhythm and ministry of the Barn.

Over time, what started as volunteer work has become a **support group in itself**—a beautiful sisterhood of women walking through life together in faith, service, and compassion. Though their home base is the Barn, their hearts are out in the community—responding to needs as they arise, meeting people where they are, and serving with love.

Barn Angel Day is a powerful example of what happens when women step into their calling, cover their community in prayer, and link arms to serve both practically and spiritually. It's quiet work—but it's changing lives.

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## Mens Group

Every Monday night at 8:00 PM, men from across Highland and surrounding communities gather at Barn45 for something more than a Bible study—it's a movement of healing, growth, and godly leadership.

Our **Men's Group** welcomes men of all ages, from 18 to 80, with attendance ranging between 30 to 60 men each week. Led alternately by myself and **Andy Dirks**—former MLB player and current color commentator for the Detroit Tigers—we walk verse by verse through Scripture with one goal in mind: **to pour into men and equip them to lead with integrity, courage, and love.**

We focus deeply on what it means to be a man after God's heart. Together, we examine unhealthy patterns, hidden sins, and personal struggles that quietly erode marriages, families, workplaces, and communities. Nothing is off the table—addictions, passivity, pride, pain—we bring it into the light and look to the truth of God's Word for answers.

This group is not about performance or perfection. It's about **authenticity, accountability, and transformation.** We challenge each other to reject passivity, take ownership of our roles, and become the spiritual leaders our homes so desperately need—not through control or dominance, but through sacrificial love and service.

The men of Barn45 are becoming better husbands, fathers, sons, and brothers—not because they've figured it all out, but because they're learning to walk in humility, faith, and truth.

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## Marriage Matters

Marriage is one of the most beautiful and sacred covenants we are given—but it's also one of the most challenging to walk out in today's world.

Recent statistics show that **nearly 50% of marriages in the United States end in divorce**, and that rate is only increasing, especially in younger generations. These numbers are more than just statistics—they represent broken homes, hurting families, and generations impacted by the pain of separation.

At Barn45, we believe **marriage matters deeply**—not just for the husband and wife, but for the children, the extended family, and the strength of our entire community. That's why we are committed to coming alongside couples to **encourage, equip, and support their marriages with biblical truth and practical tools**.

Through Scripture-based teaching, open conversation, and intentional community, **Marriage Matters at the Barn** provides a safe space for couples to grow together, confront challenges, and rediscover the purpose and promise of their relationship. We don't pretend marriage is easy—because it's not. But we believe it is worth fighting for.

Our goal is not to fix people—but to point them to the One who can. Whether couples are walking through crisis, disconnection, or simply seeking to strengthen their foundation, the Barn is here to walk with them.

At Barn45, we **protect marriage because we believe it's the cornerstone of a healthy family—and healthy families create thriving communities**. As the culture continues to redefine marriage, we're standing firm to help rebuild it the way God designed.

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## SNL:

SNL (**Sunday Night Live**) is a weekly gathering for young adults ages **18 to 25**, held every **Sunday evening** at Barn45—either inside the barn or out on the front lawn, depending on the weather. It's a time intentionally created for **community, connection, and real conversation**.

Each week, we open up the property and provide a casual dinner—**burgers, brats, and hot dogs**—grilled fresh by a team of 4–6 dedicated volunteers. Young adults are welcomed with food, friendship, and a place where they can just be themselves. We offer **lawn games, music, and space to unwind**, all in an environment that is safe, relaxed, and rooted in love.

This ministry began when our own kids entered this life stage, and we were heartbroken to attend several funerals—some from suicide, others from drunk driving. Through that pain, we felt a clear **calling to open up the Barn as a safe place for the young adult community**—a space where they could come, be seen, and find a better path.

Very quickly, we realized that many of the young adults showing up each week weren't just hungry for food—they were **hungry for belonging, truth, and hope**. Some have shared that it's the only time all week they feel like they have real friends or a sense of community. Others come in search of direction, healing, or simply a moment of peace in the chaos of life.

Through SNL, we've seen firsthand that the young adults of Highland and the surrounding areas are **craving purpose and a deeper walk in faith**. Many are stepping away from isolation, addiction, or unhealthy patterns and choosing instead to pursue something better for themselves, their families, and their future.

What's happening at SNL is more than a weekly event—it's a movement. And the steps of faith these young people are taking are not only changing their lives, but they're beginning to transform the community they live in and love.

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## Friday Prayer Group

The **Friday Prayer Group** at Barn45 is a small, intimate gathering of devoted women who meet **one Friday each month** with one purpose: to pray. Though quiet in number, their hearts and impact are far-reaching.

Each month, this faithful group comes together to lift up the **prayer tags** hanging inside the chapel—both current and from past seasons. Every tag represents someone's burden, hope, or cry for help, and these women commit to standing in the gap for each one. They pray over marriages, families, children, young adults, and all who have reached out to the Barn for peace, healing, or direction.

Their time doesn't end in the chapel. The group also walks the **Barn45 Prayer Trail**, covering the property and community in prayer as they go. Along the trail, they pray over homes, hearts, and the unseen needs that God brings to their attention. Whether for the town, local churches, or individuals in crisis, these women carry the weight of others with faith and compassion.

As part of this sacred path, **hand-painted rocks** are placed along the trail—each one created with care and prayer. Visitors are invited to take a rock with them as a tangible reminder that they are not alone, that someone is praying for them, and that they are deeply loved and seen by God.

Beyond their gatherings at the Barn, these women also **move through the community daily**—watching for needs, listening with compassion, and responding with prayer and encouragement. Their ministry is as much about presence as it is about words, offering an ear and a prayer to anyone God places in their path.

The Friday Prayer Group is the heartbeat of intercession at Barn45. Quiet but powerful, they are living examples of what it means to be the hands and feet of Jesus—faithfully lifting others up in prayer and carrying His love into every corner of the community.

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## Lilly and Sparrows

**Lily and Sparrows** is a small but powerful community of local moms with young children who gather regularly at Barn45. Ranging in size from 10 to 15 moms, this group offers a much-needed space for women in the thick of motherhood to find connection, support, and rest while their little ones are nurtured and engaged.

What began as a simple gathering has blossomed into something deeply meaningful. In the early days, it became clear that many of these young moms were struggling to provide fresh, healthy food for their babies and toddlers. This realization along with Holy Spirit's food pantry, sparked what is now the **Barn45 Garden**—originally planted with the intention of supplying fresh, organic produce for the children of Lily and Sparrows. The garden became a lifeline, ensuring these little ones had access to nutritious food during their most formative years.

But produce was just the beginning.

Over time, we came to understand that these moms needed more than just vegetables—they needed **community, encouragement, and a safe place** to breathe, talk, and be seen. Lily and Sparrows now serves as that place: a soft landing for mothers navigating the demanding, often isolating, early years of parenting.

Adding even more value to this gathering are **two retired teachers** who generously volunteer their time to work with the children during the group. They lead early learning activities and age-appropriate lesson plans, helping to lay the foundation for strong educational development before these kids even reach school age.

Lily and Sparrows is more than a mom group—it's a reflection of the heart of Barn45: to see and serve the unseen, to meet real needs in real time, and to pour into the next generation from the ground up. It is a space where moms feel supported, children feel loved, and both are reminded that they are never alone.

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## 3rd Thursdays

**Third Thursdays** is the in-person women's ministry gathering held monthly at Barn45, serving as the **only physical extension** of the powerful online women's Bible study that takes place Monday through Friday. Held once a month—on the **third Thursday**—this gathering brings together women from the surrounding area for a time of fellowship, encouragement, and shared faith in Jesus Christ.

Each meeting lasts about **an hour and a half**, offering a space for women to step away from their daily routines and connect in a meaningful, Spirit-led environment. Though the gathering is intentionally small and simple, its impact has been profound.

What started as a monthly meeting on-site has become the living pulse of a global movement. Through the online Bible study and the community it has formed, **Third Thursdays** has birthed:

- Local and national **support groups**
- Independent **Bible studies** across states and neighborhoods
- Acts of **community care and outreach**
- Friendships and spiritual connections that span the globe

The women of Barn45 now represent a **massive network across the United States and beyond**, many of whom gather in their own towns and cities to connect, pray, and live out the truth of God's Word together. From quiet corners of Highland to living rooms and churches around the world, this ministry is drawing women closer to Christ and to each other.

**Third Thursdays** is more than just a meeting—it is a visible touchpoint for a movement of women who are chasing truth, lifting each other up, and making a difference in their homes, communities, and far beyond.

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## **Baptism and Worship night**

Once a year, Barn45 hosts one of its most anticipated and meaningful events: **Worship and Baptism Night (From 6pm to 9pm)**—an evening dedicated to celebration, worship, community, and life-changing moments.

Held completely outdoors on the Barn45 grounds, this free, family-centered event brings together people from all over for a powerful night under the open sky. The heart behind the evening is simple: to offer families a space to worship, connect, and celebrate baptisms **without the pressure of cost or expectation**.

A small stage is brought in for live worship, featuring talented local singers and musicians who lead the crowd in heartfelt praise. Surrounding the worship experience is a joyful, welcoming environment with **free food, refreshments, popcorn, and face painting for the kids**—making it a night every member of the family can enjoy.

To ensure comfort and accessibility, we also bring in **high-end portable restrooms on trailers**, limiting the use of the property's indoor facilities and helping everyone feel at ease throughout the night.

What makes this evening so special isn't just the celebration of baptisms—though that's certainly the heart of it—but also the **freedom it offers to hardworking families**. In a time where taking your family out for the night often means choosing between fun and finances, Worship and Baptism Night is designed to **remove that burden entirely**. No ticket prices. No inflated concessions. Just a beautiful, joy-filled night where families can gather, worship together, and walk away with **full hearts and money still in their pockets**.

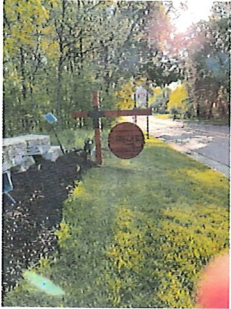
It's a night where heaven meets earth, where lives are publicly surrendered to Jesus, and where families are reminded that they are seen, valued, and supported—spiritually and practically.

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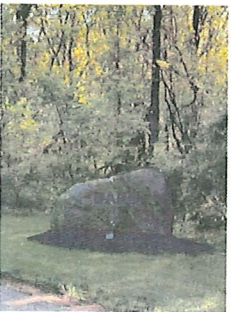
## ACTIVITIES - FREQUENCIES AND PEOPLE SUMMARY

Barn45 Event	Quantity People	Structure	Frequency
<b>Monday</b>			
Monday Bible Study 9:00 am (On line)	1	Main	On Line
Mens Bible Study (In person, and online)	30-60	Main	1 per day
<b>Tuesday</b>			
Bible Study Tuesday 9:00 am (On line)	1	Main	On Line
<b>Wednesday</b>			
Bible Study Wednesday 9:00 am (online)	4	Main	On Line
Volunteer Wednesday	20- 30	In & outside	
Store open (11am -1 pm)	1- 3	Store	! Per week
<b>Thursday</b>			
Bible Study Thursday 9:00 am (Online interview or in person)	1 to 2	Main	On Line
Lilly & Sparrows (Young moms and kids)	10-15	In and outside	1 per Month
<b>Friday</b>			
Bible Study Friday 9:00 am (online)	2	Main	On Line
Woman's prayer ministry	6-14	Main	1 per Month
<b>Saturday</b>			
<b>Sundays</b>			
SNL Sunday Night Live (18 to 25 year old) **Summers only	70-160	Outside	
<b>Annual Events (One time per year/Emergency)</b>			
Praise and worship night		Outside	1 Event
Kids fall harvest		Outside	1 Event
Vigils: MSU, Deaths etc..(Try to be open to immediate needs)			

## The Signs on the property:



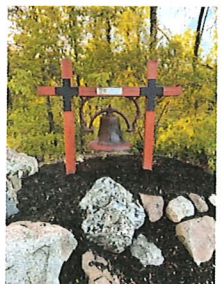
- Power is run to sign
- Height: 5 Foot 9 Inches
- Width: 6 Feet
- Distance From Road: 8 Feet 8 Inches / From the Curb: 6 Foot
- Sign Shape Size: Radius of 34 Inches



- No power
- Solar Lights



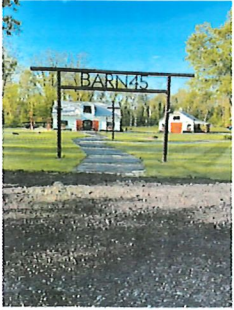
- No power
- Solar Lights
- Height: 8 Feet
- Width: 4 Feet 7 Inches



- Height: 6 Feet
- Width 7 Feet 7 Inches

-

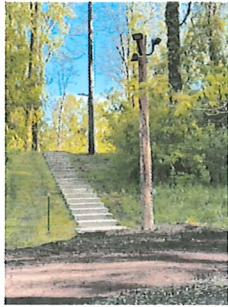
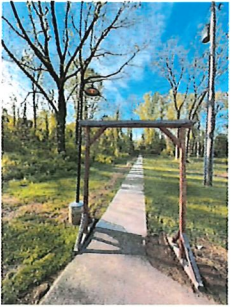
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-Power run to sign

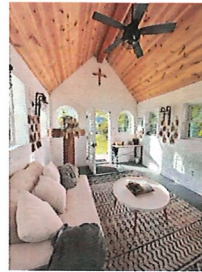
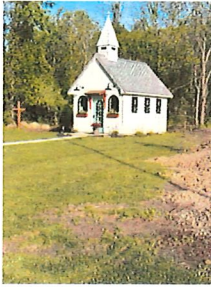
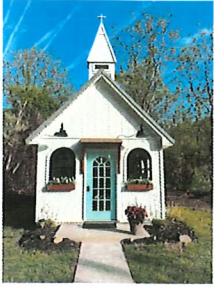
-Width 24 Feet

### Electrical to Prayer trail:



-Power run to the poles

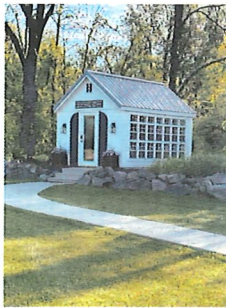
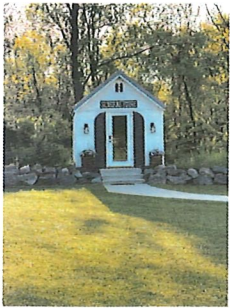
## Buildings and Usage Descriptions:



### Details:

- Length: 18 Feet
- Width: 12 Feet
- Power run to structure

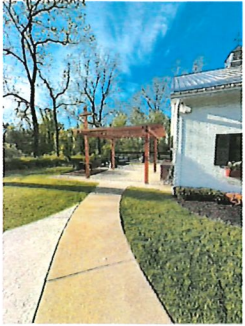
## Greenhouse Store:



### Details:

- Length: 12 Feet
- Width: 10 Feet
- Power is run to structure

## Fast Concrete Porch:



**Poured with fiberglass mess (all concrete is poured with this additive)**

## Garden:



- **Would like to make lager**
  - **Weekly Gayle and the Priest at Holy Spirit**
  - **Supply Holy Spirit with Produce**
  - **Over 1,200 pounds of produce to date**
-

## Future Groth Ideas (5 - 10 yr)

### New Sign Idea for front of the property

- Will be 50 to 70 feet off recessed from White Lake Rd.
- Submitted an individual permit for the sign
- 16 feet high in the middle of sign
- Legs 3 feet off the side of driveway



### Addition to the east side of the main structure

- This is a very rough idea
- Will be an open floor plan
- "Rough" sketch on the survey map





## Conclusion:

In closing, we want to express our sincere gratitude for your time, guidance, and clarity during this meeting. We appreciate your willingness to walk us through the steps necessary to ensure we are in full compliance with the township and in good standing with the City of Highland.

As this was our first formal meeting, we want to reaffirm that it is not our intention to become a traditional church or to request significant changes to land usage in our area. Our property operates as a nonprofit foundation, and as discussed, we do not host weddings, charge for events, or profit from anything that takes place on the land.

Our heart is simple: to respond to the deep emotional and spiritual needs within our Highland community with humility and compassion. Our desire is to come alongside—not to compete with—local churches and organizations, and to support the hurting, the lonely, and the underserved in any way we can.

Looking ahead, our long-term vision reflects our commitment to this mission. When the time comes that my wife and I are called home to glory, we have arranged for any proceeds from the sale of the property to be donated to a children's camp in Northern Michigan. We are not building something for ourselves—we are stewarding this land to serve others, for as long as we are able.

We recognize we are still learning and navigating this process, and we are committed to doing so with transparency, integrity, and respect for the leadership and laws of this township. Our door is always open for dialogue, and our hope is to be seen not only as compliant neighbors—but as trusted partners who deeply care for the people and future of Highland, Michigan.

Thank you again for your leadership, your time, and for helping us continue to serve our community with excellence and heart.

Sincerely,

Jamie & Joy Lee

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DESCRIPTION OF PARCEL 11-02-426-002  
 PART OF THE EAST 1/2 OF SECTION 2, T.3N., R.7E., HIGHLAND TOWNSHIP, OAKLAND COUNTY, MICHIGAN, DESCRIBED AS BEGINNING AT A POINT ON THE CENTER LINE OF WHITE LAKE ROAD, SAID POINT BEING LOCATED N 03°01'33" W, ALONG THE EAST LINE OF SAID SECTION 2, 2236.00 FEET AND S 61°34'27" W, ALONG THE CENTERLINE OF WHITE LAKE ROAD, 447.91 FEET FROM THE SOUTHEAST 1/4 OF SAID SECTION 2; THENCE CONTINUING ALONG SAID CENTERLINE S 61°32'28" W, 157.80 FEET; THENCE N 28°25'33" W, 400.00 FEET; THENCE S 61°34'27" W, 250.00 FEET; THENCE S 81°19'47" W, 130.00 FEET; THENCE N 08°40'13" W, 797.82 FEET; THENCE N 87°09'52" E, 744.95 FEET; THENCE S 03°11'33" E, 965.03 FEET TO THE POINT OF BEGINNING, CONTAINING 13.42 ACRES AND SUBJECT TO EASEMENTS AND RIGHT-OF-WAYS OF RECORD.

- LEGEND**
- EXIST SPOT ELEVATIONS    948.65
  - UTILITY POLE            ⊕
  - LIGHT POLE              ☆
  - BUILDING                 ▨
  - GUY WIRE                 ε

**TRI-COUNTY SURVEYING, INC.**  
 8615 Richardson Rd., Commerce Twp., MI 48390  
 Phone (248) 363-2550 Fax (248) 363-1646

Drawn:	ISSUED FOR
Designed:	DATE
Checked:	

**TOPOGRAPHIC SURVEY**

**2115 WHITE LAKE ROAD**  
 HIGHLAND TOWNSHIP  
 OAKLAND CO., MI.

Scale: 1" = 40'  
 Date: 9/5/25  
 Job No.: 11206  
 Sht. No.: 1 of 1

© 2016

**Planning Commission Meeting 3/10/2026**

**Subject: BARN 45 Church 2115 White Lake Rd Highland, Michigan**



On behalf of the Barn45 Church Jamie and Joy Lee are supplying supplemental information to Highland Township.

**Following review of the proposal and input from neighboring residents, Barn45 is providing additional information to address several aspects of the project.**

**Topics covered in this supplemental document:**

**Safety**

**Hours of operation**

**Occupancy Capacity**

**Lighting, Property Perimeter Screening & Natural Buffers**

**Parking, Future Expansion, and Event Capacity**

**Final Considerations**

## Safety

A formal **Freedom of Information Act (FOIA)** review was recently completed for the property located at **2115 White Lake Road**. The review confirmed that **no complaints or violations have been recorded related to the property since 2017**. This information is provided to demonstrate Barn45's continued commitment to responsible operations and positive community relations.

Barn45 remains committed to working collaboratively with **Highland Township officials, the Oakland County Road Commission, the Highland Fire Department, and neighboring residents** to ensure safe and respectful use of the property.

### Road Commission Safety Review

A recent **on-site visit and review of the property entrance and roadway access** was conducted by **Bob Zscherer, Permit Supervisor – Department of Customer Services, Oakland County Road Commission (RCOC)**.

During the visit, the following items were reviewed and discussed:

- **Entrance Driveway:**  
Mr. Zscherer confirmed that **the existing driveway entrance is adequate for the current and proposed level of use.**
- **Roadside Visibility Improvements:**  
The **Oakland County Road Commission will remove several trees located within the county roadway easement** to improve sight distance for vehicles exiting the property.

These improvements are expected to increase the **line of sight to approximately 500 feet to the east**, improving safety for vehicles entering and exiting White Lake Road.

- **Curb Adjustment Recommendation:**  
RCOC recommended that the **existing curb opening be extended approximately 10 feet to the east and 10 feet to the west** to further improve vehicle turning movements at the driveway entrance.

### Property Sign Placement:

The Road Commission also reviewed the proposed **Barn45 identification sign location** and indicated that **placement just west of the entrance and behind the existing easement marker stake is acceptable.**

## **Additional Safety Measures**

Several additional safety enhancements have been implemented on the property, including:

- Installation of **more than the required number of fire extinguishers** throughout the barn.
- **Clearly marked laminated exit signage** positioned at all exit points.
- **Security lighting** placed to illuminate exit pathways and improve nighttime visibility.

Barn45 has also coordinated directly with the **Highland Township Fire Department** to improve emergency response readiness. As part of this coordination:

- A **marked safety post has been installed along the driveway** identifying the location of the fire department hose drop point.
- The **Highland Fire Department has conducted a safety review and training run at the property.**

Additionally:

- An **AED (Automated External Defibrillator)** has been installed on-site.
- Members of the Barn45 community include **trained medical professionals present during gatherings and events.**

## **Site Access Control**

Operating hours for the property are clearly posted. In addition, **vehicle gates are already installed approximately 80 feet north of the driveway entrance** and can be closed when needed to secure the property outside of operating hours.

We believe these combined measures demonstrate Barn45's continued commitment to maintaining a **safe, responsible, and well-managed environment for both visitors and surrounding neighbors.**

## Hours of Operation:

Barn45 is open **seven (7) days per week** with general operating hours of **11:00 AM to 9:45 PM, Monday through Sunday**.

These hours were intentionally selected to remain within **respectful quiet hours consistent with Highland Township ordinances**, ensuring that all gatherings and activities conclude before late evening hours out of consideration for surrounding properties.

While the property is open daily, Barn45 is **not a high-volume or continuously active facility**. Activities vary throughout the week and typically consist of small faith-based gatherings, mentoring programs, and community engagement events.

Examples of typical weekly activity include:

- **Daily morning livestream Bible studies**, typically conducted with **one to three individuals on site**.
- Small group gatherings beginning around **11:00 AM and continuing periodically throughout the day**.
- **Monday evening men's Bible study**, which may bring **up to approximately 100 participants** from **8:00 PM to 9:00 PM**.
- **Sunday evening youth gatherings**, where young adults and adult volunteers participate in a **faith-based youth program and worship session** designed to provide a safe and positive environment for local youth.

These gatherings represent the typical rhythm of the property and are conducted within the established operating hours to maintain a **quiet and respectful environment for neighboring residents**.

Barn45 leadership remains committed to working with **Highland Township and surrounding neighbors** to ensure that operations remain **well-managed, community-oriented, and consistent with Township guidelines**.

## Occupancy Capacity

### Indoor Occupancy

The indoor occupancy of the barn is **136 individuals**, as established and recognized by the **Highland Township Fire Marshal**. Barn45 fully complies with this occupancy limit and does not exceed the maximum capacity established by the Fire Department.

### Outdoor / Total Site Capacity

Barn45 hosts **faith-based, educational, and community-oriented gatherings** throughout the year. The proposed **maximum total site capacity is approximately 300 individuals** when considering both indoor and outdoor spaces on the property.

This number represents the **total number of people that may be present on the property at one time**, not the number of people inside the barn.

Typical activities include:

- Faith-based gatherings
- Youth and young adult leadership programs
- Educational or mentoring events
- Small seasonal community gatherings (primarily **May through September**)

For example, **Sunday evening youth gatherings** are typically the largest weekly activity. During these evenings, attendees may be distributed between:

- the barn interior,
- the pavilion area, and
- outdoor gathering spaces.

Even during these larger gatherings, **indoor occupancy will remain within the Fire Marshal's approved limit of 136 people.**

Barn45 anticipates that **total attendance on the property during the largest weekly gatherings will remain at or below approximately 300 individuals.**

### Sound and Event Controls

Barn45 is **not requesting approval for regular use of outdoor amplified sound systems**, and outdoor sound amplification will **not be utilized** as part of regular operations.

Activities conducted outdoors are intended to remain **small-scale, community-focused, and consistent with the quiet character of the surrounding area.**

## Lighting, Property Perimeter Screening & Natural Buffers

Barn45 recognizes the importance of maintaining lighting and site activity that is **consistent with Highland Township standards while also protecting neighboring properties from light spill, vehicle headlights, and sound transmission**. The property incorporates both **existing natural landforms and additional screening measures** that create substantial buffering between the site and surrounding properties.

### Existing Natural Berm Screening

The Barn45 property benefits from **significant natural screening created by existing earthen berms** located along the **east, west, and south sides of the property**. Historical aerial imagery available through the **Oakland County Property Gateway (1974)** indicates these berms were originally part of a former track on the property.



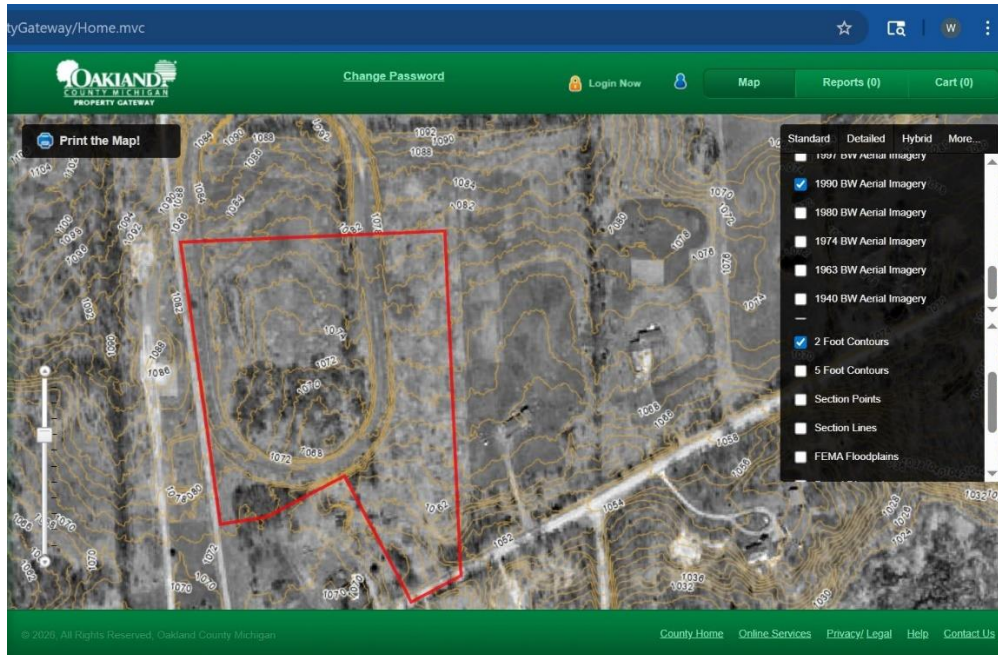
1974 Image from Gateway

These berms provide substantial visual, lighting, and sound buffering:

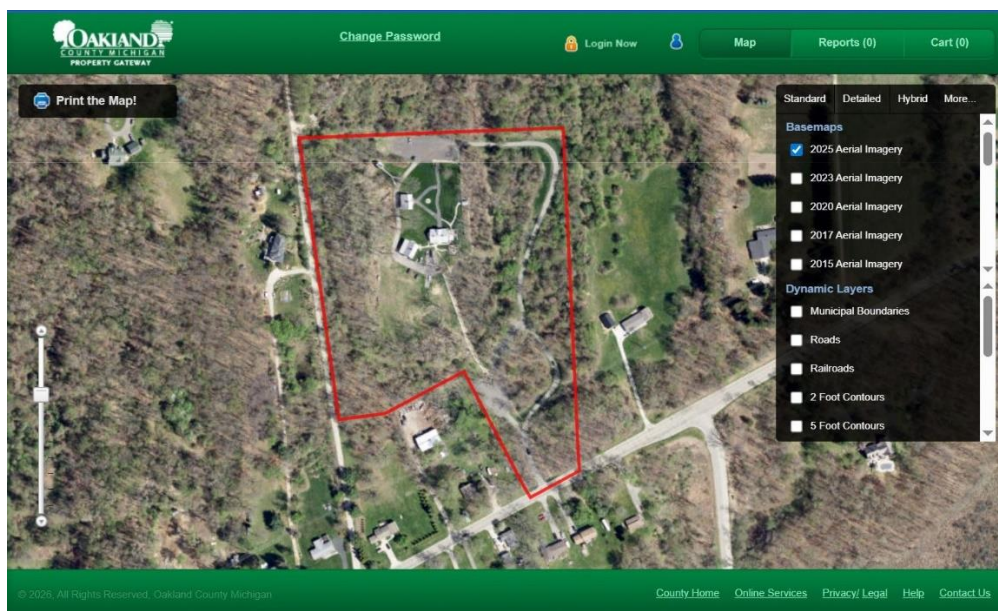
- The **southern berm rises approximately 10.5 feet above grade**, completely shielding the structures on the property from **White Lake Road**.

- Berms along the **east and west sides provide approximately 5–6 feet of elevation above surrounding grade**, helping shield activity areas from neighboring properties.
- These elevated landforms act as **natural barriers that limit the transmission of both light and sound from the property**.

Supporting **topographical maps from Oakland County Gateway** and **GPS imagery** are included to illustrate the elevation differences across the property.



### Dense Woods and Vegetative Buffer 2025 view



In addition to the berms, the **west, south, and east sides of the property are bordered by dense woods and natural brush growth.**

These wooded areas provide:

- **Additional visual screening**
- **Natural sound dampening**
- **Light diffusion from any interior site lighting**

The existing vegetation and tree coverage act as a **natural environmental buffer between the Barn45 property and adjacent properties**, further limiting the visibility and impact of site activity.

### **Additional Property Screening Improvements**

To further enhance buffering for neighboring properties, **additional earthen berms will be installed along the north property line and portions of the northeast side of the property.**



These berms will:

- Help **shield neighboring properties from vehicle headlights entering and exiting the parking area.**
- Reduce the potential for **light spill from vehicles and site lighting.**
- Provide additional **visual separation between the Barn45 property and surrounding homes.**

The berms will be **landscaped with low seasonal greenery and shrubs planted along the top**, creating a natural vegetative screening barrier.

### **Existing Lighting**

The structures on the property were originally constructed as a **residential-style property**, and the majority of exterior lighting reflects lighting typically found on residential homes in the surrounding area.

Existing lighting includes:

- **Downward-directed pathway lighting** along sidewalks, generally **under 10 feet in height**, designed to illuminate walking paths while minimizing outward light spill.
- Limited **barn-style lighting fixtures mounted on the structure**.

These fixtures provide **localized illumination only** and are not designed to project light outward across the property.

### **Lighting Adjustments**

One parking-area light has been identified that may exceed preferred lighting spread. Barn45 will be implementing the following adjustments:

- Installation of **fabricated shields or cones to direct light downward**.
- Adjustment of the fixture to reduce light spill toward neighboring properties.
- Additional shielding of a **traditional barn-style light fixture** to minimize 360-degree light spread.

These modifications will ensure lighting remains **contained within the property boundaries and compliant with Township lighting standards**.

### **Lighting Controls**

Barn45 is installing a **programmable lighting control system** for exterior and event lighting.

This system will:

- Automatically **turn exterior lighting off at designated evening hours**.
- Allow **remote monitoring and control** by Barn45 leadership.
- Maintain **cloud-based records of lighting on/off times**.

This system ensures lighting remains **limited to operational hours while preserving darker nighttime conditions for neighboring properties**.

### **Compliance Commitment**

Barn45 is committed to complying with **Highland Township lighting standards**, including applicable **foot-candle limits at the property boundary and lighting direction requirements**.

Through a combination of **existing berms, dense wooded buffers, additional landscaped screening, lighting shields, and programmable lighting controls**, Barn45 intends to ensure the property remains **well-buffered, respectful of neighboring homes, and fully consistent with Township regulations**.

### **Parking, Future Expansion, and Event Capacity**

The current site plan provides **111 parking spaces** located in **three separate parking areas across the property**, as illustrated on the submitted site plan. These parking areas have been intentionally distributed throughout the site to support normal event operations while maintaining safe internal vehicle circulation and minimizing congestion in any single location.

The distribution of parking areas allows vehicles to arrive and depart efficiently while preserving the rural character of the property and maintaining the natural landscape surrounding the venue.

The site plan also identifies a **potential future building expansion consisting of an approximately 30-foot by 40-foot addition (1,200 square feet)** to the existing barn structure. This potential addition would allow the facility to accommodate an **indoor occupancy of approximately 300 guests** for larger gatherings or special events.

To support this potential future expansion, the site plan designates an area shown in **dark pink for future parking expansion**. If necessary, this area has the capacity to accommodate **approximately 100 to 150 additional parking spaces**, ensuring that adequate parking could be provided to support larger events in the future.

It is important to note that the **existing 111 parking spaces adequately support the current intended use of the property**, and the future parking area is identified only to demonstrate that the property has the land area necessary to responsibly accommodate future parking needs if expansion occurs.

Additionally, typical events often include **carpooling and shared transportation among guests**, which naturally reduces the total number of vehicles arriving on site.

The parking areas are further supported by the **natural topography of the property, existing wooded areas, dense brush, and proposed earthen berm screening**, which help shield neighboring properties from vehicle headlights, lighting spill, and activity associated with parking areas. These natural and planned buffers help maintain privacy and minimize visual and light impacts to adjacent properties.

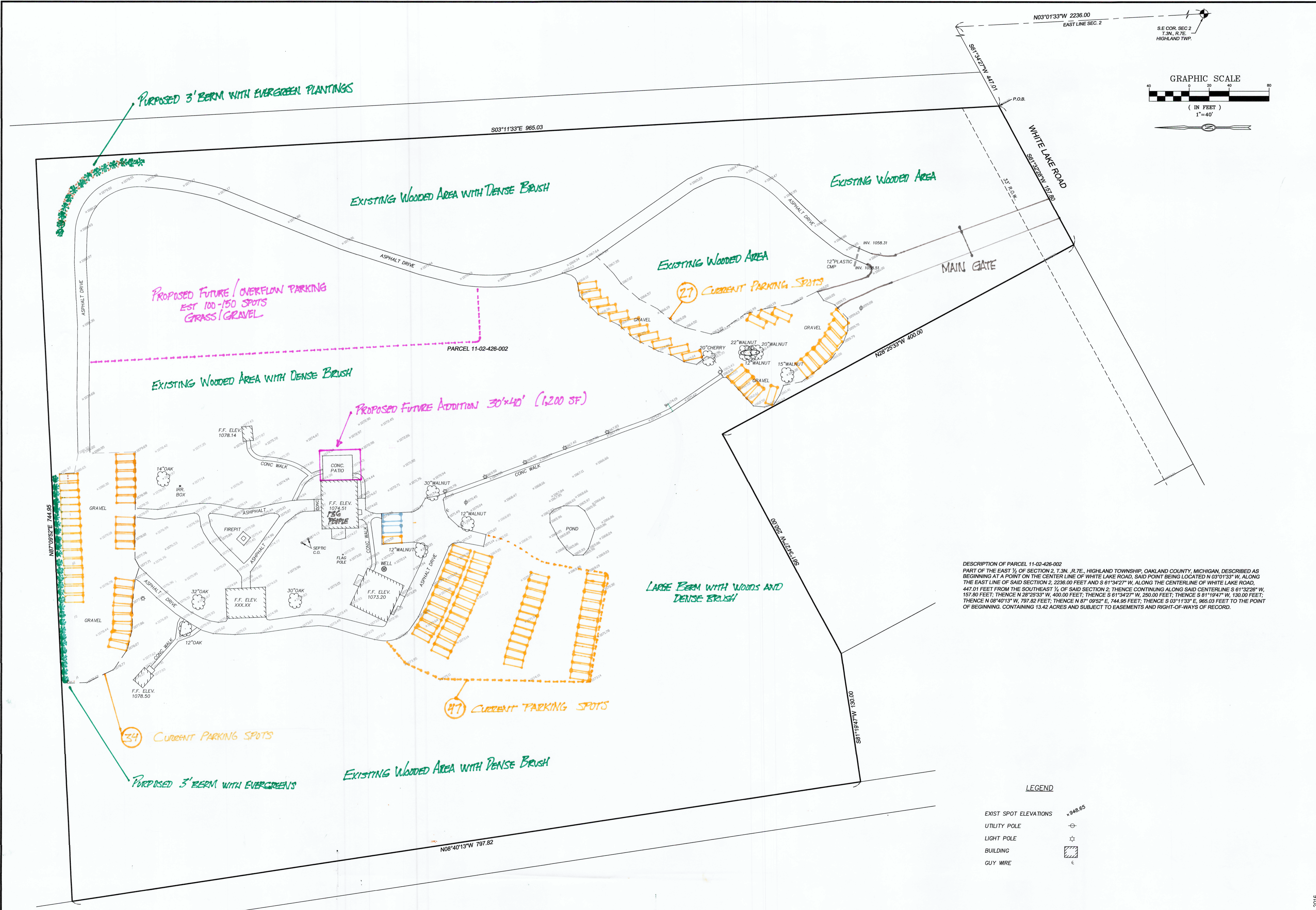
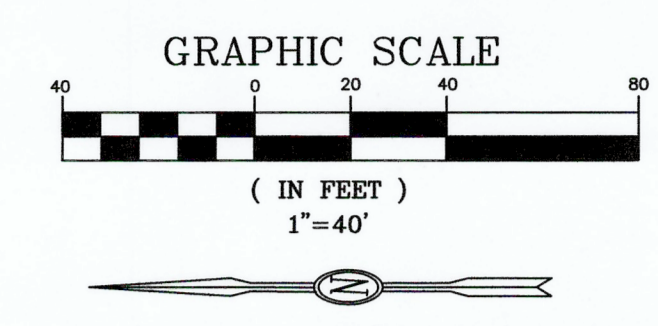
Access to the property is provided by a **long asphalt driveway connecting the parking areas to White Lake Road**. This extended paved access helps mitigate the potential for gravel or debris from parking areas to be carried onto the public roadway. Any loose material from parking areas naturally dislodges as vehicles travel along the length of the paved driveway before reaching White Lake Road, allowing debris to fall within the property rather than the roadway. This design helps maintain roadway cleanliness and minimizes the likelihood of debris entering the public right-of-way.

By combining **distributed parking areas, natural landscape buffering, thoughtful circulation design, and the ability to expand parking capacity if needed**, the property is able to support both current operations and potential future growth in a responsible and well-planned manner while minimizing impacts on neighboring properties and the surrounding roadway.

### **Final Considerations**

Barn45 is committed to operating the property in a responsible manner that respects neighboring properties, maintains the rural character of the area, and prioritizes safety for guests and the surrounding community. The site layout, distributed parking areas, natural landscape buffering, and coordination with the Oakland County Road Commission have all been carefully considered to minimize impacts while allowing the property to function appropriately.

The intent of this proposal is not only to address current needs, but also to demonstrate that the property has been thoughtfully planned to accommodate future growth in a responsible and well-managed manner.



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LEGEND

- EXIST SPOT ELEVATIONS    x 948.65
- UTILITY POLE            ⊕
- LIGHT POLE              ☆
- BUILDING                 ▭
- GUY WIRE                 ε

Drawn:	ISSUED FOR
Designed:	DATE
Checked:	

TOPOGRAPHIC SURVEY

2115 WHITE LAKE ROAD  
 HIGHLAND TOWNSHIP  
 OAKLAND CO., MI.

Scale:	1"=40'
Date:	9/5/25
Job No.:	11206
Sht. No.:	1 of 1

## **BARN 45**

### **SUPPLEMENTAL INFORMATION ADDENDUM #3**

#### **Special Land Use Application**

#### **Submitted Following Meeting with Planning Director Beth Corwin on March 24, 2026**

Barn 45 respectfully submits this additional supplemental information in follow-up to the in-person meeting held with **Planning Director Beth Corwin** on **March 24, 2026**, regarding the pending **Special Land Use** request.

At the outset, we would like to sincerely thank **Beth Corwin** for making herself available to meet with us on short notice. We appreciate the opportunity to continue working collaboratively with the Township and to provide any further information that may assist in the review of this application.

Since the beginning of this process, Barn 45 has worked **quickly, diligently, and in good faith** to provide the Planning Department and related agencies with requested materials, site information, supporting exhibits, and operational clarifications. This has included prior supplemental submissions, supporting documentation, and coordination with the **Road Commission for Oakland County**, among others.

During the March 24, 2026 meeting, additional points were identified as areas of interest for the **new planning commission member** reviewing this Special Land Use request. Those items included:

- **Restroom accommodations relative to approved occupant load**
- **Accessibility / handicap restroom considerations**
- **Accessible parking accommodations and compliance**

This addendum is submitted in direct response to those items.

#### **1. RESTROOM CAPACITY RELATIVE TO APPROVED OCCUPANCY**

Barn 45 has a recognized **indoor occupancy of 136 persons**, as previously established by the **Highland Township Fire Marshal** and reflected in prior submitted materials.

The building currently contains **two existing single-user unisex restrooms**. Because these restrooms are configured for **individual use and are not gender-restricted**, they are available to all users as needed and provide operational flexibility for the actual use of the building.

Based on the approved indoor occupant load of **136 persons**, Barn 45 respectfully submits that the existing restroom arrangement is appropriate for the building's normal operation and intended use.

Unlike a continuously occupied, high-turnover commercial use, Barn 45 functions in a manner where attendance is typically **event-based, scheduled, staggered, and variable in duration**, which materially affects practical restroom demand.

### **Supplemental Restroom Accommodations for Larger Gatherings**

For larger gatherings, seasonal events, or occasions where attendance may justify additional facilities, Barn 45 is prepared to supplement restroom accommodations as needed through the use of:

- **Temporary portable restroom units**
- **ADA-accessible portable restroom units**
- **Towable commercial restroom trailers**

This provides a practical and scalable method of accommodating occasional higher attendance while avoiding unnecessary permanent overbuild for infrequent event conditions.

This is a common and reasonable operational approach for venues, gathering spaces, seasonal properties, churches, and special-event sites where restroom demand may vary significantly depending on the event type and attendance level.

## **2. ACCESSIBILITY / HANDICAP RESTROOM ACCOMMODATION**

A second point discussed during the March 24, 2026 meeting was whether an existing area within the building could be improved to better support **accessibility accommodations**, specifically in relation to restroom functionality.

One concept discussed was the possible **removal of an existing shower** and the reconfiguration of that space to provide a **wheelchair-accessible / handicap-accessible sink area** and improved restroom usability.

Barn 45 is open to evaluating and implementing **reasonable accessibility improvements** in this area and appreciates that this suggestion was raised as a practical means of enhancing access for guests and attendees.

To assist with visualizing this concept, **AI-assisted conceptual renderings and images** are being prepared and will be included in the supplemental packet for discussion purposes only. These images are intended to help demonstrate how accessibility improvements may be accommodated within the existing layout.

Barn 45 remains committed to working cooperatively with the Township to ensure that the facility is **functionally accessible, responsibly operated, and reasonably accommodating** for guests and visitors.

### 3. ACCESSIBLE PARKING AND SITE ACCESSIBILITY

Accessible parking was also discussed as part of the March 24, 2026 meeting.

Barn 45 already has **designated accessible parking spaces on site**. In addition, Barn 45 is willing to formally commit to adding, re-striping, or re-designating the **required number of accessible parking spaces** necessary to ensure compliance based on the final approved parking and occupancy calculations, as described in prior supplemental materials.

#### Commitment Regarding Accessible Parking

Barn 45 is prepared to:

- Review the required number of accessible parking spaces based on approved capacity and parking count
- Add or re-designate accessible spaces as necessary to comply
- Install or revise striping and signage as needed
- Include conceptual visuals in the packet to demonstrate the intended layout

#### Ground-Level Accessible Building Entry

Importantly, the **path of egress and access from the accessible parking area to the building entrance is at ground level**, which supports ease of access for individuals with mobility limitations.

This is not merely theoretical. Barn 45 can also confirm that **two individuals attending prior gatherings in motorized wheelchairs were able to access and attend the building without issue**.

This real-world use is relevant because it demonstrates that the site has already functioned in a way that accommodates mobility-impaired attendees in practice, in addition to any future physical improvements or parking refinements that may be implemented.

Barn 45 remains willing to continue improving and formalizing accessibility accommodations as part of the approval process.

### 4. GOOD-FAITH PARTICIPATION IN THE REVIEW PROCESS

Barn 45 also respectfully believes it is important to document the substance of the in-person discussion held on **March 24, 2026**.

During that meeting, we expressed concern that the review process has, at times, felt as though the **“goal posts” have continued to move from meeting to meeting**, with additional items being raised after prior submissions were made in response to earlier concerns.

We fully understand and respect that land use review can involve continued discussion and refinement. At the same time, we believe it is appropriate to note for the record that Barn 45 has consistently acted in a **timely, cooperative, and responsive manner**, working diligently to gather information, prepare exhibits, coordinate with outside agencies, and address each issue as it has been raised.

This statement is not made in criticism, but rather to respectfully acknowledge the substantial effort that has already gone into this process and to request that the application continue to be reviewed in a fair, objective, and collaborative manner.

Barn 45 remains willing to continue responding to reasonable requests for clarification and supplemental information.

## **5. OPPORTUNITY TO REVIEW DRAFT AND MEET WITH SPECIAL COMMITTEE**

We appreciate Beth Corwin's indication that a **draft recommendation / draft review document** is being prepared for discussion with the **three planning commissioners serving on the special committee** for this Special Land Use request.

We also appreciate the opportunity discussed during the March 24, 2026 meeting to:

- **Review the draft once prepared**
- **Provide feedback or clarification prior to final committee consideration**
- **Participate in a meeting with the special committee**
- Do so, if possible, in an **after-work-hours setting**, as Beth proposed

Barn 45 respectfully welcomes and looks forward to that opportunity.

We believe a direct and collaborative discussion with the special committee would be productive and beneficial to ensure that any remaining questions, assumptions, or concerns can be addressed clearly and efficiently before recommendations are finalized.

## **6. CONCLUSION**

Barn 45 remains committed to being a **responsible, cooperative, transparent, and community-minded applicant**.

We appreciate the Township's continued time and consideration and respectfully submit this addendum in support of a complete and fair review of the pending Special Land Use request. Please find the attached

**Respectfully Submitted,**

**On behalf of Jamie and Joy Lee / Barn 45**

## Exhibit A – Restroom & Occupancy Summary

- Indoor occupancy: **136 persons**
- Existing restrooms: **2 single-user unisex restrooms**
- Temporary overflow plan:
  - porta potties
  - ADA portable unit
  - towable restroom trailer

## Exhibit B – Accessibility Concept

- Existing shower area proposed for accessibility improvement
- Concept: remove shower / add accessible sink
- Include your AI renderings



## Exhibit C – Accessible Parking Summary

- Existing designated accessible spaces already present
- Commitment to add/remark compliant number
- Ground-level path from accessible parking to building entry
- Real-world note:
  - **two prior attendees in motorized wheelchairs accessed site without issue**



Existing with one spot



Optional 2 more if required



# Memorandum

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: May 4<sup>th</sup>, 2026  
Re: 2026 AMVETS Public Service Contract

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In our 2026 budget we allocated \$500 to assist the AMVETS Post 2006, with the “Flags for 59” flag program.

Attached is the request for funding and the required Public Purpose Service Contract to release the funds to AMVETS Post 2006, Highland, MI

**Motion:** *Allow the Supervisor to sign the Public Service Contract with AMVETS Post 2006 for the “Flags on 59” Program. Funding from budget line Social Services: 101-670-882.000 Soc Serv: Décor X-Mas Lights/Flags*

**Enclosures:** Public Service Contract, Letter of Support, Invoice, Exhibit A, Scope of Services, and Insurance

*Warm inside. Great outdoors.*



**PUBLIC PURPOSE SERVICE CONTRACT**

This Contract shall be effective as of the date of the last signature and is between the Charter Township of Highland, whose address is 205 N Johns Street, Highland Township, Michigan 48357, ("Township"), and Huron Valley AMVETS Post 2006, whose address is, P.O. Box 48 Highland, MI 48357 ("Contractor").

Public Purpose and Services. For and in consideration of payment by the Township as provided under the Payment Section of this Contract, Contractor shall provide the public services described in the attached and incorporated Exhibit 1 to this Contract, to the residents of the Township ("Public Services"), which the Township Board of Trustees has determined to be for a public purpose.

Term. This Contract shall be for a term of one-year, commencing on 5/4/2026 and ending on 5/3/2027.

Termination. Either Party may terminate this agreement for any reason upon providing 30 days' written notice to the other Party. Township may suspend performance of this Contract if Contractor has failed to comply with a federal, state or local law.

Payment. The Township agrees to pay Contractor the initial sum of five hundred dollars (\$500.00), to provide the Public Services during the Contract Term. Township may amend the Contract to provide additional funding as it receives distributions from the national opioid settlements. If for any reason Contractor does not provide, loses its legal authorization to provide the Public Services for the entire Contract Term, or this Contract is terminated, it shall immediately and without demand, return the portion of the Township's payment for the period when services were not provided or legally authorized.

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

Independent Contractor. Contractor is an Independent Contractor with complete control over its employees, agents, subcontractors and operations, and shall not represent, act or be considered as an agent, representative or employee of the Township. Contractor shall provide the Township with a completed W-9 with the execution of this Contract.

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

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

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

CHARTER TOWNSHIP OF HIGHLAND

\_\_\_\_\_  
Dated

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

CONTRACTOR

\_\_\_\_\_  
Dated

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

# **EXHIBIT A**

**(THE FOLLOWING DOCUMENTS ATTACHED TO THIS EXHIBIT A)**

**SCOPE OF SERVICES**

**COPY OF INSURANCE**

**INVOICE FOR SERVICES**

# **SCOPE OF SERVICES**

**1. Provide the labor to inspect the flags that have been removed from prior years display.**

- **Provide the labor to inspect the flagpoles and related hardware for damages and consideration for replactment as needed to assure for proper services when flag is up.**
- **Acquire all needed replacements components.**

**2. Prepare unserviceable flags for donation or retirement.**

- **Some flags with only minor damage or moderate fading (appearances/colors) can be given away to anyone who would like a used flag.**
- **Flags to be “retired” will receive the appropriate retirement protocol as specified in accordance with the regulations in the U.S. Flag Code.**

**3. Prepare flags for next season**

- **After inspection, repairs and replacement, a final inventory count is made and recorded, and then the flags are moved to a safe and secure storage facility.**
- **Flags installed each year no later than Armed Forces Day, then removed some time after Veterans Day.**





Huron Valley American Veterans  
AMVETS Post 2006  
P.O. Box 48 Highland, Michigan 48357

"Serving all Veterans from all Eras"

INVOICE 260401

May 1, 2026

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

RE: "Flags for 59" Program – 2026 Service & Maintenance

ATTN: Cassie Blascyk  
Office of the Supervisor, Rick A. Hamill

---

## SERVICES PROVIDED

Services in support of the M59 Flag Program \$500.00

Total due..... \$500.00

Please make the checks payable to: **Huron Valley AMVETS Post 2006**

Mail to: **P.O. Box 48 Highland, MI 48357**

**AMVETS meet on the 4<sup>th</sup> Tuesday of each month at 7:00pm  
at the VFW Post 9914 in Highland Michigan**



Huron Valley AMVETS Post 2006  
P.O. Box 48  
Highland, Michigan 48357

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"Serving all Veterans from all Eras"

April 27, 2026

Mr. Rick Hamill, Supervisor  
Charter Township of Highland  
205 N. John Street  
Highland, Michigan 48357

RE: "Flags for 59" Program

Dear Mr. Hamill,

I am writing on behalf of our veterans' organization to express our interest in providing the necessary products and services for the maintenance, repair, and replacement of the American flags along M59, known as the "Flags of 59."

The display of these flags plays a significant role in promoting patriotism within our community. Our members have inspected the flags that have been in service previously . It is their feeling they are no longer serviceable, are in need of a retirement, and should be replaced . We believe that maintaining their quality and presence is essential. Based on historical information, we recommend that they be inspected every year, replacing the ones that should not be flown as needed, and consider replacing all of them every other year. We would like to offer our support to ensure the flags remain a proud symbol for all residents and visitors.

We are committed to quality service and understand the importance of these flags to our community's identity and values. We would like to take this opportunity to present our proposal in support of this project, and are available to discuss the needs in greater detail.

On behalf of our veteran's organization and all veterans, please accept our sincere thanks for your consideration. We look forward and our hopeful to for a favorable approval.

Warm regards,

Sincerely,

Joseph M. Salvia, Commander Emeritus  
Huron Valley AMVETS Post 2006

**AMVETS meet on the 4<sup>th</sup> Tuesday of each month at 7:00pm  
at the VFW Post 9914 in Highland Michigan**



# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: May 4<sup>th</sup>, 2026  
Re: Request to apply for the SEMCOG-Planning Assistance Grant

---

Request Board authorization for the Highland DDA to apply for a SEMCOG- Planning Assistance Grant for a Milford Road Safety Path Extension project during the 2026-2027 fiscal year.

## **Project Summary**

The existing safety pathway along South Milford Road currently terminates at the Colasanti's Market Drive approach on the west side of the roadway. The proposed extension would add approximately 6,000 linear feet of pathway connecting to Watkins Blvd, with several existing walk and path segments to be evaluated for potential incorporation into the final design.

This grant application is strictly for engineering services and preliminary planning. Funding from the SEMCOG Planning Assistance Grant would cover the costs of technical analysis, surveys, and design work needed to determine the feasibility, alignment, and construction approach for the future sidewalk extension. No construction activities or physical improvements are included or funded under this grant.

Engineering tasks will include:

- Phase 1 – Pre-Engineering: Field investigation, data collection, and survey services
- Phase 2 – Preliminary Engineering: Development of preliminary construction plans and design concepts

## **Funding Partnership**

This grant requires a 18.15% local match, which will be funded by the Highland DDA. This is available under their budget line 494-729-801.000 DDA: Professional Services

## **Proposed Motion:**

*I move that the Highland Township Board of Trustees authorize and support the submission of an application for the SEMCOG Planning Assistance Grant for the South Milford Road Safety Path Extension project, to complete the engineering necessary to plan the connection of the existing path from Colasanti's Market Drive to Watkins Boulevard during the 2026–2027 fiscal years, pending approval from the Highland DDA Board to support the grant application and provide the required local match. Further, I move that the Board direct Township staff to collaborate with the Highland DDA and take all necessary steps to prepare and submit the application.*

**Enclosure:** Notification of Grant/Program Application.

*Warm inside. Great outdoors.*



## NOTIFICATION OF GRANT/PROGRAM APPLICATION

### Board Approval for Grant Applications and Renewals:

All applications for Grants or Programs must be approved, prior to application, by the Highland Township Board.

In order to submit your grant application for Board approval, please complete the following information and attach any additional paperwork and forward to the Highland Township Supervisors office.

The Township Board if approved will provide, depending on the requirements of the Grant; a simple Board Motion or Resolution.

<b>Complete Name of Grant:</b>	SEMCOG-Planning Assistance Grant
<b>Submitted by:</b>	Cassie Blascyk
<b>New Grant or Renewal?</b>	New
<b>Award Notification Received?</b>	No
<b>Amount:</b>	\$35,000
<b>Fiscal Year:</b>	2026-2027
<b>Duration (if more than one fiscal year)</b>	Yes
<b>Name of Funding Source: ( i.e. DNR)</b>	SEMCOG
<b>Federal, State or Local?</b>	Federal
<b>District Match Required? If yes please describe</b>	18.15%
<b>Board Resolution Required?</b>	No
<b>Brief Description of Grant:</b>	Federal grant to assist with planning transportation accessibility, safety, streetscapes and pedestrian focused placemaking planning.

SUPERVISOR \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_



# MEMORANDUM

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: May 4, 2026  
Re: Activity Center Request to use Eventbrite Services

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I am requesting the Board's approval to establish an account for the Highland Activity Center with Eventbrite, an online event-registration platform. This account will allow residents to sign up for our programs and events electronically, providing greater accessibility for residents who are unable to contact us during regular business hours due to work or other commitments.

Eventbrite is widely used by organizations to manage event registrations. The platform does not impose any additional fees on the Township or the Activity Center beyond the standard per-transaction service fees that are paid by the registrant. Funds collected through Eventbrite will be deposited directly into the designated Township bank account.

For your review, I have attached the Eventbrite Terms of Service and related legal documentation. Final approval of this request is recommended contingent upon the Township Attorney's review and confirmation that the agreement is acceptable.

**Motion:** *Move to approve the Highland Activity Center's use of Eventbrite for online event registration, contingent upon the Township Attorney's review and confirmation that the agreement is acceptable, and to authorize the Township Supervisor to sign all necessary documents to establish the account.*

**Enclosures:** Eventbrite Merchant Agreement, Eventbrite Terms of Service, Stripe Services Agreement

[Help Center](#) > [Terms and policies](#)

# Eventbrite Merchant Agreement

**Last Updated:** March 10, 2025

## In this article

- [1. Who We Are.](#)
- [2. Our Merchant Agreement.](#)
- [3. Eligibility for Organizer Services.](#)
- [4. Suspension and Termination of Organizer Services; Survival of Obligations.](#)
- [5. Payment Processing.](#)
- [6. Marketing Services](#)
- [7. Eventbrite Ads](#)
- [8. Subscriptions and Flex Plans](#)
- [9. Fees, Deductions, and Reserves.](#)
- [10. Payouts Before Your Event.](#)
- [11. Refunds.](#)
- [12. Taxes.](#)
- [13. Warranty Disclaimers](#)
- [14. Indemnification and Limitation of Liability](#)
- [15. Representations and Warranties.](#)
- [16. Non-Exclusive Remedies and Collections.](#)
- [17. Miscellaneous](#)

This Merchant Agreement and the rights and obligations contained in it are in addition to and are incorporated into the [Eventbrite Terms of Service](#) ("Terms of Service"). Nothing in this Merchant Agreement will be interpreted to limit, change, or waive any terms of the Terms of Service or our [Privacy Policy](#). However, if there is any inconsistency between Merchant Agreement, this Merchant Agreement will control. Capitalized terms that are not defined have the definition provided in the Terms of Service.

[Ask a question](#)

Please read this entire Merchant Agreement and our Terms of Service thoroughly, as they may affect your rights. This Merchant Agreement contains important information regarding our services, payments, refunds, and restricted events, and the Terms of Service contain provisions for dispute resolution, including binding arbitration and a class action waiver, that apply to this Merchant Agreement.

**NOTE:** For an overview of Eventbrite’s various legal terms and policies, click [here](#).

## 1. Who We Are.

### 1.1 About Us.

#### **Welcome to Eventbrite! We’re glad you’re here!**

We’re a global events marketplace dedicated to bringing the world together through live events, whether in-person or virtual, serving event creators and event goers in nearly 180 countries.

Eventbrite is a Delaware corporation with its principal place of business at 95 Third Street, 2nd Floor, San Francisco, California, 94103 USA, Reg. No. 4742147 ("Eventbrite," "we," "us," or "our"). When this Merchant Agreement mentions "Eventbrite," "we," "us," or "our," it refers to Eventbrite, Inc. and its Affiliates (defined in the Terms of Service) and subsidiaries, and each of its and their respective officers, directors, agents, partners, and employees.

### 1.2 Eventbrite Services.

#### **Here’s a summary of our services.**

**Organizer Services:** When “Organizer Services” is used in this Merchant Agreement, it refers to both the Ticketing Services and the Marketing and Operational Services (defined below). For clarity, Organizer Services are included in the meaning of “Services” under the Terms of Service.

(a) **Ticketing Services:** We provide you and other Organizers a platform to sell tickets, registrations and other items, and receive payments for your events (the “Ticketing Services”).

(b) **Marketing and Operational Services:** We may provide you and other Organizers with marketing and promotion services such as those described below in the “Marketing Services” section (“Marketing Services”), as well as onboarding support and account management (collectively with the Marketing Services, “Marketing and Operational Services”). All Marketing and Operational Services will be provided as we determine and will be subject to the Terms of Service, this Merchant Agreement, and any separate written agreement we determine is necessary. In the event of a conflict between the separate written agreement and this Merchant Agreement, the Merchant Agreement will control.

- **Eventbrite Ads Service:** Our Eventbrite Ads Service is an offering within our Marketing Services that allows you to publish Featured Content on our Content Channels, as further described below in the “Eventbrite Ads” section.

## 2. Our Merchant Agreement.

### 2.1 Purpose and Scope.

#### **This is what you are agreeing to.**

This Merchant Agreement sets the terms and conditions for your use of the Organizer Services. Users of any of our Organizer Services, even if not a User of the Ticketing Services, may be collectively referred to in this Merchant Agreement as “Organizer,” “you” or “your.”

By using the Organizer Services or registering as an Organizer, you are agreeing to the terms and conditions of this Merchant Agreement, the Terms of Service, and our Privacy Policy, without modification, and entering into a binding contract with us that

governs your use of the Organizer Services. Do not use the Organizer Services or register as an Organizer if you do not agree to the terms and conditions of this Merchant Agreement, the Terms of Service, or our Privacy Policy.

## 3. Eligibility for Organizer Services.

### 3.1 Eligibility.

**Please make sure you're eligible before using our Organizer Services.**

To use the Organizer Services, you must: (a) have the authority to enter into this Merchant Agreement on your own behalf or on behalf of the entity using the Organizer Services; (b) comply with our Terms of Service and all applicable laws; and (c) review and agree to the [Stripe Connected Account Agreement](#) [↗](#), which includes the [Stripe Services Agreement](#) [↗](#) (collectively, the "Stripe Agreements," which Stripe may modify from time to time) and any other required third party agreement, if applicable.

All information you submit must be truthful, accurate, and complete, and you must promptly notify us of any changes.

We can approve or deny your registration for the Organizer Services, limit, suspend, or terminate your access to the Organizer Services, and/or place transactional limits on payouts at any time, for any reason, with or without notice. We can also change these eligibility requirements at any time.

### 3.2 Additional Registration Data.

**We may need some additional information from you.**

After registering for the Organizer Services, we may require you to provide additional information about yourself, the entity you represent (if any), and the principals/beneficial owners of the entity you represent (if any) (collectively, "Additional Registration Data"). As an example, Additional Registration Data may include current address, doing business as (DBA) names, description of products, website address, bank account or other payment account information, tax identification numbers, date of birth, passport or drivers license number, country of origin, copies of government identification documents, and other personal information.

We may use this information to verify your identity, the validity and/or legality of your transactions, and/or whether you qualify to use the Organizer Services. You must: (a) promptly provide accurate and complete information and (b) regularly and quickly update this information to make sure it remains accurate and complete.

### 3.3 Disclosure Authorization.

**We may need to share your information with third parties who help us provide services to you.**

We may share Registration Data, Additional Registration Data, and information about events and use of the Services with our Payment Processor Partners, the Card Schemes and Alternative Payment Frameworks (as each are defined below), and with your bank or other financial institution, if the Services involve these third parties. You also authorize us to verify your Registration Data and Additional Registration Data and conduct due diligence on you through third parties, including third-party credit reporting agencies.

### 3.4 Failure to Provide.

**Be sure to provide us with all information that we request so you don't lose access to our services or your payouts.**

You are not entitled to receive any payments from tickets, registrations, or other items sold from us or our Payment Processor Partners unless and until you provide full and accurate Registration Data and Additional Registration Data. We reserve the right to suspend or terminate your Eventbrite account and/or your access to the Organizer Services, and to withhold any payments otherwise due to you, if we believe that your Registration Data or Additional Registration Data is inaccurate or incomplete.

### 3.5 Prohibited Merchants; Prohibited Events; Prohibited Transactions.

**We can't do business with certain people and entities.**

1. *Prohibited Merchants.* By registering for the Organizer Services and accepting this Merchant Agreement, you represent and warrant that:

A. you are not located in, and you are not a national or resident of, any country for which the United States, United Kingdom, European Union, Australia or Canada has embargoed goods and/or services similar to our Services ("Restricted Countries");

B. you are not a person or entity or under the control of or affiliated with a person or entity that

i. appears on the U.S. Office of Foreign Assets Control's Specially Designated Nationals List, Foreign Sanctions Evaders List or Palestinian Legislative Council List;

ii. appears on the U.S. Department of State's Terrorist Exclusion List;

iii. appears on the Bureau of Industry and Security's Denied Persons List;

iv. appears on the Consolidated List of Targets published by the U.K. HM Treasury;

v. appears on the Consolidated List published by the A.U. Department of Foreign Affairs and Trade; or

vi. is subject to sanctions in any other country; and

2. you are not listed in the MasterCard MATCH terminated merchant database or Visa terminated merchant file and your right to access each Card Scheme and each Alternative Payment Framework is not revoked or suspended.

If we determine that you fall into any of the categories above, you are a "Prohibited Merchant."

1. *Prohibited Events.* You may not post events to the Eventbrite Properties or engage in activities through the Organizer Services that:

A. violate or help violate any applicable local, state, provincial, national or other law, rule or regulation;

B. are prohibited under the Payment Scheme Rules;

C. contain any Content that violate the Terms of Service or the [Eventbrite Community Guidelines](#) ; or

D. take place in Restricted Countries or restricted regions, which include (but are not limited to) Iran, North Korea, Syria, Crimea, Donetsk People's Republic, and Luhansk People's Republic. Also, you must have our prior written approval to post events in Cuba or Russia because additional licensing requirements may apply.

If we determine that an event falls into any of the categories above, it is a "Prohibited Event."

1. *Prohibited Transactions.* You may not process any of the following transactions, and you represent and warrant that you will not submit for processing any of the following:

A. any transaction that violates or is considered "high risk" (or another restricted category) by the Payment Scheme Rules, including any transaction involving certain adult content or activities, illegal goods or services (including cannabis), paraphernalia associated with any illegal goods or service, crypto-currency purchases, raffles, sweepstakes, or gambling;

B. any fraudulent or criminal transaction;

C. any transaction that would be a "restricted transaction" as defined in the Unlawful Gambling Enforcement Act of 2006 or Regulation GG; or

D. any transaction that is unrelated to your events on the Eventbrite Properties. For clarity, our payment processing services may only be used for the purchase of tickets or registrations for your events on the Eventbrite Properties, or to sell items or solicit

donations directly related to such events.

If we determine that a transaction falls into any of the categories above, it is a "Prohibited Transaction."

## **4. Suspension and Termination of Organizer Services; Survival of Obligations.**

### **4.1 Suspension and Termination.**

**Here are reasons why we might need to suspend or terminate your access to the Organizer Services.**

We may limit, suspend, or terminate your access to the Organizer Services and/or your ability to receive payments at any time and for any reason, including if:

- You become ineligible for the Services or violate any provision of this Merchant Agreement, the Terms of Service, or any other Eventbrite policy applicable to you;
- You fail to pay when due any Eventbrite Fees (defined below), including instances in which your credit card is declined or you fail to provide accurate and updated Payment Information (defined below);
- Our Payment Processor Partners or Card Schemes refuse to facilitate payments to you or to engage in services involving you;
- We are served with a legal process seeking to attach or garnish any of your funds or property in our possession;
- We learn that you have granted a right to assignment of payments to any party, for any reason; or
- You are a Prohibited Merchant, have organized Prohibited Events, and/or process or submit Prohibited Transactions.

### **4.2 Account Deletion.**

**You can delete your account, but you'll still be bound by your agreements with us.**

You may stop participating as an Organizer at any time by deleting your account in accordance with the Terms of Service. If you delete your account, you are still bound by this Merchant Agreement and any other Eventbrite policy that applies to you, as well as any other written agreement you may have with us.

### **4.3 Effect of Termination.**

**Let's make sure we each have what we're owed.**

If your account is terminated, we (through our Payment Processor Partners) will, within a reasonable time, pay any amounts owed to you, as long as the payments are permitted by applicable laws, regulations, and orders. We may hold funds we owe you, pursuant to Section 9.2 "Deductions, Setoffs, and Reserves," to make sure that there are no Chargebacks, refunds, credits, balances owed to us, or other deductions that should be made from the funds we owe you. We will otherwise have no further payment obligations to you.

Upon termination of your account, our obligation to perform the Organizer Services will immediately expire. You will still owe us all Eventbrite Fees associated with the terminated Organizer Services, and all outstanding fees will become immediately due and payable, even if all of the Organizer Services associated with such fees have not yet been performed.

### **4.4 Continued Obligations.**

**Some terms will still be effective even after termination.**

All provisions of this Merchant Agreement that by their nature should survive termination of your account and/or termination of the Organizer Services will survive (including your obligations related to refunds, payments, and Chargebacks [defined below]).

## 5. Payment Processing.

### 5.1 Payment Processor Partners.

**We partner with third-party payment processors to facilitate your transactions.**

As part of the Organizer Services, we provide tools to help you sell tickets, registrations, and other items to Consumers interested in your events. To facilitate payments for you, we partner with third-party payment processors and/or merchant acquirers ("Payment Processor Partners").

You and we are subject to the rules and regulations of our Payment Processor Partners. In certain cases, you may be required to enter into separate agreements with our partners ("Payment Processor Agreements") to receive payments.

Stripe, Inc. ("Stripe") is one of our Payment Processor Partners that may facilitate payment processing services for you. When you agree to this Merchant Agreement or continue to operate as an Organizer on Eventbrite, you also agree to the [Stripe Connected Account Agreement](#) and the [Stripe Services Agreement](#). For us to enable payment processing services through Stripe, you must provide us with accurate and complete information about you and your business, and you authorize us to share it, and transaction information, with Stripe.

### 5.2 Eventbrite Payment Processing.

**This is the payment processing method that most Organizers on our platform will use to collect proceeds for tickets or registrations they sell to Consumers.**

EPP: When you use Eventbrite Payment Processing ("Eventbrite Payment Processing" or "EPP"), we act as your limited payments agent to facilitate payment transactions on your behalf using our Payment Processor Partners. As a limited agent, we process the total value of tickets, registrations, and other items purchased by Consumers for your events ("Event Proceeds"). In return, in addition to other applicable Eventbrite Fees, you will pay us the Eventbrite Payment Processing fee (the "Eventbrite Payment Processing Fee") for each ticket, registration or other item sold or donation accepted, for facilitating the transaction.

Payouts: No later than five (5) business days after the conclusion of the event, Organizers who use EPP will receive the Event Proceeds, less Eventbrite Fees, Taxes, and Other Deductions and Setoffs (defined below), if applicable. At that time, our Payment Processor Partners will facilitate the payout to your preferred payout method. We will not be liable for delayed, rejected, or missed payouts that occur from the delay, failure, or contractual breach by you, a Payment Processor Partner or any other third-party provider.

If you would like to receive payouts sooner (before your event concludes), see Section 10.1 "Scheduled Payouts" for more information.

Payout Methods: EPP users can receive payouts in several ways, including: (1) ACH to a bank account in their name, and (2) when approved by Eventbrite in advance in writing (which will only be approved in limited circumstances, if any), for Organizers with Event Proceeds in USD currency only, by check made out to them to an address in the United States or Canada. In addition, our Payment Processor Partners may allow you to accept payments from card based payment networks, such as Visa®, MasterCard®, American Express®, and Discover® (collectively, the "Card Schemes"), and non-card based payment networks such as direct debit and other alternative forms of payment (the "Alternative Payment Frameworks").

We and our Payment Processor Partners rely on the information you provide to facilitate payment transactions on your behalf. If any account or card details that you provide to us or our Payment Processor Partners are incorrect, you must reimburse, indemnify, and hold us and our Payment Processor Partners harmless for any losses or expenses incurred by us relying on the incorrect information.

If we issue you a check, you are responsible for maintaining security and control over it, and you must notify us within 24 hours of learning that the check was lost, stolen or fraudulently obtained. Additionally:

- You (not we) are responsible for all losses if a check we issue to you is lost, stolen or otherwise fraudulently or erroneously obtained.
- We are entitled to pay any check issued to you, regardless of who presents the check for payment and whether it is lost, stolen or otherwise fraudulently or erroneously obtained or presented.
- You will reimburse us for all claims, losses, costs, and damages we incur regarding any check issued to you, including the issued check being cashed or deposited more than once as a duplicate payment.

**Transaction Limits:** For risk management, security, or to meet our Payment Processor Partners' requirements, we may, from time to time, determine to impose a transaction limit on the amount of any given transaction that you process through EPP, and you authorize us to reject any transaction over that limit.

**Currencies:** We only provide EPP for certain currencies and for Organizers in certain locations listed [here](#). In addition, Event Proceeds collected in a currency may only be paid out to you in the currency in which they are collected. We do not provide currency conversion services.

You may be eligible for different payment options or payment methods depending on the currency in which you collect Event Proceeds and your location as detailed [here](#).

**Qualification:** If we determine that you are not qualified to use EPP but are otherwise qualified to use the Organizer Services, we may notify you about switching to Facilitated Payment Processing (defined below) as an alternate payment processing method.

### **5.3 Facilitated Payment Processing.**

**This payment processing method has limited availability and will only be used by some Organizers.**

FPP: "Facilitated Payment Processing" or "FPP" consists of you directly receiving all sales proceeds solicited through the Organizer Services using a third-party payment service, such as PayPal®. Organizers using FPP receive the ticket face value, Eventbrite Fees, taxes, royalties, and/or donations directly into a third-party payment service, and are bound by the applicable terms of use for that service. We are not responsible for the performance or nonperformance of the third party service. FPP is only available in limited circumstances.

**Invoices:** When using FPP, you must pay Eventbrite Fees and other amounts owed to Eventbrite directly to us. We will provide you with periodic invoices detailing your Event Proceeds, Eventbrite Fees and Taxes. You are not entitled to Event Proceeds before the conclusion of your event. Unless otherwise indicated on the applicable invoice, all invoices for Organizer Services when using FPP are due and payable within thirty (30) days of delivery of the invoice.

### **5.4 Chargebacks and Reversals.**

**You are responsible for credit card chargebacks and other transaction reversals in connection with your events.**

Credit card chargebacks and transaction reversals (collectively, "Chargebacks") can occur, including when a Consumer disputes a transaction with a Card Scheme or Alternative Payment Framework. As an Organizer, you are responsible for paying and reimbursing us promptly and fully for any Chargebacks in connection with your Event Proceeds or other payments and for all related credit card association, payment processing, re-presentment, penalty and other fees (together with Chargebacks, "Chargeback Costs") that we, our Payment Processor Partners, or any of our other partners incur in connection with your Chargebacks.

As your agent, we retain full discretion over Chargeback management. We will use commercially reasonable efforts to manage Chargebacks on your behalf, which may include disputing or accepting Chargebacks as we deem appropriate, in our sole discretion. When determining whether to dispute or accept a chargeback, we take various factors into account, which may

include, but are not, limited to: the event date, the chargeback reason, our likelihood of winning the chargeback, and whether the order should be refunded in accordance with your refund policy or Eventbrite's [Organizer Refund Policy Requirements](#). You authorize us to do so, and you will cooperate in the Chargebacks re-presentment process.

We have no obligation to dispute or represent any Chargebacks that:

- We determine we are more likely than not to lose;
- Should be refunded in accordance with your event refund policy; or
- Should be refunded in accordance with Section 11.3 "Specified Refunds."

The Payment Scheme Rules (defined below) provide discretion to the Card Schemes and Alternative Payment Frameworks in managing Chargebacks, and if we lose a Chargeback dispute initiated on your behalf, you are still required to reimburse us. You may not encourage or enable Consumers to file Chargebacks for purchases made on our Services.

## 5.5 Payment Scheme Rules.

### **You must always comply with the rules of the payment networks that you use.**

You must comply with the rules and regulations published by the Card Schemes and Alternative Payment Frameworks (collectively, the "Payment Scheme Rules"). Depending on the payment methods that you use with EPP, you may be subject to different Payment Scheme Rules.

The Payment Scheme Rules require, among other things, that you 1) submit only bona fide transactions, 2) limit how you use Card Scheme logos and trademarks and 3) authorize the Card Scheme and its affiliates to use your name, address and URL to show that you participate in the Card Scheme.

The Payment Scheme Rules are publicly available for you to review and may change from time to time. We may also be required to update this Merchant Agreement to reflect changes to the Payment Scheme Rules.

## 5.6 Commercial Entity Agreements.

### **If your card-based transactions are large enough, we may require you to enter into an additional agreement.**

You may be required to enter into an additional agreement directly with one of our Payment Processor Partners or with the applicable Card Scheme. Typically, this happens if your transactions exceed one hundred thousand dollars (\$100,000) with a particular Card Scheme on an annual basis in a given geography. If we believe that your account is likely to be subject to this additional requirement, we will provide you with a "Commercial Entity Agreement" to which you must agree to continue receiving payouts. If you fail to accept that Commercial Entity Agreement, we may suspend or terminate your account.

Except for any Commercial Entity Agreement applicable to you, and notwithstanding the [Stripe Connected Account Agreement](#) [↗](#), the [Stripe Services Agreement](#) [↗](#), or any other Payment Processor Agreement you may have entered into with our partners or a Card Scheme, you are not a direct party to any agreement between Eventbrite or any of its Affiliates and any Payment Processor Partner, Card Scheme or Alternative Payment Framework, nor are you a third party beneficiary of any such agreement.

## 5.7 Roles and Relationships.

### **When a Consumer makes payment to our payment processors, you must treat the Consumer as if they paid you directly.**

Your Obligations to Consumers: When a Consumer makes a payment (e.g., when they purchase a ticket for an event) and that payment is then processed by one of our Payment Processor Partners, you will treat it the same as if the Consumer paid you directly. This means that you will sell or provide the Consumer all advertised goods and services as if you had received the Event Proceeds directly from the Consumer, regardless of whether you have received or ever receive the Event Proceeds.

Our Role: We do not and will not provide you with banking, deposit taking, stored value, insurance or any other financial services other than, if you elect EPP, serving as a limited payments agent as described above. Although we may show you a balance of Event Proceeds in your Eventbrite account, that balance merely reflects the Event Proceeds collected by a third party payment service (if using FPP) or by our Payment Processor Partners (if using EPP). This information does not constitute a deposit or other obligation of Eventbrite or any Payment Processor Partners to you and is provided for reporting and informational purposes only. You are not entitled to, and have no ownership or other rights in the balance displayed, until applicable funds are paid out to you in accordance with this Merchant Agreement. You are not entitled to any interest or other compensation associated with such funds pending payout, whether processed through FPP or EPP.

We, acting as your agent, are authorized to:

- Hold, retain and pay out Event Proceeds to you using our Payment Processor Partners;
- Transfer or upgrade a Consumer's ticket or registration (if those transfers are permitted by you in your event registration process);
- Issue refunds to Consumers as set forth in this Merchant Agreement, the Stripe Agreements, and any other Payment Processor Agreement;
- Manage and dispute Chargebacks; and
- Delegate our obligations to certain of our affiliated entities and/or partners within and outside the United States, provided that we remain liable to fulfill our obligations under this Merchant Agreement.

We are not liable for any of your acts or omissions, and any obligation to pay you is conditional on you complying with this Merchant Agreement, the Terms of Service, and Consumers' actual payment of Event Proceeds.

## **5.8 Confirmations.**

### **You will honor confirmed orders placed by Consumers through Eventbrite.**

When an order is placed by a Consumer and confirmed through Eventbrite, we generate a confirmation message and issue a unique confirmation number. You must accept, honor and fulfill all ticketing, registration, merchandise and donation commitments that have been confirmed through the Services. It is your responsibility to verify a Consumer's confirmation number and/or any event restrictions prior to the applicable event.

## **5.9 Escheatment.**

### **You could lose rights to your payouts if your payment method on file is not accurate or updated.**

Payouts will automatically be made to your payment method on file. If, for some reason, we cannot make a payout to that payment method and you fail to provide an updated, approved payout method for a period of time as set forth in applicable unclaimed property laws (e.g., escheatment), we will escheat the amount, after due notice, to the applicable government authority in accordance with applicable laws.

## **5.10 Special Payment Terms.**

### **If you use our "layaway" or "pay by invoice" functionalities for your Consumers, the following terms apply to you.**

Recurring Payments (Layaway): You might be eligible to use our "Layaway" feature to accept recurring payments from Consumers for your events. If you use Layaway, you must display all required notices to comply with applicable laws, rules and regulations and the Payment Scheme Rules, including with respect to consumer cancellations and refunds. The number of Layaway installments you offer Consumers may not exceed four (4). You will not charge any additional fee or increased price for tickets purchased using Layaway.

Pay by Invoice: If we determine you are eligible to use our "Pay by Invoice" feature to collect payments from Consumers for Your Eventbrite Events, any "Pay by Invoice" transaction is exclusively between you and the applicable Consumer. Here is how it works:

- We collect applicable bank information from you and display it on invoices/order confirmations that we deliver to Consumers.
- You are responsible for collecting the payment directly from the Consumer and marking the ticket, registration or other item as "paid" in your Eventbrite account.
- Once a ticket, registration or other item is marked "paid," we will validate the Consumer's ticket.
- It is your sole responsibility to provide accurate bank information, collect all amounts due from Consumers, make any necessary refunds, and accurately mark the status of the ticket, registration or other item as either "paid" or "unpaid" in the Organizer Services.
- For EPP users using "Pay by Invoice," we will deduct Ticketing Fees from your payout. For FPP users, we will provide you with an invoice the following month detailing Ticketing Fees and other amounts owed to Eventbrite.

## 6. Marketing Services

### 6.1 General.

**Our Marketing Services are a great way to promote your events.**

Our Marketing Services include a premium set of marketing tools for Eventbrite users and the services that enable Organizers to easily reach and sell to their audiences through the Eventbrite marketplace, through messaging tools, and across social media platforms. Some of our Marketing Services are further described below, including the Messaging Service, Social Ad Service, and Eventbrite Ads Service.

### 6.2 Messaging Service.

**Our Messaging Service allows you to send marketing material via email and direct messaging.**

General: Through the use of our Marketing Services, you may be able to send marketing material and other messages (a "Messaging Campaign") via email, direct messaging services provided by a Social Network (defined below), SMS, and other potential methods (the "Messaging Service").

Creating a Messaging Campaign: To generate a Messaging Campaign, you will need to enter relevant information (e.g., a product, offer, target audience identifiers) and make other selections within the Messaging Service. Once your Messaging Campaign is delivered or scheduled via the Messaging Service, you may not have the ability to change or modify it. We cannot guarantee that your Messaging Campaign will be delivered to your target audience.

Messaging Service Rules: By accessing or using the Messaging Service, you agree that:

- You have the right and authority to send messages to the email addresses, telephone numbers, and other contact methods on your recipient list, and such addresses and information were gathered in accordance with applicable law, including email, text, and/or other marketing regulations in the recipient's country of residence;
- Your emails, texts, and other messages do not violate any privacy policy under which the recipient addresses or other information were gathered;
- You will comply with all applicable local, state, provincial, national, and other laws, rules and regulations, including those relating to unsolicited messages and spam (via email, text or otherwise) such as the U.S. CAN-SPAM Act, the

Telephone Consumer Protection Act, the Canadian CASL, and the EU GDPR and e-privacy directive;

- You will only use the Messaging Service to advertise, promote, and/or manage Your Eventbrite Events;
- Your use of the Messaging Service and the content of your emails, texts, and other messages comply with this Merchant Agreement;
- You will not use false or misleading headers or deceptive subject lines in emails sent using the Messaging Service;
- If we send you a Consumer's request to opt out or modify such Consumer's email and other messaging preferences, you will respond immediately and in accordance with instructions; and
- You will provide an accessible and unconditional unsubscribe link in every email and other message where one is required, and you will not send any emails or other messages to any recipient who has unsubscribed from your applicable mailing/messaging list.

**Consumer Data for your Messaging Campaigns:** Your Messaging Campaigns will only be targeted and sent to those Consumers who have agreed and consented to receive messages and Messaging Campaigns from you and you will not identify or attempt to contact any audience for such Messaging Campaigns from which you have not received such agreement and consent. You will only use personal information of Consumers in compliance with applicable laws, and you will only interact with those Consumers who have agreed and consented to such interaction with you.

**Bounce and Complaint Rates; Unsubscribe Requests:** In addition to other remedies we have, we may limit, suspend, or terminate your access to the Messaging Service if your use of the Messaging Service results in bounce rates, complaint rates, or unsubscribe requests in excess of industry standards, or if your emails, texts, or other messages cause disruption to the Services.

### **6.3 Social Ad Service.**

#### **Publish ads for your events on third-party Social Networks using our Social Ad Service.**

**General:** You can use the social advertising platform features of the Marketing Services ("Social Ad Service") to generate advertisements containing Your Content (each a "Social Ad"), identify the target audience for your Social Ad and potentially have the Social Ad served, on your behalf, on certain third party social networking services such as Facebook, Instagram, Twitter, LinkedIn, etc. (each, a "Social Network"). For clarity, the Social Ad Service does not include the ability to advertise on any Eventbrite platform or Site, which is a separate service set forth below in the section titled "Eventbrite Ads."

**Creating a Social Ad:** To generate a Social Ad, you will need to enter relevant information (e.g., a product or event description, target audience identifiers) and make other selections within the Social Ad Service. Once your Social Ad is submitted via the Social Ad Service, you will be able to change a limited amount of information via the Social Ad Service functionality. You will always have the ability to pause or delete a Social Ad that you have created via the Social Ad Service.

**Submission of a Social Ad via the Marketing Services** is not a guarantee that your Social Ad will be made available on a Social Network. We do not warrant or guarantee that any Social Ads will be accepted, will be made available, or will remain available on a Social Network. We do not review or police your Social Ads, nor do we make editorial or managerial decisions related to Your Content or Social Ads. In the event that your Social Ad is rejected by a Social Network, you may resubmit it using the automated submission process via the Social Ad Service as many times as you wish at no additional charge.

### **6.4 Promotions and Promotional Emails.**

#### **You are responsible for providing rules and complying with applicable law when organizing Promotions.**

**Official Rules:** If you are organizing a sweepstakes, contest, skill or chance based game, marketing campaign, promotional offering, or other promotion (a "Promotion") via the Marketing Services, you are solely responsible for running the Promotion, and for any and all liabilities that arise from such Promotion. You will do the following in connection with your Promotions:

- Provide the contestants and participants with the official rules of the Promotion (“Official Rules”) and adhere to such Official Rules in conducting the Promotion; and
- Comply with all applicable rules, regulations and laws relating to such Promotions (including those that apply to the CAN SPAM Act and rules and regulations governing sweepstakes, contests and other skill and chance based games).

Disclaimer for Suggested Official Rules: Any suggested official rules you may receive from us are provided “as is,” for illustrative purposes only. **Accordingly, if you organize a Promotion using any suggested official rules you receive from us, you do so at your own risk, and we are not responsible for any liability that arises from such Promotion or your use of the suggested official rules.** Ensuring that a Promotion and its Official Rules comply with all applicable rules, regulations and laws is your responsibility and we recommend that you have an attorney review any Official Rules before starting any Promotion.

## **6.5 Third Party Integration.**

**You must follow the rules of any third-party platforms that you interact with when using our Marketing Services. We are not responsible for issues arising from your use of such platforms.**

Third Party Accounts: To access certain features of the Marketing Services such as the Social Ad Service, you may be required to create an account with Facebook, LinkedIn, or another relevant third party platform (each, a “Third Party Account”) and connect your Third Party Accounts with your Eventbrite account. If you connect your Third Party Accounts with your Eventbrite account, or if you create an Eventbrite account using a Third Party Account, we will extract from your Third Party Accounts certain personal information such as your name, location information, and other general information that your privacy settings on the applicable Third Party Accounts permit us to access. Please refer to our Privacy Policy for information on how we collect, use and disclose information from our users.

Third Party Terms: You will ensure that each Social Ad and Messaging Campaign complies with this Merchant Agreement, third-party platform guidelines and terms, and all applicable laws and regulations. If we determine that a particular Social Ad or Messaging Campaign is inappropriate or in violation of the third-party platform guidelines or terms, then upon our request, you will block or withdraw such Social Ad or Messaging Campaign. We may refuse to serve any Social Ad or Messaging Campaign at any time and for any reason. You are solely responsible for complying with the terms, guidelines, and policies of third-party platforms in connection with the use of our Marketing Services.

Social Network Errors: We are not responsible for any of your Social Ads or Messaging Campaigns, or for any issues that may arise in connection with your use of or interaction with a Social Network. We have no obligation to provide any technical or other support related to issues you may experience with a Social Network.

Third Party Platform Pages: If you use any Facebook merchant services (including the Buy Button feature) or other third party services in connection with the Marketing Services or the sale of tickets for Your Eventbrite Events, you will not post or authorize to be posted Your Eventbrite Events to any Facebook page or other third party service page that you do not manage.

Third Party Content: In using the Marketing Services, you may elect to use certain content provided by third parties (including, for instance, text generated by Chat GPT-3, in which case you will be subject to Open AI’s Terms of Use) (“Third Party Content”). We do not control, endorse or adopt any Third Party Content and will have no responsibility for Third Party Content, including material that may be misleading, incomplete, erroneous, offensive, indecent or otherwise objectionable. You are responsible for reviewing and editing any Third Party Content prior to publishing, and for complying with any separate terms and conditions that apply to the Third Party Content and all policies of the platforms where the Third Party Content will be published.

## **6.6 Consumer and Marketing Data.**

**We may collect Consumer Data and Marketing Data in connection with your use of the Marketing Services.**

Consumer Data: As used in this Merchant Agreement, “Consumer Data” means the data about Consumers (including any Consumer’s personally identifiable information) that you input or submit to the Marketing Services directly or by providing us with access to your Third Party Accounts.

In order to use any user targeting features of the Marketing Services, including the Messaging Service or Social Ad Service, subject to compliance with applicable law and terms and conditions governing use of your products and services, you will need to provide us with access to your Consumer Data either directly by delivering the Consumer Data to us or by giving us access to such data through your Third Party Accounts. In order for us to retrieve your Consumer Data from your Third Party Accounts, you will provide us with the requisite security permissions, software interfaces to your business applications on such Third Party Accounts, and any other information requested by us. We are not responsible or liable for any Third Party Accounts or any products or services (including Consumer Data) accessed from such Third Party Accounts on your behalf.

Only you determine what Consumer Data (including any personally identifiable information) is received and stored by us via your use of the Marketing Services. You will comply with all laws applicable to your information collection, use and sharing practices, including relating to your use of the Marketing Services, and you agree to obtain any consents from Consumers as may be required by applicable law.

Through use of our Marketing Services, Consumers may be able to access and interact with you. You will be able to engage with Consumers privately through the use of the Marketing Services, as well as through external media such as email, social media, mobile devices, and any other methods if Consumers have interacted on your page or have subscribed or followed you via Third Party Accounts or through interacting with Your Content. We are not responsible for and accept no liability in relation to private communication and sharing of information between you and any Consumer, including via media external to the Site and Marketing Services.

**Marketing Data:** "Marketing Data" means the statistical, analytical or other data developed or created by or for Eventbrite, based upon the Consumer Data and other internal and external data collected by us. Marketing Data will not include any personally identifiable information of any Consumer. For example, Marketing Data includes aggregated organization of Consumer Data that is representative of a certain population, demographic representation of your and other Organizers' Consumers, and reports summarizing usage behavior of different Consumer groups. We exclusively own all rights, title and interest in and to the Marketing Data (including all intellectual property rights) and will use the Marketing Data in any manner we see fit. You will have no rights in or to, nor access or use of, the Marketing Data, other than as required for your use of the Marketing Services as provided in this Merchant Agreement.

## **6.7 Termination Rights.**

**We reserve the right to take down your promotional materials and/or revoke your access to the Marketing Services if we believe you have violated our terms or policies.**

In addition to other remedies and termination rights available to us, we may terminate any Marketing Services, including any Messaging Campaign, Social Ad, Insertion Order (defined below), Promotion, or portion thereof, if we believe that it violates this Merchant Agreement, our Terms of Service, our Community Guidelines, or any other applicable terms or policies, or for any other reason, with or without notice to you.

# **7. Eventbrite Ads**

## **7.1 Definitions.**

**Publish Featured Content on our Content Channels using the Eventbrite Ads Service.**

"Eventbrite Ads Service" means our incorporation, display, and publication of Featured Content in Content Channels (defined below) ("Placement"), in the manner specified by you when purchasing the Eventbrite Ads Service through the Eventbrite Ads tool available on the Eventbrite Site ("Eventbrite Ads Tool"), or as otherwise mutually agreed upon by us and you in writing. The Eventbrite Ads Service may not be available in all markets. For clarity, the Eventbrite Ads Service is included in the definition of Marketing Services.

"Content Channels" mean the websites, mobile applications, blogs, emails, newsletters, social media posts, and other content channels and/or advertising opportunities operated and/or utilized by us, including our search results pages and the display pages of events listed on the Services.

"Featured Content" means the artwork, text, graphics and media files featuring you or your Offering(s) (as defined below) for publication in Content Channels, including images, messaging (including calls to action), and core campaign colors. Featured Content includes any event listing or excerpts used for publication in Content Channels via the Eventbrite Ads Service.

## **7.2 Fulfillment Partners.**

**We may partner with Fulfillment Partners to deliver the Eventbrite Ads Service.**

We may partner with any third-party vendor, fulfillment partner, Organizer, venue owner, asset owner, marketing agency, or media broker (each, a "Fulfillment Partner") to offer the Eventbrite Ads Tool and the Eventbrite Ads Service.

## **7.3 Ad Content Guidelines.**

**Your content must comply with our Ad Content Guidelines.**

When accessing or using the Eventbrite Ads Service, you must comply with the [Eventbrite Ads Guidelines](#) ("Ad Content Guidelines"), which are incorporated herein by reference. We or any Fulfillment Partner may terminate any Insertion Order or campaign if we or our Fulfillment Partner believes that it violates our Ad Content Guidelines. If you violate any of the Ad Content Guidelines, in addition to other available remedies, we reserve the right to terminate, limit or suspend your access to the Eventbrite Ads Tool and the Eventbrite Ads Service.

## **7.4 Insertion Orders.**

**To get started, complete an Insertion Order.**

In order to use the Eventbrite Ads Tool, you must provide us with a completed campaign selection flow as provided within the Eventbrite Ads Tool (the "Insertion Order"), as well as a valid credit card upon our request. In the event of a conflict between an Insertion Order and this Merchant Agreement, this Merchant Agreement will govern to the extent of the conflict. We do not guarantee timely acceptance of an Insertion Order. We may decline any Insertion Order for any reason.

## **7.5 Fees and Payment for Eventbrite Ads Service.**

**Pricing for the Eventbrite Ads Service is based on multiple factors.**

Eventbrite Fees for the Eventbrite Ads Service will be calculated based solely on our measurements of performance metrics (e.g., impressions, clicks, conversions, leads, etc.) on the Eventbrite Ads Service, which are dynamically priced and administered by us based on factors such as your event category, location, timing, and the most relevant audience. We may make certain performance metrics available for review within the Eventbrite Ads Tool. We intend, but do not guarantee, to fulfill your maximum budget as specified in the Insertion Order. The Eventbrite Fees for each Insertion Order will be billed regularly in arrears based on allocation of the campaign budget and charged to your credit card. If we are unable to charge your credit card in the amount of Eventbrite Fees owed for the Eventbrite Ads Service, you agree to pay such Eventbrite Fees immediately.

## **7.6 Featured Content.**

**Here are some things to keep in mind when delivering Featured Content for Placement.**

**Delivery:** You will deliver to us any materials and other deliverables required by us to publish the Featured Content and to fulfill any Offerings. For Placements of Featured Content on the Site, we will endeavor to preview the Placement to you. Featured Content must comply with our Ad Content Guidelines and all applicable laws, rules, regulations, and industry codes, and you are solely responsible for ensuring that Featured Content is in compliance. In the event that you fail to provide such materials or approve any Featured Content as required under this "Featured Content" section, we may modify the date of the Featured Content's Placement or terminate the Eventbrite Ads Service for such Featured Content, and we will not be liable to you or any third party for any delay or failure in the performance of the Eventbrite Ads Service.

**Approval Rights:** We reserve the right to reject any content you submit for Featured Content, and we and our Fulfillment Partners have final approval rights over all Featured Content. The Featured Content will be distinguished in the Content Channels as paid,

sponsored, advertised or promoted content, and we retain full discretion over the content surrounding the Featured Content.

**Placement:** We retain full discretion over the specifications for each Placement. Absent a written agreement otherwise, Featured Content may be displayed in proximate distance to substantially similar or competing content advertised by any third party(ies), and we do not guarantee your exclusivity as an advertiser in any category. The Eventbrite Ads Service is provided on a nonexclusive basis, and nothing in this Merchant Agreement or any Insertion Order will limit our or any Fulfillment Partner's right to sell or offer available Content Channel inventory itself, or provide other third parties the right to sell or offer available Content Channel inventory.

**Representations:** You represent, warrant and agree that:

- You own, or have obtained, all rights, title, and licenses (including any third party permissions and consents) necessary to provide the Featured Content to us, and to enable us to perform the Eventbrite Ads Service without the requirement of paying any additional fees, royalties, or compensation to any third party;
- Your Featured Content, and your use of the Eventbrite Ads Service, does and will comply with all applicable laws, regulations, industry codes, and rules, including all advertising laws, disclosure requirements, and disclaimer requirements;
- Your Featured Content, and your use of the Eventbrite Ads Service, does not violate the rights of any individual or entity;
- Your Featured Content does and will comply with this Merchant Agreement and our [Ad Content Guidelines](#) [↗](#);
- You, in good faith, intend for the event advertised within the Featured Content to take place as stated in such Featured Content, and you will notify us immediately if you know, or have reason to believe, that the foregoing representation and warranty may no longer be accurate; and
- You are solely responsible for the offerings, brands, goods, events or services (individually and collectively, "Offerings") that you are advertising using our Eventbrite Ads Service.

## **7.7 Ownership.**

### **You retain ownership in the content you provide for the Featured Content.**

As between you and us:

(a) You own and retain all right, title and interest in and to the content you provide to us for the Featured Content ("Advertiser Featured Content"), and all intellectual property rights therein; and

(b) We own and retain all right, title and interest in and to:

- Any content we provide to the Featured Content excluding any of your intellectual property rights in and to the Advertiser Featured Content; and
- The Content Channels, and all intellectual property rights therein.

## **7.8 License to Featured Content.**

### **You grant us a license to your content in order to perform the Eventbrite Ads Service.**

You hereby grant to us a royalty-free, worldwide, non-exclusive license to use, perform, distribute, display, transmit, modify, and reproduce the Advertiser Featured Content as reasonably required to enable us to perform the Eventbrite Ads Service.

# 8. Subscriptions and Flex Plans

## 8.1 Packages.

**We offer our Organizer Services through Subscriptions and Flex Plans, sometimes referred to as our “Packages.”**

We may offer certain Organizer Services through various packages and plans, including through Subscriptions and Flex Plans, each as defined below (individually and collectively, “Packages”). We may modify, replace, or discontinue any Packages, in whole or in part, at any time. We will notify you of any such changes to the extent required by law. If you or Your Eventbrite Events exceed the restrictions or limitations set forth in your Package, we may require you to upgrade your Package and/or pay additional Eventbrite Fees. All invoices issued to you in connection with the Organizer Services, including for any Flex Plans or Subscriptions, are due and payable upon delivery of the invoice unless otherwise indicated on the invoice. Our failure to timely issue an invoice will not relieve you of any payment obligations.

## 8.2 Subscriptions.

**You may simplify your budget and planning by utilizing our Subscription Services.**

You may be required to purchase an annual or monthly subscription (“Subscription,” sometimes referred to as a “Pro Plan”) in order to access certain features of the Organizer Services (the “Subscription Services”). If you elect to purchase an annual or monthly Subscription, you will be charged an annual or monthly Subscription fee (“Subscription Fee”) at the beginning of your Subscription and each year or month thereafter, respectively, in advance of the applicable billing period and at the then-current rate. Subscription Fees are subject to change. Current Subscription Fees are available on our Site.

If you elect to purchase an annual Subscription, we (or our Payment Processor Partners) will automatically charge you on the anniversary of the commencement of your Subscription using the Payment Information (as defined below) you have provided. If you elect to purchase a monthly Subscription, we (or our Payment Processor Partners) will automatically charge you each month, on the calendar day corresponding to the commencement of your Subscription, using the Payment Information you have provided. In the event your Subscription began on a day not contained in a given month, your payment method will be charged on a different day in the applicable month or such other day as we deem appropriate. For example, if you started your Subscription on January 31st, your next payment date is likely to be February 28th, and your payment method would be billed on that date. We reserve the right to elect to deduct Subscription Fees from your Event Proceeds. In such instances, you will still be required to pay any additional charges that we bill to you in connection with your Subscription(s).

Your Subscription has recurring payment features and you are responsible for all recurring payment obligations prior to cancellation of your Subscription by you or us. We may also periodically authorize your payment method in anticipation of applicable fees or related charges. Your Subscription continues until canceled by you or we terminate your access to or use of the Organizer Services or the Subscription in accordance with this Merchant Agreement or the Terms of Service.

We may offer a paid Subscription or other Organizer Services on a free trial basis (“Free Trial”) for a specified period of time. If we offer you a Free Trial, the specific terms of your Free Trial will be provided at signup and/or in the promotional materials describing the Free Trial and your use of the Free Trial is subject to your compliance with such specific terms. Free Trials may not be combined with any other offer. Except as may otherwise be provided in the specific terms for the Free Trial offer, Free Trials are only available to users who have not previously accessed the Subscription or other Organizer Services for which the Free Trial is being offered. When you agree to a Free Trial for a Subscription, you are also agreeing to sign up for a paid Subscription as described above and, consequently, unless you cancel your Subscription prior to the end of your Free Trial, we (or our Payment Processor Partners) will begin charging your payment method on a recurring basis for the Subscription Fee (where applicable, including taxes and any other applicable charges) until you cancel your Subscription. Instructions for canceling your Subscription are below in the “Canceling Subscriptions” section. We reserve the right to modify or terminate Free Trials at any time, without notice and in our sole discretion.

- **8.2.1 Canceling Subscriptions. Here’s how to cancel a Subscription if it’s not the right fit.** You may cancel your Subscription at any time. **Please note, however, that all sales are final. You will not receive a refund of any portion of the Subscription Fee paid for the then current Subscription period at the time of cancellation unless otherwise**

**required by law.** To cancel, you can either (i) initiate a cancellation through your Eventbrite account settings, or (ii) contact our support team through our Help Center and follow instructions, if any, we provide to you in response to your cancellation request. You will be responsible for all Subscription Fees (where applicable, including taxes and any other applicable charges) incurred for the then-current Subscription period. To avoid being charged for a Subscription renewal, you must cancel your Subscription at least one day prior to the Subscription renewal date. If you cancel, we will allow you to access the Subscription Services until the end of the latest Subscription period for which you have fully paid, and then will terminate your access to the Subscription Services. Canceling your Subscription won't cancel your Eventbrite account. See the Terms of Service for information on deleting your Eventbrite account.

### **8.3 Flex Plans.**

**Our Flex Plans offer you the flexibility to pay for our Organizer Services on a usage or per-event basis.**

We may offer certain Organizer Services without a Subscription on a usage basis and/or per-event basis ("Flex Plans"). Pricing for Flex Plans is available on our Site and subject to change, and will vary depending on the specific Flex Plan you choose.

We may allow Eventbrite Fees for Flex Plans to be paid from your Event Proceeds, in which case they will be deducted along with other Eventbrite Fees prior to paying out your Event Proceeds. In such instances, if your Event Proceeds are insufficient to cover all of the Eventbrite Fees for Flex Plans, the remaining balance will become immediately due and payable, and the charge will remain on your Eventbrite account until paid.

We may also charge you at the time of your purchase of the Flex Plans, or we may invoice you after your purchase.

### **8.4 Payment Information.**

**Don't forget to keep your Payment Information up-to-date.**

When you purchase Organizer Services, we may ask you to supply relevant information including your credit card number, the expiration date of your credit card and your billing address (such information, "Payment Information"). You represent and warrant that you have the legal right to use all payment method(s) represented by any such Payment Information. You authorize us to provide your Payment Information to third parties so we can complete your transaction and to charge your payment method for the transaction you have initiated. You may need to provide additional information to verify your identity before completing your transaction (such information is included within the definition of Payment Information). You are solely responsible for providing complete and accurate Payment Information and keeping it up-to-date at all times.

## **9. Fees, Deductions, and Reserves.**

### **9.1 Fees.**

**Here's an overview of the fees we charge.**

Eventbrite Fees: You must pay us all applicable fees for the Organizer Services (the "Eventbrite Fees"), which include the following:

- "Ticketing Fees" are the transactional service fees and payment processing fees (including the Eventbrite Payment Processing Fee, if applicable) we charge for the Ticketing Services. While Ticketing Fees may be passed down to your Consumers, you are ultimately and solely responsible for the payment of all Ticketing Fees related to Your Eventbrite Events. While we determine the Ticketing Fees, you are solely responsible for setting prices for tickets, registrations, and other items for Your Eventbrite Events. Unless we agree otherwise, you must not prefer that Consumers use one form or method of payment over another, and you must not charge Consumers additional fees or other amounts in connection with one payment method where you do not charge Consumers those fees or other amounts for all payment methods.

- “Organizer Fees” are the fees we charge in connection with your use of our Packages, including Subscription Fees and Flex Plans fees. Organizer Fees cover the listing and publishing of Your Eventbrite Events on our platform, and your access to certain Marketing Services (not including Ad Spend, defined below). For clarity, Ticketing Fees are not included within Organizer Fees.
- “Ad Spend” refers to the budget allocated for your ad campaigns when using the Social Ad Service or Eventbrite Ads Service. You are solely responsible for all Ad Spend, and Ad Spend is billed separately and not included in the Organizer Fees.
- We may also charge or invoice you for any Marketing and Operational Services that are not included in the Organizer Fees.

Current Ticketing Fees can be found in our Help Center on our [Pricing page](#) [↗](#), with additional explanation on our [Processing Payments for Your Ticket Sales page](#) and our [Eventbrite Fees page](#).

**Consumer Fees:** We may charge various fees to Consumers, separately from Eventbrite Fees, that are not passed on to you, related to ticket, registration, and other item sales, processing, handling, and/or access to various Eventbrite content and services (“Consumer Fees”). In the event we charge Consumer Fees, we determine how to set and assess Consumer Fees and the refund policy applicable to Consumer Fees. We are not required to disclose Consumer Fees to you, and we may change Consumer Fees at any time.

**Research Fees:** We may also charge you, at standard and reasonable rates, for (i) research costs and/or legal fees that we incur in order to respond to any third party or government subpoena, levy or garnishment on your account; and (ii) research and activities that are necessary for us to verify and execute any change of payee (collectively, “Research Fees”).

**Delays and Omissions:** We strive to inform you in a timely manner of amounts due, but our failure to do so will not relieve you of your payment obligations. If we fail to send a timely invoice, you are still responsible for your payment obligations. If we omit in a statement or invoice a payment that you owe to us or any third party, it will not constitute a waiver of the right to that payment. You will still owe that payment and we may include it in a subsequent statement or invoice.

**Taxes:** For clarity, you are also ultimately and solely responsible for any applicable Taxes (described in Section 12 “Taxes”). Taxes vary by jurisdiction and currency and may change from time to time with respect to transactions that occur following the change.

## **9.2 Deductions, Setoffs, and Reserves.**

### **We have the right to reserve and/or offset payout amounts in certain situations.**

**Deductions and Setoffs:** Without limiting Section 9.1 above, we will deduct from the Event Proceeds Ticketing Fees and any other Eventbrite Fees that we may allow to be deducted from your Event Proceeds, and all applicable Taxes. Additionally, we may deduct all other deductions authorized under this Merchant Agreement and we may set off for any outstanding debts, fees, or other amounts that you or any of your Affiliates owe to us under this Merchant Agreement or any other agreement between or among you and/or any of your Affiliates and us and/or any of our Affiliates (“Affiliated Agreement”), including Chargeback Costs, refunds, returns, discounts, credits, Research Fees, reserves, and customer complaints costs (“Other Deductions and Setoffs”). We are not liable to you for any claims resulting from our decision to make Other Deductions and Setoffs. You will only be entitled to payments of the Event Proceeds after these deductions have been made.

For clarity, we may exercise our setoff rights against payouts related or unrelated to the amount owed. If the exercise of our setoff right does not fully cover the amount of funds that you or any of your Affiliates owe to us under this Merchant Agreement or any Affiliated Agreement, then that amount of funds will be deemed due and owing to us until you have fully satisfied the amount and, in this case, we may collect the amount pursuant to Section 16 “Non-Exclusive Remedies and Collections.”

We may also deduct from your Event Proceeds as required by law, including Section 9-406 of the Uniform Commercial Code and garnishment orders. In addition, we may block, reject, freeze, or turn over to law enforcement agencies any portion of payments

involving the Eventbrite Properties that are made to you, owed by you, or otherwise involve you as permitted and/or required by applicable laws and regulations.

**Reserves:** We reserve the right to retain all or a certain percentage of Event Proceeds and any other fees for Services that we provide to you or any of your Affiliates (with such percentage being determined by us) to fund a reserve:

- At any time we determine is necessary based upon the level (or expected level) of refunds, disputed charges, Chargebacks, customer complaints, allegations of fraud, or changes in your credit profile or the relevant event(s)' risk profile(s); and
- As otherwise necessary to secure the performance of your or any of your Affiliates' obligations under this Merchant Agreement or any Affiliated Agreement, or to protect us against illegal, fraudulent, or improper activity.

Our right to hold a reserve will continue following the completion of your applicable event(s) and until either:

- You and your Affiliates have discharged all obligations under this Merchant Agreement and any Affiliated Agreement and the applicable periods for refunds, disputed charges, Chargebacks, and complaints have passed; or
- You and your Affiliates have otherwise provided us with adequate security (as determined by us) for your and your Affiliates' obligations under this Merchant Agreement and any other Affiliated Agreement, whether matured or unmatured, contingent or non-contingent, or liquidated or unliquidated.

We may use any amounts that we hold in reserve to set-off amounts that you or your Affiliates owe us, as detailed above under "Deductions and Setoffs."

## 10. Payouts Before Your Event.

### 10.1 Scheduled Payouts.

**If we pay you before your event occurs, we can recover those amounts when needed.**

**Authorization of Scheduled Payouts:** You do not earn Event Proceeds for a given event until that event has concluded. We may authorize an advance of a portion of Event Proceeds to you using EPP ("Scheduled Payouts," also referred to in certain contexts as "Early Settlements of Sales" or "Advanced Payouts [APO]"). Scheduled Payouts are not available if you use FPP. Except for Scheduled Payouts, we will not pay you any Event Proceeds for a given event before the event is successfully completed.

**Scheduled Payout Terms:** Any Scheduled Payouts are merely advances of amounts that you may earn at a later date. If we agree to advance you Scheduled Payouts, we may apply a maximum aggregate cap on Scheduled Payouts and withhold a certain amount of Event Proceeds to fund a reserve. We may at any time (i) terminate or suspend your right to receive Scheduled Payouts; and/or (ii) alter the terms (i.e., frequency, reserve rate, and maximum aggregate cap) of the Scheduled Payouts. We reserve the right to implement the cap in US Dollars, with:

- The applicable exchange rate for setting the cap being the rate provided on [oanda.com](https://oanda.com) at 9:00 am PT on the date on which we agree to make Scheduled Payouts to you, and
- The applicable exchange rate for calculating Event Proceeds against the cap being the rate provided on [floatrates.com](https://floatrates.com) at 5:00 am PT on the date of payout.

We may select reasonable substitutes for [oanda.com](https://oanda.com) and [floatrates.com](https://floatrates.com).

**Recovery of Scheduled Payouts by Eventbrite:** We may demand back any portion of Scheduled Payouts, for any reason, prior to the conclusion of your event and settlement of all risk of refunds and Chargebacks. Upon receipt of notice of a demand for repayment of any portion of a Scheduled Payout, you must promptly comply with the demand. We have the right to have our

Payment Processor Partners withhold funds per Section 9.2 "Deductions, Setoffs, and Reserves" and Section 16 "Non-Exclusive Remedies and Collections." You also accept your obligations under Section 5.4 "Chargebacks and Reversals" and Section 11 "Refunds," including your obligations to reimburse us for refunds and Chargeback Costs.

## **10.2 Instant Payouts.**

### **In some instances, we may be able to offer same-day payouts.**

Subject to availability, we may be able to offer you the ability to receive Event Proceeds via accelerated settlement into a bank account linked to your Eventbrite account ("**Instant Payouts**"). For eligible users of Instant Payouts, we and our Payment Processor Partners will attempt to pay out certain Event Proceeds on the same day of receiving the payout request. Instant Payouts are subject to all of the terms and conditions applicable to Scheduled Payouts, including those set forth above in Section 10.1.

We determine eligibility for Instant Payouts in our sole discretion and may revoke access to Instant Payouts at any time with or without notice to you. Instant Payouts are subject to additional Eventbrite Fees, which will be disclosed prior to completing your transaction. We are not responsible for any delay, error, or failure in making an Instant Payout that is due to (i) your bank, our Payment Processor Partners, or any other third-party service providers, (ii) your failure to provide accurate and complete information, or (iii) circumstances which require us to complete an additional review of your Eventbrite account prior to issuing the Instant Payout (for example, if there are unpaid charges on your account, or Your Eventbrite Events are at risk of refunds, Chargebacks, or customer complaints). For certain recipient banks, some Instant Payouts may take longer to be credited to the relevant bank account.

## **10.3 Cancellations; Nonperformance.**

### **You are not entitled to payments in connection with canceled events.**

We and our Payment Processor Partners are not required to make payments to you for any event that has been, or we believe is at risk of being, a Canceled Event (as defined in Section 11.3 "Specified Refunds"). If we choose to issue full or partial payment to you for a Canceled Event, you will be fully responsible for refund requests and Chargeback Costs.

# **11. Refunds.**

## **11.1 Handling Refunds, Disputes, and Fake Tickets.**

### **It is your obligation to handle refunds and settle refund disputes. We are not responsible for fake tickets.**

All sales are ultimately made by you, and the Consumers are your customers. You are responsible for the funding and processing of refunds. Regardless of what payment method is selected, all disputes regarding refunds are between you and your Consumers. In the event of a dispute, we may try to mediate, but ultimately it is your obligation to settle the dispute. For EPP transactions, we still have the right to make Specified Refunds (defined in the [Organizer Refund Policy Requirements](#)) on your behalf and at your expense.

Further, you are the only one responsible for making sure that your events are ticketed correctly, and that only valid tickets are accepted. We are not responsible for any fake or invalid tickets, or any costs associated with your decision to accept or reject tickets.

## **11.2 Refund Policy.**

### **You must have a refund policy that complies with our Organizer Refund Policy Requirements.**

You must set a refund policy and communicate it to Consumers for each event. You must make sure that your refund policy complies with the [Organizer Refund Policy Requirements](#), which are incorporated into this Merchant Agreement. You must apply your refund policy in compliance with those Requirements and this Merchant Agreement.

### **11.3 Specified Refunds.**

#### **Even if you have a “no refunds” policy, sometimes we have to make an exception.**

Even if you post a “no refunds” policy, you are required to make refunds in accordance with our [Organizer Refund Policy Requirements](#). As a limited payments agent, we are permitted to make Specified Refunds on your behalf. We may use funds in your account, from related or unrelated events or otherwise, to make Specified Refunds.

### **11.4 Reimbursement by You.**

#### **You owe us for the refunds we make to your Consumers.**

You must promptly and fully reimburse us upon demand for refunds, including Specified Refunds, that we make to your Consumers, except to the extent that the necessity for such refunds is caused by our negligence or willful misconduct. If you received Scheduled Payouts for an event that is subject to Specified Refunds, you must promptly refund to a payment address designated by us all of the advanced payments so that we can issue refunds.

Chargebacks will result in losses to us in excess of the amount of the underlying transaction. By refunding transactions in advance of a Chargeback, we are mitigating Chargeback losses and/or our damages from your breach of this Merchant Agreement, and you are still obligated to reimburse us for these refunds.

If you do not remit funds to us that are sufficient to cover Specified Refunds, then the amount of such funds shortfall will become due and owing from you to us until you have satisfied the amount in full and such amounts are also subject to the provisions of Section 9.2 “Deductions, Setoffs, and Reserves” and Section 16 “Non-Exclusive Remedies and Collections.” As a reminder, Eventbrite has offset rights that we can apply to payouts for related and unrelated events to recover the amounts you owe.

### **11.5 Eventbrite Fees.**

#### **Eventbrite Fees are typically nonrefundable.**

Eventbrite Fees: Except to the extent otherwise required by law, Eventbrite Fees for our Organizer Services, including Flex Plans, Subscriptions and the Eventbrite Ads Service, are non-refundable, regardless of the cancellation, postponement, or performance of Your Eventbrite Events, and regardless of whether we remove or reject any of your Messaging Campaigns, Social Ads, Featured Content, Promotions, Your Eventbrite Events, or otherwise limit, suspend, or terminate your access to the Organizer Services in accordance with this Merchant Agreement and/or the Terms of Service. Our policies about refunds of Eventbrite Fees may evolve over time.

Ticketing Fees: We have the right to decline to refund Ticketing Fees. If we decline to refund Ticketing Fees to your Consumer(s), we may give you the option to cover that part of the refund yourself. In certain cases, we may refund all or a portion of Ticketing Fees as part of a refund transaction. In that case, we have the right to require you to reimburse us for the refunded Ticketing Fees.

Subscriptions and Flex Plans: You will not be refunded in connection with a downgrade or other change to your Package unless otherwise required by law.

Citizens of the European Union and United Kingdom may be entitled to a refund for certain Subscription Services or Flex Plans during the 14 days after initially receiving access to such Subscription Services or Flex Plans. This 14-day period includes any Free Trial period. For example, if you signed up for a Free Trial of 14 days or more, no refund would be available under this Section because the 14-day period begins on the first day of your Free Trial.

If we determine that you are eligible for a refund for certain Subscription Services or Flex Plans, we may require you to unpublish Your Eventbrite Events for which you used our Organizer Services and refund those Consumers before you receive a refund from us. Any refunds from us may be reduced pro-rata to reflect your use of the Organizer Services prior to the refund.

### **11.6 Process for Refunds.**

#### **Refunds must follow the process below.**

**Refunds Are Your Responsibility:** Even though features of our Services may enable you to process refunds through the Eventbrite Properties, you have sole responsibility for all refunds to Consumers associated with your event.

**Initiating Refunds:** Refunds for both EPP and FPP transactions must be initiated through Eventbrite. Refunds for EPP transactions must be processed through Eventbrite.

**Primary Refund Sources:** You will issue refunds to Consumers either by using backup funding sources within the Eventbrite Properties (including adding funds to the event balance or using your credit card) or remitting funds due for refunds back to us so that we can process refunds on your behalf.

**Alternative Refund Sources:** If we are unable to process a refund on your behalf for any reason (for example, the Consumer's payment card account cannot accept the refund), we will not process the refund through the Eventbrite Properties and you will have sole responsibility for meeting your refund obligations under this Merchant Agreement and your refund policy. In such cases, you may refund through cash or check or through a method described below under "Credits and Alternative Accommodations."

**Payment Processing Deadlines for Refunds; Manual Refunds:** For EPP transactions, you refund Consumers directly through the Services within certain windows permitted by our Payment Processor Partners. If the refund is outside such windows, then it will need to be processed manually by us or by you. We may determine to not process any refunds that are manual, in which case you must process them directly.

**Our Deadlines for Refunds:** We reserve the right to set a time period for receiving refund requests for specified reasons. After that time period, we can decline to process refund requests through the Eventbrite Properties. We may allow you to refuse refunds for a Canceled Event or other specified reason when the refund requests are received after that period; however, you are still responsible for all Chargeback Costs and refund disputes.

**No Offline Refunds:** Unless otherwise instructed by us, no refunds will be made outside of the Eventbrite platform (e.g. offline).

**No Misuse of Refunds:** EPP refund transactions may only be used for bona fide event refunds, and not for other activity such as money transfers, including cash advance transactions.

**Refunds Processed by Eventbrite:** If you choose to remit funds back to us so that we can process refunds on your behalf, to the extent we are able to do so, you must remit funds to us that are sufficient to cover refunds due to Consumers within 5 days of the event cancellation, event nonperformance, or the other reason for the Specified Refunds.

**Notification to Consumers:** You must notify Consumers through the Eventbrite Emails to Attendees tool of the event cancellation or nonperformance as soon as reasonably possible and prior to the event start time.

**Consumer Contact:** You will be the main point of contact for Consumers with refund requests, and you will instruct the Consumers to not contact us with refund requests. Unless you have a No Refunds policy, you will allow Consumers to request a refund through the Eventbrite platform in accordance with the policy you select. If you cannot enable refund requests through the Eventbrite platform because you have a No Refunds policy, then in the event that circumstances necessitate providing refunds (e.g. Specified Refunds), you will provide clear instructions and accurate contact information to Consumers so that Consumers can make refund requests. Per Eventbrite's [Organizer Refund Requirements](#), you will respond to all refund requests within a maximum of 5 business days.

**Multi-Day Events:** If you perform only part of a multi-day event, then you must refund a pro-rata portion of the purchase price of each multi-day ticket based on the portion of the multi-day event that was canceled or not performed. For example, if you sell a 3-day ticket to a festival for \$150, and cancel 1 day of the festival, you must provide a \$50 refund to Consumers for the canceled day.

**Credits and Alternative Accommodations:** If you are offering Consumers a credit or other accommodation to "make good" on your obligations instead of a purchase price refund and/or in the event of an inability to complete a purchase price refund, then (A) such credit or other accommodation must be of equal or greater value to the value of the ticket for the event, and (B) such value and all terms applicable to such credit or other accommodation (including the period in which such credit or other

accommodation must be used, if such limitations are permitted by applicable law) must be clearly communicated to the Consumers. You are solely responsible for issuing any credit or other accommodation. You are solely responsible for compliance with all applicable local, state, provincial, national and other laws, rules and regulations. You will be fully liable for the Chargeback Costs even if a credit, accommodation, or "other make good" refund is given and/or even if it is provided because a purchase price refund could not be completed. If you fail for any reason to honor a credit or other accommodation, including by failing to hold the related event(s), we may exercise all rights under this Merchant Agreement, including the right to issue refunds to impacted Consumer(s) (to the extent we are able to do so) and to collect such sums directly from you.

**Credits when Using EPP:** This subsection applies to credits offered to Consumers who purchased through EPP transactions. Any funds associated with a credit that is usable only for your future events will be processed by us in the same manner as a refund from your account. We will process the credit on your behalf as part of the final settlement of the event when the credit is used, as described in the terms for EPP. A credit is "used" once the Consumer either attends the relevant concluded event or fails to attend the relevant concluded event. However, if you have established a redemption period and the credit is not used during the redemption period, the credit will be applied to your account and settled with your next scheduled payout, as long as you offered a substitute event that was ticketed and completed during the established period.

## **12. Taxes.**

In most cases, you are responsible for collecting and remitting all taxes to the appropriate governmental authorities. We have the ability to request information and withhold taxes from you in certain instances.

### **12.1 Your Tax Responsibility.**

You are solely responsible for determining which, if any, sales, use, amusement, value added, goods and services, consumption, excise and other taxes, duties, levies and charges (collectively, "Taxes") apply to your use of the Organizer Services and to sales you make using the Organizer Services. It is your sole responsibility to, and you will, collect, remit and report the correct amounts of all such Taxes to the applicable governmental authorities ("Tax Authorities").

We do not represent, warrant or guarantee that any tax tools or tax calculators ("Tax Tools") that we provide to you will meet all tax requirements that may be applicable to you or that such Tax Tools will result in your collection or remittance of all applicable Taxes and we are under no obligation to provide such Tax Tools to you. Taxes may vary based on the nature of your event, the nature of your tax status (individual, entity, business, consumer, etc.), your location, the location of your Consumers, credits and deductions for which you may qualify and other factors. You release us from any and all liability with respect to your use of the Tax Tools. None of the Tax Tools should be considered legal or tax advice.

If you do collect Taxes and use Eventbrite Payment Processing, then subject to Sections 12.2, 12.3, and 12.4, we will pay such amounts to you at the same time as the applicable Event Proceeds. You are responsible for remitting all such Taxes to the appropriate Tax Authorities including, where applicable, the reporting thereof. If you use any Tax Tools that require you to input a tax registration number, you represent and warrant that such tax registration number is true and correct. We cannot give you legal or tax advice, so please be sure to check with your own legal and/or tax advisor about any applicable Taxes. If a Tax Authority requires us to pay any Taxes attributable to your use of the Organizer Services or to sales that you make using the Organizer Services, you must promptly and fully reimburse us for such Taxes upon demand, plus all associated costs, penalties, interest and expenses.

### **12.2 Request for Information.**

Despite what is stated in Section 12.1, we may, in certain jurisdictions, be required to collect and remit Taxes relating to your sales of tickets, registrations, or other items that are made using the Organizer Services. To determine whether we must collect any Taxes on your behalf, we may request certain information when you create an event using the Organizer Services. Such information may relate to your tax exempt status, the nature of your event and/or other similar information. If we request such information, you represent and warrant that the information you provide is true and correct. We cannot give you legal or tax advice, so please be sure to check with your own legal and/or tax advisor about any information you provide through the Eventbrite Properties. If a Tax Authority requires us to pay any Taxes attributable to your event as a result of the information you

provided us being incorrect, you must promptly and fully reimburse us for such Taxes upon demand and all associated costs, penalties, interest and expenses.

### **12.3 Collection by Eventbrite.**

Despite what is stated in Section 12.1, we may, in certain jurisdictions, be required to collect and remit Taxes on your sales of tickets, registrations, and other items through our platform, Eventbrite Fees, and/or Eventbrite Payment Processing Fees to the Tax Authorities. In such jurisdictions, we will collect from you Taxes on Eventbrite Fees, and you must pay such Taxes. We may, at our sole election, invoice you for Taxes on Eventbrite Fees or withhold (from amounts we would otherwise pay to you) the amount of Taxes on Eventbrite Fees. With the exception of Taxes on Eventbrite Fees that we collect from you pursuant to this paragraph and Taxes collected and remitted pursuant to Section 12.2, you remain responsible for collecting and remitting the correct amount of any Taxes that apply to your use of the Services and to sales you make using the Services including, where applicable, the reporting thereof. A list of the jurisdictions in which we collect Taxes on Eventbrite Fees is available [here](#).

### **12.4 Obligation to Pay Taxes.**

We are required to collect Taxes from you on the Eventbrite Fees for paid tickets, registrations, and other items sold on or through the Site if you reside in a jurisdiction in which we collect Taxes on Eventbrite Fees where a Tax Identification Number ("Tax ID") has not been provided to us by you as the customer; and we are required to remit and report any such Taxes collected to the Tax Authorities.

Where you provide us with your Tax ID, we will not collect Taxes on the Eventbrite Fees where this complies with local requirements in the jurisdiction in which you reside. It is your sole responsibility to make sure that the Tax ID you provide to us (if any) is accurate, complete and properly formatted. Please be aware that falsification or misrepresentation of information to evade payment of Taxes may result in fines and/or criminal prosecution. You must promptly and fully reimburse us for all out-of-pocket costs and expenses arising out of your falsification or misrepresentation of a Tax ID on the Site.

However, in the European Union and the United Kingdom, in respect of certain products (e.g., our Pro Plan) where alternative reasonable evidence of you being in business is available, Taxes will not be charged in the absence of a valid Tax ID.

In the interest of clarity, in certain jurisdictions, we do not collect and remit Taxes on the Eventbrite Payment Processing Fee or on the price of the tickets, registrations, and other items you sell on or through the Site. To learn more about our process for collecting and remitting taxes, see our [Help Center article](#) [↗](#).

### **12.5 IRS Reporting.**

In addition, under United States federal tax law, if we process transactions above a specified threshold during a given calendar year and in the aggregate across all of your accounts, we might be required to report to the IRS:

- The gross amount of the total reportable payment card/third party network transactions for the calendar year. Gross amount means the total dollar amount of total reportable payment transactions for each participating payee without regard to any adjustments for credits, cash equivalents, discount amounts, fees, refunded amounts, or any other amounts. The dollar amount of each transaction is determined on the date of the transaction;
- Your name;
- Your address; and
- Your tax identification number (collectively, "Your Tax Information").

In such instances, we are required to either (a) collect Your Tax Information when you reach the specified threshold; or (b) establish that you are a foreign person not subject to Form 1099-K information reporting. If applicable, upon request you will provide us with an IRS Form W-8 establishing your foreign status. You will not receive any further payments from us until either

(a) or (b) above are satisfied. To learn more about these tax reporting rules and why we are required to do this, see our [1099-K FAQ](#).

## 12.6 Providing Payee Copies Electronically

If we are required to report the gross amount of the total reportable payment card/third party network transactions paid to you for the calendar year to the IRS on a Form 1099-K, Payment Card and Third Party Network Transactions, we are also required to furnish a copy of that Form 1099-K to you. By agreeing to these terms, you consent to receiving that Form 1099-K electronically, rather than on paper, and you acknowledge and consent to the following terms:

- Your consent will be effective immediately and will be effective unless and until you withdraw that consent as described below.
- We will provide you with notice via email when your Form 1099-K is available in your Eventbrite account.
- You must keep your email address current in your Eventbrite account profile in order for us to notify you when your Form 1099-K is available.
- You may obtain a paper copy of your Form 1099-K by contacting us via the Eventbrite Help Center. A request to obtain a paper copy of your Form 1099-K will not be treated as a withdrawal of your consent to receive electronic forms in the future.
- You will be able to access your Form 1099-K for up to 3 years in your account platform after it has been made electronically available to you. To retrieve your electronic Form 1099-K you will need access to:
  - An internet connection;
  - A current version of your web browser. Google Chrome or Firefox are recommended for the best experience. Internet Explorer versions 11 and earlier are no longer supported;
  - A current version of a program that accurately reads and displays PDF files (such as Adobe Acrobat Reader);
  - A printer if you wish to print out and retain records on paper;
  - Electronic storage if you wish to retain records in electronic form; and
  - A computer with an operating system that can support all of the above.
- You may withdraw your consent by contacting us via the Eventbrite Help Center. Your withdrawal of consent will be effective 60 days after it was received. We will confirm your withdrawal with you and the date on which it takes effect via email. A withdrawal of consent does not apply to a Form 1099-K that was furnished electronically before the date on which the withdrawal takes effect.

## 12.7 Right to Withhold.

We reserve the right to withhold the payment of any amounts that we owe to you and pay such amounts as required by applicable local, state, provincial, national or other law, rule, regulation, judgment or order, in each case as determined by us, or to seek later payment from you of any amounts of Taxes uncollected and unremitted that are related to your events.

# 13. Warranty Disclaimers

## 13.1

THE ORGANIZER SERVICES ARE PROVIDED "AS IS," WITHOUT WARRANTY OF ANY KIND. WE EXPLICITLY DISCLAIM ANY WARRANTIES OF ANY KIND, INCLUDING MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUIET ENJOYMENT OR

NON-INFRINGEMENT, AND ANY WARRANTIES ARISING OUT OF COURSE OF DEALING OR USAGE OF TRADE. WE MAKE NO WARRANTY THAT THE ORGANIZER SERVICES OR THE RESULTS OF THE ORGANIZER SERVICES WILL MEET YOUR REQUIREMENTS OR BE AVAILABLE ON AN UNINTERRUPTED, SECURE, OR ERROR-FREE BASIS. WE MAKE NO WARRANTY AS TO THE USEFULNESS OR THE CAPABILITY OF THE ORGANIZER SERVICES TO MARKET AND PROMOTE YOU OR ANY OTHER PERSON OR YOUR EVENTBRITE EVENTS. WE MAKE NO WARRANTY REGARDING THE QUALITY, ACCURACY, TIMELINESS, TRUTHFULNESS, COMPLETENESS OR RELIABILITY OF ANY CONTENT. WE HAVE NO RESPONSIBILITY TO YOU FOR, AND HEREBY DISCLAIM ALL LIABILITY ARISING FROM, THE ACTS OR OMISSIONS OF ANY THIRD PARTIES THAT WE REQUIRE TO PROVIDE THE ORGANIZER SERVICES OR THAT YOU CHOOSE TO CONTRACT WITH WHEN USING THE ORGANIZER SERVICES.

## 13.2

UNLESS OTHERWISE EXPRESSLY STATED IN THE EVENTBRITE ADS TOOL, THE EVENTBRITE ADS SERVICE DOES NOT INCLUDE ANY GUARANTEED NUMBER OF AD IMPRESSIONS, CLICKS, SALES, LEADS GENERATED, OR LEADS CLOSED. WE DO NOT GUARANTEE THAT THE NUMBER OF AD IMPRESSIONS, CLICKS OR CONVERSIONS WILL EQUAL OR APPROXIMATE THE NUMBER OF INDIVIDUALS WHO PURCHASE TICKETS OR ATTEND THE EVENT.

WE MAKE NO WARRANTY THAT THE DELIVERY OF ANY MATERIAL OR OTHER MESSAGES THROUGH THE MESSAGING SERVICE WILL BE COMPLETED OR COMPLETED WITHOUT DELAY. FOR CLARITY, YOU WILL NOT RECEIVE A REFUND FOR ANY DELAYS IN SENDING ANY MATERIAL OR OTHER MESSAGES THROUGH THE MESSAGING SERVICE.

## 13.3

Some jurisdictions do not allow the exclusion of certain warranties or conditions on, or the limitation of liability for, loss or damage caused by willful acts, negligence, breach of contract or breach of implied terms, or incidental or consequential damages. Only those liability and other limitations which are lawful in your jurisdiction (if any) will apply to you, and our liability is limited to the maximum extent permitted by law.

# 14. Indemnification and Limitation of Liability

## 14.1 Indemnification.

In addition to any other indemnification obligations you may have (including those in the Terms of Service), you agree to defend, indemnify, and hold harmless the Eventbrite Released Parties from any and all damage (whether direct, indirect, incidental, consequential or otherwise), loss, liability, cost and expense (including reasonable attorneys' and accounting fees) resulting from any Claim relating to or arising out of:

- Your breach of this Merchant Agreement or unauthorized use of the Organizer Services;
- Your unlawful use of the Organizer Services, including but not limited to your failure to comply with laws relating to unsolicited messages and spam, via email, text or otherwise;
- Your Featured Content or the display of your Featured Content in the Content Channels;
- The Offerings which are the subject of Featured Content (including any warranty, liability, misrepresentation or false advertising);
- An Offering being materially not as described;
- Personal injury, property damage, or other damages or losses which are based upon or arise out of your Offerings;
- Your Promotion(s);
- Your use of any Third Party Content; and/or
- Your or our access or use of any Consumer Data from any of your Third Party Accounts.

## **14.2 Limitation of Liability.**

EVENTBRITE'S TOTAL LIABILITY UNDER THIS MERCHANT AGREEMENT FROM ALL CAUSES OF ACTION AND UNDER ALL THEORIES OF LIABILITY, WILL BE LIMITED TO AND WILL NOT EXCEED THE EVENTBRITE FEES (NET OF ANY EVENTBRITE PAYMENT PROCESSING FEES AND ANY AMOUNTS PAID TO ANY FULFILLMENT PARTNER) PAID TO EVENTBRITE BY YOU FOR THE ORGANIZER SERVICES IN THE THREE (3) MONTH PERIOD IMMEDIATELY PRECEDING THE CIRCUMSTANCES GIVING RISE TO THE LIABILITY. IN NO EVENT WILL EVENTBRITE, OR ANY FULFILLMENT PARTNER, BE LIABLE UNDER THIS MERCHANT AGREEMENT FOR ANY SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF USE, DATA, BUSINESS, OR PROFITS) RELATED TO THIS MERCHANT AGREEMENT OR THE USE OR QUALITY OF THE ORGANIZER SERVICES, OR FOR THE COST OF PROCURING SUBSTITUTE SERVICES, WHETHER SUCH LIABILITY ARISES FROM ANY CLAIM BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, AND WHETHER OR NOT EVENTBRITE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. THE FOREGOING LIMITATIONS WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY SPECIFIED IN THIS MERCHANT AGREEMENT IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

## **15. Representations and Warranties.**

### **15.1 Authority.**

**You promise that you have the authority to agree to these terms.**

In addition to the representations and warranties throughout this Merchant Agreement, you represent and warrant to us, on behalf of yourself and the entity you represent (if applicable), that:

- The entity you represent is properly organized and in good standing under applicable laws;
- You have all the power and authority necessary to enter into this Merchant Agreement and to fulfill your obligations;
- Entering into and performing under this Merchant Agreement will not cause you to breach any laws, rules, court orders, or other agreements that you must follow; and
- You have the full authority and legal power to bind the entity you represent to this Merchant Agreement.

## **16. Non-Exclusive Remedies and Collections.**

### **16.1 Non-Exclusive Remedies.**

**We charge interest on overdue amounts and may withhold your payouts and/or invoice you for such amounts.**

Interest on Overdue Amounts: Overdue amounts that you owe under this Merchant Agreement or any Affiliated Agreement will bear interest calculated from the due date until paid in full, at a rate equal to the lesser of:

- One percent (1%) per month, compounded monthly; or
- The maximum amount permitted by applicable law.

Setoffs and Invoices: If you owe us any amounts under this Merchant Agreement or any Affiliated Agreement, we may, to the extent allowed by applicable law:

- Withhold and/or set-off any amounts that we would otherwise pay to you (as described in Section 9.2 "Deductions, Setoffs, and Reserves"); and/or

- Send an invoice to you for overdue amounts, to the extent that the amount we could withhold is insufficient to cover the amounts you owe us, in which case you will pay the invoice within thirty (30) days after the date of the invoice.

Non-Exclusive: Our rights and remedies in this Merchant Agreement are non-exclusive (that is, our remedies are cumulative and any can be exercised by us in addition to, and do not prevent us from exercising, any other rights or remedies available to us now or in the future under law, this Merchant Agreement, any Affiliated Agreements, other agreements, or otherwise). Our failure or delay in enforcing or exercising any right, remedy or provision of this Merchant Agreement will not be considered a waiver of those rights.

## **16.2 Collections; Costs of Recovery.**

**You will reimburse us for the costs of collecting overdue amounts from you.**

We have the right to pursue collection of any late and unpaid amounts due to us if such amounts are not paid within thirty (30) days after the date of the invoice. **We have the right to send you collection notices; sending such a notice will not be a requirement for taking legal or other action to collect overdue sums.** In addition, you must promptly reimburse us upon demand for all out-of-pocket costs (including reasonable attorneys' fees and costs) incurred by us in collecting overdue amounts or any other amounts that you owe under this Merchant Agreement or any Affiliated Agreement. If we must seek recovery of past due amounts and associated fees and costs, we have the right to pursue unpaid amounts through judicial proceedings, and such actions will not be arbitrated regardless of any arbitration provisions in the Terms of Service.

# **17. Miscellaneous**

## **17.1 Interpretation.**

The headings and subheadings throughout this Merchant Agreement, including the bolded, boxed text following each, are for convenience only and will not restrict or affect any provisions, and are not legal guidance. When we say Eventbrite "may," has the right, is permitted, is authorized, or is allowed to do something in this Merchant Agreement, it means we may, but are not obligated to, exercise the applicable rights or options or take the applicable action, as we determine in our sole discretion. Any determinations, decisions, or beliefs by us under this Merchant Agreement may be made by us in our sole discretion. As used in this Merchant Agreement, "including" means "including, but not limited to." When this Merchant Agreement says that you "will" take an action, this means that you are agreeing to take the action and that you must take that action. Your obligations, duties, warranties, representations, releases, and waivers throughout this Merchant Agreement are also the obligations, duties, warranties, representations, releases, and waivers of your Affiliates. Any remedies available to us under this Merchant Agreement may also be applied by us against your Affiliates.

## **17.2 Entire Agreement.**

Except as otherwise set forth herein, this Merchant Agreement, along with the Terms of Service and Privacy Policy, constitute the entire and exclusive understanding and agreement between us and you regarding the Organizer Services and supersede and replace any and all prior oral or written proposals, discussions, communications, understandings or agreements between us and you regarding the subject matter of this Merchant Agreement, other than any written agreement for Organizer Services between you and an authorized officer of Eventbrite.

## **17.3 Force Majeure.**

We will not be liable for any delay or failure to perform resulting from causes outside our reasonable control, including, but not limited to, acts of God, war, terrorism, riots, embargos, acts of civil or military authorities, fire, floods, epidemics, accidents, strikes or shortages of transportation facilities, fuel, energy, labor or materials.

## **17.4 No Assignment or Transfer.**

You may not use, export, import, or transfer the Organizer Services, including the purchase of any products or service on the Organizer Services, except as authorized by U.S. law, the laws of the jurisdiction in which you used the Organizer Services or

purchased any products or services on the Organizer Services, and any other applicable laws. You may not assign or transfer this Merchant Agreement, by operation of law or otherwise, without our prior written consent. Any attempt by you to assign or transfer this Merchant Agreement, without such consent, will be null and void. Subject to the foregoing, this Merchant Agreement will bind and inure to the benefit of the parties, their successors and permitted assigns.

### **17.5 No Relationship Created.**

No independent contractor, agency, partnership, joint venture or other such relationship is created by this Merchant Agreement.

### **17.6 Translation.**

We may translate this Merchant Agreement into other languages for your convenience. If there is a conflict between the English version and a translated version, the English version will control.

### **17.7 Applicable Law and Jurisdiction.**

For clarity, the Applicable Law and Jurisdiction terms set forth in Section 21 of the Terms of Service apply to this Merchant Agreement.

### **17.8 Additional Miscellaneous Provisions.**

For clarity, the Additional Miscellaneous Provisions set forth in Section 24 of the Terms of Service apply to this Merchant Agreement.

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## **Still have questions?**

Contact us

### **Use Eventbrite**

Create events  
Community Guidelines  
Pricing  
Site status

### **Download apps**

Eventbrite app for Android  
Eventbrite app for iOS  
Eventbrite Organizer app

### **Browse resources**

Organizer Resource Hub  
Taxes  
Webinars for new organizers

### **Connect with us**

Contact support  
Facebook  
Instagram

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# Eventbrite Terms of Service

Last updated: August 20, 2025

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Welcome to Eventbrite! We know as event creators and consumers that you want your events to run safely and smoothly. We want the same thing for our platform. We're excited you're here! Please read these Terms of Service ("Terms") carefully because they contain important information about your legal rights, remedies, and obligations.

By accessing or using Eventbrite's Services, you are agreeing to the terms and conditions of these Terms (which incorporate and include our [Privacy Policy](#) and all other terms, policies, and agreements referenced throughout these Terms), without modification, and entering into a binding contract with us that governs our Services and your use of the Services. Do not access or use the Services if you do not agree to the terms and conditions of these Terms.

For an overview of Eventbrite's various legal terms and policies, click [here](#) [↗](#).

**IMPORTANT NOTICE: SECTION 9 OF THESE TERMS OF SERVICE CONTAINS A BINDING ARBITRATION AND CLASS ACTION WAIVER THAT MAY AFFECT YOUR LEGAL RIGHTS. PLEASE READ SECTION 9 VERY CAREFULLY.**

# 1. Accepting These Terms

## 1.1 What's what.

**Here are some important definitions to help you navigate these Terms.**

1. An "Affiliate" of any entity means any person or entity that controls, is controlled by, or that is under common control with, such entity, whether as of the date of your agreement to these Terms or after. For purposes of this definition, "control" means ownership or control, directly or indirectly, of more than 20% of the outstanding voting stock of an entity or otherwise possessing the power to direct the management and policies of an entity.

2. "Consumers" means consumers using our Services for any reason, including to consume information and/or attend events.

3. "Eventbrite Properties" means Eventbrite's products, features and offerings that are available:

A. online through various Eventbrite properties including Eventbrite.com ("Site(s)");

B. off platform, including entry management, sponsorship, and marketing or distribution services; and

C. through mobile applications, webpages, application programming interfaces, and subdomains ("Applications").

4. "Material" includes information, data, text, editorial content, design elements, look and feel, formatting, graphics, images, photographs, videos, music, sounds, and other content and materials.

5. "Organizer" means an event creator using our Services to create events for Consumers.

6. "Services" include the Eventbrite Properties and the Organizer Services (defined in 7. Eventbrite's [Merchant Agreement](#)).

7. "Site Content" refers to Material contained in or delivered via the Services or otherwise made available by Eventbrite in connection with the Services.

8. "Your Content" is any Material that you contribute, provide, post, or make available using the Services, or that you otherwise contribute, provide, post or make available to us, or that you authorize us to use.

9. "Your Trademarks" are the trademarks, trade names, service marks, and logos that you contribute, provide, post, or make available using the Services, or that you otherwise contribute, provide, post or make available to us, or that you authorize us to use.

10. Organizers, Consumers, and third parties accessing or using our Services are all referred to in these Terms collectively as "Users," "you," or "your."

11. When these Terms use "Eventbrite," "we," "us," or "our," that refers to Eventbrite, Inc. and its Affiliates, and subsidiaries, and each of its and their respective officers, directors, agents, partners, and employees.

## 1.2 Who's who.

### You may be contracting with one of our Affiliates.

1. Depending on where you are located, you may be contracting with an Affiliate of Eventbrite, Inc. The contracting entity on the other side of these Terms is as follows:

A. If you are a User located in Argentina, you are contracting with Eventbrite Argentina S.A. with head offices at República del Líbano N° 981, Godoy Cruz, Province of Mendoza, Argentina, and registered under CUIT: 30-71038876-4 ("Eventbrite Argentina").

B. If you are a User located in Brazil, you are contracting with Eventbrite Brasil Gestao Online De Eventos Ltda., a limited liability company, with its registered office at Avenida Engenheiro Luiz Carlos Berrini, 1748, Andar 22, Conjunto 2203, Sala 15, Cidade Moncoes, Sao Paulo, CEP 04.571-000, Brazil, enrolled with the Taxpayer Registration CNPJ/MF under No. 15.913.672/0001-65 and with its Articles of Association registered with the Board of Commerce of the State of São Paulo under NIRE 35.226.513.555 ("Eventbrite Brazil").

C. If you are a User located in any other jurisdiction, you are contracting with Eventbrite, Inc., a Delaware corporation, with its principal place of business at 95 Third Street, 2nd Floor, San Francisco, California, 94103, Reg. No. 4742147 ("Eventbrite US").

2. Depending on where you are located, if you are a Consumer submitting a credit card to us to process your purchase, you may be contracting with an Affiliate of Eventbrite, Inc. for purposes of Eventbrite Payment Processing (defined in the [Merchant Agreement](#)) only.

A. If you are a Consumer located in Europe and submitting a credit card for Eventbrite to process your purchase, for purposes of Eventbrite Payment Processing only, you are contracting with Eventbrite Operations (IE) Ltd, an Irish limited liability company, with its registered office at Unit 3100, Citywest Business Campus Dublin 24, Citywest, Dublin, D24AK82, Ireland ("Eventbrite Ireland").

B. If you are a Consumer located in Australia and submitting a credit card for Eventbrite to process your purchase, for purposes of Eventbrite Payment Processing only, you are contracting with Eventbrite AU Pty Limited, an Australian limited liability company, with head offices at Level 1, 1 Southbank Blvd, Southbank, VIC 3006, Australia, and registered under Australia Business Number 38 167 488 593 ("Eventbrite Australia").

C. If you are a Consumer located in Canada and submitting a credit card for Eventbrite to process your purchase, for purposes of Eventbrite Payment Processing only, you are contracting with Eventbrite Canada Inc., a Canada corporation whose address is 2200 HSBC Building, 885 West Georgia Street, Vancouver, BC V6C 3E8, Canada ("Eventbrite Canada").

D. If you are a Consumer located in Singapore and submitting a credit card for Eventbrite to process your purchase, for purposes of Eventbrite Payment Processing only, you are contracting with Eventbrite Singapore Pte. Ltd., with offices located at 8 Marina Boulevard #05-02 Marina Bay Financial Centre, Singapore, 018981, Singapore ("Eventbrite Singapore").

E. If you are a Consumer located in Hong Kong and submitting a credit card for Eventbrite to process your purchase, for purposes of Eventbrite Payment Processing only, you are contracting with Eventbrite Hong Kong Limited, with offices located at 46/F Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong ("Eventbrite Hong Kong").

F. If you are a Consumer located in Mexico and submitting a credit card for Eventbrite to process your purchase, for purposes of Eventbrite Payment Processing only, you are contracting with Eventbrite Mexico Payment Processing S. DE R.L. DE C.V., with a registered address at Presidente Masarik 111, Piso 1 Col. Polanco V Seccion C.P. 11560 Mexico, D.F. ("Eventbrite Mexico").

G. For clarity, regardless of the entity you contract with for purposes of Eventbrite Payment Processing, all other Services are offered through either (i) Eventbrite US, or (ii) your local entity in the case of Eventbrite Argentina or Eventbrite Brazil. If you change your place of residence, the Eventbrite company you contract with will be determined by your new place of residence as specified above from the date on which your place of residence changes.

### 1.3 What else?

**There may be other terms that apply to you.** 1. By agreeing to these Terms, you acknowledge you have read and agree to the [Privacy Policy](#) and [Cookie Statement](#) applicable to all Users, which are incorporated by reference into, and are part of, these Terms. 2. All Users must abide by Eventbrite's [Community Guidelines](#) which are incorporated by reference into, and are part of, these Terms. Please read these carefully, as they affect what types of content and conduct are permitted when using the Services. 3. Users may be bound by the following additional terms, which are incorporated by reference into, and are part of, these Terms:

A. If you are an Organizer, Eventbrite's [Merchant Agreement](#) and [Organizer Refund Policy Requirements](#) apply to you.

B. If you access or use the Eventbrite Ads Service, the [Eventbrite Ads Guidelines](#) also apply to you.

C. If you are a third party interacting with our Services not as an Organizer or a Consumer, the [API Terms of Use](#) and/or [Trademark and Copyright Policy](#) might be applicable to you. Please be on the lookout for additional terms and conditions displayed with certain Services that you may use from time to time, as those will also be applicable to you. 4. We may sometimes provide you with services that are not described in these Terms and unless we have entered into a separate, signed agreement that expressly supersedes these Terms, these Terms will apply to those services as well.

### 1.4 Your Authority.

**Using our Services on behalf of an entity will bind that entity to these Terms.**

If you will be using the Services on behalf of an entity (such as on behalf of your employer), you agree to these Terms on behalf of that entity and its Affiliates and you represent that you have the authority to do so. In that case, "you" and "your" will refer to that entity as well as yourself.

## 2. Eventbrite's Services and Role

### 2.1 What we do.

We offer an events management and growth platform that helps Organizers and Consumers thrive and connect through memorable live experiences. Through our Services, Organizers can create, post and manage online or in-person events, sell tickets, solicit donations and stay connected to Consumers through a suite of marketing tools.

### 2.2 How we fit in.

We are not the creator, organizer, or owner of the events listed on the Services nor are we the seller of tickets, registrations or any merchandise on the Services. Instead, we provide our Services, which allow Organizers to manage ticketing and registrations and promote their events.

When hosting an event, the Organizer is solely responsible for ensuring that their event and any page displaying an event complies with any applicable laws, rules, and regulations, and that the goods and services described on the event page are delivered as described and in an accurate, satisfactory manner.

If the Organizer is hosting an event with paid tickets, the Organizer selects the payment processing method offered to Consumers for its event as more fully described in the [Merchant Agreement](#). Consumers must use the payment processing method the Organizer selects to collect payment.

If the Organizer uses Eventbrite Payment Processing (defined in the [Merchant Agreement](#)), we act as the Organizer's limited agent to process payments from Consumers on the Organizer's behalf using our third-party payment service providers. If the Organizer selects Facilitated Payment Processing (defined in the [Merchant Agreement](#)), we transmit the Consumer's payment details to the Organizer's designated payment provider but do not process the transaction.

## 3. Privacy and Consumer Information

### 3.1 Privacy Policy.

**We follow our Privacy Policy when handling and protecting your personal data.**

We are committed to protecting your personal data that you provide or that we collect through Eventbrite Properties as set forth in our [Privacy Policy](#).

### 3.2 Cookies.

**We use cookies, pixels and similar technologies and provide you choices to manage your preferences.**

We and our vendors use cookies, scripts, and other technologies to collect information on a real-time basis about how you use and navigate our Services. This may include your IP address, as well as information about your browsing behavior, page visits, clicks and cursor movements and searches on our sites. This information will be collected directly by, or disclosed to, our vendors and used to evaluate your use of the Services.

Our [Cookie Statement](#) further explains how we use cookies, pixels and other similar technologies when you visit Eventbrite Properties or use our Services. You may modify how Eventbrite uses your cookies at any time. To do so, please visit the "Cookie Preferences" link in the footer of our website.

### 3.3 Consumer Information.

**We expect you to follow the rules when dealing with information about Consumers.**

If you are an Organizer, you will at all times comply with all applicable local, state, provincial, national, and other laws, rules, and regulations with respect to information you collect from (or receive about) Consumers or other individuals, and comply with any applicable policies posted by us on the Services with respect to information you collect from (or receive about) Consumers.

## 4. Term; Termination

### 4.1 Term.

**These Terms apply when you access our Services.**

These Terms apply to you as soon as you access the Services by any means and will continue to apply until they are terminated. There may come a time when either you or Eventbrite decides it's best to part ways as described in Sections 4.2 or 4.3 below. When that happens, these Terms will generally no longer apply. However, as described in Section 4.4, certain provisions will always remain applicable to both you and us.

### 4.2 Termination.

## **We can revoke your access to our Services.**

1. We may suspend or terminate your right to use the Services at any time, including if:

A. you violate or breach these Terms or any other agreement between you and us, or if you fail to pay any amounts when due;

B. you misuse or abuse the Services, or use the Services in a way not intended or permitted by us;

C. you engage in any conduct on or off the Eventbrite Properties that jeopardizes the safety of our community or integrity of the Eventbrite Properties or interferes with the experience of our community or the Eventbrite Properties; or

D. allowing you to access and use the Services would violate any applicable local, state, provincial, national, or other laws, rules and regulations or court order or would expose us to legal liability.

2. We may choose to stop offering the Services, or any particular portion of the Services, or modify or replace any aspect of the Services, at any time. We will use reasonable efforts to provide you with notice of our termination of your access to the Services, if we believe that failure to do so would materially prejudice you. You agree that we will not be liable to you or any third party as a result of our termination of your right to use or otherwise access the Services.

### **4.3 Deleting Your Account.**

**We hope you want to continue using our Services, but please refer to this paragraph if you don't.**

Except as agreed otherwise in a separate written agreement between you and us or other Affiliated Agreement (defined in the [Merchant Agreement](#)), you may terminate your access to the Services and the general applicability of Terms by [deleting your account](#). If you are a Consumer using the Services without a registered Eventbrite account, your only option for these Terms to no longer apply is to stop accessing the Services indefinitely. So long as you continue to access the Services, even without an account, these Terms remain in effect. If there is a separate agreement between you and us governing your use of the Services and that agreement terminates or expires, these Terms (as unmodified by such agreement) will govern your use of the Services after such termination or expiration.

### **4.4 Survival of Terms.**

**Certain provisions will always remain applicable to both you and us.**

All provisions of these Terms that by their nature should survive termination of these Terms will survive (i.e., they will continue to apply to you) including all limitations on liability, releases, indemnification obligations, disclaimers of warranties, agreements to arbitrate, choices of law and judicial forum, and intellectual property protections and licenses.

## **5. Export Controls and Restricted Countries**

We're not allowed to provide our Services to certain people.

As a global company based in the United States, we are subject to and must comply with applicable export controls and economic sanctions laws and regulations, including those imposed by the United States and similar laws and regulations of the other jurisdictions where we operate (collectively, "Trade Controls"). You should familiarize yourself with these restrictions, regardless of your location or the location of the events hosted by you on the Services ("Your Eventbrite Events"). You represent and warrant, on a continuing basis, that:

1. your use of the Services will at all times comply with all applicable Trade Controls; and

2. you are not a person or entity that:

A. is the target of applicable Trade Controls restrictions, including that you are not a person or entity that:

i. is listed on, or 50% or more owned or controlled by one or more persons or entities listed on, an applicable list of restricted or denied persons maintained by Trade Controls authorities, including without limitation the U.S. Office of Foreign Assets Control's Specially Designated Nationals List or Foreign Sanctions Evaders List; the U.S. Department of State's Terrorist Exclusion List; the Bureau of Industry and Security's Denied Persons List, the Entity List, or the Unverified List; the Consolidated List of Financial Sanctions Targets and the Investment Ban List maintained by His Majesty's Treasury of the United Kingdom; the Consolidated List of Asset Freeze targets maintained by the European Union; and the Consolidated List published by the Australian Government Department of Foreign Affairs and Trade; or

ii. is located, organized, resident in, or the government of, any country or territory that is, at any time, the target of country- or territory-wide sanctions (currently, Cuba, Iran, North Korea, Syria the Crimea region of Ukraine, the so-called Donetsk People's Republic, and the so-called Luhansk People's Republic) (collectively, "Restricted Areas") (any such persons in (i) and (ii) a "Restricted Party"); and

3. you will not use the Services in connection with any direct or indirect activities or dealings with or involving any Restricted Area or Restricted Party, and will not otherwise use the Services in any manner that would cause Eventbrite to be in violation of applicable Trade Controls.

## 6. Release and Indemnification

### 6.1 Release.

**You won't bring us into any disputes between you and a third party.**

1. You hereby agree to release us (collectively with our Affiliates and subsidiaries, and each of our and their respective officers, directors, agents, co-branders, licensors, payment processing partners, vendors, other partners, independent contractors and employees, the "Eventbrite Released Parties") from all damages (whether direct, indirect, incidental, consequential, or otherwise), losses, liabilities, costs, and expenses of every kind and nature, known and unknown, arising out of a dispute between you and a third party (including other Users) in connection with any of the following:

A. the Services or any event listed on the Services, including Your Eventbrite Events;

B. your Licensure (defined below), any failure to obtain or maintain any Licensure, or any error in obtaining or maintaining any Licensure;

C. any Feedback (defined below) that you give or receive; or

D. Your Content or Your Trademarks.

2. In addition, you waive any applicable law or statute, which says, in substance: "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE RELEASED PARTY."

### 6.2 Indemnification.

**You agree to have our back if a third party comes after us because of something you did or failed to do.**

1. You agree to defend, indemnify, and hold harmless the Eventbrite Released Parties from any and all damage (whether direct, indirect, incidental, consequential or otherwise), loss, liability, cost and expense (including reasonable attorneys' and accounting fees) resulting from any claim, demand, suit, proceeding (whether before an arbitrator, court, mediator or otherwise) or investigation made by any third party (each a "Claim") relating to or arising out of:

A. your breach of these Terms (including any terms or agreements or policies incorporated into these Terms);

B. your unauthorized use of the Services;

C. your Licensure, any failure to obtain or maintain any Licensure, or any error in obtaining or maintaining any Licensure;

D. any Feedback that you give or receive;

E. your breach of any applicable local, state, provincial, national or other law, rule or regulation or the rights of any third party;

F. our collection and remission of taxes; and

G. if you are an Organizer, Your Eventbrite Events (including where we have provided Services with respect to those events) and Your Content and Your Trademarks, provided that in the case of (vii) this indemnification will not apply to the extent that the Claim arises out of Eventbrite's gross negligence or willful misconduct.

2. We will provide notice to you of any such Claim, but our failure or delay in providing such notice will not limit your indemnification obligations except to the extent you are materially prejudiced by such failure. Also, in certain circumstances, we may choose to handle the Claim ourselves, in which case you agree to cooperate with us in any way we request.

## **7. Disclaimer of Warranties and Assumption of Risks by You**

### **7.1 Disclaimers.**

**We strive to provide Services in the way you need them, but there are some things we can't promise.**

1. To the extent allowed under applicable laws, the Services (including the Beta Services, defined below) are provided on an "as is" and "as available" basis. Eventbrite expressly disclaims all warranties of any kind, express or implied, including implied warranties of merchantability, title, non-infringement, and fitness for a particular purpose. For example, we make no warranty that:

A. the Services (or any portion of the Services) will meet your requirements or expectations;

B. the Services will be uninterrupted, timely, secure, or error-free; or

C. the results that may be obtained from the use of the Services will be accurate or reliable.

2. We have no control over and do not guarantee the (i) quality, safety, success, accuracy, or legality of any event or Site Content associated with an event, (ii) accuracy of any information provided by Users (including Feedback and Consumers' personal information shared with Organizers in connection with events), or (iii) ability of any User to complete a transaction.

3. We are not liable for the acts or omissions of any third parties, including third parties that help us provide the Services, that an Organizer chooses to assist with an event, or that you choose to use or contract with when using the Services.

### **7.2 Assumption of Risks.**

**You must assume risks that are inherent in attending live events.**

Some events may carry inherent risk and by participating in those events, you choose to assume those risks voluntarily. For example, some events may carry risk of illness, bodily injury, disability, or death, and you freely and willfully assume those risks by choosing to participate in those events.

### **7.3 Eventbrite-Hosted Events.**

**Most events on our platform are not hosted by Eventbrite, but if and when you participate in one that is, you assume all risks.**

When you attend an event hosted by us, you waive any and all claims and causes of action against the Eventbrite Released Parties, the event producers and presenters, and their insurers, for liability, including for personal injury, property damage or wrongful death in connection with your attendance of the event.

## 7.4 Beta Services.

**You may have an opportunity to try out certain beta services from time to time.**

We may make available certain beta and other pre-release software, services, equipment, and related documentation, materials, and information to you from time to time, for your use on a voluntary basis, as part of an early-release, early-access program (collectively, the "Beta Services") for the purposes of us gathering information and Users providing us with Feedback on the quality and usability of the Beta Services. The Beta Services may not meet the same level of performance as that of a commercially available product offering, and the Beta Services may not operate correctly and may be subject to substantial modification, including deprecation, during and after the period in which you may use them. We are not liable to you in connection with your use of our Beta Services, and we may revoke your access to the Beta Services at any time with or without reason or notice.

## 7.5 Application of Disclaimers.

**The disclaimers will apply so long as they are allowed under law.**

The disclaimers in these Terms apply to the maximum extent permitted by law. If any warranties are required by applicable law, they will be limited to the shortest duration allowed.

# 8. Limitation of Liability

## 8.1 Eventbrite Liability.

**In order to provide our Services on a large scale, we have to limit our liability to you.**

1. To the extent permitted by applicable laws, the Eventbrite Released Parties, will not be liable to you or any third party, for:

A. Any indirect, incidental, special, consequential, punitive or exemplary damages, including damages for loss of profits, goodwill, use, data, opportunity costs, intangible losses, or the cost of substitute services (even if we have been advised of the possibility of such damages);

B. any Feedback that you give or receive; or

C. Your Content or Your Trademarks.

2. In addition, other than our obligation to pay out Event Proceeds in certain circumstances to certain Organizers under the [Merchant Agreement](#), and only in accordance with those terms, the Eventbrite Released Parties' maximum aggregate liability is limited to the following:

A. For Organizers of events on our Site with paid tickets:

i. The Eventbrite Fees (net of any Eventbrite Payment Processing Fees) that the Organizer paid us in the three (3) month period immediately preceding the circumstances giving rise to their claim; or

B. For other Users:

i. The total price of all tickets or registrations that the User purchased or made through the Services in the three (3) month period immediately preceding the circumstances giving rise to their claim; or

ii. If no tickets or registrations were purchased one hundred U.S. Dollars (USD \$100).

## 8.2 Compliance of Terms.

**All of our Terms are meant to comply with the law.**

Some jurisdictions do not allow the exclusion of certain warranties or conditions on, or the limitation of, liability for loss or damage caused by willful acts, negligence, breach of contract or breach of implied terms, or incidental or consequential damages. Only those liability and other limitations which are lawful in your jurisdiction (if any) will apply to you, and our liability is limited to the maximum extent permitted by law.

## **9. IMPORTANT: BINDING ARBITRATION AND CLASS ACTION WAIVER PROVISIONS**

**PLEASE READ THIS SECTION CAREFULLY AS IT AFFECTS YOUR RIGHTS. ANY DISPUTE OR CLAIM UNDER THESE TERMS OR WITH RESPECT TO THE SERVICES WILL BE SETTLED BY BINDING ARBITRATION OR IN SMALL CLAIMS COURT (TO THE EXTENT THE CLAIM QUALIFIES) AND WILL TAKE PLACE ON AN INDIVIDUAL BASIS ONLY; YOU AGREE THAT CLASS, CONSOLIDATED (EXCEPT IN THE LIMITED CIRCUMSTANCES DESCRIBED BELOW), OR REPRESENTATIVE ARBITRATIONS AND CIVIL ACTIONS ARE NOT PERMITTED AND ANY RIGHTS TO BRING SUCH ACTIONS ARE WAIVED BY EACH PARTY.**

The parties understand that, absent this mandatory provision, they would have the right to sue in court and have a jury trial. They further understand that, in some instances, the costs of arbitration could exceed the costs of litigation and the right to discovery may be more limited in arbitration than in court.

### **9.1 Customer Support.**

**Contact us first if you have an issue with our Services.**

You agree that if you have a question or concern about the Services, you will [contact us](#) first, prior to initiating any legal proceeding. Our customer support team will try to answer your question or resolve your concern.

### **9.2 Arbitration Process.**

**If a dispute can't be resolved between us, it must be resolved through arbitration.**

In the unlikely event that our customer support team is unable to resolve your concerns, you and we each agree to resolve all disputes and claims between you and us, including any arising under or relating to these Terms, your use of the Services, or your and our relationship, through binding arbitration or (to the extent the claim qualifies) in small claims court, instead of in courts of general jurisdiction. As explained below, the appointed arbitrator will have authority to enter all relief that would be available in court, to the extent warranted by the claims. All arbitrations and small claims proceedings will proceed only on an individual basis. In no event may either we or you seek to resolve a dispute with the other as part of any purported class, consolidated or representative proceeding, except as provided for in Section 9.9 below. Binding arbitration is subject to very limited review. Only the appointed arbitrator – and not any court – will have the authority to resolve any dispute relating to this Section, including any dispute regarding the scope, enforceability, and arbitrability of these Terms. This arbitration provision will survive termination of these Terms and any other agreement between you and us. These Terms evidence a transaction in interstate commerce and the interpretation and enforcement of this Section 9 is governed by the Federal Arbitration Act, notwithstanding the choice of law set forth in Section 9.8 below.

### **9.3 Applicability.**

**Our agreement to arbitrate applies to almost all claims.**

1. This agreement to arbitrate applies to all legal disputes between you and us. It includes, but is not limited to: (i) all claims relating to any aspect of the relationship between you and us, whether based in contract, tort, statute, fraud, misrepresentation, or any other legal theory; (ii) all claims that arose before this or any prior agreement (including claims relating to advertising); and (iii) all claims that may arise after termination of these Terms and/or your use of the Services.

2. Notwithstanding this agreement to arbitrate, you or we may choose to bring:

A. an action on an individual basis in small claims court (to the extent the applicable claim qualifies); or

B. enforcement actions, validity determinations or claims relating to theft, piracy or unauthorized use of intellectual property in state or federal court in the U.S. Patent or Trademark Office to protect your or our Intellectual Property Rights. "Intellectual Property Rights" means patents, copyrights, moral rights, trademarks, and trade secrets, but not privacy or publicity rights.

3. In addition, the portion of any dispute or complaint relating to our participation in the US-EU or US-Swiss Privacy Shield Frameworks is subject to the Dispute Resolution section of our Privacy Policy before being subject to this Section.

#### **9.4 Selection of Arbitrator.**

##### **How the arbitrator will be selected.**

We each agree to use the "rank and strike" process for selecting an arbitrator. In this process, the American Arbitration Association ("AAA") will propose at least ten candidates to potentially serve as the arbitrator. We will each respond directly to AAA (without copying one another) in a writing that (i) "strikes" up to three of those candidates, that is, removes them from further consideration, and (ii) ranks the remaining candidates in order of preference. AAA will average each of our rankings for each arbitrator and select as the arbitrator the candidate with the highest ranking.

#### **9.5 No Class Actions.**

##### **We both agree to not bring a class action.**

1. YOU AND EVENTBRITE AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS, CONSOLIDATED OR REPRESENTATIVE PROCEEDING. EXCEPT AS PROVIDED FOR IN SECTION 9.9 BELOW, THE ARBITRATOR MAY NOT CONSOLIDATE MORE THAN ONE PERSON'S CLAIMS, AND MAY NOT PRESIDE OVER ANY FORM OF CLASS, CONSOLIDATED OR REPRESENTATIVE PROCEEDING. THE ARBITRATOR MAY (IF WARRANTED) ISSUE ALL OF THE SAME RELIEF THAT WOULD BE AVAILABLE IN COURT, INCLUDING PUBLIC INJUNCTIVE RELIEF, IN FAVOR OF THE PARTY SEEKING SUCH RELIEF, BUT ONLY TO THE EXTENT AUTHORIZED BY LAW AND WARRANTED BY THE PARTY'S CLAIMS.

You and we each acknowledge that different arbitrations may present overlapping factual or legal issues. As such, to the fullest allowable extent, and subject to Section 9.9 below, you and we each agree that in the event one of you or us initiates an arbitration against the other and such arbitration presents one or more questions of fact or law that are also at issue in a pending arbitration between us and a third party (a "Similar Arbitration"), the arbitration involving you may be consolidated with the Similar Arbitration upon mutual agreement of all parties or upon determination by the arbitrator that consolidation is appropriate under the AAA Rules. Any rulings in any Similar Arbitration will not be binding in the arbitration involving you.

#### **9.6 Dispute Notice.**

##### **Notice must be given when one of us intends to seek arbitration.**

A party who intends to seek arbitration must first send to the other a written Notice of Dispute ("Dispute Notice"). The Dispute Notice to Eventbrite must be addressed to the following address ("Notice Address") and must be sent by certified mail: Eventbrite, Inc., Attn: Legal Department, 95 Third Street, 2nd Floor, San Francisco, California, 94103 USA. Dispute Notices to you will be addressed to a mailing, home, or payment address currently on record with Eventbrite and must be sent by certified mail. If we have no records of a physical address, our Dispute Notice may be delivered to your Eventbrite account email address. The Dispute Notice must (i) describe the nature and basis of the claim or dispute; and (ii) set forth the specific relief sought. If Eventbrite and you do not reach an agreement to resolve the claim within sixty (60) calendar days after the Dispute Notice is sent, you or Eventbrite may commence an arbitration proceeding.

#### **9.7 Arbitration Rules.**

##### **These are the rules that will govern any arbitration proceedings.**

The arbitration will be governed by the [Commercial Arbitration Rules](#), or, if the actions giving rise to the dispute or claim relate to your personal use of the Services (rather than business use), the [Consumer Arbitration Rules](#) (in each case, the "AAA Rules") of the AAA, as modified by this Section 9, and will be administered by the AAA and settled by a single arbitrator. (The AAA Rules are also available by calling the AAA at 1-800-778-7879.) All issues in dispute between the parties are for the arbitrator to decide, including, issues relating to the scope, enforceability, and arbitrability of this Section 9.

## **9.8 Arbitration Location.**

### **This is where the arbitration will take place.**

If you are a Consumer, any arbitration hearings will take place (at your option) either in the county of your residence or by phone, except that (1) if you are a Consumer whose residence is outside of the United States, the hearing will take place either in San Francisco, California or by phone or videoconference, at your option and as permitted by the AAA Rules; and (2) in the case of Batch arbitration per Section 9.9 below, the hearing will take place at a reasonably convenient location as determined by the AAA in accordance with the AAA Rules, or by phone or videoconference at your option. If your use of the Services is or was for commercial use, then unless Eventbrite and you agree otherwise, any arbitration hearings will take place in the United States in a reasonably convenient location for both parties with due consideration of their ability to travel and other pertinent circumstances. If the parties are unable to agree on a location, or in the case of Batch arbitration per Section 9.9 below AAA will determine the location. If your claim is for ten thousand dollars (\$10,000) or less, the arbitration will be conducted solely on the basis of documents submitted to the arbitrator or through a telephonic or in-person hearing at your option. If your claim exceeds ten thousand dollars (\$10,000), the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator will issue a reasoned written decision sufficient to explain the essential findings and conclusions on which the award is based. All decisions by the arbitrator will be final and binding and judgment on the award rendered may be entered in any court having jurisdiction.

## **9.9 Similar Claims.**

### **Similar claims brought by the same or coordinated counsel will be batched together for efficient resolution.**

To ensure efficient resolution, if within a 90-day period, 25 or more claimants submit Dispute Notices or file arbitrations raising similar claims (i.e., with the same or similar facts or events and legal issues) and are represented by the same or coordinated counsel, the disputes must be arbitrated in batches of up to 50 claimants each ("Batch"). Specifically, upon notice from either side, AAA must group the arbitrations into: (1) a single Batch (if there are 25-50 claimants), or (2) Batches of 50 claimants each, with a smaller, final Batch consisting of any remaining claimants (if there are more than 50 claimants). AAA shall thereafter provide for the resolution of each Batch as a single consolidated arbitration with a single arbitrator appointed by AAA, one set of arbitration fees, and one hearing (if any) per Batch, to be held at a reasonably convenient location as determined by AAA in accordance with the AAA Rules, or by phone or video conference at your option. We both agree to cooperate in good faith to implement this process and minimize the time and costs of arbitration. Any challenges to administrative determinations by AAA shall be heard by a single process arbitrator. If this Section 9.9 is deemed unenforceable as to a particular claimant or Batch, then it will be severed as to that claimant or Batch, and those parties must arbitrate in individual proceedings.

## **9.10 Arbitration Costs.**

### **This is how we decide who's responsible for the costs of arbitration and legal fees.**

1. **Payment of Costs and Expenses.** Payment of all filing, administration, and arbitrator costs and expenses imposed by AAA will be governed by the AAA Rules, provided that if you are initiating an arbitration against Eventbrite and the value of the relief sought is ten thousand dollars (\$10,000) or less, then Eventbrite will advance all filing, administrative and arbitration costs and expenses imposed by AAA (subject to reimbursement as set forth below). Further, if you are initiating an arbitration against Eventbrite and your claim arises from your use of the Services as a Consumer, but the value of relief sought is more than ten thousand dollars (\$10,000) and you demonstrate to the arbitrator that such costs and expenses would be more expensive than a court proceeding, then Eventbrite will pay the amount of any such costs and expenses. In the event that the arbitrator determines that all of the claims you assert in arbitration were frivolous at the time they were filed or that you continued to press those claims even after receiving

information demonstrating that such claims were frivolous, you agree to reimburse Eventbrite for all of the costs and expenses that Eventbrite paid and that you would have been obligated to pay under the AAA Rules.

2. **Payment of Legal Fees.** To the maximum extent allowed under applicable law, each party will bear its own attorneys' fees and expenses in connection with any arbitration proceeding. The arbitrator may make rulings and resolve disputes as to the reimbursement of attorneys' fees and expenses upon request from either party made within fourteen (14) days of the arbitrator's ruling on the merits.

### **9.11 Non-Qualifying Disputes.**

**Disputes that can't be arbitrated in accordance with this Section 9 will be governed by Section 21.**

In the event that any provisions of this Section 9 are found to be invalid or unenforceable for any claim or issue, then the entirety of this Section 9 will be null and void only with respect to such claim or issue and Section 21 "Applicable Law and Jurisdiction" will apply to such claim or issue in lieu of this Section 9. For the avoidance of doubt, for all claims and/or issues as to which this Section 9 is not found to be invalid or unenforceable: (a) this Section 9 shall apply in full to all such claims and/or issues, and (b) arbitration of all such claims and/or issues shall commence and be completed prior to any litigation on any non-arbitrable claims, including in the event that arbitrable and non-arbitrable claims or issues present overlapping factual and/or legal questions.

### **9.12 Your Right to Opt Out.**

**If you want to opt out of our agreement to arbitrate, you must notify us in time.**

You have the right to opt out and not be bound by the arbitration or class action waiver provisions set forth above in this Section 9 by sending (from the email address we associate with you as a User) written notice of your decision to opt-out to [legal@eventbrite.com](mailto:legal@eventbrite.com). Please include the following in the subject line, "ARBITRATION AND CLASS ACTION WAIVER OPT-OUT." The notice must be sent within thirty (30) days of your first use of the Services or your agreement to these Terms (whichever is later); otherwise, you will be bound to arbitrate disputes in accordance with the terms of these provisions. Note that if you opt out of these arbitration provisions, Eventbrite also will not be bound by them.

## **10. License to the Eventbrite Services**

### **10.1 License to Services.**

**Your right to use our Services is limited to the license we grant you.**

1. We grant you a limited, non-exclusive, non-transferable, non-sublicensable (except to sub-Users registered via the Services), revocable right to use our Services solely to:

A. browse the Services and search for, view, register for, or purchase tickets or registrations to an event listed on the Services; and/or

B. create event registration, Organizer profile and other webpages to promote, market, manage, track, and collect sales proceeds for an event.

2. Your use of the Services must comply with these Terms and all applicable local, state, provincial, national and other laws, rules and regulations. In addition, by using any search functionality or address auto-population tools, you are bound by the [Google Maps/Google Earth Additional Terms of Service](#) (including the [Google Privacy Policy](#) [↗](#)).

### **10.2 License Restrictions.**

**You can't copy, sell, or use our Services in a way that is damaging to Eventbrite.**

In addition to any other restrictions, limitations, and prohibitions that we impose (in these Terms or elsewhere), you agree you will not directly or indirectly:

1. copy, modify, reproduce, translate, localize, port, or otherwise create derivatives of any part of the Services;
2. reverse engineer, disassemble, decompile, or otherwise attempt to discover the source code or structure, sequence, and organization of all or any part of the Services;
3. rent, lease, resell, distribute, use the Services for other commercial purposes not contemplated or otherwise exploit the Services in any unauthorized manner;
4. remove or alter any proprietary notices on the Services; or
5. engage in any activity that interferes with or disrupts the Services.

### **10.3 Ownership.**

#### **Our property remains our property.**

You agree that all Site Content may be protected by copyrights, trademarks, service marks, trade secrets or other intellectual property and other proprietary rights and laws. We may own the Site Content, or portions of the Site Content may be made available to us through arrangements with third parties. Site Content that is included in or made available through the Services is our exclusive property and is protected by copyright laws. You agree to use the Site Content only for purposes that are permitted by these Terms and any applicable local, state, provincial, national, or other law, rule, or regulation. Any rights not expressly granted in these Terms are reserved.

### **10.4 Trademarks.**

#### **You can't use trademarks that aren't yours unless we say so.**

1. The trademarks, service marks and logos of Eventbrite (the "Eventbrite Trademarks") used and displayed in connection with the Services are registered and unregistered trademarks or service marks of Eventbrite. Other company, product, and service names used in connection with the Services may be trademarks or service marks owned by third parties (the "Third Party Trademarks," and, together with Eventbrite Trademarks, the "Trademarks"). Your license to use the Services does not include, by implication, estoppel, or otherwise, any license or right to use any Trademark displayed in connection with the Services without our prior written consent specifically for each such usage.
2. You must not use the Trademarks to disparage us, any third party, or our or such third party's products or services, or in any manner that may damage any goodwill in the Trademarks. You must not use any Trademarks as part of a link to or from any website unless we approve such use by prior written consent specifically for each such link. All goodwill generated from the use of any Eventbrite Trademark will inure to Eventbrite's benefit. Certain issued patents and patents pending apply to the Services. Site Content may also be protected by copyrights owned by us and/or third parties. Please note that if you copy portions of the Services, you are violating these patent rights and copyrights.

### **10.5 Sub-Domains.**

#### **Any sub-domains connected to our website will be owned by us.**

We may provide you with the right to use a sub-domain within the Site (e.g., [sub-domain prefix].eventbrite.com) for one or more of Your Eventbrite Events. All such sub-domains are solely our property and we reserve the right to determine the appearance, design, functionality, and all other aspects of such sub-domains. If we provide you with a sub-domain, your right to use it will continue only for so long as you are actively selling tickets for Your Eventbrite Events on the Services and provided you are in

compliance with the Terms. If we terminate your right to use a sub-domain for any other reason, we will provide you with a new sub-domain.

## 11. Licenses and Permits Organizers Must Obtain

Organizers must obtain all applicable licenses, permits, and authorizations for their events.

If you are an Organizer, along with your other representations and warranties, you represent and warrant to us that:

1. You will obtain, before starting ticket sales, all applicable licenses, permits, and authorizations (individually and collectively, "Licensure") for Your Eventbrite Events. Licensure includes state, county, municipal, or other local authority's authorization of the event, traffic engineering authorizations, fire department inspection reports, fire marshal permits, authorization to receive minors, sanitary authorization, and property operation permits;
2. You will comply, and will ensure that the venues for Your Eventbrite Events will comply, with all applicable laws, regulations, rules, and ordinances;
3. You will maintain throughout the use of the Services the applicable Licensure to promote, produce, sponsor, host, and sell tickets for all of Your Eventbrite Events; and
4. You will provide evidence of Licensure and related information prior to offering tickets or registrations for Your Eventbrite Events and promptly upon our reasonable request from time to time.

## 12. Your Rights to Submit a Copyright Takedown Notice

What to do if you believe your copyrights are being violated.

If you are a copyright owner or an agent of a copyright owner and you believe that any content on the Sites infringes your copyrights, you may submit a notice pursuant to the Digital Millennium Copyright Act ("DMCA") by following the directions we provided in Eventbrite's [Trademark and Copyright Policy](#).

## 13. Scraping or Commercial Use of Site Content is Prohibited

### 13.1 You can't use our content for your own purposes.

You have no right to use, and you agree not to use, any Site Content for your own commercial purposes. You have no right to, and you agree not to, scrape, crawl, or employ any automated means to extract data from the Sites.

## 14. Fees and Refunds

### 14.1 Fees.

**We charge the following fees.**

Creating an account is free. However, we charge fees to list an event and to buy/sell paid tickets or registrations. These fees may vary based on individual agreements between us and certain Organizers. In some cases, Organizers may determine whether these fees will be passed along to Consumers and shown as "Fees" on the applicable event page or absorbed into the ticket or registration price and paid by the Organizer out of ticket and registration gross proceeds. The fees charged to Consumers may include other charges, including facility fees, royalties, taxes, processing fees, and fulfillment fees. This means that the fees paid by Consumers for an event are not necessarily the same as those charged by us to the applicable Organizer or the standard fees described on the Services to Organizers. In addition, some fees are meant to defray costs incurred by us, but may in some cases include an element of profit and in some cases include an element of loss. We do not control (and cannot disclose) fees levied by your bank and/or credit card company, including fees for purchasing tickets and registrations in foreign currencies or from

foreign persons. Be sure to check with your bank or credit card company prior to purchasing to understand all applicable fees, credit card surcharges, and currency conversion rates.

## 14.2 Ticket Transfers.

### You may be able to transfer your ticket.

If you wish to transfer tickets to an event you have purchased on the Site, please contact the Organizer of the event to arrange for ticket transfer. If you are unable to reach the Organizer, or the Organizer is unable to arrange a ticket transfer, please [contact us](#) and we might be able to accommodate this for you.

## 14.3 Refund Requests.

**Consumers requesting a refund should contact the Organizer. Consumers must not use a ticket that has been refunded, and Organizers must not accept invalid tickets.**

1. Because all transactions are between an Organizer and its Consumers, we ask that all Consumers contact the applicable Organizer of their event with any refund requests. You can find help with getting a refund [here](#).
2. If you are a Consumer and you receive a refund for your ticket, you will discard the ticket and will not use it (or any copy of it) to attend the event. Violation of this is fraud.
3. If you are an Organizer, you acknowledge that the applicable procedure to check the validity of the ticket must always be followed, including [checking in Consumers](#) with the Eventbrite app for organizers.
4. We will not be liable under any circumstances for any costs arising from Organizers' non-compliance with the procedures that must be implemented by Organizers to check the validity of tickets. We will not be liable under any circumstances for costs and/or damage arising from ticket-related fraud and/or the purchase of the ticket through non-official means, such as third parties.

# 15. Your Account with Eventbrite

## 15.1 Do's and Dont's.

**When you create an account with us or use our Services, you must provide us with accurate information and follow these rules.**

We may require you to create an account to access certain features or functions of the Services. You agree to the following:

1. Our Services are not targeted at children. You must be the legal age of majority where you reside to use the Services.
2. You must provide accurate, current, and complete information about yourself, or if you are using the Services on behalf of an entity, that entity (the "Registration Data"). You also must update this Registration Data if it changes.
3. If there is a dispute between two or more persons or entities regarding account ownership, we will be the sole arbiter of that dispute and our decision (which may include termination or suspension of the account) will be final and binding.
4. If you are using the Services on behalf of a company or other entity, you represent and warrant that you have the authority to legally bind that entity and grant us all permissions and licenses provided in these Terms.
5. We may provide you the ability to implement certain permissions within your account to third parties including, "sub-users," "sub-accounts," or other credentialed account users. If we do so, you are solely responsible for all activity that occurs under your account (including actions by sub-users). You must maintain the confidentiality of your password and account details. All rules applicable to your account will apply to all third parties to whom you grant access to your account.

6. You will immediately notify us of any unauthorized use of your password or account, or any other breach of security. You are responsible for any activities that occur under your account.
7. You will not use the Services to collect any sensitive personal information, such as health information (including "protected health information" as defined in 45 C.F.R. §160.103), social security numbers, financial information, payment card numbers, driver's license numbers, and passport numbers, unless otherwise permitted by these Terms or we have consented to the collection of the information in writing.

## 16. Your Content and Your Trademarks

### 16.1 Rights and Responsibilities.

#### **We have certain rights to use Your Content and Your Trademarks.**

1. You are solely responsible for Your Content and Your Trademarks. You hereby grant us a non-exclusive, worldwide, perpetual, irrevocable, royalty-free, transferable, sublicensable right and license to access, use, reproduce, transmit, adapt, modify, perform, display, distribute, translate, publish, and create derivative works based on:

A. Your Content, in whole or in part, in any media, for

- i. the purpose of operating the Services (including our promotional and marketing services, which may include promotion of you and Your Eventbrite Events on a third-party website or other media, including our event distribution providers and our social media properties);
- ii. Eventbrite's internal purposes (such as employee or shareholder communications); and
- iii. when you give your permission, for the purposes of promoting Eventbrite or our Services; and

B. Your Trademarks,

- i. in connection with our use of Your Content; and
- ii. for the purpose of identifying you as an existing or past customer of Eventbrite both on the Services and in marketing, advertising and promotional materials.

We don't claim ownership to Your Content or Your Trademarks, but these licenses are essential to provide you the Services and help Your Eventbrite Events. Consider the following examples: if you submit your logo or other images associated with one of Your Eventbrite Events, we can display them on our website and resize or enhance them so that they look good on our Applications, or use them with our marketing tools to help you promote Your Eventbrite Events; we may feature details from one of Your Eventbrite Events in a blog, case study, or shareholder letter to highlight the impact made by Your Eventbrite Events.

1. You hereby waive any and all moral rights in connection with our use of Your Content in accordance with the licenses in this Section 16. Aside from these licenses, we do not claim, and you do not transfer, any ownership rights in any of Your Content or Your Trademarks and nothing in these Terms will restrict any rights that you may have to use and exploit Your Content and Your Trademarks outside of the Services.

### 16.2 Representations.

#### **You represent that you are able to grant us the rights described above.**

You represent and warrant that you have all the rights, power and authority necessary to grant the foregoing license, and that all Your Content and Your Trademarks:

1. do not infringe, violate, misappropriate or otherwise conflict with the rights of any third party;

2. comply with all applicable local, state, provincial, national, and other laws, rules and regulations; and

3. do not violate these Terms.

### **16.3 Content Rules and Guidelines.**

#### **Your Content must comply with our rules and guidelines.**

1. Your Content must be accurate and truthful. We reserve the right to remove Your Content from the Services if we believe that Your Content or Your Eventbrite Events violate these Terms, our Community Guidelines, or for any other reason. Your Content and Your Trademarks may be displayed on the Services in proximate distance to any Site Content or any third-party content, including content that is substantially similar or competing with yours, and we do not guarantee your exclusivity as an Organizer in any category. Without limiting the generality of the foregoing, the Services are provided on a nonexclusive basis. We may preserve Your Content, Your Trademarks, Registration Data, and all other data associated with your account, and may also disclose Your Content, Your Trademarks, Registrations Data, and all other data associated with your account account if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to:

A. comply with legal process;

B. respond to claims that any of Your Content or Your Trademarks violate the rights of third parties;

C. enforce or administer these Terms; and/or

D. protect the rights, property, and/or personal safety of us, our Users and/or the public, including fraud prevention.

You understand that the technical processing and transmission of the Services, including Your Content and Your Trademarks, may involve transmissions over various networks and/or changes to conform and adapt to technical requirements of connecting networks or devices.

## **17. Notices**

#### **Here's how to notify us.**

1. Notices may be sent to you by email or regular mail at your business address listed in Eventbrite's records. We may also provide notices of changes to these Terms or other matters by displaying notices or links to notices on the Services.
2. If you wish to contact us or deliver any notice(s), you can do so at the following address: Eventbrite, Inc., Attn: Legal Department, 95 Third Street, 2nd Floor, San Francisco, California, 94103 USA; or via email to [legal@eventbrite.com](mailto:legal@eventbrite.com).

## **18. Modifications to the Terms or Services**

#### **We may modify these Terms from time to time and will notify you of material changes.**

We reserve the right to modify these Terms (including the [Privacy Policy](#) and the [Merchant Agreement](#) from time to time (collectively, "Modifications"). If we believe any Modifications are material, we will let you know by one (or more) of the following methods:

A. posting the changes through the Services;

B. updating the "Updated" date at the top of this page; or

C. sending you an email or message about the Modifications.

2. Modifications that are material will be effective thirty (30) days following the "Updated" date, unless a different date is communicated in our notice to you. All other Modifications will be effective immediately.

3. You are responsible for reviewing any Modifications. Your continued use of the Services after any Modification will be considered your acceptance of that Modification and the updated Terms. In certain circumstances, we may seek a Modification to these Terms that will only apply to you. This type of Modification must be in writing and signed by both parties (you and Eventbrite).

4. We are constantly evolving our products and services to better meet the needs of our Users. Because of this, we cannot guarantee the availability of certain product features or functionality. We reserve the right to modify, replace, or discontinue any part of the Services or the entire Services at any time and for any reason.

## 19. Assignment

**We can assign our rights and obligations under these Terms.**

We may, without your consent, freely assign these Terms and our rights and obligations under these Terms, whether to an Affiliate or to another entity, in connection with a corporate transaction or otherwise.

## 20. Entire Agreement

**These Terms make up our entire agreement with you unless we also enter into a separate written agreement.**

Except as otherwise stated in these Terms, these Terms are the entire agreement between you and us and govern your use of the Services, superseding any prior or contemporaneous agreements, proposals, discussions, or communications between you and Eventbrite on the subject matter of these Terms, other than any written agreement for Services between you and us relating to a specified event or events.

## 21. Applicable Law and Jurisdiction

**Disputes that can't be resolved under our arbitration agreement will be resolved in the courts of San Francisco under California law.**

1. These Terms are governed by the laws of the State of California, without regard to its conflict of laws rules. These laws will apply no matter where in the world you live, but if you live outside of the United States, you may be entitled to the protection of the mandatory consumer protection provisions of your local consumer protection law.
2. Eventbrite is based in San Francisco, California. Any legal action against us related to our Services and not subject to the arbitration provisions in Section 9 of these Terms will take place in San Francisco. By agreeing to these Terms, you submit to the personal jurisdiction of the state or federal courts (as applicable) in San Francisco County, California.

## 22. Feedback

**We have a right to use any feedback you provide us.**

We welcome and encourage you to provide feedback, comments, and suggestions for improvements to the Services, as well as feedback, comments, suggestions, and ratings regarding the services and events of third parties such as the Organizers of events you attend (collectively, "Feedback"). Any Feedback you submit to us will be considered non-confidential and non-proprietary to you. By submitting Feedback to us, you grant us a non-exclusive, worldwide, royalty-free, irrevocable, sub-licensable, perpetual license to use, publish, and exploit those ideas and materials for any purpose, with or without your name, without compensation to you. We may collect testimonials, ratings, and reviews about Site Content, the Services, and, if you are

an Organizer, Your Content and events. These testimonials, ratings and reviews will be considered Feedback. We retain full discretion on whether, when, where, with whom, and how Feedback is shared or published.

## 23. Third Party Websites; Linked Accounts; Third Party Offers

**We are not responsible for third-party websites or materials that you access.**

The Services or Users may provide links to other Internet websites or resources. Because we have no control over such websites and resources, you agree that we are not responsible for the availability of such websites or resources. We do not endorse and are not responsible or liable for any Site Content, advertising, offers, products, services, or other materials on or available from such websites or resources and are not responsible for any damages or losses related to them, even if such websites or resources are connected with our partners or third-party service providers. For example, if you purchase ticket insurance on the Site from a third party, your contractual relationship is with the third-party ticket insurance provider, not with us.

## 24. Additional Miscellaneous Provisions

**Here's some more legal stuff before you go.**

If we fail to enforce any part of these Terms, that will not amount to a waiver of our right to later enforce that or any other part of these Terms. Except as expressly set out in these Terms, the exercise by us of any of our remedies under these Terms will not preclude us from exercising our other remedies under these Terms or otherwise. No oral waiver, amendment, or modification of these Terms will be effective. If any provision of these Terms is found to be unenforceable, that part will be limited to the minimum extent necessary and the other provisions of these Terms remain in full force and effect. Section titles and subtitles in these Terms, along with the italicized text following them, are for convenience only and have no legal or contractual effect and do not amount to legal advice. When we say Eventbrite "may" or has the right, is permitted, authorized, or allowed to do something in these Terms, it means we may, but are not obligated to, exercise the applicable rights or options or take the applicable action, as we determine in our sole discretion. Any determinations, decisions, or beliefs by us under these Terms may be made by us in our sole discretion. As used in these Terms, "including" means "including, but not limited to." When these Terms say that you "will" take an action, this means that you are agreeing to take the action and that you must take that action. Your obligations, duties, warranties, representations, releases, and waivers throughout these Terms are also the obligations, duties, warranties, representations, releases, and waivers of your Affiliates. No independent contractor, agency, partnership, joint venture, or other such relationship is created by these Terms. We may freely assign any of our rights and obligations under these Terms. We may translate these Terms into other languages for your convenience. If there is a conflict between the English version and a translated version, the English version will control.

## 25. Additional Clauses for Users in Certain Locations

Eventbrite is a global company offering Organizers and Consumers the opportunity to benefit from our Services worldwide. To allow each User full advantage of our Services and applicable law, certain additional provisions included in this Section may be applicable to you.

### 25.1 Australian Users.

If you are a User located in Australia and qualify as a Consumer as defined by Australian consumer law while using the Services, then the following Australian Amendments available [here](#) apply to you.

### 25.2 EEA, Swiss, and UK Users.

If you are a User located in the European Economic Area ("EEA"), Switzerland, or the United Kingdom (together, "EU") who is an individual acting for purposes that are wholly or mainly outside of your trade, business, craft, or profession while using the Services, then the following EU Amendments available [here](#) apply to you. If you are an Organizer and process personal data of EU event attendees, you are a data controller with respect to your event attendees' personal data and we will act as a data

processor. With respect to EU personal data that an Organizer holds as a data controller, the Data Processing Addendum for Organizers located [here](#) is incorporated into these Terms.

### 25.3 Argentinian Users.

If you are a User located in Argentina, then the following Argentinian Amendments available [here](#) apply to you.

### 25.4 Brazilian Users.

If you are a User located in Brazil, then the following Brazilian Amendments available [here](#) apply to you.

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## Still have questions?

Contact us

#### Use Eventbrite

Create events  
Community Guidelines  
Pricing  
Site status

#### Download apps

Eventbrite app for Android  
Eventbrite app for iOS  
Eventbrite Organizer app

#### Browse resources

Organizer Resource Hub  
Taxes  
Webinars for new organizers

#### Connect with us

Contact support  
Facebook  
Instagram  
X  
TikTok

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United States 



# Hosting paid events

When you host a paid event on Eventbrite, your checkout setup for attendees determines how funds are collected and how fees are applied, which can affect the amount you receive in your payout.

## Processing payments

**Eventbrite Payment Processing** (EPP) is the default method for accepting payments. Eventbrite collects payments, deducts any Ticketing Fees, and sends your payout by direct deposit.

If EPP isn't available for your [payout country and currency](#), you may be able to [use PayPal as a payment processor](#) instead. With PayPal, the funds from your ticket sales are sent directly to your PayPal account. Eventbrite will send you a monthly invoice to collect the Service Fees for any tickets sold.

## Ticketing Fees

When you sell tickets, add-ons, or accept donations, your attendees pay [Eventbrite's Ticketing Fees](#) at checkout. You can choose to cover the fees instead, but they'll be deducted from your sales, reducing the amount you receive in your payout.

## Adding a payout method

To [add or update your payout method](#):

1. Go to [Manage my events](#) [↗](#).
2. Go to [Finance](#) [↗](#) and select **Settings**.
3. Select **Add bank account** and enter your details.

If your bank is located in Australia, Canada, the United Kingdom, or the United States, you'll be required to [verify your financial information](#) before you can receive a payout.

## When to expect your payout

Eventbrite sends your payout three business days after your event ends. Then, your bank will need to accept the payout and deposit it into your account. The total time it takes to get your payout varies depending on your bank's processing time and location:

- **U.S. banks:** Your event payout should arrive within 6-8 business days after your event ends.
- **Banks in other countries:** your final event payout should arrive within 8-10 business days after your event ends.

## Payouts before your event

If you're new to using Eventbrite, your first payout will be sent after your event ends.

After you've hosted your first event, you may have the option to receive your funds sooner with a [custom payout schedule](#). Additionally, some U.S. organizers are eligible to use [Instant Payouts](#) to get funds sent instantly.

## Payouts for recurring events

If your event has multiple instances, payout timing will vary based on your location:

- **Recurring events in the U.S. or Canada:** Payouts are consolidated when possible. If multiple event instances are eligible for payout on the same day, they'll be combined into a single payout.
- **Recurring events in other countries:** Each event instance receives a separate payout.

## Reviewing your payout history

If you use Eventbrite Payment Processing, you can go to [Finance](#) to check your payout history and [download a payout report](#). A payout report helps you understand your gross and net sales, as well as account for refunds, charges, credits, and tax.

## Delayed or missing payouts

If your [payout hasn't arrived](#) within the expected timeframe:

- Check the email associated with your Eventbrite account. If there's an issue that requires you to take action, Eventbrite sends an email.
- Check your payout status: Go to [Finance](#) and select **Payouts**.
- Make sure that your event has a bank account associated with it: Go to [Events](#) and select your event. Then, go to **Payments & Tax** and select **Payment options** to manage your payout method.

## Related articles

[Eventbrite's pricing and plans](#)

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## Still have questions?

[Contact us](#)

### Use Eventbrite

[Create events](#)  
[Community Guidelines](#)  
[Pricing](#)  
[Site status](#)

### Download apps

[Eventbrite app for Android](#)  
[Eventbrite app for iOS](#)  
[Eventbrite Organizer app](#)

**12. Adjourn**

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