



CHARTER TOWNSHIP OF HIGHLAND

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

REGULAR BOARD OF TRUSTEES MEETING AGENDA

DECEMBER 8, 2025 - 6:30 P.M.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda
 - a) Approve:
 1. November 3, 2025 Board of Trustees Meeting Minutes
 2. List of Bills Dated November 6, 2025, November 26, 2025 and additions
 3. Budget Amendment for Refuse Fund
 4. Budget Amendment for Road Fund
 - b) Receive and File:
 1. HDDA Minutes – October 2025
 2. Treasurer Report – October 2025
 3. Library Reports – October 2025
 4. Highland Activity Center Reports and Minutes – October 2025
 5. Planning Commission Minutes – October 16, 2025 and November 6, 2025
 6. ZBA Minutes – September 3, 2025 and November 5, 2025
 7. Building Reports – October 2025
 8. Ordinance Report -October 2025
 9. Fire Report – October 2025
 10. OCSO Stat Report – October 2025
 11. Notification of Continued Use of Bio-Care for Fire Department Physicals as a Previously Approved Professional Service
6. Announcements:
 - a) Festival of Trees now through December 31, 2025
 - b) Highland Township Offices will be closed on December 24 & 25, 2025 in observance of the Christmas Holiday
 - c) Highland Township Offices will be closed on December 31, 2025 and January 1, 2026 in observance of the New Year's Holiday
 - d) Springfield Township sent a letter of appreciation for the support and assistance Highland Fire Department provided during their recent time of need
7. Public Comment
8. Presentation

HDDA will present the PA57 Informational Meeting
9. Pending Business:
 - a) Consider Continuing the Extension of Unpaid Medical Leave Per Employee's Request

10. New Business:

- a) Consider Resolution 25-36 to Approve Bank Depositories for 2026
- b) Consider Resolution 25-37 to Opt Out of the Provisions of PA 152 of 2011
- c) Consider Approving the Recommendation to Appoint Trustees Brian Howe and Beth Lewis to the Election Commission
- d) Consider Approving Renewal of the Huron Valley Community Coalition Public Service Contract
- e) Consider Resolution 25-38 Industrial Facilities Tax Exemption Certificate

11. Adjourn

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

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

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

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

1. Call Meeting to Order

Time: _____

Number of Visitors: _____

2. Pledge of Allegiance

Township Board Meeting Roll

Date: December 8, 2025

Present

Absent

Board Member

Rick A. Hamill
Tami Flowers
Jenny Frederick
Grant Charlick
Brian Howe
Beth Lewis
Joseph Salvia

Start Time: _____ End Time: _____

ANYONE ELSE: _____

4. Approval of Agenda

5a. Consent Agenda Approval

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
November 3, 2025 - 6:30 p.m.

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

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

Also Present: Lieutenant Matt Snyder
Lisa Hamameh, Township Attorney

Visitors: 6

Approval of Agenda:

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

Consent Agenda Approval:

October 6, 2025 Board of Trustees Meeting Minutes
List of Bills dated October 16, 2025 and Additions
Holiday and Meeting 2026 General Information Sheet
Budget Amendment for General Fund Revenues and Expenditures

Receive and File:

- a) HDDA Minutes – September 2025
- b) Highland Activity Center Reports and Minutes– September 2025
- c) Library Reports – September 2025
- d) Planning Commission Minutes – September 18, 2025
- e) Ordinance Reports – September 2025
- f) Treasurer’s Report – September 2025
- g) Building Reports – September 2025

Mr. Salvia 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) Highland Township Offices will be closed on November 11, 2025 in observance of Veteran’s Day
- b) Highland Township Offices will be closed on November 27 and 28, 2025 in observance of the Thanksgiving Holiday
- c) Highland’s Ladies Night Out – November 18, 2025

- d) Small Business Saturday – November 29, 2025
- e) Kris Kringle Market and Tree Lighting – December 1, 2025
- f) Festival of Trees – December 1-31, 2025
- g) Introduced Talk of the Town quarterly meetings starting January 27, 2026 at 6:00 p.m. in the Highland Township Auditorium

Public Comment:

None

Public Hearings:

- a) Dunleavy and Leonard Lake Special Assessment District for Weed Control

Mr. Hamill made the motion to open the public hearing on Dunleavy and Leonard Lake Special Assessment District for Weed Control and to approve the Special Assessment Roll. Mrs. Lewis Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:34 p.m.

No Comments

Public Hearing Closed: 6:35 p.m.

- b) Community Development 2026 Block Grant Application

Mr. Hamill made the motion to open the public hearing on the Community Development 2026 Block Grant Application. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:35 p.m.

No Comments

Public Hearing Closed: 6:36 p.m.

- c) 2026 Budget

Mr. Hamill made the motion to open the public hearing on the 2026 Budget. Mr. Howe supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:36 p.m.

No Comments

Public Hearing Closed: 6:37 p.m.

Pending Business:

- a) Consider Resolution 25-29 to Approve the Assessment Roll for Dunleavy and Leonard Lake Special Assessment District for Weed Control

Ms. Frederick moved to approve Resolution 25-29 to approve the assessment roll for Dunleavy and Leonard Lake Special Assessment District for weed control with correction. 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

b) Consider Resolution 25-32 to Approve Application for 2026 Community Development Block Grant

Mr. Hamill moved to approve the application for the 2026 Community Development Block Grant. 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 2026 Budget

Ms. Frederick moved to approve the 2026 Budget 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

b) Consider Resolution 25-33 to Approve General Appropriations Act 2026 Budget

Ms. Frederick moved to approve General Appropriations Act 2026 Budget 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 25-30 to Approve the Authorization for Road Closures for Tree Lighting and Kris Kringle Market

Mr. Hamill moved to approve Resolution 25-30 to authorize road closures for tree lighting and Kris Kringle Market. 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) Consider Resolution 25-31 to Authorize the Township to Move Forward with Submitting an Application for the Detroit Institute of Arts Partners in Public Art Program

Ms. Frederick moved to approve Resolution 25-31 to authorize the Township to move forward with submitting an application for the Detroit Institute of Arts Partners in Public Art Program. Mr. Salvia 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) Consider the Extension of Unpaid Medical Leave Per Employee's Request

Mr. Hamill moved to approve the extension of unpaid medical leave per employee's request. 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

f) Consider Granting Authorization for Supervisor to Sign Agreement for Replacement of the Roof on the Train Platform at Veteran's Park

Mr. Hamill moved to approve to grant authorization for Supervisor to sign agreement for replacement of the roof on the train platform at Veteran's Park with prior receipt and review of the agreement by the Township attorney. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, Salvia – yes

g) Consider Resolution 25-34 to Approve the Michigan Record Retention Schedules

Ms. Frederick moved to approve Resolution 24-34 Michigan Record Retention Schedules 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, and Salvia – yes

h) Consider Approving the Recommendation to Appoint Jacob Probe as Board of Review Member

Mr. Hamill moved to approve the recommendation to appoint Jacob Probe as Board of Review Member. Mr. Salvia 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 Resolution 25-35 to Revise the Public Employee Health Care Fund and Personnel Manual

Mr. Hamill moved to approve Resolution 25-35 to Revise the Public Employee Health Care Fund and Personnel Manual to include Jennifer Frederick. 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

Comments:

Lisa Hamameh, Township Attorney, was recognized and congratulated by the Township Board for being selected as the President of the State Bar this year

Adjourn:

The Supervisor adjourned the meeting at 7:14 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-202.001 BUILDING BONDS PAYABLES					
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00178	10/15/2025	500.00
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00438	10/23/2025	250.00
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00474	10/15/2025	250.00
8316	AIS INSTALLATIONS	101-ESCROW/BUILDING	B25-00410	10/28/2025	125.00
5175	BECKER, JASON	101-ESCROW/BUILDING	B25-00497	10/28/2025	125.00
9420	BULMER, JEFFREY	101-ESCROW/BUILDING	B23-00376	10/25/2025	500.00
4969	CORNERSTONE HOME IMPROVEMENTS	101-ESCROW/BUILDING	B25-00435	10/28/2025	250.00
4969	CORNERSTONE HOME IMPROVEMENTS	101-REINSPECTION FEE	B25-00435	10/28/2025	60.00-
4969	CORNERSTONE HOME IMPROVEMENTS	101-ESCROW/BUILDING	B25-00490	10/28/2025	250.00
5163	CUDWORTH, RYAN	101-ESCROW/BUILDING	B24-00252	10/25/2025	2,700.00
5163	CUDWORTH, RYAN	101-REINSPECTION FEE	B24-00252	10/25/2025	60.00-
5163	CUDWORTH, RYAN	101-REINSPECTION FEE	B24-00252	10/25/2025	60.00-
5163	CUDWORTH, RYAN	101-REFUSE FEE	B24-00252	10/25/2025	225.00-
7842	D & J CARPENTRY	101-ESCROW/BUILDING	B25-00452	10/28/2025	250.00
9419	DRY BASEMENTS PLUS	101-ESCROW/BUILDING	B25-00261	10/25/2025	125.00
6704	FOUNDATION SYSTEMS OF MICHIGAN	101-ESCROW/BUILDING	B25-00443	10/25/2025	125.00
3629	GARY MERKLE BUILDERS	101-ESCROW/BUILDING	B25-00424	10/25/2025	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00252	10/25/2025	120.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00004	10/28/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00063	10/28/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00081	10/15/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00081	10/15/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00096	10/25/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00435	10/28/2025	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B24-00252	10/25/2025	225.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B24-00494	10/28/2025	225.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B25-00004	10/28/2025	225.00
5827	HSI	101-ESCROW/BUILDING	B25-00063	10/28/2025	250.00
5827	HSI	101-REINSPECTION FEE	B25-00063	10/28/2025	60.00-
5827	HSI	101-ESCROW/BUILDING	B25-00081	10/15/2025	250.00
5827	HSI	101-REINSPECTION FEE	B25-00081	10/15/2025	60.00-
5827	HSI	101-REINSPECTION FEE	B25-00081	10/15/2025	60.00-
9421	KHANSA GROUP LLC	101-ESCROW/BUILDING	B25-00456	10/15/2025	250.00
7232	LAIN JAMES MODERNIZATION INC	101-ESCROW/BUILDING	B25-00379	10/28/2025	500.00
9422	LANSING EDGE ROOFING	101-ESCROW/BUILDING	B25-00451	10/15/2025	500.00
5174	MAPLE ROOFING CONSTRUCTION	101-ESCROW/BUILDING	B25-00346	10/28/2025	1,000.00
9418	MIDDLETON, KYLE	101-ESCROW/BUILDING	B25-00294	10/25/2025	125.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00094	10/25/2025	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00096	10/25/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B25-00096	10/25/2025	60.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00246	10/15/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00385	10/28/2025	250.00
5117	ORIGINAL ROOFING COMPANY	101-ESCROW/BUILDING	B25-00209	10/15/2025	250.00
5172	POTTER, DOUGLAS	101-ESCROW/BUILDING	B25-00426	10/28/2025	125.00
9423	SMC SERVICES LLC	101-ESCROW/BUILDING	B25-00495	10/15/2025	250.00
7749	SMOLYANOV HOME IMPROVEMENT	101-ESCROW/BUILDING	B25-00466	10/15/2025	500.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-ESCROW/BUILDING	B24-00494	10/28/2025	2,800.00
6632	STONE HOLLOW PROPERTIES & DEV.	101-REFUSE FEE	B24-00494	10/28/2025	225.00-
5173	VANGORDON LAND SOLUTIONS LLC	101-ESCROW/BUILDING	B25-00004	10/28/2025	1,500.00
5173	VANGORDON LAND SOLUTIONS LLC	101-REINSPECTION FEE	B25-00004	10/28/2025	60.00-
5173	VANGORDON LAND SOLUTIONS LLC	101-REFUSE FEE	B25-00004	10/28/2025	225.00-
6083	WEATHERGARD WINDOW CO. INC.	101-ESCROW/BUILDING	B25-00371	10/28/2025	250.00
101-000-222.000	OAKLAND CO. ANIMAL CONTROL				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	10202025	10/20/2025	30.50
4007	OAK CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	10202025	10/20/2025	236.00
101-000-491.000	BUILDING PERMITS				
9419	DRY BASEMENTS PLUS	101-REFUND OF PERMIT FEES	PB25-0268	09/29/2025	81.60
101-000-491.002	PLUMBING PERMITS				
9419	DRY BASEMENTS PLUS	101-REFUND OF PERMIT FEES	PP25-0088	09/29/2025	48.00
Total :					15,521.10
SUPERVISOR					
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL				
9249	BLASYK, CASSIE R.	101-REIMBURSE FOR SEMCOG MILEAGE	10282025	10/28/2025	38.78
Total SUPERVISOR:					38.78
CLERK					
101-215-820.000	CLERK: DUES/ED/TRAVEL				
1274	MICH ASSOC OF MUNICIPAL CLERKS	101-MEMBERSHIP FEE-FLOWERS	11326	11/03/2025	100.00
1274	MICH ASSOC OF MUNICIPAL CLERKS	101-MEMBERSHIP FEE-KABALKA	11341	11/03/2025	100.00
Total CLERK:					200.00
TREASURER					
101-253-820.000	TREAS: DUES/ED/TRAVEL				
6143	GREEN, CHANTELE M.	101-BANK RUN MILEAGE	10222025	10/22/2025	20.44
9152	MAERTENS, WENDY	101-MILEAGE REIMBURSEMENT FOR TAX USER GROUP	10172025	10/17/2025	21.98

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6381	OAKLAND COUNTY TREASURERS ASSOCIATION	101-O.C.T.A. LUNCH MTG-FREDERICK/MAERTENS	10202025	10/20/2025	24.00
Total TREASURER:					66.42
ASSESSOR					
101-257-720.000 ASSESSING: CONTRACTUAL SVCS					
8410	KCI	101-WCA PROPOSAL 243069	10272025	10/27/2025	63.09
Total ASSESSOR:					63.09
GENERAL GOVERNMENT					
101-261-728.000 GEN GOV: OFFICE SUPPLIES					
8253	AMAZON CAPITAL SERVICES	101-MONTHLY PLANNER	1Y6C-CW6V-WCQ	11/01/2025	9.49
8253	AMAZON CAPITAL SERVICES	101-HDMI	1Y6C-CW6V-WCQ	11/01/2025	16.98
5176	AMERICAN EXPRESS	101-CHAIR MAT/TAB DIVIDERS	10262025 81004	10/26/2025	72.96
5176	AMERICAN EXPRESS	101-INK REFILL	10262025 81004	10/26/2025	6.78
5176	AMERICAN EXPRESS	101-HEAVY DUTY DATE STAMPS	10262025 81004	10/26/2025	330.75
5176	AMERICAN EXPRESS	101-INK REFILL	10262025 81004	10/26/2025	8.99
5176	AMERICAN EXPRESS	101-DUAL MONITOR MOUNT	10262025 81004	10/26/2025	69.99
5176	AMERICAN EXPRESS	101-HDMI	10262025 81004	10/26/2025	8.99
5176	AMERICAN EXPRESS	101-STANDING ADJ DESK	10262025 81004	10/26/2025	99.99
5176	AMERICAN EXPRESS	101-REPLACEMENT INK PAD	10262025 81004	10/26/2025	5.84
1002	QUILL CORPORATION	101-COPY PAPER/PENS/STENO	46165319	10/14/2025	202.21
1975	ULINE	101-CONFERENCE TABLES	199099034	10/10/2025	683.86
101-261-735.000 GEN GOV: POSTAGE					
1840	PIT BOWES BANK INC PURCH. PWR	101- PREPAY #35873793 POSTAGE METER	NOV 2025	10/16/2025	1,000.00
101-261-804.000 GEN GOV: LEGAL SERVICES					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53475	10/30/2025	3,708.75
1114	ROSATI SCHULTZ JOPPICH ET AL	101-HARVEY LAKE RD PROPERTY	1084398	10/09/2025	108.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1084398	10/09/2025	217.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1084398	10/09/2025	124.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA/SMART	1084398	10/09/2025	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1084398	10/09/2025	465.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ORDINANCE	1084398	10/09/2025	186.00
101-261-821.000 GEN GOV: MEMBER FEES					
9189	MICHIGAN ECONOMIC DEVELOPERS ASSOC.	101-MEMBERSHIP DUES	6856	11/01/2025	350.00
101-261-850.001 GEN GOV: PHONE SERVICE					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429251023	10/23/2025	268.17
2652	T-MOBILE	101-CELL PHONE-TOWNSHIP	10152025 28344	10/16/2025	34.01
101-261-900.001 GEN GOV: ADVERTISING					
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-TWP BOARD	0007339313	09/30/2025	111.28

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-261-900.002	GEN GOV: PRINTING				
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-BUILDING PERMIT FEE SCHEDULES	80423	10/08/2025	521.46
101-261-920.000	GEN GOV: UTILITIES				
2216	COMCAST	101-3550 DUCK LK RD 0310657	12032025 0310657	11/01/2025	149.95
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-WOTA	201454245218	10/23/2025	174.29
1375	CONSUMERS ENERGY	101-3550 DUCK LK RD BUILDING	201454245219	10/22/2025	133.32
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP	203945970306	10/23/2025	38.35
1005	DTE ENERGY	101-977 S HICKORY RIDGE CEMETERY 910008266330	10142025 66330	10/15/2025	19.06
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	10142025 66959	10/15/2025	18.09
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	10142025 67072	10/15/2025	537.53
1005	DTE ENERGY	101-501 N. MILFORD RD CEMETERY 910008267460	10142025 67460	10/15/2025	18.29
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	10142025 80059	10/15/2025	811.98
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	10142025 80661	10/15/2025	46.24
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	10142025 80786	10/15/2025	73.48
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	10142025 80885	10/15/2025	56.59
1005	DTE ENERGY	101-3570 N DUCK LK RD BUILDING 910008267205	10152025 67205	10/16/2025	29.36
1005	DTE ENERGY	101-STREETLIGHTS 9100-4056-3462	200246060681	11/01/2025	5,502.04
101-261-936.000	GEN GOV: 205 N. JOHN MAINTENAN				
2596	FIVE STAR ACE	101-KEYS/RUST SPRAY	33425	10/24/2025	35.95
2596	FIVE STAR ACE	101-LOCKNUT	33447	10/31/2025	1.59
1021	GILL-ROY'S HARDWARE	101-MAGNET RETRIEVAL TOOL	2510-795268	10/14/2025	29.99
1506	GREAT LAKES ACE	101-BAGS/PADLOCK/OIL	2344/71	10/22/2025	74.06
9208	HIGHLAND SUPPLY INC.	101-TP/MULTIFOLD/LINERS	INV116352	10/30/2025	219.11
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	202509942	10/13/2025	107.00
101-261-936.002	GEN GOV: MOWING				
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING-SEPT	11270	10/10/2025	3,182.50
101-261-936.004	GEN GOV: 250 W LIVINGSTN MAINT				
2694	GOYETTE MECHANICAL	101-FURNACE REPAIR-250 W LIVINGSTON WOTA	910231010	10/13/2025	459.58
101-261-936.005	GEN GOV: 3550 N DUCK LK MAINT				
1506	GREAT LAKES ACE	101-FIRE EXTINGUISHERS	2346/71	10/30/2025	55.08
101-261-937.000	GEN GOV: VEHICLE OP MAINT				
2692	WEX BANK	101-GAS FOR TWP VEHICLE	108325397	10/31/2025	491.65
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
2021	GRACON SERVICES INC.	101-SOPHOS XSTREAM XGS 2300-12 MOS	16686	10/30/2025	3,735.00
9240	SIMPLIFILE	101-ERECORDING LICENSE FEE	690115320827SFL	11/01/2025	99.00
101-261-955.000	GEN GOV: MISCELLANEOUS				
4845	DISPLAYSALES	101-ARMED FORCES FLAGS	INV8352	10/15/2025	90.00
4845	DISPLAYSALES	101-ARMED FORCES FLAGS	INV8362	10/15/2025	198.00
4845	DISPLAYSALES	101-ARMED FORCES FLAGS	INV8374	10/17/2025	152.00
4845	DISPLAYSALES	101-ARMED FORCES FLAGS	INV8375	10/17/2025	917.00
4845	DISPLAYSALES	101-ARMED FORCES FLAGS	INV8437	10/22/2025	248.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total GENERAL GOVERNMENT:					26,346.08
GENERAL GOVERNMENT PERSONNEL B					
101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS					
1184	BURNHAM & FLOWER INSURANCE GP.	101-3RD QTR FSA ADMIN COST	BFG-1421496	10/15/2025	66.25
Total GENERAL GOVERNMENT PERSONNEL B:					66.25
BUILDING					
101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	10/08/25-10/28/25	10/28/2025	1,417.76
101-371-820.000 BLDG: DUES/ED/TRAVEL/SOFTWARE					
1283	BS&A SOFTWARE	101-SERVICE FEE FOR ONLINE PERMIT APPLICATIONS	163875	10/16/2025	549.00
1283	BS&A SOFTWARE	101-ANNUAL SERVICE/SUPPORT FEE CONTRACT 11/1/2	163875	10/16/2025	2,343.00
Total BUILDING:					4,309.76
CEMETERY					
101-567-935.000 CEMETERY: SEXTON					
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	NOV 2025	10/16/2025	4,251.00
101-567-935.001 CEMETERY: MAINTENANCE					
5164	AMERICAN CEMETERY SUPPLIES INC	101-LOT MARKERS	079044	10/08/2025	199.17
Total CEMETERY:					4,450.17
ACTIVITY CENTER					
101-672-729.000 ACTIVITY CTR: OPER. SUPPLIES					
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL/CUPS/PLATES/SOAP/CLING WRAP-A	INV114978	10/15/2025	310.73
101-672-850.000 ACTIVITY CTR: PHONE SERVICE					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-ACT CTR	429251023	10/23/2025	64.50
2652	T-MOBILE	101-CELL PHONE-ACTIVITY CENTER	10152025 28344	10/16/2025	39.92
101-672-850.002 STEEPLE HALL: INTERNET SERVICE					
2216	COMCAST	101-STEEPLE HALL 8529 10 157 0100876	12082025 0100876	10/26/2025	296.65
101-672-920.000 ACTIVITY CTR: UTILITIES					
1375	CONSUMERS ENERGY	101-209 N JOHN ST-ACT CTR	201454245221	10/23/2025	175.75
101-672-920.002 STEEPLE HALL: UTILITIES					
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL	201454245220	10/23/2025	82.08
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL 91000828013	10142025 80133	10/15/2025	296.93
101-672-936.000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO	101- H/C COOLER-ACTIVITY CTR.	31660883	10/31/2025	12.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2596	FIVE STAR ACE	101-PAINT/SUPPLIES	33387	10/15/2025	102.91
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202509941	10/13/2025	28.60
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202509944	10/13/2025	34.60
101-672-936.002 STEEPL HALL: BUILDING MAINT					
1910	WATER WHEEL SPRINKLER	101-WINTERIZE SYSTEM-STEEPLE HALL	69206	10/18/2025	75.00
Total ACTIVITY CENTER:					1,519.67
PLANNING COMMISSION					
101-703-820.000 PLNG COMM: DUES/ED/TRAVEL					
1477	MICHIGAN ASSOCIATION OF PLNG.	101-CONFERENCE-LITTLEBEAR	6957	10/22/2025	515.00
Total PLANNING COMMISSION:					515.00
PARKS					
101-751-729.003 PARKS: DUCK LAKE PINES					
1910	WATER WHEEL SPRINKLER	101-WINTERIZE DUCK LAKE PINES	69210	10/18/2025	240.00
101-751-920.000 PARKS: UTILITIES					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	10142025 67940	10/15/2025	215.04
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	10152025 66587	10/16/2025	194.61
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	10152025 66835	10/16/2025	18.03
101-751-935.000 PARKS: MAINTENANCE					
1021	GILL-ROY'S HARDWARE	101-RUST REMOVER	2510-874904	10/29/2025	15.98
4630	MWG LAWN AND SNOW LLC	101-LAWN MOWING PARKS-SEPT	11270	10/10/2025	1,567.50
Total PARKS:					2,251.16
Total GENERAL FUND:					55,347.48
ROAD FUND					
ROAD					
203-596-967.000 DUST CONTROL					
5167	GLASS, BEVERLY	203-REIMBURSE CONNORS/DUCK LK RD	10162025	10/16/2025	2,090.00
4310	HIGHLAND LAKE COUNTRY CLUB ASSOC.	203-DUST CONTROL-PALLISTER/LYNCH	10232025	10/23/2025	412.50
1405	LASALLE GARDENS ASSOCIATION	203-DUST CONTROL-LASALLE GARDENS	10232025	10/23/2025	1,100.00
5178	OPENSHAW, LEE	203-CHLORIDE REIMBURSEMENT-ROSEMARY LANE	10292025	10/29/2025	240.64
5165	SICHENEDER, FIONA	203-REIMBURSE AVANTI LANE	10162025	10/16/2025	225.00
7191	SPONSELLER, AMY	203-REIMBURSE CHLORIDE TREATMENT FRY ROAD	10272025	10/27/2025	275.00
Total ROAD:					4,343.14

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total ROAD FUND:					4,343.14
FIRE FUND					
206-000-638.000 EMS TRANSPORT					
5170	PUSKA, KATHLEEN	206-EMS TRANSPORT REFUND	230331-23H	10/20/2025	108.10
Total :					108.10
FIRE					
206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS					
1184	BURNHAM & FLOWER INSURANCE GP.	206-3RD QTR FSA ADMIN COSTS	BFG-1421496	10/15/2025	41.25
206-336-727.000 FIRE: SUPPLIES					
2596	FIVE STAR ACE	206-SUPPLIES	33414	10/21/2025	6.59
2596	FIVE STAR ACE	206-SUPPLIES	33415	10/21/2025	4.52
206-336-731.000 FIRE: MEDICAL SUPPLIES					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85962722	10/20/2025	176.98
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85967957	10/23/2025	519.60
1132	LINDE GAS & EQUIPMENT INC	206-EMS SUPPLIES	52790543	10/22/2025	79.46
206-336-732.000 FIRE: UNIFORMS					
9276	HURON VALLEY GUNS LLC	206-BOOTS-CRISTINI	249910	10/09/2025	124.99
206-336-750.000 FIRE: VEHICLE GAS/OIL					
2692	WEX BANK	206-GAS FOR MARSHAL VEHICLE	108325397	10/31/2025	211.92
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	108325397	10/31/2025	2,578.29
2692	WEX BANK	206-GAS FOR FIRE VEHICLES	108325397	10/31/2025	60.20-
206-336-804.000 FIRE: LEGAL SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	206-FIRE TRAINING	1084398	10/09/2025	77.50
206-336-809.000 FIRE: SOFTWARE MAINTENANCE					
2021	GRACON SERVICES INC.	206-SOPHOS XGS 126-12 MOS	16686	10/30/2025	560.54
206-336-820.000 FIRE: DUES & EDUCATION					
5039	DORSEY COLLEGE - EMS/AHA	206-AHA BLS CARDS	5641	10/08/2025	18.00
5039	DORSEY COLLEGE - EMS/AHA	206-CPR CARDS PUBLIC	5645	10/17/2025	186.00
5033	LIVINGSTON COUNTY EMS	206-EMT CLASS-MOTES	INV-0075	08/20/2025	1,000.00
2389	OAKLAND CO. MUTUAL AID ASSOC.	206-MABAS DUES 2026	505	10/20/2025	4,200.00
206-336-851.000 FIRE: RADIO COMMUNICATIONS					
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-SEP	CI066218	09/30/2025	5,958.15
206-336-920.000 FIRE: PUBLIC UTILITIES					
2216	COMCAST	206-510 CLYDE 0115262	12022025 0115262	10/20/2025	56.16
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	12022025 0170820	11/01/2025	204.85
1375	CONSUMERS ENERGY	206-2550 E WARDLOW-FS2	204212948080	10/22/2025	76.02
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND FS1	204835857779	10/23/2025	101.99

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	205369759352	10/22/2025	27.52
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	10202025 05909	10/22/2025	1,264.62
9090	NET EXPRESS VOIP	206-STATION PHONE	1605251023	10/23/2025	110.88
206-336-930.000 FIRE: VEHICLE REPAIR					
8253	AMAZON CAPITAL SERVICES	206-TOWING MIRROR	1Y6C-CW6V-WCQ	11/01/2025	82.44
4883	BOSSMANS DIESEL REPAIR LLC	206-2018 PIERCE (E-11) DRIVE SHAFT REPAIR	729	10/15/2025	750.00
6073	HARMON GLASS DOCTOR	206-WINDOW TINT-2024 RAM 2500	4375-933129	10/21/2025	499.00
206-336-936.000 FIRE: BLDG MAINT/REPAIR					
5176	AMERICAN EXPRESS	206-OFFICE CHAIR	10262025 81004	10/26/2025	139.98
2285	CUMMINS SALES AND SERVICE	206-FS2 GENERATOR PM	S6-250845719	08/09/2025	261.21
206-336-937.000 FIRE: EQUIP MAINT					
9262	MES SERVICE COMPANY LLC	206-SCBA REPAIR-DAVID	IN2352714	10/03/2025	831.17
206-336-955.000 FIRE: MISC EXPENSE					
7996	GEORGE, NICHOLAS	206-REIMBURSE FOR CANDY	10172025	10/17/2025	189.90
Total FIRE:					20,279.33
Total FIRE FUND:					20,387.43
POLICE FUND					
207-000-677.000 MISCELLANEOUS					
1194	PETTY CASH	207-POLICE COPIES	10272025	10/27/2025	10.00
Total :					10.00
POLICE					
207-301-807.000 POLICE: OAKLAND CO SHER CONT					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-SEP	CI066218	09/30/2025	296,673.75
207-301-807.004 POLICE: OVERTIME					
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. SEP	CI066218	09/30/2025	15,364.65
207-301-920.000 POLICE: UTILITIES					
2216	COMCAST	207-165 N. JOHN 0179656	11242025 0179656	10/21/2025	159.95
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	10142025 66454	10/15/2025	422.32
207-301-935.000 POLICE: SHERIFF'S MAINT					
1375	CONSUMERS ENERGY	207-165 N JOHN ST	201454245217	10/23/2025	50.04
Total POLICE:					312,670.71
Total POLICE FUND:					312,680.71

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
CAPITAL IMPROVEMENT FUND					
GENERAL GOVERNMENT					
401-261-971.005 TOWNSHIP LIGHTING & SIGNAGE					
8387	PERFORMANCE CREATIVE RESOURCES INC	401-SIGNAGE	25096	10/13/2025	825.00
Total GENERAL GOVERNMENT:					825.00
ANNEX					
401-523-971.000 STEEPLE HALL IMPROVEMENTS					
2173	DIEDRICH PAINTING	401-STEEPLE HALL EXTERIOR UPPER SOUTH ELEVATIO	2516	10/14/2025	1,566.00
Total ANNEX:					1,566.00
PARKS					
401-751-971.003 VETERANS PARK IMPROVEMENT					
2596	FIVE STAR ACE	401-STATION MOVE	33446	10/31/2025	31.98
4681	K & R CONCRETE	401-CONCRETE SLAB FOR TRAIN STATION	10730	10/23/2025	5,865.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023647069-001	10/13/2025	108.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023647118-001	10/14/2025	585.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023649376-001	10/13/2025	72.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023656051-001	10/14/2025	36.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023726702-001	10/20/2025	107.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023739813-001	10/20/2025	108.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023790646-001	10/22/2025	108.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023790705-001	10/22/2025	108.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023806645-001	10/23/2025	148.20
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023891266-001	10/29/2025	263.94
Total PARKS:					7,541.12
Total CAPITAL IMPROVEMENT FUND:					9,932.12
FIRE CAPITAL FUND					
FIRE					
402-336-971.002 CAPITAL EQUIPMENT					
9180	STRYKER SALES LLC	402-LIFEPACK 35 CUFF	9210494650	10/08/2025	58.30
9180	STRYKER SALES LLC	402-TRADE IN VALUE (PHILIPS MRX)	9210524457	10/11/2025	2,000.00-
9180	STRYKER SALES LLC	402-LIFEPACK 35	9210540291	10/14/2025	52,001.00
9180	STRYKER SALES LLC	402-STAIR CHAIR	9210570591	10/17/2025	176,693.70
9180	STRYKER SALES LLC	402-TRADE IN (STAIR CHAIR)	9210571182	10/17/2025	3,000.00-
9180	STRYKER SALES LLC	402-PROCARE SERVICE	9210576189	10/17/2025	6,234.80

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9180	STRYKER SALES LLC	402-PROCARE SERVICE	9210589342	10/20/2025	44,305.50
Total FIRE:					274,293.30
Total FIRE CAPITAL FUND:					274,293.30
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-808.000 DDA: MARKETING CONSULTANT					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2035	09/29/2025	860.00
494-729-880.001 DDA: PROMOTIONS					
3152	KOPACKI, KRIS	494-INSTALL SKELTON/HAUNTED SIGN	2107	10/16/2025	210.00
3152	KOPACKI, KRIS	494-DISTRIBUTE FALL SKELETONS	2108	10/16/2025	550.00
494-729-880.002 DDA: ECONOMIC RESTRUCTURING					
1013	ABC PRINTING INC	494-FLYERS-OPEN HOUSE	10980	10/29/2025	21.00
3152	KOPACKI, KRIS	494-FRAME/INSTALL OPEN HOUSE SIGN	2109	10/16/2025	210.00
8212	S W DENTAL MANAGEMENT COMPANY	494-RENTAL SUBSIDY-MICA HEALING	2025-33	09/23/2025	400.00
494-729-880.003 DDA: DESIGN					
3152	KOPACKI, KRIS	494-REMOVE/REPLACE BANNERS	2111	10/16/2025	200.00
494-729-920.000 DDA: RENT/ UTILITIES					
9090	NET EXPRESS VOIP	494-PHONE SERVICE DDA	429251023	10/23/2025	6.79
494-729-967.000 DDA: FARMERS' MARKET					
8253	AMAZON CAPITAL SERVICES	494-RETURN FAN	1HJJ-R6F7-K9XM	10/01/2025	119.99
8253	AMAZON CAPITAL SERVICES	494-CANDY	1Y6C-CW6V-WCQ	11/01/2025	54.99
3152	KOPACKI, KRIS	494-REMOVE/STORE FARMERS MARKET SIGNS	2110	10/16/2025	105.00
5171	MITCHELL, DEVYN	494-ENTERTAINMENT	2025-29	08/26/2025	100.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					2,597.79
Total DOWNTOWN DEVELOPMENT FUND:					2,597.79
WATER SYSTEM					
WATER					
591-536-991.000 DEBT PAYMENT					
1624	JP MORGAN CHASE BANK N.A	591-DEBT PRINCIPAL PAYMENT	0005812920	10/10/2025	68,000.00
591-536-993.001 INTEREST EXPENSE					
1624	JP MORGAN CHASE BANK N.A	591-INTEREST PAYMENT	0005812920	10/10/2025	3,367.50
Total WATER:					71,367.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total WATER SYSTEM:					71,367.50
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000 HAAC: DEDUCTIONS					
8253	AMAZON CAPITAL SERVICES	702-PARTY DECORATIONS/SUPPLIES	1Y6C-CW6V-WCQ	11/01/2025	218.98
8253	AMAZON CAPITAL SERVICES	702-BLACK TULLE	1Y6C-CW6V-WCQ	11/01/2025	18.98
8253	AMAZON CAPITAL SERVICES	702-PURPLE TULLE	1Y6C-CW6V-WCQ	11/01/2025	17.99
8253	AMAZON CAPITAL SERVICES	702-PHOTO PAPER	1Y6C-CW6V-WCQ	11/01/2025	73.48
8253	AMAZON CAPITAL SERVICES	702-PARTY DECORATIONS/SUPPLIES	1Y6C-CW6V-WCQ	11/01/2025	64.98
8253	AMAZON CAPITAL SERVICES	702-SUGGESTION BOX/SILVERWARE/BACKDROP	1Y6C-CW6V-WCQ	11/01/2025	82.67
9208	HIGHLAND SUPPLY INC.	702-LID FOR CUPS	INV114978	10/15/2025	44.64
2692	WEX BANK	702-GAS FOR HAAC TRIPS	108325397	10/31/2025	123.73
Total GENERAL GOVERNMENT:					645.45
Total HIGHLAND ADVISORY COUNCIL:					645.45
POST-RETIREMENT BENEFITS					
GENERAL GOVERNMENT PERSONNEL B					
737-279-719.000 RETIREE OPEB EXPENSE					
1178	BURKHART, LISA	737-RETIREE HEALTH REIMBURSEMENT	OCT2025	10/30/2025	163.77
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	NOV 2025	10/27/2025	165.00
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	OCT 2025	10/23/2025	337.33
1311	PILCHOWSKI, PATRICIA	737-RETIREE DENTAL REIMBURSEMENT	10082025	10/08/2025	115.00
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	NOV 2025	10/22/2025	422.83
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	OCT 2025	10/16/2025	209.69
Total GENERAL GOVERNMENT PERSONNEL B:					1,413.62
Total POST-RETIREMENT BENEFITS:					1,413.62
DUCK LAKE ASSOC					
TRUST & AGENCY ADMIN					
764-255-956.000 DUCK LAKE: DEDUCTIONS					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	10142025 91144	10/15/2025	520.00
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	10152025 07439	10/16/2025	518.24
1005	DTE ENERGY	764-3261 RAMADA DR IRRIGATION 920009313643	10152025 13643	10/16/2025	755.76
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	10152025 13650	10/16/2025	805.10
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	10152025 13668	10/16/2025	1,052.79
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	10152025 43164	10/16/2025	1,028.26

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	10152025 75436	10/16/2025	121.54
Total TRUST & AGENCY ADMIN:					4,801.69
Total DUCK LAKE ASSOC:					4,801.69
CHARLICK LAKE ASSOC					
TRUST & AGENCY ADMIN					
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
1493	AUTO-OWNERS INSURANCE CO.	768-CHARLICK LAKE INSURANCE	09302025	09/30/2025	1,692.00
Total TRUST & AGENCY ADMIN:					1,692.00
Total CHARLICK LAKE ASSOC:					1,692.00
WHITE LAKE IMPROVEMENT					
TRUST & AGENCY ADMIN					
770-255-956.000 WHITE LAKE: DEDUCTIONS					
1029	OAKLAND COUNTY	770-WHITE LAKE PATROL	C1066218	09/30/2025	273.02
Total TRUST & AGENCY ADMIN:					273.02
Total WHITE LAKE IMPROVEMENT:					273.02
TOMAHAWK LAKE IMPROVEMENT					
TRUST & AGENCY ADMIN					
771-255-956.000 TOMAHAWK LAKE: DEDUCTIONS					
1149	AQUATIC TECHNOLOGIES INC.	771-TOMAHAWK LK. WEED CONTROL LAST INSTALLMT.	ATI-25-1380	10/14/2025	2,700.00
Total TRUST & AGENCY ADMIN:					2,700.00
Total TOMAHAWK LAKE IMPROVEMENT:					2,700.00
DUNLEAVY/LEONARD LAKE					
TRUST & AGENCY ADMIN					
776-255-956.000 DUNLEAVY LEONARDLK: DEDUCTIONS					
2375	GANNETT MICHIGAN LOCALIQ	776-DUNLEAVY/LEONARD	0007339313	09/30/2025	628.96
Total TRUST & AGENCY ADMIN:					628.96

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DUNLEAVY/LEONARD LAKE:					628.96
KNOBLOCK LAKE					
TRUST & AGENCY ADMIN					
777-255-956.000 KNOBLOCK LAKE: DEDUCTIONS					
2375	GANNETT MICHIGAN LOCALIQ	777-KNOBLOCK	0007339313	09/30/2025	1,060.36
1114	ROSATI SCHULTZ JOPPICH ET AL	777-LEGAL	1084398	10/09/2025	93.00
Total TRUST & AGENCY ADMIN:					1,153.36
Total KNOBLOCK LAKE:					1,153.36
Grand Totals:					764,257.57

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
ASSESSOR					
101-257-720.000 ASSESSING: CONTRACTUAL SVCS					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	NOV 2025	10/28/2025	11,485.00
Total ASSESSOR:					11,485.00
GENERAL GOVERNMENT					
101-261-802.000 GEN GOV: PAYROLL PROCESSING					
4868	ADP INC	101-TAX REPORTING	701995260	10/03/2025	250.00
4868	ADP INC	101-TIME AND ATTENDANCE	701997448	10/03/2025	284.90
4868	ADP INC	101-PAYROLL SERVICES	703575657	10/24/2025	159.15
101-261-900.001 GEN GOV: ADVERTISING					
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-204	11/01/2025	400.00
6278	TECHNOLOGY GALLERY LLC	101-DATA SERVICES	INV-204	11/01/2025	34.72
101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT					
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2956551	10/13/2025	112.32
Total GENERAL GOVERNMENT:					1,241.09
GENERAL GOVERNMENT PERSONNEL B					
101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS					
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004645002	10/23/2025	714.67
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004645002	10/23/2025	289.34
Total GENERAL GOVERNMENT PERSONNEL B:					1,004.01
BUILDING					
101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	10/08/25-10/28/25	10/29/2025	3,535.60
8149	WATKINS III, MITCHELL	101-INSPECTIONS	10/8/25-10/28/25	10/28/2025	2,197.85
Total BUILDING:					5,733.45
ACTIVITY CENTER					
101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES					
2059	APPLIED INNOVATION	101-TONER-ACT CTR	2956342	10/13/2025	16.13
2059	APPLIED INNOVATION	101-TONER-ACT CTR	2966194	10/23/2025	16.13
Total ACTIVITY CENTER:					32.26

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total GENERAL FUND:					19,495.81
FIRE FUND					
FIRE					
206-336-712.001	FIRE:HEALTH/DENTAL/LIFE/DISINS				
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004645021	10/23/2025	311.78
206-336-937.000	FIRE: EQUIP MAINT				
2059	APPLIED INNOVATION	206-COPIER CONTRACT	2966337	10/23/2025	121.20
2059	APPLIED INNOVATION	206-FREIGHT	2966337	10/23/2025	4.85
Total FIRE:					437.83
Total FIRE FUND:					437.83
REFUSE FUND					
REFUSE					
227-526-801.000	REFUSE: CONTRACTOR				
4887	PRIORITY WASTE LLC	227-MONTHLY CONTRACT-NOV	INV1406941	11/01/2025	92,017.12
Total REFUSE:					92,017.12
Total REFUSE FUND:					92,017.12
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-712.000	DDA: HEALTH/DENTL/LIFE/DIS INS				
9402	ASSURITY LIFE INSURANCE CO.	494-ASSURITY INSURANCE-DDA	4004645002	10/23/2025	218.49
Total DOWNTOWN DEVELOPMENT AUTHORITY:					218.49
Total DOWNTOWN DEVELOPMENT FUND:					218.49
Grand Totals:					112,169.25

Payroll and Hand Check November 6, 2025 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT) 10/24/2025	\$	32,963.02
General/Fire Payroll 10/24/2025	\$	88,148.84
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	2,280.49
Flexible Savings Account	\$	623.65
Friend of the Court	\$	106.21
Highland Firefighters Assn	\$	735.00
Highland Firefighters Union Dues-Full-Time	\$	600.00
Highland Firefighters Union Dues-Part-Time		

Total GENERAL FUND:	74,843.29
Total ROAD FUND:	4,343.14
Total FIRE FUND:	20,825.26
Total POLICE FUND:	312,680.71
Total REFUSE FUND:	92,017.12
Total CAPITAL IMPROVEMENT FUND:	9,932.12
Total FIRE CAPITAL FUND:	274,293.30
Total DOWNTOWN DEVELOPMENT FUND:	2,816.28
Total WATER SYSTEM:	71,367.50
Total HIGHLAND ADVISORY COUNCIL:	645.45
Total POST-RETIREMENT BENEFITS:	1,413.62
Total DUCK LAKE ASSOC:	4,801.69
Total CHARLICK LAKE ASSOC:	1,692.00
Total WHITE LAKE IMPROVEMENT:	273.02
Total TOMAHAWK LAKE IMPROVEMENT:	2,700.00
Total DUNLEAVY/LEONARD LAKE:	628.96
Total KNOBLOCK LAKE:	1,153.36
	<hr/>
Grand Totals:	876,426.82
	<hr/> <hr/>

Julie Kabalka

From: Renee Bowen
Sent: Wednesday, November 5, 2025 9:51 AM
To: Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick
Cc: Julie Kabalka; Nick George; Chantelle Green; Robin Orlando
Subject: List of Bills dated 11/6/2025 additions

Hello, the following needs to be added to the List of Bills dated 11/6/2025:

1. ADP Fund 101 for \$277.50
2. Home Depot Fund 101 for \$23.92
3. DTE Fund 206 for \$740.02
4. Home Depot Fund 206 for \$34.98

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



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-072.000 COUNTY OF OAKLAND					
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	OCT 2025	11/06/2025	373.00
1159	TREASURER	101-HIGHLAND HILLS-OAK CTY	OCT 25	11/06/2025	144.00
1159	TREASURER	101-RIDGEWOOD-OAK CTY	OCT2025	11/06/2025	221.00
101-000-075.000 HURON VALLEY SCHOOLS					
1159	TREASURER	101-HIGHLAND GREENS-HVS	OCT 2025	11/06/2025	1,492.00
1159	TREASURER	101-HIGHLAND HILLS-HVS	OCT 25	11/06/2025	576.00
1159	TREASURER	101-RIDGEWOOD-HVS	OCT2025	11/06/2025	884.00
101-000-202.001 BUILDING BONDS PAYABLES					
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00337	11/06/2025	500.00
6541	A BETTER EXTERIOR LLC	101-REINSPECTION FEE	B25-00337	11/06/2025	60.00-
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00481	11/06/2025	125.00
5181	ADCOCK, KYLE	101-ESCROW/BUILDING	B25-00471	11/06/2025	125.00
5186	AFFILIATED TRADESMAN LLC	101-ESCROW/BUILDING	B24-00425	11/06/2025	125.00
5186	AFFILIATED TRADESMAN LLC	101-ESCROW/BUILDING	B25-00390	11/18/2025	250.00
5186	AFFILIATED TRADESMAN LLC	101-ESCROW/BUILDING	B25-00454	11/06/2025	125.00
5196	ANYWHERE LOMBARDO	101-ESCROW/BUILDING	B25-00056	11/19/2025	4,000.00
5196	ANYWHERE LOMBARDO	101-REFUSE FEE	B25-00056	11/19/2025	210.00-
5185	BOLF, JOHN	101-ESCROW/BUILDING	B25-00437	11/06/2025	125.00
4597	BOTTOMS UP CONTRACTING	101-ESCROW/BUILDING	B25-00404	11/06/2025	125.00
6269	DELL, DARIN MICHAEL	101-ESCROW/BUILDING	B25-00166	11/06/2025	250.00
6269	DELL, DARIN MICHAEL	101-ESCROW/BUILDING	B25-00480	11/06/2025	500.00
5198	EGLITIS, GARRETT	101-ESCROW/BUILDING	B25-00234	11/19/2025	125.00
5194	ENCON ROOFING	101-ESCROW/BUILDING	B25-00476	11/18/2025	250.00
7252	FATHER & SON CONSTRUCTION CO	101-ESCROW/BUILDING	B25-00047	11/19/2025	250.00
5640	GILES, DAVID K.	101-ESCROW/BUILDING	B25-00122	11/06/2025	125.00
8398	HARMON JR, ROBERT	101-ESCROW/BUILDING	B25-00504	11/18/2025	125.00
5189	HARRIS, STEVEN RAY	101-ESCROW/BUILDING	B25-00384	11/10/2025	500.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B24-00384	11/19/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00053	11/18/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00053	11/18/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00337	11/06/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00407	11/06/2025	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B25-00056	11/19/2025	210.00
5827	HSI	101-ESCROW/BUILDING	B25-00052	11/18/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00053	11/18/2025	250.00
5827	HSI	101-REINSPECTION FEE	B25-00053	11/18/2025	60.00-
5827	HSI	101-REINSPECTION FEE	B25-00053	11/18/2025	60.00-
6304	KEARNS BROTHERS INC	101-ESCROW/BUILDING	B25-00448	11/18/2025	500.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
5180	KEN'S HOME SERVICES LLC	101-ESCROW/BUILDING	B25-00419	11/06/2025	125.00
3215	MATTHEW WHELAN REV JNT TRST	101-ESROW/BUILDING	B24-00319	11/18/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00193	11/18/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00197	11/18/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00271	11/18/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00358	11/18/2025	250.00
4949	MOORE, THOMAS	101-ESCROW/BUILDING	B25-00332	11/06/2025	125.00
5117	ORIGINAL ROOFING COMPANY	101-ESCROW/BUILDING	B25-00458	11/06/2025	250.00
5197	PARADIGM CARPENTRY LLC	101-ESCROW/BUILDING	B25-00442	11/19/2025	500.00
6041	PELLA WINDOWS & DOORS INC.	101-ESCROW/BUILDING	B25-00447	11/20/2025	125.00
5182	PERFORMANCE RESIDENTIAL REMODELING	101-ESCROW/BUILDING	B25-00341	11/06/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00345	11/19/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00423	11/06/2025	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00560	11/19/2025	125.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B25-00523	11/20/2025	250.00
5183	SANTOS, JUAN	101-ESCROW/BUILDING	B25-00455	11/06/2025	125.00
5184	SILVER NIGHT PROPERTIES LLC	101-ESCROW/BUILDING	B25-00407	11/06/2025	125.00
5184	SILVER NIGHT PROPERTIES LLC	101-REINSPECTION FEE	B25-00407	11/06/2025	60.00-
4488	TITTLE BROTHER CONSTRUCTION	101-ESCROW/BUILDING	B25-00329	11/06/2025	500.00
5644	TUFF SHED INC.	101-ESCROW/BUILDING	B25-00461	11/20/2025	125.00
5195	WILSON, MARK	101-ESCROW/BUILDING	B25-00488	11/18/2025	125.00
5018	YOUNG, DALE	101-ESCROW/BUILDING	B24-00384	11/19/2025	500.00
5018	YOUNG, DALE	101-REINSPECTION FEE	B24-00384	11/19/2025	60.00-
101-000-628.015 ZONING BD. OF APPEALS					
5193	SCHOEB, WINFRIED	101-REFUND OF APPLICATION FEE	11102025	11/10/2025	275.00
Total :					17,590.00
ACCOUNTING					
101-191-820.000 ACCTG: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-MGFOA MEMBER DUES-ORLANDO	10/09/25-11/08/25	11/08/2025	145.00
Total ACCOUNTING:					145.00
CLERK					
101-215-820.000 CLERK: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-ELECTION CTR WEBINAR-FLOWERS	10/09/25-11/08/25	11/08/2025	459.00
1521	CHASE CARDMEMBER SERVICE	101-NOTARY STAMP-HOLCOMB	10/09/25-11/08/25	11/08/2025	84.55
1521	CHASE CARDMEMBER SERVICE	101-CASH HANDLING TRAINING-HOLCOMB	10/09/25-11/08/25	11/08/2025	99.00
1067	MICHIGAN ASSOC OF MUNICIPAL CLERKS	101-MAMC MEMBER FEE-KABALKA	11132025	11/13/2025	800.00
1370	OAKLAND COUNTY CLERKS ASSOC	101-HOLIDAY NETWORKING-FLOWERS/KABALKA/HOLCO	11062025	11/06/2025	145.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CLERK:					1,587.55
TREASURER					
101-253-820.000 TREAS: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-CASH HANDLING TRAINING-KLEE	10/09/25-11/08/25	11/08/2025	99.00
9152	MAERTENS, WENDY	101-MILEAGE REIMBURSEMENT FOR TAX USER GROUP/	11202025	11/20/2025	24.08
6381	OAKLAND COUNTY TREASURERS ASSOC	101-HOLIDAY LUNCHEON-FREDERICK	11172025	11/17/2025	35.00
6381	OAKLAND COUNTY TREASURERS ASSOC	101-HOLIDAY LUNCHEON-GREEN	11172025	11/17/2025	35.00
Total TREASURER:					193.08
GENERAL GOVERNMENT					
101-261-735.000 GEN GOV: POSTAGE					
1035	PITNEY BOWES GLOBAL FINANCIAL SRVS	101-MAILING SYS. QTRLY FEE ACCT#0011920249	3321565930	11/10/2025	402.09
101-261-804.000 GEN GOV: LEGAL SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1084597	11/13/2025	108.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-INDUSTRIAL FACILITIES TAX EXEMPT	1084597	11/13/2025	527.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1084597	11/13/2025	325.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-DUCK LAKE PARK	1084597	11/13/2025	155.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1084597	11/13/2025	372.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1084598	11/13/2025	16.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER	1084600	11/13/2025	374.00
101-261-850.001 GEN GOV: PHONE SERVICE					
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X111	11/06/2025	23.72
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X111	11/06/2025	47.09
101-261-850.002 GEN GOV: WEBSITE					
9049	WEB MATTERS	101-DOMAIN NAME RENEWALS	6697	11/04/2025	140.00
101-261-900.001 GEN GOV: ADVERTISING					
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-TWP BOARD	0007390022	10/31/2025	111.28
2375	GANNETT MICHIGAN LOCALIQ	101-SYNOPSIS-TWP BOARD	0007390022	10/31/2025	111.28
2375	GANNETT MICHIGAN LOCALIQ	101-BUDGET-TOWNSHIP BOARD	0007390022	10/31/2025	154.42
101-261-900.002 GEN GOV: PRINTING					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-NATURALLY CONNECTED MAGAZINE	80481	10/01/2025	9,710.59
101-261-920.000 GEN GOV: UTILITIES					
1005	DTE ENERGY	101-977 S HICKORY RIDGE CEMETERY 910008266330	11122025 66330	11/13/2025	19.04
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	11122025 66959	11/13/2025	18.06
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	11122025 67072	11/13/2025	503.25
1005	DTE ENERGY	101-501 N. MILFORD RD CEMETERY 910008267460	11122025 67460	11/13/2025	18.08
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	11122025 80059	11/13/2025	781.58
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	11122025 80661	11/13/2025	49.11

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	11122025 80786	11/13/2025	73.54
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	11122025 80885	11/13/2025	66.06
1005	DTE ENERGY	101-3570 N DUCK LK RD BUILDING 910008267205	11132025 67205	11/14/2025	33.00
101-261-936.000	GEN GOV: 205 N. JOHN MAINTENAN				
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE MAINTENANACE M59 MEDIAN	53166	11/07/2025	405.00
4742	DOUGLAS ELECTRIC COMPANY	101-REPAIR ELECTRICAL	52078	09/30/2025	480.00
2596	FIVE STAR ACE	101-ICE MELT	33480	11/08/2025	194.85
2596	FIVE STAR ACE	101-NUTS/BOLTS	33503	11/13/2025	18.04
2596	FIVE STAR ACE	101-ICE MELT/BUCKETS	33517	11/17/2025	180.22
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	202510706	11/10/2025	107.00
1642	PETER'S TRUE VALUE HARDWARE	101-ENGINE/CHAIN OIL	K80033	11/12/2025	70.97
9005	STATE OF MICHIGAN	101-2026 NONCOMMUNITY PUBLIC WATER SUPPLY FEE-	761-11369328	10/30/2025	181.71
101-261-936.002	GEN GOV: MOWING				
6300	S&D SEASONAL SERVICES	101-TWP MOWING-M59 MEDIAN	36546	11/01/2025	605.00
101-261-936.003	GEN GOV: OFFICE CLEANING				
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-TWP	2056	11/04/2025	2,385.00
101-261-937.000	GEN GOV: VEHICLE OP MAINT				
1521	CHASE CARDMEMBER SERVICE	101-FORD F250 SNOWPLOW TRUCK BRAKES	10/09/25-11/08/25	11/08/2025	971.36
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2238	10/31/2025	41.00
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
8385	AMERI-ALARM	101-FIRE ALARM MONITORING	083043	11/01/2025	75.00
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	10/09/25-11/08/25	11/08/2025	381.34
2021	GRACON SERVICES INC.	101-IRONSCALES-1 YEAR	16701	11/12/2025	4,410.00
2021	GRACON SERVICES INC.	101-MICROSOFT NCE 365 G3 GCC-1YR	16713	11/17/2025	301.21
101-261-955.000	GEN GOV: MISCELLANEOUS				
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-TWP	89917295	11/03/2025	56.65
4672	ELECTROCYCLE INC.	101-SHREDDING ON SITE	70661	11/06/2025	456.00
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY				
1521	CHASE CARDMEMBER SERVICE	101-OVERHEAD CRANE/PARTS	10/09/25-11/08/25	11/08/2025	1,112.89
5046	SITEONE LANDSCAPE SUPPLY LLC	101-SALT SPREADERS/MINI LIGHT BAR	160768088-001	11/19/2025	1,093.68
101-261-971.003	GEN GOV: COMPUTER SOFTWARE				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	10/09/25-11/08/25	11/08/2025	124.99
Total GENERAL GOVERNMENT:					27,792.10
GENERAL GOVERNMENT PERSONNEL B					
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN				
1731	LINCOLN FINANCIAL GROUP	101-DEFINED CONTRIB- BURKHART W41875030	4TH QTR 2025	11/11/2025	42.59
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	253120064568	11/07/2025	1,510.33
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	253120064568	11/07/2025	11,635.61

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	253120064568	11/07/2025	421.04
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	253120064568	11/07/2025	1,442.49
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001984516423	11/10/2025	52.80
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001984516423	11/10/2025	231.48
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001984516423	11/10/2025	439.81
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001984516423	11/10/2025	843.83
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001984516423	11/10/2025	41.60
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	11/01/25-11/30/25	10/01/2025	595.52-
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	11/01/25-11/30/25	10/01/2025	2,442.00-
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	11/01/25-11/30/25	10/01/2025	26.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	11/01/25-11/30/25	10/01/2025	66.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP COBRA	11/01/25-11/30/25	10/01/2025	52.84
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	12/01/25-12/31/25	11/01/2025	1,872.12
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	12/01/25-12/31/25	11/01/2025	265.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	12/01/25-12/31/25	11/01/2025	26.48
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	12/01/25-12/31/25	11/01/2025	437.60
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP COBRA	12/01/25-12/31/25	11/01/2025	52.96

Total GENERAL GOVERNMENT PERSONNEL B:

16,423.62

BUILDING

101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG

9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	10/29/25-11/18/25	11/18/2025	937.80
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Total BUILDING:

937.80

CEMETERY

101-567-935.001 CEMETERY: MAINTENANCE

1910	WATER WHEEL SPRINKLER	101-WINTERIZE-CEMETERY	69627	11/02/2025	225.00
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Total CEMETERY:

225.00

ACTIVITY CENTER

101-672-820.000 ACTIVITY CTR: DUES/ED/TRAVEL

1521	CHASE CARDMEMBER SERVICE	101-CASH HANDLING TRAINING-BEY	10/09/25-11/08/25	11/08/2025	99.00
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101-672-850.001 ACTIVITY CTR: INTERNET SERVICE

1521	CHASE CARDMEMBER SERVICE	101-COMCAST	10/09/25-11/08/25	11/08/2025	173.99
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101-672-920.000 ACTIVITY CTR: UTILITIES

1005	DTE ENERGY	101-209 N JOHN ACT CTR 910008266702	11062025 66702	11/07/2025	638.62
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101-672-920.002 STEEPLE HALL: UTILITIES

1005	DTE ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL 91000828013	11122025 80133	11/13/2025	254.88
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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-672-936.000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO	101- H/C COOLER-ACTIVITY CTR.	31662595	10/31/2025	12.00
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-ACTIVITY CTR.	89917291	11/03/2025	25.85
2694	GOYETTE MECHANICAL	101-FURNACE REPAIR-ACT CTR	910233907	11/11/2025	649.79
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202510705	11/10/2025	28.60
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	202510708	11/10/2025	34.60
9005	STATE OF MICHIGAN	101-2026 NONCOMMUNITY PUBLIC WATER SUPPLY FEE-	761-11368905	10/30/2025	181.71
101-672-936.002 STEEPL HALL: BUILDING MAINT					
2262	BRIEN'S SERVICES INC.	101-LANDSCAPE MAINTENANCE-STEEPLE HALL	53167	11/07/2025	1,638.00
9005	STATE OF MICHIGAN	101-2026 NONCOMMUNITY PUBLIC WATER SUPPLY FEE-	761-11362798	10/30/2025	181.71
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-STEEPLE HALL	2058	11/04/2025	900.00
Total ACTIVITY CENTER:					4,818.75
PLANNING & ORDINANCE					
101-701-820.000 PLNG: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-PLANNING CONFERENCE-LITTLEBEAR	10/09/25-11/08/25	11/08/2025	250.71
1521	CHASE CARDMEMBER SERVICE	101-PLANNING CONFERENCE-LITTLEBEAR	10/09/25-11/08/25	11/08/2025	1,199.05
Total PLANNING & ORDINANCE:					1,449.76
ZONING BOARD OF APPEALS (ZBA)					
101-702-900.000 ZBA: ADVERTISING					
2375	GANNETT MICHIGAN LOCALIQ	101-LEGAL ADVERTISEMENT-ZBA	0007390022	10/31/2025	219.13
2375	GANNETT MICHIGAN LOCALIQ	101-LEGAL ADVERTISEMENT-ZBA	0007390022	10/31/2025	240.70
Total ZONING BOARD OF APPEALS (ZBA):					459.83
PLANNING COMMISSION					
101-703-900.000 PLNG COMM: ADVERTISING/PRTG					
9077	21ST CENTURY MEDIA-MICHIGAN	101-ADVERTISEMENT-PLN COMM	2767807	10/22/2025	527.50
Total PLANNING COMMISSION:					527.50
PARKS					
101-751-729.002 PARKS: HICKORY RIDGE					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	3918	11/07/2025	125.00
9005	STATE OF MICHIGAN	101-2026 NONCOMMUNITY PUBLIC WATER SUPPLY FEE-	761-11369113	10/30/2025	181.71
101-751-729.003 PARKS: DUCK LAKE PINES					
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	3918	11/07/2025	175.00
9005	STATE OF MICHIGAN	101-2026 NONCOMMUNITY PUBLIC WATER SUPPLY FEE-	761-11369250	10/30/2025	181.71

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
101-751-729.006 PARKS: CHILL AT THE MILL					
1288	IVERSONS LUMBER COMAPNY LLC	101-ZIP SEAM TAPE	2511-039272	11/04/2025	32.59
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	3918	11/07/2025	125.00
101-751-920.000 PARKS: UTILITIES					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	11122025 67940	11/13/2025	48.49
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	11132025 66587	11/14/2025	103.39
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	11132025 66835	11/14/2025	18.08
Total PARKS:					990.97
Total GENERAL FUND:					73,140.96
ROAD FUND					
ROAD					
203-596-959.000 METRO AUTHORITY EXP					
2158	ROAD COMMISSION FOR O.C.	203-TRAFFIC SIGNAL MAINTENANCE	9544	09/30/2025	324.26
203-596-967.000 DUST CONTROL					
4964	NABOZNY, LOU	203-DUST CONTROL-STONE ROWE	11122025	11/12/2025	350.00
Total ROAD:					674.26
Total ROAD FUND:					674.26
FIRE FUND					
FIRE					
206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	253120064568	11/07/2025	9,756.64
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001984516423	11/10/2025	112.20
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001984516423	11/10/2025	1,057.19
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001984516423	11/10/2025	90.15
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001984516423	11/10/2025	41.61
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	11/01/25-11/30/25	10/01/2025	192.32
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	11/01/25-11/30/25	10/01/2025	26.48
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	11/01/25-11/30/25	10/01/2025	1,548.72
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	12/01/25-12/31/25	11/01/2025	192.32
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	12/01/25-12/31/25	11/01/2025	26.48
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	12/01/25-12/31/25	11/01/2025	183.44
206-336-713.000 FIRE: FIREFIGHTERS MEDICAL					
9051	QUEST DIAGNOSTICS	206-PREEMPLOYMENT-WILLS	8860635865	10/14/2025	322.23
206-336-727.000 FIRE: SUPPLIES					
2039	BOUND TREE MEDICAL LLC	206-MEDICAL SUPPLIES-CREDIT	70368377	07/30/2025	186.28

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2039	BOUND TREE MEDICAL LLC	206-MEDICAL SUPPLIES-CREDIT	70368902	07/23/2025	23.52-
1521	CHASE CARDMEMBER SERVICE	206-STATION SUPPLIES	10/09/25-11/08/25	11/08/2025	103.18
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV116672	11/03/2025	84.00
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV116771	11/04/2025	136.97
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K79887	11/04/2025	83.99
206-336-731.000	FIRE: MEDICAL SUPPLIES				
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85974623	10/29/2025	1,649.99
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85979546	11/03/2025	786.89
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85987622	11/10/2025	3,011.00
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85994214	11/14/2025	54.59
1132	LINDE GAS & EQUIPMENT INC	206-EMS OXYGEN	53183569	11/12/2025	397.58
206-336-732.000	FIRE: UNIFORMS				
9276	HURON VALLEY GUNS LLC	206-UNIFORM-FOTOPOULOS	252487	10/31/2025	16.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM-VACHON	253014	11/06/2025	95.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM-KIDD	253025	11/06/2025	39.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM-KIDD	253056	11/06/2025	299.97
206-336-820.000	FIRE: DUES & EDUCATION				
1521	CHASE CARDMEMBER SERVICE	206-REGIONAL ALLIANCE FF TRAINING-BONHAM	10/09/25-11/08/25	11/08/2025	750.00
1521	CHASE CARDMEMBER SERVICE	206-EDUCATIONAL MATERIALS	10/09/25-11/08/25	11/08/2025	1,203.38
1349	IAFC INT'L ASSOC. FIRE CHIEFS INC.	206-IAFC MEMBERSHIP-GEORGE	000309735	09/25/2025	195.83
206-336-830.000	FIRE: INSURANCE/BONDS				
7848	VFIS C/O M&T BANK	206-ACCIDENT/SICKNESS POLICY	157827133	11/07/2025	3,566.00
206-336-851.000	FIRE: RADIO COMMUNICATIONS				
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-OCT	C1068217	10/31/2025	5,958.15
206-336-890.000	FIRE: PUBLIC EDUCATION				
9187	POSITIVE PROMOTIONS INC	206-PUBLIC EDUC. SUPPLIES CUST#00794307-01	S25-0611	11/14/2025	952.78
206-336-920.000	FIRE: PUBLIC UTILITIES				
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X111	11/06/2025	90.07
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X111	11/06/2025	23.72
9027	AT&T MOBILITY	206-IPADS	287287294406X111	11/06/2025	424.23
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	12152025 0160011	11/12/2025	199.90
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	11112025 66207	11/12/2025	65.73
206-336-930.000	FIRE: VEHICLE REPAIR				
4883	BOSSMANS DIESEL REPAIR LLC	206-2014 FORD (RESCUE 211) BRAKES	753	11/10/2025	1,800.00
4883	BOSSMANS DIESEL REPAIR LLC	206-2018 PIERCE (E-11) REAR BUMPER	764	11/18/2025	680.76
5190	BRUCE ALLAN ASSOCIATES	206-2014 FORD F150 (R213)-REPAIR	9464	10/28/2025	3,465.67
1521	CHASE CARDMEMBER SERVICE	206-2014 FORD F450 (211) BRAKES	10/09/25-11/08/25	11/08/2025	562.20
1521	CHASE CARDMEMBER SERVICE	206-2025 JEEP WAGONEER TIRES	10/09/25-11/08/25	11/08/2025	247.50
1521	CHASE CARDMEMBER SERVICE	206-2019 E450 REPAIR	10/09/25-11/08/25	11/08/2025	1,153.18
7285	GREEN OAK TIRE INC	206-2007 PIERCE (E1) TIRE REPAIR	1-150928	11/03/2025	67.30
9257	R&R FIRE TRUCK REPAIR	206-2007 PIERCE (E1) SIREN CAGE	72349	11/11/2025	3,569.98

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
5114	RELIANT FIRE APPARATUS OF MI	206-2018 PIERCE (E11) HEADLIGHT	INV-MI-4814	11/11/2025	543.00
206-336-936.000	FIRE: BLDG MAINT/REPAIR				
4772	OVERHEAD DOOR	206-REPAIR DOOR-FS1	1503532	11/05/2025	260.00
4772	OVERHEAD DOOR CO OF WHITMORE LAKE	206-REPAIR DOOR-FS1	1503229	09/05/2025	230.00
206-336-937.000	FIRE: EQUIP MAINT				
9262	MES SERVICE COMPANY LLC	206-SCBA FLOW TEST	IN2365799	10/24/2025	120.00
1642	PETER'S TRUE VALUE HARDWARE	206-GAS CAP	K79860	11/01/2025	14.99
6345	WITMER PUBLIC SAFETY GROUP INC	206-BLADE REPLACEMENT	INV779119	11/11/2025	34.41
Total FIRE:					45,913.01
Total FIRE FUND:					45,913.01
POLICE FUND					
POLICE					
207-301-807.000	POLICE: OAKLAND CO SHER CONT				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-OCT	CI068217	10/31/2025	296,673.75
207-301-807.004	POLICE: OVERTIME				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. OCT	CI068217	10/31/2025	7,527.16
207-301-920.000	POLICE: UTILITIES				
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	11122025 66454	11/13/2025	396.64
207-301-935.000	POLICE: SHERIFF'S MAINT				
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	202510707	11/10/2025	79.60
207-301-936.000	POLICE: OFFICE CLEANING				
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - OCT.	2057	11/04/2025	765.00
Total POLICE:					305,442.15
Total POLICE FUND:					305,442.15
CAPITAL IMPROVEMENT FUND					
PARKS					
401-751-971.003	VETERANS PARK IMPROVEMENT				
1521	CHASE CARDMEMBER SERVICE	401-STATION MOVE-VET PARK	10/09/25-11/08/25	11/08/2025	167.00
2173	DIEDRICH PAINTING	401-VETERANS PARK	2517A	11/17/2025	4,212.00
2173	DIEDRICH PAINTING	401-VETERANS PARK	2517B	11/17/2025	2,804.00
1288	IVERSONS LUMBER COMAPNY LLC	401-CONSTRUCTION ADHESIVE	2511-039272	11/04/2025	20.67
2419	ROCK BOTTOM STONE SUPPLY	401-MULCH-VET PARK	0023978502-001	11/04/2025	81.00
2419	ROCK BOTTOM STONE SUPPLY	401-MULCH-VET PARK	0023978570-001	11/04/2025	81.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total PARKS:					7,365.67
Total CAPITAL IMPROVEMENT FUND:					7,365.67
FIRE CAPITAL FUND					
FIRE					
402-336-971.002 CAPITAL EQUIPMENT					
9180	STRYKER SALES LLC	402-LIFEPACK 35 CHARGERS	9210712433	11/03/2025	2,520.96
Total FIRE:					2,520.96
Total FIRE CAPITAL FUND:					2,520.96
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-712.000 DDA: HEALTH/DENTL/LIFE/DIS INS					
1967	MUTUAL OF OMAHA	494-LIFE,DENTAL,DISAB. INS. DDA	001984516423	11/10/2025	63.82
9094	STANDARD INSURANCE CO.	494-DENTAL INSURANCE-DDA	11/01/25-11/30/25	10/01/2025	106.04
9094	STANDARD INSURANCE CO.	494-DENTAL INSURANCE-DDA	12/01/25-12/31/25	11/01/2025	106.04
494-729-728.000 DDA: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	494-ADOBE/ZOOM	10/09/25-11/08/25	11/08/2025	66.44
1521	CHASE CARDMEMBER SERVICE	494-COPY PAPER/STORAGE BOXES	10/09/25-11/08/25	11/08/2025	123.79
494-729-801.000 DDA: PROF SERVICES					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-LEGAL FEES	1084599	11/13/2025	62.00
494-729-808.000 DDA: MARKETING CONSULTANT					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2036	10/27/2025	780.00
494-729-880.001 DDA: PROMOTIONS					
4554	BLACKSTONE STABLES LLC	494-TREE LIGHTING WAGON RIDES	11209-2025	11/17/2025	950.00
4981	DESTINY CATERING & CONCESSIONS LLC	494-TREE LIGHTING SNACKS	12012025	10/13/2025	750.00
2413	GUERRA, MARIO	494-TREE LIGHTING	2025-15	07/16/2025	550.00
3152	KOPACKI, KRIS	494-REMOVE/STORE 12 FOOT SKELETON	2112	11/19/2025	160.00
3152	KOPACKI, KRIS	494-REMOVE/STORE SKELETONS	2113	11/19/2025	335.00
3152	KOPACKI, KRIS	494-INSTALL FESTIVAL OF TREES	2119	11/19/2025	225.00
494-729-880.002 DDA: ECONOMIC RESTRUCTURING					
1013	ABC PRINTING INC	494-POSTERS/FLYERS/SIGNS/COPIES-LADIES NIGHT OU	10982	11/19/2025	429.00
1521	CHASE CARDMEMBER SERVICE	494-LNO GIFTS	10/09/25-11/08/25	11/08/2025	1,426.20
1521	CHASE CARDMEMBER SERVICE	494-AMAZON RETURNS-LNO GIFTS	10/09/25-11/08/25	11/08/2025	40.98-
3152	KOPACKI, KRIS	494-REMOVE/REPLACE SHOP LOCAL SIGNS	2114	11/19/2025	95.00
3152	KOPACKI, KRIS	494-INSTALL/REMOVE/STORE LADIES DAY OUT SIGNS	2118	11/19/2025	185.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
494-729-880.003 DDA: DESIGN					
2262	BRIEN'S SERVICES INC.	494-MAINTENANCE OF BEDS	53165	11/07/2025	1,321.00
2596	FIVE STAR ACE	494-GARLAND	33506	11/14/2025	263.88
3152	KOPACKI, KRIS	494-REMOVE/REPLACE LAMPOST BANNERS	2115	11/19/2025	215.00
3152	KOPACKI, KRIS	494-REMOVE/DISCARD FALL DECORATIONS	2116	11/19/2025	410.00
3152	KOPACKI, KRIS	494-INSTALL TUNNEL OF LIGHTS	2117	11/19/2025	430.00
494-729-900.000 DDA: ADVERTISING/PRINTING					
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT	10/09/25-11/08/25	11/08/2025	88.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					9,100.23
Total DOWNTOWN DEVELOPMENT FUND:					9,100.23
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000 HAAC: DEDUCTIONS					
1521	CHASE CARDMEMBER SERVICE	702-FOOD	10/09/25-11/08/25	11/08/2025	32.92
1521	CHASE CARDMEMBER SERVICE	702-VAN RENTALS	10/09/25-11/08/25	11/08/2025	448.32
1521	CHASE CARDMEMBER SERVICE	702-DET TIGERS TICKETS	10/09/25-11/08/25	11/08/2025	100.00
1521	CHASE CARDMEMBER SERVICE	702-WILD WONDERS TOUR DEPOSIT	10/09/25-11/08/25	11/08/2025	26.00
1521	CHASE CARDMEMBER SERVICE	702-THE BASH DEPOSIT	10/09/25-11/08/25	11/08/2025	257.38
1521	CHASE CARDMEMBER SERVICE	702-CRANKBROOK DEPOSIT	10/09/25-11/08/25	11/08/2025	100.00
1521	CHASE CARDMEMBER SERVICE	702-SELFRIDGE TRIP/LUNCH	10/09/25-11/08/25	11/08/2025	108.81
1521	CHASE CARDMEMBER SERVICE	702-HUCKLEBERRY RAILROAD	10/09/25-11/08/25	11/08/2025	528.00
1521	CHASE CARDMEMBER SERVICE	702-ANATOMY OF DEATH MUSEUM/LUNCH	10/09/25-11/08/25	11/08/2025	268.35
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	758239341	11/13/2025	110.92
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	833219920	11/09/2025	199.37
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	833219955	11/10/2025	15.97
5188	HARRINGTON, MARK	702-MUSICAL ENTERTAINMENT	900	11/05/2025	200.00
4862	ROGER-BERESFORD, MICHELE	702-CHRISTMAS LUNCH ENTERTAINMENT	12192025	11/03/2025	250.00
5187	STROUP, DONALD	702-ENTERTAINMENT DEPOSIT 2/13/2026	10102025	10/10/2025	50.00
Total GENERAL GOVERNMENT:					2,696.04
Total HIGHLAND ADVISORY COUNCIL:					2,696.04
CURRENT TAX COLLECT					
703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE					
5192	BERGSTROM, MICHAEL & ANN	703-TAX REFUND	H-11-34-177-007	11/10/2025	24.86
5191	DABY, LEON & TERESA	703-TAX REFUND	H-11-29-377-004	11/10/2025	31.60

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
5045	POP, RADU DORU	703-TAX REFUND	H-11-27-155-003B	11/10/2025	53.94
Total :					110.40
Total CURRENT TAX COLLECT:					110.40
DUCK LAKE ASSOC					
TRUST & AGENCY ADMIN					
764-255-956.000 DUCK LAKE: DEDUCTIONS					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	11122025 91144	11/13/2025	522.92
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	11132025 07439	11/14/2025	519.36
1005	DTE ENERGY	764-3261 RAMADA DR IRRIGATION 920009313643	11132025 13643	11/14/2025	759.96
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	11132025 13650	11/14/2025	805.19
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	11132025 13668	11/14/2025	1,067.82
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	11132025 43164	11/14/2025	1,029.15
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	11132025 75436	11/14/2025	134.74
Total TRUST & AGENCY ADMIN:					4,839.14
Total DUCK LAKE ASSOC:					4,839.14
HIGHLAND LAKE ASSOC					
TRUST & AGENCY ADMIN					
765-255-956.000 HIGHLAND LAKE: DEDUCTIONS					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	11112025 67338	11/12/2025	26.62
Total TRUST & AGENCY ADMIN:					26.62
Total HIGHLAND LAKE ASSOC:					26.62
TAGGETT LAKE ASSOC					
TRUST & AGENCY ADMIN					
766-255-956.000 TAGGETT LAKE: DEDUCTIONS					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	11112025 80281	11/12/2025	103.04
Total TRUST & AGENCY ADMIN:					103.04
Total TAGGETT LAKE ASSOC:					103.04
KELLOGG LAKE ASSOC					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
TRUST & AGENCY ADMIN					
767-255-956.000 KELLOGG LAKE: DEDUCTIONS					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	11112025 80281	11/12/2025	80.96
Total TRUST & AGENCY ADMIN:					80.96
Total KELLOGG LAKE ASSOC:					80.96
CHARLICK LAKE ASSOC					
TRUST & AGENCY ADMIN					
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	11112025 80414	11/12/2025	258.26
Total TRUST & AGENCY ADMIN:					258.26
Total CHARLICK LAKE ASSOC:					258.26
WOODRUFF LAKE ASSOC					
TRUST & AGENCY ADMIN					
769-255-956.000 WOODRUFF LAKE: DEDUCTIONS					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	11112025 67676	11/12/2025	18.03
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	11112025 80547	11/12/2025	18.03
Total TRUST & AGENCY ADMIN:					36.06
Total WOODRUFF LAKE ASSOC:					36.06
TOMAHAWK LAKE IMPROVEMENT					
TRUST & AGENCY ADMIN					
771-255-956.000 TOMAHAWK LAKE: DEDUCTIONS					
2375	GANNETT MICHIGAN LOCALIQ	771-TOMAHAWK LAKE BOARD	0007390022	10/31/2025	111.28
Total TRUST & AGENCY ADMIN:					111.28
Total TOMAHAWK LAKE IMPROVEMENT:					111.28
GOURD LAKE IMPROVEMENT					
TRUST & AGENCY ADMIN					
773-255-956.000 GOURD LAKE: DEDUCTIONS					
1081	AQUA-WEED CONTROL INC	773- WEED/ALGAE TREATMENT-GOURD LAKE	22192	07/01/2025	1,610.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					1,610.00
Total GOURD LAKE IMPROVEMENT:					1,610.00
DUNLEAVY/LEONARD LAKE					
TRUST & AGENCY ADMIN					
776-255-956.000 DUNLEAVY LEONARDLK: DEDUCTIONS					
2375	GANNETT MICHIGAN LOCALIQ	776-DUNLEAVY/LEAONARD	0007390022	10/31/2025	1,060.36
Total TRUST & AGENCY ADMIN:					1,060.36
Total DUNLEAVY/LEONARD LAKE:					1,060.36
KNOBLOCK LAKE					
TRUST & AGENCY ADMIN					
777-255-956.000 KNOBLOCK LAKE: DEDUCTIONS					
1114	ROSATI SCHULTZ JOPPICH ET AL	777-LEGAL	1084597	11/13/2025	46.50
Total TRUST & AGENCY ADMIN:					46.50
Total KNOBLOCK LAKE:					46.50
Grand Totals:					455,135.90

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-202.005 PLANNING ESCROW PAYABLES					
2240	CARLISLE WORTMAN ASSOC. INC.	101-PLANNING CONSULTATION	2181426	11/06/2025	77.50
Total :					77.50
GENERAL GOVERNMENT					
101-261-802.000 GEN GOV: PAYROLL PROCESSING					
4868	ADP INC	101-PAYROLL SERVICES	704848118	11/07/2025	187.25
101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1976093	11/01/2025	823.00
101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT					
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2984274	11/11/2025	134.74
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2984274	11/11/2025	66.12
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	2984274	11/11/2025	8.03
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2985190	11/12/2025	112.32
Total GENERAL GOVERNMENT:					1,331.46
BUILDING					
101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	10/29/25-11/18/25	11/17/2025	2,133.50
8149	WATKINS III, MITCHELL	101-INSPECTIONS	10/29/25-11/18/25	11/18/2025	2,206.76
Total BUILDING:					4,340.26
Total GENERAL FUND:					5,749.22
Grand Totals:					5,749.22

Payroll and Hand Check November 26, 2025 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT) 11/07/2025 & 11/21/2025	\$	75,564.93
General/Fire Payroll 11/7/2025 & 11/21/2025	\$	204,188.72
Equitable - Deferred Comp.	\$	2,500.00
Mission SQ - Deferred Comp.	\$	4,404.61
Flexible Savings Account	\$	1,435.30
Friend of the Court	\$	212.42
Highland Firefighters Assn	\$	820.00
Highland Firefighters Union Dues-Full-Time	\$	1,300.00
Highland Firefighters Union Dues-Part-Time	\$	528.00

Total GENERAL FUND:	78,890.18
Total ROAD FUND:	674.26
Total FIRE FUND:	45,913.01
Total POLICE FUND:	305,442.15
Total CAPITAL IMPROVEMENT FUND:	7,365.67
Total FIRE CAPITAL FUND:	2,520.96
Total DOWNTOWN DEVELOPMENT FUND:	9,100.23
Total HIGHLAND ADVISORY COUNCIL:	2,696.04
Total CURRENT TAX COLLECT:	110.40
Total DUCK LAKE ASSOC:	4,839.14
Total HIGHLAND LAKE ASSOC:	26.62
Total TAGGETT LAKE ASSOC:	103.04
Total KELLOGG LAKE ASSOC:	80.96
Total CHARLICK LAKE ASSOC:	258.26
Total WOODRUFF LAKE ASSOC:	36.06
Total TOMAHAWK LAKE IMPROVEMENT:	111.28
Total GOURD LAKE IMPROVEMENT:	1,610.00
Total DUNLEAVY/LEONARD LAKE:	1,060.36
Total KNOBLOCK LAKE:	46.50
	<hr/>
Grand Totals:	460,885.12
	<hr/> <hr/>

Julie Kabalka

From: Renee Bowen
Sent: Monday, November 24, 2025 9:26 AM
To: Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick
Cc: Julie Kabalka; Nick George; Chantelle Green; Robin Orlando
Subject: List of Bills dated 11/26/2025 additions

Follow Up Flag: Follow up
Flag Status: Flagged

Hello, the following needs to be added to the List of Bills dated 11/26/2025:

1. Assurity Fund 101 for \$1004.01
2. Web Matters Fund 101 for \$118.75
3. Assurity Fund 206 for \$311.78
4. Comcast Fund 206 for \$56.16
5. DTE Fund 206 for \$1595.37
6. Web Matters Fund 206 for \$118.75
7. Assurity Fund 494 for \$218.49

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



BUDGET AMENDMENT WORKSHEET
2025 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 8, 2025

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
REFUSE FUND				
Revenues:				
227-000-665.000 INTEREST EARNINGS	\$5,000.00	\$5,000.00	+ <u>\$8,500.00</u> =	\$13,500.00
			<u>\$8,500.00</u>	
Expenditures:				
227-526-801.000 REFUSE: CONTRACTOR	\$1,099,987.00	\$1,099,987.00	+ <u>\$2,637.00</u> =	\$1,102,624.00
			<u>\$2,637.00</u>	

Purpose of Amendment:

To recognize additional revenue and adjust for anticipated changes in expenditures.

Current Surplus (Deficit)	\$84,513.00
Add: Net Increase in Revenue	\$8,500.00
Less: Net Increase in Expenditures	<u>(\$2,637.00)</u>
Adjusted Surplus (Deficit)	<u>\$90,376.00</u>

BUDGET AMENDMENT WORKSHEET
2025 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 8, 2025

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
ROAD FUND					
Revenues:					
203-000-604.000	HAUL ROUTE REVENUE	\$55,500.00	\$55,500.00	+ \$10,000.00 =	\$65,500.00
				<u>\$10,000.00</u>	
Expenditures:					
203-596-959.000	METRO AUTHORITY EXP	\$0.00	\$34,000.00	- \$2,000.00 =	\$32,000.00
203-596-967.000	DUST CONTROL	\$34,000.00	\$34,000.00	+ \$9,000.00 =	\$43,000.00
203-596-967.001	TRI PARTY PROGRAM	\$40,000.00	\$40,000.00	- \$2,000.00 =	\$38,000.00
				<u>\$5,000.00</u>	

Purpose of Amendment:

To recognize additional revenue and adjust for anticipated changes in expenditures.

Current Surplus (Deficit)	\$56,000.00
Add: Net Increase in Revenue	\$10,000.00
Less: Net Increase in Expenditures	(\$5,000.00)
<u>Adjusted Surplus (Deficit)</u>	<u>\$61,000.00</u>

5b. Receive and File:

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF OCTOBER 8th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, and Michael Zurek

Members Absent: Micheal Zeolla, and Roscoe Smith

Staff Present: Melissa Dashevich, Executive Director

Guests: Jill Bahm, Tad Krear, Julie Upfal and Dr. Daniel Walker

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

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF SEPTEMBER 10th, 2025

MRS. HAMILL MOVED TO APPROVE the regular HDDA board meeting minutes of SEPTEMBER 10th, 2025 as corrected. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes (8 yes votes).

C. DIRECTOR'S REPORT

Mrs. Dashevich provided a written report to the board updating them on her progress and work since returning from medical leave. This included general administrative tasks as well as updates on opportunities through Oakland County Main Street and Shop Oakland County E-Commerce.

D. TREASURER'S REPORT

Mrs. Hamill presented her financial report through September 30th, 2025 in detail. We are 75% of the way through the year, with total revenue of \$536,500. HDDA has spent just under \$658,000 on programs, \$600,000 of which went to the Highland Station Board Walk. Administrative costs are around \$77,350 leaving expenses exceeding current revenue by roughly \$200,000. Appropriated Fund balance will be used to cover that short fall. HDDA is currently on target with their budget for 2025. Current cash on hand is \$429,000.

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF OCTOBER 8th, 2025**

MS. FREDERICK MOVED TO ACCEPT the Treasurer's Report. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes (8 yes votes).

E. NEW BUSINESS

1. 2026 Highland DDA Board Meeting Dates

The board agreed to move the board meeting in November 2026 from Veterans Day to November 4th.

MS. FREDERICK MOVED TO APPROVE the HDDA regular board meeting dates for 2026 changing February 11th to Tuesday February 3rd and changing the November meeting date to November 4th. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes (8 yes votes).

2. MDA Annual Conference

Mrs. Dashevich informed the board that the awards ceremony at Michigan Downtown Association Annual Conference will be taking place on November 6th. The HDDA submitted the Highland Station Boardwalk Project as a contender for one of the awards. A number of Board Members requested to attend the awards ceremony and conference.

F. OLD BUSINESS

Nothing to Report

G. BOARD MEMBER COMMENTS

Nothing to report.

H. COMMITTEE REPORTS

Design

1. Finalize Holiday Lighting & Displays

Mrs. Blascyk presented a memo regarding options for the holiday lights display in Veterans Park as well as total cost for the Holiday Light installation. She also suggested adding additional lighting and snow flakes to the Highland Station Board Walk.

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF OCTOBER 8th, 2025**

MS. FREDERICK MOVED TO APPROVE additional lighting and snowflakes on the boardwalk at a total cost of \$1,320 to be taken from the design budget. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes (8 yes votes).

Economic Revitalization

2. Downtown Days Recap

Ms. DeHaan informed the board that the day was a success. The volunteers used all but \$20 of the allotted \$1000 to pay for multiple meals at each location across Highland. The various diners were extremely thankful. Every sit down restaurant in the DDA district was visited with multiple meals purchased at each location. Interestingly, of the people asked, only one person whose dinner was purchased happens to live in Highland. Everyone else lives in another town and had driven in for dinner.

3. Property Open House Recap

Mr. West reported that the Commercial Property Open house was successful with great feedback from both the community and local real estate agents. One lease is already moving forward and there is hope that more interest may follow.

4. Preparing for Ladies Night Out/Kris Kringle Vendor Market

Mrs. Dashevich reported that she had a meeting with the retail events team in preparation for Ladies Night Out and the Kris Kringle Vendor Market

Organization

Nothing to Report

Promotions

5. Concert Recap

Cathy Tiderington wrote up a detailed report and recap on the 2025 concert season that gave insights into new procedures that may be needed and cost comparisons for future concerts.

6. Preparing for Tree Lighting

Mrs. Dashevich brought to the board's attention that because the Festival of Trees will be moved to Veterans Park, the HDDA will have to find a new solution for where Szott

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF OCTOBER 8th, 2025**

M-59 Dodge vehicles can be parked for their sponsorship. Additional discussion will be needed in the coming weeks.

I. MSOC

Nothing to Report.

J. DISTRICT DEVELOPMENT

A new therapy business is going into the plaza on the north side of M59. Additionally there was an accident at Chapala, a vehicle drove through the front of the restaurant. Repairs will be necessary before they can reopen.

K. MASTER PLAN WORKSHOP - Jill Bahm, Tad Krear, and Julie Upfal

Jill Bahm, Tad Krear, and Julie Upfal presented the board with their findings through the map survey that was conducted over the past several months. Various options were discussed regarding improvements to walkability, bike paths, connections to the recreation area, and the downtown area in general. Tad Krear also presented ideas on how to improve Veterans Park to be a more usable space for the residents of Highland.

L. CALL TO THE PUBLIC

Dr. Daniel Walker gave his thoughts after observing the meeting, sharing that he felt encouraged to see concepts of future development and that as a resident these past 4 years he doesn't feel like Highland has a clear identity.

M. MEETING ADJOURN

The meeting was adjourned at 8:40 pm. - TD

TREASURER'S REPORT
October 31, 2025

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE	BANK STATEMENT
CHASE	GENERAL	CHECKING	101	17,449.43	3,167.80	806,727.33
CHASE	GENERAL	H.R.A.	101		88,590.42	*In Chase checking account
CHASE	GENERAL	F.S.A CHECKING	101		11,809.71	
CHASE	GENERAL	CHECKING (SAVINGS)	101		678,426.28	
CHASE	FIRE OPERATING	MONEY MARKET	206		86,877.04	
CHASE	ROAD	MONEY MARKET	203		4,282.10	
CHASE	HAUL ROUTE	MONEY MARKET	203		480,044.76	
CHASE	POLICE	MONEY MARKET	207		123,089.01	
CHASE	REFUSE	MONEY MARKET	227		300,344.97	
CHASE	OPIOID SETTLEMENT	CHECKING	284		7,534.50	
CHASE	HAAC	CHECKING	702		27,731.37	
CHASE	DDA	MONEY MARKET	494		44,908.57	
CHASE	WATERMAIN	CHECKING	591		72,417.95	
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		161,204.03	
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		66,829.51	
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		10,223.84	
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		29,155.52	
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		53,691.29	
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		27,710.79	
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		234,371.18	
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		2,862.67	
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		8,005.10	
CHASE	PENINSULA LAKE	MONEY MARKET	774		9,720.20	
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		6,130.93	
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		7,162.99	
COMERICA	CAPITAL IMP.	PBMM	401		72,753.92	
COMERICA	CAPITAL IMP.	JFUND	401		405,786.73	
COMERICA	GENERAL	JFUND	101		248,993.31	
FLAGSTAR	PERPETUAL FUND	CD	101		1,244.61	
FLAGSTAR	GENERAL	CD	101		230,481.55	
FLAGSTAR	GENERAL	CD	101		230,481.55	
FLAGSTAR	POLICE	CD	207		342,281.97	
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		18,092.55	
FLAGSTAR	DDA	SAVINGS	494		261,222.67	
FLAGSTAR	FIRE	SAVINGS	206		1,579,311.11	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		268,860.37	
FLAGSTAR	GENERAL	SAVINGS	101		48,128.50	
FLAGSTAR	CURRENT TAX	CHECKING	703	70.64	141,217.18	Flagstar Bank Statement 141,287.82
FLAGSTAR	POLICE	SAVINGS	207		1,600,436.32	
HVSB	FIRE	CD	206		292,374.69	
HVSB	GENERAL	CD	101		239,212.99	
HVSB	HAUL ROUTE	CD	203		304,069.67	
HVSB	POLICE	CD	207		293,153.68	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		119,768.68	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		721,990.62	
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,991,413.71	
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		519,853.08	
MI CLASS	POLICE	INVESTMENT POOL	207		470,160.33	
MI CLASS	ROAD	INVESTMENT POOL	203		28,159.48	
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,676,065.37	
OAKLAND CO	FIRE	INVESTMENT POOL	206		25,422.71	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		10,520.56	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		24,941.68	
OAKLAND CO	POLICE	INVESTMENT POOL	207		160,281.96	
OAKLAND CO	REFUSE	INVESTMENT POOL	227		170,385.42	
CIBC	GENERAL	CD	101		297,052.24	
CIBC	FIRE	CD	206		186,892.45	
CIBC	POLICE	CD	207		302,112.97	
CIBC	POLICE	CD	207		518,580.51	
CIBC	CAPITAL IMP.	CD	401		395,132.54	
CIBC	ESCROW	CD	101		359,655.34	
CIBC	DDA	CD	494		101,404.86	
CIBC	DDA	CD	494		102,088.33	
HUNTINGTON	GENERAL	CD	101		233,864.79	
					<u>17,540,143.53</u>	

Fund 101 Chase Credit Cards in Transit = \$ 264.00

Fund 703 Flagstar Current Tax OS Checks = \$ 70.64

*Respectfully submitted,
Jennifer Frederick, Treasurer*

BANK/GL REC. SORTED BY			FUND		LEDGER		BANK		FUND	
October 31, 2025										
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND TOTAL	FUND NUMBER	
CHASE	GENERAL	CHECKING	101			3,167.80				
CHASE	GENERAL	H.R.A. CHECKING	101			88,590.42				
CHASE	GENERAL	F.S.A. CHECKING	101			11,809.71				
CHASE	GENERAL	CHECKING (SAVINGS)	101			678,426.28				
COMERICA	GENERAL	JFUND	101			248,993.31				
FLAGSTAR	GENERAL	MAX SAVINGS	101			48,128.50				
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101			1,676,065.37				
OAKLAND CO	GENERAL	INVESTMENT POOL	101			24,941.68				
CIBC	GENERAL	CD	101			297,052.24				
CIBC	GENERAL - ESCROW	CD	101			359,655.34				
HUNTINGTON	GENERAL	CD	101			233,864.79				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	PERPETUAL FUND	CD	101			1,244.61				
HVSB	GENERAL	CD	101	-264.00	4,372,380.14	239,212.99		4,372,116.14	101	
CHASE	ROAD	SAVINGS	203			4,282.10				
MI CLASS	ROAD	INVESTMENT POOL	203			28,159.48				
CHASE	HAUL ROUTE	SAVINGS	203			480,044.76				
HVSB	HAUL ROUTE	CD	203	0.00	816,556.01	304,069.67		816,556.01	201	
FLAGSTAR	FIRE	MAX SAVINGS	206			1,579,311.11				
CHASE	FIRE	SAVINGS	206			86,877.04				
OAKLAND CO	FIRE	INVESTMENT POOL	206			25,422.71				
CIBC	FIRE	CD	206			186,892.45				
HVSB	FIRE	CD	206	0.00	2,170,878.00	292,374.69		2,170,878.00	206	
CHASE	POLICE	SAVINGS	207			123,089.01				
FLAGSTAR	POLICE	MAX SAVINGS	207			1,600,436.32				
MI CLASS	POLICE	INVESTMENT POOL	207			470,160.33				
OAKLAND CO	POLICE	INVESTMENT POOL	207			160,281.96				
FLAGSTAR	POLICE	CD	207			342,281.97				
HVSB	POLICE	CD	207			293,153.68				
CIBC	POLICE	CD	207			518,580.51				
CIBC	POLICE	CD	207	0.00	3,810,096.75	302,112.97		3,810,096.75	207	
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	7,534.50	7,534.50		7,534.50	284	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			119,768.68				
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	841,759.30	721,990.62		841,759.30	737	
CHASE	REFUSE	SAVINGS	227			300,344.97				
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	470,730.39	170,385.42		470,730.39	227	
CHASE	HAAC	CHECKING	702	0.00	27,731.37	27,731.37		27,731.37	702	
COMERICA	CAPITAL IMP.	PBMM	401			72,753.92				
COMERICA	CAPITAL IMP.	JFUND	401			405,786.73				
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			18,092.55				
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,991,413.71				
CIBC	CAPITAL IMP.	CD	401	0.00	2,883,179.45	395,132.54		2,883,179.45	401	
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			268,860.37				
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			519,853.08				
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	799,234.01	10,520.56		799,234.01	402	
CHASE	DDA	SAVINGS	494			44,908.57				
FLAGSTAR	DDA	MAX SAVINGS	494			261,222.67				
CIBC	DDA	CD	494			101,404.86				
CIBC	DDA	CD	494	0.00	509,624.43	102,088.33		509,624.43	494	
CHASE	WATERMAIN	CHECKING	591	0.00	72,417.95	72,417.95		72,417.95	591	
FLAGSTAR	TAX	CHECKING	703	0.00	141,217.18	141,217.18		141,217.18	703	
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	161,204.03	161,204.03		161,204.03	764	
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	66,829.51	66,829.51		66,829.51	765	
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	10,223.84	10,223.84		10,223.84	766	
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	29,155.52	29,155.52		29,155.52	767	
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	53,691.29	53,691.29		53,691.29	768	
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	27,710.79	27,710.79		27,710.79	769	
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	234,371.18	234,371.18		234,371.18	770	
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	2,862.67	2,862.67		2,862.67	771	
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	8,005.10	8,005.10		8,005.10	773	
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	9,720.20	9,720.20		9,720.20	774	
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	6,130.93	6,130.93		6,130.93	775	
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	7,162.99	7,162.99		7,162.99	776	
TOTAL				-264.00	17,540,407.53	17,540,143.53		17,540,143.53		
RLO - 11/14/25	Fund 101 Chase Credit Cards in Transit = \$ 264.00									
CTRL, ALT, SHIFT, F9	Fund 703 Flagstar Current Tax OS Checks = \$ 70.64									

Circulation of Physical Items

	August 6,908	Sept 5,929	October 6,048
Books: Adult	2,056 (2,210)	Teen 72 (95)	Youth 2,810 (2,570)
DVD	576 (511)	Realia 50 (44)	Board Games 27 (19)
Interlibrary Loan:			
Other TLN Library material to Highland: 1,041			
Highland Materials to other TLN Libraries: 1,343			
MeLCat Interloan Service: 24		Total patrons: 6,674	

Digital Usage

	September	October
Overdrive		
Overall	2,715	2,902
e-books	1,092	1,086
e-audiobooks	1,334	1,436
e-magazines	289	380
New Users	11	23
Hoopla Borrows	782	836
Kanopy Plays	68	67
Consumer Reports Page View	308	320
Mango Languages	19	9
Brainfuse	16	12
World Book	25	5
Ancestry	93	176
Educate Station	5	5
Comics Plus	3	3

Library Happenings

- A major library book vendor, Baker & Taylor, went out of business. We are exploring discounts and options with other book vendors
- Our parking lot needs repair in the area of handicapped parking
- We continue to have problems with one homeless gentleman who is damaging property and resources at the library
- The library will be closed for staff training on Tues, Nov. 11th
- We have hired a new youth services librarian

Programs & Reference

Oct	Programs	#
Adult	14	229
Teen	4	51
Youth	21	225
Total	39	505
Last Month	29	165
Passive Yth	2	237
Passive Adt	1	23
Reference		
Adult & Teen		769
Youth		429
Total		1,198
Last Month		1,171
People Count		5,883
Last year		6,009
Last Month		4,924
Covid		17

Public Computer Usage

Computers	
Adult	346
Teen	0
Youth	9
AWE&Magic	461
ABC Mouse	0
Wireless:	423
Approx. each day	31

Website

MAP passes: families
 Indian Springs Metropark
 Saugatuck Dunes State Park
 Willow Metropark
 Kensington Metropark

Highland Township Public Library

Board Meeting Minutes

Tuesday, October 7, 2025

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

Members Absent: J. Matthews,

Guests: N. McNeight

The meeting was called to order at the Highland Township Public Library at 5:35 pm by J. Gaglio.

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

Motion: C. Hamill moved and K. Rea seconded to approve the Budget Hearing Minutes and Board Meeting minutes for September 2, 2025 . Roll call - unanimous vote; motion carried.

Bills: Total bills for September, 2025 are \$67,358.91. Total bills for October, 2025 are \$44,142.27 with the addition of Consumers Energy, DTE Energy, Kraft Business Systems, ODP Business Solutions LLC, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: K. Given wrote a letter of appreciation for the Library's collection and helpful staff.

UNFINISHED BUSINESS

Library Network: TLN will stay with CARL for the shared catalog. The Library's shared technology services through TLN is expected to increase by 6% in 2025-2026. We have 22 hours of PC maintenance available to use this year; unused hours will carry over. The Library is looking for a new book vendor other than Baker Taylor; the Library Network has negotiated deals with several other book vendors.

Building Maintenance: The Library will be painted and stained in the spring of 2026 by Diedrich Painting. Wolverine Power Systems reduced last month's bill for a visit from \$699.55 to \$441.00. The clerestory window shades have been installed. SSD Cabling would like the Library to consider purchasing a yearly Preventive Maintenance service for the security cameras, for approximately \$1,100.

Strategic Plan:

Outreach: The staff in-service day will be related to the Strategic Plan. September was library card sign-up month, which resulted in a 30% increase in the number of people obtaining new cards.

NEW BUSINESS

Budget Amendment: To accurately record the payments for the Clerestory Window and HVAC/Generator projects, a budget amendment is needed.

Motion: J. Gaglio moved and L. Symons seconded to transfer \$13,505.46 from Repairs and Maintenance, to Furniture & Fixtures, as well as transfer \$19,124.73 from Repairs and Maintenance , to Building Improvement and \$194,133.22 from Fund Balance to Building Improvement. Roll call - unanimous vote; motion carried.

Equipment: TLN replaced the catalog computer and adult patron computer. TLN installed the new gaming computers. TLN recommends ordering three new computers to replace two circulation desk computers and the director's computer. The total cost is \$2,046.31.

Motion: J. Gaglio moved and L. Symons seconded to purchase two Del Pro Slims and one Del Pro Slim with additional memory, at the agreed upon price. Roll call - unanimous vote; motion carried.

Policies: It is the Library's practice to respond to requests from the Governor and/or President to lower the flag. All staff have been given a copy and signed to confirm, they have read the Employee Handbook and acknowledge the changes. Discussed allowing local business owners and their employees to obtain a library card; the Board has no objections to this. The 2026 calendar was discussed.

Motion: C. Hamill moved and K. Rea seconded to accept the 2026 Calendar. Roll call - unanimous vote; motion carried.

Personnel: R. Griffon returned to work in September, on a limited basis.
B. Dunseth will be gone for two weeks in October.

November Meeting: The November 4, 2025 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 6:15 pm.

Respectfully Submitted,

Cindy Dombrowski



**Highland Activity Center
Directors Activity Report
Meeting: Tuesday, November 18, 2025, at 11am
(Township Auditorium)**

• **October stats: 17,121**

• **FYI**

- Holiday trees will be set up In Veterans Park this year (verses Milford Rd)
 - Wreaths Across America ongoing. \$17 each, \$5 returned to Center.
 - Did you know...
 - Heidi Is on the WOTA Board now.
 - I took cash handling class last week.
 - Also, participated in the Township Capital improvement meeting. 6-year project/wish list for the Center.

Upcoming events

11/20	Drug Disposal Day	10am	Free
11/20	Your Center, Your Voice	12pm	Free
11/25	Paint w/connie	10am	\$20
11/27- 11/27	Closed		
12/1	Crafting w/ Greens PM	5pm	\$5
12/2	Crafting w/ Greens PM	10am	\$5
12/2	Pine Knob Lights	5pm	\$25
12/4	Beading w/ Collene	10am	\$5
12/5	BP Checks w/Affinity	10am	free
12/5	Huckleberry RR	3:30pm	\$50
12/9	Paint w/connie	10am	\$20
12/10- 12/11	Toledo Over Night	TBD	\$175
12/15	Staff Christmas Party	TBD	
12/16	Cookie Swap	10am	Free
12/16	Craft w/ Robin	10am	\$5
12/17	Detroit Train Station	8:30am	\$75
12/19	Christmas Party	12pm	\$20
12/22- 1/2	CLOSED (reopen on 1/5)		

**Highland Activity Center
Advisory Board - Fund 702
Financial Report
October 31, 2025**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
Starting Balance October 1, 2025			24,955.29
Revenues	Donations: Milford Foods	121.89	
	J. Perna	53.46	
	Edward Jones	1,000.00	
	National Energy	250.00	
	Trips	4,510.00	
	Party	625.00	
	Classes	1,730.00	
	Marketing	1,250.00	
Total Revenues		9,540.35	<u>34,495.64</u>
Expenditures			
	Traveling Trainers	1,380.00	
	Gas/Wex	156.86	
	Chase Credit Card	5,143.84	
	Gordon Foods	72.43	
	Meals on Wheels	0.00	
	Amazon	0.00	
	Highland Supply	11.14	
Total Expenditures		6,764.27	<u>27,731.37</u>
	Ending bank balance October 31, 2025		<u><u>27,731.37</u></u>
Submitted by Jennifer Frederick, Treasurer Highland Township		November 18, 2025	

**Highland Activity Center Advisory Council Meeting Minutes
Tuesday October 14th, 2025**

CALL TO ORDER:

The Highland Activity Center Advisory Council meeting was called to order by Carolyn Kress at 9:10 am on Tuesday, October 14th, 2025.

PRESENT:

Carolyn Kress, Patti Janette, Lisa Rehbine, Jennifer Frederick, Dick Russell, Heidi Bey, Stee Jagusch, Lisa Jagusch

ABSENT: Sue Anderson, Peter Werthmann, Chuck Sharpe, & Terry Olexsy

SECRETARY'S MINUTES:

A motion to approve the Secretary's Minutes from September 9th, 2025, was made by Lisa Rehbine, seconded by Lisa Jagusch, and unanimously approved by all.

TREASURER'S REPORT:

A motion to approve the Treasurer's Report from September 9th, 2025, was made by Patti Janette, seconded by Jennifer Frederick, and unanimously approved by all.

DIRECTOR'S ACTIVITY REPORT:

"Desert Angels" has changed their name to "Donate \$ for box shipment".
So much going on!! November 20th – Your Center, Your Voice

UPCOMING EVENTS:

All can be found in the monthly newsletter.

OLD BUSINESS: Regarding FOHRA fundraiser, graphics to be discussed & determined at our November meeting. The item purchased will not exceed \$65.00

NEW BUSINESS:

Our next scheduled Council meeting would normally be on November 11th which is Veterans Day. Patti Janette motioned that we move the November 11th meeting to November 18th. The motion was seconded by Peter Werthmann, and unanimously approved by all. Time to be determined.

MOTION TO ADJOURN:

A motion to adjourn the meeting was made at 9:52 am by Peter Werthmann, seconded by Dick Russell, and unanimously approved by all.

Respectfully submitted,

Patti

Patti Janette, Secretary
Highland Advisory Council



#HIGHLAND KINDNESS

**Highland Township Planning Commission
Record of the 1435th Meeting
Highland Township Auditorium
October 16, 2025**

Roll Call:

Kevin Curtis, Chairman
Grant Charlick
Chris Heyn (arrived 8:10 p.m.)
Mike O'Leary
Roscoe Smith (absent)
Scott Temple (absent)
Russ Tierney (absent)
Guy York
Michael Zeolla

Also Present:

Elizabeth Corwin, Planning Director

Visitors: 4

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.

Work Session:

Agenda Item #2:

Parcel #	11-22-352-005, -006, -010, -011
Zoning: HS,	Highland Station Business District
Address:	Vacant W Highland Rd
File #:	SPR 24-11
Request:	Site Plan Review for Sheetz gas station
Applicant:	Skilken/Gold
Owner:	Hannah & Hannah Investments, LLC

Mr. Curtis introduced the agenda item. This is the final site plan review for the proposed Sheetz gas station and convenience store with a drive through. The Planning Commission granted preliminary approval in January 2025. The applicant has since worked without outside agencies to gain approvals and has submitted a revised plan that reflects those approvals.

Mr. David Bruckelmeyer was present to represent Sheetz. He explained that the primary change to the site plan was the relocation of the east driveway to address concerns from the Road Commission for Oakland County. This change drove redesign of the parking areas and relocation of the dumpster.

Mr. York noted that the redesign has not been reflected in every page of the site plan. He would like to see an updated photometric plan. He noted that the plan submitted with the set shows appropriate lighting levels, except perhaps under the canopy, and assumes that similar levels can be achieved with the new parking lot layout.

Mr. Zeolla expressed his concern that the south façade had not been improved with “faux” windows as had been promised at the preliminary site plan review. Mr. Bruckelmeyer thought the architectural plans in this set had not been updated to the current program, and that the windows are a prototypical detail that could be included.

Mr. York expressed his disappointment that more had not been done to make a more inviting, pedestrian friendly face to the business from Ruggles, since most pedestrian traffic will be coming from the south. He appreciates the new sidewalk connection on the west side of the building but would like for the applicant to consider some pedestrian scale lighting along the south sidewalk. He had hoped that the south front of the site would look less like a gas station, and more like a retail/restaurant with easy walking access.

Mr. Charlick asked whether the Highland Downtown Development Authority had reviewed the resubmittal. Ms. Corwin noted that some committee members had, including the Supervisor, and that they were satisfied.

Mr. Zeolla noted that his expectation was for a customer entrance from John Street on the west side of the building. The site plans and floor plans were reviewed. Mr. Bruckelmeyer explained that the program calls for some internal floor plan modifications to move the customer entrance at the northwest corner of the building to face John Street instead of Highland Road. Future submissions will include the corrected floor plan and building elevations.

Mr. Charlick was concerned about the placement of the garbage dumpster, the loading zone and the orientation of curbed islands. He was concerned about traffic conflicts and about vehicles running up and over curbs. Mr. Bruckelmeyer explained that the dumpster is emptied about 3 times a week, and that the traffic at the drive-throughs in their stores is typically very low, less than 8 vehicles per hour. He thanked the Planning Commission for their concerns about operational issues, but he was confident that the design works based on experience at similar sites.

Mr. O’Leary asked how many outside approvals are still pending. Mr. Bruckelmeyer explained that once the RCOG permit is issued, the Health Division is prepared to issue a permit. The design documents have been fully reviewed and vetted, but the access across John Street is crucial for issuance of the permit. He asked about the construction schedule. Mr. Bruckelmeyer thought that if permits are in hand, the construction would start this winter. They typically observe a five-month buildout and a month of training before the store is opened to the public.

Mr. York offered the following motion: To approve the final site plan, SPR 24-11 for the Sheetz gas station and convenience store with drive-through window, for parcels 11-22-352-005, -006, -010, -011, applicant Skilken/Gold and property owner Hannah & Hannah Investments LLC, understanding that the plans submitted have not been thoroughly coordinated to reflect the changes requested by various approving bodies. This approval is subject to final administrative approval to ensure plans comply with the following conditions: a) submittal of a photometric plan reflective of the revised driveway and parking lot layout; b) an updated floor plan reflecting a customer entrance on the west side of the building oriented towards John Street, c) modifications to the building plans showing spandrel glass windows on the south elevation; d) consideration of pedestrian scale bollard lighting along the Ruggles Street frontage. Staff is directed to return the plans to the Planning Commission if there is question of whether the final plans completely address the expectations expressed by the Planning Commission.

Mr. Charlick supported the motion. Roll Call vote: Zeolla, yes; York, yes; O'Leary, yes; Curtis, yes; Charlick, yes. Motion carries (5 yes votes, 0 no votes). Note that Mr. Heyn joined the meeting shortly before the motion and was not prepared to vote since he missed nearly all of the discussion.

Agenda Item #3:

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

As no representative was present to discuss the site plan, this agenda item was not moved to the table for review and decision. The Planning Director will contact the applicant and arrange for placement on a future agenda.

Agenda Item #4: Committee Updates

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

Committee liaisons reported on the activities of their respective organizations.

Agenda Item #5: Minutes: September 18, 2025

Mr. Charlick offered a motion to approve the minutes of the September 18, 2025, Planning Commission meeting as presented. Mr. Zeolla supported the motion which was approved by voice vote (all ayes, no nays)

Adjournment:

Mr. Charlick moved to adjourn the meeting at 9:10 p.m. Mr. Curtis supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

Guy York, Acting Secretary
GY/ejc

**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).

Agenda Item #3:

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. Mr. Kevin Rucker of Kolbrook Design was present to answer questions.

Mr. Rucker explained that his firm has been working on addressing comments received in March and other comments that had been provided by staff and other agencies since. They are still working on approvals from the Oakland County Health Division.

Mr. Charlick asked about the parking deficiency identified in an earlier memo from staff. Ms. Corwin explained that the applicant has since provided the requested parking calculations, based on the net floor area for each of the businesses, employee counts and other factors. The revised calculation shows the parking provided is adequate for the ground floor business but does not include any information regarding use of the basement.

Mr. Rucker agreed that this proposal does not include any use in the basement. Mr. Temple asked if the Planning Commission should consider the use of the basement at this time. Mr. York noted it is likely that the occupants would just start using the basement with or without approval. Mr. Rucker thought the plan was only for a handful of people in offices for the regional operations.

Mr. Temple asked about the floor plan for the basement. Mr. Rucker has not personally been in the basement, but thought between the mechanical room and the foundation of the safe, there is not a lot of space left, perhaps less than half of the first floor footprint.

Mr. Charlick asked about the lighting, since it exceeds the levels allowable at the property lines. Mr. Rucker explained that their lighting designers are reanalyzing the lighting levels and may suggest new fixtures. They hope to use the existing pole locations.

Mr. Charlick asked about the landscaping plans. He noted that there is not a good explanation of the planting beds provided for the trees. Ms. Corwin noted that it would seem difficult to maintain the mowing given the spacing of the trees. Mr. Temple thought it was critical to provide an appropriate screen for the cemetery, so that visitors are not disturbed by the commercial activity. Mr. Curtis affirmed that this was also an issue for Mr. Smith. Mr. York thought this landscaping proposal was not as robust as they had expected or hoped for.

Mr. Temple asked about the cloud areas on the drawing. These areas will be selectively cleared of invasive species and any diseased plants. He asked if a fence might be considered at the north property line. Mr. Temple thought smaller plants against the backdrop of the fence might be more appropriate. Ms. Corwin noted that the Supervisor had expressed a preference for a fence at one time. Mr. Charlick also noted that the landscaping proposed might be vulnerable to the plowing operations for the site. Mr. York noted that it might be necessary for the snow to be removed from the site.

Mr. Temple expressed his concern that we adequately buffer the cemetery, because that is a precious site to the Township residents. He would prefer to see a solid fence. Mr. Zeolla asked if there was any thought about the materials. Mr. Temple thought a vinyl fence could be appropriate, with landscaping to soften the look. Mr. York suggested some brick or stone pillars would be appropriate.

Mr. Heyn asked if there were color renderings of the building facades. He noted this was a complex design with a variety of materials. Mr. Rucker said he would send in color renderings.

Mr. York noted the concern of the signage package. He thought the only way to meet the ordinance requirements is to eliminate half the proposed signs. Mr. Rucker said they are working with the brands and the clients to limit the signage.

Mr. Charlick asked about Road Commission for Oakland County (RCOC) approval of the road approaches, since there is no proposed work in the right-of-way. Ms. Corwin explained the County must review the change of use, and that their staff had expressed a concern about turning movements. RCOC may limit turns in and out of the Milford Road driveway. MDOT has apparently approved the change of use.

The Planning Commission discussed the variety of issues that could arise from different turning movements. Mr. Charlick thought until the RCOC review is complete, it would be difficult to approve the site plan. Mr. Tierney thought it will be difficult to prevent left turns out of the site, and no room for another driveway.

Mr. Charlick thought the issues remaining include the RCOC approval of the driveway, the Health Division approval of the septic system, lighting and a decision about the landscaping plan—whether a fence is required or not. The parking question has been adequately addressed.

Mr. Charlick moved to table the site plan until such time as the applicant addresses the issues identified in the discussion. Mr. Heyn supported the motion. Roll call vote. 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).

Agenda Item #4:

Parcel #	11-22-176-016
Zoning:	IM, Industrial Manufacturing
Address:	828 N Milford
File #:	SPR24-07
Request:	Minor Site Plan Amendment
Applicant:	Deanna & Juan Bueno
Owner:	828 N Milford Rd, LLC

Mr. Curtis introduced the agenda item. Ms. Deanna Bueno was present to answer questions.

Ms. Bueno explained that she and her husband have been working diligently to complete their required site improvements. They operated the taco truck, as approved, a few days a week throughout the summer months. In an effort to continue the operations through the cold weather season, they would like to relocate the truck from the approved location to the middle of the driveway during the dinner hour so that people could access the order window from their cars. She explained that many regular customers call ahead or text in their orders so they are ready when they reach the site.

Ms. Bueno explained her process. She buys all ingredients fresh very early in the morning, preps them on the truck and once all the customers have been served, all the leftovers are donated. There is never food storage of prepared foods overnight. She has never had an incidence of food borne illness in 300 events per year for 8 years of experience.

Mr. Temple asked if there was room to loop back around the truck or if the customers had to make a three-point turn. Ms. Corwin had visited the site and found there was adequate room to turn a passenger vehicle around a portable marker they have placed behind the building.

Mr. Curtis asked what the principal business was at the property. Ms. Bueno explained that her husband has his private security firm in the former home, and that they have offered space for indoor secured storage within their pole barn. They have explored interest in outdoor storage, but there does not seem to be enough interest to pursue that and make it profitable for them. Ms. Corwin noted these are acceptable uses in the IM, Industrial Manufacturing Zoning District, but we would need to document locations on the site for outdoor storage if they chose to try that in the future.

Mr. Temple asked if there was a difference between this operation and the other food trucks that have been considered in the past, and the ordinance language was drafted for the Board of Trustees. Ms. Corwin said the difference is that this is a permanent owner-occupied site, whereas the draft ordinance addressed temporary land use permits. Mr. Charlick noted, on behalf of the Board, that the attorney had been asked to review the Planning Commission's draft ordinance regarding temporary uses and found it to be acceptable. The Board may send it back to the Planning Commission for some clarifications.

Ms. Corwin noted that Ms. Bueno might want to do some lighting on the south side of the truck, since the truck is easy to see from the north driving south, but it is very easy to miss the driveway driving northbound. There was some suggestion that small solar pathway lights might be appropriate. Mr. Temple thought it was not necessary to discuss this in detail.

Mr. York is concerned that the site is just too tight for safe flow of traffic around the truck. He has no problem with being flexible and allowing some more experimentation with placement. But he is concerned that a motorist could hit the house; or hit the truck or both. There is also danger for her employees that might be exiting the truck to run an order to a customer in the dark.

Mr. Zeolla asked why the food truck would not just be parked where it had been parked during the warmer season, and require customers to order by an app or by text. It would essentially be a car hop service. Ms. Bueno explained why she finds it preferable to interact with the customers at the window.

Mr. York asked about the use of the property to the south. Ms. Corwin explained that the property belongs to the owners of Highland Treatment. One of their employees rents the house, but the other accessory structures support testing operations.

Mr. Charlick summarized that the Planning Commission understands that the actual location of the truck may not be exactly placed per the engineering drawing. He suggested that rather than spend any more time with the engineers, the applicant should find the optimal spot for the truck, pull some measurements from the pavement to the truck, measure the signs, and totally document what she sees as a workable layout. Mr. Charlick noted that he is confident that she is trying to comply with the ordinance, but is addressing issues as they arise. He does not want to rehash issues that were already resolved during site plan approval, such as lighting or drainage.

Mr. Charlick moved to table the site plan amendment for insufficient information, noting that the applicant should take time to try other placements and document the location of the truck, signage, lighting and traffic patterns sketched on her approved plan. He noted that the Planning Commission understands that this is a work in progress. Mr. York supported the motion. Roll call vote. 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).

Agenda Item #5: Text amendment discussion: Ordinary highwater mark in LV District, Commercial and Recreational Vehicle Parking in Residential Districts, Generator placement, others of interest

Ms. Corwin suggested that this discussion be postponed for a later date due to the time. She also suggested that the Planning Commission entertain a discussion of a mixed use planned unit development ordinance in the near future. This might include expanding the definitions to allow a variety of attached and detached single family units within an open space residential planned unit development.

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: October 16, 2025

Mr. Charlick offered a motion to approve the minutes of the September 18, 2025 Planning Commission meeting as presented. Mr. Zeolla supported the motion which was approved by voice vote (all ayes, no nays)

Adjournment:

Mr. Curtis moved to adjourn the meeting at 9:32 p.m. Mr. Tierney supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

Guy York, Acting Secretary
GY/ejc

CHARTER TOWNSHIP OF HIGHLAND
ZONING BOARD OF APPEALS
APPROVED MINUTES
September 3, 2025

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

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

ROLL CALL:

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

Visitors: 0

Chair Gerathy stated that there are no cases, and this is a Minutes Only meeting. He noted that a quorum was present.

NEW BUSINESS:

NONE

MINUTES:

Mr. Borg made a motion to approve the minutes of August 20, 2025, as corrected. Mr. Zeolla supported the motion and it was approved with a unanimous voice vote.

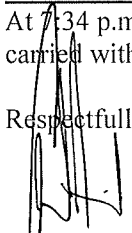
DISCUSSION:

None

ADJOURN:

At 7:34 p.m., Mr. Borg made a motion to adjourn the meeting. Mr. Hoffman supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,


Anthony Raimondo

CHARTER TOWNSHIP OF HIGHLAND
ZONING BOARD OF APPEALS
APPROVED MINUTES
November 5, 2025

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

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

ROLL CALL:

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

Kariline P. Littlebear, Zoning Administrator
Samantha George, Assistant Zoning Administrator

Visitors: 4

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 alternate member, Chuck Benke, will be sitting in at this meeting in Mr. Borg's absence.

NEW BUSINESS:

1. CASE NUMBER: 25-18
ENFORCEMENT:
ZONING: LV – Lake and Village Single-Family Residential District
PARCEL #: 11-11-233-020
PROPERTY ADDRESS: 2141 Jackson Blvd
APPLICANT: David Thomson
OWNER: David Thomson
VARIANCE REQUESTED: A 13-foot 6-inch variance from the calculated 32-foot front yard setback to 18-feet 6 inches provided; and
A 1-foot variance from the 10-foot required side yard setback to 9-feet provided.
(Sec. 9.02.B.a. and 9.02.B.b.)
This request is for the reduction of the required front and side yard setbacks for the construction of a 2-story house, covered deck, and uncovered deck attached to an existing 1-story garage.

Chair Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium. He then asked the Zoning Administrator if there was anything new to add. Mrs. Littlebear stated that there was no public comment received at the office before the meeting. She

then explained that the board may recognize this property. The applicant had the same variances approved in 2022 in order to put a second story addition onto an existing non-conforming house. The reason that it has to come before the board again is because he is now requesting to demolish the existing non-conforming house and construct a new house that will then be in a non-conforming location. This is a substantially different request and so has to be heard again as a new case.

Discussion from the Applicant:

Mr. David Thomson Sr., father and representative of the applicant, 4525 Highland Hills Dr., stated that approving this request would ensure that the entire home is brought up to current construction code standards. He explained that this request will not encroach any further than the existing structure already does. He explained that once the renovation was underway it became apparent that the existing house is in much worse shape than was known when the renovation as was originally approved. He noted they found that the foundation of the original house was not done properly in the first place. He explained that an approval from the board now would allow them to completely redo the foundation bringing it up to modern standards. It was also discovered that the original house was built with 2x4 wall studs. Current construction code requires minimum 2x6 wall studs. Building new 2x6 walls on top of existing 2x4 walls is not structurally desirable. He further noted that the septic system takes up most of the yard.

Discussion from the Public:

No public comment offered.

Discussion from the Board:

Mr. Hoffman stated that he feels that this request will be an improvement to the overall project as well as an enhancement to the neighborhood.

Mr. Eichinger agreed with Mr. Hoffman and asked for clarification as to which side the side yard variance request is on. Mrs. Littlebear stated that the side yard variance is on the east side of the house.

Mr. Raimondo stated that the encroachment will not be more than the existing house, the septic system takes up a majority of the parcel to the rear of the home, and this request will allow the house to be brought up to modern construction code standards. He asked the representative if there were plans to remove the existing non-conforming accessory structure on the Oakland Dr side of the parcel to which Mr. Thomson stated that there were no plans to do so. Mr. Raimondo asked the representative if there would be a need to remove any of the existing trees on the parcel and if so would they be replaced. Mr. Thomson stated that they would not have to remove or replace any trees. Mr. Raimondo noted that an overhead line was moved and asked if that was done for this project. Mr. Thomson stated that the overhead line turned out to be a phone line and noted that the electricity to the house will be moved to underground.

Motion:

Mr. Eichinger made a motion in Case #25-18, parcel # 11-11-233-020, commonly known as 2141 Jackson Blvd, to approve a 13-foot 6-inch variance from the calculated 32-foot front yard setback to 18-foot 6 inches provided and a 1-foot variance from the 10-foot required side yard setback to 9-feet provided for the reduction of the required front and side yard setbacks for the construction of a 2-story house, covered deck, and uncovered deck attached to an existing 1-story garage. per the facts and findings provided during discussion. Mr. Benke supported the motion.

Facts and Findings:

This request will not encroach into the required setbacks more than the original non-conforming structure.

The septic system takes up a substantial portion of the parcel to the rear of the existing structure. This request is the minimum necessary.

This request will bring the entire structure up to modern construction code standards.

This request is consistent with the surrounding neighborhood.

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

No trees will be removed from the parcel.

Roll Call Vote: Mr. Gerathy-yes, Mr. Benke-yes, Mr. Raimondo-yes, Mr. Zeolla-yes, Mr. Hoffman-yes, Mr. Childs-yes, Mr. Eichinger-yes, (7 yes votes, 0 no vote). The motion passed and the variance requests were approved.

2. CASE NUMBER: 25-19
ENFORCEMENT:
ZONING: RPUD - Planning Residential Unit Development
PARCEL #: 11-32-177-004
PROPERTY ADDRESS: 2108 Wildflower Ln
APPLICANT: Steve Lyman
OWNER: Steve Lyman
VARIANCE REQUESTED: An 8-foot 8-inch variance from the required 40-foot side yard setback to 31-foot 4 inches provided; and
A 5-foot variance from the required 10-foot minimum distance between a pool and a structure to 5-feet provided.
(Sec. 7.02.C.5 and 8.03.A.5.)
This request is for the reduction of the required side yard setbacks and the minimum required distance between pools and structures for the construction of a residential addition.

Chair Gerathy introduced the case and asked if the applicant was present and, if so, to please step up to the podium. He then asked the Zoning Administrator if there was anything new to add. Mrs. Littlebear stated that there was no public comment received at the office before the meeting. She stated that this Residential Planned Unit Development (RPUD) had an underlying zoning of R3 – Single Family Residential 3-acre minimum. She noted that generally the setbacks for an RPUD are adjusted to more closely match the size of the resulting parcels regardless of the underlying zoning but in this case the setbacks remained as those for a 3-acre parcel despite the fact that most of the resulting parcels are less than 1.5 acres.

Discussion from the Applicant:

The applicant, Steve Lyman, went over the case as presented noting that he has received HOA approval pending ZBA approval.

Discussion from the Public:

No public comment offered.

Discussion from the Board:

Mr. Eichinger stated that he appreciated the professional presentation and asked if there was any way to redesign the addition to reduce the request. Mr. Lyman stated that he discussed that with his architect and this was the design that created the least amount of variance request necessary.

Mr. Raimondo noted that there are some pine trees in the area where the addition would go and asked the applicant if they plan to remove those trees and if so, would the trees be replaced. Mr. Lyman stated that the plan is to move the trees toward the front of the parcel to accommodate the addition and save the trees. Mr. Raimondo asked why the addition is not planned to be flush to the front of the house. Mr. Lyman explained that there is an egress window for the basement near the front of the house as well as the septic tank, so the addition is proposed to leave the required space to accommodate those items. Mr. Raimondo asked about the 5 ft variance request from the pool to structure. Mrs. Littlebear stated that she did some research and found that the zoning ordinance requirement of 10 feet between a pool and a structure was based on a previous construction code standard and that the new code requires only 5 feet.

Mr. Zeolla asked if this subdivision was zoned to reflect more closely the size of the parcels, would a variance be needed. Mrs. Littlebear stated that the parcels in this subdivision are closer in size to R1.5 and if that was the zoning then the side yard variance request would not be necessary.

Mr. Hoffman stated that he feels that this request will be an improvement to the parcel as well as an enhancement to the neighborhood.

Mr. Raimondo asked if this would need to go back to the Planning Commission for approval since it is within an RPUD. Mrs. Littlebear stated that this would not be needed and that only substantial changes to the entire subdivision would require Planning Commission approvals.

Motion:

Mr. Raimondo made a motion in Case #25-19, parcel # 11-32-177-004, commonly known as 2108 Wildflower Ln, to approve a 8-foot 8-inch variance from the required 40-foot side yard setback to 31-feet 4 inches provided; and a 5-foot variance from the required 10-foot minimum distance between a pool and a structure to 5-feet provided for the reduction of the required side yard setbacks and the minimum required distance between pools and structures for the construction of a residential addition per the facts and findings provided during discussion. Mr. Zeolla supported the motion.

Facts and Findings:

This request is the minimum necessary.

This request is consistent with the surrounding neighborhood.

This building envelope is sized for a 3-acre parcel, but this parcel is 1.17-acres.

This parcel is undersized for the building envelope.

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

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

Trees will not be removed but relocated on the parcel.

Roll Call Vote: Mr. Gerathy-yes, Mr. Benke-yes, Mr. Raimondo-yes, Mr. Zeolla-yes, Mr. Hoffman-yes, Mr. Childs-yes, Mr. Eichinger-yes, (7 yes votes, 0 no vote). The motion passed and the variance requests were approved.

MINUTES:

Mr. Benke made a motion to approve the minutes of September 3, 2025, as presented. Mr. Raimondo supported the motion, and it was approved with a unanimous voice vote.

DISCUSSION:

Mrs. Littlebear introduced her new assistant zoning administrator, Samantha George. She explained that Mrs. George has begun her Zoning Administrator certification training and will complete that by spring.

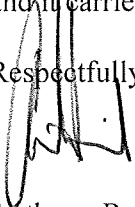
Mr. Hoffman asked Mr. Raimondo why he seems to have a particular concern regarding trees since they are not regulated by the zoning ordinance. Mr. Raimondo stated that he felt that it pertains to the request being in keeping with the character of the neighborhood.

Mr. Raimondo asked about wedding venues in the township noting that this issue has come up at some public meetings recently. Mr. Zeolla stated that Planning Commission is reviewing this issue to find the right sort of regulations to ensure that it is allowed in appropriate areas without becoming a nuisance to the neighbors. Mr. Raimondo asked what the existing rules are now. Mrs. Littlebear noted that there are a couple of places in Highland that host weddings and events as they are legal non-conforming uses or "grandfathered", but the general regulations stated that those kinds of events are only permissible in our commercial districts. She stated that this issue has come before the Planning Commission periodically over the last decade or so, but good regulations have not been approved yet.

ADJOURN:

At 8:10 p.m., Mr. Raimondo made a motion to adjourn the meeting. Mr. Childs supported the motion, and it carried with a unanimous voice vote.

Respectfully submitted,



Anthony Raimondo
AR/kpl

*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
October 2025*

HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

October 2025

TOTAL (forward)..... \$40,401

Additional fees:

Building..... \$0.00

Electric..... \$217

Plumbing..... \$47

Heating..... \$60.00

Licenses & Misc Fees.....

sub total: \$324

MONTH-END GRAND TOTAL REVENUE..... \$40,725

Total number of all Permits to date	This Year:	1749
	Last Year:	1555

Total number of all Electric, Plumbing, & Heating	This Year:	1035
	Last Year:	932

Total number of Building permits to date:	This Year:	714
	Last Year:	623

Total number of New Single-Family Units:	This Year:	21
	Last Year:	18

Total number of Land Use Permits	This Year:	30
	Last Year:	28

Respectfully Submitted:

STEVE ITINO
Building Official
Ordinance Dept Supervisor

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Carport					
PB25-0538	2873 Ruby Way	United Construction & Restorati	\$9600	\$137	
PB25-0546	6060 Granite Ln	TROMBLEY, CAROL LYNNE	\$51600	\$330	
			\$61200	\$467	2
Commercial, Renovations					
PB25-0593	786 W HIGHLAND RD	CHARLICK, GRANT WILLIA	\$200000	\$1218	
PB25-0599	101 E LIVINGSTON RD STE 5	A Better Exterior LLC	\$32000	\$234	
			\$232000	\$1452	2
Commercial, Utility Building					
PB25-0557	2377 N MILFORD RD	Lee Contracting	\$100000	\$1466	
			\$100000	\$1466	1
Deck					
PB25-0561	2995 ALLISON LN	H & S Carpentry LLC	\$49500	\$337	
PB25-0568	3410 LAKEVIEW DR	MCPHAIL, EDWARD	\$12000	\$134	
PB25-0595	1185 SAINT ANDREWS	LAMORE, MATTHEW	\$20000	\$174	
PB25-0596	4130 HARVEY LAKE RD	D & J Carpentry LLC	\$30000	\$224	
			\$111500	\$869	4
Electrical					
PE25-0459	5989 JADA DR	Propel Tech & Electric	\$0	\$97	
PE25-0478	2395 Douglas	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0479	2218 Mac Laren	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0480	3507 W HIGHLAND RD	MATTHEW ROY NEWMAN	\$0	\$70	
PE25-0481	5810 JADA DR	HE Bright LLC	\$0	\$90	
PE25-0482	2601 WESTWIND DR	Amber Electric Inc	\$0	\$244	
PE25-0483	359 PRESTWICK TRL	Consumer Services Electric	\$0	\$109	
PE25-0484	2501 DAVISTA DR	Smart Lighting LLC	\$0	\$148	
PE25-0485	1565 LUDEAN DR	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE25-0486	648 TIERNEY AVE	Family Heating Co Inc	\$0	\$55	
PE25-0487	3220 ROBINWOOD LN	Randazzo Mechanical Htg & Cl	\$0	\$64	
PE25-0488	1869 GROVE ST	Family Heating Co Inc	\$0	\$64	
PE25-0489	2656 KATIE LN	Osburn Services Inc	\$0	\$52	
PE25-0490	2995 ALLISON LN	AAA SERVICE NETWORK, IN	\$0	\$107	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE25-0491	1011 WOODRUFF LAKE DR	Triple H Electric	\$0	\$189	
PE25-0492	3387 CRYSTAL RIDGE DR	Family Heating Co Inc	\$0	\$54	
PE25-0493	6060 Granite Ln	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0494	2147 HIGHLAND DR	Mrs. Michael	\$0	\$84	
PE25-0495	3463 HIGH VIEW RD	Hutchinson's Electric Inc	\$0	\$52	
PE25-0496	2215 Douglas	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0497	2254 Mac Laren	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0498	2106 JACKSON BLVD	Oakland Electric Inc.	\$0	\$371	
PE25-0499	2949 MAPLE RIDGE AVE	HUSTON, DEBORAH J	\$0	\$627	
PE25-0500	1844 ELKRIDGE CT	Bridgewood Electrical LLC	\$0	\$54	
PE25-0501	4080 N DUCK LAKE RD	SCHEMANSKE, ANDREA	\$0	\$84	
PE25-0502	925 DUNLEAVY DR	Robin Aire Htg &Clg	\$0	\$54	
PE25-0503	4114 N DUCK LAKE RD	Osburn Services Inc	\$0	\$84	
PE25-0504	650 ROBINSON CT	AP Electric LLC	\$0	\$173	
PE25-0505	2259 JACKSON BLVD	Lakes Electric, LLC	\$0	\$122	
PE25-0506	1300 ENTERPRISE DR	Copeman Electric LLC	\$0	\$1316	
PE25-0507	1458 ANCHOR LN	C W Tillotson Electric	\$0	\$123	
PE25-0508	541 Nairn Cir	M & D Electric	\$0	\$84	
PE25-0509	2803 Boulder Ridge	Family Heating Co Inc	\$0	\$55	
PE25-0510	4609 DESERT BRIDGE CT	Family Heating Co Inc	\$0	\$64	
PE25-0511	2670 VERO DR	B & B Electric	\$0	\$312	
PE25-0512	342 KING ST	DEPEW, ANDREW	\$0	\$122	
PE25-0513	2510 LAKESIDE DR	Green Electrical Solutions	\$0	\$169	
PE25-0514	2512 LAKESIDE DR	Green Electrical Solutions	\$0	\$140	
PE25-0515	2514 LAKESIDE DR	Green Electrical Solutions	\$0	\$73	
Electrical			\$0	\$5975	39
Fence					
PB25-0537	1458 ANCHOR LN	T. Buell's Superior Fence	\$10588	\$88	
PB25-0542	1303 WIND VALLEY LN	MOLDE, DEAN A	\$7000	\$88	
PB25-0556	2854 CAMPERS DR	HARMON JR, ROBERT	\$1000	\$88	
PB25-0581	1316 GREBE RD	GORDON, SARAH MARIE	\$10000	\$88	
PB25-0597	5630 N TIPSICO LAKE RD	WADDINGTON, SCOTT A	\$2050	\$88	
Fence			\$30638	\$440	5

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Finished Basement					
PB25-0592	1398 GENOA CT	Finished Basements Plus LLC	\$108837	\$619	
Finished Basement			\$108837	\$619	1
Fire/Water Damage Repair -- Resid					
PB25-0558	2106 DAVISTA DR	Belfor Property Restoration	\$58836	\$365	
Fire/Water Damage Repair -- Resid			\$58836	\$365	1
Garage, detached					
PB25-0536	4471 HUNTERS DR	Kings Way Construction	\$37000	\$259	
Garage, detached			\$37000	\$259	1
Mechanical					
PM25-0332	2949 MAPLE RIDGE AVE	Cedar Island Mech Serv	\$0	\$320	
PM25-0353	4501 W HIGHLAND RD	Design Comfort Company	\$0	\$1454	
PM25-0354	2395 Douglas	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0355	2218 Mac Laren	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0356	321 CARNOUSTIE	A G Gas Service	\$0	\$123	
PM25-0357	3725 MANTUA FARMS	Jeffers Plumbing Solutions Inc.	\$0	\$99	
PM25-0358	1565 LUDEAN DR	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM25-0359	648 TIERNEY AVE	Family Heating Co Inc	\$0	\$112	
PM25-0360	3220 ROBINWOOD LN	Randazzo Mechanical Htg & Cl	\$0	\$159	
PM25-0361	1869 GROVE ST	Family Heating Co Inc	\$0	\$159	
PM25-0362	5900 N MILFORD RD	All Water Inc	\$0	\$201	
PM25-0363	2995 ALLISON LN	AAA SERVICE NETWORK, IN	\$0	\$123	
PM25-0364	3387 CRYSTAL RIDGE DR	Family Heating Co Inc	\$0	\$102	
PM25-0365	788 TROON	A G Gas Service	\$0	\$129	
PM25-0366	3922 WOODLAND DR	Consumers Energy	\$0	\$84	
PM25-0367	6060 Granite Ln	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0368	2215 Douglas	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0369	2254 Mac Laren	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0370	3361 HIGHLAND BLVD	B J'S HEATING & COOLING	\$0	\$231	
PM25-0371	1844 ELKRIDGE CT	Andy's Statewide Heating and A	\$0	\$102	
PM25-0372	3567 HERITAGE FARMS DR	Consumers Energy	\$0	\$84	
PM25-0373	925 DUNLEAVY DR	Robin Aire Htg & Clg	\$0	\$102	
PM25-0374	2826 HONEYWELL LAKE RD	Total Air Systems	\$0	\$84	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM25-0375	1458 ANCHOR LN	Walker Family Heating & Cooli	\$0	\$128	
PM25-0376	2803 Boulder Ridge	Family Heating Co Inc	\$0	\$102	
PM25-0377	4609 DESERT BRIDGE CT	Family Heating Co Inc	\$0	\$159	
PM25-0378	2377 N MILFORD RD	Lee Contracting	\$0	\$84	
PM25-0379	3045 W WARDLOW RD	American Heating & Cooling L	\$0	\$186	
PM25-0380	541 Nairn Cir	Harper Mechanical	\$0	\$147	
Mechanical			\$0	\$5143	29
Miscellaneous					
PB25-0540	835 W WARDLOW RD	THIBAUT, SAMUEL J	\$700	\$88	
PB25-0544	1565 LUDEAN DR	Foundation Systems of Michiga	\$10000	\$124	
PB25-0582	270 W Mac Gregor Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0583	2242 MacLaren Dr	Ultimate Care & Maintenance	\$2800	\$88	
PB25-0590	455 KING ST	Home Inspection Plus	\$20201	\$123	
PB25-0598	239 E Heather	Ultimate Care & Maintenance	\$2800	\$88	
Miscellaneous			\$39301	\$599	6
Permit Renewal					
PB25-0580	2424 AMELIA DR	HARTMAN, DAVID A	\$0	\$79	
Permit Renewal			\$0	\$79	1
Plumbing					
PP25-0130	4080 N DUCK LAKE RD	SCHEMANSKE, ANDREA	\$0	\$57	
PP25-0131	1231 ESSAY LN	CUDWORTH, RYAN	\$0	\$71	
PP25-0132	2670 MOREL DR	Tisdale Plumbing Co	\$0	\$92	
PP25-0133	5900 N MILFORD RD	All Water Inc	\$0	\$453	
PP25-0134	3361 HIGHLAND BLVD	Aaron Dovin	\$0	\$122	
PP25-0135	3670 N DUCK LAKE RD	Kenneth S. Mital Plbg. Inc.	\$0	\$231	
PP25-0136	4001 N DUCK LAKE RD	Kenneth S. Mital Plbg. Inc.	\$0	\$223	
PP25-0137	2395 OVERBROOK	Tri-Star Plumbing	\$0	\$477	
PP25-0138	775 S MILFORD RD	VAN GORDON LAND SOLUT	\$0	\$97	
PP25-0139	3361 HIGHLAND BLVD	Pipe Worx Plumbing	\$0	\$118	
PP25-0140	575 PRESTWICK TRL	Hitch Plumbing	\$0	\$404	
PP25-0141	1840 PHINNEY LN	Jesse Tietz	\$0	\$283	
PP25-0142	1230 S MILFORD RD	Doctor Drain Inc	\$0	\$83	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PP25-0143	1011 WOODRUFF LAKE DR	J D Slowik Plumbing	\$0	\$122	
PP25-0144	1300 ENTERPRISE DR	Hitch Plumbing	\$0	\$269	
PP25-0145	455 KING ST	Moore and Sons Plumbing	\$0	\$52	
PP25-0146	1458 ANCHOR LN	Pipeline Plumbing LLC	\$0	\$197	
Plumbing			\$0	\$3351	17
Pole Barn					
PB25-0569	631 MEADOW DR	Mudd, Merrill J.	\$25920	\$204	
Pole Barn			\$25920	\$204	1
Res. Additions					
PB25-0588	5071 HARVEY LAKE RD	STACK, TIMOTHY	\$100000	\$575	
Res. Additions			\$100000	\$575	1
Res. Misc. Accessory Structure					
PB25-0562	2485 JACKSON BLVD	SIZEMORE, KEITH	\$86400	\$507	
Res. Misc. Accessory Structure			\$86400	\$507	1
Res. Mobile Home					
PMH25-0062	270 W Mac Gregor Ct	Ultimate Care & Maintenance	\$0	\$200	
Res. Mobile Home			\$0	\$200	1
Res. Renovations					
PB25-0533	2670 VERO DR	Especialy Window	\$169870	\$575	
PB25-0534	1948 CLUBVIEW DR	A Better Exterior LLC	\$11838	\$136	
PB25-0535	1811 APOLLO	C & L Ward Bros. Co.	\$28050	\$218	
PB25-0548	3547 Crystal Ridge Drive	SMC Services LLC	\$11690	\$151	
PB25-0549	1353 GLENEAGLES	Majic Window Company	\$112000	\$575	
PB25-0550	4550 CURTIS RD	BECKER, JASON	\$2000	\$84	
PB25-0552	3417 RAMADA DR	Renewal By Anderson LLC	\$5643	\$106	
PB25-0553	2510 LAKESIDE DR	D' ABATE CONTRACTING	\$5000	\$186	
PB25-0554	2512 LAKESIDE DR	D' ABATE CONTRACTING	\$10000	\$221	
PB25-0555	2514 LAKESIDE DR	D' ABATE CONTRACTING	\$10000	\$221	
PB25-0560	1458 ANCHOR LN	Poli Construction	\$62220	\$401	
PB25-0563	958 BLUE HERON DR	Renewal By Anderson LLC	\$18922	\$172	
PB25-0586	1590 WHITE LAKE RD	Superior Log & Rail	\$28000	\$229	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB25-0591	1497 GLENEAGLES	Rashid Construction Company	\$63919	\$394	
Res. Renovations			\$539152	\$3669	14
Res. Single Family					
PB25-0539	3891 MANTUA FARMS	HANCOOK, PAUL	\$650000	\$3371	
PB25-0551	1689 PERCY LN	Jason & Brittney Rhodes	\$178068	\$942	
PB25-0559	3951 WOODLAND DR	Lorimer Building Co	\$800000	\$4139	
PB25-0567	3660 MANTUA FARMS	CMC Construction & remodelin	\$1132000	\$3873	
Res. Single Family			\$2760068	\$12325	4
Roof					
PB25-0543	2080 CANTERWOOD	Cornerstone Home Improvement	\$27887	\$213	
PB25-0570	1119 RYAN CT	A Better Exterior LLC	\$28620	\$223	
PB25-0571	1123 RYAN CT	A Better Exterior LLC	\$0	\$0	
PB25-0572	1093 RYAN CT	A Better Exterior LLC	\$24380	\$198	
PB25-0573	1097 RYAN CT	A Better Exterior LLC	\$0	\$0	
PB25-0574	1156 ALISSA MARIE DR	A Better Exterior LLC	\$30740	\$233	
PB25-0575	1160 ALISSA MARIE DR	A Better Exterior LLC	\$0	\$0	
PB25-0576	1194 ALISSA MARIE DR	A Better Exterior LLC	\$25440	\$208	
PB25-0577	1198 ALISSA MARIE DR	A Better Exterior LLC	\$0	\$0	
PB25-0578	1176 ALISSA MARIE DR	A Better Exterior LLC	\$30740	\$233	
PB25-0579	1180 ALISSA MARIE DR	A Better Exterior LLC	\$0	\$0	
PB25-0584	2885 MOTORISTS DR	ROOF-RITE LLC	\$18700	\$172	
PB25-0585	2830 N DUCK LAKE RD	SINISHTA, GJONI	\$1500	\$85	
PB25-0587	4074 HILLCREST DR	ROOF-RITE LLC	\$12430	\$141	
Roof			\$200437	\$1706	14
Shed					
PB25-0541	3371 WOODRUFF MEADOWS C	WILSON, MARK	\$1500	\$88	
PB25-0564	1590 WHITE LAKE RD	CHILDS, GARY	\$0	\$174	
PB25-0594	2510 LAKESIDE DR	D' ABATE CONTRACTING	\$2800	\$88	
Shed			\$4300	\$350	3
Siding					
PB25-0545	3150 OAK RIDGE DR	Great Lakes Home Remodeling	\$33568	\$249	
PB25-0547	2830 N DUCK LAKE RD	SINISHTA, GJONI	\$4500	\$96	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Siding			\$38068	\$345	2
Temporary Sign					
PTS25-0005	3224 MIDDLE RD	Broadview Christmas Tree Farm	\$0	\$67	
PTS25-0006		Broadview Christmas Tree Farm	\$0	\$67	
PTS25-0007	4501 W HIGHLAND RD	Broadview Christmas Tree Farm	\$0	\$67	
PTS25-0008	208 W HIGHLAND RD STE 102	Revival Recovery / Michigan M	\$0	\$67	
Temporary Sign			\$0	\$268	4
Wall Mounted Sign					
PSG25-0008	3507 W HIGHLAND RD	MATTHEW ROY NEWMAN	\$0	\$142	
PSG25-0009	2736 E HIGHLAND RD	Fastsigns of Brighton	\$0	\$142	
Wall Mounted Sign			\$0	\$284	2
Windows					
PB25-0565	3696 MOUNT VERNON CT	Wallside Inc	\$1900	\$85	
PB25-0566	510 HELEN	Wallside Inc	\$5733	\$106	
PB25-0589	2341 ELKRIDGE CIR	Weathergard Window, Co., Inc.	\$3060	\$95	
Windows			\$10693	\$286	3
Zoning Business Registration					
PLU25-0044	468 S MILFORD RD	Peters Plants	\$0	\$0	
Zoning Business Registration			\$0	\$0	1
Zoning Land Use					
PLU25-0043	1215 WHITE LAKE RD	BONADEO, RONALD	\$0	\$100	
Zoning Land Use			\$0	\$100	1
Totals			\$4544350	\$41903	161



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

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

DATE: December 8, 2025

Notification to the Board: October Monthly End Report

Rental Revenue Totals-

January 1st - Oct 31st \$10,805.00

Oct 1st - 31st \$1,085.00

Rental/Ordinance Inspection(s) Completed-

50

Rental Certificates Issued-

18

Animal Codes Complaints-

1

Fire Marshal PLU Inspections-

2

Grass/Weeds Complaints-

1

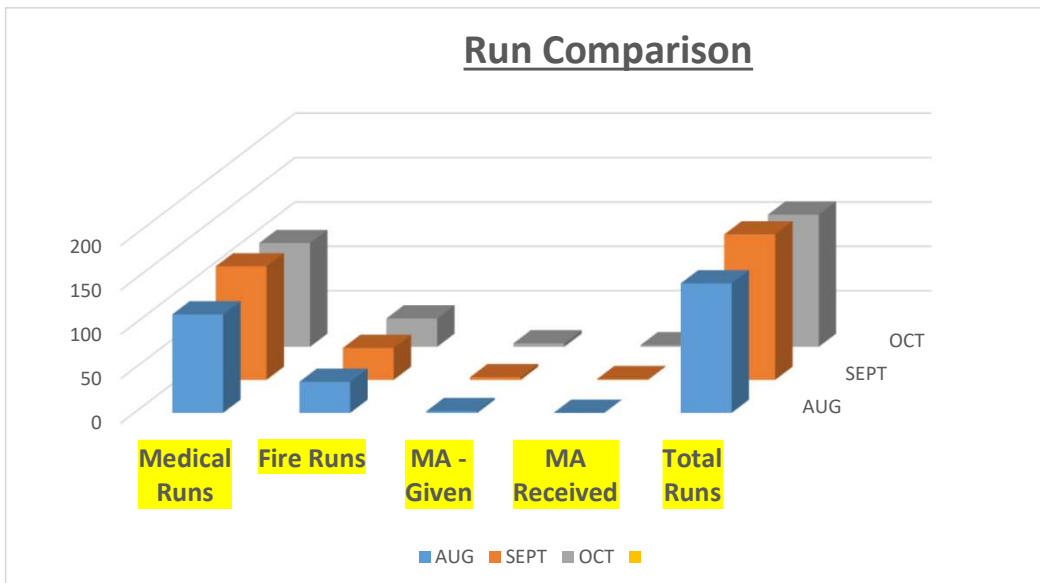
**CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT
MONTHLY REPORT**



October-25

	<u>Last Year (2024)</u>	<u>This Year (2025)</u>
Cost of Firefighter's by Station		
Station One	\$12,735	\$9,942.99
Station Two	\$7,364	\$8,185.93
Station Three	\$4,140	\$564.57
<u>Total</u>	\$24,238	\$18,693.49
Cost of Firefighter's Last Month	\$99,362	\$101,179.07
Alarms through Current Month	1550	1552
Total Alarms last Year	1817	Runs Ahead of La 2

STATISTICS	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by	\$753,000.00	\$410,000.00
Amount Lost by Fire	\$703,000.00	\$205,500.00
Fire Loss	93%	50%
Medical Related Runs	128	117
Fire Related Runs	36	32
Mutual Aid - Given	3	4
Mutual Aid - Received	1	2
EMS Transports	89	79
Total Runs	164	149
Fire Staff Hours	4175.95	3716
Administration Staff Hours	490	520



Submitted by... Chief Nick George



2025 MONTHLY ACTIVITY REPORT HIGHLAND TOWNSHIP

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
Calls for Service	2190	2089	2277	2085	2016	1770	1862	1630	1509	1530			18958
Highland D.B.													
Warrants Submitted	4	7	7	12	10	8	11	5	9	11			84
Warrants Obtained	4	6	5	10	4	5	8	5	7	10			64
Court Appearances	8	9	9	11	10	8	10	6	5	9			85
New Cases	22	20	30	23	26	28	19	20	28	27			243
Closed Cases	26	25	27	18	26	22	23	20	19	24			230
Call Outs	0	0	2	2	1	2	2	1	1	2			13
School Liaison													
Incidents / Calls	9	6	8	11	12	8	N/A	N/A	20	34			108
Special Presentations	3	4	2	3	4	0	N/A	N/A	7	8			31
Traffic Enforcement													
Citations	150	156	140	157	134	162	111	131	110	122			1373
Warnings	153	133	173	130	181	163	170	110	105	92			1410
Substation Activity													
Citizen "walk ins"	25	15	25	24	31	31	23	31	47	64			316
Traffic Crashes													
49	27	27	40	20	44	30	29	34	55				355
Arrests													
Adults	29	38	40	26	38	32	21	32	25	10			291
Juveniles	0	0	0	0	0	3	0	0	0	0			3



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: December 8, 2025

Notification to the Board: Upcoming Fire Department Physicals

This is to inform the Board that the Highland Township Fire Department will be conducting annual physicals for department personnel in the coming weeks. Physicals are a critical part of our health and safety program, ensuring that all firefighters meet the medical standards required for duty.

We have obtained updated pricing from our current vendor, BioCare, and a copy of their cost proposal is attached for your reference. As part of our standard practice, we compare pricing with other providers every few years. BioCare has consistently offered competitive rates and continues to meet our service and scheduling needs.

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

Attachment: BioCare Cost Proposal



1778 Holloway Drive, Suite A
Holt, MI 48842
800-694-6240

Service Agreement

This Service Agreement is for on-site medical services to be provided by Bio-Care, Inc. to Highland Township FD. The two parties agree to the following terms of service.

Services to be Provided

Product Name	Line Description
Medical Examination - Fire Department: physical exam, vitals, medical history questionnaire, comprehensive blood panel, complete urinalysis with Micro, vision test, pulmonary function (PFT), and 12 lead resting EKG.	
Audiometric Testing	
Tuberculosis (TB) Screening - Mantoux Tuberculin Skin Test	Self read kit

Service Date(s)

Services will be provided on the date(s) below. Services to be completed during testing times provided on testing schedule provided by Bio-Care. All times are shown in the Eastern Time Zone

Event Date(s)	Start Time	End Time
01/29/2026	1:00:00 PM EST	8:00:00 PM EST

Service Address

Services will be performed at the following address:

Fire Station 1 1600 W Highland Rd Highland, MI 48357 US

Testing Location

Bio-Care Truck

Records & Reporting

Bio-Care, Inc agrees to maintain the confidentiality of all protected health information collected from the services completed in accordance with HIPAA and other applicable state and federal laws.

1. Records will be sent to : Nick George at ngeorge@htfd.com, at the following address:
PO BoX 166, Highland, Michigan, 48357, United States.
2. Records will include reports based on the following Regulation Standards:
NFPA 1582 - Standard on Comprehensive Occupational Medical Program for Fire Departments.
3. An estimated completion and delivery of records will be 10-12 business days from the date(s) the services were completed.

Planning & Completion of Services

It is Bio-Care's responsibility to:

- Provide a testing schedule with appointment times to complete the testing services.
- Provide medical questionnaires, testing instructions, medical equipment, and medical supplies necessary to complete the testing.
- Provide medical truck to complete services.

It is Highland Township FD responsibility to:

- Plan for and make preparations for the services and testing date by notifying management, supervisor and employees of the upcoming testing and the service date(s).
- Determine how employees will be scheduled for appointment times on the testing schedule and make necessary notifications to management, supervisor and employees.
- Distribute any paperwork including medical questionnaires and testing instructions to employees being tested.
- Ensure that an arrival contact will be available when Bio-Care arrives to direct them to the testing location.
- Ensure that the contact is available during the testing hours to assist with issues or questions that arise.
- Determine a parking location for the truck. Parking location should be level, accessible and in a low-noise area.
- Provide electrical power (single phase, 220 volts, 50 amps) to power Bio-Care's truck. Electrical receptacle should be located within 75 feet of the truck parking location.

Service Pricing

Product Name	Line Description	Sales Price	Quantity	Amount
Medical Examination - Fire Department: physical exam, vitals, medical history questionnaire, comprehensive blood panel, complete urinalysis with Micro, vision test, pulmonary function (PFT), and 12 lead resting EKG.		\$315.00	20.00	\$6,300.00
Audiometric Testing		\$10.00	20.00	\$200.00
Tuberculosis (TB) Screening - Mantoux Tuberculin Skin Test	Self read kit	\$25.00	20.00	\$500.00
Travel Charge - Truck		\$350.00	1.00	\$350.00
Travel Fee - Staff Travel and/or Overnight Hotel and Per Diem		\$300.00	3.00	\$900.00
				Total: \$ 8250.00

Payment for Services

1. An invoice for services will be sent to Nick George at ngeorge@htfd.com, PO BoX 166, Highland, Michigan, 48357, United States.
2. Payment for services are due 30 days from the invoice date.
3. Payment will be made by Check .
4. If payment is not made within 30 days from the date(s) services are completed, a late fee of 2% will be assessed every 10 days.
5. You will be billed a minimum charge equal to 85% of the TOTAL on the Service Pricing under this agreement for scheduled services. It is your responsibility to ensure the number of services and/or number of testing dates is accurate.

Cancellation of Services or Agreement

Cancellation of this agreement, including the service date, without a 15 day written notification will result in a charge of 50% of the total price of services in this agreement.

Acceptance of Terms of Service

The signature below indicates acceptance to the terms of service under this Service Agreement. To accept this agreement, please type in your name in the box below, check the checkbox and click Submit.

Full Name

I have read and accept the
 terms of this Service
 Agreement

Bio-Care Account Representative	Email	Phone
Jeremy Johnson		

If you have questions regarding this agreement, contact your Account Representative noted above. Your signed authorization is required before being placed on Bio-Care Inc.'s service testing schedule.



6. Announcements

- a) Festival of Trees now through December 31, 2025
- b) Highland Township Offices will be closed on December 24 & 25, 2025 in observance of the Christmas Holiday
- c) Highland Township Offices will be closed on December 31, 2025 and January 1, 2026 in observance of the New Year's Holiday
- d) Springfield Township sent a letter of appreciation for the support and assistance Highland Fire Department provided during their recent time of need



Charter Township of Highland - Fire Department

1600 W. Highland Rd.

Highland, MI 48357

(248)887-9050

TO: Highland Township Board

FROM: Nick George, Fire Chief

DATE: December 8, 2025

Notification to the Board: Acknowledgment from Springfield Township Fire Department

The Highland Township Fire Department recently received a **letter of appreciation** from the **Springfield Township Fire Department** for the support and assistance we provided during their recent time of need.

Their message expressed sincere gratitude for the professionalism, dedication, and teamwork demonstrated by our personnel. It's a strong reminder of the importance of mutual aid and the strength of our regional partnerships.

We are proud of our team's continued commitment to serving not only our own community but also our neighboring departments when called upon.

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

Copy of the thank-you letter is attached.

SPRINGFIELD
CHARTER TOWNSHIP



Dear Chief Nick George and The Highland Fire Department,

On behalf of the Springfield Township Fire Department, Chief Covey and I want to extend our deepest gratitude for the incredible support you showed during one of the most difficult times in our department's history.

The loss of our brother, Lieutenant Jon Miner, was a tragedy that has left a lasting void in our ranks and in our hearts. Jon's dedication, leadership, and friendship will forever be remembered and missed. He always had an infectious smile and brought a positive energy that lifted the morale of everyone around him. During this heartbreaking loss, your departments stepped forward without hesitation, providing coverage, manpower, and unwavering support so that our team could take the necessary time to grieve, reflect, and begin to heal.

It was a profound comfort knowing that our community was in capable hands, cared for by those who understand the calling and sacrifice of this profession. Your willingness to stand shoulder to shoulder with us is a true testament to the brotherhood and sisterhood that bind the fire service together.

Times like these remind us that the strength of our fire service family extends far beyond township lines. We are united by a shared mission and a shared heart for service. We often hear many express how humble and grateful they are to serve alongside you.

Lieutenant Miner's legacy will continue to inspire each of us to serve with courage, compassion, and commitment to the communities we protect.

From all of us here in Springfield Township, thank you for standing with us.

With deepest respect and appreciation,

Ric Davis Springfield Township Supervisor

A handwritten signature in blue ink, appearing to read 'Ric Davis', with a long horizontal flourish extending to the right.

Chief Matt Covey Springfield Township Fire Department

A handwritten signature in blue ink, appearing to read 'Matt Covey', written in a cursive style.

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

Chief Nick George

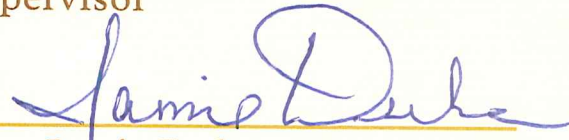
On Behalf of Springfield Township, We would like to extend our heartfelt thanks to your department for stepping in during a time of deep sorrow. After the tragic loss of our brother, Lt. Jon Miner, on October 19th, 2025, several departments covered our township emergency services during the first 48 hours following the accident and again during the 36 hours surrounding the funeral on October 30th, 2025. Your support allowed our firefighters the space to grieve and honor Jon's life. These certificates represent more than appreciation. They reflect unity, service, and the strength of the fire community. From the bottom of our hearts, thank you for being there when we needed you most.



Ric Davis, Supervisor



Sean Miller, Clerk



Jamie Dubre, Treasurer



7. Public Comment

8. Presentation

HDDA PA57 Informational Meeting



MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: December 8, 2025

Re: Update on Unpaid Medical Leave Extension– Employee Request

This is to provide an update regarding the part-time Township employee currently on unpaid medical leave. The employee remains on leave, and we continue to monitor and review their status. Coverage is being provided as needed.

A further review of the employee's leave status will occur at the February 2, 2026 Board of Trustees meeting. All provisions of the Township Personnel Manual remain in effect during this period.

Motion:

To continue the unpaid medical leave for the part-time Township employee due to unforeseen medical circumstances. The next review of the employee's leave status will occur at the February 6, 2026, Board of Trustees meeting. The employee shall maintain communication with their supervisor regarding medical status and anticipated return-to-work date.



**RESOLUTION 25-36
TO APPROVE BANK DEPOSITORIES FOR 2026**

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan (the “Township”), held on the 8th day of December 2025.

PRESENT:

ABSENT:

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

BE IT RESOLVED THAT the following bank depositories will be used by the Charter Township of Highland for the year 2026:

CIBC Bank	JP Morgan Chase
Comerica Bank	LPL Financial
Flagstar Bank	Michigan CLASS
Huntington Bank	Oakland County (LGIP)
Huron Valley State Bank	US Bank

BE IT FURTHER RESOLVED, that all such investments heretofore made are hereby ratified and validated.

The motion carried with the following roll call vote:

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION DECLARED ADOPTED

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

Resolution #25-36: Approving Bank Depositories for 2026

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Charter Township of Highland, Oakland County, Michigan, on the 8th day of December 2025, the original of which is on file in my office.

I further certify that notice of the meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

Clerk Tami Flowers, MiPMC
Charter Township of Highland



RESOLUTION #25-37: TO OPT OUT OF THE PROVISIONS OF PA 152 OF 2011

At a Regular Township Board Meeting of the Charter Township of Highland held at Highland Township Auditorium located at 205 N. John Street, Highland, Michigan on the 8th day of December, 2025 at 6:30 p.m.

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

Absent:

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

BE IT RESOLVED THAT the Township Board of the Charter Township of Highland, Oakland County, Michigan, hereby exercises its right to opt out of the requirements of PA 152 of 2011, Section 8 (1) for the plan year beginning January 1, 2026.

The motion carried with the following roll call vote:

Yeas:

Nays:

Abstain:

RESOLUTION DECLARED ADOPTED

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

CERTIFICATION

I hereby certify that the above is a true and complete copy of the resolution, the original of which is on file in my office, by the Charter Township of Highland Board of Trustees of the County of Oakland, State of Michigan on 8th day of December 2025.

Tami Flowers MiPMC, Clerk



Memorandum

To: Highland Township Board of Trustees
From: Tami Flowers
Date: November 19, 2025
Re: Election Commission Appointments

State election law requires the appointment of an Election Commission comprised of the Township Clerk and two Trustees. The Election Commission is responsible for establishing precincts, assessing voting equipment needs, providing election supplies, appointing precinct inspectors and carrying out other election related duties.

Beth Lewis and Brian Howe have agreed to serve on this Commission with me, and I am asking the Board to appoint them.





Memorandum

To: Highland Township Board of Trustees
From: Rick Hamill
Date: December 8, 2025
Re: Opioid Funds

Request to renew Public Purpose Service contract with Huron Valley Community Coalition for another year. We will contract to pay Huron Valley Community Coalition \$7,534.50 of Opioid funds received from settlements.





November 5, 2025

Dear Highland Township Trustees,

On behalf of the Huron Valley Community Coalition (HVCC), I am requesting the continued use of Highland Township's opioid settlement funds to support our prevention education and diversion programs. These funds have been vital to our mission of empowering youth to make healthy choices and avoid alcohol, tobacco, and other drugs.

Using local youth data, HVCC provides effective, science-based prevention strategies. Over the past decade, our efforts have contributed to a significant decline in youth substance use, including a 45% reduction in opioid misuse. Because early use of any substance increases the risk of later opioid use, our broad prevention work directly supports long-term opioid reduction in the community.

With the previous allocation of funds, HVCC strengthened several key programs, such as:

- Free prescription drug lock boxes
- Free fentanyl test strips
- Narcan training and distribution
- Refusal-skills and healthy coping-skills training for youth
- Prescription drug disposal education and collection

These programs increase community safety and resilience. Additionally, every dollar spent on prevention saves an estimated \$15.63 in future public costs, including emergency and health services. Continuing this partnership will ensure the settlement funds support long-lasting, positive outcomes for Highland Township youth and greater community.

Thank you for considering this request and for your ongoing support. I would be happy to discuss this further at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "Jordyn Najduk".

Jordyn Najduk

Executive Director

Huron Valley Community Coalition

PUBLIC PURPOSE SERVICE CONTRACT

This Contract shall be effective as of the date of the last signature and is between the Charter Township of Highland, whose address is 205 North John Street, Highland, MI 48357, ("Township"), and Huron Valley Community Colaition, whose address is 4200 White Oak Trail, Commerce Township 48382, ("Contractor").

Public Purpose and Services. After years of litigation, nationwide settlements were reached against pharmaceutical distributors, one drug manufacturer and pharmacies for the over prescription and distribution of opioids. The Township received funds under the national opioid litigation settlements, which are required to be used for opioid remediation. The settlements allow the Township to provide these funds to community anti-drug coalitions that engage in drug prevention efforts. Contractor shall provide opioid remediation services consistent with the requirements of the opioid litigation settlements. For an in consideration of payment by the Township as provided under the Payment Section of the 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 12/8/2025 and ending on 12/8/2026.

Payment. The Township agrees to pay Contractor the sum of \$7,534.50, to provide the Public Services during the Contract Term. The 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, or loses its legal authorization to provide, the Public Services for the entire Contract Term, it shall immediately and without demand, return a prorated portion of the Township's payment for the period when services were not provided or legally authorized.

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

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

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

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

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

CHARTER TOWNSHIP OF HIGHLAND

Dated

By: _____
Rick A. Hamill, Supervisor

CONTRACTOR

Dated

By: _____

EXHIBIT I SCOPE OF SERVICES TO BE PROVIDED

Contractor shall provide the following services to Township residents, which qualify as opioid remediation under the terms of the national opioid lawsuit settlements:

1. Prevention Programs:
 - a. Providing evidence based prevention programs for students and parents.
 - b. Community drug disposal programs.
2. Prevent the Misuse of Opioids
 - a. Public education on proper prescription disposal
 - b. Youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
 - c. Providing evidence-based prevention programs for students and families and programs to address mental health needs of young people who may be at risk for misusing opioids or other drugs, including emotional modulation and resilience skills.
3. Prevent Overdoses Deaths and Other Harms:
 - a. Increase availability of and distribution of naloxone to treat overdoses by members of the community.
 - b. Training and education regarding naloxone and other drugs that treat overdoses.



RESOLUTION #25-38: INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE

At a regular meeting of the Charter Township of Highland Board of Trustees, Oakland County, Michigan held on the 8th day of December 2025 at 6:30 p.m. With those present and absent being,

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

ABSENT:

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

WHEREAS, under Act 198 of the Public Acts of 1974, as amended, MCL 207.551 – MCL 207.572 ("Act"), the Charter Township of Highland ("Township") Board of Trustees ("Board") adopted the January 10, 2018, Resolution 18-02 to establish an Industrial Development District that is attached as **Exhibit A**; and

WHEREAS, on January 31, 2018, Midwest Glass Fabricators, Inc. submitted an application to the Township Clerk for an Industrial Facilities Tax Exemption Certificate, ("IFT Exemption Certificate") that was amended on March 19, 2018, related to planned real and personal property improvements for a new facility to expand an existing glass manufacturing facility at property located in the Township at 100 Transfer Drive, Highland, MI 48357; and

WHEREAS, on March 21, 2018, after a hearing and consideration of the application, the Township approved the IFT Exemption Certificate through a Resolution, conditioned upon entering into an Industrial Facilities Tax Exemption Certificate Agreement, ("Exemption Agreement") which was executed between the Midwest Glass and the Township on June 11, 2018; and

WHEREAS, the Exemption Agreement had an effective date of December 31, 2018, and provides that the industrial facilities exemption certificate will remain in force and effect, provided that period is no later than December 31st of the year in which the new facility has been complete for twelve (12) years. The IFT Exemption Certificate may remain in effect until December 31, 2030, if all conditions of the required conditions continue to be met; and

WHEREAS, the Township was notified that Oldcastle Building Envelope Inc., ("OBE"), acquired Midwest Glass. The Act allows a transfer and assignment by the holder of the IFT Exemption Certificate to new owners, if the Township and State Tax Commission approve the transfer after receipt of an application and public hearing; and

Charter Township of Highland
Resolution #25-38: Industrial Facilities Tax Exemption Certificate

WHEREAS, on March 10, 2025, OBE submitted an Application to the Township Clerk to transfer the IFT Exemption Certificate from Midwest Glass to OBE; and

WHEREAS, in recognition of the change in ownership of Midwest Glass, OBE and the Township entered into a new Exemption Agreement, (“OBE Exemption Agreement”) to recognize the new ownership and confirm the obligations of the new owners under the OBE Exemption Agreement attached as **Exhibit B**; and

WHEREAS, On April 7, 2025, during its regular meeting the Board adopted a Resolution approving the IFT Exemption Certificate transfer to OBE. As a condition of approval of the transfer and assignment of the IFT Exemption Certificate to OBE, the Township approved the OBE Exemption Agreement

WHEREAS, the transfer of the IFT Exemption Certificate to OBE was approved by the State Tax Commission on October 14, 2025, attached as **Exhibit C**.

WHEREAS, the Township wishes to provide clarification on the status of the previous agreement with Midwest Glass and prior taxes abated because of the IFT Exemption Certificate.

IT IS THEREFORE RESOLVED:

1. The Board finds and determines that the Midwest Glass Agreement was replaced and superseded by the OBE Exemption Agreement. The Exemption Agreement between the Township and Midwest Glass is terminated and no longer in effect.
2. All taxes due and payable from 2025 and prior years have been remitted. The Township will not seek to recover taxes from 2025 or prior years that were abated because of the IFT Exemption Certificate.
3. The OBE Exemption Agreement grants the Township the right to place a lien on the personal property, trade fixtures and equipment of OBE for a default under the Agreement. The Township will not exercise a lien against the real property owned by JPPM Holdings LLC because of a default by OBE under the OBE Agreement.
4. The Act provides an opportunity for the Board to request the State Tax Commission to revoke the IFT Exemption Certificate should the Board determine that the purposes for which the IFT Exemption Certificate was issued are not being fulfilled.

The motion carried with the following roll call vote:

Yeas:
Nays:
Abstain:

RESOLUTION DECLARED ADOPTED

Rick A. Hamill, Supervisor

Tami Flowers MiPMC, Clerk

CERTIFICATION

I hereby certify that the above is a true and complete copy of the resolution, the original of which is on file in my office, by the Charter Township of Highland Board of Trustees of the County of Oakland, State of Michigan on 8th day of December 2025.

Tami Flowers MiPMC, Clerk



Memorandum

To: Highland Township Board of Trustees
From: Rick Hamill
Date: December 8, 2025
Re: IFT Certificate Clarifications

This resolution is to clarify the Township's position regarding the Industrial Facilities Tax Exemption Certificate (IFT). The originally IFT was issued to Midwest Glass in 2018 and now transferred to Oldcastle Building Envelope (OBE) in 2025. This resolution clarifies that all taxes abated through 2025 are considered complete and Highland Township will not attempt to recover any of those exempt taxes.

OBE has shut down manufacturing on this site, and we are waiting to see if another manufacturing company takes over operation. If OBE fails to meet the obligations of the IFT the Township has the authority to request revocation of the exemption from the State and put a lien on OBE's personal property.

Adoption of this resolution ensures accurate records, protects the Township's interests, and prevents misunderstandings regarding responsibilities under the IFT program.

Warm inside. Great outdoors.



10. Adjourn

Time: _____