

NORTHFIELD TOWNSHIP BOARD AGENDA
March 12, 2019 – 7:00 PM
8350 Main Street, 2nd Floor

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- ADOPT BALANCE OF AGENDA
- WORKSHOP DISCUSSION ITEMS
 1. Goals & Priorities for the Upcoming Year
 2. Capital Improvement Plan
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not intended to be an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- TOWNSHIP MANAGER REPORT
- CORRESPONDENCE AND ANNOUNCEMENTS:
 - Master Plan Draft - 63 Day Review Period
 - Board of Review – dates for appointments
 - Public Information Meeting on Wastewater Treatment Plant Equalization Basin – March 26, 2019
- APPROVAL OF MINUTES – February 26, 2019 Board of Trustees Regular Meeting
- AGENDA ITEMS
 1. Consider Allowing the Community Center to Participate in Medication Take-back Event
 2. Hiring of Full-time Police Officer, Charles (Nick) Nicholas Piatt
 3. Finalize Employee Handbook
 4. Authorize Township Manager to Explore the Possibility of In-Office Building Official/Zoning Administrator Position
 5. Consider Draft Ethics Policy
 6. Consider Draft Building Use Policy
 7. Clarify Process for Sale of 75 Barker
 8. Approve Payment of Open Bills (expected check run date 03-13-2019) for a total of \$144,735.64 from all funds in the Municipal Investment Fund (MIF) account
 9. Accept Check Disbursement Report for Paid Bills (check date from 02-07-2019 to 03-07-2019) for a total of \$317,563.14 from all funds in the Municipal Investment Fund (MIF) account
- CONSENT AGENDA
 1. Receive the Fire Department Report
 2. Receive the Police Department Report
 3. Receive the Wastewater Treatment Report
 4. Receive the Community Center Report
 5. Receive the Code Enforcement Report

* Denotes previous backup; + denotes no backup in packet

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

6. Receive the Financial and Fund Balance Reports

➤ TRUSTEE/LIAISON REPORTS

1. Receive the ZBA Report +
2. Receive the Planning Commission Report
3. Receive the Parks and Recreation Board Report
4. Receive the Land Preservation Committee Report
5. Receive the Treasurer's Report

➤ 2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not intended to be an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.

➤ BOARD MEMBER COMMENTS

➤ ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

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To: Township Board

From: Steve Aynes, Township Manager

RE: Goal Setting

Date: November 21, 2018

The Goals and Priority list was enacted December 2017. Goals were updated by the Board in June 2018.

Does the Board want to update the list of Goals, setting priorities for the future? I believe the goal setting should go hand in hand with the Budget and the Capital Improvement Plan. Without funds being approved it is difficult to accomplish several of the goals.

Attached is a new schedule showing the Goals as updated in June 2018 with comments provided now regarding status and responsibilities. If the Board wants to approach the goals utilizing this chart as a starting point, then the accomplished goals could be deleted. The Board could rate priorities & add new priorities to the list.

Many of the goals require Board approval to proceed. The Board may also need to approve funding to accomplish the goals. If at least 4 Board members are not willing to approve a goal, it seems to me that it will not be accomplished. Without at least 4 Board members willing to vote to include the money needed and vote to proceed, it seems to me that the goal will not be accomplished. If there is no expectation that a majority of the Board supports the goal, then I don't think it should be included on the list of goals.

I would recommend that the Board consider action on this at a future meeting when the Board has had the opportunity to think about these goals.

To: Township Board
From: Steve Aynes, Township Manager
RE: Draft Capital Improvement Plan 2018-2023
Date: November 21, 2018

The Capital Improvement Plan (CIP) was submitted in draft form for the Board to discuss in June 2018. The prior CIP should have been updated yearly so there was always 5 years projected. This document is intended to outline the Capital Improvements that have been identified as line items to be included in each year's budget.

This plan should be updated to 2019-2023 as part of next year's budget which starts July 1, 2019. It would be beneficial if the Board tentatively identified which Capital Improvements staff should include in the new budget. This would simply identify which Capital Improvements the Board wants to consider for next Fiscal Year.

EXECUTIVE SUMMARY

A Capital Improvements Program (CIP) is a blueprint for planning a community's capital expenditures. This CIP is a five (5)-year long-range plan, designed to be evaluated on a yearly basis. The Timeframe starts with the 2018-19 budget year. It coordinates planning, financial capacity, and physical development and will be used as a management tool for the budget and planning processes. A Plan can help to achieve maximum use of taxpayers' dollars, encourage more efficient government administration, aid in grant processes, and help to maintain a sound financial program.

Capital planning identifies purchases of physical assets for construction, major repair, reconstruction or replacement of capital items, such as buildings, utility systems, parks, heavy equipment and extensive internal office needs which are of high cost and have a longer useful life. Northfield Township used a \$10,000 minimum amount to qualify for an improvement. A CIP has a number of advantages:

- Facilitates coordination between capital needs and operational budgets.
- Allows for better scheduling of public improvements and coordination of construction.
- Enhances the community's credit rating and control of its tax rate and avoids sudden changes in its debt service requirements.

As part of the process, department directors consider project costs and potential funding sources. The purpose of this effort is to provide a long-range view of Township costs as anticipated by the various departments. It provides a general "road map" for the annual budget deliberations.

As you will see, the "Road Commission Recommended Improvements" for road work shows the total need far exceeds current revenues. Other costs listed are intended to stimulate discussion as to what projects should be done, and the need to identify funding throughout the five year period.

DRAFT

NORTHFIELD TOWNSHIP CAPITAL IMPROVEMENT PLAN 2018-2023

Five Year Capital Improvement Plan Prepared by S. Aynes, Township Manager 6/4/2018

Township Owned Buildings 2018-2023

Public Safety Building/Township Hall

2018-19

Modification to second floor for one Conference Room adjacent to the Board Room and construction of one new office/Storage room \$ 12,000

2022-23

Roof Replacement \$ 60,000

75 Barker

Engineering Study \$ 15,000

Other improvements subject to the results of the study, proposed use, and availability of funds to complete recommended changes \$ undetermined

(Split between 2018-19 and Fiscal Year 2019-2020. Additional funds may be needed through 2023.)

Fire Station # 2

Roof Replacement \$ 60,000

Community Center Building

2018-2019

Floor and Exterior Improvements \$ 15,000

2019-2020

Construction of new parking lot (including tree removal and landscaping) \$ 60,000

Installation of proposed door in the lower level \$ 10,000

2020-2021

Roof Replacement \$ 20,000

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Northfield Township Capital Improvement Plan

2018-2023

2021-2022

Exterior Improvements \$ 10,000

2022-2023

Exterior and Internal Improvements \$ 10,000

Township Owned Buildings 2018-23 Total \$ 272,000

North Village Development

(estimates dependent on actual negotiations with developers)

2018-2019 Public Amenities/Park Improvements \$ 50,000

2019-2020 Public Amenities/Park Improvements \$ 50,000

2020-2021 Public Amenities/Park Improvements \$ 50,000

2021-2022 Public Amenities/Park Improvements \$ 100,000

2022-2023 Public Amenities/Park Improvements \$ 200,000

Total \$ 450,000

Proposed Nature Park behind Safety Building/Township Hall

(this borders proposed extension of 6 Mile Road)

2018-2019 Property Acquisition \$ 10,000

2019-2020 Property Acquisition \$ 10,000

2020-2021 Property Acquisition \$ 10,000

2021-2022 Park Development \$ 100,000

2022-2023 Park Development \$ 200,000

Total \$ 330,000

Road Commission Recommended Improvements

2018-2023 @ \$ 50,000 per year for three brine applications = \$ 250,000

Road Work Spread over 5 years (instead of one year)

Average cost per year for proposed Township Share toward road work (total of \$ 1,328,800*)

| | | |
|-----------|------------|----------------|
| 2018-2019 | \$ 265,760 | |
| 2019-2020 | \$ 265,760 | |
| 2020-2021 | \$ 265,760 | |
| 2021-2022 | \$ 265,760 | |
| 2022-2023 | \$ 265,760 | \$ 1,328,800 * |

- Please note: Northfield Township’s current share amount from the 2018 Roads Agreement is \$ 124,937.90 including the 3 brine applications. See Information from Road Commission and approved 2018 Roads Agreement for scheduled and recommended project details.

Wastewater Treatment Plant (WWTP) and Sanitary Sewer System

(The Township is currently in the midst of developing an Asset Management Plan. This is being conducted in cooperation with the State of Michigan through a SAW Grant which provides 90% funding for this project. It is intended to be completed by December 2020. Recommendations resulting from the Study may result in modification of the timing, the projects needed, and the cost of the recommended improvements. This could result in modifications to this list of proposed improvements and their cost.)

2018-19

| | |
|---|------------------|
| Engineering, Bonding, etc. Costs for Retention Tank | \$ 200,000 |
| New Aeration System | \$ 169,000 |
| Sanitary Sewer Line Improvements | \$ 75,000 |
| <u>Detailed List of Improvements (6 items)</u> | <u>\$ 87,176</u> |
| Total FY 18-19 | \$ 531,176 |

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Northfield Township Capital Improvement Plan

2018-2023

2019-2020

| | |
|--|------------------|
| Retention Tank Construction | \$ 2,700,000 |
| New Scada System | \$ 150,000 |
| <u>Sanitary Sewer Line Improvement</u> | <u>\$ 75,000</u> |
| Total FY2019-2020 | \$ 2,925,000 |

2020-2021

| | |
|---|------------------|
| Replace two pump stations (\$ 200,000 each) | \$ 400,000 |
| <u>Sanitary Sewer Line Replacement</u> | <u>\$ 75,000</u> |
| Total FY 2020-2021 | \$ 475,000 |

2021-2022

| | |
|----------------------------|------------------|
| UV Disinfection | \$ 225,000 |
| <u>Sanitary Sewer Line</u> | <u>\$ 75,000</u> |
| Total FY 2021-2022 | \$ 300,000 |

2022-2023

| | |
|--|------------------|
| Four New Generators (\$ 40,000 each) | \$ 200,000 |
| <u>Sanitary Sewer Line Replacement</u> | <u>\$ 75,000</u> |
| Total FY 2022-2023 | \$ 275,000 |

Total WWTP Capital Cost \$ 4,506,176

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POLICE VEHICLES

2018-2019

2 Patrol Vehicles @ 35,000 each = \$ 70,000

2019-2020

1 Patrol Vehicle @ \$ 38,000 each = \$ 38,000

2020-2021

2 Patrol Vehicles @ \$ 41,000 each = \$ 82,000

2021-2022

1 Patrol Vehicle @ \$ 44,000 each = \$ 88,000

2022-23

2 Patrol Vehicles @ \$ 47,000 = \$ 94,000

Total 2018-2023 = 8 Patrol Vehicles \$ 372,000

Fire Vehicles

2018-19

Fire Truck (ordered in 2017) \$ 477,789.72

2019-20 through 2022-23 No Fire Vehicle Purchases Planned

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Schedule of Project Estimated Expenditures

| | <u>5 Years</u> |
|-------------------------------------|----------------|
| Township Owned Buildings | \$272,000 |
| North Village Project | \$450,000 |
| Park Development | \$330,000 |
| Roads - proposed needs over 5 years | \$1,388,800 |
| Total Wastewater Treatment Plant | \$4,506,176 |
| Police Vehicles | \$372,000 |
| Fire Vehicles | \$477,789.72 |
| | <hr/> |
| | \$7,796,765.72 |

| Board Priorities | Ranking of Goals | Total Points | Status | Goal (Milestone Headings) | Responsibility |
|------------------|------------------|--------------|--------|---------------------------|----------------|
|------------------|------------------|--------------|--------|---------------------------|----------------|

Board Primary Goals

| | | | | | |
|------------------------|--------------|----|------------|---|----------------------------------|
| Land Use & Development | Master Plan | 32 | in process | Downtown Revitalization | Board/DDA/Planning Commission |
| Financial Viability | Fund Balance | 23 | Annual | Increase the Fund Balance to 85% over time | Board/Twp Manager |
| Land Use & Development | Other | 19 | In process | General ordinance and zoning ordinance - review | Planning Commission/Board |
| Capital Improvement | WWTP | 29 | discussion | Equalization Basin | Board decision to delay/or start |
| Capital Improvement | WWTP | 27 | planned | Upgrades and Repairs to Lines | Board decision to delay/or start |
| Land Use & Development | Master Plan | 13 | In process | Master Plan Review | Board/Planning Commission |

Board Secondary Goals

| | | | | | |
|------------------------|-------------------|---|------------|---|---------------------------------|
| Land Use & Development | Master Plan | 6 | in process | Land Preservation | Planning Comm/Land Preservation |
| Land Use & Development | 75 Barker | 4 | in process | Determine the business opportunities and usage of 75 Barker | Board/ DDA recommends demo. |
| Capital Improvement | Road Improvements | 9 | Annual | Identify Road Improvements within the Township | Board/Mgr./Co. Road Commission |
| Capital Improvement | Community | 5 | Annual | Non-Motorized Pathways and Trails throughout the Township | Board/Parks and Rec |
| Capital Improvement | 75 Barker | 2 | in process | Building Repair & Improvements | Board Approve Capital Imp. Plan |
| Public Relations | Board Relations | 1 | in process | Joint Meetings w/ various Boards & Committee Presentations | Board |

Manager Primary Goals

| | | | | | |
|-----------------------------|---------------------|----|------------|--|---------------------------|
| Public Relations | Communications | 32 | In process | Township Website | Twp Manager |
| Operations and Efficiencies | Office Efficiencies | 26 | On Going | Building Dept personnel needs & improved development process | Twp Manager |
| Land Use & Development | Master Plan | 16 | In process | Residential & Commercial Development | Board/Planning Commission |
| Land Use & Development | Other | 15 | Continual | Code Enforcement | Twp Manager/Board |
| Financial Viability | Community | 17 | In process | Sale of Unneeded Vacant Properties | Twp Manager/Board |

Manager Secondary Goals

| | | | | | |
|-----------------------------|---------------------|----|------------|---|-------------------------|
| Public Relations | Twp Board | 10 | discussion | Marketing Plan for the Township | Manager/Board decisions |
| Operations and Efficiencies | Office Efficiencies | 6 | in process | Office Space Efficiencies (Improvement) | Manager/Board decisions |
| Public Relations | Communications | 9 | In process | Courant/Single Source/Facebook | Twp Manager |
| Operations and Efficiencies | Office Streamlining | 4 | In process | Employee Handbook | Manager/Board decisions |
| Capital Improvement | WWTP | 8 | discussion | Residential Sewer Connections Audit | WWTP / Clerk |

* Total Points were calculated using the previous rankings from the Board of Trustees

| Board Priorities | Ranking of Goals | Total Points* | Status | Goal (Milestone Headings) | Responsibility |
|-----------------------------|---------------------|---------------|------------|---|------------------------------|
| Operations and Efficiencies | Office Streamlining | 3 | In process | Employee Salary Survey | Twp Manager |
| Capital Improvement | PSB | 2 | In process | Township Usage of PSB Second Floor | Manager/Board decisions |
| Capital Improvement | Community | 3 | In process | Culvert Repairs throughout the Township | Board/Drain Comm & Road Comm |
| Capital Improvement | Community Center | 1 | In process | Parking Lot Expansion | Twp Manager/Board |

Completed

| | | | | | |
|-----------------------------|------------------|----|-----------|-------------------------|------------------------|
| Capital Improvement | Community Center | | Completed | Sidewalk Repairs | Twp Manager |
| Operations and Efficiencies | Org Chart | | Completed | Org Chart | Board/Township Manager |
| Capital Improvement | WWTP | | Completed | Sewer Rate Study | Board/WWTP Supt. |
| Capital Improvement | PSB | 10 | Completed | PSB Second Floor Rental | Twp Manager |

No Action

| | | | | | |
|------------------------|-----------|--|--|---|-------------------------|
| Capital Improvement | Community | | | Sidewalk Repairs along East Shore Drive | Manager/Board decisions |
| Land Use & Development | Other | | | Adams Billboard on North Village | Township Manager |

No Points For Priority List

| | | | | | |
|-----------------------------|---------------------|--|------------|---|------------------------------|
| Capital Improvement | Community Center | | In process | Railroad Easement Acquisition | Assist. to Twp. Mgr./Twp Mgr |
| Capital Improvement | Community Center | | In process | Handicap Accessible Door on Lower Level | Manager/Board Approval |
| Capital Improvement | Community Center | | In process | All Signage | Twp Manager |
| Operations and Efficiencies | Office Efficiencies | | In process | Record Retention (Offsite back-up and digitization) | Twp Manager |
| Operations and Efficiencies | Policy | | In process | Building and Park Use Policy | Manager/Board Approval |
| Financial Viability | Community | | Continuing | Acquisition of Summer Home Properties | Park & Rec/Board Approval |
| Capital Improvement | PSB | | In process | PSB HVAC System | Manager/Board Approval |
| Capital Improvement | 75 Barker | | In process | Parking Lot Improvements | DDA/Board Approval/Twp. Mgr. |
| Operations and Efficiencies | Office Streamlining | | In process | Software/Hardware Upgrades | Twp Manager |

* Total Points were calculated using the previous rankings from the Board of Trustees

Township Manager's Report prepared by Steve Aynes for the March 12, 2019 Board Meeting

Proposed Wastewater Treatment Retention Tank

The Township Board has scheduled this issue to be discussed at the March 26 Board Meeting. The Board wanted to schedule this far enough in the future that the public is adequately notified of the date. The Newsletter sent to all to all citizens in February receiving an assessment notice contained further information about the meeting and inviting the public to attend.

A decision is needed to include or not include this proposed project in the 2019/2020 Fiscal Year Budget which begins July 1, 2019.

Budget for the next Fiscal Year

The use of the funds received by the Township sets the stage for what does or does not happen in the Fiscal Year 2019/20 (this is July 1, 2019-June 30, 2020). If the Public has ideas for how money should be spent in the Township next year, please contact the Township Board members or myself. Work has started on the next budget with the intention of providing a draft budget to the Board by March 26, 2019. The Board during the 2018/19 Budget process requested more time this year for the Board to discuss the Budget. Discussion/Revision of the draft FY 2019/20 Budget is planned for the April 9 and 23 meetings. The proposed schedule suggests the Board receiving the final draft version in time to vote on the final budget at the May 14 meeting with the Budget Resolution signed on 5/28/19. In the event the Board needs more time to discuss the Budget, it could be discussed at the June 11 and/or June 25 Board meeting. This schedule allows the Board the three months of April, May, and June to discuss the budget rather than one month as was scheduled last year.

Road Improvements continue to be a major priority to citizens throughout the Township.

Commitment of additional local funds to road improvements are high on my list of recommendations for the coming Fiscal Year.

Capital Improvement Plan

I will be preparing the Capital Improvement Plan (CIP) for the five Fiscal Years starting July 1, 2019. The CIP is intended to cover 5 years with the first year to be concurrent with the current budget. As part of the next year's budget process, the new draft CIP should be presented to the Board in time for the April Budget discussions.

ANNOUNCEMENTS

- **Master Plan Draft – 63 Day Review Period:**

Northfield Township is now accepting public comments on the draft 2019 Master Plan. The 63-day comment period will run from March 4, 2019 through May 6, 2019. The plan is available for download on the Township website (see link below). Please submit comments in writing or via email to Mary Bird at birdm@Northfieldmi.gov. You may also send a letter to the Planning Commission at:

Northfield Township Planning Commission
c/o Mary Bird, Building/Planning/Zoning Coordinator
8350 Main St.
Whitmore Lake, MI 48189

http://www.twp-northfield.org/government/planning_commission/master_planning_process/index.php

- **Board of Review**

Matters pertaining to the assessment of property may be brought before the Board of Review by appointment on the days listed below.

The Northfield Township Board of Review will meet in the Northfield Township Municipal Offices located at 8350 Main Street, Whitmore Lake, Michigan 48189 on the following days:

By appointment to hear appeals on:

- Tuesday, March 12, 2019 from 9:00am to 5:00pm
- Thursday, March 14, 2019 from 1:00pm to 9:00pm

Appointments will be taken until 4:30pm on Thursday, March 14, 2019.
Please call (734) 449-2880 to schedule an appointment.

Appeals will also be accepted by letter.

****All letter appeals must be received by 4:30pm on Thursday, March 14, 2019. ****

- **Public Information Meeting on Wastewater Treatment Plant Equalization Basin**

Please join the Northfield Township Board of Trustees
Tuesday, March 26, 2019 at 7:00pm

At the March 26th meeting, the Board of Trustees would like to hear from you about your views regarding a possible bond issue to build the wastewater equalization basin that was first proposed in 1988.

Please attend or send us your comments.

Board Meetings are held at:
Northfield Township Public Safety Building
8350 Main St., 2nd floor
Whitmore Lake, MI 48189

If you are unable to attend the meeting, you can watch live on Charter Channel 191. All Board of Trustees, Planning Commission and ZBA meetings are also recorded via Livestream and can be viewed using our Township account.

<https://livestream.com/accounts/1160710>

NORTHFIELD TOWNSHIP

Township Board

Minutes

February 26, 2019

CALL TO ORDER

The meeting was called to order at 7:02 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE

Otto provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

| | |
|------------------------------|---------|
| Marlene Chockley, Supervisor | Present |
| Kathleen Manley, Clerk | Present |
| Lenore Zelenock, Treasurer | Present |
| Tawn Beliger, Trustee | Present |
| Janet Chick, Trustee | Present |
| Wayne Dockett, Trustee | Present |
| Jacki Otto, Trustee | Present |

Also present:

Public Safety Director William Wagner
Township Manager Steven Aynes
Township Attorney Paul Burns
Planning Consultant Paul Lippens
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- **Motion:** Chick moved, Otto supported, that the agenda be adopted as presented.
Motion carried 7—0 on a voice vote.

FIRST CALL TO THE PUBLIC

No comments.

BOARD MEMBER RESPONSE

Zelenock reminded everyone that taxes are due—with penalties and interest—no later than March 8th. Dockett thanked the WWTP employees for the plumbing repairs they did at 75 Barker Road. He also said it is interesting that it appears that the amount of sewage treated this year is less than last year.

PRESENTATIONS AND UPDATES

Huron River Watershed Council (HRWC)
Middle Huron Partners and Stormwater Advisory Group

Ric Lawson, planner with the HRWC, said this group has been successful in reducing phosphorus levels in the watershed since they began monitoring in the 1990s, they have received awards for their educational programs, and they develop plans for repairing sections of the watershed.

He referred to the 5-year work plan and new contract, noting that Northfield Township is their last partner to renew their participation. In answer to questions he said:

- There are monitoring stations in Northfield Township.
- All of their educational materials are available to the Township, and they can help the Township with grant proposals.
- 20 of 23 partners have committed to the new 5-year plan, and two have declined.
- The fee for participation is separate from the HRWC membership fee, and while there is no penalty for not participating, the HRWC resources may be helpful in meeting State permit requirements.
- Much of HRWC operating costs come from private donations.

Kiwanis of Whitmore Lake Regarding Proposal for 75 Barker Road

Margaret Riddell, Kiwanis, recalled that the Board approved use of 75 Barker Road for the Kiwanis resale shop over a year ago, and since then they have been trying to find out what they need to do to legally use the space. She said Kiwanis has provided \$28,000 in the past two years to benefit children, and they see use of the building by Kiwanis as a win-win for the Township for a variety of reasons.

George Brown said he has been a Kiwanian for 47 years, the organization has been an important part of the community, and they would like to be able to continue to serve.

TOWNSHIP MANAGER UPDATE

Aynes referred to his report prepared for the February 12th meeting. He noted property assessments were mail to property owners along with the Township newsletter.

He also presented the Notice of Assessment for 75 Barker indicating the property is being put back on the tax rolls and a notice from Lockwood Companies indicating they are essentially withdrawing their development proposal.

CORRESPONDENCE AND ANNOUNCEMENTS

- Dockett referred to the amount of money the Township spent on the Lockwood proposal and said the Township should not be in the development business. Zelenock agreed that moving forward the Township needs to make sure there is a clear plan in space.
- Beliger read a letter to the Board from Mary Tummins in support of Kiwanis using the 75 Barker Road property.
- Chockley encouraged the public to participate in the survey that is in the newsletter.
- Chockley noted property owners may appeal their assessment to the March Board of Review.

**APPROVAL OF MINUTES
(and request for legal opinion
on greenbelt donation)**

- ▶ **Motion:** Chockley moved, Manley supported, that the minutes of the January 8, 2019, Special Board Meeting be approved as presented.
Motion carried 7—0 on a voice vote.
- ▶ **Motion:** Chockley moved, Chick supported, that the minutes of the January 8, 2019, Regular Board Meeting be approved as presented.
Motion carried 7—0 on a voice vote.
- ▶ **Motion:** Otto moved, Dockett supported, that a legal review be made of the \$2,000 donation to the Ann Arbor Greenbelt program, and the check be held until a final determination is made by Mr. Burns' office.
Motion carried 7—0 on a roll call vote.

Chockley noted two minor corrections to the February 14, 2019, minutes.

- ▶ **Motion:** Chockley moved, Beliger supported, that the minutes of the February 14, 2019, Special Board Meeting and Regular Board Meeting be approved as amended. **Motion carried 7—0 on a voice vote.**

ACTION AGENDA ITEMS

1.

**Huron River Watershed Council (HRWC)
Middle Huron Partnership Contract Renewal**

- ▶ **Motion:** Chockley moved, Manley supported, to approve, and to authorize the Supervisor to sign, the 5-year professional services contract not to exceed \$3,750 with the Huron River Watershed Council for the Middle Huron Partnership, pending attorney review and approval.

Board members briefly discussed the proposed contract, noting the fees are estimated, questioning whether there is any value or return for the Township or if these services are needed for the Township's DEQ wastewater discharge permit, and the benefits to the community as a whole and to the environment.

Motion failed 5—2 on a roll call vote, Otto, Dockett, Chick, Beliger, and Chockley opposed.

2.

People's Express Contract Renewal

- ▶ **Motion:** Chockley moved, Manley supported, to approve the contract with People's Express for \$10,000, and to authorize the Supervisor and the Manager to sign the contract, pending review and approval by the Township attorney.

Board members questioned whether People's Express makes any contributions to the Township noting they do not pay taxes, questioned how People's Express can afford to own property in the Township but not have enough money to operate their services, questioned whether Washtenaw County is providing the same service, noted

that this is a valuable service to many senior citizens, and said the Township is fortunate to have a transportation company like this.

Zelenock noted she serves on the board of People's Express so she will be abstaining from the vote.

Motion carried 4—2—1 on a roll call vote, Dockett and Beliger opposed, Zelenock abstaining.

3.

How to Proceed with 75 Barker Road

Chick reviewed the history of the Board's investigation of the options for repairing, razing, or selling the property. The Board and Aynes made comments and discussed options, including:

- Kiwanis could be allowed to use the building with a temporary certificate of occupancy until the building is sold.
- The DDA recommended some time ago razing the building to provide more parking.
- The DDA could be allowed to put out an RFP for sale or lease of the building.
- Kiwanis could be allowed to apply for zoning compliance, site plan approval (which can be done administratively), and do whatever is necessary (renovations) to get a certificate of occupancy.
- On January 9, 2018, the Board passed a motion to allow Kiwanis to use the building once they get a certificate of occupancy and sign a lease, and the Board should allow that to proceed.
- Aynes provided a list from the architect of the items in his report that would be necessary to get a certificate of occupancy, but Kiwanis cannot apply to make those improvements without first having a lease with the Township to give them the authority to do the work.
- The building is not dangerous, and Kiwanis should be allowed to use it.
- The building has been degrading for years without required repairs or renovations being done.
- Kiwanis is interested in bringing life to the building, it feels like they belong there, and there is no reason they should not be allowed to use it for either a regular rental fee or a percentage of their sales.
- The building should be torn down with the Township retaining the property, but if it is sold the money should be used to repair the other properties the Township owns.
- A certificate of occupancy would be required for Kiwanis per the zoning ordinance.
- The Township spent money last year to bring the building into compliance with some codes (exit lighting, etc.), but the building official will not issue a certificate of occupancy until he believes it meets code.

Straw votes indicated the Board preferred selling the building to tearing it down or having the DDA write an RFP for it.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
February 26, 2019**

- ▶ **Motion:** Chockley moved, Manley supported, to prepare to sell 75 Barker Road, listing it for sale with a commercial Realtor for a period of six months. **Motion carried 6—1 on a roll call vote, Zelenock opposed.**

Zelenock said she voted against the motion because the Township failed to carry through on the motion it passed on January 9, 2018, to lease the space to Kiwanis. After discussion, it was agreed that the Township should work with Kiwanis to carry out that motion.

**4.
Police Union Contract Amendments**

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the Collective Bargaining Agreements with the Police Officers Association of Michigan and the Command Officers Association of Michigan for the four year term of July 1, 2018 to June 30, 2022, and authorize Bill Wagner and Steven Aynes to sign the contract, with the change in the medical insurance to Simply Blue HSA Silver PPO \$2,700. **Motion carried 6—1 on a roll call vote, Dockett opposed.**

**5.
Release of 2019 Master Plan Draft
for 63-Day Public Review Period**

- ▶ **Motion:** Chick moved, Otto supported, to authorize the release of the Master Plan draft for the 63-day public review period.

Planning consultant Paul Lippens briefly reviewed the four minor changes to the current draft requested by Planning Commissioners at their last meeting and answered questions from Board members. Dockett noted Northfield Township is not a charter township as stated on the cover page. Lippens said the document is ready for review by the public.

Motion carried 6—1 on a roll call vote, Dockett opposed.

**6.
Zoning Ordinance Text Amendment to Allow First
Floor Residential Uses in WLD-D and WLD-NV
with Conditional Use Approval**

- ▶ **Motion:** Chick moved, Beliger supported, to approve the request of Mary Czech-Aldrin, 9615 Main Street, to amend Section 36-340 of the Northfield Township zoning ordinance to include in uses permitted in the WLD-D (Whitmore Lake Downtown District) and the WLD-NV (Whitmore Lake Downtown-North Village District) residential uses on the first floor subject to conditional use approval.

Chockley questioned the need to require conditional use approval for home occupations since a conditional permit would already have been required for the residential use. Lippens said the purpose of the zoning district is to encourage retail development of the downtown area

Motion carried 7—0 on a voice vote.

**7.
Rezoning of 9230 Main Street
from SR-2 to WLD-W**

- ▶ **Motion:** Chick moved, Otto supported, to approve the request of Karen Alexa, 9230 Main Street (formerly Mickey's Pizza), to rezone the property from SR-2 (Single-Family Residential-2) District zoning designation to WLD-W (Whitmore Lake Downtown-Waterfront) District zoning designation.

In answer to a question, Chick said the purpose of this is to bring the zoning into conformance with the uses in the area. Dockett noted that he has known this family for years, and he will be supporting the motion.

Motion carried 7—0 on a voice vote.

**8.
Ordinance 19-63: Amendments to Zoning
Ordinance Sign Regulations**

- ▶ **Motion:** Beliger moved, Chick supported, that the Township Board adopt Ordinance 19-63: Amendments to Zoning Ordinance Sign Regulations.

In answer to questions, Lippens said there were several red-lined versions produced, but there were so many changes it was agreed to essentially repeal the ordinance and write a new one. He noted the main purpose of this revision was to remove content-based regulations from to comply with new State law and make enforcement more legally defensible. He said this has been reviewed by the Township attorney after considerable review and discussion by Commissioners. He said the intent was not to change the number or size of signs allowed on individual properties.

Chockley questioned allowing 36 sq. ft. of signage in areas along the lake, including for residences. Lippens said signage can be regulated by district, but not by use, per the Michigan Supreme Court ruling. He said requirements could be added to tie sign size to lot frontage or some other criteria. Dockett said there should be no sign regulations.

Motion carried 5—2 on a roll call vote, Zelenock and Dockett opposed. Ordinance adopted.

**9.
Planning Commission Appointment**

- ▶ **Motion:** Chockley moved, Otto supported, to reappoint Sam Iaquinto to the Planning Commission for a three year term ending December, 2021. **Motion carried 7—0 on a voice vote.**

**10.
Accept Resignation of
Police Officer Corey Johnston**

- ▶ **Motion:** Chockley moved, Otto supported, to accept the resignation of Police Officer Corey Johnston with regret.

Dockett said there may be a problem with the seniority system, and he asked for someone to provide information about the status of an officer who resigned.

Motion carried 7—0 on a voice vote.

**11.
Draft Ethics Policy**

- ▶ **Motion:** Otto moved, Chick supported, to table discussion of the draft ethics policy to the next meeting. **Motion carried 7—0 on a voice vote.**

CONSENT AGENDA

- ▶ **Motion:** Chockley moved, Otto supported, to accept the Fire, Police, Wastewater Treatment, Community Center, Code Enforcement, and Financial and Fund Balance Reports.

In answer to a question from Dockett, Zelenock said the fund balance is currently at 75%.

Motion carried 6—0 on a voice vote, Manley not present.

TRUSTEE/LIAISON REPORTS

- ▶ **Motion:** Chockley moved, Beliger supported, to accept the Trustee/Liaison Reports. **Motion carried 6—0 on a voice vote, Manley not present.**

Submitted by Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~; wording added is underlined.

Approved by the Township Board on _____, 2019.

Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at
http://www.twp-northfield.org/government/township_board_of_trustees/

SECOND CALL TO THE PUBLIC

George Brown, Shady Beach and Margaret Riddell, 65141 W. Eight Mile Road asked questions about the potential sale of 75 Barker Road.

BOARD MEMBER COMMENTS

- The Board indicated generally positive interest in an inquiry about using North Village park for a music event in the summer.
- Zelenock asked that the Planning Commission provide an update to the Board by their next meeting about when the Commission will be reviewing and updating the development application procedures.
- Chockley:
 - asked that civil infraction misdemeanor and payment in lieu of parking downtown issues be added to the list of zoning ordinance amendments to be worked on.
 - said the 75 Barker Road parking lot should be repaired.
 - reported the grant application for the Community Center is moving forward.

ADJOURNMENT

- ▶ **Motion:** Chockley moved, Chick supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting adjourned at 10:23 P.M.

To: Township Board
From: Steve Aynes, Township Manager
RE: Drug Take Back Program Event
Date: March 6, 2019

Last year a Drug Take Back Event was held at the Community Center. It was sponsored through the Michigan Institute for Clinical and Health Research (MICHHR). It was very successful and they would like to hold this again. This is sponsored by the National Drug Enforcement Agency (DEA).

The Board voted last year to not allow this event again. However, later I had the impression the Board may have changed your mind.

Would the Board authorize the use of the Community Center again for this drug take back program?

From: Tami Averill
Sent: Tuesday, February 26, 2019 12:11 PM
To: Steven Aynes; William Wagner
Cc: Jennifer Carlisle
Subject: FW: Next Medication Take Back Day

Hi Steve & Bill,

Dianne Jazdyk from the Michigan Institute for Clinical and Health Research, would like to do another Drug Take-Back Day here at the Community & Senior Center. I feel that it is an important program to offer and am happy to do it, but want to be sure that the PD doesn't already have something scheduled and that there won't be any issues with the Twp. Board.

Dianne's email is below. Please let me know your thoughts on the matter.

Thank you,

Tami

Tami Averill, Director
Northfield Township Community Center
9101 Main St.
Whitmore Lake, MI 48189
Phone: 734-449-2295
Email: averillt@northfieldmi.gov

From: Jazdyk, Dianne [mailto:djazdyk@med.umich.edu]
Sent: Tuesday, February 26, 2019 11:07 AM
To: Tami Averill
Cc: Piechowski, Tricia; Jazdyk, Dianne
Subject: Next Medication Take Back Day

Dear Tami,

I hope all is well and that you are staying safe and warm this winter! I wanted to contact you about the next Medication Take Back Day (Spring Take Back) scheduled for April 27, 2019. This coincides with the National Drug Enforcement Agency (DEA) National Prescription Drug Take-Back Day.

As you know, the Northfield Township Community Center (Senior Center) hosted a successful event last fall. Your volunteers did an amazing job! We wanted to know if you would be interested in participating in the Spring event.

We recognize that there was some concern from board members about hosting an event when Northfield already has a Prescription Take-back barrel at the Police Station. If this concern still exists, we

are happy that Northfield already has a process in place to remove unused medications and will work in other Michigan counties to help organize medication take back events. Our main goal is to remove as many expired and leftover medications out of our local communities as possible.

MI OPEN, who we work with on these efforts, is hosting a video conference call this Friday, March 1, 2019 at 1:30 -2:30 p.m. for those who want to learn more. Please join if you are able to and interested. Meeting URL: <https://bluejeans.com/429879440> Or Join by phone (888) 240-2560, Meeting ID: 429879440.

Thank you.

Dianne L. Jazdyk (jah-zik)
Senior Project Manager
Michigan Institute for Clinical and Health Research (MICHR)
2800 Plymouth Road
Building 400
Ann Arbor, MI 48109-2800
734.763.2757 voice

Electronic Mail is not secure, may not be read every day, and should not be used for urgent or sensitive issues

Thank You

M | MICHA MICHIGAN INSTITUTE FOR
CLINICAL & HEALTH RESEARCH
UNIVERSITY OF MICHIGAN

"I would maintain that thanks are the
highest form of thought, and that gratitude
is happiness doubled by wonder."

- J.K. Chesterton

St. Smith,

Thank you for your support at
the Northfield Community Center for
the Drug Take Back Event on Oct 27.

I was unable to attend but was
told that your officers were "wonderful".
Thank you for making these events
possible!

Dianne

p.s. If you want to be
reimbursed for the officer's time,
please email me. Thanks

M | MICHA MICHIGAN INSTITUTE FOR
CLINICAL & HEALTH RESEARCH
UNIVERSITY OF MICHIGAN

**Northfield Township
Police Department**

Memo

To: Township Board of Trustees

From: Bill Wagner

cc: Jen Carlisle

Date: March 12, 2019

Re: Hiring of full time Police Officer Charles Nicholas Piatt

I am requesting approval to hire Charles (Nick) Nicholas Piatt as a full time Police Officer. This hiring would be contingent on successful completion of a background check and final interview with myself and Lt. Smith.

Charles will start at step 1 of the newly approved contract which would be \$42,879.30 annually.

Charles will be replacing the recent resignation if a full time officer.

To: Township Board
From: Steve Aynes, Township Manager
RE: Employee Handbook
Date: March 6, 2019

The proposed revised Employee Handbook has been discussed over at least the last two years resulting in a substantial commitment of time by the Board, Labor Attorney, and Staff both during the Board meetings and in preparation of the many revisions. Extensive input has been received. This has been an agenda item at many Board meetings. In my opinion, it is time to adopt the new Handbook with an effective date of July 1, 2019 to coincide with the Township's fiscal year. The Handbook can always be amended if there are further changes needed. But I don't think delaying the adoption further is necessary.

The Employee Handbook applies to the following current employees:

Full Time: Deputy Clerk, Deputy Treasurer, the WWTP Supt. and his staff of 4 employees, the Public Safety Director, 2 non-union Police support staff, the Community Center Director, the Building/Planning/Zoning Coordinator, and the Township Manager

Part Time: Assistant to the Township Manager, Controller, Code Enforcement Officer, Receptionist, and 1 non-union Police support staff

The Employee Handbook would also apply to any future non-union permanent employees. If an employee has an employment agreement, the Employee Handbook covers any areas not specifically addressed in the agreement.

Four specific items need to be addressed as part of this adoption.

- On page 23, the last paragraph, first sentence the time period shown is "Fiscal Year". This is July 1-June 30. The Board previously decided that date of hire should be used. However, for both budget and payroll purposes it is easier to base this on fiscal year vs. calendar year or anniversary date.
- There has been much discussion about allowing the employees to accumulate one year or two years of leave time. The Board has previously expressed a preference for one year. The current amount is 2 years.

The recently adopted Police Contract (see attached to this memo) in Article XXVII- Sick/Vacation/Personal days, article 27.2 provides 2 PTO (Paid Time Off) days per month to each full-time officer. Article 27.4 limits accumulation of PTO days to 60 days. Each officer receives 24 PTO days per year. The 60 days accumulation is equal to two years and 6 months.

I believe the issue of decreasing the amount of accumulated leave for current employees to 1 year would be detrimental to the goal of keeping current employees. If the Board wants to move in the direction of limiting the accumulation of PTO days to one year, I would recommend that existing employees be “grandfathered” at the two years, with employees hired after the effective date of the new policy be limited to one year.

- The third item is outlining a procedure for PTO that is in excess of the one (or two) year limit. I would recommend that any time an employee’s PTO is in excess of the limit during a quarter, the excess PTO days be paid during the 2nd pay period in the month following each quarter.
- The fourth item I would point to is on page 60 pertaining to “Personal Appearance”. The first two paragraphs are the new language provided by our labor attorney, while the remainder of the page is the same language as is in the existing Employee Handbook. I would recommend this page be adopted as shown.

We are including in this packet the draft Employee Handbook in the final “black letter” version. We are also e-mailing the Board a “red letter” edition and will post this version on the Web site as well.

officer shall reimburse the Township for wages provided by the workers' compensation carrier for the same period.

ARTICLE XXVII – SICK / VACATION / PERSONAL DAYS

~~27.1: Vacation requests will be approved or denied in a timely manner, not to exceed two (2) weeks, provided the request is submitted at least thirty (30) days prior to the posting of the monthly schedule in which the vacation takes place. Vacation requests will not be unreasonably denied.~~

~~27.12: "Sick", "Vacation" and "Personal" days are included in one classification: Personal Time Off ("PTO"). The above classifications of leave time will be condensed into one (1) Class: Personal Time Off ("PTO").~~

~~27.23: The Employer will credit each full-time officer with two (2) PTO's per month.~~

~~27.34: The PTO's will be utilized for vacation leave, sick leave, as well as personal days. Employees will be allowed to use PTO time as they have in the past.~~

~~27.54: Accumulation will be limited to sixty (60) days and upon separation of employment with the Township, employees will receive compensation for one hundred percent (100%) of their unused PTO's at their current rate of pay in effect.~~

~~27.65: A PTO day may be utilized in half day increments.~~

~~27.76: A PTO day shall be defined as a ten (10) hour day.~~

~~27.857: Employees may elect to receive pay in lieu of accrued and unused PTO that has been carried over from the prior fiscal year; provided however, that the payout shall not reduce an officer's PTO bank below one hundred and twenty (120) hours, at their current rate of pay in effect.~~

~~A. Requests must be made in writing or e-mail to the employee's immediate supervisor up to twice per calendar year.~~

~~B. The employee will receive the PTO payout within four (4) weeks after notice on a regularly scheduled pay period at their current rate of pay. Employee may be paid sooner under extenuating circumstances upon approval of the Director of Public Safety or his designee.~~

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27.68: Scheduling:

~~A. The Schedule shall be posted before/by the 1st of the month prior to the month scheduled.~~

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~~B. Vacation/Time Off Requests may make use of PTO or compensatory time.~~

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**NORTHFIELD TOWNSHIP EMPLOYEE
HANDBOOK**

EFFECTIVE: March 12, 2019

TABLE OF CONTENTS

| | |
|--|----|
| INTRODUCTORY STATEMENT | 1 |
| EMPLOYEE ACKNOWLEDGEMENT FORM | 2 |
| NATURE OF EMPLOYMENT | 3 |
| EQUAL EMPLOYMENT OPPORTUNITY | 4 |
| DISABILITY ACCOMMODATION STATEMENT..... | 5 |
| NON-HARASSMENT/DISCRIMINATION/RETALIATION POLICY | 6 |
| Sexual Harassment Policy | 6 |
| Reporting a Violation of the Equal Employment Opportunity Policy or Harassment/Discrimination | 7 |
| HIRING OF RELATIVES | 8 |
| EMPLOYEE MEDICAL EXAMINATIONS | 9 |
| CONFLICTS OF INTEREST | 10 |
| OUTSIDE EMPLOYMENT | 11 |
| EMPLOYMENT CATEGORIES..... | 12 |
| IMMIGRATION LAW COMPLIANCE | 13 |
| DRIVING RECORD | 14 |
| ACCESS TO PERSONNEL FILES | 15 |
| EMPLOYMENT REFERENCE CHECKS..... | 16 |
| PERSONNEL DATA CHANGES | 17 |
| INTRODUCTORY PERIOD | 18 |
| EMPLOYMENT APPLICATIONS | 19 |
| PERFORMANCE EVALUATIONS | 20 |
| EMPLOYEE BENEFITS | 21 |
| HOLIDAYS..... | 22 |
| PAID TIME OFF (PTO)..... | 23 |
| Medical Leave | 25 |
| Unpaid Leave..... | 26 |
| Family Medical Leave Act | 26 |
| WORKERS' COMPENSATION INSURANCE | 27 |
| BEREAVEMENT LEAVE | 28 |
| JURY DUTY | 29 |
| BENEFITS CONTINUATION (COBRA)..... | 30 |
| TIMEKEEPING | 31 |

| | |
|--|----|
| PAYDAYS | 32 |
| EMPLOYMENT TERMINATION..... | 33 |
| ADMINISTRATIVE PAY CORRECTIONS | 34 |
| PAY DEDUCTIONS AND SETOFFS | 35 |
| WORKPLACE SAFETY | 36 |
| Reporting Injuries and Accidents | 36 |
| Employee Responsibilities | 36 |
| WORK SCHEDULES..... | 39 |
| USE OF PHONE, INTERNET, EMAIL AND MAIL SYSTEMS | 40 |
| Telephones..... | 40 |
| Mail..... | 40 |
| Township Internet Access. | 40 |
| Use of Equipment. | 41 |
| Social Media..... | 42 |
| MEAL PERIODS | 43 |
| OVERTIME/COMP TIME | 44 |
| Wastewater Treatment Plant Comp Time | 45 |
| USE OF EQUIPMENT AND VEHICLES | 46 |
| EMERGENCY CLOSINGS..... | 47 |
| BUSINESS TRAVEL EXPENSES..... | 48 |
| SMOKING..... | 49 |
| ACCESS TO TOWNSHIP BUILDING..... | 50 |
| MILITARY LEAVE..... | 51 |
| EMPLOYEE CONDUCT AND WORK RULES | 52 |
| DRUG AND ALCOHOL USE..... | 54 |
| Purpose | 54 |
| Elements of the Policy | 54 |
| Requirements | 55 |
| Searches and Testing | 56 |
| Positive Test Results..... | 57 |
| Medical & Recreational Marijuana | 57 |
| ATTENDANCE AND PUNCTUALITY..... | 58 |
| Planned Absences..... | 58 |
| Unexpected Absences..... | 58 |
| Family Emergency..... | 59 |
| PERSONAL APPEARANCE | 60 |

| | |
|---|----|
| RETURN OF PROPERTY..... | 62 |
| RESIGNATION | 63 |
| SECURITY INSPECTIONS | 64 |
| PROBLEM RESOLUTION | 65 |
| SOLICITATION | 66 |
| APPENDIX | 67 |
| Knowing and Voluntary Litigation Agreement & Waiver | 68 |
| Discrimination/Harassment Complaint Form..... | 70 |
| Accommodation Request..... | 71 |
| Township Employee Compensatory Time Agreement | 72 |
| Accident/Injury Report..... | 73 |

INTRODUCTORY STATEMENT

The purpose of the Northfield Township Employee Handbook (“Handbook”) is to establish a system of uniform, consistent and equitable policies and rules that shall govern the compensation, fringe benefits, hours of work and other employment terms and conditions for personnel of Northfield Township (“Township”). Each employee is responsible for reading, understanding and complying with all provisions of the Handbook.

This Handbook is a statement of the Township’s established policies and work rules. This Handbook is not an employment contract, nor is it intended to be part of one. No provision or collection of provisions in this Handbook, including without limitation all provisions in their entirety, is or are an offer of a contract or of a contractual right, nor does any provision or group of provisions, or the Handbook in its entirety, constitute a contract, or part of a contract or a contractual right. The Township reserves the right to change or revise any portion of this Handbook at any time with notification to all employees.

EMPLOYEE ACKNOWLEDGEMENT FORM

This Handbook describes important information about the Township and I understand that I should consult the Township Manager regarding any questions not answered in this Handbook. I have entered into my employment relationship with the Township voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Township or I can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices by the Township Manager, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Trustees for the Township has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. Employees will be notified in writing of any revisions.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME

NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of the Township's personnel policies. Employees must familiarize themselves with the contents of this Handbook; it will answer most commonly asked questions concerning employment with the Township.

However, this Handbook cannot anticipate every situation nor answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the Township is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the Township reserves the right to change, revise or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized by the Board of Trustees for the Township.

This Handbook applies to all employees of the Township including those covered by any collective bargaining agreements. Should any provision of this Handbook directly conflict with any provision of any collective bargaining agreement, the bargaining agreement shall have primary effect. This Handbook also applies to the appointed deputy supervisor, clerk and treasurer as to the terms and conditions of their employment and the Township's rules and procedures. For information regarding the Township's organizational and reporting structure, please see the Township's organizational chart, attached and incorporated into this Handbook.

EQUAL EMPLOYMENT OPPORTUNITY

The Township is an equal opportunity employer. No qualified employee or qualified applicant for employment will be unlawfully denied an employment opportunity because of race, color, creed, religion, national origin, sex, age, height, weight, marital status, familial status, veteran status, physical or mental disability, genetic information, or status in any group protected by local, state, or federal law. It is the policy of the Township to comply with all federal, state, and local laws affecting employment, including laws which define and prohibit discrimination. Employment decisions involving employees of the Township, such as hiring, promotion, demotion, transfer, selection for training, recruitment, separation, layoff, termination, salaries, benefits, or other forms of compensation, will be made on the basis of individual merit, skill, and qualification. Consequently, in making employment decisions, the Township will consider factors, including, but not limited to, education, training, skills developed, prior job experience, prior job performance, attitude, ability to work with others, discipline history, work ethic, leadership, and potential for growth in the job.

DISABILITY ACCOMMODATION STATEMENT

Under Michigan law, any employee or applicant for employment who believes that he or she requires an accommodation in order to perform the essential functions of the job for which an applicant has applied or the employee has been assigned must notify the Township, in writing, within 182 days after the need for accommodation is known. All accommodation requests should be submitted to the Township Manager. An Accommodation Request Form is provided in the Appendix. Federal law does not require an accommodation request be made in writing or within any specified time.

NON-HARASSMENT/DISCRIMINATION/RETALIATION POLICY

The Township expressly prohibits any form of unlawful employee harassment based on race, color, creed, religion, national origin, age, height, weight, marital status, familial status, veteran status, physical or mental disability, genetic information, or status in any group protected by state or federal law. A fundamental policy of the Township is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the business of the Township. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial, or religious remarks, animosity, or other such conduct, does not belong in our workplace. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, and slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings), and innuendo.

Harassment prohibited by this policy applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, an employee toward a non-employee who has a business relationship with the Township, or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, up to and including discharge.

Any employee who has a complaint of harassment by anyone, including supervisors, co-workers, vendors, or visitors, *must* bring the matter to the attention of the Township Manager, or in the case of a complaint about the Township Manager, to the Township's Director of Public Safety.

Sexual Harassment Policy

The Township strongly disapproves of and does not tolerate sexual harassment. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

Township policy prohibits (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature made to an employee, or non-employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature, slurs and other verbal, graphic, or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons.

Sexual harassment prohibited by this policy applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, or an employee toward an applicant for employment. Sexual harassment can apply to conduct outside

the workplace as well as at work. Violation of this policy is grounds for discipline, up to and including discharge.

Any employee who has a complaint of sexual harassment by anyone, including supervisors, co-workers, vendors, or visitors, *must* bring the matter to the attention of the Township Manager. If the complaint involves the Township Manager, the employee must report the complaint to the Township's Director of Public Safety.

The Board shall appoint two individuals of the opposite gender of the Township Manager to be available as an option for reporting misconduct in the event that the employee is uncomfortable reporting the issue to the Township Manager. One of these may be an elected official. The employees shall be notified of any changes in the name and contact information of these individuals.

Reporting a Violation of the Equal Employment Opportunity Policy or Harassment/Discrimination

Any employee who believes that he or she has been subjected to unlawful discrimination or harassment, or any employee who has observed others being subjected to discrimination or harassment, *must* notify the Township Manager who will provide the employee with a Discrimination/Harassment Complaint Form, a copy of which is included in the Appendix of this Employee Handbook. Please complete this form in as much detail as possible so that the Township will have adequate notice of, and be able to investigate any claim of unlawful discrimination or harassment.

The Township will investigate all complaints promptly and thoroughly and will endeavor to handle these matters expeditiously and in a professional and confidential manner, whether or not the alleged victim wants the Township to do so. The facts will determine the response of each allegation. Substantiated acts of discrimination and/or harassment will be met with appropriate disciplinary action, up to and including discharge. All information regarding a specific incident will be kept confidential to the fullest degree possible. It is the duty of every employee to cooperate in any such investigation, and it would constitute a serious infraction of Township policy to retaliate against or penalize an employee for asserting a claim of unlawful discrimination or harassment or for providing witness testimony. Any employee found to have unlawfully harassed or discriminated against another employee or non-employee with a business relationship with the Township, or to have retaliated against an employee or others for making a complaint of discrimination or harassment, or for providing witness testimony during an investigation will be subject to discipline, up to and including discharge. Any employee that knowingly makes a complaint of discrimination or harassment in bad faith, or gives a false statement during an investigation, will be disciplined up to and including discharge.

HIRING OF RELATIVES

Relatives of persons currently employed by the Township may be hired if they do not work directly for or supervise a relative. Township employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the Township Manager will decide which employee is to be transferred.

In other cases where a conflict or the potential for conflict arises, even if there is no Department Head relationship involved, the parties may be reassigned.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

EMPLOYEE MEDICAL EXAMINATIONS

Northfield Township is a drug and alcohol-free workplace. Each prospective employee may be required to satisfactorily pass a post offer, pre-employment medical examination, including drug testing, prior to starting work, at the Township's expense. Knowingly furnishing false or misleading information in connection with said medical examination shall constitute grounds for withdrawal of the employment offer. (Please see our Drug and Alcohol Use Policy for full policy details.)

CONFLICTS OF INTEREST

The purpose of this policy is to foster the highest standards of ethical business practices at the Township. It is not intended to prohibit sound, ethical business transactions, appropriately disclosed to the Township and the appropriate outside organizations. Any activity that may pose a conflict of interest with the Township should be discussed with the Township Manager before engaging in the activity. Failure to report any of those activities will result in discipline up to and including discharge from employment. Any personal, holiday or Christmas gifts/gratuities received from any individual, company or contractor performing services to or for the Township must be turned over to the Township Manager for a determination on whether receipt of the gift/gratuity violates this policy and if so the giver will be notified that the Township has a non-acceptance policy.

OUTSIDE EMPLOYMENT

As an employee of the Township, you are expected to devote your full and best efforts to your work here. Any employment outside of the Township must not interfere with your job, including your attendance, productivity and quality requirements. In addition, you may not engage in any activities that compete with the Township's business interests or work that involves the use of confidential information, learned directly or indirectly through employment at the Township.

If the Township determines that an employee's outside work interferes with performance or the ability to meet his/her requirements of the Township as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the Township.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Township for materials produced or services rendered while performing their jobs.

EMPLOYMENT CATEGORIES

EXEMPT EMPLOYEES are exempt from the Fair Labor Standards Act's ("FLSA") overtime and minimum wage requirements. Exempt employees are paid on a set salary basis, regardless of the number of hours they work in any workweek.

NONEXEMPT EMPLOYEES are not exempt from the FLSA's overtime and minimum wage requirements and are entitled to overtime at the rate of one and a half times their base hourly wage for all hours worked in excess of 40 hours in any one work week.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a full-time schedule of 32 or more hours in a workweek. They are eligible for the Township's benefit package, subject to the terms, conditions and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work not more than 32 hours per workweek. While they receive all mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for any of the Township's other benefit programs, with the exception of Paid Time Off ("PTO") only. The provision of PTO to part-time employees provides such employees with no other benefits whatsoever, other than those specifically referenced in this paragraph.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position with the Township is appropriate. Employees who satisfactorily complete the introductory period will be notified of their employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain status until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for any of the Township's other benefit programs.

INDEPENDENT CONTRACTORS are self-employed individuals providing a specific service to the Township pursuant to a separate contract between the individual and the Township. Independent contractors are not employees of the Township, are not covered by state and federal civil rights laws and are not bound by the provisions of this Handbook. Independent contractors are not eligible for any benefits set forth in this Handbook. All terms and conditions applicable to an independent contractor's relationship with the Township are set forth in the written contract between the individual and the Township.

IMMIGRATION LAW COMPLIANCE

The Immigration Reform and Control Act of 1986 (“IRCA”) makes it unlawful for any employer subsequent to November 6, 1986, to knowingly hire, recruit, or refer for a fee any alien not authorized to work in the United States or to retain in employment any alien whose authorization to work has lapsed.

The Township, in compliance with IRCA regulations, will hire only individuals who are United States citizens or are individuals authorized to work in the United States.

The U.S. Immigration and Naturalization Service requires you and the Township to provide specific information within three (3) days of the beginning of your employment. You must complete Section 1 of Form I-9 and provide the Township with specific documents which establish your identity and employment eligibility. Identity can be established by providing a current state-issued driver’s license, a state-issued identification card or another document such as a school identification card with photograph, voter’s registration card, or military service record. Employment eligibility documents are Social Security cards, a birth certificate, or an immigration document. You may not continue employment without these identification documents.

If within the three (3) day period you are unable to secure and/or produce the appropriate documentation, then you must present a receipt for the application to obtain required documentation and must then present the documentation for verification within 21 days.

DRIVING RECORD

Employees who are required to operate Township vehicles as a part of their assigned duties shall have their driving records reviewed upon hire. Thereafter, driving records may be reviewed annually. Employees who accumulate five (5) or more points on their driving record shall be subject to disciplinary action up to and including discharge. Any applicant for employment who has five (5) or more points on his driving record shall not be considered for employment.

ACCESS TO PERSONNEL FILES

The Township maintains a personnel file on each employee in compliance with Michigan's Bullard-Plawecki Employee Right to Know Act. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records.

Personnel files are the property of the Township, and access to the information they contain is restricted to the employee as to his or her own personnel file, as set forth below, and the Township Clerk and his or her designee, and the Township Manager.

Employees who wish to review their own personnel file should contact the Township Deputy Clerk and Township Manager. The review shall take place at a location reasonably near the Township's offices and during normal office hours. If a review during normal office hours would require an employee to take time off from work with the Township, then the Township shall provide some other reasonable time for the review. The Township may allow the review to take place at another time or location that would be more convenient to the employee, under the supervision of the Deputy Clerk.

Employees may review their files no more than twice in any calendar year.

EMPLOYMENT REFERENCE CHECKS

All requests of references for previous and current employees must be forwarded to the Township Manager. Providing an employment reference to or on behalf of another current or former employee is strictly prohibited and the Township Manager has the sole authority to provide an employment reference.

Responses to such reference inquiries will confirm only dates of employment, wage rates and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Township Clerk in writing of any changes in personnel data. This includes personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of emergency and educational accomplishments.

INTRODUCTORY PERIOD

Upon hire, all new employees will be trained regarding the Township's rules, policies, and expectations. New employees will be given a copy of the Employee Handbook and must sign an acknowledgment confirming receipt. All new hires are required to complete a 90-day orientation period, during which time the Township will continually monitor and evaluate the employee's ability to perform the duties of the position.

If, during this period, the employee's work, habits, attitude, attendance, or performance do not meet the Township's standards, the Township may discharge the employee in accord with the at-will policy contained in this Handbook. The Township, in its sole discretion, will determine whether a new employee has successfully completed the orientation period. Successful completion of the orientation period does not change the at-will nature of the employment relationship.

EMPLOYMENT APPLICATIONS

The Township relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions on an employee's employment application may result in the Township's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

PERFORMANCE EVALUATIONS

The Township shall periodically evaluate an employee's performance. The goal of a performance evaluation is to identify areas where an employee excels and areas that need improvement. The Township uses performance evaluations as a tool to determine job competency, promotions, demotions, and/or terminations.

All performance evaluations are based on factors that may include, but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with Township policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Written performance evaluations may be made at any time to inform employees of unacceptable performance, but are generally given on an annual basis by the Township Manager.

Employee evaluations will become a permanent record in employee personnel files.

All employees (with the exception of those in the introductory period) shall be evaluated annually. The employee(s) may receive merit raises based on their performance above and beyond normal expectations for their job. Employees should note that a pay increase is not an automatic part of the performance evaluation process, however employees shall receive an annual cost of living increase each fiscal year.

EMPLOYEE BENEFITS

Eligible Township employees are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Township Manager can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

| | |
|------------------------|------------------------|
| Bereavement Leave | Pension Plan |
| Holiday Pay | Uniform Maintenance |
| Jury Duty Leave | Longevity (Union only) |
| Life Insurance | Short-Term Disability |
| Health Savings Account | Pre-Paid Legal Plan |
| Long-Term Disability | |
| Medical Insurance | |

Some benefit programs require contributions by the employee, but most are fully paid by the Township. The Township Manager will provide each regular full-time employee with the applicable benefit plans in which they are eligible to participate.

Medical insurance coverage may be waived upon written request, and proof of other medical coverage is submitted to the Township Manager. If medical insurance coverage is waived, a reimbursement as determined by the Board of Trustees will be paid quarterly. If an employee terminates employment with the Township prior to the next scheduled quarterly payment and is eligible for medical reimbursement, the amount will be prorated and will be provided in the employee's last paycheck.

If the reimbursement amount is changed, employees will be notified in writing along with any wording changes that affect the reimbursement.

Medical insurance coverage can be re-instated upon written request to the Township Manager at no cost to the employee. The monthly reimbursement would end on the last day of the month prior to insurance coverage.

The Township reserves the right to amend, modify or delete benefits at any time.

HOLIDAYS

The Township observes, and except in emergency situations, is closed for the following holidays:

New Year's Day
Martin Luther King Jr. Day
President's Day
Good Friday (1/2 day)
Memorial Day
July 4th
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

When any of the above enumerated holidays fall on a Saturday, the preceding Friday will be observed as the holiday. When any of the above enumerated holidays fall on a Sunday, the following Monday will be observed as the holiday.

Regular Full-time Employees shall receive pay for the days listed above unless the holiday occurs on an employee's regularly scheduled day off, in which case the employee shall have the holiday rescheduled. If an employee is required to work on the holiday (due to emergency or hazardous condition or as directed by the Township Manager), he or she shall be paid for hours worked in addition to the holiday pay.

Holidays are not considered working time for overtime calculation purposes.

PAID TIME OFF (PTO)

Paid time off is available to eligible employees. Only regular full-time employees and certain part-time employees are eligible to earn and use PTO as described in this policy. PTO may be used by eligible employees for personal time, sickness or other health related reasons. The Township does not provide separate sick leave benefits.

PTO days accrue from the date an employee's employment commences, however no PTO days may be taken during the Introductory period of employment (see "Introductory Period" section of the handbook for details). If regular full-time employment, or certain part-time employment, is not offered, there is no entitlement to payment for any accrued and unused PTO days.

For Regular Full-time Employees, PTO will accrue as follows:

- From employment hire date to completion of two (2) years – 12 days per year (one day per month);
- From completion of two (2) years to completion of four (4) years – 15 days per year (1.25 days per month);
- From completion of four (4) years to completion of nine (9) years – 18 days per year (1.5 days per month);
- From completion of nine (9) years – 24 days per year (2 days per month)

For Part-time Employees working between 20 hours per week and 32 hours per week, PTO will accrue as follows:

- From employment hire date to completion of two (2) years – 6 days per year (0.5 days per month);
- From completion of two (2) years to completion of four (4) years – 7 days per year (0.58 days per month);
- From completion of four (4) years to completion of nine (9) years – 8 days per year (0.67 days per month);
- From completion of nine (9) years – 9 days per year (0.75 days per month)

PTO time will be calculated per fiscal year. For Regular Full-time Employees and eligible Part-time Employee's, a maximum of 1 year's PTO time may be accumulated. PTO time above this will be paid off at the end of each quarter. With the adoption of this Employee Handbook, all current and future Department Heads will accrue PTO at the rate of 2.5 days for each month of service completed. Department Heads may accumulate up to 1 year of PTO time. PTO time above this will be paid off at the end of each quarter.

For employees subject to a collective bargaining agreement, PTO shall accrue and be used at the designated contractual rate.

PTO is compensated at the regular rate of pay for the employee at the time PTO is taken.

At conclusion of employment, all employees will receive full compensation for up to 30 accrued PTO days provided that the employee provides no less than two weeks prior notice of their resignation. Compensation will be made at the employee's current rate of pay.

Regular full-time employees, including the deputy supervisor, clerk and treasurer, must submit a written request to their Department Head at least two (2) weeks in advance when utilizing five (5) or more consecutive PTO days unless due to illness. The Township Manager will approve PTO time for the deputy supervisor, clerk and treasurer in consultation with the applicable elected official of the deputy.

Department Heads must submit a written notice to all Township Board members at least two weeks in advance when utilizing five (5) or more consecutive PTO days unless due to illness. The notice shall indicate the name of the Department member assuming charge of the Department operations during the absence of the Department Head. The notice shall also indicate a statement to the effect that the Department has a means or method of making contact with the Department Head in the event of an emergency.

Employees cannot take PTO unless it is accrued. Limited unpaid time off may be taken if approved by the Township Manager and Department Head, provided the employee has used all of their accrued PTO and compensatory time. The Department Head and the Township Manager must approve written requests for unpaid time off in an emergency situation. PTO days do not accrue during five or more days of consecutive unpaid time off. Holidays that fall during unpaid time off will be unpaid. The determination whether time off is taken for an emergency is within the sole discretion of the Township Manager and in the case of emergency unpaid time off taken by the Township Manager, the Township Board has the sole discretion to deem use of such time as an emergency.

Any employee whose status changes from a regular full-time employee to a part-time employee will be paid out for all PTO time at the time of transition.

Any request by a regular full-time employee for thirty (30) or more consecutive days of PTO must be submitted in writing to the Department Head for approval at least thirty (30) days in advance of the time requested, and must be approved by the Township Board.

Employees who are unable to report to work due to illness or injury should notify their direct Department Head before the scheduled start of their workday if possible. The direct Department Head must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness and its beginning and expected ending dates. Such verification may be requested for other absences due to illness as well and may be required as a

condition to receiving PTO and any short-term or long-term disability benefits. Part-time employees are not entitled to short-term or long-term disability benefits.

Before returning to work from an absence due to illness of 14 calendar days or more, an employee must provide a physician's verification that the employee may safely return to work.

As an additional condition of eligibility for short-term or long-term disability benefits, a regular full-time employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation in the case of a workplace injury.

Medical Leave

The Township provides unpaid medical leaves of absence to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice or residential medical care facility, continuing treatment by a health care provider, and temporary disabilities associated with pregnancy, childbirth, and other related conditions as defined by the Family Medical Leave Act (FMLA).

Only regular full-time employees are eligible to request medical leave as described in this policy if they qualify under the FMLA.

Even though all Part-Time employees are not eligible for FMLA, the following statement also applies to Part-Time employees.

Employees should make requests for medical leave to the Township Manager at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted to the Township Manager, verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information shall be promptly reported to the Township Manager. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

If the initial period of approved absence is insufficient, consideration will be given to a written request for an extension. This request must be submitted to the Township Manager. Employees will be required to first use any accrued Paid Time Off (PTO) before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational injuries.

So that an employee's return to work can be properly scheduled, an employee on medical leave must provide the Township Manager with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report for work promptly at the end of the medical leave, the Township will assume that the employee has resigned and the employee's employment will be considered voluntarily terminated.

Unpaid Leave

The Township may grant unpaid leaves of absence in its discretion for good cause shown. Such leaves shall be allowed by the Township Manager on a case by case basis and current Township operations and circumstances and the decision whether to grant the requested unpaid leave shall be solely within the discretion of the Township Manager. Before requesting unpaid leave, an employee must exhaust his or her available paid time off.

Family Medical Leave Act

The Township, as a municipal entity, is covered by the Family Medical Leave Act ("FMLA"). However, to be eligible to take FMLA leave, an employee must satisfy various criteria, including working at a Township facility within a 75-mile radius of the Township offices, which employs 50 or more employees. As no Township employee can meet this criteria, an FMLA policy is not included in this Handbook. Should any employee desire additional information regarding the FMLA, please direct all inquiries to the Township Manager.

WORKERS' COMPENSATION INSURANCE

The Township provides a comprehensive workers' compensation insurance program at no cost to employees in compliance with state law. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses shall inform their Department Head and/or the Township Manager immediately. No matter how minor an on-the-job injury may appear, the injury must be reported immediately. An Injury/Accident Report is included in the Appendix.

BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member must notify the Township Manager immediately.

Up to three days of paid bereavement leave will be provided to regular full-time employees per occurrence.

Bereavement pay is calculated based on the employee's hourly base pay rate at the time of absence and will not include any other forms of compensation.

The Township defines "immediate family" as the employee's:

- Spouse
- Parent
- Child
- Sibling
- The employee's spouse's parent
- The employee's spouse's child
- The employee's spouse's sibling
- The employee's daughter or son-in-law
- Grandparents
- Grandchildren
- Foster child

JURY DUTY

The Township encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular Full-time Employees must request paid jury duty leave prior to such leave commencing. Jury duty leave may be paid for the length of an employee's required jury service. Part-time Employees are not eligible for paid jury duty leave.

Employees must provide the jury duty summons to the Township Manager immediately after receipt of the summons so that the Township Manager is able to timely make arrangements to accommodate the employee's absence. Employees are required to report for work whenever the court schedule permits, such as when jury service is required only on a partial day.

A Regular Full-time Employee who serves on jury duty or is subpoenaed as a witness will sign their jury duty or witness fee over to the Township and will be paid their regular compensation.

All employee benefits will continue to accrue during jury duty leave.

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Township's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary will pay the full cost of coverage at the Township's group rates plus an administration fee as determined by the Township Board. The Township's benefit administrators provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Township's health insurance plan. The notice contains important information about the employee's rights and obligations.

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Township to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees shall accurately record the time they begin and end their work. Employees must also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must be approved by the Township Manager before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Township Manager will review and then sign an employee's time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Township Manager must verify the accuracy of the changes by initialing the time record.

PAYDAYS

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period, including all approved overtime due nonexempt employees.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees have the option of direct deposit to a bank account, a pay card that their bi-weekly pay is deposited to, or other option as approved by the Township Board. Employees will receive an itemized statement of wages when the Township makes direct deposits.

EMPLOYMENT TERMINATION

Cessation of employment is an inevitable part of personnel activity within any employment setting, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment ends:

RESIGNATION – voluntary employment termination initiated by an employee

DISCHARGE – involuntary employment termination initiated by the Township

LAYOFF – involuntary employment termination initiated by the Township due to a lack of work

RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the Township.

Employment benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid on the next payroll following termination. Health insurance benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

Employees will receive their final pay in accordance with applicable state law.

ADMINISTRATIVE PAY CORRECTIONS

The Township takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of the Township Manager so that corrections can be made as quickly as possible.

PAY DEDUCTIONS AND SETOFFS

The law requires that the Township make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. The Township also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Township matches the amount of Social Security taxes paid by each employee.

The Township offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Please direct questions regarding these programs to the Township Manager for additional information.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Township Manager can answer your questions.

WORKPLACE SAFETY

The Township takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the Township's workplace safety policy.

Reporting Injuries and Accidents

Employees must immediately inform their direct supervisor and/or the Township Manager of all accidents, injuries or illness that occur while at work, no matter how slight they may appear. Physical discomfort caused by repetitive tasks must also be reported. The Township will provide the proper forms for reporting accidents, injuries, and illness, and failure to report these occurrences will be cause for disciplinary action. A copy of the Accident/Injury Report is included in the Appendix of this manual. For more information about on-the-job injuries, refer to the worker's compensation section of this Employee Handbook.

Employee Responsibilities

Each individual employee is reminded that job safety is an integral part of the operations of the Township. With this in mind, each individual employee shall take on the responsibility of observing all safety rules and regulations for the preservation of not only themselves, but also their fellow workers. Failure to comply with the Township's Safety Policy, or failure to take due care and caution to prevent accidents and injuries, shall be grounds for immediate disciplinary action, up to and including discharge.

1. Employees shall observe and obey every safety regulation and order and shall take such action as necessary to obtain compliance.
2. Every accident/incident involving bodily injury, motor vehicle damage to property or material and work equipment, either owned, leased, or rented, or in the care, custody, and control of the Township, shall be reported immediately to your immediate supervisor and/or the Township Manager. The extent of injury or dollar amount of damage has no bearing on this requirement. The proper authorities, such as the police department, shall be notified, when applicable.
3. Consuming of liquor, intoxicating beverages, marijuana, or illegal drugs during or immediately prior to working hours or working under the influence of these substances, is prohibited.
4. Horseplay, scuffling, and other acts which have an adverse influence on the safety of the employees are prohibited.
5. Good housekeeping shall be maintained in all work areas.

6. No employee shall leave materials in aisles, walkways, stairways, roads, or other points of egress.
7. All posted safety rules must be obeyed and must not be removed, except by the Township Manager's authorization.
8. Comply at all times with known federal, state, and local safety laws, and the Township's regulations and policies.
9. In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
10. Where required, you must wear protective equipment, such as hard hats, goggles, safety glasses, masks, gloves, hair nets, etc.
11. Use seat belts and shoulder restraints whenever operating a vehicle on Township business. Any passengers must also wear safety restraints.
12. Do not block access to fire extinguishers.
13. Do not tamper with electric controls or switches.
14. Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
15. Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
16. Report any unsafe condition or acts to the Township Manager.

It is every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list or any other possible hazardous situation report it to the Township Manager immediately:

- Slippery floors and walkways.
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting.
- Poorly lighted stairs.
- Loose handrails or guard rails.
- Loose or broken windows.
- Dangerously piled supplies or equipment.
- Open or broken windows.
- Unlocked doors and gates.
- Electrical equipment left operating.
- Open doors on electrical panels.
- Leaks of steam, water, oil, etc.
- Blocked aisles.

Blocked fire extinguishers, hose sprinkler heads.
Blocked fire doors.
Evidence of any equipment running hot or overheating.
Oily rags.
Evidence of smoking in non-smoking areas.
Roof leaks.
Directional or warning signs not in place.
Safety devices not operating properly.
Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.

WORK SCHEDULES

The Township reserves the right to establish and change work schedules as needed. Generally, the Township will provide 72 hours' notice of any schedule change. However, employees are required to abide by any directive made by the Township with respect to scheduling.

Overtime work may only be performed when approved in advance by the Township Manager. Working unapproved overtime will result in discipline, up to and including termination of employment.

For purposes of overtime computation, the work week begins at 12:01 a.m. Saturday and ends at 12:00 midnight the following Friday. When computing total hours worked in a work week for purposes of calculating overtime pay, only hours actually worked are counted. Time off from work, such as holidays, jury duty, and vacation is not counted as hours worked even if employees are paid for such time off.

USE OF PHONE, INTERNET, EMAIL AND MAIL SYSTEMS

Telephones. Personal use of Township telephones for long-distance calls or calls which result in an additional charge to the Township is prohibited. Employees should practice discretion in using Township telephones when making local personal calls and may be required to reimburse the Township for any charges resulting from their personal use of the telephone. The excessive use of personal cell phones during working hours is also prohibited.

To ensure effective telephone communications, employees must use an approved greeting as determined by the Township Manager and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Mail. The use of the Township-paid postage for personal correspondence is prohibited.

Township Internet Access. The Township provides access to the internet on employee computers. In accepting the installation of software to access the internet on any employee's computer and to promote the efficient use and to avoid misuse of internet-related systems, employees are required to familiarize themselves with the contents of this statement.

- The employee acknowledges that internet access is being provided solely to assist in gaining access to information and materials that are related to execution of the employee's job duties, and agrees to restrict web activities to sites pertaining thereto.
- The employee agrees that internet access will not be used to generate or receive correspondence or materials that would be construed as fraudulent, illegal, harassing, obscene, indecent, profane or intimidating.
- The employee agrees not to augment web browser software (or any Township-provided software package) with externally generated programs or add-ons.
- In the course of accessing and utilizing materials found on the internet, the employee agrees to comply with any copyright or licensing laws pertaining thereto.
- The employee agrees not to download from the internet, and/or circulate among other Township staff, any programs or accessories not specifically authorized for use by the Township.
- The employee understands that he/she has no expectation of privacy in the use of a Township computer or any other Township issued electronic communication device, including phones, tablets and laptops, or the internet and email, and acknowledges that the Township can review any and all messages, web sites, information, etc. sent, received, created or accessed by the employee.
- The employee recognizes that the information accessed using the Township's internet access is a matter of public record and that no user is assured anonymity

regarding their degree of internet usage and the specific sites visited.

- The employee agrees to close web browser software and thereby disconnect from the internet when not actively engaged in online research, thus reducing the usage of the Township's internet connection.
- The employee acknowledges that failure to comply with the above criteria may result in any of the following disciplinary actions reasonably appropriate to the nature of the offense.
 - Reprimand of the offending party or parties.
 - Temporary reduction or suspension of computer system privileges.
 - Referral to the offending user's supervisor.
 - Permanent access revocation.
 - Termination of employment.
 - For misuse amounting to criminal behavior, referral to appropriate law enforcement agencies.

Use of Equipment.

- Any use of Township computers, electronic communication devices, including cell phones, or any other Township equipment that violates federal, state, or local law or regulation is prohibited.
- Knowing or reckless interference with the normal operation of computers or computer networks is prohibited.
- Connecting unauthorized equipment to the Township's computer network for any purpose inconsistent with the business purpose of the Township is prohibited.
- Deliberately wasting computer resources, including bandwidth, disk space, and printer paper or running or installing games or other unauthorized software on Township computers is prohibited.
- Using the Township's computer network to gain unauthorized access to any computer system is prohibited.
- The Township prohibits the destruction, theft, alteration, or any other form of sabotage to the Township's computers, programs, files, or data. All Township employees shall secure their computers when leaving their workstations.
- When leaving a workstation, employees must lock their computers by pressing ctrl-alt-delete and selecting the "lock computer" option.
- Employees must immediately report any breach of or disturbance to their computer to the Township Manager.

Social Media.

- The use of the Township's internet-related systems to access, transmit, store, display, or request obscene, pornographic, erotic, profane, racist, sexist or other offensive materials (including message, images, video or sound) that violates the Township's harassment policy or creates an intimidating or hostile work environment is prohibited.
- Any use that is deemed to adversely affect the Township is prohibited.
- The making or publishing of false, vicious, malicious, intimidating, threatening or harassing statements online concerning any employee of the Township is prohibited. Please note that this includes posting messages through electronic mediums (i.e. Facebook, Twitter, etc.).
- Employees of the Township shall refrain from using social networking sites during work time and on Township equipment unless it is work-related. Do not use your Township email address to register yourself on social networks, blogs or other online tools utilized for personal use.
- The Township prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge.
- Personal postings to social media sites during non-working hours by an employee shall not discredit or paint the Township in a negative light. If an employee comments on any aspect of the Township they must clearly identify themselves as an employee of the Township and use the following disclaimer: "the views expressed are mine alone and do not reflect the views of the Township." Personal postings shall not disclose any information that is confidential or proprietary to the Township.
- Township employees may not speak to the media on the Township's behalf without prior authorization from the Township Manager. All media inquiries must be directed to the Township Manager.
- Employees shall not post photographs of any Township property, location or equipment on any social media site and are likewise prohibited from posting photographs of any Township employee, including themselves, in the act of conducting Township work or business.

MEAL PERIODS

Employees working a shift of six (6) hours or longer are provided with one meal period of 30 minutes in length each workday. The Township Manager will schedule meal periods to accommodate operating requirements. Employees will normally be relieved of all active responsibilities and restrictions during meal periods.

Additionally, all employees shall be entitled to two fifteen (15) minute rest periods or coffee breaks during each eight (8) hour shift. The lunch period shall not be considered a rest period or coffee break period. If an employee is working overtime, he/she will be allowed a rest period or coffee break after each two (2) hour period, and will be allowed a lunch period at the end of four (4) hours

Breaks are lost if not used and cannot be utilized in conjunction with lunch or to make up for early departures and/or late arrivals.

OVERTIME/COMP TIME

Compensatory time is time off granted in lieu of overtime pay. Employees must have approval of the Township Manager prior to accumulating or using compensatory time. Employees may, at their option, elect to receive payment for overtime or to accumulate compensatory time at a rate of one and one-half (1 ½) hours of compensatory time for each hour of overtime worked. The maximum accumulation of compensatory time by employees shall not exceed one hundred fifty (150) hours.

With the exception of employees of the Wastewater Treatment Plant (WWTP), the Township Manager must authorize all work in excess of 40 hours per week in writing. With the approval of the Department Head, WWTP staff may work hours in excess of 40 per week as the need arises. Nonexempt employees who work in excess of 40 hours per week will be compensated at one and one half their hourly rate in either wages or compensatory time off, at the employee's option, pursuant to Section 207(o) of the Fair Labor Standards Act.

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard workday or week.

Employees classified with exempt status will be eligible for overtime compensation according to provisions of this section, when performing work responsibilities on behalf of the Township, which fall within the definition of "callback" as defined herein, or when performing non-administrative functions on an overtime basis which are equal to tasks performed by personnel under their direct supervision.

Compensatory time may be granted on a pre-approved basis by the Township Manager at time and one-half (1 ½) for special meetings, tasks, projects or functions that have been assigned by a request which occur at times other than normal working hours. For purposes of salary administration, eligibility for overtime payments, and employee benefits, the Township classifies Department Heads as exempt employees. Department Heads are paid a salary that has been established to compensate them for any and all work they perform for the Township. They will not receive any additional compensation for overtime and shall not be entitled to compensatory time or additional time off. Department Heads are expected to work the hours necessary to fully perform all their duties and responsibilities without extra compensation, even if their workweek exceeds forty (40) hours.

In some cases exempt employees (other than Department Heads) may, at the discretion of the Township Board, be paid overtime for hours worked in excess of forty (40) hours in one work week even though the payment of such overtime is not required by law. In such an event, the decision to pay such overtime is entirely within the discretion of the Township Board and may be discontinued at any time.

For employees subject to collective bargaining agreement, overtime and comp time shall accrue and be used subject to the terms of the current contract. Compensatory time should be tracked for all employees based on the fiscal year.

Wastewater Treatment Plant

Wastewater Treatment Plant (WWTP) employees work 40 hours per week Monday through Friday. Two WWTP employees are on call at all times, including weekends and holidays. WWTP employees are paid a minimum of 3 hours of pay for any callback they receive during non-business hours. WWTP Employees are paid 1.5 times their pay for any time worked in excess of 40 hours in one workweek.

Compensatory time is calculated at 1.5 hours for each hour of overtime worked.

For example, a WWTP employee working 10 hours over 40 hours during the workweek would accrue 15 hours of compensatory time at straight pay. Compensatory time can be accrued up to 150 hours, which represents 100 hours of Over Time. Any Compensatory Time in excess of 150 hours will be paid out bi-weekly. WWTP Employees receive two times their normal pay rate or compensatory time rate for working on Holidays.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify the Township Manager and/or the appropriate department head if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs will prevent deterioration of equipment and possible injury to employees or others. The Township Manager and/or the appropriate department head can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action up to and including termination of employment.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires or power failures will disrupt Township operations. In extreme cases, these circumstances may require the closing of a work facility. The Township Manager and the Township Director of Public Safety will make the decision as to the closure of the work facility. In the event that such an emergency occurs during non-working hours, local radio station (WAAM, 1600 AM) and a local TV station (WXYZ, Channel 7) along with cable access channel 191, and www.twp-northfield.org will be asked to broadcast notification of closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. If an employee has pre-scheduled PTO during the emergency closing, the PTO will be honored.

BUSINESS TRAVEL EXPENSES

The Township will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The employee's direct supervisor and/or the Township Manager must approve all business travel in advance. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Township, subject to approval by the Township Manager. Employees are expected to limit meal expenses to \$30.00 per day. The Township does not reimburse meals for business travel of one day or less.

Employees who are involved in an accident while traveling on business shall promptly report the incident to the Township Manager. Vehicles owned, leased or rented by the Township may not be used for personal use without prior approval. Use of a personal vehicle for business travel will be reimbursed at the applicable IRS mileage rate.

Within 30 days of completion of travel, employees shall submit expense reports along with receipts to the Township Manager. Late requests may be denied.

Employees should contact the Township Manager for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

SMOKING

Smoking is prohibited in all enclosed areas within the Township worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities. Smoking shall be prohibited within 25 feet of entrances, windows and ventilation systems of all Township property.

This policy applies equally to all Township employees, residents and visitors.

ACCESS TO TOWNSHIP BUILDING

Access to internal Township offices is granted to Township employees and elected and appointed officials so that they may perform the duties required of their respective positions. The door to the Township's internal offices shall remain locked at all times. Employees and elected and appointed officials who require access to the Township's offices will be issued an access card by the Northfield Township Police Department in order to access the Township's offices. Individuals that were employed prior to the use of access cards were issued an access code. Access cards/ID badges are now used in lieu of PIN codes, and PIN codes are no longer issued. PIN codes may be used to enter the building, however it is preferred for individuals to use their access cards/ID badges to gain access. Everyone issued an access card must swipe his or her card to unlock the Township's office door. . . . Each Township access door is monitored by a camera to confirm compliance with this policy.

Employees may allow access to visitors with the specific permission of the Township Manager.

Access cards also function as identification badges and must be worn at all times during work hours while on Township property.

All Township employees and elected and appointed officials will be required to sign and date an Acknowledgement of Receipt form to be granted an access card.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

MILITARY LEAVE

Leaves for active military service or reserve training will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the Township expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Township.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Violation of any Township Policy or Procedure either spelled out in this manual, including any amendment of this manual, or detailed in a stand-alone document.
- Falsification of personnel or other records or reports including employment applications.
- Misappropriation or theft.
- Abusive language, any improper treatment, harassing, intimidating, threatening or bullying of employees, co-workers, the public, contractor personnel, or customers.
- Retaliation.
- Failure to communicate or work with co-workers.
- Being tardy and/or absent in reporting for duty.
- Being absent from duty or work station during working hours without permission, except as specifically set forth herein.
- Utilizing Township property including, but not limited to, tools, equipment, computers, internet, phones and vehicles for personal use or performing personal work during working hours.
- Failure to satisfactorily perform work duties.
- Absence from work without reasonable cause, except as specifically set forth herein.
- Possession of firearms or deadly weapons on Township premises at any time without proper authorization or permission.
- Insubordination or refusal to perform a job assignment.
- Threatening, intimidating, bullying, coercing, or interfering with employees or supervision at any time.
- The making, uttering or publishing of false, vicious, malicious, intimidating, threatening or harassing statements concerning any employee of the Township. This includes posting messages through social and/or electronic media (i.e. Facebook, Twitter, etc.).
- Failure to properly clock time, falsifying time, recording another employee's time, or otherwise failing to properly record time as instructed.
- Failure to immediately report to supervision any property or equipment damage or personal injury accident which occurs during working hours on or off Township premises.
- Granting, or making available to any persons, any consideration, treatment, advantage, or favor beyond that which is the general practice to grant or make available to the public at large.

- Sleeping, loitering, or otherwise wasting time on the job.
- Defacing any Township property.
- Violation or disregard of Township safety rules or safety procedures.
- Immoral conduct or indecency.
- Failure to wear proper attire and maintain an appropriate and professional appearance while at work. This includes offensive body odor and uniforms issued to employees, which have the Township logo on the clothing.
- Destroying, damaging, or abusing Township property, tools, or equipment, including but not limited to ID badges, vehicles, phones, computers and furniture.
- Gambling on Township premises.
- Horseplay or fighting.
- Failure to disclose potential or actual conflicts of interest.
- Disclosure of confidential information or records to unauthorized persons.
- Acceptance of gifts or gratuities or any professional arrangement for personal benefit or gain.
- Personal use of a Township vehicle or equipment.
- Absence without available leave time, with the exception of emergency sick leave, within the sole discretion of the Township Manager.
- Using a Township or personal cell phone while operating a Township owned vehicle.
- Texting using a Township or personal cell phone while operating a Township owned vehicle.
- Violating any State Law in a Township owned vehicle.
- Smoking in a Township owned vehicle or any violation of the Township Smoking Policy.
- Failure to wear a seat belt while operating or while riding as a passenger in a Township owned vehicle.
- Failure to immediately return to duty in accordance with this manual once medically cleared to do so.
- Taking personal or vacation time without the proper balance to cover the request or permission to do so.
- Working under the influence of alcohol, marijuana or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol, marijuana or illegal drugs in the workplace, while on duty or while operating Township-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Unauthorized use of telephones, mail system or other employer-owned equipment.
- Unauthorized disclosure of business secrets or confidential information.

DRUG AND ALCOHOL USE

Purpose

The purpose of this policy is to ensure a safe, healthy, and secure work environment, to protect the Township's property, to ensure efficient operations, and to provide reasonable assurance that all persons working for the Township are fit to work and not compromised by any unauthorized and/or unlawful drug, alcohol, marijuana, or controlled substance.

Individuals under the influence of unauthorized and/or unlawful drugs, alcohol, or controlled substances, including all forms of marijuana regardless of medical necessity, on the job pose serious safety and health risks not only to themselves, but to all those they come in contact with. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing, or selling alcohol, marijuana, drugs, or controlled substances, or having alcohol, marijuana, drugs, or controlled substances in your system, without medical authorization when applicable, on the Township's premises, at off-site work locations, or in the Township's vehicles will result in disciplinary action, up to and including immediate discharge.

Elements of the Policy

The Township understands and accepts its right and responsibility to maintain a drug and alcohol-free workplace. To ensure that the objectives of this policy are met, the Township's Drug and Alcohol Policy will have the following elements:

1. Employee Awareness. The Township will ensure that employees are aware of the Township's Drug and Alcohol-Free Workplace Policy and will require each employee, as a condition of initial and continuing employment, to certify his/her understanding of the requirements of this policy and acknowledge his/her obligation to be in compliance at all times.
2. Education and Training. At its sole discretion, the Township may require employees to participate in, or be subject to, education and training on the effects of use, misuse, and abuse of unauthorized and/or unlawful drugs, alcohol, controlled substances, controlled substance analogues, prescription and/or over-the-counter medications. Education and training may be accomplished through posters, seminars, distribution of educational literature, supervisor training, or any other such means as the Township may elect.
3. Testing. As a condition of initial and continuing employment, the Township may require all employees to participate in, and be subject to, drug and/or alcohol testing pursuant to this policy.
4. Counseling and/or Other Treatment Programs. The Township will encourage employees who acknowledge drug or alcohol abuse or dependence to pursue counseling and/or any other available treatment programs. The Township offers an

employee assistance program. Please contact the Township Manager for contact information.

Requirements

It is the Township's policy that all employees take the necessary measures to ensure that the use of alcohol and/or marijuana and/or the use of illegal or controlled substances, and/or the abuse or misuse of prescription drugs or over-the-counter medications does not endanger the health, safety, and security of our employees, our operations, or all people who come into contact with our workplace and property. The Township shall also comply with any requirements under applicable law. In accordance with this policy, the following shall apply to all employees:

1. The unlawful use, possession, sale, conveyance, distribution, dispensation, concealment, transportation, or manufacture of drugs, chemical intoxicants, controlled substances, or drug paraphernalia by any employee, on or off the Township's property, or off-site work location, during or outside of work hours, is strictly prohibited. Any such conduct on the Township's premises, during work hours, or outside of work that is within the Township's knowledge, will be reported to the appropriate law enforcement agency.
2. Employees may not misuse or abuse over-the-counter medications, or other household products that may be intentionally misused as mind-altering substances (i.e., paint thinners, glues, correction fluid), on the Township's premises, at any off-site work location, in any the Township's vehicle, or at any Township sponsored or paid for function.
3. It is the employee's responsibility to consult with his/her physician to determine the effect, if any, use of prescribed or over-the-counter drugs may have on the employee's ability to safely and efficiently perform the duties of employment and to notify the Township before he/she starts work when he/she is taking any prescription or non-prescription medicine or substance that may impair the employee's ability to safely and efficiently perform such duties. Any prescription or over-the-counter drug used by an employee at work shall be maintained in its original container in an amount appropriate for that work period and shall be safely concealed. The Township reserves the right to assess, with the assistance of a medical practitioner, whether the use of the drug by the employee within the workplace is consistent with maintaining a safe and efficient workplace.
4. The use, possession, sale, transfer, or purchase of any alcohol on the Township's property, at any off-site work location, or in any the Township's vehicle, is strictly prohibited. The only exception shall be the consumption of alcohol on the Township's premises when the Township Manager authorizes it in conjunction with a Township sponsored/approved social function.
5. Any employee who reports to work in an unfit condition, or during work becomes unfit to work, shall be removed and subject to discipline up to and including

discharge. Should it be determined that the employee is or was unfit for work due to a medical condition, the employee will not be subject to discipline, but may be required to provide a doctor's certification prior to returning stating that he/she is capable of performing the duties of his/her job with or without reasonable accommodation.

6. Employees may not operate any Township vehicle while under the influence of drugs or alcohol. Any employee who has been drinking must make arrangements for alternate transportation. Any employee charged with traffic violations for operating a Township vehicle under the influence will be solely responsible for all liabilities that result and will be subject to discipline up to and including discharge.

Searches and Testing

With reasonable cause, the Township may conduct announced or unannounced searches for illegal drugs, alcohol or marijuana on Township premises. An employee's consent to a search or investigation is a condition of employment, and refusal to consent to, as well as fully cooperate with, may result in disciplinary action up to and including dismissal, even for the first refusal.

Employees and candidates for employment may be subject to drug and/or alcohol testing as a condition of initial employment and may be subject to drug and/or alcohol testing as a condition of continued employment on the following basis:

1. For cause after an accident or incident where judgment is called into question (i.e., following an occurrence that involves a fatality, an injury to an employee or other individual, a serious near miss, or damage to property).
2. Where the Township has a reasonable suspicion that an employee's ability to perform work safely or effectively may be impaired. An illustrative list of factors that the Township may consider in determining whether there is a reasonable suspicion includes, but is not limited to:
 - a. Observable phenomena, such as direct observation of unauthorized and/or unlawful drug, marijuana, or alcohol use, or possession and/or the physical signs and symptoms of being unfit for work due to unauthorized and/or unlawful drugs, marijuana, and/or alcohol, which are not consistent with the employee's normal behaviors, including without limitation – odor, gait, speech, appearance, statements, evidence of use, response to questions.
 - b. Any other pattern of abnormal conduct or erratic behavior, or other conduct deemed suspicious by the Township.
 - c. Conviction of a drug related offense.
 - d. Information of drug use provided by reliable and credible sources or otherwise independently corroborated.

3. As a candidate for employment. All job applicants considered final candidates and who have received and accepted an “offer to hire” for a position may be tested for the presence of unauthorized and/or unlawful drugs and controlled substances.

Positive Test Results

If an employee tests positive for the presence of unauthorized and/or unlawful drugs, alcohol, or controlled substances, the employee shall be deemed to be in violation of this policy. The employee will also be immediately removed from the worksite and will be subject to the Township’s disciplinary policy, up to and including discharge. At the Township’s sole discretion, if the employee is allowed to continue his/her employment, the employee may be required to participate in rehabilitation, alcohol, or narcotics anonymous, and random drug and/or alcohol testing.

A candidate for employment who tests positive for the presence of unauthorized and/or unlawful drugs or controlled substances shall have any job offer withdrawn.

Medical & Recreational Marijuana

The Township acknowledges Michigan’s Marijuana laws. Pursuant to these laws, employees may not use or be under the influence of any form of marijuana (including edibles, oils, smokable, or any other form of marijuana) during working time on Township and/or worksite premises. Any employee using or being under the influence of any form of marijuana during work time and/or on work premises will be subject to immediate disciplinary action up to and including discharge. The employee’s possession of a medical marijuana card is not a defense to this policy, which will be strictly enforced regardless of purpose of the employee’s use of marijuana. Employees suspected of being under the influence of marijuana shall be immediately sent for drug testing.

ATTENDANCE AND PUNCTUALITY

Punctuality and regular daily attendance not only assists the Township in planning and scheduling work more efficiently, but attendance and punctuality are also taken into consideration when employees are reviewed for salary increases, job performance and/or promotions. The Township expects its employees to report to work regularly and on time. You are expected to be at your workstation or worksite, dressed appropriately and ready to work, by your scheduled start time. If you are going to be late or absent, you must notify your direct supervisor and/or the Township Manager before your regular starting time. If you have to leave early, you must obtain approval from your direct supervisor and/or the Township Manager. You may be required to make up any lost work time, depending on your employment classification.

All time off must be requested in advance and in writing as outlined in the appropriate categories.

All notifications of absences must be face-to-face, in writing in a letter or on a Township-provided form, or by telephone. No employee may call in sick by e-mail or text message.

Excessive absenteeism, which renders an employee insufficiently available for work, will be evaluated on a case-by-case basis to determine the merits of correctional retention or discharge. Except under unusual circumstances, an absence of more than three (3) consecutive days without notification from the employee will be considered a voluntary quit.

Planned Absences

The Township expects its employees to plan their absences in advance, whenever possible, so that the work flow may continue without interruption. All planned absences, such as vacations, medical and dental appointments, important personal business, etc., must be approved in advance by the employee's supervisor and/or the Township Manager. Whenever possible, employees must schedule personal appointments outside of their scheduled work hours. If leave time is available, the absence will be charged to the appropriate leave.

Unexpected Absences

The Township realizes that there are times when an unexpected event causes an employee's absence from work, such as a personal illness or accident, illness or accident in the immediate family, death in the immediate family, etc.

- Unexpected absences must be reported to the employee's supervisor and/or the Township Manager as soon as the employee knows that he/she will not be reporting for work, and unless in the event of an actual emergency, no later than one (1) hour prior to the start of the employee's scheduled shift.
- Absent employees are required to call their supervisor and/or the Township Manager every day of their absence, unless they have previously notified their supervisor and/or the Township Manager in writing of the exact duration of their absence and have received written pre-approval for these absences.

- Except under unusual or mitigating circumstances as determined by the Township Manager, an employee's no-call, no-show for three (3) consecutive scheduled shifts will be considered a voluntary resignation of employment. Failure to report for a scheduled shift without calling a supervisor prior to the start of your shift is grounds for termination of employment.

Family Emergency

In the event the Township receives word of an emergency related to your family, you will be notified as soon as possible. An employee who needs to leave work due to a family emergency must notify his/her supervisor or the Township Manager and obtain permission to leave work. Permission will not be withheld unreasonably.

PERSONAL APPEARANCE

As an employee of the Township, you must maintain a clean, neat appearance when reasonably possible. Your attire should be consistent with the type of work you are performing and with safety considerations.

The personal appearance of office workers and any employees who have regular contact with the public is governed by the following standards:

During business hours, employees are expected to present a clean and neat appearance and to dress with professional integrity. The following is a small example of non-professional dress and is not appropriate for Township employees.

- Shorts, skirts and dresses shorter than 4" above the knee
- Spaghetti straps
- Sneakers and jeans of any color except on Friday casual day
- Hooded sweatshirts or logo t-shirts
- Clothing that exposes stomach, back or cleavage
- Extremely tight or suggestive clothing
- Undergarments exposed

Employees who appear for work inappropriately dressed will be required to take corrective action, which may include being sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

It is recognized that on occasion, specific short-term assignments (for example, sorting through and re-filing boxes of archived records, cleaning details or police undercover operations) may require some variance to these requirements at the discretion of the Department Head.

Consult your Department Head or the Township Manager if you have questions as to what constitutes appropriate attire. Violations of this policy may result in disciplinary action.

RETURN OF PROPERTY

The Township provides the tools and equipment necessary for employees to perform the job to which they are assigned. Employees are expected to care for these tools and equipment. In the event of loss or damage to the Township's property, tools, and/or equipment due to negligence or intentional acts, the employee will be responsible for replacement or repair costs.

Any property, tools, or equipment which an employee may utilize or have access to in the performance of his/her duties, whether in paper, electronic or other format, and including any information prepared or acquired by an employee in the course of his/her duties as an employee, shall be and remain at all times the sole property of the Township and shall be surrendered to the Township by the employee upon request, and/or upon the employee's voluntary or involuntary discharge.

RESIGNATION

Employees who resign from their employment with the Township shall be eligible to be paid for all accrued but unused vacation leave time up to 150 hours, provided that the employee provides no less than two weeks prior notice of their resignation. Any employee who provides less than two weeks notice of their resignation shall forfeit all accrued but unused vacation time.

Unless authorized by the Township Manager, accrued but unused paid leave time may not be used to reduce the two week notice period.

SECURITY INSPECTIONS

Desks, lockers and other storage devices may be provided for the convenience of employees but remains the sole property of the Township. Accordingly, they as well as any articles found within them, can be inspected by any agent or representative of the Township at any time either with or without prior notice.

PROBLEM RESOLUTION

The Township is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the Township Manager. Complaints or information regarding sexual or other harassment or discrimination shall be reported to the Township Manager in accordance with this Handbook's anti-harassment/discrimination policy (see Non-Harassment/Discrimination/Retaliation Policy).

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by the Township may not solicit or distribute literature in the workplace at any time for any purpose.

The Township recognizes that employees may have interests in events and organizations outside the workplace; however, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks or any other periods in which employees are not on duty.)

Examples of unacceptable forms of solicitation include:

- The collection of money, goods or gifts for political groups
- The sale of goods, services or subscriptions outside the scope of official Township business
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees or dues.

In addition, the posting of written solicitations on Township bulletin boards is prohibited. Bulletin boards are reserved for official Township communications on the following items:

- Employee announcements
- Internal memoranda
- Job openings
- Township announcements
- Payday notice
- Worker's compensation insurance information
- State disability insurance/unemployment
- Insurance information

APPENDIX

- Knowing and Voluntary Litigation Agreement and Waiver
- Discrimination/Harassment Complaint Form
- Accommodation Request
- Township Employee Compensatory Time Agreement
- Accident/Injury Report Form
- Organizational Chart

KNOWING AND VOLUNTARY LITIGATION AGREEMENT AND WAIVER

Northfield Township (“Township”) and _____ (“Employee”), as a condition of initial and continued employment, future promotions, compensation increases, use of Township property and facilities, access to the Township’s trade secrets and/or confidential information, access to the Township’s citizens, and other additional benefits that the parties agree are valuable considerations for signing this Knowing and Voluntary Litigation Agreement and Waiver (“Agreement”), agree to litigate any claims involving the Employee’s employment from the date of hire forward, or termination/separation of employment according to the terms as follow:

1. The party bringing a claim must file the claim in a court of competent jurisdiction in Washtenaw County, Michigan, or the United States District Court, Eastern District of Michigan, within one hundred and eighty (180) calendar days or less if a statute or common law requires a shorter period, from the date the alleged claim arose. Accordingly, other than for statutory claims subject to a statute of limitations of less than one hundred and eighty (180) calendar days, the parties specifically agree to waive any statute of limitations to the contrary. If the party with the claim fails to timely file pursuant to this Agreement, they will forever lose their right to litigate their claim in any manner. If they lose their right to litigate their claim in court under this Agreement, they still cannot file suit or a claim in any other jurisdiction or forum. Should either party file their claim in a court or forum not pursuant to this Agreement, the action shall not toll or extend the time for filing pursuant to this Agreement.
2. The parties shall have all other rights pursuant to applicable court rules.
3. The Employee acknowledges that he/she is an employee at-will unless subject to a written employment contract stating otherwise. Nothing in this Agreement creates an express or implied employment contract. The Employee understands that only a written employment agreement that the Township Board adopts specifically changing the at-will employment relationship is valid to make such a change.
4. This Agreement, together with the Employee’s Application for Employment incorporated by reference, is the complete Agreement between the parties on the litigation of disputes. This Agreement supersedes any prior or current oral or written understanding on the subject. Neither party is relying on any oral, nor written representations of any type other than those contained in this Agreement. If any judge determines that any partial or complete provision of this Agreement is invalid, or otherwise unenforceable, the portion or complete provision shall be stricken, or revised to reflect the intent of the parties at the time of signing, and the remaining provisions shall continue in full force and effect.
5. The parties are waiving their right to a jury trial and are hereby agreeing to submit any claims to a court for a bench trial.

RECEIPT OF THIS AGREEMENT ACKNOWLEDGES THAT EACH PARTY IS RESPONSIBLE FOR CAREFULLY READING IT AND UNDERSTANDING THAT IT CONTAINS A BINDING ELECTION TO WAIVE A JURY TRIAL, REDUCE THE FILING PERIOD TO 180 CALENDAR DAYS OR LESS IF A STATUTE OR COMMON LAW REQUIRES A SHORTER PERIOD, AND ELECTS WASHTENAW COUNTY, MICHIGAN AS THE LOCATION FOR LITIGATION, OR THE UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN. THE PARTIES HAVE ENTERED INTO THIS AGREEMENT VOLUNTARILY AS A CONDITION OF EMPLOYMENT, AND/OR CONTINUED EMPLOYMENT, INCLUDING FUTURE PROMOTIONS, PAY INCREASES, USE OF THE TOWNSHIP'S EQUIPMENT, AND ACCESS TO ITS CONFIDENTIAL AND PROPRIETARY INFORMATION, CITIZENS, AND ACKNOWLEDGE THAT THE ACTIONS OF THE EMPLOYEE ENGAGING IN, OR CONTINUING EMPLOYMENT, USING THE TOWNSHIP'S PROPERTY AND FACILITIES, ACCEPTING COMPENSATION AND BENEFITS, CONTINUING CONTACT WITH TOWNSHIP'S CITIZENS, AND CONTINUING TO HAVE ACCESS TO AND USE OF TOWNSHIP'S TRADE SECRETS AND/OR CONFIDENTIAL INFORMATION CONSTITUTES EACH PARTY'S MUTUAL ASSENT TO BE BOUND BY THIS AGREEMENT WHETHER OR NOT FULLY EXECUTED BY BOTH PARTIES.

THE EMPLOYEE HAS HAD THE CONTENTS OF THIS DOCUMENT EXPLAINED TO HIM/HER, HAS HAD THE OPPORTUNITY TO ASK QUESTIONS, AND THE TOWNSHIP ADVISED EMPLOYEE TO SEEK THE ADVICE OF COUNSEL AT HIS/HER EXPENSE BEFORE SIGNING. THIS AGREEMENT SHALL APPLY TO THE EMPLOYEE'S TERM OF EMPLOYMENT AND THEREAFTER BEGINNING WITH THE EMPLOYEE'S FIRST DATE OF HIRE.

EMPLOYEE:

NORTHFIELD TOWNSHIP

Print Name

By: _____

Signature

Its: _____

Dated: _____ 20__

Dated: _____ 20__

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Employee's Name: _____

Department/Position: _____

Supervisor: _____

Type of alleged discrimination: Gender Race Age Religion Disability Other

Describe the alleged incident in detail, including the date upon which the incident occurred; the name of the individual who committed the act of discrimination and/or harassment; the approximate time when the incident occurred, the acts which you believe constituted unlawful discrimination and/or harassment, including any verbal acts; your response or reaction; and any other details which will assist the Township in its investigation of this incident:

Please list witnesses or others who may have information regarding this matter:

Have you reported this incident to your supervisor? Yes No

Have you been subjected to similar acts of harassment and/or discrimination by the same individual(s) in the past? Yes No

If so, did you report the prior incidents? Yes No

If you did **not** file a report, please describe the prior incident(s), including the specific details as set forth above:

Date: _____

Signature of Reporting Employee

Date Received: _____

Received By: _____

Township Employee Compensatory Time Agreement

Non-exempt employees are entitled to overtime for all hours worked in excess of 40 hours in a workweek. In accordance with the Fair Labor Standards Act (“FLSA”), overtime will be compensated at the appropriate rate either by pay or compensatory time off. Unless the employee and the Township agree, otherwise, overtime will be paid. Compensatory time shall be paid or scheduled by the Township in accordance with Township needs. Accumulation of compensatory time is limited to a maximum of 150 hours. An employee shall be paid for hours of overtime that exceeds this limit.

If you agree to receive compensation for overtime in the form of compensatory time off, check the box below, sign and date this notice, and return it to the Township Manager for placement in your personnel file.

If you indicate below that you do not agree to accept compensatory time off in lieu of pay, you will receive payment for overtime.

I agree to accept compensation for overtime in the form of compensatory time off.

Print Name _____

Signature _____ Date _____

I **do not** agree to accept compensation for overtime in the form of compensatory time off.

Print Name _____

Signature _____ Date _____

NORTHFIELD TOWNSHIP ACCIDENT/INJURY REPORT

EMPLOYEE NAME: _____ DATE OF REPORT: _____

FULL ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ PHONE NUMBER: _____

DATE OF HIRE: _____ DEPARTMENT: _____ DATE OF BIRTH: _____

MARITAL STATUS: _____ NUMBER OF DEPENDENTS: _____

DATE OF ACCIDENT/INJURY: _____ TIME OF ACCIDENT/INJURY: _____

TIME YOUR SHIFT BEGAN: _____

LOCATION OF ACCIDENT/INJURY: _____

+++++

DESCRIPTION OF ACCIDENT/INJURY (EMPLOYEE'S PORTION)

WHAT KIND OF INJURY (CONTUSION, CUT, FRACTURE, SPRAIN, ETC.): _____

LOCATION OF INJURY (ARM, LEG, HEAD, ETC.): _____

HOW DID THE ACCIDENT OCCUR? _____

WHAT JOB OR ACTIVITY WAS BEING ENGAGED IN AT THE TME OF ACCIDENT/INJURY? _____

WHY DID THE ACCIDENT/INJURY HAPPEN? _____

FIRST AID GIVEN? YES ___ NO ___ BY WHOM: _____

HOSPITALIZED? YES ___ NO ___ PHYSICIAN: _____

PHONE NUMBER: _____

DIRECTIVE AFTER TREATMENT: _____ EMPLOYEE CAN RETURN TO WORK IMMEDIATELY (NO TIME LOST)

_____ EMPLOYEE CANNOT RETURN TO WORK IMMEDIATELY

EMPLOYEE SIGNATURE: _____ DATE: _____

NOTICE: Employee must complete report and return to your supervisor within 24 hours of the incident

CONFIRMATION OF ACCIDENT/INJURY – SUPERVISOR’S PORTION

PLEASE CONFIRM THE INFORMATION PROVIDED ABOVE BY INITIALING HERE: _____

DOCTOR’S NOTE RECEIVED STATING TERMS: YES ___ NO ___

IS THIS A WORKMAN’S COMPENSATION CLAIM? YES ___ NO ___

ESTIMATED DATE OF RETURN (IF EMPLOYEE CANNOT RETURN TO WORK IMMEDIATELY): _____

OTHER INFORMATION TO SHARE OR CORRECT:

SUPERVISOR’S SIGNATURE: _____ DATE: _____

NOTICE: Supervisor must complete report and turn in to the Township Manager/Manager’s Assistant along with all paperwork from treatment within 48 hours of the incident.

+++++

CONFIRMATION OF RECEIPT – TOWNSHIP OFFICE’S PORTION

MANAGER OR ASSISTANT’S INITIALS VERIFYING RECEIPT: _____ DATE OF RECEIPT: _____

FOLLOW-UP NOTES, AND OTHER INFORMATION:

Organizational Chart

MEMO

To: Northfield Township Board
From: Lenore Zelenock, Treasurer
Re: Building Official/Zoning Administrator Position
Date: 03/03/2019

I am recommending the Township Board authorize the Township Manager to provide a Building Official/Zoning Administrator job description, provide a salary range for this position including benefits, and compare the proposed salary and benefits to the present cost incurred by the township for these functions by the April 9th meeting.

The reason for this recommendation is to look at an alternative to improve the services and effectiveness for our residents, business owners, and developers.

As township officials we have heard the frustrations of our residents, business owners, and developers on the present process and structure (e.g. the person I need is not in the office, the check list changes, it takes too long, no one can explain and provide guidance through the process, etc.).

For your reference, attached are three Building Official/Zoning Administrator job postings. The first attachment is from Ann Arbor Charter Township, the second attachment is from Webster Township, and the last attachment is from Grand Haven Charter Township.

It is my understanding our Township eliminated the Building Official/Zoning Administrator position around 2010. In my opinion bringing back the Building Official/Zoning Administrator position in-house will help move our township forward.

Posted on April 20, 2017 in Uncategorized

Ann Arbor Charter Township Building Official/Zoning Administrator

Ann Arbor Charter Township is accepting applicants for the position of Building Official/Zoning Administrator.

The position is responsible for performing a variety of administrative and technical functions associated with administration and enforcement of building and zoning codes, and providing assistance to property owners, developers, Planning Commission, Zoning Board of Appeals and Township Board.

Salary dependent on candidate's match of qualifications and experience. The position is for 4 days a week and includes health, dental and retirement benefits.

To apply, please submit a cover letter that addresses the minimum requirements and salary history and a resume to: Della DiPietro at dipietro@aatwp.org by May 22.

Minimum Requirements:

5 years of building construction experience as a licensed contractor, building inspector, zoning official or building plan reviewer; State of Michigan certifications as a Building Inspector, Building Official and Plan Reviewer; working knowledge of Microsoft Office products; thorough knowledge and understanding of state and local building codes, zoning ordinances, building plan review, and construction site inspection procedures; and valid State of Michigan operator's license.

Related State of Michigan certifications such as Electrical and Plumbing Inspector are desirable.

Essential Job Functions:

Reviews or inspects plans, specifications and blue prints of site plans, new buildings under construction or remodels of existing buildings for compliance to codes and ordinances.

Issues and approves permit applications.

Meets with applicants to review and discuss land use applications.

Conducts on-site inspections to ensure conformity to codes and ordinances.

Explains, interprets and provides guidance regarding all applicable building and zoning codes to architects, engineers, contractors, developers, property owners, the public and local officials relating to building and zoning issues.

Maintains accurate and complete records relating to the operation of the building and zoning functions of the Township.

Provides technical and administrative support to the Planning Commission, Zoning Board of Appeals and Township Board on building and zoning issues.

Oversees preparation of Planning Commission and Zoning Board of Appeals agendas and attends monthly meetings.

Keeps abreast of modern building practices, new construction techniques and changes in regulations through continued education and professional growth.

Performs related work as required.

Wester Township, Michigan – Zoning Administrator/Property Inspector

Summary: The Zoning Administrator/Property Inspector administers, analyzes and enforces Webster Township's general law and zoning ordinances. In coordination with township assessor, does property visitations for assessment purposes. Provides assistance to citizens, educates public on zoning issues, and coordinates with other governments. This is an “at will” position under conditions provided in employee handbook

Essentials functions: The following examples don't include all duties employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactory

1. Inspects for compliance and enforces the zoning ordinance, general ordinances, special land uses, and any other zoning related ordinances. Issues or denies zoning compliance permits based on township's ordinances
2. Keeps updated paper and computer files and issues official correspondence as needed on all zoning related matters. Reviews site plans; monitors and seeks compliance with any conditions as determined by Planning Commission and Zoning Board of Appeals.
3. Inspects, monitors, and investigates properties to ensure that all uses meet zoning ordinance requirements. Cooperates with Planning Commission chair and Washtenaw County building officials on common enforcement projects.
4. At direction of Township Assessor, inspects, measures, photographs, and enters property data into BS&A Software
5. Responds to inquiries and provides guidance to residents, developers, builders, and township offices regarding zoning regulations. Otherwise assists in providing adequate office coverage and customer service
6. Enters ordinance enforcement information, schedules inspections, and updates the database accordingly.
7. Works with other governmental agencies as needed.
8. Performs other duties as requested by Supervisor and Board of Trustees.

Required knowledge, skills, and abilities: The following represents minimum qualifications necessary to perform essential functions. Reasonable accommodations may be made to enable individual with disabilities to perform the job.

Requires a high school diploma, and a degree in planning or Michigan-certified Assessing Certification Officers and/or equivalent training or experience.

Requires one to two years experience in a zoning, planning, assessing, or related field.

Requires a valid Michigan driver's license and must have access to a reliable vehicle to perform required duties.

Working knowledge of principles and practices of zoning, land use, assessing site inspections.

Ability to communicate effectively and present ideas orally, in writing, and make presentations in public forums.

Ability and willingness to pursue professional development opportunities and remain abreast of current issues and progressive methods, related to the field, including obtaining professional credentials or certifications as appropriate.

Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with developers, residents, elected officials, employees, other governmental and regulatory agencies, and professional contacts.

Ability to critically assess situations and solve problems and work effectively under stress, within deadlines, and changes in work prioritizes

Physical demands and work environment

The characteristics described here are representative of those encounters while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position spends time working in the field at various sites, some with treacherous terrain that requires employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemical or other hazardous materials, loud machinery and equipment, and other dangers. Employee must have strength, stamina, and physical coordination needed to gain access to such sites

Position also spends time in an office setting to complete administrative duties

Grand Haven Charter Township is accepting applications for the following position:

**BUILDING INSPECTOR / PLAN REVIEWER / ZONING AND ORDINANCE
ENFORCEMENT OFFICER**

This full-time position will be responsible for the proper enforcement of the requirements of the State Construction Code and the Grand Haven Charter Township Zoning Ordinances. This person will typically work normal business hours Monday through Friday with occasional weekend and evening ordinance enforcement work.

The successful candidate will possess a proven record of success as a Building Inspector / Plan Reviewer, demonstrated attention to detail, excellence in customer service, and the ability to educate and work with residents and others in a positive manner.

- Requires a high school diploma or equivalent (Associates Degree preferred).
- Requires five (5) years building experience.
- Should be generally informed on good engineering practice with respect to building design and construction and should know the basic principles of fire prevention.
- Must possess and maintain state certification (Registered Code Official And Inspector with the State of Michigan Department Of Energy, Labor & Economic Bureau Of Construction Codes in the Categories of 'Building Inspector' and 'Plan Reviewer') or be able to obtain same within one year.
- Must have working knowledge of Microsoft Office programs (Word, Excel).
- Working knowledge of BS&A software preferred.

More information about the duties and requirements of this position can be found at: <http://www.ghc.org/Services/HR/Employment.htm>

The Charter Township of Grand Haven does not discriminate on the basis of race, color, national origin, sex, height, weight, marital or veteran status, religion, age or handicap in employment or provision of services.

Applications may be obtained from the Grand Haven Township Administrative Offices or from our website at <http://www.ghc.org> and must be **submitted no later than Friday, March 23, 2012**. Emails may be sent to Suzanne Proksa, Director of Administrative Services at hr@ghc.org. **Please specify "Building Inspector" in your correspondence.** No agency calls please.

Grand Haven Charter Township
Director of Administrative Services
13300 168th Avenue
Grand Haven, Michigan 49417
(616) 842-5988
FAX: (616) 604-6310

Northfield Township Board of Trustees

Memorandum

To: Northfield Township Board of Trustees

From: Jacqueline Otto, Trustee

Kathy Manley, Trustee

Date: February 21, 2019

Attached is a draft of the Code of Ethics recommended by the Michigan Township Association for board review and consideration. In addition, attached is a Township Law eLetter from Fahey, Schultz, Burzych, Phodes, PLC regarding Ethical Considerations for Township Officials.



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Ethics

3.1 Code of Ethical Conduct

The township board recognizes that to carry out its mission of service to the community, the township board, officials, employees and volunteers must earn the full confidence of the Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent and accountable manner.

To accomplish these ends, the township board expects compliance with the following Code of Ethical Conduct:

- In conducting their official duties, township officials and employees shall observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
- Township officials shall act in a fair, impartial manner.
- Actions of officials and employees shall be consistent with the township's best interests, rather than for personal gain.
- The township shall practice transparency in its affairs, unless there is a legal necessity for confidentiality.
- Civility and respect will be demonstrated in all governance processes and in the delivering township programs and services.

3.2 Applicability

The Code of Ethical Conduct includes the following policies that shall apply to all elected and appointed officials, employees and volunteers.

3.3 Implementation

As an expression of the standards of conduct for elected and appointed officials, employees and volunteers expected by the township, the Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when everyone is thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for township board candidates, board and commissions applicants, newly elected and appointed officials, employees and volunteers. Township officials, appointees, employees and volunteers shall sign a statement affirming they have read and understood the Code of Ethical Conduct. In addition, the Code of Ethical Conduct shall be annually reviewed by the township board, boards and commissions, appointees, employees and volunteers. The township board shall consider recommendations for updates to the Code of Ethical Conduct and will update it as necessary.

3.4 Compliance and Enforcement

The Ethical Code of Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, employees and volunteers. Each person has the

primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions, department heads, managers and the supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical Conduct are brought to their attention. The township board may impose sanctions on those individuals whose conduct does not comply with the township's Ethical Code of Conduct standards, such as reprimand, formal censure, loss of seniority or committee assignment, budget restriction, termination or other sanctions as identified by the board. *The township board may also have the option to remove members of boards, commissions and committees as the law allows.* A violation of this Ethical Code of Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

3.5 Reporting Improper Actions (general policy)

Suspected improper actions shall be reported to the appropriate authority.

3.6 Reporting Improper Actions of Elected and Appointed Officials (explicit related policy option)

Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report the complaint to the *(designated person/township board)*. The *(designated person/township board)* will investigate the allegation and shall provide a report of their findings to the involved elected or appointed official. The report shall be presented to the township board at a public meeting. The township board will accept testimony on the matter and determine whether a violation of the code has occurred.

3.7 Conduct in Compliance with Laws

Township officials, employees and volunteers shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees and volunteers.

3.8 Uniformity of Enforcement

Township ordinances, policies, procedures, rules and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule or regulation.

3.9 Actions Not for Personal Gain (general policy)

The township board, appointees, boards and commissions, employees, and volunteers shall act in the best interest of the township, rather than for personal gain.

3.10 Actions on Behalf of Third Parties (explicit related policy option)

As stewards of the public interest, members of the township board, appointees, members of boards and commissions, employees and volunteers shall not appear

on behalf of the private interests of third parties before the township board, or any board, commission, committee or proceeding of the township, nor shall members of boards and commissions, or committees appear before their own bodies or before the township board on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

3.11 Conflict of Interest *(general policy)*

Township officials, appointees, boards and commissions, employees and volunteers shall not enter into any business relationships that would put them into conflict with their obligations to the township.

3.12 Disclosure of Conflict of Interest *(explicit related policy option)*

When a decision or action would create a personal financial impact, the official, appointee, employee or volunteer shall promptly disclose the conflict of interest and shall not, directly or indirectly, participate in the decision or in any manner influence others who participate in the decision or action.

3.13 Conflict of Interest *(explicit related policy option)*

Township officials, appointees, employees and volunteers shall avoid even the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies and procedures.

3.14 Gifts and Special Benefits *(general policy)*

Gifts and special benefits will not be accepted from vendors or others who are in a position to benefit from township decisions.

3.15 Gifts and Special Benefits *(explicit related policy option)*

Township officials, appointees, employees and volunteers shall not accept meals, tangible goods or tickets to events, if the value of the gift or special benefit exceeds \$____ *(establish an amount)*. Gifts and special benefits received that are within the ceiling amount shall be reported in writing to the township board within one week of receiving the gift or special benefit.

Alternative: Township officials, appointees, employees and volunteers shall refrain from accepting any gifts, favors or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of being compromised.

3.16 Financial Relationships

Township officials, appointees, employees and volunteers shall disclose any personal transactions, in excess of \$ _____, entered into with any vendor that also does business with the township.

3.17 Township Resources *(general policy)*

Township resources will be utilized efficiently and effectively, with waste avoided.

3.18 Use of Township Resources *(explicit related policy option)*

Township officials, appointees, employees and volunteers shall not use public resources that are not available to the public in general, such as township staff time, equipment, supplies or facilities, for private gain, private purposes or personal purposes.

3.19 Personal or Political Benefit *(general policy)*

Township resources will not be used for personal or political benefit.

3.20 Personal or Political Benefit *(explicit related policy option)*

A member or candidate for the township board shall not solicit contributions or endorsements from township appointees, employees or volunteers. This provision is not intended to interfere with an employee's right to endorse or contribute on his/her own, or to prohibit soliciting contributions or endorsements from employee bargaining units.

3.21 Maintaining the Integrity of Office

A township board member who intends to enter into an office or position that is incompatible with his or her township board office shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation *(the last day he or she will hold township office)*.

A township board member who intends to reside permanently outside the township shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation *(the last day he or she will hold township office)*.

3.22 Truthfulness

All information provided by township officials, appointees, boards and commissions, employees and volunteers will be truthful and complete. The township board, appointees, boards and commissions, employees and volunteers shall not knowingly make false or misleading statements, or use false or misleading information as the basis for making a decision.

3.23 Confidential Information *(general policy)*

Confidential information shall not be disclosed without legal authorization.

3.24 Confidential Information *(explicit related policy option)*

Township officials, appointees, boards and commissions, employees and volunteers, shall respect the confidentiality of information concerning the property, personnel or affairs of the township. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

3.25 Information Acquired

Information acquired in one's public position will not be used for personal advantage.

3.26 Community Decisions *(general policy)*

Community service is the prevailing role and responsibility in deciding matters of public policy and conducting township operations. All decisions shall consider the greater good of the entire community. The needs and concerns of the public, township officials and staff shall be monitored and considered in deliberations and decisions.

3.27 Community Decisions *(explicit related policy option)*

Township officials and appointees shall demonstrate effective approaches to solving problems. Township officials and appointees shall utilize their public forum to demonstrate how individuals with differing points of view can find common ground and seek compromises that benefit the community as a whole.

3.28 Community Role Models

Township officials, appointees, boards and commissions, employees and volunteers shall conduct themselves as role models for residents, business people and other stakeholders involved in public debate. Township board members shall support the maintenance of a positive and constructive workplace environment for township employees, and for citizens and businesses dealing with the township. Officials shall recognize their special role in dealings with township employees and shall in no way create the perception of inappropriate direction to staff.

3.29 Quality of Life

Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of the less fortunate.

3.30 Community Commitment

The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

3.31 Development of Public Policy *(general policy)*

Policy decisions of board officials and appointees will be based on the merits of the issues, will consider diversity of opinions and, whenever possible, shall reflect consensus of participants.

3.32 Transparency *(explicit related policy option)*

Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

3.33 Avoiding Undue Influence on Other Township Boards and Commissions *(explicit related policy option)*

Because of the value of the independent advice of boards, commissions and committees to the public decision-making process, members of the township board shall refrain from using their position to unduly influence the deliberations, outcomes or recommendations of board, commissions and committee proceedings.

3.34 Participation in Decision-Making *(general policy)*

Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views and opinions of others.

3.35 Meaningful Participation (*explicit related policy option*)

Township board members and appointees shall perform their duties in accordance with the processes and rules of order established by their respective board or commission while governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the township board.

3.36 Meeting Inclusion

Relevant staff shall be included in all meetings that affect their respective departments.

3.37 Public Input

Decisions made in an open meeting shall be accompanied by opportunities for public input as stated in policy and in compliance with the Open Meetings Act.

3.38 Public Involvement

Expanded opportunities for public involvement in developing and evaluating township programs and services shall be actively considered by all boards, commissions and committees.

3.39 Public Interactions

Interactions by the public with township processes shall be as made as stress-free as possible.

3.40 Representation of Township Interests

When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance. When such guidance cannot be sought, representatives of the township must consider the broader regional or statewide implications of that body's decision and issues.

3.41 Interactions with Others (*general policy*)

Interactions with others shall demonstrate fairness, respect, impartiality and equitable treatment.

3.42 Interactions with Others (*explicit related policy option*)

To provide an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status, township officials, appointees, employees, and volunteers shall not engage in any form of harassment defined by township policy. Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

3.43 Interactions with Citizens

Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

3.44 Responsibility of Actions

Township officials, appointees, employees and volunteers will take responsibility for their own actions and decisions.

3.45 Promises

Township officials, appointees, employees and volunteers shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

3.46 Commitments

Township officials, appointees, employees and volunteer commitments shall be followed through, they will keep others informed, and requests for information shall be promptly responded to.

3.47 Credit

Township officials, appointees, employees and volunteers will give proper credit to those who contribute to the township's successes and accomplishments.

3.48 Discussions (*general policy*)

Township officials, appointees, employees and volunteers' discussions shall focus on the merits of positions, and shall not include attacks on the motives, character or personality of others.

3.49 Discussions (*explicit related policy option*)

The professional and personal conduct of township officials, appointees, employees and volunteers must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, employees and volunteers.

3.50 Communication of Township Positions (*general policy*)

Individuals authorized to do so will, to the best of their abilities, accurately communicate official positions of the township. Personal opinions will not be misrepresented as the official position of the township.

3.51 Communication of Township Positions (*explicit related policy option*)

Township officials, appointees, employees and volunteers shall represent the official policies or positions of the township board, or other township boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, it should be explicitly stated that they do not represent their board, commission or committee or the township, nor will it be inferred that they do.

3.52 Board Communication of Township Positions
(explicit related policy option)

Township board members shall represent the official policies or positions of the township board, commission or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state they do not represent the township board or the township.

3.53 Meeting Attendance *(general policy)*

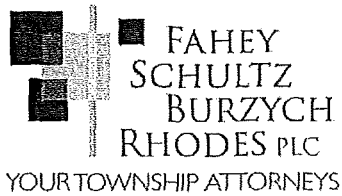
Township officials, appointees, employees and volunteers shall come to meetings on time and be prepared to deliberate and make decisions.

3.54 Meeting Attendance—Decorum in Debate
(explicit related policy option)

Township officials, appointees, employees and volunteers shall practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of the ideas and information are legitimate elements of a free democracy in action. Township officials, appointees, employees and volunteers will be respectful of diverse opinions.

3.55 Meeting Attendance—Respect for Moderator
(explicit related policy option)

Board members shall honor the role of the presiding officer in maintaining order and ensuring equal opportunity to provide input on matters of public policy. Board members will respect the role of the supervisor as moderator to focus discussion on current agenda items. Objections to the supervisor's actions should be voiced politely and with reason.



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Okemos, Michigan 48864
517.381.0100
<http://www.fsbrlaw.com>

Township Law *E-Letter*

Ethical Considerations for Township Officials

Michigan law imposes some clear standards and other less-defined standards of conduct for township officials. Violations of these standards of conduct may have civil or criminal consequences. Adhering to these standards of conduct can avoid political turmoil, legal proceedings and civil or criminal liability.

Newspaper headlines sometimes highlight public board members doing wrong, injuring the public or creating the appearance of impropriety. Consider these real-life scenarios:

- A citizen involved in litigation with the township wins election as a township trustee, and then votes in favor of stopping the litigation, instead of abstaining from the vote.
- A trustee's husband is being considered by the board as a township employee, and the trustee votes on his appointment instead of abstaining.

In some instances, an action of a board member constitutes a conflict of interest and breach of an ethical obligation; not many people would disagree with the position that a board member should not be voting on decisions relating to litigation to which he or she is an adverse party. Other situations, such as participating in a vote related to the hiring of a family member, may have the appearance of impropriety, but are not necessarily a legal conflict of interest.

Township Officials' Fiduciary Duties

Michigan's ethics code is reflected in our state constitution's oath of office, which requires all township board members to swear under oath to faithfully discharge the duties of their office. This is a "fiduciary duty" owed to "all members of the public." Similar to an agent for a corporation or a trustee of an estate, a township board member's fiduciary duties require "fair dealings and disinterested conduct." But what exactly is a township board member's fiduciary duty? At the most basic level, it includes a duty of loyalty and a duty of care.

Duty of Loyalty

The duty of loyalty is inherent in administering township governance. This duty requires members to avoid conflicts of interest, self-dealing, and exploiting township information or transactions for personal gain. The duty is codified in various statutes.

A 1975 attorney general opinion explains that a conflict of interest arises when the "personal interest of a public official places him in a position where he cannot execute his public duties without affecting his private interests, thus denying the public the fair, impartial and objective judgment to which it is entitled." MCL 15.183 prohibits an officer from holding two public offices when that would cause a breach of duty such that the "dual holding of two public positions prevents a person from protecting, advancing or promoting the interests of either position." For example, since a township board member's principal loyalty lies with the township, a conflict

occurs when the township board must establish employee compensation for a local court where one board member works.

The duty of loyalty prohibits self-dealing and voting on decisions where a member will personally gain from the outcome. MCL 15.342 incorporates facets of the duty of loyalty by prohibiting all the following:

- Disclosing confidential information acquired in the course of serving the township before public disclosure is authorized by the board.
- Personally benefiting from the knowledge or use of confidential information.
- Using township resources, property and funds for personal gain or benefit.
- Negotiating or executing contracts, making loans, or issuing permits if the individual involved has a financial interest with a board member.

The Michigan Department of Treasury's Accounting Procedures Manual encourages each township to address similar ethical principles in a written policy.

Duty of Care

In addition to avoiding self-dealing and conflicts of interest, each board member has a duty of care that requires them to act in good faith and with reasonable care in managing the township. This includes, but is not limited to, fulfilling the statutory duties of the member's specific office (clerk, treasurer, and supervisor), attending meetings and casting informed votes on all decisions before the board.

Absence from meetings should not be taken lightly. The Charter Township Act even permits a township board to "compel" the attendance of board members and other officials, and makes the failure to appear after such summons "misconduct in office." MCL 42.7. Board members must also be knowledgeable of the substantive information presented to the board as well as the procedural and statutory requirements for hearings, publication and posting.

Breach of Duty

Breach of a board member's fiduciary duties can expose the member and the township to significant liability. A breach of duty may require that certain self-interested transactions be rescinded, or that the member disqualify himself from voting on the issue in the first place. When a member holds another office that is incompatible with his or her current office, the only way to avoid a breach would be to vacate one of the offices, since voting on a question may violate the duty of loyalty, but not voting on the question may violate the duty of care.

Under some circumstances, a township suffering a financial loss from a board member's breach can seek recovery from that member's bond. Township boards should review current bond amounts and determine whether they are sufficient. Will the bond cover the cost of an accountant to assist with payroll? What about the cost to contract for election services if the clerk is unable or unqualified to discharge the election duties?

Transparency regarding self-interest, conflicts, attendance at meetings and votes are also central to the Open Meetings Act and the Freedom of Information Act, which permit public scrutiny of members' official actions.

Several criminal statutes impose criminal fines and imprisonment for willful neglect of duty, false financial statements or documents, embezzlement, false statements of public finances, illegal expenditures, using public funds for non-public purposes and abuses of public records custody. In addition to the obvious criminal violations, there can be criminal liability for breach of a member's duties, including:

- Willful neglect to perform a statutory duty (i.e., ordinance publication and taking minutes). MCL 750.478.
- Publication of any false statement, checks, drafts, warrants or vouchers relating to the finances of the township. MCL 750.489.
- Commingling of township funds with personal money. MCL 750.490.
- Purchase of goods with township funds for any use other than official township business. MCL 750.490a.
- Failure to furnish township records for at least four hours per day during normal business hours. MCL 750.492.

Some of these violations are punishable by up to 1 year imprisonment and a \$1,000 fine.

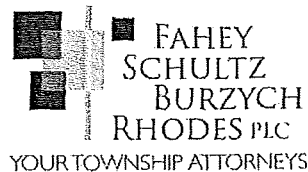
Conclusion

Township board members must observe their fiduciary duties to the Township and the public, including the duty of loyalty and the duty of care. But the breadth and depth of these duties are much greater than many officials know or assume, and are comprised of multiple statutes, Attorney General Opinions and court cases.

Effective township governance is requires adherence to the ethical requirements provided by law and the faithful exercise of each board member's duty to manage township business. Townships are well-advised to invest in training their officials and preparing comprehensive ethics policies. The Michigan Township Association's model ethics policies and board member code of conduct are great resources for starting the discussion.

By: Bill Fahey, Chris Patterson, and Steve Koski

Fahey Schultz Burzych Rhodes PLC, Your Township Attorneys, is a Michigan law firm specializing in the representation of Michigan townships. Our lawyers have more than 150 years of experience in township law, and have represented more than 150 townships across the state of Michigan. This publication is intended for our clients and friends. This communication highlights specific areas of law, and is not legal advice. The reader should consult an attorney to determine how the information applies to any specific situation.



To: Township Board
From: Steve Aynes, Township Manager
RE: Building Use Policy
Date: March 6, 2019

I previously submitted a draft Building Use Policy to the Board for the 12/11/2018 Board meeting to encourage discussion of this topic. I modeled this on the Pittsfield Township Building Use Policy adapted to Northfield Township.

I was asked to provide copies of building use polices from other communities. Attached are examples from Pittsfield Township, Hamburg Township, and Delta Township (near Lansing).

As you look at these policies you will see the variation in them. Each would need more research to confirm these are the current policies in place or if a later policy has been implemented.

I am not requesting the Board to adopt a policy now, but to provide direction from the Board as to how you want to proceed. Do you want to provide comments in writing to the staff to consider in re-writing a draft policy? Do you want to appoint a Board committee? Do you want to set up a committee including Board members, representatives of groups that currently use the building, and staff?

Development of a Building Use Policy is one of the goals the board previously set for the Township.

To: Township Board

From: Steve Aynes, Township Manager

RE: Draft Building Use Policy

Date: December 5, 2018

The Board approved the Goal Priorities for 2017-2018 which included a Building and Park Use Policy. Attached is the draft Building Use Policy. I prepared this utilizing the Pittsfield Township Policy as an example. The intent is to allow the Board, public, and staff the opportunities to review and make comments prior to the adoption of this policy.

I would recommend that the Board receive and file this document at this time. This policy should be reviewed and adopted as modified at a future meeting.

DRAFT (prepared 12/3/18)

BUILDING USE POLICY FOR NORTHFIELD TOWNSHIP, MI

Northfield Township makes the Second Floor Board Room at the Safety Building/Township Hall and the Meeting room at the Community Building available by advanced reservation to residents and their organizations who comply with the Building Use Policy. This includes the following guidelines:

- Township facilities and/or lands belonging to the buildings included above may not be used for any commercial purposes, fund raisers, or promotional purposes.
- No admission fees or public sales are allowed.
- Dates may be booked at the Township Office up to 6 months in advance. Groups may not book more than one date per month. Events must take place between 9:00 AM and 10:00 PM.
- Groups must limit participation to the maximum allowable persons in the room, per fire regulations.
- The priority for use of the buildings is for Township purposes. Time needs to be scheduled between the Township use of the room and other use to allow time for clean-up by the custodial staff. Each group is responsible for clean up of their own trash. Any chairs and tables that have been moved need to be returned to their original locations.
- Food and beverages (other than water) need prior approval by the Township. Consumption of Alcoholic Beverages and smoking are not allowed on the property.
- A designated group representative must complete the Building Use application form and sign out a key or other locking device. It is the responsibility of this representative to make sure the Building is secured upon leaving and to return the key on the next regularly scheduled day the Township Office is open. An alternative would be to deposit the key in the 24 hours drop box located between the front doors of the Safety Building/Township Hall.
- A deposit of \$ 100 may be charged to pay for any damage done to Township property or unusual cleanup. If the expense incurred is greater than the deposit the designated group representative will receive a bill for the balance.

Building Use Application Form

Organization: _____

Address: _____

Representative: _____

Representative's address: _____

Phone number: _____ Email Address: _____

Room Requested: _____ Date Requested _____

Purpose of Meeting: _____

Time Requested: _____

(Beginning no earlier than 9 AM and ending no later than 10:00 PM)

Waiver and Release of Liability

The undersigned, an authorized representative of the organization requesting to use Northfield Township facilities, in consideration of Northfield Township, authorizing the use of the facilities, hereby releases Northfield Township, its trustees, administrators, officials, employees, agents, attorneys, contractors, affiliates, and assigns (releases) from any and all liability arising out of the use of the premises for any reason whatsoever, and agrees to indemnify releasees from any and all claims of liability or damages which may arise from the use of the premises by members of the organization, its invitees, licensees, or guests.

This release also applies to claims made or asserted as a result of the facility not being available to the organization or individual members invitees, licensees, or guests. The organization specifically waives any claims against releasees arising from the use of or the inability to use township facilities.

Signature: _____ Print your name. _____ Date: _____

Key ID: _____ Date Received: _____ Date Returned: _____

Issued by: _____ Received by: _____

Costs Assessed (if applicable): _____

Summary of Damages:

PITTSFIELD CHARTER TOWNSHIP BUILDING USE POLICY

1. **Statement of Purpose.** The purpose of this document is to inform the public of the guidelines and procedures which govern the use of public meeting spaces in buildings owned or exclusively controlled by Pittsfield Charter Township.

2. Policy

2.1. **Intent.** It is the intent of the Pittsfield Charter Township Board of Trustees to make public meeting spaces of Township buildings available to the public. Use of public meeting spaces by community organizations, as an emergency reception center during periods of extreme weather, as a place for engagement between local governmental entities and the public, and other uses which promote civic engagement and community growth, is encouraged, provided the use is consistent with all applicable law and this policy, and presents no additional liability or expense to the Township. This policy is intended to facilitate such use by residents, non-profit organizations, and local units of government.

2.2. Applicability.

2.2.1. **Public Meeting Spaces.** This policy applies to all public meeting spaces within the Pittsfield Township Administration Building at 6201 W. Michigan Avenue and the Pittsfield Township Community Center at 701 W. Ellsworth Road. It does not apply to meeting areas in those buildings which are generally inaccessible to the public, or to areas which are not designed to be used for gatherings of people. This policy does not apply to or authorize the use of any buildings except those named in this Paragraph 2.2.1.

2.2.2. **Equal Access for All Individuals and Groups.** This policy shall apply to all groups and individuals applying to use Township buildings.

2.2.3. **Exceptions.** This policy does not apply to:

2.2.3.1. Township officials, employees, agents, boards, and commissions when they are carrying out Township work.

2.2.3.2. Events sponsored by or financially supported by the Township.

2.2.3.3. Organizations who are meeting on Township property at the Township's request.

2.2.3.4. Governmental entities using a Township building for public hearings, meetings with constituents, and/or for the execution of government programs.

2.2.3.5. Users who have written agreements with the Board of Trustees which address the use of a specific building, or who have been granted permission through the Township's Special Events Permit Application process.

2.2.4. Other exceptions to this policy may be granted by the Supervisor or designee provided such exception is consistent with all applicable law.

2.2.5. **Proposed Use Not Addressed.** The Supervisor or designee shall review and make an appropriate decision for all proposed uses which are not addressed by this Policy.

3. Building Use Agreement.

3.1. **Application and Agreement.** Applicants must complete a Building Use Agreement form approved by the Board of Trustees. The completed Agreement shall serve as the application for building use, and must be filed with the Parks and Recreation Office for use of Parks and Recreation buildings, and with the Clerk's Office for all other uses. Blank copies of the Agreement are available at the Parks & Recreation Office, the Clerk's Office, and on the Township's website (www.pittsfield-mi.gov). The Agreement shall include the name and address of the applicant, the date, time, duration, and location of the proposed use, the nature and purpose of the use, the approximate number of people expected to attend the proposed activity, and a statement of understanding that the applicant agrees to accept responsibility for damages and clean-up costs, if necessary.

3.1.1. **Review of Application.** The Township shall promptly review each request. The Township may require additional or clarifying information from the Applicant.

3.1.2. Time Frame for Applications. Unless otherwise authorized by the Supervisor or designee, all applications must be made at least 24 hours, but not more than 12 months, before the proposed use. Applications not expressly approved within 14 days of their receipt by the Township, or at any time prior to the proposed use, are deemed rejected.

4. Rules for Use.

4.1. Frequency of Use. No user will be granted permission to use any Township building more frequently than once per month or more than 12 times in any calendar year.

4.2. Purpose of Use. Public meeting spaces may be used for lawful purposes only.

4.3. Fees and Sales. No user may charge admission fees.

4.4. Township Business. No user may interfere with the ability of Township personnel, or with others conducting business with the Township, to enter the facility or otherwise interfere with the conduct of Township business.

4.5. Number of People Present. All users must comply with posted limits on numbers of persons allowed in a given space, per Township fire regulations.

4.6. Signs and Emblems. A sign may be placed on Township property advertising the time and place of an authorized use by an organization, provided that the sign is not larger than 4'x4'. Signs may be in place no more than one (1) hour prior to the scheduled start of the scheduled use, and must be removed promptly at its conclusion. No other signs, emblems, or symbols may be placed on Township property by any group or individual.

4.7. Conduct by Users. All users must be respectful of others and their property, including Township personnel and Township property.

4.8. No Entry into Non-Public Spaces. Users may only enter the spaces approved by the Township and described in the Building Use Agreement.

4.9. Revocation and Denial of Use.

4.9.1. Any Building Use Agreement may be revoked with a minimum of 24 hours' notice to allow the building to be used by the Township for a previously unscheduled meeting of a public body.

4.9.2. Any use which does not comply with all applicable statutes, ordinances, regulations, or this Policy will result in immediate revocation of the Building Use Agreement.

4.9.3. Any user who has previously been responsible for any damage to Township property or has failed to clean up any Township building following an authorized use, may be denied permission to use any Township building, or alternatively, may be granted permission conditioned on obtaining additional insurance, additional security, and/or additional custodial charges.

4.9.4. Any Building Use Agreement may be revoked due to inclement weather or other emergency, or to allow the space to be used as an emergency reception center.

4.10. Liability and Insurance. Authorized users must execute a release of liability for negligence for any damages cause to the user or its property during the time of the use. Authorized users must execute an agreement to guarantee, indemnify, and hold harmless the Township from any liability to third parties for injury caused by the user or any invitees or licensees of the user. Authorized users are liable to the Township for any and all damage to Township property or injuries to Township employees, officers, or agents caused by the user or any of the user's agents, invitees, or licensees, irrespective of whether such damage is the result of negligence, intentional acts, or accident. The Township may, if deemed advisable by the Supervisor or designee, require groups of 30 or more persons to provide evidence of liability insurance available to satisfy the obligations described in this policy, and providing coverage in an amount to be determined by the Township and insuring Pittsfield Charter Township.

4.11. Set Up. Except as provided elsewhere in this Policy, the authorized user is responsible for setting up the meeting place, providing extra chairs in meeting rooms, and supplying such items as easels, bulletin boards, and other equipment. Equipment such as bulletin boards and

chalkboards owned by the Township and located in the approved meeting room may be used by the group. The user shall be responsible for returning the furniture and fixtures in the meeting room to its original configuration and condition after the conclusion of the meeting or other use. Use of any electrical equipment by user shall be subject to Township approval.

4.12. Alcoholic Beverages, Tobacco, and Weapons. Except as otherwise permitted by statute, ordinance, the Township's Park Rules, or the written agreement of the Pittsfield Charter Township Board of Trustees, there shall be no alcoholic beverages served upon, consumed upon, or brought onto Township property. Tobacco use is prohibited in all Township buildings at all times, and Tobacco use in Township parks must be consistent with the Township's Park Rules. Weapons and reproductions of weapons may only be possessed in accordance with all applicable laws.

4.13. Permits. Users are responsible for securing any necessary permits or approvals necessary to effectuate a scheduled use.

4.14. Security and Building Attendant. Each user is responsible for providing any security required by ordinance or the Building Use Agreement. Users may request to use the kitchen facilities at 701 W. Ellsworth in conjunction with the use of a public meeting spaces. In the event that use of the kitchen facilities is approved by the Township, the Township may require, at the user's expense, the presence of a building attendant during the scheduled use. Fees for building attendants may be found in the Township's fee schedule.

4.15. Building Keys. If a building key is provided to the user, a designated representative of the user must sign out the key to the facility during business hours no more than two business days before the scheduled event. Keys shall be provided to authorized users by the Township Clerk's office for uses at 6201 W. Michigan Avenue, and the Parks and Recreation office for uses at 701 W. Ellsworth Road. At the time of receiving the key, the authorized representative must present identification and written acknowledgement of receipt of the key. The key must be returned to the Township the next business day or as directed by the Supervisor or designee. Failure to return a key as required by this policy may result in a \$15.00 late return fee and the responsible person and/or group being assessed the cost of changing locks.

4.16. Food and Drink Prohibited at Morris Hall. With the sole exception of water, food and drink are prohibited in Morris Hall.

5. Implementation Authority: The Supervisor or designee is authorized to implement this policy, prepare forms, and adopt supplemental procedures as necessary to carry out the intent of this policy and address issues as they arise.

Date: November 8, 2017



Hamburg
Township
www.hamburgnj.org

Our Community Government Residents Business Culture-Recreation Services

Building Use Policy - Hamburg Senior Center



Building Use Policy Hamburg Senior Community Center

Building Use Policy

Hamburg Township Senior/Community Center
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139-0157
Phone: 810-231-1000 Ext. 225 - Office

- [Community Center Application Form](#)

Policy and Conditions for Use:

1. Use of the Hamburg Township Senior/Community Center is limited to Hamburg Township non-profit or civic organizations. All applications for use must be submitted to the Township Building Coordinator for review and approval.
2. Applications for use of the facility shall be submitted no later than two weeks prior to the requested date of use. Applications for multiple and/or long-term uses of the facility must be submitted no later than one month prior to the first meeting date desired.
3. Applications shall be made on forms provided by the Building Coordinator. Applications must be signed by an officer of the applying organization.
4. The Township Board reserves the right of first claim to the use of the facility. Cancellations may be ordered by the Board with due notice.
5. The applying party agrees to save and hold harmless Hamburg Township and the Hamburg Township Board. They further agree to assume responsibility for all liabilities arising incident to the use of said facility. The applying party may be asked to furnish proof of liability insurance with an

endorsement showing Hamburg Township as an additional insured for an event if the Building Coordinator or the Hamburg Township Board so requests.

6. A front entrance door key and alarm code will be assigned to the applicant. A \$50 key/code deposit is required at the time of issuance. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) the \$50 deposit is forfeited. Use of the building is monitored by the user codes. Unscheduled use of the building is an automatic loss of deposit and the code will immediately be removed from the system. A new application, together with a \$50 deposit, is required to re-establish the code for continued use.

7. The keyholder is responsible for securing, locking, and alarming the building prior to exiting. Should the building be left unlocked and unalarmed, the organization will forfeit their deposit and must re-apply for use (including a \$50 deposit).

8. All approved users must satisfy the Township that they will guarantee orderly behavior and will underwrite any damage done due to their use of the premises.

9. All approved users must maintain control over the behavior of their members who use the facility. If it is determined that members are behaving improperly in the hallways, bathrooms and other public area of the building, users will be required to furnish adults to patrol such areas to maintain proper behavior. If the user group is unable or refuses to provide said adults, permission for use will be revoked.

10. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. NO SMOKING IS ALLOWED IN THE BUILDING.**

11. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Building Coordinator.

Adopted: 8/24/99

Revised: 4/14/98

Revised: 9/14/99

10405 Merrill Road

P.O. Box 157

Hamburg, Michigan 48139

(810) 231-1000

Hamburg Senior Community Center

10407 Merrill Road

P.O. Box 157

Hamburg, MI 48139 USA

Phone: 1.810.231.1000 Ext. 225

Direct Dial: 1.810.222.1140

Fax: 1.810.231.3877

Staff:

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- **Carol Kolad**
Assistant

**DELTA TOWNSHIP
COMPILED POLICY MANUAL**

| | |
|-----------------------|-----------------------------|
| Title: | Use of Public Meeting Rooms |
| Adoption Date: | September 17, 1990 |
| Revision Date: | |

General Purpose: To establish guidelines for reserving and use of the Administration Building Public Meeting Rooms A and B.

Summary State of Policy: Public meeting rooms in the Administration Building shall not be available for anything other than township functions.

Actual Policy as written:

That meetings rooms A and B will only be available for township functions effective January 1, 1991.

To: Township Board
From: Steve Aynes, Township Manager
RE: Clarification Regarding Sale of Property at 75 Barker St.
Date: March 6, 2019

At the last meeting the Board directed Township Attorney Burns and I to secure a commercial real estate agent to list the property at 75 Barker St. for Sale.

In our discussions regarding this we decided we needed clarification from the Board on a few points.

The first question I have is what does the Township want to sell? Do you want to sell the entire property including the parking lot or just the building? If you sell the entire property, would you have a permanent easement to make sure the parking stayed a public parking lot? If you try to sell off part of the property and split it, would this be allowed? I need to talk to the Assessor and the Planning Consultant about this before the Board meeting. Another issue would be what percentage commission would the Board consider paying?

The next issue is what would the Board want to have as the listing price? Enclosed is a copy of the latest appraisal. If the parking area is restricted in any way this would affect the value of the property?

Would the Board want one listing proposal or does the Board want a competitive process involving a request for proposal (RFP) or a request for qualifications (RFQ)?

An alternative means of attempting to sell the property would be to instruct the Township Attorney to prepare to directly sell the property through a public bid process. The Board could establish a minimum bid. This would allow a competitive process if more than one party wanted to buy the building. This process would not involve payment of a commission.

Thanks



December 4, 2018

Northfield Township

% Mr. Paul E. Burns, Esq.
Law Office of Paul E. Burns
133 West Grand River
Brighton, Michigan 48116

RE: Restricted Appraisal Report

Commercial Building
75 Barker Road, Whitmore Lake
Northfield Township, Michigan 48189

Frohm & Widmer, Inc. File No. 18-83C

Dear Mr. Burns:

Corresponding with your request, I have prepared a Restricted Appraisal Report for the above described property. This report will conclude to a market value for the subject property in its present condition. Given the questionable structural integrity of the building, I will first conclude to a market value assuming the building is structurally sound and deduct the estimated costs to repair the building, as obtained from the October 17, 2018 report of the Preliminary Cost Estimate prepared by **Dangerous Architects, PC**. Also at your request, I have concluded to a market value for the land "as if vacant" and deducted an estimated demolition cost to arrive at the market value of the site assuming it is vacant and available to be developed at its highest and best use. The market value conclusions will be expressed in terms equivalent to cash, and contemplates ownership in fee simple estate. The subject property was observed on November 20, 2018. As such, this appraisal will provide opinions of market value for the subject property, effective November 20, 2018. Pertinent definitions used in the valuation process are supplied in the accompanying Restricted Appraisal Report.

The subject property consists of a one (1) and 2-story building, with a gross building area (GBA) of 7,710 square feet and occupies a site of 32,228 square feet, or ± 0.74 acres. As of the date of valuation, the property was partially occupied, on a month-to-month basis, by an office tenant that occupies $\pm 2,156$ square feet of first floor space. The balance of the building is vacant and use of the second floor is banned for unauthorized use due to a sagging second floor structure that is considered a hazard. More detailed physical and economic information involving the subject property is supplied in the accompanying Appraisal Report.

John R. Widmer, Jr., MAI has performed an inspection of the subject property, where the property was observed from inside and exterior, and has also observed each comparable relied upon in this appraisal, and personally made the necessary investigations and analyses pertinent to this appraisal problem. The accompanying report details the method of the appraisal together with data gathered during my investigations. I certify that I have no past, present, or contemplated interest in the subject, and neither my employment nor fee is dependent upon the value estimate reported.

All market analysis has been prepared, and the appraisal has been reported in conformance with the **Uniform Standards of Professional Appraisal Practice (USPAP) 2018-2019 Edition**, as well as all Professional Appraisal Standards and Code of Professional Ethics of the Appraisal Institute. When the intended users include parties other than the client, an Appraisal Report must be provided. When the intended users do not include parties other than the client, a Restricted Appraisal Report may be provided. The essential difference between these two (2) options is in the content and level of information provided. The appropriate reporting option and the level of information necessary in the report are dependent on the intended use and the intended users.

USPAP requires that the report prominently state which option is used. It is noted, the main difference between the two options are in three areas, namely: 1.) an Appraisal Report may have the client as the only intended user but may also have other intended users, while a Restricted Appraisal Report must have the client as the only intended user; 2.) in an Appraisal Report, specified parts of the research and development must be summarized, while in a Restricted Appraisal Report, those same parts need only be stated; and, 3.) an Appraisal Report requires the appraiser to summarize the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, while a Restricted Appraisal Report does not have this requirement.

Accordingly, a Restricted Appraisal Report must include a prominent use restriction that limits the use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the Appraiser's workfile. Prior to entering into this agreement, the appraiser and client discussed the limitations on use of the appraisal, and the client understands the limited utility of this Restricted Appraisal Report. **Based on the appraisal engagement agreement, market value will be established and reported in an Restricted Appraisal Report, in conformance with Standards Rule 2-2(b).**

A party receiving a copy of an Appraisal Report or Restricted Appraisal Report in order to satisfy disclosure requirements does not become an intended user of the appraisal unless the appraiser identifies such party as an intended user as part of the assignment. For each appraisal assignment, an appraiser must:

- 1.) identify the problem to be solved;
- 2.) determine and perform the scope of work necessary to develop credible assignment results; and,
- 3.) disclose the scope of work in the report.

An appraiser must properly identify the problem to be solved in order to determine the appropriate scope of work. The appraiser must be prepared to demonstrate that the scope of work is sufficient to produce credible assignment results. Scope of work includes, but is not limited to:

- the extent to which the property is identified;
- the extent to which tangible property is inspected;
- the type and extent of data researched; and,
- the type and extent of analyses applied to arrive at opinions or conclusions.

Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal assignment. Credible assignment results require support by relevant evidence and logic. The credibility of assignment results is always measured in the context of the intended use.

The Appraisal Report and the Restricted Appraisal Report both require, at a minimum, the appraiser to state the following items:

- (i.) the identity of the client and any intended users, by name or type;
- (ii.) the intended use of the appraisal;
- (iv.) the real property interest appraised;
- (v.) the type and definition of value and cite the source of the definition;
- (vi.) the effective date of the appraisal and the date of the report;
- (ix.) the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal;
- (xi.) clearly and conspicuously, state all extraordinary assumptions and hypothetical conditions and, state that their use might have affected the assignment results; and,
- (xii.) include a signed certification in accordance with Standards Rule 2-3.

The four (4) remaining items mainly differ by a single word, with the statement option still applicable for the Restricted Appraisal Report, while in an Appraisal Report, the appraiser is required to summarize the following items:

- (iii.) information sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment;
- (vii.) the scope of work used to develop the appraisal;
- (viii.) the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained; and,
- (x.) when an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion.

Also, corresponding with USPAP, the accompanying Restricted Appraisal Report will include a signed certification, which is acknowledged as being an integral part of the Restricted Appraisal Report. Said certification denotes that the undersigned accepts full responsibility for all elements of the certification, for the assignment results, and for the contents of the Restricted Appraisal Report. The signing appraisers are responsible for the decision to rely upon the work of others contributing in the appraisal process. Likewise, the signing appraisers are required to have a reasonable basis for believing that any individual performing the work is competent and have no reason to doubt that the work of said individual is credible. The names of individuals providing significant real property appraisal assistance who do not sign a certification must be stated in the certification. USPAP does not require that the description of assistance be contained in the certification, however, the extent of the significant assistance provided by others must be summarized. In this instance, it will be disclosed that no one provided real property appraisal assistance in the preparation of this Restricted Appraisal Report.

Page 4
Mr. Paul E. Burns, Esq.
December 4, 2018

This letter of transmittal is not an appraisal, however, it is part of the accompanying Restricted Appraisal Report, which reveals the data used and methods applied in estimating market value. The above opinion is subject to the assumptions and limiting conditions contained within this Restricted Appraisal report. I am available to answer any questions you may have regarding the contents or methods employed in this appraisal. If further assistance is required, please call at your convenience.

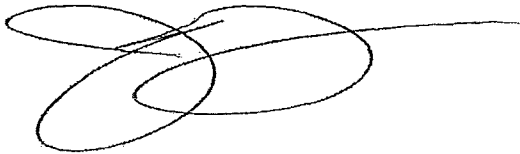
After a thorough analysis of all pertinent data and information, and subject to the extraordinary assumptions, hypothetical conditions, and standard limiting conditions presented herein, the following fee simple market values, each effective November 20, 2018, apply:

| | |
|--------------------------------------|-----------|
| “As-is” Market Value | \$215,000 |
| “As if Renovated” Market Value | \$570,000 |
| “As if Vacant” Market Value | \$105,000 |

This letter of transmittal is not an appraisal, however, it is part of the accompanying Restricted Appraisal Report, which reveals the data used and methods applied in estimating market value. The above opinion is subject to the assumptions and limiting conditions contained within this Restricted Appraisal report. I am available to answer any questions you may have regarding the contents or methods employed in this appraisal. If further assistance is required, please call at your convenience.

Respectfully submitted,

FROHM & WIDMER, INC.



John R. Widmer, Jr., MAI
Certified General Appraiser No. 1201000280
jwidmer@frohmwidmer.com
Direct line: 248-471-6767 ext. 11

/jrw

INTRODUCTION: Corresponding with **Uniform Standards of Professional Appraisal Practice (USPAP) 2018-2019 Edition**, an appraiser may communicate the results of the appraisal in one of two options, namely: Appraisal Report [Standards Rule 2-2(a)], or Restricted Appraisal Report [Standards Rule 2-2(b)]. The essential difference between these two options is in the content and level of information provided. The appropriate reporting option and the level of information necessary in the report are dependent on the intended use and the intended users.

USPAP requires that the report prominently state which option is used. It is noted, the main difference between the two options are in three areas, namely:

- 1.) An Appraisal Report may have the client as the only intended user but may also have other intended users, while a Restricted Appraisal Report must have the client as the only intended user.
- 2.) In an Appraisal Report, specified parts of the research and development must be summarized, while in a Restricted Appraisal Report, those same parts need only be stated.
- 3.) An Appraisal Report requires the appraiser to summarize the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, while a Restricted Appraisal Report does not have this requirement. Accordingly, a Restricted Appraisal Report must include a prominent use restriction that limits the use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the Appraiser's workfile.

The Appraisal Report and the Restricted Appraisal Report both require, at a minimum, the appraiser to *state* the following items:

- (i.) the identity of the client and any intended users, by name or type;
- (ii.) the intended use of the appraisal;
- (iv.) the real property interest appraised;
- (v.) the type and definition of value and cite the source of the definition;
- (vi.) the effective date of the appraisal and the date of the report;
- (ix.) the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal;
- (xi.) clearly and conspicuously, state all extraordinary assumptions and hypothetical conditions and, state that their use might have affected the assignment results; and,
- (xii.) include a signed certification in accordance with Standards Rule 2-3.

The four (4) remaining items mainly differ by a single word with an Appraisal Report required to *summarize* the following items, while the Restricted Appraisal Report will conversely only *state*:

- (iii.) information sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment;
- (vii.) the scope of work used to develop the appraisal;
- (viii.) the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained; and,
- (x.) when an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion.

Introduction - continued:

Based upon the agreement for this appraisal, market value will be established for the subject property within a Restricted Appraisal Report. Therefore, it is important to prominently state that the use of this appraisal is limited to the client, and that the rationale for how the opinions and conclusions have been rendered may not be understood properly without additional information in the appraiser's workfile. Prior to entering into this agreement, the appraiser and client discussed the limitations on use of the appraisal, and the client understands the limited usability of this Restricted Appraisal Report. The conclusions rendered herein can be reported within an Appraisal Report at some time in the future, if necessary.

CLIENT/INTENDED USER: The client and intended user of this appraisal report is:

Northfield Township
% Mr. Paul E. Burns, Esq.
Law Office of Paul E. Burns
133 West Grand River
Brighton, Michigan 48116

This report is intended for use only by the above identified client. Use of this report by others is not intended by the appraiser.

INTENDED USE OF APPRAISAL REPORT: This report is intended only for the use of the client, to be used for internal review of a possible sale or disposition of the property. This report is not intended for any other use.

PURPOSE OF THE APPRAISAL: The purpose of this appraisal is to provide opinions of the fee simple market values for the subject property under three (3) scenarios. This valuation considers the prevailing market conditions as of November 20, 2018, the most recent date of property observation.

COMPETENCY STATEMENT: The Appraiser has the appropriate knowledge, education and experience to complete this assignment with competence. The Appraiser's qualifications are submitted in the **Addendum** of this Restricted Appraisal Report.

DEFINITION OF MARKET VALUE: Within USPAP, market value is a type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a bundle of such rights), as of a certain date, under specific conditions set forth in the definition of the term identified by the appraiser as applicable in an appraisal. Forming an opinion of market value is the purpose of many real property appraisal assignments, particularly when the client's intended use includes more than one intended user. The conditions included in market value definitions establish market perspectives for development of the opinion. These conditions may vary from definition to definition but generally fall into three categories:

- 1.) the relationship, knowledge, and motivation of the parties (i.e., seller and buyer);
- 2.) the terms of sale (e.g., cash, cash equivalent, or other terms); and,
- 3.) the conditions of sale (e.g., exposure in a competitive market for a reasonable time prior to sale).

A current economic definition agreed upon by agencies that regulate federal financial institutions in the United States of America is:

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1.) buyer and seller are typically motivated;
- 2.) both parties are well informed or well advised, and acting in what they consider their own best interests;
- 3.) a reasonable time is allowed for exposure in the open market;
- 4.) payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
- 5.) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.¹

¹ Federal Register / Vol. 75, No. 237 / Friday, December 10, 2010 / Notices

PROPERTY INTEREST APPRAISED: Definitions of various ownership interests that may apply in a real property appraisal are provided below:

Fee simple interest: Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.²

Leased fee interest: The ownership interest held by the lessor, which includes the right to the contract rent specified in the lease plus the reversionary right when the lease expires.³

Leasehold interest: The right held by the lessee to use and occupy real estate for a stated term and under the conditions specified in the lease.⁴

As of the effective date of this appraisal, there is no known unrelated party, or arm's length, long-term lease encumbrance in place on the effective date of valuation. It is known, however, there is a month-to-month lease for a portion of the first floor. As such, market value will be established on the basis of ownership in fee simple estate.

DATE OF APPRAISAL: December 4, 2018

EFFECTIVE DATE OF VALUE: November 20, 2018

² The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 5

³ Ibid, page 72

⁴ Ibid

SCOPE OF WORK: Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal assignment. Credible assignment results require support by relevant evidence and logic. The credibility of assignment results is always measured in the context of the intended use. This Restricted Appraisal Report is intended to assist the client with measuring market value of the property, to be used in a pending divorce proceeding. The client has been informed that should the results of this Restricted Appraisal Report need to be shared with or relied upon by a third party, the results can be presented within an Appraisal Report at some point in the future. The scope of any real estate appraisal assignment relates to the extent and manner in which research is conducted, data is gathered, and analysis applied. Each of these components is based implicitly upon the purpose of the appraisal and its intended use, each previously outlined. The general scope of work for this assignment included the following:

- Identification of the subject property by its legal description, real property tax identification number and the commonly as-known-as addresses. In defining the subject properties, the following data sources have been reviewed:
 - Northfield Township Assessment records
 - www.bsasoftware.com database records
 - Copy of the month-to-month lease
 - Copy of the Code Violations and Preliminary Cost Estimate prepared by **Dangerous Architects, PC**
 - CoStar database records

Amongst the above data sources, information was sufficient to quantify physical characteristics of the subject parent properties.

- John R. Widmer, Jr., MAI observed the property on November 20, 2018, when photographs were taken.
- At the time of the property observation, the neighborhood was driven and the development patterns were noted.
- Identification relevant demographic factors through a combination of internet search engines, www.semco.org, www.stdbonline.com, and CoStar database.

Once the subject property was defined, a review of generally accepted methods of measuring market value were reviewed. The most acceptable techniques for arriving at the various indications of fee simple market value for subject are:

The Income Approach, in which the projected gross income is based on market lease terms, and after allowance for reasonably anticipated expenses, is capitalized or discounted at a rate of return required by investment capital. This rate is commensurate with the risk of ownership and expected remaining length of the lease. Operating expenses are based on an analysis of reported expenses for the subject property, comparable properties and industry trends.

Scope of Work - continued:

The Sales Comparison, also referred to as the "*Market Approach*", is a method of estimating market value whereby a subject is compared with other similar properties that have sold, are listed or have pending offers. The most important premise is the market will determine a price for the property being appraised in the same manner it establishes a price of comparable, competitive properties. Essentially, this is a systematic procedure for carrying out "*comparative shopping*". This approach is generally regarded as the most reliable, when an abundance of bona fide sales data is available. For this appraisal problem, the Sales Comparison Approach is considered a relevant means of establishing a value for the land, assuming demolition of the existing improvement, and the building "as if structurally sound".

In each approach it is a requirement to develop sufficient comparable data to apply in the valuation, on the premise its marketability is not impacted by its physical characteristics. Within this appraisal, data sources relied upon to research vacant lands sales, improved building sales, and improved building rentals, in no particular order, includes the following:

- Appraisal files of Frohm & Widmer, Inc.
- www.loopnet.com
- www.realcomponline.com
- www.bsasoftware.com
- CoStar Group, Inc. [Comps and Property databases]
- Commercial brokerage companies, active in the sale of land and improved properties, or the leasing of improved properties in the subject's competitive market area
- Discussion with Appraiser peers related to prior appraisal assignments of like properties
- Discussion with Developers active in the competitive sub-market
- Review of various business periodicals, i.e., Crain's Detroit Business, used as source material for comparable sale and leasing leads.

Ultimately, the final selection of comparable sales will represent what is determined to be the most representative indication of value for the subject property. For each sale relied upon herein, data confirmation will have been attempted through the seller, buyer, broker, or other know participant to the transaction.

As discussed, the opinions of value concluded herein will be reported in a Restricted Appraisal Report. Accordingly, a Restricted Appraisal Report must include a prominent use restriction that limits the use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the Appraiser's workfile. Likewise, for this report, detailed presentation of comparables and discussion of the adjustment process will not be included. However, all data, rationale and reasoning for adjustments has been retained in the Appraisal workfile, and will resemble what would eventually be provided within an Appraisal Report, if necessary.

Scope of Work - continued:

A requirement within the **Uniform Standards of Professional Appraisal Practice (USPAP) 2018-2019 Edition** is:

If known prior to accepting an assignment and/or if discovered at any time during the assignment, an appraiser must disclose to the client, and in the subsequent report certification:

- 1.) any current or prospective interest in the subject property or parties involved; and,
- 2.) any services regarding the subject property performed by the appraiser within the 3-year period immediately preceding acceptance of the assignment, as an appraiser or in any other capacity.

There are some cases in which the appraiser is asked by the client not to reveal that he or she has appraised that particular property. In such cases, the fact that the appraiser previously appraised the property is confidential information. If the occurrence of a prior appraisal is confidential, and disclosure of prior appraisals is a condition of a potential new assignment or a requirement of USPAP, the appraiser must decline the new assignment, because the appraiser could not make the requested disclosure. Corresponding with this requirement, I must report that I have not provided real estate appraisal services or any other services for this property within the 3-year period immediately preceding acceptance of this assignment.

EXTRAORDINARY ASSUMPTIONS: An extraordinary assumption is “*an assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraiser’s opinions or conclusions.*” Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.⁵ As provided within USPAP, an extraordinary assumption may be used in an assignment only if:

- it is required to properly develop credible opinions and conclusions;
- the appraiser has a reasonable basis for the extraordinary assumption;
- use of the extraordinary assumption results in a credible analysis; and,
- the appraiser complies with the disclosure requirements set forth in USPAP for extraordinary assumptions.

The market values reported herein are conditioned upon the following extraordinary assumptions:

- 1.) The property is free a clear of any adverse environmental conditions, whether in the form of surface or sub-surface soil contamination and/or building material contaminates. While not an expert in measuring the potential for environmental contamination, I did not observe any obvious form of environmental contamination. Correspondingly, the value is conditioned upon the fact there are no environmental conditions that would have an adverse influence on either value or marketability of the property. Should any adverse environmental conditions arise, I reserve the right to review these findings and the value estimate and make any revisions, if necessary.
- 2.) The property’s legal boundaries exhibited within this appraisal are accurate, as recent title policies identifying the subject property was not supplied. The site’s dimensions and land area are based on information obtained from the Northfield Township Assessment records. Should a future survey indicate a variation in the legal description or net site area, I reserve the right to review any variances to establish whether there would be any impact on value and marketability reported in this appraisal.
- 3.) For this appraisal, the subject’s gross building area (GBA), physical and structural conditions and the costs to make the property structurally sound have been based upon the Code Violations and Preliminary Cost Estimate report and drawings, prepared by **Dangerous Architects, PC**, with each dated October 17, 2018. In this instance, the GBA and costs reported are considered to be reliable and will be applied in this valuation. Should future architectural drawings or space plans suggest a variation in GBA, I reserve the right to review any variances to establish whether there would be any impact on value and/or marketability reported in this appraisal.

⁵ Uniform Standards of Professional Appraisal Practice (USPAP), 2018-2019 Edition, page 4

HYPOTHETICAL CONDITIONS: A hypothetical condition is “a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.” Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.⁶

As provided within USPAP, a hypothetical condition may be used in an assignment only if:

- use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison;
- use of the hypothetical condition results in a credible analysis; and,
- the appraiser complies with the disclosure requirements set forth in USPAP for hypothetical conditions.

When a value opinion is subject to a hypothetical condition, the report must clearly and conspicuously disclose the assumption or condition and state that its use might have affected the value conclusion. There are no hypothetical conditions associated with the opinions of value presented herein.

OWNERSHIP HISTORY: The current owner of record is Northfield Township, who had used the property as an administration building and fire hall. The township has vacated the property and leases a portion of the building to an unrelated party. There have been no sales of the subject property in the 3-years preceding the effective date of the subject property.

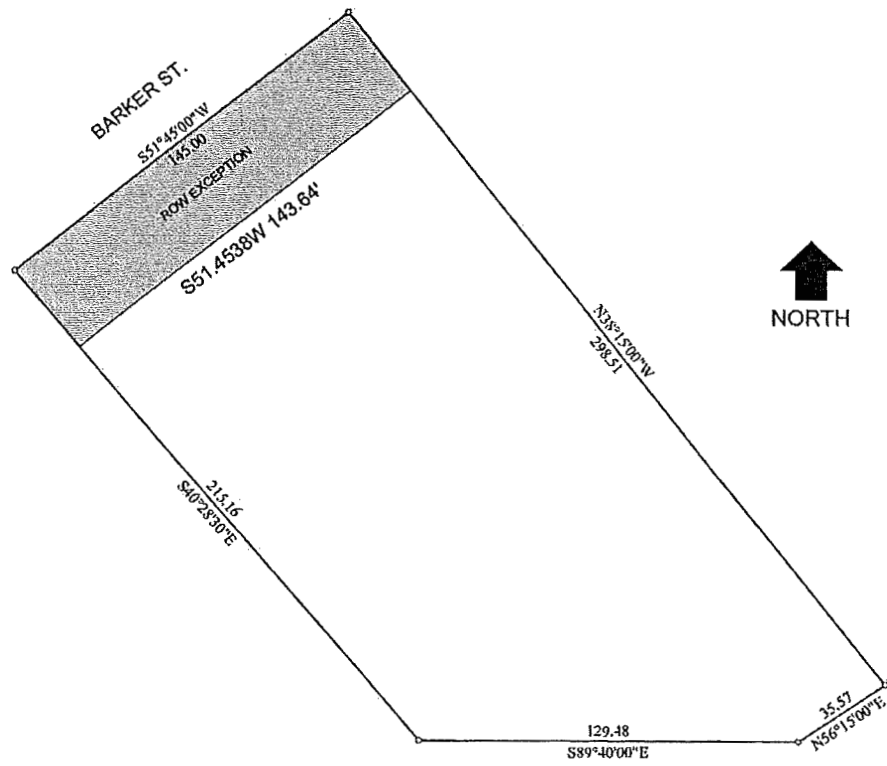
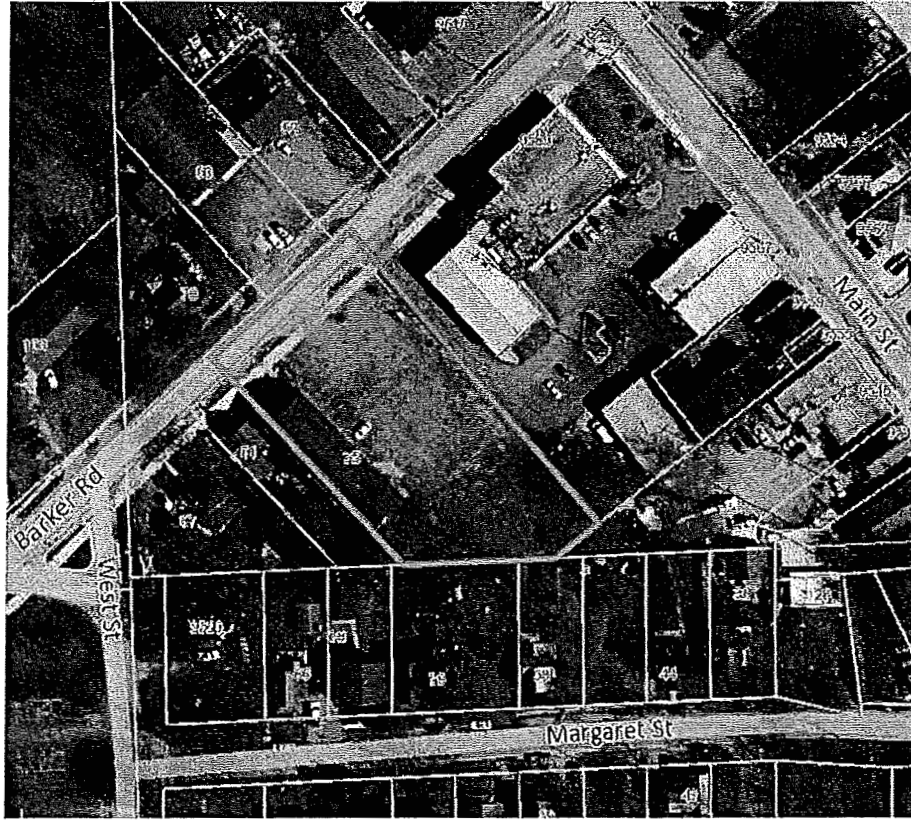
LEGAL DESCRIPTION: The subject property is commonly addressed 75 Barker Road, Whitmore Lake (Northfield Township), Michigan 48189. The property has a formal tax parcel number of B-02-05-254-002, and a legal description, as obtained from Northfield Township Assessment Rolls, is supplied below:

NO. 5-67C, COMMENCING AT WEST ¼ CORNER OF SECTION 5, THENCE N01.4500E 107.58 FEET, THENCE N51.4500E 88.74 FEET TO P.O.B.; THENCE S40.2830E 215.16 FEET TO E/W ¼ LINE, THENCE S89.4000E 129.48 FEET, THENCE N56.1500E 35.57 FEET, THENCE N38.1500W 298.51 FEET, THENCE S51.4500W 145.00 FEET TO P.O.B.; PART OF NE 1/4, SECTION 5, T1S-R6E.

Included on the following page is a copy of the Plat Map for this property, which is followed by a sketch of all site boundaries, using DeedPlotter+™.

⁶ Uniform Standards of Professional Appraisal Practice (USPAP), 2018-2019 Edition, page 4

RESTRICTED APPRAISAL REPORT
75 BARKER ROAD, WHITMORE LAKE
NORTHFIELD TOWNSHIP, MICHIGAN



SITE CHARACTERISTICS: An objective summary of site characteristics follows:

| | |
|--------------------|--|
| CONFIGURATION: | The subject site is located on the south side of Baker Road between Main and West Streets. The site is irregular in shape and provides a total of ±144 feet of frontage along Barker Road. |
| GROSS SITE AREA: | 37,277 square feet, or ±0.856 acres |
| NET SITE AREA: | 32,228 square feet, or ±0.740 acres (net of the Barker Road ROW) |
| TOPOGRAPHY: | Level and at road elevation |
| EXPOSURE: | Good |
| INGRESS/EGRESS: | There is one (1) paved access drive |
| UTILITIES: | Public utilities include natural gas, electricity, telephone service and city sewer. The property is serviced by a private well for water. |
| IMPROVEMENTS: | The site is developed with a ±7,710 square foot building. |
| L:B RATIO: | 4.18 to one (net site area ÷ GBA) |
| FLOOR AREA RATIO: | 0.239 (GBA ÷ net site area) |
| SITE IMPROVEMENTS: | The primary improvement to the site is asphalt paving for the driveways and parking spaces. In addition, there is a landscaping area on the south end of the site. |
| SUB-SOIL COND.: | Assumed stable |
| WETLANDS: | None |
| USE RESTRICTIONS: | There do not appear to be any unusual easements or encumbrances that would adversely impact value and/or marketability of the subject. |
| FLOOD CONDITIONS: | According to the National Flood Insurance Rate Map program, community panel 26161C0092E, effective as of April 3, 2012, the property is located in an area of minimal flood hazard. |
| ENVIRONMENTAL: | Please refer to Assumptions and Limiting Conditions section for specific assumption involving the site's environmental status. |
| FUNCTIONAL: | The parcel size, configuration and topographical conditions impacting the property provide for average utility characteristics and the site could accommodate a number of uses. |

BUILDING CHARACTERISTICS: For best visualization of exterior and interior building finishes, please refer to the forthcoming photographs. Provided below is a general summary of building specifications:

- YEAR BUILT:** The 2-story building was constructed in the 1940s and the 1-story addition was constructed in the 1960s.
- BUILDING AREA:** The 2-story building has a gross building area (GBA) of $\pm 3,200$ square feet per floor. The 1-story addition contains $\pm 1,310$ square feet. The total gross building area is $\pm 7,710$ square feet.
- FOUNDATION/FRAMING:** Reinforced concrete trench type foundation, with concrete block and structural steel column and truss framing.
- FLOOR STRUCTURE:** Floor surfaces consist of concrete slab on the ground level and wood flooring on the second floor.
- ROOF STRUCTURE:** The two-story section has a wood bowstring truss roof and the one-story section has a residential style pitched roof.
- EXTERIOR WALLS:** The exterior walls of the 2-story section consist of masonry block and the 1-story section consists of residential wood frame with siding on the exterior walls.
- INTERIOR FINISH:** The 1-story section is built-out for an office use with typical, average quality office finishes. The office area extends into the south ± 846 square feet of the first floor of the 2-story section. The balance of the 2-story section's first floor consists of unfinished garage space. The second floor of the 2-story section is built-out as a gathering space with a stage on the north end and two (2) restrooms and a kitchen on the south end of the space, with a large open area in the remainder of the floor space.
- HVAC:** The occupied office area is assumed to have an adequate package HVAC system. The adequacy of the HVAC for the garage and second floor area is unknown, reportedly the second floor needs a new HVAC system.
- ELECTRICAL:** The power supply to the building is assumed to be adequate for general commercial use. The occupied office area is assumed to have an adequate electrical system. The remainder of the building, particularly the second floor requires improvements.
- PLUMBING:** The building is not sprinkled, and has four (4) restrooms, however, none of them comply with the barrier free requirements.

Building Characteristics - continued:

FUNCTIONAL: With the exception of the occupied office space, the balance of the building basically consists of open space. This effectively makes the vacant space unusable as of the this date, but ready to be renovated for some adaptable commercial use.

CONDITION: The building is in below-average to fair condition and in need of repairs to correct code violations and structural issues. The Code Violations and Preliminary Cost Estimate report that was provided for this analysis, identified the issues related to the property and the cost to correct each. A copy of the report is included as an attachment to this Restricted Appraisal Report. The costs for both retail and office uses were provided. The total cost for a retail re-development was \$190,428 or ±\$24.70 per square foot of gross building area. The total cost for an office re-development was \$221,708 or \$28.75 per square foot of gross building area. In my opinion, most of the costs are speculative when the re-use of the space is unknown. The total cost for plumbing, mechanical and electrical is \$93,200 or ±\$12.09 per square foot. Without knowing how a new owner/tenant intends to use the space, these repairs may be of no value to them or perhaps a redundant cost. They may be unnecessary or misplaced for the planned re-use of the space. Rather than spend the money up-front, it is considered most reasonable to hold it back for a tenant improvement allowance if the property is leased to a tenant that cannot finance their own tenant improvements. For this analysis, I have concluded that building should be made structurally sound and the vacant space left “as is” and marketed as shell space. The necessary costs that will be taken from the Dangerous report are summarized below:

| | \$ | \$/SF |
|---|----------|---------|
| Floor structure reinforcement at second floor | \$15,000 | \$1.95 |
| New exterior door and stair from second floor | 17,500 | 2.27 |
| Insulate roof structure and walls at second floor | 10,000 | 1.30 |
| Remove Vines | 300 | 0.04 |
| Patch and repair exterior block at cracks | 2,000 | 0.26 |
| Fill-in windows where too close to neighbors (2) | 500 | 0.06 |
| Fire rate second floor structure and ceiling assembly | 11,000 | 1.43 |
| <i>sub-total Hard Costs:</i> | \$56,300 | \$7.30 |
| Builder Overhead & Profit (15%) | \$8,445 | \$1.10 |
| Architech/Engineer Fee (6%) | 3,378 | 0.44 |
| Permits | 1,000 | 0.13 |
| Contingency (15%) | 8,445 | 1.10 |
| Total Code Violation & Structural Repairs | \$77,568 | \$10.06 |

Building Characteristics - continued:

Once an end-user is found for the vacant sections of the building, user-specific improvements can then be applied to suit the space for each use. In this instance, a cost of \$30 per square foot will be applied for first floor retail use, and \$50 per square foot will be applied for upper-level office use.

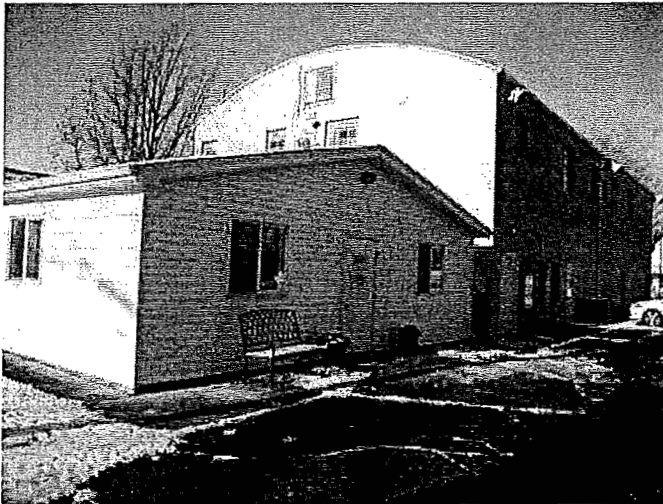
The following table identifies the total costs that will be applied to measure an "as is" market value:

| | <u>\$/SF</u> | <u>\$</u> | <u>SF</u> |
|-----------------------------------|--------------|------------------|-----------|
| Structural/Code Violation Repairs | \$10.06 | \$77,568 | 7,710 |
| Retail Warm-box Finishes | \$30.00 | 70,620 | 2,354 |
| Office Finishes | \$50.00 | 160,000 | 3,200 |
| <i>sub-total Costs:</i> | | <u>\$308,188</u> | |
| Contingency | 15% | <u>46,228</u> | |
| Total Renovation Cost | \$45.97 | \$354,416 | |

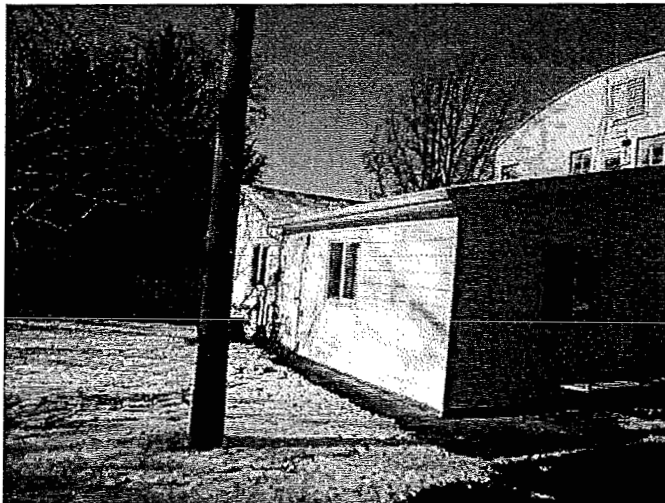
In reviewing the possible uses for this property, a conversion of the upper-level for apartment usage has also been considered. However, given potential renovation costs and achievable rentals for residential usage, this alternative has been disregarded further in the analysis.



NORTH AND WEST ELEVATIONS FROM
BARKER ROAD



EAST ELEVATION SHOWING THE
OCCUPIED OFFICE AREA WHICH
EXTENDS INTO THE FIRST FLOOR OF
THE 2-STORY BUILDING TO JUST
BEFORE THE SECOND DOOR OF THE 2-
STORY BUILDING



SOUTH ELEVATION OF THE OCCUPIED
OFFICE SECTION OF THE BUILDING



VIEW OF THE FIRST FLOOR OF THE 2-STORY BUILDING (GARAGE SPACE)



VIEW OF THE SECOND FLOOR OF THE 2-STORY BUILDING LOOKING TOWARD THE KITCHEN AND RESTROOMS



VIEW OF THE CONFERENCE ROOM IN THE OCCUPIED OFFICE AREA

ZONING: The subject property is located in a WLD-DD, Whitmore Lake Downtown District. The downtown (WLD-D) sub-district is intended to promote a unified vision for transforming the historic commercial core of the Whitmore Lake community focused on mixed-use development, increased land use intensity, and improved public amenities that is oriented as much to the needs of the pedestrian as to those of the automobile. The flexibility in use regulation inherent in the overall WLD regulations, paired with the prescriptive physical development regulations in the section, will result in a compact, walkable environment that creates new opportunities for investment while protecting quality attributes of the existing area. These regulations are also intended to: (1) Encourage the incubation of a residential element within the traditional downtown core to foster a 24-hour community. (2) Establish a development pattern in which new buildings and building modifications enhance the character of the existing built environment. (3) Orient building entrances and storefronts to the street to add visual interest, put "eyes on the street" for enhanced crime surveillance, increase pedestrian traffic, and create memorable outdoor spaces. (4) Limit the impact of off-street parking areas which interrupt the flow and consistency of the "street wall." (5) Enhance a sense of place and contribute to the sustainability of the township. (6) Allow a pattern of development which will encourage transportation alternatives (walking, biking, and transit) to reduce automobile dependence and fuel consumption. (7) Visually distinguish the downtown area from the north village and waterfront subdistricts by encouraging full use of property, consistency, and density while respecting adjacent residential areas. (8) Add value to property. (b) Form-based regulations. Downtown buildings and sites will be developed in a manner which contributes to the character of the area by maximizing the value of the property and continues the traditional street wall of adjacent historic buildings.

This district will allow the most likely uses of the subject property, which are office, retail and residential uses.

INCOME APPROACH: For a leased fee valuation this approach is relevant and has been applied. As a This approach, based on the principle of anticipation, reflects investor thinking and motivations. Essentially, an investor anticipates, among other things, earning income from their equity investment and in effect, is trading a sum of present day dollars for anticipated future dollars to be derived from an income-producing property. The objective of this approach is to equate the anticipated future dollars with the present value or required investment dollars. Since future dollars are worth less than present dollars, the future dollars must be discounted, fundamentally reflecting the inherent risk and waiting time involved.

The successive steps in the conversion of net income to an estimate of value are:

- estimate all forms of potential gross rental income;
- estimate stabilized vacancy and collection allowance;
- calculate effective gross income by subtracting the appropriate vacancy and collection allowance from the gross potential rental income;
- estimate operating expenses for the property;
- calculate net operating income by subtracting expenses from effective gross income;
- establish the appropriate capitalization technique; and,
- estimate value by implementing the selected capitalization technique.

The two most widely used and acceptable methods of income capitalization are direct and yield capitalization, also known as a Discounted Cash Flow (DCF) Analysis. These methods are based on diverse measures of expected earnings and involve different assumptions concerning the relationship between the expected earnings and value. For this analysis, only direct capitalization is deemed relevant, with this valuation methodology defined as follows:

Direct Capitalization is a method used to convert an estimate of a single year's income expectancy into an indication of value in one direct step, either by dividing the net income estimate by an appropriate capitalization rate or by multiplying the income estimate by an appropriate factor. Direct capitalization employs capitalization rates and multipliers extracted or developed from market data. Only one year's income is used. Yield and value change are implied, but not explicitly identified.⁷

Direct capitalization utilizes an overall rate which is applied directly to net income in order to obtain an indication of value. An overall capitalization rate (R_o) is defined as: *an income rate for a total real property interest that reflects the relationship between a single year's net operating income expectancy and the total property price or value.*⁸ The overall rate most typically is developed by market extraction. Given a sale in which the net income and sales price is known, the overall rate can be developed from that sale. Overall rates developed in this manner are direct reflections of the market.

⁷ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 491

⁸ Ibid, Page 493

Income Approach - continued:

If sufficient data to extract overall rates is not abundant, it is sometimes necessary to utilize a mortgage-equity band of investment method, defined as: *a technique in which the capitalization rates attributable to components of a capital investment (debt and equity) are weighted and combined to derive a weighted average rate attributable to the total investment.*⁹ This method of developing an overall rate requires an estimate of current financing terms available for a property and the equity dividend rate, or more commonly known as the “cash-on-cash” rate of return, required to attract equity capital. In this case, the overall rate represents a weighted average of financing and equity requirements of the investment. This method best serves as a test of market-derived overall rates. For instance, with market-derived overall rates and available financing known commodities, this method can be used to calculate a forced “cash-on-cash” rate of return. If the result does not appear reasonable for the subject’s property type and sub-market, market variables must be reviewed.

In the capitalization process, value is equal to income divided by the capitalization rate, or:

$$\text{Value} = \text{Income} \div R_o$$

This algebraic equation can be used to solve for the capitalization rate as follows:

$$R_o = \text{Income} \div \text{Value}$$

When analyzed properly, direct capitalization is accurate, however, a slight misrepresentation in the analysis of overall rates may result in substantial fluctuation in value. This process is most accurate when viewing stable or level income flows. When valuing a multi-tenant property, direct capitalization does not always account for extreme fluctuations in income streams, mainly relating to non-stabilized occupancy parameters. Likewise, one of the more important factors in employing direct capitalization is to extract and apply overall rates in a consistent manner.

Based on a review of the income characteristics of the subject leases direct capitalization is considered the most applicable technique in the valuation.

Subject Lease Discussion: The current month-to-month lease is with National Staffing & Home Care, Inc., who took occupancy of the space in June 2014. The lease was written for 1-year, and has been on a month-to-month basis since July 2015. The lease suggests this tenant is to occupy a total of 1,431 square feet, which includes 1,331 square feet in the 1-story portion, and two (2) 50 square foot offices in the 2-story section of the building. It is noted, however, the actual physically occupied space equates to ±2,156 square feet. On this basis, the total monthly rent of \$980 equates to a unit rate of ±\$5.45 per square foot. This tenant is also required to pay all utilities for the building.

⁹ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, Page 495

Income Approach - continued:

Market Rent Discussion: Market rental data for both retail space and office space has been researched, and the information relied upon herein is summarized below:

OFFICE RENTALS:

| NO. | ADDRESS | COMMUNITY | GBA | SF LEASED | LEASE DATE | RENT \$/SF | EXP. BASIS | G +U \$/SF |
|-----|----------------------|---------------|-------|-----------------|---------------|---------------|---------------|---------------|
| 1 | 107 East Main St. | Pinckney | 7,600 | 1,600 | 05/04/18 | \$12.00 | NNN | \$8.00 |
| 2 | 3554 Avon St. | Hartland Twp. | 9,380 | 1,025 | 08/13/18 | \$10.01 | Gross +U | \$10.01 |
| 3 | 731 Grand River | Fowerville | | 624 | 02/04/18 | \$13.46 | Gross +U | \$13.46 |
| 4 | 8143 Grand River | Brighton Twp. | 2,288 | 1,250 | 05/06/16 | \$9.12 | Gross | \$7.62 |
| 5 | 8143 Grand River | Brighton Twp. | 2,288 | 1,100 | 03/18/16 | \$10.36 | Gross | \$8.86 |
| 6 | 714 East Grand River | Howell | | 650 | 02/27/17 | \$13.85 | Gross | \$12.35 |
| | | | | <i>minimum:</i> | | 624 | \$9.12 | \$7.62 |
| | | | | <i>maximum:</i> | | 1,600 | \$13.85 | \$13.46 |
| | | | | <i>average:</i> | | 1,042 | \$11.47 | \$10.05 |

RETAIL RENTALS:

| NO. | ADDRESS | COMMUNITY | GBA | SF LEASED | LEASE DATE | RENT \$/SF | LEASE TYPE | NNN \$/SF |
|-----|----------------------|---------------|-------|-----------------|---------------|---------------|---------------|--------------|
| 1 | 1732 Old US 23 | Hartland Twp. | 9,296 | 2,070 | 6/8/2016 | \$11.52 | Gross | \$7.02 |
| 2 | 22 Barker Street | Whitmore Lake | 4,745 | 2,805 | listed | \$11.12 | Gross | \$6.62 |
| 3 | 2848 S. Old US 23 | Brighton Twp. | 9,000 | 1,850 | listed | \$12.97 | Gross +U | \$9.97 |
| 4 | 8020 Grand River | Brighton Twp. | 9,000 | 1,300 | listed | \$15.00 | Gross +U | \$12.00 |
| 5 | 8020 Grand River | Brighton Twp. | 9,000 | 1,100 | listed | \$15.00 | Gross +U | \$12.00 |
| 6 | 3540 Avon St. | Hartland | 2,040 | 2,040 | listed | \$10.00 | Gross +U | \$7.00 |
| 7 | 125 South Grand Ave. | Fowerville | 2,080 | 1,040 | listed | \$8.65 | Gross | \$4.15 |
| 8 | 907 East Main St. | Pinckney | 3,416 | 3,416 | listed | \$13.00 | NNN | \$13.00 |
| | | | | <i>minimum:</i> | | 1,040 | \$8.65 | \$4.15 |
| | | | | <i>maximum:</i> | | 3,416 | \$15.00 | \$13.00 |
| | | | | <i>average:</i> | | 1,791 | \$12.44 | \$9.69 |

After considering adjustments for location and physical characteristics, market rent for office use is reconciled at ±\$12.00 per square foot on a Gross +utilities basis. Market rent for the retail use has been reconciled at ±\$10.00 per square foot on a triple net (NNN) basis.

Income Approach - continued:

Frictional Vacancy: With general market parameters presented, the concept of various forms of vacancy and how that would potentially impact the subject property needs to be addressed. Initially, the form of vacancy will be defined:

Frictional vacancy is the amount of vacant space needed in a market for its orderly operation. In a stabilized market, where supply and demand are in balance, frictional vacancy allows for move-ins and move-outs. In markets for income producing property, frictional vacancy measures the lost rental income as leases roll over and expire.¹⁰ A primary method of measuring this level of vacancy is to determine market oriented leasing parameters such as renewal probability, time to re-lease space, and ultimately the total lease term for market space. Frictional vacancy is often calculated, as follows:

| | |
|--|-------|
| market lease term (years): | 5 |
| renewal probability: | 60.0% |
| rollover probability: | 40.0% |
| re-leasing period (months): | 12.0 |
| weighted average lag vacancy (months): | 4.80 |
| total lease cycle (months): | 64.80 |
| weighted average lag vacancy: | 7.4% |

The above example depicts over a long-term hold, the degree by which a specified property would be subject to loss of rental income.

Considering the locations and below market rents of the subject properties, it is more probable than not that the lease agreements will be extended, such that risk or exposure to loss of rental income is nominal. Based on each of these factors, a frictional vacancy of 7.5% will be applied in this valuation. The only other adjustment applied in this category includes an allowance for credit/collection loss, which will be applied at 0.5%.

Operating Expense: For this appraisal, operating expenses will be segregated into the following sub-categories:

- ◇ Real Estate Taxes, which will be iterated as if the property is no longer exempt
- ◇ Insurance
- ◇ Common Area Maintenance (CAM)
- ◇ Management Fee
- ◇ Owner's expense (N/R)
- ◇ Capital Reserve (N/R)

¹⁰ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 328

Income Approach - continued:

Direct Capitalization Process: With a net income forecast established for the subject properties, it is now necessary to review capitalization parameters. In reviewing an achievable overall rate for the subject properties several sources have been reviewed, including market extracted cap rates and rates obtained from investor survey information. Included below is a table summarizing the calculation of net operating income (NOI) and the valuation of the property "As-if Renovated" and "As-is":

| | | | |
|-----------------------------------|-------------------|-----------------------|------------------|
| <u>Revenue:</u> | | | |
| Existing Office Space (G+U) | 2,156 SF @ | \$12.00 per SF = | \$25,872 |
| Grade-level Retail Use (NNN) | 2,354 SF @ | 10.00 per SF = | 23,540 |
| Upper-level Office Use (G+U) | <u>3,200 SF @</u> | <u>12.00 per SF =</u> | <u>38,400</u> |
| Total Base Rent | 7,710 | \$11.39 per SF = | \$87,812 |
| Real estate tax recovery | | 0.25 per SF | 1,959 |
| CAM & insurance recovery | | 0.93 per SF | 7,180 |
| Miscellaneous revenue | | 0.00 per SF | 0 |
| Potential gross income | | \$12.57 per SF | \$96,950 |
| LESS: Frictional vacancy | | 7.5% | <u>7,271</u> |
| Interim effective gross income | | | \$89,679 |
| LESS: collection loss | | 0.5% | <u>448</u> |
| Effective gross income | | \$11.57 per SF | \$89,231 |
| <u>Operating expenses:</u> | | | |
| Real estate taxes | | \$0.83 per SF = | \$6,415 |
| Insurance | | 0.55 per SF = | 4,241 |
| CAM | | 2.50 per SF = | 19,275 |
| Management fee | | 4.0% of EGI = | 3,569 |
| Owner's expense (N/R) | | 0.25 per SF = | 1,928 |
| Capital reserve (N/R) | | 0.30 per SF = | <u>2,313</u> |
| | <i>sub-total:</i> | \$4.89 per SF | \$37,740 |
| Net operating income (NOI) | | \$6.68 per SF | \$51,491 |
| Overall capitalization rate | | | 9.00% |
| "As-if Renovated" Market Value | | \$74.20 per SF | \$572,118 |
| | | <i>rounded to:</i> | \$570,000 |
| Total Renovation Costs | | | <u>(354,416)</u> |
| "As-is" Market Value | | | \$215,584 |
| | | <i>rounded to:</i> | \$215,000 |
| | | \$/SF GBA: | \$27.89 |
| | | \$/SF land area: | \$6.67 |

Customarily, appraisal conclusions are rounded to reflect the lack of precision associated with value opinions. As such, the fee simple market values, effective November 20, 2018, have been reconciled by the Income Approach, as follows:

| | |
|--------------------------------------|---------------|
| "As if Renovated" Market Value | \$570,000 |
| "As-is" Market Value | \$215,000 |

Income Approach - continued:

The above values have been tested applying a sales comparison approach, in the “As-if Renovated” scenario only. A summary of improved sales relied upon herein is provided below:

| NO. | PROPERTY | USE | GBA | SALE DATE | PRICE | \$/SF | NO. STY. | YR. BLT. | YR. RENO. | LAND AC. | L:B RATIO |
|-----|--------------------|------------------|-------|-----------|-----------|---------|----------|----------|-----------|----------|-----------|
| 1 | 9545-9551 Main St. | Retail & Res. | 8,154 | 06/29/16 | \$300,000 | \$36.79 | 2 | 1899 | 1998 | 0.638 | 3.41 |
| 2 | 9541 Main St. | Retail & Res. | 1,568 | 07/08/16 | \$147,000 | \$93.75 | 2 | --- | 1999 | 0.073 | 2.03 |
| 3 | 200 Barker St. | Retail to Church | 6,160 | 07/19/16 | \$599,000 | \$97.24 | 1 | 2000 | --- | 2.110 | 14.92 |
| 4 | 100-102 Barker St. | Office | 2,250 | 04/07/17 | \$200,000 | \$88.89 | 1 | 2000 | --- | 0.422 | 8.17 |
| 5 | 9531-9535 Main St. | Retail & Res. | 4,020 | 10/03/18 | \$199,500 | \$49.63 | 1 & 2 | 1880 | 2011 | 0.249 | 2.70 |

minimum: \$36.79

maximum: \$97.24

average: \$73.26

The above sales represent mixed-use properties in the subject’s immediate neighborhood. While not ideal similar in terms of physical characteristics, they do offer support for a limited sampling of property sales in this area. As shown, unit pricing prior to consideration of any adjustments range widely from ±\$37 to ±\$97 per square foot. The examination of adjustments in a sales comparison analysis looks for differences between the comparables and the subject. Adjustments are made to the comparables, in comparison to the subject, in the following order:

TRANSACTIONAL (applied in sequence):

- 1.) Property rights conveyed
- 2.) Financing terms
- 3.) Conditions of sale
- 4.) Expenditures immediately after purchase
- 5.) Market conditions

CUMULATIVE:

- Location characteristics
- Physical characteristics
- Economic characteristics
- Legal characteristics (Use/Zoning)
- Non-realty components of value

Adjustments to the comparables should only be made when direct comparison between like properties warrant such adjustments. Appraisal theory defines this process as paired data analysis, which is a “*quantitative technique used to identify and measure adjustments to the sale prices or rents of comparable properties; to apply this technique, sales or rental data on nearly identical properties except for one characteristic is analyzed to isolate the single characteristic’s*

Income Approach - continued:

*effect on value or rent*¹¹. Where possible, all adjustments that will be considered will be supported through paired comparisons. Otherwise adjustments will be considered based on knowledge in this marketplace, and experience in appraising similar type properties. When examining adjustments identified above, the comparables do provide support for the “As-if Renovated” valuation of ±\$75 per square foot, as reconciled in the income approach.

“AS IF VACANT” MARKET VALUATION: In order to measure highest and best use of the property, it is also necessary to establish market value for the site “as if vacant” and available to be developed. In measuring market value for the underlying site, only a Sales Comparison Approach has been applied. Based upon parameters supplied previously relative to market research, a summary of the sales applied is provided below:

| NO. | ADDRESS | COMMUNITY | ACRES | SF | LEASE DATE | PRICE | PRICE \$/SF | USE |
|-----|-----------------------------|-----------------|-------|---------|------------|-------------|-----------------|--------------------|
| 1 | 6910 Whitmore Lake Rd. | Green Oak Twp. | 3.15 | 137,214 | 05/21/15 | \$1,262,000 | \$9.20 | Hotel |
| 2 | 3811 Grand Oaks Dr. | Genoa Twp. | 2.19 | 95,396 | 5/31/2016 | \$350,000 | \$3.67 | Day Care |
| 3 | Latson Rd. & Grand Oaks Dr. | Genoa Twp. | 2.31 | 100,624 | 10/31/16 | \$800,000 | \$7.95 | Retail |
| 4 | N/S of I-96 Service Dr. | Genoa Twp. | 2.56 | 111,514 | 11/09/16 | \$737,500 | \$6.61 | Hotel |
| 5 | 175 Barker Rd. | Northfield Twp. | 2.60 | 113,256 | 09/05/18 | \$310,000 | \$2.74 | Transportation lot |
| 6 | 10000 Crouse Rd. | Hartland | 0.82 | 35,719 | 05/21/18 | \$78,234 | \$2.19 | Unknown |
| | | | | | | | <i>minimum:</i> | \$2.19 |
| | | | | | | | <i>maximum:</i> | \$9.20 |
| | | | | | | | <i>average:</i> | \$5.39 |

Given the range in unit pricing, the physical and economic factors impacting these properties must be considered. The examination of adjustments in a sales comparison analysis looks for differences between the comparables and the subject, and applied in the same fashion as presented previously in testing the value conclusion by the income approach.

¹¹ The Appraisal of Real Estate, Appraisal Institute, 2013, 14th Edition, page 399

“As-if Vacant” Market Valuation - continued:

The sample of sales included herein represent the most recent and relevant commercial zoned land in the general region. For this sample, the most recent and geographically similar sale is located only a short distance to the west of the subject, and sold with a garage structure in-place. After considering an adjustment for this improvement, a unit price equates to ±\$2.50 per square foot. Further adjusting for zoning and site utility provides an adjusted unit rate of roughly \$4.50 per square foot. As such, a contributory value for the subject’s underlying land, effective as of November 20, 2018, can be reasonably estimated, as follows:

| | |
|----------------------------------|--------------------|
| 32,228 SF @ \$4.00 per SF = | \$128,912 |
| 32,228 SF @ \$5.00 per SF = | \$161,140 |
| Market Value Land “As-if Vacant” | \$145,000 |
| LESS: Demolition | <u>40,000</u> |
| Reconciled Market Value: | \$105,000 |
| | \$/SF: \$3.26 |
| | \$/acre: \$141,920 |

EXPOSURE TIME: A reasonable exposure time is one of a series of conditions in most market value definitions. Exposure time, one of a series of conditions in most market value definitions and always presumed to precede the effective date of appraisal, is defined as follows:

The estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal. Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market.¹²

The reasonable exposure period is a function of price, time and use, not an isolated estimate of time alone. As an example, a property could have been on the market for a period of two years at a price of \$2,000,000, which informed market participants considered unreasonable. Thereafter, the owner reduces the price to \$1,600,000 and starts to receive offers, culminating in a transaction at \$1,400,000 6-months later. While an actual exposure time was 2.5 years, the reasonable exposure time would be 6-months at a value range of \$1,400,000 to \$1,600,000.

A large sampling of sales within this market provided exposure periods generally averaging 12-months, with a few providing an average exposure period of up to 24-months. Based upon interviews with market participants, plus review of historical information, it has been concluded a reasonable exposure time for the subject would have been ±12 months, assuming pricing within the general range of that indicated as the subject’s market value.

¹² Uniform Standards of Professional Appraisal Practice, 2018-2019 Edition, page 4

STANDARD APPRAISAL LIMITING CONDITIONS: This Restricted Appraisal Report is subject to the following limiting conditions, as well as those which have been specifically set forth within the analysis:

- Use of this appraisal report is contingent upon fulfillment of the appraisal contract, whether written or oral. Upon full payment of all sums due the appraiser, this appraisal report becomes property of the client subject to all restrictions upon disclosure and use included herein and made a part hereof. The report and its conclusions will not be released to a third party by the appraiser or his employees without the client's consent. This limitation on release does not apply to market data or other information obtained by the appraiser for use within the report.
- Neither all nor part of the contents of this report, especially conclusions as to value and the identity and affiliations of the appraiser, shall be disseminated to the public through advertising, public relations media, news media, sales media or any other public means of communication without the prior written consent and specific approval of the appraiser.
- By receipt and acceptance of this report, the client acknowledges that, unless otherwise specifically agreed to elsewhere in writing, the fee for this appraisal report does not include any subsequent services such as meetings, conferences, depositions, hearings, trial preparation, attendance and testimony at trial, or any other dissemination or defense of the appraisal and its conclusions by the appraiser. These services, if requested, will be invoiced and paid on an hourly basis at the standard hourly rate of the appraiser at the time of the actual service.
- No responsibility is assumed for matters legal in character nor is any opinion rendered as to title, which is assumed to be good. All existing liens and encumbrances have been disregarded, except as noted otherwise, and the property is appraised as though free and clear under responsible ownership and competent management.
- Other information identified in this report as being furnished by others is believed to be reliable but no responsibility is assumed for its accuracy.
- No survey or analysis of the property has been made. Unless otherwise noted, investigation into hidden or underground conditions of the subject has not been undertaken and no opinion is offered in this regard. This limiting condition includes, but is not limited to, adverse soil conditions, hidden structural defects, hazardous materials, toxins and infestation.
- Information concerning market data was obtained from buyers, sellers, brokers, attorneys, trade publications or public records, and to the extent possible, was examined for accuracy and is believed to be reliable. Comparable sales data and sources are confidential and for purposes of this report only.
- Exhibits in the report are intended to assist a reader in visualizing the property and its surroundings; drawings are not intended as surveys; no responsibility is assumed for cartographic accuracy nor are drawings intended to be exact in size, scale or detail.

Standard Appraisal Limiting Conditions - continued:

- Unit values applied to the subject parcel as a whole are applicable only to the entire parcel as defined. All unit values or other means of comparison should not be applied to other properties or individual sub-parcels or divisions of the subject. It is also inappropriate to make a partition based upon fractional or minority ownership interests, unless specifically addressed within the appraisal report.
- All areas and dimensions have been checked on the ground, where practical. If furnished by the person(s) requesting the appraisal, or from public records, I assume areas and dimensions to be reasonably accurate. In the absence of registered surveys, land areas may be based upon representations made, and no responsibility is assumed for discrepancies which may become evident from a licensed survey of the property.
- I have not made a specific compliance survey and analysis of the property to determine whether it is in conformity with the various detailed requirements of the Americans with Disabilities Act (ADA). It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of ADA. If so, this fact could negatively impact value and/or marketability of the property. Since I have no direct evidence relating to this issue, I did not consider possible non-compliance with the requirements of the ADA in estimating cash value of the property.
- The appraiser assumes no responsibility for economic, physical, political, or demographic factors, which may affect or alter the opinions in this report if said economic, physical, political, or demographic factors change after the effective date of value. The appraiser is not obligated to predict future political, economic, or social trends and/or events. All conclusions and opinions expressed in this appraisal report apply to the effective date of valuation set forth in the letter of transmittal contained within this report.

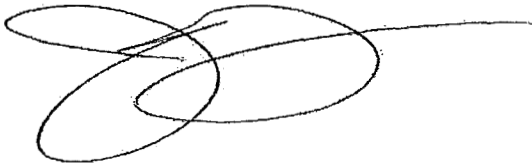
CERTIFICATION: I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions, and conclusions;
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the **Uniform Standards of Professional Appraisal Practice (USPAP) 2018-2019 Edition**; and, all Code of Professional Ethics and Standards of Professional Appraisal Practice of the **Appraisal Institute**.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- John R. Widmer, Jr., MAI has made an inspection of the property that is the subject of this report, inspected all comparables utilized in substantiation of market value for the subject, and personally made the necessary investigations and analyses pertinent to valuing the property.
- James C. Flatley, III (Certified General Appraiser No. 12010011839) provided real property appraisal assistance to the person signing this certification.
- As of the date of this report, John R. Widmer, Jr., MAI has completed the continuing education program for Designated Members of the **Appraisal Institute**.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the 3-year period immediately preceding acceptance of this assignment.
- I am licensed in the state of Michigan as a certified general appraiser, and as stipulated by Michigan law, *“appraisers are required to be licensed and are now regulated by the Michigan Department of Licensing and Regulatory Affairs, PO Box 30018, Lansing, Michigan 48909”*.

Certification - continued:

- In my opinion, fee simple market values for the subject property have been reconciled, as follows:

| | |
|--------------------------------------|-----------|
| “As-is” Market Value | \$215,000 |
| “As-if Renovated” Market Value | \$570,000 |
| “As-if Vacant” Market Value | \$105,000 |



John R. Widmer, Jr., MAI
Certified General Appraiser No. 1201000280
jwidmer@frohmwidmer.com
Direct line: 248-471-6767 ext. 11

DATE: December 4, 2018



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17 October 2018

Code Violations and Preliminary Cost Estimate
75 Barker Road, Whitmore Lake, MI.
For Northfield Township



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17 October 2018
Mr. Steve Aynes, Township Manager
Northfield Township

RE: Code Issues for 75 Barker Road,

Whitmore Lake, MI 48189

75 Barker Road, the former Northfield Township administration building and fire hall, is a two-story block structure built in the 1940s with a one-story wood frame addition on the south side from the 1960s. The two-story portion is Type IIIB construction consisting of block exterior walls, a wood bowstring truss roof, and a second floor structure of wood floor joists on exposed steel beams bearing on exposed steel columns at the lower level. The one-story addition is Type VB construction in a residential style. No portion of the building has any sort of fire suppression system. The total floor area is 7710 square feet (gross), with each floor of the original block structure having 3200 square feet and the addition having 1310 square feet.

The only official current occupant is National In Home Services' office space which includes the entire addition and the southeasternmost 21 feet of the first floor of the block structure for a total of 2156 square feet. The rest of the building is being evaluated for potential business and mercantile occupancies. Currently, the first floor of the block structure exists as a garage space with two overhead doors on the road side and some smaller auxiliary rooms at the rear, including one toilet room. There is a stair at the north corner leading to the second floor, which used to serve as a gathering space, featuring a large open area surrounded by a stage, kitchenette, restrooms, and storage spaces. This space has only one code-compliant exit door, to the east

In 1993, the Northfield Township Building Department officially banned unauthorized use of the second floor space in writing, citing a sagging second floor structure as a hazard. The second floor of the building has remained unoccupied since. A structural study was done by Cornerstone Engineering in 2004 which outlined the extent of – and possible solutions for – the structural issues. It is our understanding that addressing all concerns brought up in the 2004 report and bringing the building up to meet current codes would reenable occupancy of the second floor.

We have consulted the applicable zoning and building authorities throughout the process of generating this report. It has been recommended that all parties meet with Larry Pickle and/or Craig Strong of Carlisle Wortman Associates at some point (prior to actual renovation drawings) to discuss the code evaluation, as they would likely be involved in the approval process of any work done on the building. We have also performed our own walk through at the 75 Barker Road building and noted the deficiency's in the contiguous buildings which would need to be upgraded for either business or retail use. We have prepared an accompanying set of existing condition drawings for this same building and have listed the same code issues on these drawings. The following is a written list of code issues at the existing old firehouse at 75 Barker Road and a preliminary cost estimate for the construction costs to remedy them.



104 south main street chelsea, michigan 48118 734.475.3660 (fax) 734.475.1992
www.dangerousarchitects.com dangerousarchitect@att.net

Site:

- Parking is not required for the zone in which this building falls, but there are requirements for parking lots that front on a street as the existing lot does. The code of ordinances states that no more than 25 percent or 60 feet – whichever is greater – of the frontage can be parking. The current lot exceed this, but it is unlikely that the township will choose to enforce this on an existing lot. What is more likely to be enforced is the requirement of a 30 inch decorative masonry wall between the lot and the street. Again, because the lot is existing, we have not included either of these potential changes in the cost estimate. [Northfield Township Code of Ordinances Article XII Section 36-339]
- One out of every 25 parking spots provided is be required to be barrier free. Currently, 24 spots are provided, one of which has been designated as barrier free, meeting this requirement. However, wherever barrier free parking spots do occur, a vertical sign is required to establish said spots at least 60 inches above the ground, either on individual poles or on the face of the building in front of the spot. [International Code Council A117.1 502.7]
- Sidewalks or wheel stops are required where the parking spots face the building in order to create a pedestrian accessible path along the façade. This walkway must be at least 48 inches wide to allow accessible access to the exterior doors along the walkway. We recommend delineating this walkway with wheel stops, which would push the parking northeast and require a re-stripping of the lot. [NTCO Article XII Section 36-341(3)b]

Occupancy:

- The Northfield Township Building Department officially banned unauthorized use of the second floor in writing in 1993. Thus, in order to utilize the second story in any way, it must be demonstrated that the requirements of the 2004 structural survey by Cornerstone Engineering are met. As the existing wood joists are over-spanned for commercial loading, this would include reinforcing the existing second floor structure by doubling up wood joists at the current locations.
- The maximum allowable occupancy for a second story of Business (B) or Mercantile (M) occupancy with only one exit – regardless of square footage – is 29. There is also a limit of 75 feet for the continuous travel path from any point to an exit. While it is possible to simply post an occupancy limit for a space, there are multiple areas on the second floor in the kitchen, bathrooms, and other auxiliary spaces which have a common path of travel to the nearest exit of more than 75 feet. The only way to utilize these spaces in any way is to add a second exit. This could potentially be done with a fire escape stair from the second floor on any side other than the southwest wall. We recommend installing a fire escape stair from the existing barred door on the southeast wall, leading toward the parking lot through the gap between the addition and original building. [International Building Code Table 1006.3.2(2)]
- The maximum allowable floor area for a second story which is not wheelchair accessible is 3000 square feet (currently, the second story is 3200 square feet). This requirement may or may not be enforced on existing building conditions. We recommend satisfying this requirement with a new mechanical room (see Mechanical section for details), as service spaces are not usually included in the occupiable space calculation. [IBC 1104.4.1]



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TRAINING SOLUTIONS • EXISTING BUILDING RESOLVES

Building Envelope:

- The roof structure at the second floor must be insulated in some way. If the second floor ceiling is repaired or replaced, the insulation could go above the ceiling, and if the ceiling is removed altogether, spray foam insulation could be used along the underside of the roof sheathing.
- There are multiple locations with cracks in the exterior block, as cited in the 2004 Cornerstone survey. These cracks would have to be patched and the blocks may need to be replaced.
- The northwesternmost windows on both stories must be filled in, as they violate the fire separation distance from the neighboring house and the façade as a whole is in violation of the maximum allowable penetration percentage for said fire separation distance. [IBC Table 705.8]
- The glass in all of the windows on the original block structure is single pane and is not up to energy code. However, there is a provision which allows the existing windows to remain if storm windows are placed in front, which is our recommendation. [International Energy Conservation Code 503.1.1]

Accessibility:

- The exterior door on the northeast wall with direct access to the former firehouse space does not currently meet the accessibility code but can be made to by simply mirroring the swing of the door (so that it would swing north to east outwards). [ICC A117.1 404.2.3.2]
- The door from the former firehouse space into the stairwell also does not meet accessibility codes. Mirroring the swing of the door in the existing opening might be permissible but would be cutting it close with relationship to the garage door assembly and may not fully comply. A safer option would be to move the door at least one foot towards the exterior wall. [ICC A117.1 404.2.3.2]
- All exterior doors must comply with the 1/2" maximum height difference between sill and paving for accessibility. A slight cutting and repaving will be necessary. [ICC A117.1 303.3]

Interior Stair:

- The existing stair to the second floor has a tread depth of 10 1/2" and large difference in riser height between the final riser and the rest of the risers. The 2015 IBC states that these violations are acceptable under a referenced section of the 2015 International Existing Building Code. However, the IBC has since been updated to 2018 and the new code does not have the same reference for that section. It is unlikely that this slight discrepancy would be enforced, but in the case that it is, it should suffice to say that the project complies with the written intent of the applicable IBC. [IBC 1011.5.2]
- The western handrail on the stair is loose and must be properly fastened. [IBC 1011.11]
- If the building is to be used for Business (B) occupancy, a 30-minute fire rated enclosure must be constructed around the stair at the second floor. Most likely, this would only affect the upper floor access and partition wall and the door to the former firehouse space, as the first floor walls themselves should be able to achieve this rating as is. This enclosure is not required for Mercantile (M) occupancies. [IEBC 802.2.1.5 and 802.2.1.9]

Fire Rating:

- The steel beams and wood floor structure at the second floor must be fire rated in case of a fire on the main floor. This rating can be achieved with a rated ceiling assembly or with new intumescent paint. A ceiling would also reduce sound transfer between units.



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Plumbing:

- For both Business (B) or Mercantile (M) occupancy, the plumbing code requires one barrier free toilet and lavatory on the first floor. If the second story is able to be occupied and the building is Business (B) occupancy, two additional toilet rooms are required on the first floor to satisfy requirements for the second floor. In any case, all toilet rooms must comply with the barrier free requirements, which the existing toilet room does not and thus must be removed. [International Plumbing Code Table 403.1]
- The building is required to have two drinking fountains and one service sink. [IPC Table 403.1]
- The toilet room in the current business occupancy (National In Home Services) does not meet accessibility code. However, it is unlikely that it would be required to be modified, as no other significant work is being done in the tenant space and there is an existing and unmodified interior accessible route to the toilet rooms to be installed in the adjacent garage space. [ICC A117.1 604.2]
- The existing toilet rooms on the second floor do not meet accessibility code. Because the second floor itself is not barrier free, having barrier free toilet rooms on the second floor would not contribute to the necessary facilities. However, if the toilet rooms are to remain functional in any fashion, they would still be required to meet accessibility code. Thus, the second floor toilet rooms must be renovated to be barrier free or removed altogether. [ICC A117.1 604.2]

Mechanical:

- While we are not certain of the capacity of the existing HVAC system, it is certain that a new furnace would be required to heat the second floor spaces. Likewise, a new condenser will be required for cooling. These systems could be housed in a room on the second floor which is at least 88 square feet, which could potentially satisfy the requirement of reducing the floor area of the second floor, as mechanical rooms are rarely counted in space occupancy calculations. This issue needs further evaluation during a design development stage.
- The second floor attic must also be ventilated with some sort of forced air exchange. The vents on the northwest and southeast facades suggest some sort of louver ventilation system, although the extent and functionality of such a system is unknown without inspecting the attic space. It is likely the building will require repair or replacement of any such system for air exchange.

Electrical:

- Exterior lights with a hardwired battery backup are required within three feet of any exterior door. We recommend new wall packs. [International Building Code 1008.3.2.5]
- Emergency exit lights must be installed at every exterior door and at the stairway. [IBC 1013.1]
- Interior spaces must have emergency lighting with battery backup to satisfy the exit lighting code.
- The vines hanging the exterior electric feed at the southwest of the building must be removed.

Please call or write with questions.

Thank you,

Scott McElrath, President
Dangerous Architects PC

75 BARKER ROAD - CODE REVIEW AND ASSOCIATED ESTIMATED CONSTRUCTION COSTS - 10.17.18

| Description - per code deficiency | Mercantile | Business | Cost |
|---|------------|----------|-------------|
| Site | | | |
| Parking lot frontage reduction | ? | ? | |
| Decorative masonry wall | ? | ? | |
| Barrier free parking sign at barrier free space | X | X | \$300.00 |
| Wheel stops along building, re-stripe parking lot | X | X | \$2,000.00 |
| Occupancy | | | |
| Floor structure reinforcement at second floor | X | X | \$15,000.00 |
| New exterior door and stair from second floor | X | X | \$17,500.00 |
| Building Envelope | | | |
| Insulate roof structure and walls at second floor | X | X | \$10,000.00 |
| Remove vines | X | X | \$300.00 |
| Patch and repair exterior block at cracks | X | X | \$2,000.00 |
| Fill in windows where too close to neighbors (2) | X | X | \$500.00 |
| Storm windows over existing | X | X | \$3,000.00 |
| Accessibility | | | |
| New entry door and frame at ground level | X | X | \$1,500.00 |
| Relocate stair door and patch wall | X | X | \$1,000.00 |
| Asphalt cutting and new concrete apron at doors | X | X | \$1,000.00 |
| Interior Stair | | | |
| Fasten handrail | X | X | \$250.00 |
| New fire enclosure and interior door at top of stair | | X | \$3,000.00 |
| Fire Rating | | | |
| Fire rate second floor structure and ceiling assembly | X | X | \$11,000.00 |
| Plumbing | | | |
| New barrier free accessible toilet room at main floor | X | X | \$10,000.00 |
| Additional new toilet rooms (2) at main floor | | X | \$20,000.00 |
| Remove or remodel second floor toilet rooms | X | X | \$10,000.00 |
| New drinking fountains (2) | X | X | \$1,500.00 |
| New service sink | X | X | \$500.00 |
| Associated plumbing demolition | X | X | \$5,000.00 |
| Mechanical | | | |
| New second floor furnace and duct distribution | X | X | \$20,000.00 |
| Repair or replace air exchange system | X | X | \$5,000.00 |
| Toilet room exhaust fans | X | X | \$1,000.00 |
| Electrical | | | |
| New exterior lights and wall packs (2) | X | X | \$800.00 |
| Upgrade/replace second floor electrical system | X | X | \$15,000.00 |
| New emergency lighting on both floors | X | X | \$3,500.00 |
| New exit lights (3) | X | X | \$900.00 |

| | | |
|--|---------------------|---------------------|
| Subtotal: | \$138,550.00 | \$161,550.00 |
| Builder Overhead & Profit (15%) | \$20,782.50 | \$24,232.50 |
| Architect/Engineer Fee (6%) | \$8,313.00 | \$9,693.00 |
| Permits | \$2,000.00 | \$2,000.00 |
| Contingency (15%) | \$20,782.50 | \$24,232.50 |
| TOTAL PRELIMINARY PROJECT ESTIMATE: | \$190,428.00 | \$221,708.00 |



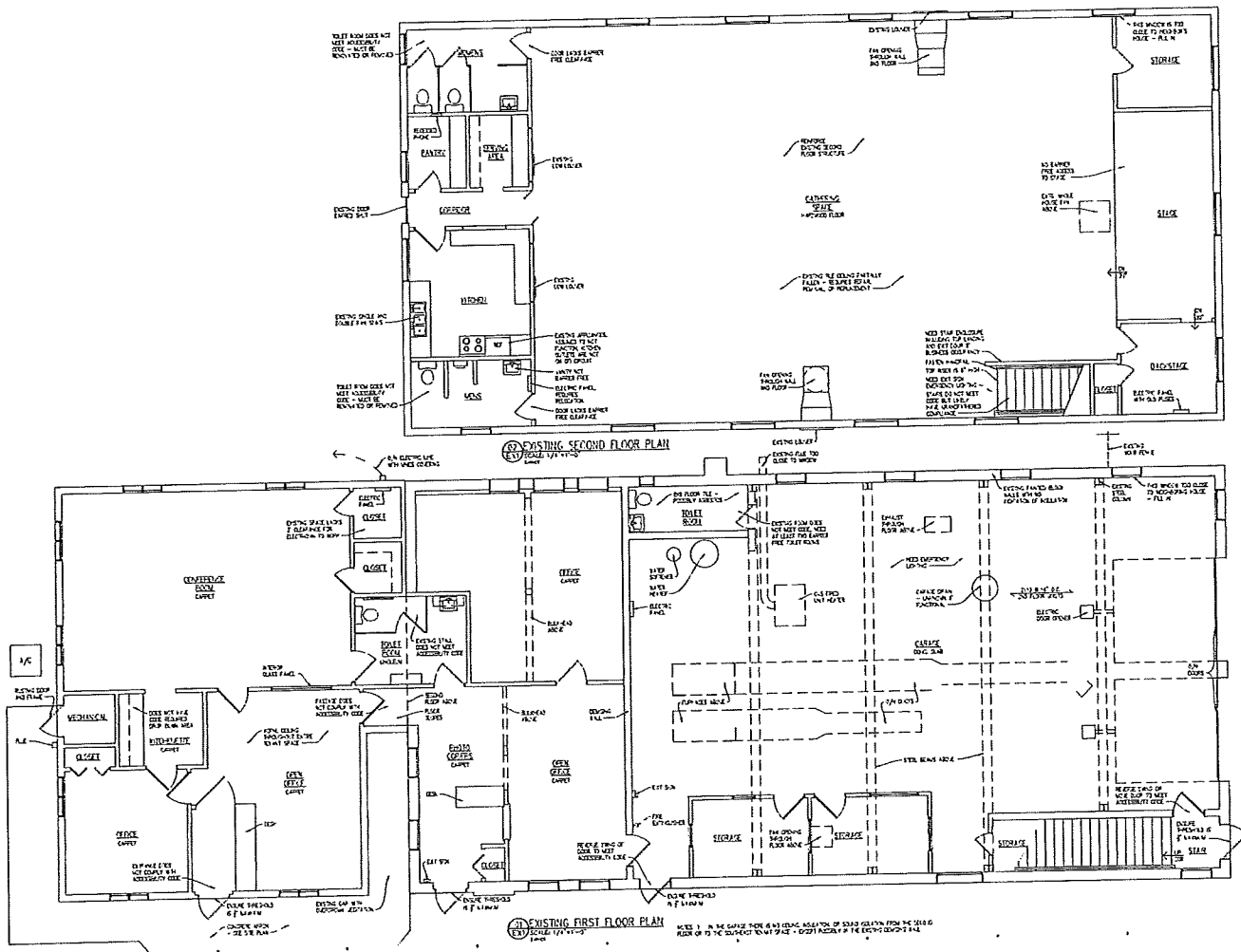
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RESIDENTIAL

Notes:

1. Above estimated costs are based on 2018 material and labor process, costs will be higher in 2019.
2. Whenever addition/remodel projects arise, the inevitable question arises; would it be less expensive to tear down the existing building and build a new one? Most of the time, unless the existing building has severe foundation or structural issues, the answer is no; it is still less expensive to renovate the existing. The total building costs are up to \$200 per square foot. Even if rounded down to \$175 per square foot, this equates to \$1.35 million, plus demolition which would easily be \$40,000. We have, in this report, identified estimated costs for code violations. Obviously, there will be additional costs for non-code related build out projects if the township elects to renovate the building, such as new finishes, office space, etc. Typical build out costs run about \$60 per square foot. The National In Home Services space requires minimal new finishes and only has a few code violations. Taking the remaining 5554 square feet, \$60 per square foot results in roughly \$333,240 and adding the above identified code violation costs is still significantly less than demolition and the cost of a new building.



DANGEROUS: As-Built

PROJECT: BUILDING

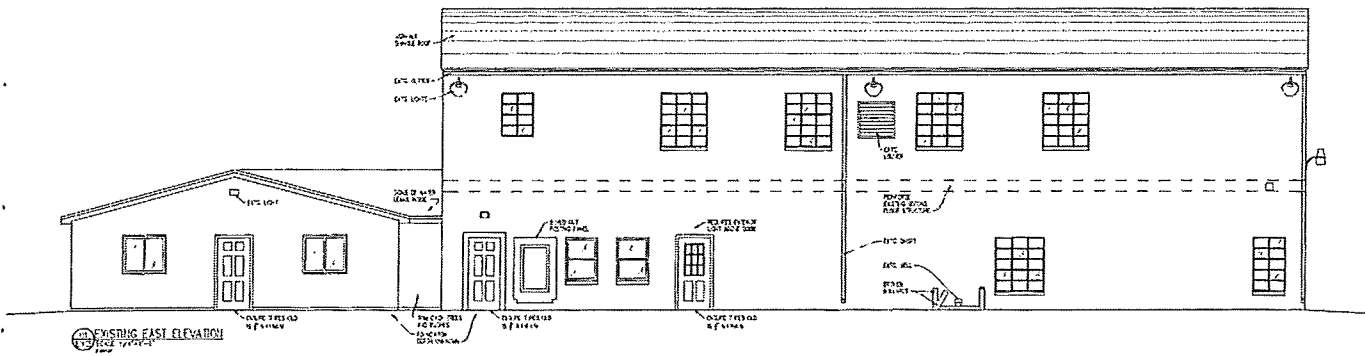
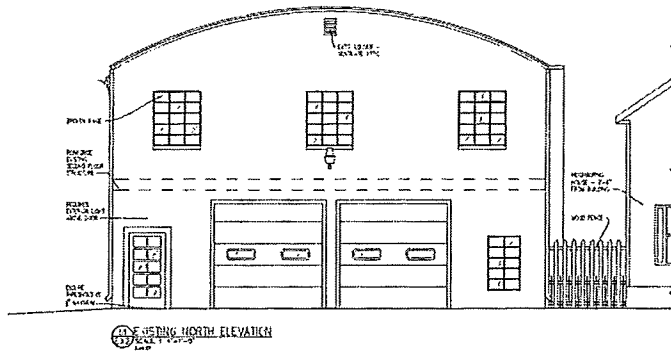
PROJECT ID: 10441

ISSUE NO.: 01

DATE: 01/11/16

PROJECT: NORTHFIELD TOWNSHIP EVALUATION OF CODE VIOLATIONS AT 10441 W. STATE ST. NORTHFIELD, MN 55057

EX1



PROJECT: NORTHFIELD TOWNSHIP EVALUATION OF CODE VIOLATIONS AT 1000 NORTHFIELD LANE, M. 48101
 DRAWING NO.: 2023-001-01
 DATE: 11/15/23
 SHEET: 1 OF 1
 EX2

APPRAISAL QUALIFICATIONS
of
JOHN R. WIDMER, JR., MAI

APPRAISAL EXPERIENCE

Over 32-years experience in the real estate appraisal field. Principal activities have included a wide range of income property valuation, primarily within the southeast Michigan region, with additional activity in outstate Michigan and northern Ohio. Appraisal assignments primarily include comprehensive narrative reporting of market value for owner-user and investment oriented properties. Additional experience includes appraisal review and consultation for an assortment of litigation matters, involving various property types. Real estate related services include property owner representation in ad valorem appeals filed with the Michigan Tax Tribunal.

ILLUSTRATION OF APPRAISAL EXPERIENCE

- 1990-Present: **Frohm & Widmer, Inc.** - specializing in the appraisal of income producing properties; extensive experience also with regard to owner/user properties and "going-concern" valuations; property types include but are not limited to, shopping centers, apartments, office and industrial buildings, and special use properties. Appraisals and consultation completed for tax and zoning appeals, estate and probate matters, mortgage financing, litigation involving foreclosed properties, condemnation procedures, feasibility analysis for new construction, establishing bid and/or sale prices, investment analysis and annual portfolio reviews for institutional investors. Additional appraisal related activity includes fee review assignments.
- 1986-1990: **Independent Fee Appraiser** - specializing in the preparation of narrative appraisal reports on various income producing properties. Appraisal assignments sub-contracted through local fee appraisers. Consulting services included condominium and single-family subdivision market studies, zoning appeal, and lease analyses.

ASSOCIATED CLIENTELE

Appraisals prepared for various local and national commercial banks, life insurance companies, governmental agencies, municipalities, attorneys, accountants, developers, institutional and private investors.

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Member, Appraisal Institute (MAI No. 9038 - August 1991)

(As of the date of this report, John R. Widmer, Jr. has completed the continuing education program for Designated Members of the Appraisal Institute)

Member - MAI Admissions Review Committee, Michigan Chapter

Member - Region III Ethics/Review and Counseling Committee

Certified General Appraiser - Permanent I.D. No. 1201000280 (through 7/31/2019)

GENERAL EDUCATION

Eastern Michigan University, Ypsilanti, Michigan (December 1985)

Bachelor Business Administration - Real Estate and Finance majors

Real Estate Related Courses: Introduction to Real Estate Appraisal
Property Management
Real Estate Development (Ind. Study)
Land Use Planning
Economics
Real Estate Law
Real Estate Financing
Investment Analysis

APPRAISAL EXAMINATIONS SUCCESSFULLY COMPLETED

American Institute of Real Estate Appraisers - Course 1A-1/8-1
"Real Estate Appraisal Principles"

American Institute of Real Estate Appraisers - Course 8-2
"Residential Valuation"

American Institute of Real Estate Appraisers - Course 1A-2
"Basic Valuation Procedures"

American Institute of Real Estate Appraisers - Course 1B-A
"Capitalization Theory and Techniques, Part A"

American Institute of Real Estate Appraisers - Course 1B-B
"Capitalization Theory and Techniques, Part B"

American Institute of Real Estate Appraisers
"Comprehensive Examination"

SPECIALIZED APPRAISAL EDUCATION

American Institute of Real Estate Appraisers - Course SPP
"Standards of Professional Practice"

American Institute of Real Estate Appraisers - Course 2-1
"Case Studies in Real Estate Valuation"

American Institute of Real Estate Appraisers - Course 2-2
"Report Writing and Valuation Analysis"

Appraisal Institute - Course 410
"Standards of Professional Practice - Part A (USPAP)"

Appraisal Institute - Course 420
"Standards of Professional Practice - Part B"

Appraisal Institute - Course 430
"Standards of Professional Practice - Part C"

Appraisal Institute - Course 520
"Highest and Best Use and Market Analysis"

APPRAISAL SEMINARS

A sampling of appraisal seminars I have attended include:

Leased Fee Valuation - Appraisal Institute
Valuation of Partial Interests - Appraisal Institute
Discounted Cash Flow Analysis - Appraisal Institute
Market Rate Extraction - Appraisal Institute
Current Issues & Misconceptions in the Appraisal Process - Appraisal Institute
Appraisal of Retail Properties - Appraisal Institute
Analyzing Operating Expenses - Appraisal Institute
Feasibility, Market Value, Investment Timing: Option Value - Appraisal Institute
Small Hotel/Motel Valuation - Appraisal Institute
Introduction to GIS Applications for Real Estate Appraisal - Appraisal Institute
Online Internet Search Strategies for Appraisers - Appraisal Institute
Michigan Appraisal Law - Appraisal Institute

I have presented the following seminars:

Understanding Appraisals (Commercial Lending Group - Michigan National Corporation)
"Nuts and Bolts" of the Market Approach (International Association of Assessing Officers)
Michigan Property Tax (Lorman Education Services)

NOTABLE APPRAISAL ASSIGNMENTS

Office:

Wilshire Plaza
(3) Class "A" Office bldgs.
3-story/547,000 SF
Troy, MI

Michigan National Bank
Corporate Headquarters
27777 Inkster Road
Farmington Hills, MI

American Center
Class "A" Office/Retail
25-story/623,773 SF
Southfield, MI

Standard Federal HQ
Class "A" Office
6-story/450,000 SF
Troy, MI

Columbia Center
Class "A" Office/Retail
13-story/250,000 SF
Troy, MI

Timberland Office Center
class A office park
355,000 square feet
Troy, MI

Volkswagen of N.A.
Headquarters - ±330,000 SF
Auburn Hills, MI

Retail:

Hudson's Department Store
Northland Center
Southfield, MI

Westwood Mall
enclosed regional mall
456,000 square feet
Jackson, MI

Meadowbrook Village
open-air "lifestyle center"
Rochester Hills, MI

Northland Mall
enclosed regional center
Southfield, MI

Grand Traverse Mall
enclosed regional center
Garfield Twp., MI

Fountain Walk
open-air "lifestyle center"
Novi, MI

Industrial:

Metro Airport Center
Foreign trade zone
297,941 square feet
Romulus, MI

Centerpoint Business Park
GM/Etkin joint venture
146 acres
Pontiac, MI

Reid Road Warehouse
Multi-tenant
673,534 square feet
Grand Blanc, MI

Office/research portfolio
AEW Capital Management
±400,000 square feet
Plymouth Twp., MI

Residential:

Franklin Park Towers
1,135 unit elevator project
Southfield, MI

The Willits
Luxury condos/CBD Retail
Birmingham, MI

Hidden Lake
Private, lakefront community
330 units, ±380 acres
Green Oak Township, MI

The Hamlet
954 unit P.D.D.
Canton Township, MI

Miscellaneous:

Forest Lake CC
Bloomfield Twp., MI

Suburban Collection
Novi Expo Center
Novi, MI

Townsend Hotel
full-service, luxury hotel
Birmingham, MI

Parking lots at DTW
13,600 spaces, long-term,
"off-airport" parking
Romulus, MI

EDS deep injection well
Valuation impact study
Romulus, MI

MIS - Motorsports Super
Speedway
Brooklyn, MI

SSIHM Monroe Campus
Motherhouse, accessory
land and structures
Monroe, MI

Multi-use:

Farmington Founders Park
Municipal recreation park
93.80 acres
Farmington Hills, MI

Treetops Resort
4-season Recreational
resort
Gaylord, MI

RECENT REPRESENTATIVE LIST OF CLIENTS

Financial Institutions:

Bank of America
JPMorgan Chase Bank
PNC Bank
TCF National Bank
Talmer Bank
Huntington Bank
Fifth Third Bank
People's Bank
The Private Bank
Level One Bank
Comerica Bank
First National Bank in Howell

Mortgage Companies:

AMI Capital, Inc.
AMRESKO, Inc.
Bloomfield Acceptance Corp.
Eichler, Fayne & Associates
Hartger & Williard
J.E. Robert Company
Keycorp Mortgage, Inc.
Washington Mortgage Financial
Washington Capital

Attorneys:

Jackier Gould, PC
Hallahan & Associates, PC
Monaghan, PC
Honigman Miller Schwartz & Cohn, LLP
Frasco Caponigro Wineman & Scheible, PC
Secrest Wardle, PC
Sullivan & Leavitt, PC
Miller, Canfield, PLC
Wright Penning & Beamer, PC
Eastman & Smith Ltd.
Kerr, Russell and Weber, PLC
Steinhardt Pesick & Cohen, PC

Development/Investment:

AEW Capital Partners, LP
Biltmore Properties
Damavoletes Properties
Etkin Equities, Inc.
JP Morgan Investment Mgt., Inc.
JFK Investment Group
Kojaian Management
R.A. DeMattia Company
The Farbman Group
The Selective Group

Corporations:

Argus Corporation
Botsford General Hospital
Catherine McAuley Health Systems
Clark Refining & Marketing
Country Building Supplies
Daughters of Charity of St. Vincent dePaul
Roush Technologies
Environmental Disposal Systems, Inc.
Hines Park Lincoln Mercury
Jackson National Life
JCPenney
LDJ Electronics
McDonald Ford
Northwest Propane
Phillips Service Industries
Rush Trucking
Ticor Title Insurance Company
World Computer Corporation

Institutional Lenders:

AEGON USA Realty Advisors
Alexander Hamilton Life
CIBC World Markets
Citi Mortgage
IDS Financial Services
The Equitable of Iowa
Nomura Asset Capital Corporation
United of Omaha Life
Starwood Mortgage Capital, LLC

Government Related:

FDIC
FNMA
State of Michigan
M-DOT

Municipalities:

Adrian, Auburn Hills, Bear Creek Twp., Big Rapids, Birmingham, Cambridge Twp., Clinton Twp., Farmington, Farmington Hills, Garfield Twp., Greenville, Livonia, Marion Twp., Orchard Lake Village, Port Huron, Rochester Hills, Royal Oak, Southfield, Taylor, Tecumseh, West Bloomfield Twp., Westland

| | | |
|--|---|---------------------|
| RICK SBYDER GOVERNOR | STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS BUREAU OF PROFESSIONAL LICENSING | M926238 |
| CERTIFIED GENERAL APPRAISER LICENSE | | |
| JOHN RUSSELL WIDMER JR | | |
| LICENSE NO. 1201000280 | EXPIRATION DATE 07/31/2019 | AUDIT NO 3219136 |
| THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN | | |

03/07/2019 11:12 AM
User: JEN
DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP
EXP CHECK RUN DATES 03/13/2019 - 03/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED OPEN
BANK CODE: MIF

**OPEN
Bills**

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|-------------------------------|--------------------------|---------------------------------------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 215 CLERK | | | | | |
| 101-215-723.000 | RECORD SEC | JAMES NELSON | VIDEO SERVICES DEC 2018 | 170.00 | |
| 101-215-723.000 | RECORD SEC | JAMES NELSON | VIDEO SERVICES JAN 2019 | 170.00 | |
| 101-215-723.000 | RECORD SEC | JAMES NELSON | VIDEO SERVICES FEB 2019 | 170.00 | |
| Total For Dept 215 CLERK | | | | 510.00 | |
| Dept 228 INFORMATION TECHNOLOGY | | | | | |
| 101-228-936.000 | SOFTWARE | MICRO TECH SERVICES INC | ANTI-VIRUS MGMT, OFF-SITE BACKUP & MI | 60.00 | |
| 101-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | ANTI-VIRUS MGMT, OFF-SITE BACKUP & MI | 594.26 | |
| Total For Dept 228 INFORMATION TECHNOLOGY | | | | 654.26 | |
| Dept 253 TREASURER | | | | | |
| 101-253-860.000 | FUEL & MILEAGE | LEISA DEVANEY | POST OFFICE 12/18/18-3/6/19 | 38.98 | |
| Total For Dept 253 TREASURER | | | | 38.98 | |
| Dept 257 ASSESSING | | | | | |
| 101-257-727.000 | SUPPLIES | WASHTENAW CO EQUALIZATIO | 2019 SALES STUDY MAPS, ECF MAP, LAND | 95.00 | |
| 101-257-818.000 | CONTRACTUAL SERVICES | ASSESSMENT ADMIN. SERVIC | ASSESSING SERVICES FEB 2019 | 8,045.00 | |
| 101-257-818.000 | CONTRACTUAL SERVICES | ASSESSMENT ADMIN. SERVIC | ASSESSING SERVICES MARCH 2019 | 8,045.00 | |
| 101-257-851.000 | POSTAGE | KENT COMMUNICATIONS INC | ASSESSMENT NOTICES 2019 | 59.00 | |
| 101-257-900.000 | PRINTING & PUBLICATIONS | KENT COMMUNICATIONS INC | ASSESSMENT NOTICES 2019 | 1,283.22 | |
| Total For Dept 257 ASSESSING | | | | 17,527.22 | |
| Dept 265 HALL AND GROUNDS | | | | | |
| 101-265-727.000 | | QUILL CORP | OFFICE SUPPLIES: COPY PAPER, PAPERCLI | 176.40 | |
| 101-265-816.000 | GROUND/CLEANG/JANITORL SERVIC | J & M LANDSCAPING | SALT APPLICATION & SNOW REMOVAL FEB 2 | 5,750.00 | |
| 101-265-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | PD, OFFICE, WWTP & COM CTR COPIER LEA | 191.01 | |
| Total For Dept 265 HALL AND GROUNDS | | | | 6,117.41 | |
| Dept 412 PLANNING/ZONING DEPT | | | | | |
| 101-412-609.000 | REZONING/CONDITIONAL USE PMTS | MCKENNA ASSOCIATES | PLANNING & ZONING SERVICES JAN 2019 | 700.00 | |
| 101-412-723.000 | RECORD SEC | JAMES NELSON | VIDEO SERVICES DEC 2018 | 255.00 | |
| 101-412-723.000 | RECORD SEC | JAMES NELSON | VIDEO SERVICES JAN 2019 | 170.00 | |
| 101-412-723.000 | RECORD SEC | JAMES NELSON | VIDEO SERVICES FEB 2019 | 255.00 | |
| 101-412-801.000 | PLANNER FEES | MCKENNA ASSOCIATES | PLANNING & ZONING SERVICES JAN 2019 | 4,849.00 | |
| 101-412-801.000 | PLANNER FEES | MCKENNA ASSOCIATES | MASTER PLAN SERVICES JAN 2019 | 1,960.00 | |
| 101-412-823.000 | ZONING ADMINISTRATION | MCKENNA ASSOCIATES | PLANNING & ZONING SERVICES JAN 2019 | 1,620.00 | |
| 101-412-860.000 | FUEL & MILEAGE | MARY BIRD | MILEAGE FOR FEBRUARY 2019 | 48.72 | |
| Total For Dept 412 PLANNING/ZONING DEPT | | | | 9,857.72 | |
| Dept 448 STREET LIGHTS | | | | | |
| 101-448-920.000 | UTILITIES | DTE ENERGY | STREETLIGHTS 2/1/19-2/28/19 | 2,595.15 | |
| Total For Dept 448 STREET LIGHTS | | | | 2,595.15 | |
| Dept 666 COMMUNITY CENTER | | | | | |
| 101-666-816.000 | GROUND/CLEANG/JANITORL SERVIC | J & M LANDSCAPING | SALT APPLICATION & SNOW REMOVAL FEB 2 | 1,025.00 | |
| 101-666-930.000 | REPAIRS & MAINTENANCE | PETER'S HARDWARE HAMBURG | CHARGES 2/1/19-2/14/19: FLUORESCNET B | 19.67 | |
| 101-666-930.000 | REPAIRS & MAINTENANCE | PURE WINDOW WASHING | COM CTR WINDOWS 3/1/19 | 58.00 | |
| 101-666-936.000 | SOFTWARE | MICRO TECH SERVICES INC | COM CTR ANTI-VIRUS MGMT 3/1/19-3/31/1 | 17.10 | |
| 101-666-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | PD, OFFICE, WWTP & COM CTR COPIER LEA | 179.58 | |
| Total For Dept 666 COMMUNITY CENTER | | | | 1,299.35 | |
| Dept 753 RECREATION BOARD | | | | | |
| 101-753-931.000 | PARK MAINITENANCE | WASTE MANAGEMENT OF MI | DOG PARK WASTE REMOVAL 3/1/19-3/31/19 | 17.46 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|-------------------------------|--------------------------|---------------------------------------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 753 RECREATION BOARD | | | | | |
| Total For Dept 753 RECREATION BOARD | | | | 17.46 | |
| Total For Fund 101 GENERAL FUND | | | | 38,617.55 | |
| Fund 207 LAW ENFORCEMENT FUND | | | | | |
| Dept 000 | | | | | |
| 207-000-206.000 | JUSTICE TRAINING FUND #302 | PUBLIC AGENCY TRAINING C | ROBERTS TRAINING: MANAGING THE PROPER | 325.00 | |
| Total For Dept 000 | | | | 325.00 | |
| Dept 301 OPERATING COSTS | | | | | |
| 207-301-727.000 | SUPPLIES | ADAM TARDIF | SHOP VAC & FILTER | 78.38 | |
| 207-301-727.000 | | ARBOR SPRINGS WATER CO I | PD 5 - 5 GAL ARTESIAN WATER & RENTAL | 46.50 | |
| 207-301-820.000 | DISPATCH SERVICES | WASHTENAW COUNTY TREASUR | DISPATCH SERVICES MARCH 2019 | 5,437.25 | |
| 207-301-850.000 | COMMUNICATION | NEXTIVA INC. | FD & PD PHONES 4/1/19-4/30/19 | 758.78 | |
| 207-301-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | PD, OFFICE, WWTP & COM CTR COPIER LEA | 217.39 | |
| 207-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | PRE-OWNED LENOVO M73 WORKSTATION | 150.00 | |
| 207-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | PD ANTI-VIRUS MGMT, MICROSOFT OFFICE | 189.52 | |
| Total For Dept 301 OPERATING COSTS | | | | 6,877.82 | |
| Dept 333 TRANSPORTATION | | | | | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | AUTO ONE | 2014 EXPLORER REPLACE WINDSHIELD | 179.95 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | CREATIVE CARS INC | 2013 TAURUS INSTALL FUEL PUMP | 837.00 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | CREATIVE CARS INC | 2015 TAHOE OIL CHANGE | 53.48 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | CREATIVE CARS INC | 2013 TAURUS REPAIR TO SKID PLATE | 248.50 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | CREATIVE CARS INC | 2014 EXPLORER WHEEL REPAIR | 112.00 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | VAL'S SERVICE STATION | TAHOE - OIL CHANGE | 59.95 | |
| Total For Dept 333 TRANSPORTATION | | | | 1,490.88 | |
| Total For Fund 207 LAW ENFORCEMENT FUND | | | | 8,693.70 | |
| Fund 216 MEDICAL RESCUE FUND | | | | | |
| Dept 265 HALL AND GROUNDS | | | | | |
| 216-265-816.000 | GROUND/CLEANG/JANITORL SERVIC | J & M LANDSCAPING | SALT APPLICATION & SNOW REMOVAL FEB 2 | 485.00 | |
| Total For Dept 265 HALL AND GROUNDS | | | | 485.00 | |
| Dept 301 OPERATING COSTS | | | | | |
| 216-301-727.000 | SUPPLIES | ARBOR SPRINGS WATER CO I | FD 2 - 5 GAL ARTESIAN WATER | 13.00 | |
| 216-301-727.000 | SUPPLIES | BOULLION SALES, INC. | CHAINSAW & CHAIN | 260.82 | |
| 216-301-727.000 | SUPPLIES | HOME DEPOT CREDIT SERVIC | CHARGES FEB 2019 | 28.32 | |
| 216-301-727.000 | SUPPLIES | MOORE MEDICAL LLC | OXYGEN MASK, RESUCITATOR, GLOVES, CAN | 79.01 | |
| 216-301-727.000 | SUPPLIES | MOORE MEDICAL LLC | NITRILE GLOVES | 10.32 | |
| 216-301-727.000 | SUPPLIES | MOORE MEDICAL LLC | NITRIL GLOVES, CANNULA, OXYGEN MASKS, | 293.71 | |
| 216-301-727.000 | SUPPLIES | PETER'S HARDWARE HAMBURG | INV 13476: WINDSHIEL FLUID & HALOGEN | 21.96 | |
| 216-301-727.000 | SUPPLIES | ZOLL MEDICAL CORPORATION | LIFEBAND 3 PK (2) | 750.00 | |
| 216-301-820.000 | DISPATCH SERVICES | EMERGENT HEALTH PARTNERS | FIRE DISPATCHING SERVICES MARCH 2019 | 918.82 | |
| 216-301-850.000 | COMMUNICATION | NEXTIVA INC. | FD & PD PHONES 4/1/19-4/30/19 | 260.00 | |
| 216-301-930.000 | REPAIRS & MAINTENANCE | BOULLION SALES, INC. | REPAIR TO CARBURETOR | 157.75 | |
| 216-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | FD MANAGED SERVICES 3/1/19-3/31/19 | 22.80 | |
| Total For Dept 301 OPERATING COSTS | | | | 2,816.51 | |
| Dept 333 TRANSPORTATION | | | | | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - FD | FD SUPPLIES: MAX WASH & WINDSHIELD WA | 13.22 | |
| Total For Dept 333 TRANSPORTATION | | | | 13.22 | |

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP
EXP CHECK RUN DATES 03/13/2019 - 03/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED OPEN
BANK CODE: MIF

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|-------------------------------|--------------------------|---------------------------------------|-----------|---------|
| Fund 216 MEDICAL RESCUE FUND | | | | | |
| Dept 900 CAPITAL OUTLAY | | | | | |
| 216-900-970.000 | EQUIPMENT | GEARGRID CORPORATION | TOOL GRID, SHIM BRKT, AXE HEAD HOLDER | 1,880.00 | |
| 216-900-970.000 | EQUIPMENT | SUPERIOR TWP FIRE DEPT | 10% MATCHING FUNDS FOR SCBA GRANT | 14,758.29 | |
| Total For Dept 900 CAPITAL OUTLAY | | | | 16,638.29 | |
| Total For Fund 216 MEDICAL RESCUE FUND | | | | 19,953.02 | |
| Fund 217 PSB - RENTAL PROPERTY FUND | | | | | |
| Dept 000 | | | | | |
| 217-000-908.000 | RENTAL REIMBURSEMENT | LAWNET | CONSTRUCTION REFUND MARCH 2019 | 810.84 | |
| Total For Dept 000 | | | | 810.84 | |
| Total For Fund 217 PSB - RENTAL PROPERTY FUND | | | | 810.84 | |
| Fund 287 BUILDING DEPARTMENT FUND | | | | | |
| Dept 261 GOVERNMENT SHARED SERVICES | | | | | |
| 287-261-725.000 | BUILDING INSPECTIONS | PITTSFIELD TOWNSHIP | BUILDING INSPECTIONS JANUARY 2019 | 1,580.00 | |
| 287-261-737.000 | PLAN REVIEW | PITTSFIELD TOWNSHIP | BUILDING INSPECTIONS JANUARY 2019 | 1,332.06 | |
| Total For Dept 261 GOVERNMENT SHARED SERVICES | | | | 2,912.06 | |
| Total For Fund 287 BUILDING DEPARTMENT FUND | | | | 2,912.06 | |
| Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 370-301-816.000 | GROUPS/CLEANG/JANITORL SERVIC | J & M LANDSCAPING | SALT APPLICATION & SNOW REMOVAL FEB 2 | 3,600.00 | |
| 370-301-850.000 | COMMUNICATION | CHARTER COMMUNICATIONS | PSB INTERNET & PHONE 3/1/19-3/31/19 | 164.97 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | CARROT-TOP INDUSTRIES, I | POLYESTER U.S. FLAG | 181.44 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | L&R WATERPROOFING & CAUL | REAPPLICATION OF TOP COAT & ANTI-SLIP | 1,900.00 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | O'DONNELL ELECTRIC, LLC | REMOVE & REPLACE BAD LAMPS- EXTERIOR | 240.00 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | O'DONNELL ELECTRIC, LLC | REPAIRS TO EXTERIOR LIGHTS | 754.39 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | PURE WINDOW WASHING | PSB ENTRANCEWAY 3/1/19 | 10.00 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | PURE WINDOW WASHING | PSB ENTRANCEWAY WINDOWS 2/14/19 | 10.00 | |
| Total For Dept 301 OPERATING COSTS | | | | 6,860.80 | |
| Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | 6,860.80 | |
| Fund 571 WASTEWATER TREATMENT FUND | | | | | |
| Dept 228 INFORMATION TECHNOLOGY | | | | | |
| 571-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | WWTP ANTIVIRUS MGMT 3/1/19-3/31/19 | 37.90 | |
| Total For Dept 228 INFORMATION TECHNOLOGY | | | | 37.90 | |
| Dept 301 OPERATING COSTS | | | | | |
| 571-301-740.000 | OPERATING SUPPLIES | HAVILAND PRODUCTS COMPAN | CHLORINE, SULFUR DIOXIDE | 845.03 | |
| 571-301-740.000 | OPERATING SUPPLIES | NCL OF WISCONSIN, INC. | RED VACUUM TUBING, VOLUMETRIC PIPET | 253.45 | |
| 571-301-817.000 | LAB & TESTING | BRIGHTON ANALYTICAL ASSO | SELENIUM, AMMONIA & PHOSPHORUS | 60.00 | |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | POWER VAC OF MICHIGAN, I | VECTOR TRUCK - JET & VAC 3 LIFT STATI | 1,149.50 | |
| 571-301-929.000 | GRANT EXPENSE | TETRA TECH INC | SAW GRANT - ENGINEER SERVICES THRU 1/ | 10,484.06 | |
| 571-301-929.000 | GRANT EXPENSE | TETRA TECH INC | SAW GRANT ENGINEERING SERVICES THROUG | 12,947.41 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - WWT | BATTERY FILLER, ELECTRICAL TAPE | 15.78 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | HONOR-PLUMBING & SEWER S | WATER LINES TO PEX | 4,959.00 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | PETER'S HARDWARE HAMBURG | CHARGES 2/1/19-2/14/19: FLUORESCNET B | 57.43 | |
| 571-301-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | PD, OFFICE, WWTP & COM CTR COPIER LEA | 131.22 | |
| Total For Dept 301 OPERATING COSTS | | | | 30,902.88 | |

03/07/2019 11:12 AM
User: JEN
DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP
EXP CHECK RUN DATES 03/13/2019 - 03/13/2019
BOTH JOURNALIZED AND UNJOURNALIZED OPEN
BANK CODE: MIF

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|--------------------------------|--------------------------|---------------------------------------|-----------|---------|
| Fund 571 WASTEWATER TREATMENT FUND | | | | | |
| Total For Fund 571 WASTEWATER TREATMENT FUND | | | | 30,940.78 | |
| Fund 825 WHITMORE LAKE SEWER DISTRICT - 2035 | | | | | |
| Dept 000 | | | | | |
| 825-000-307.000 | BOND PAYABLE - WL SAD | HUNTINGTON NATIONAL BANK | 2016 SPECIAL ASSESSMENT BOND - LIMITE | 25,000.00 | |
| Total For Dept 000 | | | | 25,000.00 | |
| Dept 905 DEBT SERVICE | | | | | |
| 825-905-986.000 | INTEREST EXPENSE - WL SAD BOND | HUNTINGTON NATIONAL BANK | 2016 SPECIAL ASSESSMENT BOND - LIMITE | 10,946.89 | |
| Total For Dept 905 DEBT SERVICE | | | | 10,946.89 | |
| Total For Fund 825 WHITMORE LAKE SEWER DISTRICT - 203 | | | | 35,946.89 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|------------------------|-----------|
| Fund 101 GENERAL FUND | 38,617.55 |
| Fund 207 LAW ENFORCEME | 8,693.70 |
| Fund 216 MEDICAL RESCU | 19,953.02 |
| Fund 217 PSB - RENTAL | 810.84 |
| Fund 287 BUILDING DEPA | 2,912.06 |
| Fund 370 PUBLIC SAFETY | 6,860.80 |
| Fund 571 WASTEWATER TR | 30,940.78 |
| Fund 825 WHITMORE LAKE | 35,946.89 |

| | |
|----------------------|-------------------|
| Total For All Funds: | <u>144,735.64</u> |
|----------------------|-------------------|

PAID

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|----------|--------------------------------|------------------------|------------------------------------|---------|------|-----------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 02/08/2019 | MIF | 413(E)*# | | PAYROLL | SUPERVISOR WAGES | 701.000 | 171 | 480.77 |
| | | | | | SUPERVISOR FICA | 715.000 | 171 | 36.77 |
| | | | | | TOWNSHIP MANAGER WAGES | 701.000 | 172 | 2,884.62 |
| | | | | | ASST TO TOWNSHIP MANAGER-CLERICAL | 704.000 | 172 | 1,055.35 |
| | | | | | TOWNSHIP MANAGER DEPT. FICA | 715.000 | 172 | 431.33 |
| | | | | | TOWNSHIP MANAGER PENSION | 718.000 | 172 | 288.46 |
| | | | | | CONTROLLER WAGES | 722.000 | 172 | 2,157.30 |
| | | | | | GENERAL CLERK WAGES | 701.000 | 215 | 480.77 |
| | | | | | GENERAL DEPUTY CLERK WAGES | 703.000 | 215 | 1,643.42 |
| | | | | | GENERAL CLERK FICA | 715.000 | 215 | 162.50 |
| | | | | | GENERAL CLERK PENSION | 718.000 | 215 | 164.34 |
| | | | | | GENERAL TREASURER WAGES | 701.000 | 253 | 480.77 |
| | | | | | GENERAL DEPUTY TREASURER WAGES | 703.000 | 253 | 1,520.00 |
| | | | | | GENERAL CLERICAL WAGES | 704.000 | 253 | 603.75 |
| | | | | | GENERAL TREASURER FICA | 715.000 | 253 | 199.25 |
| | | | | | GENERAL TREASURER PENSION | 718.000 | 253 | 152.00 |
| | | | | | GENERAL JANITORIAL SALARIES | 710.000 | 265 | 583.80 |
| | | | | | GENERAL JANITORIAL FICA | 715.000 | 265 | 44.66 |
| | | | | | GENERAL PAYROLL FEE | 727.000 | 265 | 30.69 |
| | | | | | GENERAL ZONING SALARIES | 701.000 | 412 | 676.80 |
| | | | | | GENERAL PLAN/ZBA/ZONING FICA | 715.000 | 412 | 119.47 |
| | | | | | ZONING PENSION | 718.000 | 412 | 67.68 |
| | | | | | CODE ENFORCEMENT SALARIES | 809.000 | 412 | 925.00 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 701.000 | 666 | 1,804.31 |
| | | | | | JANITORIAL SALARIES | 710.000 | 666 | 320.00 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 715.000 | 666 | 158.29 |
| | | | | | GENERAL COMM CENTER DIRECTOR PENSI | 718.000 | 666 | 180.43 |
| | | | | | CHECK MIF 413(E) TOTAL FOR F | | | 17,652.53 |
| 02/14/2019 | MIF | 44513*# | 0083771012719 0075124020119 | CHARTER COMMUNICATIONS | PSB & OFFICE PHONES 2/7/19-3/6/19 | 850.000 | 265 | 159.96 |
| | | | | | PEG STATION AND PD & FD CABLE BOXE | 850.000 | 265 | 9.81 |
| | | | | | CHECK MIF 44513 TOTAL FOR FU | | | 169.77 |
| 02/14/2019 | MIF | 44515*# | 3769 3768 3769 3768 | J & M LANDSCAPING | CORRECTION TO NOV & DEC 2018 INVOI | 816.000 | 265 | 630.00 |
| | | | | | SNOW REMOVAL & SALT APPLICATION JA | 816.000 | 265 | 5,350.00 |
| | | | | | CORRECTION TO NOV & DEC 2018 INVOI | 816.000 | 666 | 570.00 |
| | | | | | SNOW REMOVAL & SALT APPLICATION JA | 816.000 | 666 | 1,200.00 |
| | | | | | CHECK MIF 44515 TOTAL FOR FU | | | 7,750.00 |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|----------------|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 02/19/2019 | MIF | 44521*# | 1734811 | ARBOR SPRINGS WATER CO INC | OFFICE 4 - 5 GAL ARTESIAN WATER & | 727.000 | 265 | 26.00 |
| | | | 1738260 | | OFFICE 3 - 5 GAL ARTESIAN WATER & | 727.000 | 265 | 19.50 |
| | | | 1734811 | | OFFICE 4 - 5 GAL ARTESIAN WATER & | 940.000 | 265 | 14.00 |
| | | | 1738260 | | OFFICE 3 - 5 GAL ARTESIAN WATER & | 940.000 | 265 | 14.00 |
| | | | | CHECK MIF 44521 TOTAL FOR FU | | | | 73.50 |
| 02/19/2019 | MIF | 44523*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS FOR MARCH 2019 | 716.000 | 215 | 1,411.74 |
| | | | 007011521-0002 | | BRONZE PREMIUMS FOR MARCH 2019 | 716.000 | 412 | 483.70 |
| | | | | CHECK MIF 44523 TOTAL FOR FU | | | | 1,895.44 |
| 02/19/2019 | MIF | 44524*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MARCH 2019 | 716.000 | 172 | 1,785.56 |
| | | | 007011521-0001 | | SILVER PREMIUMS FOR MARCH 2019 | 716.000 | 666 | 698.27 |
| | | | | CHECK MIF 44524 TOTAL FOR FU | | | | 2,483.83 |
| 02/19/2019 | MIF | 44528 | 121692 | BS&A SOFTWARE | ASSESSING ANNUAL SERVICE/SUPPORT 2 | 936.000 | 228 | 1,936.00 |
| 02/19/2019 | MIF | 44533 | 9100 4059 5829 | DTE ENERGY | STREETLIGHTS 1/1/19-1/31/19 | 920.000 | 448 | 2,619.69 |
| 02/19/2019 | MIF | 44537 | MILEAGE | JAMES TURNER | CODE ENFORCEMENT MILEAGE JAN 2019 | 860.000 | 412 | 55.10 |
| 02/19/2019 | MIF | 44540 | MILEAGE | MARY BIRD | PC MEETINGS JAN 2019 | 860.000 | 412 | 32.48 |
| 02/19/2019 | MIF | 44541 | 21601-26 | MCKENNA ASSOCIATES | PLANNING & ZONING SERVICES DEC 201 | 637.000 | 412 | 450.00 |
| | | | 21601-26 | | PLANNING & ZONING SERVICES DEC 201 | 801.000 | 412 | 4,322.50 |
| | | | 21815-5 | | MASTER PLAN SERVICES DEC 2018 | 801.000 | 412 | 3,185.00 |
| | | | 21804-7 | | ZONING ORDINANCE REVISIONS DEC 201 | 801.000 | 412 | 1,522.50 |
| | | | 21601-26 | | PLANNING & ZONING SERVICES DEC 201 | 823.000 | 412 | 1,050.00 |
| | | | | CHECK MIF 44541 TOTAL FOR FU | | | | 10,530.00 |
| 02/19/2019 | MIF | 44543*# | 32398 | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, MS OFFICE & CLO | 936.000 | 228 | 185.51 |
| | | | 32398 | | OFFICE ANTI-VIRUS, MS OFFICE & CLO | 948.000 | 228 | 468.75 |
| | | | 32387 | | PROSAFE PLUS SWITCH - REPLACED | 930.000 | 265 | 179.00 |
| | | | 32399 | | COM CTR ANIT-VIRUS MGMT FEB 2019 | 936.000 | 666 | 17.10 |
| | | | | CHECK MIF 44543 TOTAL FOR FU | | | | 850.36 |
| 02/19/2019 | MIF | 44544 | MEMBERSHIP | MMTA | DEPUTY TREAS. MEMBERSHIP 2019 | 807.000 | 253 | 50.00 |
| 02/19/2019 | MIF | 44550*# | 02/05/19 | PAUL E BURNS | LEGAL SERVICES FOR JAN 2019 | 803.000 | 253 | 500.00 |
| | | | 02/05/19 | | LEGAL SERVICES FOR JAN 2019 | 803.000 | 270 | 6,050.00 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 02/07/2019 - 03/07/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------------|------|----------|--------------------|------------------------------|------------------------------------|---------|------|------------|
| Fund: 101 GENERAL FUND | | | 02/05/19 | | LEGAL SERVICES FOR JAN 2019 | 927.000 | 270 | (3,800.00) |
| CHECK MIF 44550 TOTAL FOR FU | | | | | | | | 2,750.00 |
| 02/19/2019 | MIF | 44552 | 4834426 | QUILL CORP | OFFICE SUPPLIES: PENS, POWER STRIP | 727.000 | 265 | 135.07 |
| 02/19/2019 | MIF | 44554 | XXXX XXXX XXXX 337 | STAPLES CREDIT PLAN | OFFICE SUPPLIES 1/15/19-2/5/19: ST | 727.000 | 265 | 159.05 |
| 02/19/2019 | MIF | 44561 | JAN 2019 | TREEMORE ECOLOGY & LAND SERV | LAND PRESERVATION SERVICES JAN 201 | 800.000 | 270 | 352.12 |
| 02/19/2019 | MIF | 44562*# | 376791760 | U.S. BANK EQUIPMENT FINANCE | OFFICE, PD, WWTP & COM CTR COPIER | 940.000 | 265 | 191.02 |
| | | | 376791760 | | OFFICE, PD, WWTP & COM CTR COPIER | 940.000 | 666 | 179.58 |
| CHECK MIF 44562 TOTAL FOR FU | | | | | | | | 370.60 |
| 02/19/2019 | MIF | 44565 | 3306 | WASHTENAW CO EQUALIZATION & | TWP OWNERSHIP MAPS OF HORSESHOE LA | 900.000 | 257 | 30.00 |
| 02/19/2019 | MIF | 44568 | NORTHFIELD ESTATES | WASHTENAW COUNTY TREASURER | NORTHFIELD ESTATES SITE FEE - FEB | 214.000 | 000 | 1,165.00 |
| 02/19/2019 | MIF | 44570 | 053691-1389-8 | WASTE MANAGEMENT OF MI | DOG PARK WASTE REMOVAL 2/1/19-2/28 | 931.000 | 753 | 17.46 |
| 02/19/2019 | MIF | 44571 | 25923 | WEST SHORE SERVICES, INC. | ANNUAL INSPECTION & MAINTENANCE OF | 930.000 | 265 | 1,011.00 |
| 02/19/2019 | MIF | 44572 | 666122 | WHITLOCK BUSINESS SYSTEMS, I | BALANCE DUE FOR PERSONAL PROPERTY | 900.000 | 257 | 140.11 |
| 02/22/2019 | MIF | 414(E)*# | | PAYROLL | SUPERVISOR WAGES | 701.000 | 171 | 480.77 |
| | | | | | SUPERVISOR FICA | 715.000 | 171 | 36.78 |
| | | | | | TOWNSHIP MANAGER WAGES | 701.000 | 172 | 2,884.62 |
| | | | | | ASST TO TOWNSHIP MANAGER-CLERICAL | 704.000 | 172 | 1,235.18 |
| | | | | | TOWNSHIP MANAGER DEPT. FICA | 715.000 | 172 | 482.84 |
| | | | | | TOWNSHIP MANAGER PENSION | 718.000 | 172 | 288.46 |
| | | | | | CONTROLLER WAGES | 722.000 | 172 | 2,237.63 |
| | | | | | GENERAL CLERK WAGES | 701.000 | 215 | 480.77 |
| | | | | | GENERAL DEPUTY CLERK WAGES | 703.000 | 215 | 1,643.42 |
| | | | | | GENERAL CLERK FICA | 715.000 | 215 | 162.50 |
| | | | | | GENERAL CLERK PENSION | 718.000 | 215 | 164.34 |
| | | | | | GENERAL TREASURER WAGES | 701.000 | 253 | 480.77 |
| | | | | | GENERAL DEPUTY TREASURER WAGES | 703.000 | 253 | 1,520.00 |
| | | | | | GENERAL CLERICAL WAGES | 704.000 | 253 | 360.00 |
| | | | | | GENERAL TREASURER FICA | 715.000 | 253 | 180.60 |
| | | | | | GENERAL TREASURER PENSION | 718.000 | 253 | 152.00 |
| | | | | | GENERAL PAYROLL FEE | 727.000 | 265 | 32.63 |
| | | | | | GENERAL ZONING SALARIES | 701.000 | 412 | 676.80 |
| | | | | | GENERAL PLAN/ZBA/ZONING FICA | 715.000 | 412 | 162.53 |
| | | | | | ZONING PENSION | 718.000 | 412 | 67.68 |
| | | | | | PLANN COMM | 726.000 | 412 | 500.00 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
 CHECK DATE FROM 02/07/2019 - 03/07/2019
 Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|--------------------|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| | | | | | CODE ENFORCEMENT SALARIES | 809.000 | 412 | 987.50 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 701.000 | 666 | 1,804.31 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 715.000 | 666 | 133.83 |
| | | | | | GENERAL COMM CENTER DIRECTOR PENSI | 718.000 | 666 | 180.43 |
| | | | | CHECK MIF 414(E) TOTAL FOR F | | | | 17,336.39 |
| 02/25/2019 | MIF | 44574 | 24258760 | GREAT AMERICA FINANCIAL SVCS | COLOR PRINTER LEASE | 940.000 | 265 | 31.73 |
| 02/25/2019 | MIF | 44575*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MARCH 2019 | 717.000 | 172 | 72.00 |
| | | | TM05946124 0001 | | PREMIUMS FOR MARCH 2019 | 717.000 | 215 | 47.78 |
| | | | TM05946124 0001 | | PREMIUMS FOR MARCH 2019 | 717.000 | 253 | 45.72 |
| | | | TM05946124 0001 | | PREMIUMS FOR MARCH 2019 | 717.000 | 412 | 19.54 |
| | | | TM05946124 0001 | | PREMIUMS FOR MARCH 2019 | 717.000 | 666 | 51.28 |
| | | | | CHECK MIF 44575 TOTAL FOR FU | | | | 236.32 |
| 02/25/2019 | MIF | 44576 | 31322 | MICHIGAN ASSOC. OF PLANNING | ZARZECKI - REGIONAL WORKSHOP 3/14/ | 957.000 | 412 | 100.00 |
| | | | 31321 | | BALSILLIE REGIONAL WORKSHOP 3/13/1 | 957.000 | 412 | 100.00 |
| | | | | CHECK MIF 44576 TOTAL FOR FU | | | | 200.00 |
| 02/25/2019 | MIF | 44579*# | 670023 | NORTHFIELD TOWNSHIP | COM CTR SEWER BILLING 11/1/18-1/31 | 920.000 | 666 | 90.20 |
| 02/25/2019 | MIF | 44580# | XXXX XXXX XXXX 589 | PNC BANK | WILSON 1/25/19-2/10/19: BOR TRAINI | 948.000 | 228 | 811.94 |
| | | | XXXX XXXX XXXX 589 | | WILSON 1/25/19-2/10/19: BOR TRAINI | 957.000 | 247 | 295.00 |
| | | | XXXX XXXX XXXX 589 | | WILSON 1/25/19-2/10/19: BOR TRAINI | 727.000 | 265 | 14.95 |
| | | | | CHECK MIF 44580 TOTAL FOR FU | | | | 1,121.89 |
| 02/25/2019 | MIF | 44582 | 378263255 | U.S. BANK EQUIPMENT FINANCE | OFFICE: SMALL COPIER LEASE | 940.000 | 265 | 65.23 |
| 03/06/2019 | MIF | 44585*# | 1289991 | APPLIED IMAGING | OFFICE & PD COPIER MAINT AGREEMENT | 727.000 | 265 | 136.39 |
| | | | 1289992 | | WWTP & COM CTR COPIER MAINT AGREEM | 727.000 | 666 | 27.48 |
| | | | | CHECK MIF 44585 TOTAL FOR FU | | | | 163.87 |
| 03/06/2019 | MIF | 44587*# | 0083771022719 | CHARTER COMMUNICATIONS | PSB & OFFICE PHONES 3/7/19-4/6/19 | 850.000 | 265 | 159.96 |
| | | | 0083763022419 | | COM CTR PHONES, TV & INTERNET 3/4/ | 850.000 | 666 | 253.42 |
| | | | | CHECK MIF 44587 TOTAL FOR FU | | | | 413.38 |
| 03/06/2019 | MIF | 44588 | CLASSES | CHRISTINE STEWART | LINE DANCE FOR BEGINNERS DEC 2018 | 815.000 | 666 | 126.00 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 02/07/2019 - 03/07/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|--------------------|---------------------------------|------------------------------------|---------|------|-----------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 03/06/2019 | MIF | 44589*# | 1000 0973 9812 | CONSUMERS ENERGY | 9101 MAIN ST 1/19/19-2/20/19 | 920.000 | 666 | 152.09 |
| 03/06/2019 | MIF | 44591 | CLASSES | DIANA MATTEUCCI | FLEXAGILITY & CARDIO DRUMMING FEB | 815.000 | 666 | 24.00 |
| 03/06/2019 | MIF | 44593*# | 9100 116 3119 9 | DTE ENERGY | 66 6 MILE RD #SIREN 1/3/19-2/28/19 | 920.000 | 265 | 31.44 |
| 03/06/2019 | MIF | 44597*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER 1/22/19-2/13/19: LAPTOP MOU | 850.000 | 265 | 45.00 |
| 03/06/2019 | MIF | 44598 | XXXX XXXX XXXX 133 | PNC BANK | AVERILL 1/25/19-2/9/19: JOB ADVERT | 815.000 | 666 | 64.91 |
| | | | XXXX XXXX XXXX 133 | | AVERILL 1/25/19-2/9/19: JOB ADVERT | 822.000 | 666 | 45.41 |
| | | | XXXX XXXX XXXX 133 | | AVERILL 1/25/19-2/9/19: JOB ADVERT | 956.000 | 666 | 245.00 |
| | | | | CHECK MIF 44598 TOTAL FOR FU | | | | 355.32 |
| 03/06/2019 | MIF | 44599 | 9824769460 | VERIZON WIRELESS MESSAGING S | TWP MGR CELL SERVICE 1/24/19-2/23/ | 850.000 | 172 | 50.80 |
| 03/06/2019 | MIF | 44600 | NORTHFIELD ESTATES | WASHTENAW COUNTY TREASURER | NORTHFIELD ESTATES LICENSE FEE - F | 214.000 | 000 | 1,165.00 |
| | | | | Total for fund 101 GENERAL FUND | | | | 73,837.77 |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|--------------------------------|------|------------|----------------|------------------------------|------------------------------------|---------|------|-----------|-----------|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | | |
| 02/08/2019 | MIF | 413 (E) *# | | PAYROLL | LAW ENFORCEMENT SUPERVISORS WAGES | 701.000 | 226 | 2,959.32 | |
| | | | | | LAW ENFORCEMENT FULL-TIME WAGES | 702.000 | 226 | 19,861.81 | |
| | | | | | LAW ENFORCEMENT CLERICAL WAGES | 704.000 | 226 | 3,510.40 | |
| | | | | | LAW ENFORCEMENT PART-TIME WAGES | 708.000 | 226 | 2,091.53 | |
| | | | | | JANITORIAL SALARIES | 710.000 | 226 | 680.00 | |
| | | | | | LAW ENFORCEMENT OVER-TIME WAGES | 711.000 | 226 | 1,338.39 | |
| | | | | | LAW ENFORCEMENT FICA | 715.000 | 226 | 2,315.69 | |
| | | | | | LAW ENFORCEMENT PENSION | 718.000 | 226 | 2,447.76 | |
| | | | | | LAW ENFORCEMENT PAYROLL FEE | 727.000 | 301 | 34.61 | |
| | | | | CHECK MIF 413(E) TOTAL FOR F | | | | | 35,239.51 |
| 02/14/2019 | MIF | 44513*# | 0075124020119 | CHARTER COMMUNICATIONS | PEG STATION AND PD & FD CABLE BOXE | 850.000 | 301 | 28.00 | |
| 02/19/2019 | MIF | 44517 | 2716-273183 | ADVANCE AUTO PARTS - PD | PROTECTANT WIPES, GLASS WIPES, TIR | 930.000 | 333 | 23.60 | |
| | | | 2716-283935 | | SILICON BLADES | 930.000 | 333 | 58.86 | |
| | | | 2716-275228 | | GLASS WIPES, TOWELS, CLEANING WIPE | 930.000 | 333 | 38.90 | |
| | | | 2716-278860 | | EXACTFIT GEAR (SPECIAL ORDER) | 930.000 | 333 | 9.35 | |
| | | | | CHECK MIF 44517 TOTAL FOR FU | | | | | 130.71 |
| 02/19/2019 | MIF | 44521*# | 1738257 | ARBOR SPRINGS WATER CO INC | PD 5 - 5 GAL ARTESIAN WATER & RENT | 727.000 | 301 | 46.50 | |
| 02/19/2019 | MIF | 44523*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS FOR MARCH 2019 | 716.000 | 226 | 703.55 | |
| 02/19/2019 | MIF | 44524*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MARCH 2019 | 716.000 | 226 | 4,986.62 | |
| 02/19/2019 | MIF | 44529 | 24362 | CREATIVE CARS INC | 2015 EXPLORER OIL CHANGE | 930.000 | 333 | 47.59 | |
| | | | 24438 | | 2014 TAURUS LIMITED OIL CHANGE | 930.000 | 333 | 47.59 | |
| | | | | CHECK MIF 44529 TOTAL FOR FU | | | | | 95.18 |
| 02/19/2019 | MIF | 44532 | 408990-1 | DON'S BODY SHOP | TOW RED 2001 FORD F150 | 930.000 | 333 | 120.00 | |
| 02/19/2019 | MIF | 44538 | REIMBURSE | JASON ROBERTS | CORD ORGANIZER FOR SGT OFFICE | 727.000 | 301 | 18.89 | |
| 02/19/2019 | MIF | 44539*# | 4 | LAWNET | ANNUAL CONTRIBUTION 1/1/19-12/31/1 | 818.000 | 301 | 3,000.00 | |
| 02/19/2019 | MIF | 44543*# | 32400 | MICRO TECH SERVICES INC | PD ANTI-VIRUS MGMT & CLOUD BACK-UP | 972.000 | 301 | 173.85 | |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--------------------------------|------|-----------|--|------------------------------|--|--|--|--|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | |
| 02/19/2019 | MIF | 44546* | 19104981586 | NEXTIVA INC. | PD & FD PHONES 3/1/19-3/31/19 | 850.000 | 301 | 728.78 |
| 02/19/2019 | MIF | 44548 | CLM0009980 CLM0010086 | OAKLAND COUNTY | CLEMIS OCT-DEC 2018: MEMBERSHIP US CLEMIS TECHNICAL SUPPORT | 818.000 932.000 | 301 301 | 5,686.25 97.99 |
| CHECK MIF 44548 TOTAL FOR FU | | | | | | | | 5,784.24 |
| 02/19/2019 | MIF | 44550*# | 02/05/19 | PAUL E BURNS | LEGAL SERVICES FOR JAN 2019 | 803.000 | 270 | 3,300.00 |
| 02/19/2019 | MIF | 44557 | 551-532086 551-531820 | STATE OF MICHIGAN | SEX OFFENDER REGISTRIES JAN 2019 LIVE SCAN JAN 2019 | 214.000 214.000 | 000 000 | 30.00 129.75 |
| CHECK MIF 44557 TOTAL FOR FU | | | | | | | | 159.75 |
| 02/19/2019 | MIF | 44562*# | 376791760 | U.S. BANK EQUIPMENT FINANCE | OFFICE, PD, WWTP & COM CTR COPIER | 940.000 | 301 | 217.38 |
| 02/19/2019 | MIF | 44563 | 9823572272 | VERIZON WIRELESS MESSAGING S | PD CELL SERVICE 1/5/19-2/4/19 | 850.000 | 301 | 197.58 |
| 02/19/2019 | MIF | 44569 | MUNIS # 3008 | WASHTENAW COUNTY TREASURER O | DISPATCH SERVICES FEB 2019 | 820.000 | 301 | 5,437.25 |
| 02/22/2019 | MIF | 414 (E)*# | | PAYROLL | LAW ENFORCEMENT SUPERVISORS WAGES LAW ENFORCEMENT FULL-TIME WAGES LAW ENFORCEMENT CLERICAL WAGES LAW ENFORCEMENT PART-TIME WAGES LAW ENFORCEMENT OVER-TIME WAGES LAW ENFORCEMENT FICA LAW ENFORCEMENT PENSION LAW ENFORCEMENT PAYROLL FEE | 701.000 702.000 704.000 708.000 711.000 715.000 718.000 727.000 | 226 226 226 226 226 226 226 301 | 2,818.40 18,863.45 3,510.40 1,868.96 1,884.36 2,193.66 2,447.76 36.79 |
| CHECK MIF 414(E) TOTAL FOR F | | | | | | | | 33,623.78 |
| 02/25/2019 | MIF | 44575*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MARCH 2019 | 717.000 | 226 | 577.00 |
| 02/25/2019 | MIF | 44577 | 32430 | MICRO TECH SERVICES INC | PD FLEX LABOR CONTRACT 30 HOURS 2/ | 972.000 | 301 | 2,640.00 |
| 02/25/2019 | MIF | 44583 | 5005897704 | WELLS FARGO FINANCIAL LEASIN | PRINTER LEASES 2/8/19-3/7/19 | 972.000 | 301 | 209.68 |
| 03/06/2019 | MIF | 44585*# | 1289991 | APPLIED IMAGING | OFFICE & PD COPIER MAINT AGREEMENT | 727.000 | 301 | 25.49 |
| 03/06/2019 | MIF | 44597*# | XXXX XXXX XXXX 327 XXXX XXXX XXXX 327 | PNC BANK | WAGNER 1/22/19-2/13/19: LAPTOP MOU WAGNER 1/22/19-2/13/19: LAPTOP MOU | 727.000 851.000 | 301 301 | 84.08 122.65 |

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--------------------------------|------|---------|--------------------|------------------------------|---|---------|------|---------------|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | |
| | | | XXXX XXXX XXXX 327 | | WAGNER 1/22/19-2/13/19: LAPTOP MOU | 972.000 | 301 | 659.85 |
| | | | | CHECK MIF 44597 TOTAL FOR FU | | | | <u>866.58</u> |
| 03/06/2019 | MIF | 44601 | 57948072 | WEX BANK | PD FUEL CHARGES FEB 2019 | 860.000 | 333 | 1,084.12 |
| | | | | | Total for fund 207 LAW ENFORCEMENT FUND | | | 99,394.44 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 02/07/2019 - 03/07/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|-------------------------------|------|----------|----------------|------------------------------|------------------------------------|---------|------|----------|-----------|
| Fund: 216 MEDICAL RESCUE FUND | | | | | | | | | |
| 02/08/2019 | MIF | 413(E)*# | | PAYROLL | FIRE CHIEF SALARY | 701.000 | 226 | 3,413.71 | |
| | | | | | FIRE PART-TIME WAGES | 702.000 | 226 | 5,370.75 | |
| | | | | | FIRE ADMIN WAGES | 705.000 | 226 | 261.12 | |
| | | | | | FIRE PAID-ON-CALL WAGES | 708.000 | 226 | 2,009.34 | |
| | | | | | FIRE FICA | 715.000 | 226 | 857.37 | |
| | | | | | FIRE PENSION | 718.000 | 226 | 341.37 | |
| | | | | | FIRE TRAINING WAGES | 958.000 | 226 | 308.75 | |
| | | | | | FIRE PAYROLL FEE | 727.000 | 301 | 51.59 | |
| | | | | CHECK MIF 413(E) TOTAL FOR F | | | | | 12,614.00 |
| 02/14/2019 | MIF | 44513*# | 0075124020119 | CHARTER COMMUNICATIONS | PEG STATION AND PD & FD CABLE BOXE | 850.000 | 301 | 14.00 | |
| 02/14/2019 | MIF | 44514 | 0324098-IN | CORRIGAN PROPANE CO. | 788.6 GAL PROPANE | 920.000 | 301 | 1,299.47 | |
| 02/14/2019 | MIF | 44515*# | 3769 | J & M LANDSCAPING | CORRECTION TO NOV & DEC 2018 INVOI | 816.000 | 265 | 30.00 | |
| | | | 3768 | | SNOW REMOVAL & SALT APPLICATION JA | 816.000 | 265 | 635.00 | |
| | | | | CHECK MIF 44515 TOTAL FOR FU | | | | | 665.00 |
| 02/19/2019 | MIF | 44516 | 2716-284534 | ADVANCE AUTO PARTS - FD | MAX WASH, GORILLA TAPE, BATTERY CL | 930.000 | 333 | 24.92 | |
| | | | 2716-284985 | | MASKING TAPE | 930.000 | 333 | 7.47 | |
| | | | 2716-285008 | | COOL TAPE | 930.000 | 333 | 17.47 | |
| | | | | CHECK MIF 44516 TOTAL FOR FU | | | | | 49.86 |
| 02/19/2019 | MIF | 44520 | 608678 | ANN ARBOR WELDING SUPPLY | MEDICAL OXYGEN | 727.000 | 301 | 141.85 | |
| | | | 589037 | | MEDICAL OXYGEN | 727.000 | 301 | 14.21 | |
| | | | | CHECK MIF 44520 TOTAL FOR FU | | | | | 156.06 |
| 02/19/2019 | MIF | 44521*# | 1738256 | ARBOR SPRINGS WATER CO INC | FD 2 - 5 GAL ARTESIAN WATER | 727.000 | 301 | 13.00 | |
| 02/19/2019 | MIF | 44522 | 389-P10695512 | BATTERIES PLUS BULBS #389 | FLO10394 | 727.000 | 301 | 28.90 | |
| 02/19/2019 | MIF | 44524*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MARCH 2019 | 716.000 | 226 | 1,545.66 | |
| 02/19/2019 | MIF | 44525 | 341760 | BOULLION SALES, INC. | 4 CYCLE FUEL | 727.000 | 301 | 19.99 | |
| | | | 341678 | | STIHL-MS 460 RESCUE REPLACE CHAIN | 930.000 | 301 | 543.10 | |
| | | | | CHECK MIF 44525 TOTAL FOR FU | | | | | 563.09 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
 CHECK DATE FROM 02/07/2019 - 03/07/2019
 Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-------------------------------|------|----------|---|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 216 MEDICAL RESCUE FUND | | | | | | | | |
| 02/19/2019 | MIF | 44527 | 30564 | BRIGHTON CLEANING SUPPLIES | BOWL BRITE CLEANER | 727.000 | 301 | 51.40 |
| 02/19/2019 | MIF | 44534 | INV06690 INV06704 | EMERGENT HEALTH PARTNERS | FIRE DISPATCHING SERVICES FEB 2019 | 820.000 | 301 | 918.82 |
| | | | | | FIRE DISPATCHING SERVICES JAN 2019 | 820.000 | 301 | 918.82 |
| | | | | CHECK MIF 44534 TOTAL FOR FU | | | | 1,837.64 |
| 02/19/2019 | MIF | 44542 | 19014 | MFE, INC. | HOSES | 970.000 | 900 | 7,489.50 |
| 02/19/2019 | MIF | 44543*# | 32401 | MICRO TECH SERVICES INC | FD MANAGED SERVICES FEB 2019 | 972.000 | 301 | 22.80 |
| 02/19/2019 | MIF | 44546* | 19104981586 | NEXTIVA INC. | PD & FD PHONES 3/1/19-3/31/19 | 850.000 | 301 | 290.00 |
| 02/19/2019 | MIF | 44553# | 54226 54170 54173 54171 54230 | R&R FIRE TRUCK REPAIR INC | TRIPLE HOLDER SET, SPANNER WRENCH | 930.000 | 333 | 274.75 |
| | | | | | 2200W INVERTER GENERATOR | 970.000 | 900 | 960.00 |
| | | | | | STORZ FITTING HOLDERS | 970.000 | 900 | 164.00 |
| | | | | | LED LIGHT KIT | 970.000 | 900 | 1,740.00 |
| | | | | | ELECTRIC PPV FAN | 970.000 | 900 | 2,653.00 |
| | | | | CHECK MIF 44553 TOTAL FOR FU | | | | 5,791.75 |
| 02/19/2019 | MIF | 44559 | 21199 20971 | THE ACCUMED GROUP | FIRE SERVICE FEES JAN 2019 | 818.000 | 301 | 127.81 |
| | | | | | FIRE SERVICE FEES DEC 2018 | 818.000 | 301 | 91.13 |
| | | | | CHECK MIF 44559 TOTAL FOR FU | | | | 218.94 |
| 02/19/2019 | MIF | 44560* | XXXX XXXX XXXX 485 | TRACTOR SUPPLY CREDIT PLAN | WAGNER CHARGES 12/22/18-1/23/19: R | 727.000 | 301 | 132.55 |
| 02/19/2019 | MIF | 44566 | 3271 | WASHTENAW COMMUNICATIONS | FLEXBOOM HEADSETS + 3 YR WARRANTY | 932.000 | 301 | 295.00 |
| 02/22/2019 | MIF | 414(E)*# | | PAYROLL | FIRE CHIEF SALARY | 701.000 | 226 | 3,413.71 |
| | | | | | FIRE PART-TIME WAGES | 702.000 | 226 | 6,397.64 |
| | | | | | FIRE ADMIN WAGES | 705.000 | 226 | 174.08 |
| | | | | | FIRE PAID-ON-CALL WAGES | 708.000 | 226 | 2,981.56 |
| | | | | | FIRE FICA | 715.000 | 226 | 1,005.90 |
| | | | | | FIRE PENSION | 718.000 | 226 | 341.37 |
| | | | | | FIRE TRAINING WAGES | 958.000 | 226 | 338.00 |
| | | | | | FIRE PAYROLL FEE | 727.000 | 301 | 54.85 |
| | | | | CHECK MIF 414(E) TOTAL FOR F | | | | 14,707.11 |
| 02/25/2019 | MIF | 44573 | 0080645021319 | CHARTER COMMUNICATIONS | STATION 2 INTERNET 2/23/19-3/22/19 | 850.000 | 301 | 99.98 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 02/07/2019 - 03/07/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--|------|---------|--|--------------------------|------------------------------------|---------|------|-----------|
| Fund: 216 MEDICAL RESCUE FUND | | | | | | | | |
| 02/25/2019 | MIF | 44575*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MARCH 2019 | 717.000 | 226 | 83.13 |
| 02/25/2019 | MIF | 44584 | 57796604 | WEX BANK | FD FUEL CHARGES JAN 2019 | 860.000 | 333 | 1,125.96 |
| 03/06/2019 | MIF | 44593*# | 9100 142 3069 2 | DTE ENERGY | 2727 E NORTH TERRITORIAL RD 1/19/1 | 920.000 | 301 | 176.71 |
| 03/06/2019 | MIF | 44597*# | XXXX XXXX XXXX 327 XXXX XXXX XXXX 327 | PNC BANK | WAGNER 1/22/19-2/13/19: LAPTOP MOU | 727.000 | 301 | 157.04 |
| | | | | | WAGNER 1/22/19-2/13/19: LAPTOP MOU | 930.000 | 333 | 2,553.65 |
| CHECK MIF 44597 TOTAL FOR FU | | | | | | | | 2,710.69 |
| Total for fund 216 MEDICAL RESCUE FUND | | | | | | | | 51,982.20 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 02/07/2019 - 03/07/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|----------------|------------------|------------------------------|---------|------|----------|
| Fund: 217 PSB - RENTAL PROPERTY FUND | | | | | | | | |
| 02/19/2019 | MIF | 44539*# | REFUND 8 | LAWNET | CONSTRUCTION REFUND JAN 2019 | 908.000 | 000 | 810.84 |
| 03/06/2019 | MIF | 44589*# | 1000 0012 0517 | CONSUMERS ENERGY | 8350 MAIN ST 1/19/19-2/20/19 | 920.000 | 000 | 258.81 |
| Total for fund 217 PSB - RENTAL PROPERTY FUND | | | | | | | | 1,069.65 |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------------------|------|----------|-----------------|---|------------------------------------|---------|------|-----------------|
| Fund: 287 BUILDING DEPARTMENT FUND | | | | | | | | |
| 02/08/2019 | MIF | 413(E)*# | | PAYROLL | BUILDING SALARIES | 703.000 | 226 | 1,015.20 |
| | | | | | BUILDING FICA | 715.000 | 226 | 73.07 |
| | | | | | BUILDING PENSION | 718.000 | 226 | 101.52 |
| | | | | CHECK MIF 413(E) TOTAL FOR F | | | | <u>1,189.79</u> |
| 02/14/2019 | MIF | 44513*# | 0083748020119 | CHARTER COMMUNICATIONS | BLDG DEPT PHONES, PSB PHONES & INT | 850.000 | 301 | 39.99 |
| 02/19/2019 | MIF | 44523*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS FOR MARCH 2019 | 716.000 | 226 | 725.54 |
| 02/22/2019 | MIF | 414(E)*# | | PAYROLL | BUILDING SALARIES | 703.000 | 226 | 1,015.20 |
| | | | | | BUILDING FICA | 715.000 | 226 | 73.07 |
| | | | | | BUILDING PENSION | 718.000 | 226 | 101.52 |
| | | | | CHECK MIF 414(E) TOTAL FOR F | | | | <u>1,189.79</u> |
| 02/25/2019 | MIF | 44575*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MARCH 2019 | 717.000 | 226 | 29.31 |
| 03/06/2019 | MIF | 44592 | INSPECTIONS | DINO BONA | ELECTRICAL INSPECTIONS FEB 2019 | 725.000 | 301 | 540.00 |
| 03/06/2019 | MIF | 44596 | INSPECTIONS | LEONARD DONALD CZINSKI | HEATING & PLUMBING INSPECTIONS FEB | 725.000 | 301 | 720.00 |
| | | | | Total for fund 287 BUILDING DEPARTMENT FUND | | | | <u>4,434.42</u> |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
 CHECK DATE FROM 02/07/2019 - 03/07/2019
 Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|--------------------|------------------------------|---|---------|------|-----------------|
| Fund: 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | | | | |
| 02/14/2019 | MIF | 44513*# | 0083771012719 | CHARTER COMMUNICATIONS | PSB & OFFICE PHONES 2/7/19-3/6/19 | 850.000 | 301 | 119.97 |
| | | | 0049525012219 | | PSB PHONES & INTERNET 2/1/19-2/28/ | 850.000 | 301 | 164.97 |
| | | | 0083748020119 | | BLDG DEPT PHONES, PSB PHONES & INT | 850.000 | 301 | 234.94 |
| | | | | CHECK MIF 44513 TOTAL FOR FU | | | | <u>519.88</u> |
| 02/14/2019 | MIF | 44515*# | 3769 | J & M LANDSCAPING | CORRECTION TO NOV & DEC 2018 INVOI | 816.000 | 301 | 630.00 |
| | | | 3768 | | SNOW REMOVAL & SALT APPLICATION JA | 816.000 | 301 | 3,400.00 |
| | | | | CHECK MIF 44515 TOTAL FOR FU | | | | <u>4,030.00</u> |
| 02/19/2019 | MIF | 44519 | 2979 | ALISON MECHANICAL | REPAIR TO BOILER: REPLACE BEARINGS | 930.000 | 301 | 2,411.00 |
| 02/19/2019 | MIF | 44547 | 8238 | O'DONNELL ELECTRIC, LLC | REPAIR TO PARKING LOT LIGHTS | 930.000 | 301 | 1,174.00 |
| 02/19/2019 | MIF | 44549 | 104436 | OVERHEAD DOOR CO. OF WHITMOR | REPAIR TO NORTH SIDE DOORS | 930.000 | 301 | 453.00 |
| | | | 104341 | | NEW TRANSFORMER FOR DOOR | 930.000 | 301 | 434.00 |
| | | | 104341 | | NEW TRANSFORMER FOR DOOR | 930.000 | 301 | (244.00) |
| | | | 105257 | | REPAIR TO BAY DOOR #4 | 930.000 | 301 | 412.00 |
| | | | | CHECK MIF 44549 TOTAL FOR FU | | | | <u>1,055.00</u> |
| 02/19/2019 | MIF | 44551 | 1736 | PURE WINDOW WASHING | PSB ENTRANCEWAY WINDOWS 1/14/19 | 930.000 | 301 | 10.00 |
| 02/19/2019 | MIF | 44560* | XXXX XXXX XXXX 485 | TRACTOR SUPPLY CREDIT PLAN | WAGNER CHARGES 12/22/18-1/23/19: R | 930.000 | 301 | 31.45 |
| 02/19/2019 | MIF | 44564 | 2019-036 | WASHTENAW CNTY ENVIRONMENTAL | TESTING 12/10/18 | 930.000 | 301 | 29.00 |
| 02/19/2019 | MIF | 44567 | 514435 | WASHTENAW COUNTY ROAD COMMI | CONTRACTOR REVIEW/RECOMENDATION FO | 930.000 | 301 | 1,012.00 |
| 02/25/2019 | MIF | 44579*# | 67000T | NORTHFIELD TOWNSHIP | PSB SEWER BILL 11/1/18-1/31/19 | 920.000 | 301 | 258.00 |
| 03/06/2019 | MIF | 44586 | 734449030602 | AT&T | ELEVATOR PHONE 1/26/19-2/25/19 | 850.000 | 301 | 84.83 |
| 03/06/2019 | MIF | 44587*# | 0083771022719 | CHARTER COMMUNICATIONS | PSB & OFFICE PHONES 3/7/19-4/6/19 | 850.000 | 301 | 119.97 |
| 03/06/2019 | MIF | 44589*# | 1000 0012 0517 | CONSUMERS ENERGY | 8350 MAIN ST 1/19/19-2/20/19 | 920.000 | 301 | 2,616.91 |
| 03/06/2019 | MIF | 44597*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER 1/22/19-2/13/19: LAPTOP MOU | 727.000 | 301 | 279.12 |
| | | | | | Total for fund 370 PUBLIC SAFETY BLDG DEBT FD | | | 13,631.16 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
 CHECK DATE FROM 02/07/2019 - 03/07/2019
 Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|-------------------------------------|------|----------|----------------|------------------------------|------------------------------------|---------|------|----------|-----------|
| Fund: 571 WASTEWATER TREATMENT FUND | | | | | | | | | |
| 02/08/2019 | MIF | 413(E)*# | | PAYROLL | SEWER SUPERINTENDENT WAGES | 701.000 | 226 | 2,545.68 | |
| | | | | | SEWER FULL-TIME WAGES | 702.000 | 226 | 7,223.23 | |
| | | | | | SEWER FICA | 715.000 | 226 | 772.95 | |
| | | | | | SEWER PENSION | 718.000 | 226 | 976.88 | |
| | | | | | SEWER ON CALL/PAGER WAGES | 747.000 | 226 | 420.00 | |
| | | | | | SEWER PAYROLL FEE | 727.000 | 301 | 13.71 | |
| | | | | CHECK MIF 413(E) TOTAL FOR F | | | | | 11,952.45 |
| 02/14/2019 | MIF | 44513*# | 0077545012619 | CHARTER COMMUNICATIONS | WWTP PHONES & INTERNET 2/6/19-3/5/ | 850.000 | 301 | 274.93 | |
| 02/19/2019 | MIF | 44518 | 2716-284729 | ADVANCE AUTO PARTS - WWTP | DIESEL SUPPLEMENT | 740.000 | 301 | 73.56 | |
| 02/19/2019 | MIF | 44521*# | 1738252 | ARBOR SPRINGS WATER CO INC | WWTP 6 - 5 GAL ARTESIAN WATER | 920.000 | 301 | 39.00 | |
| 02/19/2019 | MIF | 44523*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | BRONZE PREMIUMS FOR MARCH 2019 | 716.000 | 226 | 4,112.07 | |
| 02/19/2019 | MIF | 44524*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MARCH 2019 | 716.000 | 226 | 1,452.11 | |
| 02/19/2019 | MIF | 44526 | MILEAGE | BRIAN MACDONALD | 1/23/19 ASSET MGMT CLASS IN FRANKE | 957.000 | 226 | 71.92 | |
| 02/19/2019 | MIF | 44530 | S6-13674 | CUMMINS BRIDGEWAY LLC | G080197499 GENERATOR MAINTENANCE 1 | 930.000 | 301 | 615.33 | |
| | | | S6-13468 | | A040587941 ANNUAL GENERATOR MAINT | 930.000 | 301 | 280.79 | |
| | | | S6-13467 | | C070040331 ANNUAL GENERATOR MAINT | 930.000 | 301 | 501.74 | |
| | | | S6-13466 | | H110237620 ANNUAL GENERATOR MAINT | 930.000 | 301 | 376.62 | |
| | | | S6-13465 | | L990029189 ANNUAL GENERATOR MAINT | 930.000 | 301 | 615.33 | |
| | | | S6-13469 | | A040591329 ANNUAL GENERATOR MAINT | 930.000 | 301 | 280.79 | |
| | | | S6-13470 | | A040591328 ANNUAL GENERATOR MAINT | 930.000 | 301 | 280.79 | |
| | | | S6-13471 | | C040614901 ANNUAL GENERATOR MAINT | 930.000 | 301 | 418.99 | |
| | | | S6-13472 | | 8656 PORTABLE- ANNUAL GENERATOR MA | 930.000 | 301 | 546.34 | |
| | | | S6-13473 | | G900332245 ANNUAL GENERATOR MAINT | 930.000 | 301 | 461.13 | |
| | | | | CHECK MIF 44530 TOTAL FOR FU | | | | | 4,377.85 |
| 02/19/2019 | MIF | 44535 | 305437 | HAVILAND PRODUCTS COMPANY | FERRIC CHLORIDE | 740.000 | 301 | 5,167.51 | |
| | | | 292801 | | CREDIT | 740.000 | 301 | (272.99) | |
| | | | | CHECK MIF 44535 TOTAL FOR FU | | | | | 4,894.52 |
| 02/19/2019 | MIF | 44543*# | 32402 | MICRO TECH SERVICES INC | WWTP ANTIVIRUS MGMT SERVICES FEB 2 | 948.000 | 228 | 37.90 | |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
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 Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-------------------------------------|------|----------|--------------------|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 571 WASTEWATER TREATMENT FUND | | | | | | | | |
| 02/19/2019 | MIF | 44545 | 418454 | NCL OF WISCONSIN, INC. | ELECTRODE STORAGE SOLUTION, GLASS | 740.000 | 301 | 595.22 |
| 02/19/2019 | MIF | 44555 | 761-10408817 | STATE OF MICHIGAN | WWTP STORMWATER ANNUAL PERMIT FEE | 930.000 | 301 | 260.00 |
| 02/19/2019 | MIF | 44556 | 761-10408660 | STATE OF MICHIGAN | TWP MS4 STORMWATER ANNUAL PERMIT F | 930.000 | 301 | 500.00 |
| 02/19/2019 | MIF | 44558 | 51397434 | TETRA TECH INC | SAW GRANT SERVICES THROUGH 12/28/1 | 929.000 | 301 | 19,210.23 |
| 02/19/2019 | MIF | 44562*# | 376791760 | U.S. BANK EQUIPMENT FINANCE | OFFICE, PD, WWTP & COM CTR COPIER | 940.000 | 301 | 131.22 |
| 02/22/2019 | MIF | 414(E)*# | | PAYROLL | SEWER SUPERINTENDENT WAGES | 701.000 | 226 | 2,545.68 |
| | | | | | SEWER FULL-TIME WAGES | 702.000 | 226 | 7,223.23 |
| | | | | | SEWER FICA | 715.000 | 226 | 786.33 |
| | | | | | SEWER PENSION | 718.000 | 226 | 976.88 |
| | | | | | SEWER ON CALL/PAGER WAGES | 747.000 | 226 | 420.00 |
| | | | | | SEWER PAYROLL FEE | 727.000 | 301 | 14.58 |
| | | | | | SEWER COMMUNICATION PAY | 850.000 | 301 | 175.00 |
| | | | | CHECK MIF 414(E) TOTAL FOR F | | | | 12,141.70 |
| 02/25/2019 | MIF | 44575*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MARCH 2019 | 717.000 | 226 | 261.80 |
| 02/25/2019 | MIF | 44578 | 2307032 | NALCO WATER PRETREATMENT SOL | IT CARBON EXCHANGER | 740.000 | 301 | 106.14 |
| | | | 2308412 | | IT SERVICE EXCHANGER, FILTER | 740.000 | 301 | 201.18 |
| | | | | CHECK MIF 44578 TOTAL FOR FU | | | | 307.32 |
| 02/25/2019 | MIF | 44581 | XXXX XXXX XXXX 588 | PNC BANK | WILLIS 1/25/19-2/15/19: LAUNDRY SO | 740.000 | 301 | 14.83 |
| | | | XXXX XXXX XXXX 588 | | WILLIS 1/25/19-2/15/19: LAUNDRY SO | 741.000 | 301 | 137.79 |
| | | | | CHECK MIF 44581 TOTAL FOR FU | | | | 152.62 |
| 03/06/2019 | MIF | 44585*# | 1289992 | APPLIED IMAGING | WWTP & COM CTR COPIER MAINT AGREEM | 727.000 | 301 | 16.16 |
| 03/06/2019 | MIF | 44587*# | 0077545022619 | CHARTER COMMUNICATIONS | WWTP PHONES & INTERNET 3/6/19-4/5/ | 850.000 | 301 | 274.93 |
| 03/06/2019 | MIF | 44589*# | 1000 0950 4497 | CONSUMERS ENERGY | 427 E NORTH TERRITORIAL 1/15/19-2/ | 920.000 | 301 | 122.70 |
| | | | 1000 1171 6543 | | 11500 LEMEN RD #B 1/23/19-2/21/19 | 920.000 | 301 | 365.00 |
| | | | 1000 0950 4356 | | 601 RAYMOND DR #GEN 1/24/19-2/22/1 | 920.000 | 301 | 85.61 |
| | | | 1000 6159 0814 | | 11615 E SHORE DR 1/19/19-2/20/19 | 920.000 | 301 | 17.83 |
| | | | 1000 1171 7061 | | 11500 LEMEN RD #C 1/19/19-2/20/19 | 920.000 | 301 | 148.21 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 02/07/2019 - 03/07/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--|------|---------|-----------------|------------|------------------------------------|---------|------|-----------|
| Fund: 571 WASTEWATER TREATMENT FUND | | | | | | | | |
| | | | 1000 0012 4642 | | 11500 LEMEN RD #A 1/19/19-2/20/19 | 920.000 | 301 | 1,750.49 |
| | | | 1000 0950 4273 | | 8076 WHITMORE LAKE RD 1/19/19-2/20 | 920.000 | 301 | 85.61 |
| | | | 1000 0950 4588 | | 7647 EDMUND ST 1/19/19-2/20/19 | 920.000 | 301 | 85.61 |
| CHECK MIF 44589 TOTAL FOR FU | | | | | | | | 2,661.06 |
| 03/06/2019 | MIF | 44593*# | 9100 116 3062 1 | DTE ENERGY | 925 8 MILE RD BLDG PERM 1/24/19-2/ | 920.000 | 301 | 1,415.39 |
| | | | 9100 116 2944 1 | | 7647 EDMUND ST. 1/24/19-2/21/19 | 920.000 | 301 | 82.45 |
| | | | 9100 116 2958 1 | | 10201 ELMCREST RD 1/24/19-2/21/19 | 920.000 | 301 | 42.03 |
| | | | 9100 116 2973 0 | | 8076 MAIN ST 1/24/19-2/21/19 | 920.000 | 301 | 134.05 |
| | | | 9100 116 2999 5 | | 601 RAYMOND 1/24/19-2/21/19 | 920.000 | 301 | 69.33 |
| | | | 9100 116 3014 2 | | 11380 N SHORE DR. 1/24/19-2/21/19 | 920.000 | 301 | 89.85 |
| | | | 9100 116 3026 6 | | 11591 N SHORE DR 1/24/19-2/21/19 | 920.000 | 301 | 56.75 |
| | | | 9100 116 3052 2 | | 11800 N MAIN ST 1/24/19-2/21/19 | 920.000 | 301 | 110.68 |
| | | | 9100 116 3093 6 | | 7941 TURNBERRY DR 1/24/19-2/21/19 | 920.000 | 301 | 40.00 |
| | | | 9100 116 3039 9 | | 11615 E SHORE DR 1/23/19-2/20/19 | 920.000 | 301 | 267.33 |
| | | | 9100 116 3078 7 | | 9081 LAKE PINE DR 1/19/19-2/19/19 | 920.000 | 301 | 46.63 |
| | | | 9100 116 3105 8 | | 9225 LAKE PINE DR 1/19/19-2/19/19 | 920.000 | 301 | 550.52 |
| | | | 9100 116 7798 6 | | 427 E NORTH TERRITORIAL RD 1/19/19 | 920.000 | 301 | 176.49 |
| CHECK MIF 44593 TOTAL FOR FU | | | | | | | | 3,081.50 |
| 03/06/2019 | MIF | 44595 | 9100 4000 5506 | DTE ENERGY | 11500 LEMEN RD PRIMARY SUPPLY RATE | 920.000 | 301 | 5,833.43 |
| Total for fund 571 WASTEWATER TREATMENT FUND | | | | | | | | 72,713.50 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
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Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|---------|--------------------------|--|---------|------|------------|
| Fund: 825 WHITMORE LAKE SEWER DISTRICT - 2035 | | | | | | | | |
| 02/19/2019 | MIF | 44536 | 10186 | HUNTINGTON NATIONAL BANK | WL SAD BOND AGENT FEES 3/1/19-2/28 | 954.000 | 905 | 500.00 |
| | | | | | Total for fund 825 WHITMORE LAKE SEWER DISTRIC | | | 500.00 |
| TOTAL - ALL FUNDS | | | | | | | | 317,563.14 |

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

wagnerw@northfieldmi.gov

February 2019

Northfield Township Fire Department

Statistical Report

Responses February 2019: 62

Responses February 2018: 70

Fire Calls: 10

| | |
|---------------------|---|
| Structure Fires | 1 |
| Vehicle Fire | 3 |
| Fire Alarms | 6 |
| Outside fire | 0 |
| Smoke investigation | 0 |

Emergency Medical Calls: 35

| | |
|----------------------------|---|
| Chest Pain | 5 |
| Difficulty Breathing | 9 |
| Unconscious/Cardiac Arrest | 5 |
| Diabetic/ Seizure | 2 |
| Trauma | 3 |
| Overdose | 2 |
| Abdominal pain | 0 |
| Other | 9 |

Motor Vehicle Accidents: 10

| | |
|----------------|---|
| Injury Crashes | 4 |
| Unknown | 6 |
| Pin In | 0 |

Public Service calls: 6

| | |
|-----------------------|---|
| Electrical wire down | 0 |
| Fuel Spill | 0 |
| Carbon Monoxide Alarm | 3 |
| Trees down | 0 |
| Citizen assist | 2 |
| Gas leak | 2 |
| Other | 1 |

Mutual Aid Given 4

| | | |
|---------------|-----------------|---|
| Ann Arbor Twp | Highway Crashes | 3 |
| Hamburg Twp | Structure Fire | 1 |

Mutual Aid Received: 2

| | | |
|---------------|-----------------|---|
| Ann Arbor Twp | Highway Crashes | 2 |
|---------------|-----------------|---|

| | |
|---------------------------------|----|
| Responses in hamlet area: | 34 |
| Responses in rural area: | 17 |
| Responses on Highway | 11 |
| Responses outside the township: | 3 |

Average response time for the month: 6:15



William Wagner

Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

wagnerw@northfieldmi.gov

March 2019

Director of Public Safety

Board Communication

- 1. Fire department activity for February 2019:** February was an average month for calls in the Township. We continue to run weather related calls on the highway but nothing significant last month. We did assist Hamburg Township on a structure fire on Heather Drive off of Strawberry Lake. That was the first fire call for the new tanker. The fire was knocked down prior to our arrival so the tanker was not needed.
- 2. Fire Department training for February:** February training consisted of finishing up firefighters on the new tanker to put it in service. We also practiced on large area search training for large building and warehouse types where they are full of smoke.
- 3. New Fire Truck Arrival:** The new truck is in service. We are pretty happy with the truck so far. There have been a couple of minor issues so far which is normal for new custom built trucks. The sales company is usually out to make repairs within a day and we haven't had to take the truck out of service for the repairs.
- 4. Pond Hockey:** As I am sure you were all aware, pond hockey was cancelled this year due to the weather not cooperating. I would suggest that the discussions for next years preparation start in June or July of this year to avoid the issues of this last year. I still have serious safety and alcohol management concerns for this event.
- 5. SCBA (Self Contained Breathing Apparatus) Grant:** As you may have noticed in the bills to be paid our portion of the SCBA grant was submitted. This bill was for \$14,758. While I did not budget for this I am hoping to save money in other areas of the budget to cover it. This grant was very much needed as most of our SCBA bottles were or were about to expire and need replacing.

NORTHFIELD TOWNSHIP POLICE DEPARTMENT

MONTHLY OPERATIONS REPORT



FEBRUARY 2019

FEBRUARY 2019 MONTHLY REPORT

| | |
|---|------|
| Calls for Service | 453 |
| Arrests | 4 |
| Mutual Aid Assistance to Other Departments Inside the Township | 1 |
| Mutual Aid Assistance to Other Departments Outside the Township | 4 |
| Average Response Time | 3.93 |

NOTES & FACTS FROM THE DEPARTMENT

DATA: 70% of total complaints answered were in the hamlet area and 30% were handled throughout the rest of the township.

TRAINING

FORMAL- Sgt. Powell-Drone Training
Det. Wright-Basic Investigator School
Officer Colling-Managing Mental Health Crisis: Training for Trainers
Det. Wright & Officer Jensen-Evidence Technician Refresher

IN-SERVICE-Motorcycle Enforcement
Constitutional and Criminal Law Procedure – Suspect ID’s (Lineup, Show up)
Constitutional and Criminal Law Procedure – 4th Amendment
The Bulletproof Mind for Law Enforcement

MENTAL HEALTH INCIDENTS

In the month of January the Northfield Township Police Department was dispatched to 8 mental health/welfare check calls. Below you will find an account of a few.

- On February 6, 2019 Northfield Township Police officers were dispatched for a possible attempted suicide for a 20 something female. Upon arrival the suspect’s parents meet the officers. They explained that they knew their daughter had been struggling with alcohol issues but were unaware she was suicidal. The young female explained to the officers that she told her AA sponsor that she had been drinking all day and was going to take a bunch of medication to harm herself. The ambulance appeared on scene and checked the female and transporter her to the hospital.
- On February 4, 2019 Northfield Township Police officers were dispatched on a family trouble call. Upon arrival officers found that a juvenile was exhibiting anger issues and causing problems. Officers determined that an ambulance was necessary to transport the juvenile for a mental health evaluation. The juvenile was transported to the hospital.

ASSIST MEDICAL/FIRE DEPARTMENT

In the month of December Northfield Township Police personnel assisted medical/fire department on 28 calls for residents in need of medical attention.

ASSAULT/BATTERY/DOMESTIC VIOLENCE

- On February 23, 2019 Officers were dispatched to Glengarry Court for an assault. Upon arrival the suspect was outside and explained to an officer what had happened. The other party was interviewed. The suspect was arrested for assault. The victim was provided Victim's Rights forms and the number for Safe House.
- On February 19, 2019 an officer took a report from a subject at the station. The subject stated she was the victim of an assault. Apparently, her boyfriend had not disclosed that he has a venereal disease. The case was submitted to the Washtenaw County Prosecuting Attorney's office for review.

DRUG OVERDOSE/RECOVER STOLEN FIREARM

- On February 11, 2019 Northfield Township Police officers were dispatched on an assist medical call for a possible overdose. Upon arrival officers took caution as the subject had been arrested on armed robbery charges and known to have weapons. Upon entry into the home the officers were meet by a pit bull. After assuring the pit bull was not a threat the officers entered the bedroom to find the subject sitting in a chair making gurgling noises and not responsive. A dose of NARCAN was administered with no response, another does was given and no response. The ambulance arrived and technicians advised to give a third dose of NARCAN. After the third dose the subject regained consciousness. During the time officers were in the subjects home a stolen hand gun was recovered. The subject was transported to the hospital and the stolen hand gun is under investigation.

WARRANT ARREST

- On February 21, 2019 on the 9400 Block of Main St – During a civil standby, Officers determined the subject was wanted on an outstanding warrant – the subject was arrested and turned over to the jurisdiction holding the warrant.
- On February 23, 2019 an argument ensued between known parties, the argument escalated and the Northfield Twp. Police were called. The investigation revealed the aggressor, who was arrested. The prosecutor reviewed the case and charges of Domestic Violence were authorized. In addition, the arrested had two outstanding fugitive warrants

OPERATING UNDER THE INFLUENCE OF ALCOHOL/LIQUOR

- On February 16, 2019 at a traffic stop officers determined that a male driver may possibly be under the influence of alcohol. The Officer conducted field sobriety evaluations and a Preliminary Breath Test (PBT). The PBT confirmed that the driver was over the legal limit and he was placed under arrest. The driver refused a blood test at the station, after a search warrant was completed and signed the driver was transported to U of M where he submitted to a court ordered blood test. It was further discovered that the driver had a previous OWI. The Officer submitted a warrant request for an OWI 2nd.

VEHICLE THEFT

- On February 9, 2019 Northfield Township Police Detective was dispatched to East Shore Drive for a Vehicle Theft. Upon arriving the detective met with the caller/victim who stated that he parked his 2009 Dodge Charger in the driveway of his residence at 10:30 pm on February 8 and discovered it missing during the afternoon of February 9. The investigation remains open. **As a Reminder: Do not leave your keys in your vehicle and remember to lock all doors.**

CLEAR-1018 Verified Offense By Date
Agency: NR
2/1/2019 12:00:00 AM - 3/1/2019 12:00:00 AM

| Offense Code | Description | Incident Count |
|--------------|--|----------------|
| 1313 | Assault/ Battery/Simple (Incl Domestic and Police Officer | 3 |
| 1399 | Assault (Other) | 1 |
| 2202 | B&E - Burglary - Forced Entry - Residence - Home Invasion | 1 |
| 2204 | B&E - Burglary - No Forced Entry - Residence- Home Invasion | 1 |
| 2205 | B&E - Burglary - No Forced Entry - Non-Residence | 1 |
| 2305 | Larceny - Personal Property from Vehicle - LFA | 2 |
| 2308 | Larceny - From Building (Includes Library, Office used by Public, etc) | 1 |
| 2310 | Larceny - From Mails | 1 |
| 2404 | Vehicle Theft UDAA (reported by your jurisdiction) | 1 |
| 2602 | Fraud - Swindle | 1 |
| 2609 | Identity Theft | 2 |
| 2674 | Fraud (Larceny) by Conversion | 1 |
| 2695 | Obtaining Money Under False Pretenses | 1 |
| 5005 | Contempt of Court (PPO Violation, etc) | 1 |
| 5299 | Weapons Offense (Other) | 1 |
| 5309 | Harassing Communications | 1 |
| 80412 | Operating Under the Influence of Alcohol / Liquor OWI 2nd Offense | 1 |
| C2933 | Vehicle Registration - Improper / Expired | 1 |
| C2934 | Vehicle Insurance - None / Expired | 4 |
| C3010 | Felony Arrest Warrant (Originating Agency) | 1 |
| C3050 | Misdemeanor Arrest Warrant - Other Jurisdiction | 1 |
| C3145 | Property Damage Traffic Crash PDA | 7 |
| C3148 | Motor Vehicle - Animal Traffic Crash | 3 |
| C3150 | Property Damage H&R Traffic Crash | 3 |
| C3170 | Private Property Traffic Crash | 1 |
| C3172 | Private Property - Pedestrian - Personal Injury Traffic Crash | 1 |
| C3205 | Sudden Death - Natural | 2 |
| C3225 | Drug Overdose | 1 |
| C3250 | Mental Health Call | 4 |
| C3299 | Welfare Check | 8 |
| C3310 | Family Trouble | 1 |
| C3324 | Suspicious Circumstances | 12 |
| C3326 | Suspicious Vehicles | 5 |
| C3328 | Suspicious Persons | 2 |
| C3330 | Assist Other Law Enforcement Agency | 2 |
| C3331 | Assist Medical | 24 |
| C3332 | Assist Fire Department | 9 |
| C3333 | Assist Motorist | 7 |
| C3336 | Assist Citizen | 13 |
| C3337 | Assist Citizen - Vehicle Lockout | 6 |
| C3351 | Civil - Landlord / Tenant | 2 |
| C3355 | Civil Matter - Other | 3 |
| C3381 | Sex Offender Registration - SOR | 1 |
| C3702 | Traffic Complaint / Road Hazard | 16 |
| C3704 | Traffic Complaint / Abandoned Auto | 10 |

CLEAR-1018 Verified Offense By Date
Agency: NR
2/1/2019 12:00:00 AM - 3/1/2019 12:00:00 AM

| Offense Code | Description | Incident Count |
|--------------|--|----------------|
| C3706 | Traffic Complaint / Vehicle Impound | 5 |
| C3707 | Vehicle Release | 1 |
| C3728 | Traffic Complaint / Parking Complaint | 2 |
| C3803 | Animal Barking Dog | 2 |
| C3910 | Vehicle Alarm | 1 |
| C3999 | Alarms All Other | 1 |
| C4040 | Hazardous Traffic Citation | 1 |
| C4041 | Speeding Citation | 12 |
| C4046 | Disobey Stop Sign Citation | 1 |
| C4105 | Equipment Citation | 2 |
| L3501 | 911 Hang Up - NR | 1 |
| L3506 | Shots Fired - NR | 2 |
| L3507 | Fingerprints - NR | 4 |
| L3508 | Ticket Sign Off - NR | 3 |
| L3520 | Dumping Complaint - NR | 1 |
| L3521 | Open Door / Window - NR | 2 |
| L3526 | False Alarm - NR | 8 |
| L3527 | Weather Related False Alarm - NR | 1 |
| L3529 | Duplicate Report of Run - NR | 1 |
| L3531 | Traffic control - NR | 1 |
| L3535 | GUN Permit, Applications, CCW Permits - NR | 35 |
| L3538 | Property/Vacation Check - NR | 1 |
| L3542 | BOL - NR | 9 |
| L3546 | Trespass Notice Served - NR | 1 |
| L3547 | Subpoena Service - NR | 1 |
| L3551 | Sex Offender Registration/Verification - NR | 1 |
| L3552 | Traffic Stop - NR | 144 |
| L3568 | Local Records Check - NR | 16 |
| L3569 | Assist Other Police Agency - Inside Northfield - NR | 1 |
| L3570 | Assist Other Police Agency - Outside Northfield - NR | 4 |
| L3571 | Disorderly Person - NR | 2 |
| L3597 | Non Terminal - NR | 11 |
| L4599 | Misc Non-Criminal - NR | 1 |
| L6501 | Property Check/Directed Patrol/Vac Watch - NR | 2 |
| L6507 | Neighbor Watch Programs - NR | 1 |
| | Sum: | 453 |

Report Time:
3/1/2019 11:40:05 AM

Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of February

Agency: Northfield Township
Police Department

ORI: MI8196400

| Classification | Feb/2019 | Feb/2018 | % Change |
|---|----------|----------|----------|
| 09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY) | 0 | 0 | - |
| 09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY) | 0 | 0 | - |
| 09004 JUSTIFIABLE HOMICIDE | 0 | 0 | - |
| 09005 DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT | 0 | 0 | - |
| 09006 IN-CUSTODY DEATH | 0 | 0 | - |
| 10001 KIDNAPPING/ABDUCTION | 0 | 0 | - |
| 10002 PARENTAL KIDNAPPING | 0 | 0 | - |
| 11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE | 0 | 0 | - |
| 11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE | 0 | 0 | - |
| 11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE | 0 | 0 | - |
| 11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE | 0 | 0 | - |
| 11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE | 0 | 0 | - |
| 11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE | 0 | 0 | - |
| 11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE | 0 | 0 | - |
| 11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE | 0 | 1 | -100.0% |
| 12000 ROBBERY | 0 | 0 | - |
| 13001 NONAGGRAVATED ASSAULT | 4 | 3 | 33.3% |
| 13002 AGGRAVATED/FELONIOUS ASSAULT | 0 | 0 | - |
| 13003 INTIMIDATION/STALKING | 0 | 1 | -100.0% |
| 20000 ARSON | 0 | 0 | - |
| 21000 EXTORTION | 0 | 0 | - |
| 22001 BURGLARY -FORCED ENTRY | 1 | 0 | 100.0% |
| 22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit) | 1 | 0 | 100.0% |
| 23001 LARCENY -POCKETPICKING | 0 | 0 | - |
| 23002 LARCENY -PURSESNAATCHING | 0 | 0 | - |
| 23003 LARCENY -THEFT FROM BUILDING | 1 | 2 | -50.0% |
| 23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE | 0 | 0 | - |
| 23005 LARCENY -THEFT FROM MOTOR VEHICLE | 2 | 0 | 100.0% |
| 23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES | 0 | 0 | - |
| 23007 LARCENY -OTHER | 3 | 1 | 200.0% |
| 24001 MOTOR VEHICLE THEFT | 1 | 0 | 100.0% |
| 24002 MOTOR VEHICLE, AS STOLEN PROPERTY | 0 | 0 | - |
| 24003 MOTOR VEHICLE FRAUD | 0 | 0 | - |
| 25000 FORGERY/COUNTERFEITING | 0 | 0 | - |
| 26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME | 3 | 0 | 100.0% |
| 26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE | 0 | 0 | - |
| 26003 FRAUD -IMPERSONATION | 0 | 0 | - |
| 26004 FRAUD -WELFARE FRAUD | 0 | 0 | - |
| 26005 FRAUD -WIRE FRAUD | 0 | 0 | - |
| 26007 FRAUD - IDENTITY THEFT | 2 | 7 | -71.4% |
| 26008 FRAUD - HACKING/COMPUTER INVASION | 0 | 0 | - |
| 27000 EMBEZZLEMENT | 0 | 0 | - |

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008
Page 1 of 4

Report Time:
3/1/2019 11:40:05 AM

Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of February

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Feb/2019 | Feb/2018 | % Change |
|--|-----------|-----------|--------------|
| 28000 STOLEN PROPERTY | 1 | 1 | 0% |
| 29000 DAMAGE TO PROPERTY | 1 | 1 | 0% |
| 30001 RETAIL FRAUD -MISREPRESENTATION | 0 | 0 | - |
| 30002 RETAIL FRAUD -THEFT | 0 | 0 | - |
| 30003 RETAIL FRAUD -REFUND/EXCHANGE | 0 | 0 | - |
| 30004 ORGANIZED RETAIL FRAUD | 0 | 0 | - |
| 35001 VIOLATION OF CONTROLLED SUBSTANCE ACT | 0 | 2 | -100.0% |
| 35002 NARCOTIC EQUIPMENT VIOLATIONS | 0 | 0 | - |
| 36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY | 0 | 0 | - |
| 36002 SEXUAL PENETRATION NONFORCIBLE -OTHER | 0 | 0 | - |
| 37000 OBSCENITY | 0 | 0 | - |
| 39001 GAMBLING- BETTING/WAGERING | 0 | 0 | - |
| 39002 GAMBLING- OPERATING/PROMOTING/ASSISTING | 0 | 0 | - |
| 39003 GAMBLING -EQUIPMENT VIOLATIONS | 0 | 0 | - |
| 39004 GAMBLING -SPORTS TAMPERING | 0 | 0 | - |
| 40001 COMMERCIALIZED SEX -PROSTITUTION | 0 | 0 | - |
| 40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION | 0 | 0 | - |
| 40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION | 0 | 0 | - |
| 51000 BRIBERY | 0 | 0 | - |
| 52001 WEAPONS OFFENSE- CONCEALED | 1 | 0 | 100.0% |
| 52002 WEAPONS OFFENSE -EXPLOSIVES | 0 | 0 | - |
| 52002 WEAPONS OFFENSE -EXPLOSIVES | 0 | 0 | - |
| 52003 WEAPONS OFFENSE -OTHER | 1 | 0 | 100.0% |
| 64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS | 0 | 0 | - |
| 64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE | 0 | 0 | - |
| 72000 ANIMAL CRUELTY | 0 | 0 | - |
| Total for Group A | 22 | 19 | 15.8% |
| 01000 SOVEREIGNTY | 0 | 0 | - |
| 02000 MILITARY | 0 | 0 | - |
| 03000 IMMIGRATION | 0 | 0 | - |
| 09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT | 0 | 0 | - |
| 14000 ABORTION | 0 | 0 | - |
| 22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT) | 0 | 0 | - |
| 22004 POSSESSION OF BURGLARY TOOLS | 0 | 0 | - |
| 26006 FRAUD -BAD CHECKS | 0 | 0 | - |
| 36003 PEEPING TOM | 0 | 0 | - |
| 36004 SEX OFFENSE -OTHER | 0 | 1 | -100.0% |
| 38001 FAMILY -ABUSE/NEGLECT NONVIOLENT | 0 | 0 | - |
| 38002 FAMILY -NONSUPPORT | 0 | 0 | - |
| 38003 FAMILY -OTHER | 0 | 0 | - |
| 41001 LIQUOR LICENSE -ESTABLISHMENT | 0 | 0 | - |
| 41002 LIQUOR VIOLATIONS -OTHER | 0 | 0 | - |

Agency: Northfield Township Police Department
ORI: MI8196400

Oakland County CLEMIS
REPORT EXCLUDES UCR STATUS OF UNF

Report: CLEAR-008
Page 2 of 4

Report Time:
3/1/2019 11:40:05 AM

Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of February

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Feb/2019 | Feb/2018 | % Change |
|--|------------|------------|--------------|
| 42000 DRUNKENNESS | 0 | 0 | - |
| 48000 OBSTRUCTING POLICE | 0 | 0 | - |
| 49000 ESCAPE/FLIGHT | 0 | 0 | - |
| 50000 OBSTRUCTING JUSTICE | 1 | 0 | 100.0% |
| 53001 DISORDERLY CONDUCT | 0 | 0 | - |
| 53002 PUBLIC PEACE -OTHER | 1 | 0 | 100.0% |
| 54001 HIT and RUN MOTOR VEHICLE ACCIDENT | 0 | 1 | -100.0% |
| 54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS | 1 | 0 | 100.0% |
| 55000 HEALTH AND SAFETY | 0 | 0 | - |
| 56000 CIVIL RIGHTS | 0 | 0 | - |
| 57001 TRESPASS | 0 | 0 | - |
| 57002 INVASION OF PRIVACY -OTHER | 0 | 0 | - |
| 58000 SMUGGLING | 0 | 0 | - |
| 59000 ELECTION LAWS | 0 | 0 | - |
| 60000 ANTITRUST | 0 | 0 | - |
| 61000 TAX/REVENUE | 0 | 0 | - |
| 62000 CONSERVATION | 0 | 0 | - |
| 63000 VAGRANCY | 0 | 0 | - |
| 70000 JUVENILE RUNAWAY | 0 | 0 | - |
| 73000 Miscellaenous Criminal Offense | 0 | 0 | - |
| 73000 MISCELLANEOUS CRIMINAL OFFENSE | 0 | 0 | - |
| 75000 SOLICITATION | 0 | 0 | - |
| 77000 CONSPIRACY (ALL CRIMES) | 0 | 0 | - |
| Total for Group B | 3 | 2 | 50.0% |
| 2800 JUVENILE OFFENSES AND COMPLAINTS | 0 | 0 | - |
| 2900 TRAFFIC OFFENSES | 5 | 6 | -16.7% |
| 3000 WARRANTS | 3 | 4 | -25.0% |
| 3100 TRAFFIC CRASHES | 15 | 14 | 7.1% |
| 3200 SICK / INJURY COMPLAINT | 15 | 7 | 114.3% |
| 3300 MISCELLANEOUS COMPLAINTS | 87 | 79 | 10.1% |
| 3400 WATERCRAFT COMPLAINTS / ACCIDENTS | 0 | 0 | - |
| 3500 NON-CRIMINAL COMPLAINTS | 252 | 182 | 38.5% |
| 3500 | 0 | 0 | - |
| 3600 SNOWMOBILE COMPLAINTS / ACCIDENTS | 0 | 0 | - |
| 3700 MISCELLANEOUS TRAFFIC COMPLAINTS | 34 | 17 | 100.0% |
| 3800 ANIMAL COMPLAINTS | 2 | 2 | 0% |
| 3900 ALARMS | 2 | 3 | -33.3% |
| 4600 NON-CRIMINAL COMPLAINTS | 252 | 182 | 38.5% |
| 4700 NON-CRIMINAL COMPLAINTS | 252 | 182 | 38.5% |
| Total for Group C | 415 | 314 | 32.2% |
| 2700 LOCAL ORDINANCES - GENERIC | 0 | 0 | - |
| 4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 14 | 25 | -44.0% |

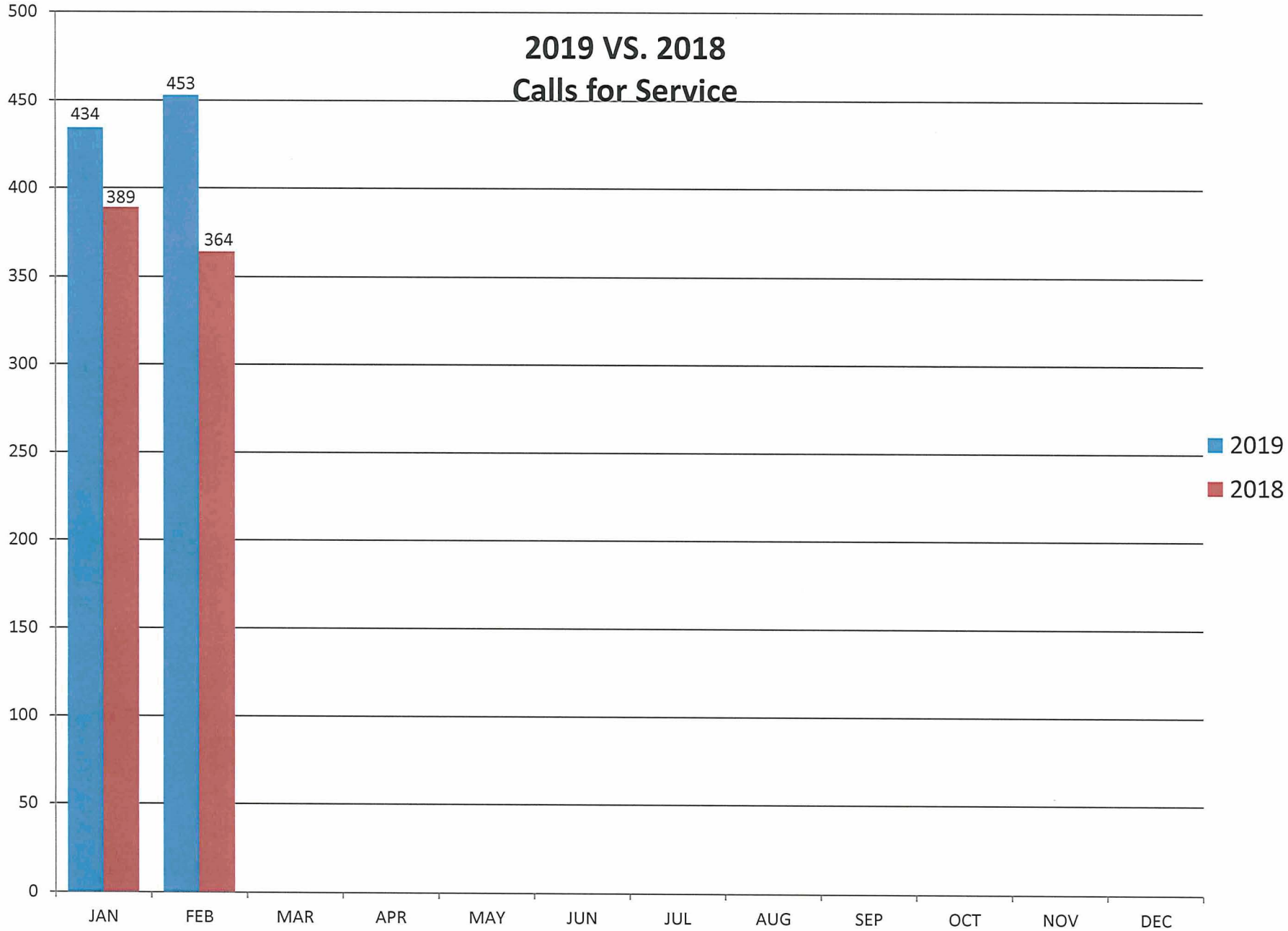
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Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of February

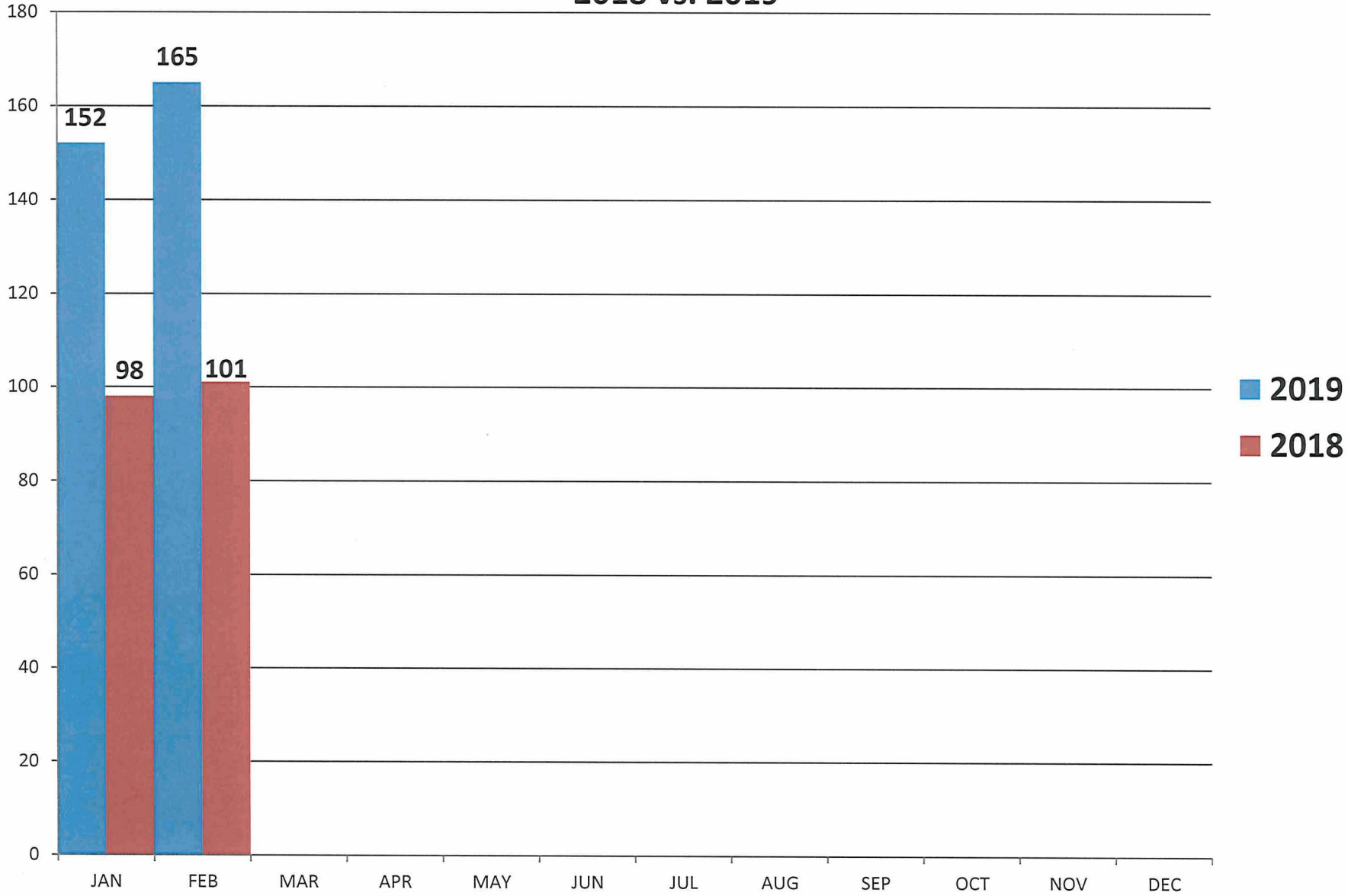
Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Feb/2019 | Feb/2018 | % Change |
|---|------------|------------|---------------|
| 4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 2 | 2 | 0% |
| 4200 PARKING CITATIONS | 0 | 0 | - |
| 4300 LICENSE / TITLE / REGISTRATION CITATIONS | 0 | 0 | - |
| 4400 WATERCRAFT CITATIONS | 0 | 0 | - |
| 4500 MISCELLANEOUS A THROUGH UUUU | 1 | 2 | -50.0% |
| 4600 LIQUOR CITATIONS / SUMMONS | 0 | 0 | - |
| 4700 COMMERCIAL VEHICLE CITATIONS | 0 | 0 | - |
| 4800 LOCAL ORDINANCE WARNINGS | 0 | 0 | - |
| 4900 TRAFFIC WARNINGS | 0 | 0 | - |
| Total for Group D | 17 | 29 | -41.4% |
| 5000 FIRE CLASSIFICATIONS | 0 | 0 | - |
| 5100 18A STATE CODE FIRE CLASSIFICATIONS | 0 | 0 | - |
| Total for Group E | | | |
| 6000 MISCELLANEOUS ACTIVITIES (6000) | 0 | 0 | - |
| 6100 MISCELLANEOUS ACTIVITIES (6100) | 0 | 0 | - |
| 6200 ARREST ASSIST | 0 | 0 | - |
| 6300 CANINE ACTIVITIES | 0 | 0 | - |
| 6500 CRIME PREVENTION ACTIVITIES | 3 | 2 | 50.0% |
| 6600 COURT / WARRANT ACTIVITIES | 0 | 0 | - |
| 6700 INVESTIGATIVE ACTIVITIES | 0 | 0 | - |
| Total for Group F | 3 | 2 | 50.0% |
| Total for All Groups | 460 | 366 | 25.7% |

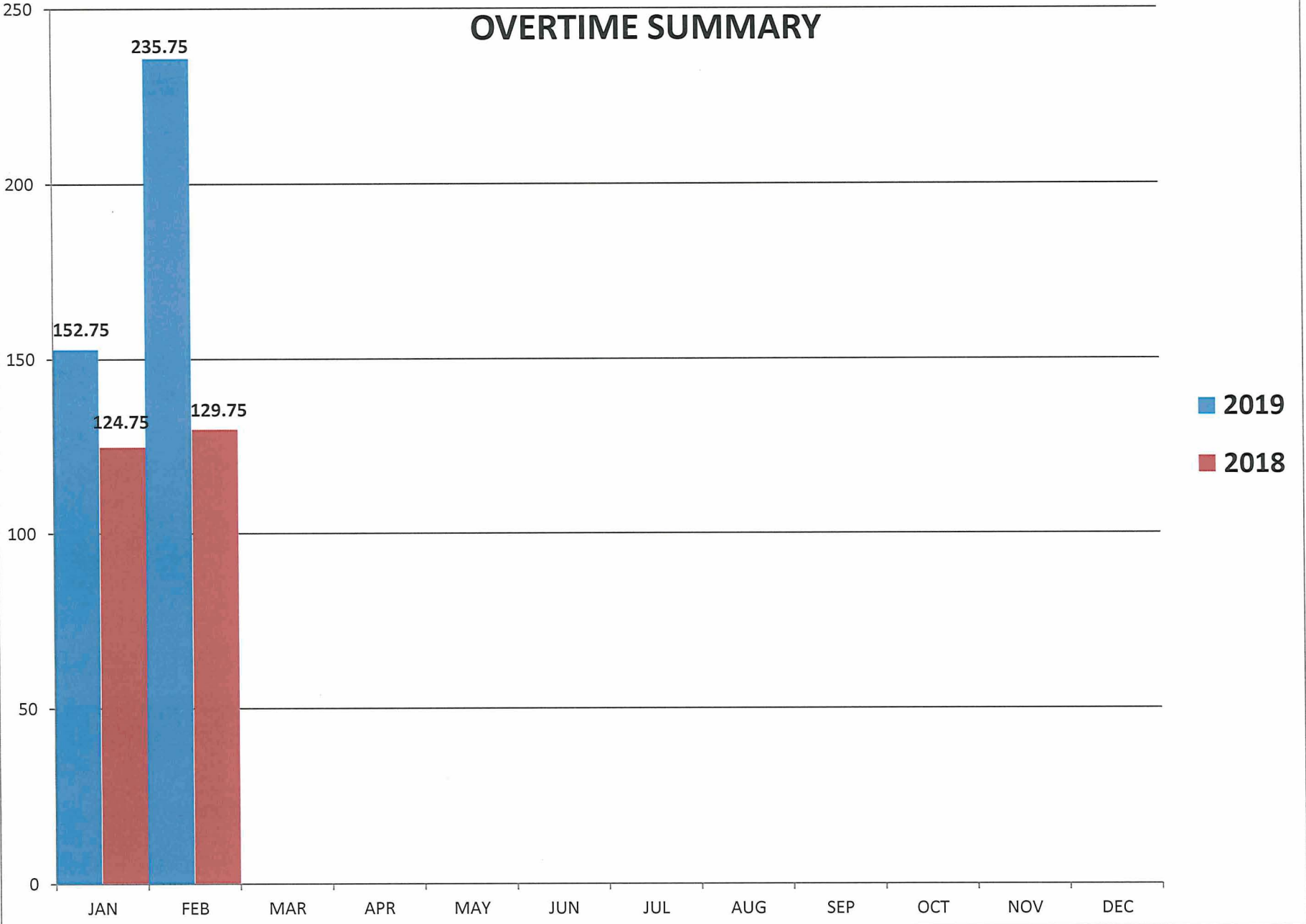
2019 VS. 2018 Calls for Service



NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2018 vs. 2019



OVERTIME SUMMARY



NORTHFIELD TOWNSHIP POLICE DEPARTMENT

| Name | ID | Voicemail | R/Code | Date of Hire |
|-------------------------------|------|-----------|--------|--------------|
| OMMAND | | | | |
| Director William Wagner | 9990 | 101 | 401 | |
| Interim Lt. Martin Smith | 5107 | 115 | 402 | 09/01/2005 |
| Sgt. Jason Roberts (F, AI,MC) | 5073 | 119 | 403 | 08/13/1996 |
| Sgt. David Powell (ET) TFO | 5108 | 110 | 404 | 10/03/2005 |
| Sgt. Scott Schultz (AI, FA) | 5077 | 104 | 405 | 03/07/1997 |
| FULL-TIME OFFICERS | | | | |
| Ofc. Joshua Howe (T) | 5096 | 118 | 415 | 04/09/2001 |
| Ofc. Richard Paquette (FA, F) | 5106 | 106 | 441 | 03/19/2004 |
| Ofc. Mark Jensen (T, ET, F) | 5068 | 113 | 423 | 07/20/2014 |
| Ofc. Frank Wright | 5125 | 133 | 417 | 03/28/2018 |
| PART-TIME OFFICERS | | | | |
| Ofc. Tammie Colling (CP) | 5070 | 109 | 431 | 08/26/1996 |
| Ofc. Dawn King | 5118 | 107 | 445 | 04/28/2014 |
| Ofc. Adam Tardif | 5126 | 169 | 469 | 07/18/2018 |
| Ofc. Andrea McKahan | 5127 | 145 | 429 | 07/19/2018 |
| RESERVE OFFICERS | | | | |
| Sgt. Greg Pollock | 5097 | | 483 | |
| Ofc. Shane Haynes | 5045 | | 481 | |
| Ofc. Christopher Chan | 5092 | | 487 | |
| Ofc. Steven Francoeur | 5122 | | 485 | |
| Ofc. Ryan Berkey | 5117 | | 482 | |
| CLERK / DISPATCH | | | | |
| Sue Hamilton | 5075 | 114 | | 09/01/1996 |
| Shannon Clark | 5128 | 146 | | 08/27/2018 |
| CHAPLAINS | | | | |
| Pastor Lee Taylor | | | | |

SPECIAL TRAINING

| | | | | | |
|------------|---------------------------|-----------|--------------------------|-----------|------------------------|
| AI | Accident Investigator | D | DARE Officer | MC | Motor Carrier Officer |
| C | CSC Investigator | ET | Evidence Technician | O | Ordinance Officer |
| CA | Child Abuse Investigator | F | Field Training Officer | R | Radar Instructor |
| CP | Crime Prevention Officer | FA | Firearms Instructor | SI | Special Investigations |
| CSO | Community Service Officer | I | Investigator / Detective | T | Taser Instructor |

**JAMES E. COX
NORTHFIELD TOWNSHIP
WATER POLLUTION CONTROL FACILITY
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN
PHONE 734-449-4159**

To: Northfield Township Board

From: Dan Willis Wastewater Treatment Plant Superintendent

Date: March 1, 2019

Subject February 2019 Report

- 2/2 Callback high level at the plant, sand filters were dirty.
- 2/3 Callback high level primary tanks at the plant.
- 2/4 Part of the skimmer arm had to be removed in the south aeration final, it was damaged when the tank froze last week
- 2/4 Pulled a pump up out of a wetwell for Hamburg Twp.
- 2/8 Callback high level Eagle Gardens rags in the pump. 1:30 AM
- 2/9 Callback high level primary tanks at the plant.
- 2/14 Homeowner at Main and Tillman court had sewer problems and we used our push camera with the locator to pinpoint where the problem was.
- 2/14 Replaced light switch at the community center.
- 2/14 Had Powervac cleaned grease out of wetwells at Eagle Gardens, N. Shore #1 and Elmcrest.
- 2/18 Honor Plumbing started replacing copper pipes in the service building with PEX pipe due to deteriorating pipe, that was leaking.
- 2/21 The grinder pump at Regal Recycling quit working was replaced with a spare.
- 2/26 The grinder pump was dropped off at the Hamburg Wastewater plant for repair and returned on March 1, 2019.

February, 2019

| | |
|---|------------------|
| 2017 Daily Average Flow | .940 MGD |
| 2018 Daily Average Flow | .743 MGD |
| Maximum Daily Flow 2017 | 2.163 MGD |
| Maximum Daily Flow 2018 | .849 MGD |
| Minimum Daily Flow 2017 | .605 MGD |
| Minimum Daily Flow 2018 | .658 MGD |
| 6 – Month Average Flow | .694 MGD |
| 12 – Month Average Flow | .760 MGD |
| Total Gallons Treated 2017 | 26.307 MG |
| Total Gallons Treated 2018 | 22.418 MG |
| Rainfall (inches) 2017 | 3.98 in. |
| Rainfall (inches) 2018 | 1.33 in. |
| Connections / Tap-ins' to system | 0 |
| Miss Dig Staking's | 2 |
| Overtime hours for the month | 39.0 hrs |

Northfield Township Community & Senior Center

Monthly Report

February 2019

Tami Averill, Director

I. February Overview

The Senior Nutrition program continues to run smoothly. We had 12 to 31 seniors attending lunches daily in February. One lunch was cancelled due to a snow day and the extreme temperatures. Lunches are served on Mondays, Wednesdays and Fridays at 12:15p.m.

THANK YOU to our Senior Lunch Volunteers – Ann Brindle, Ernestine Hogston, Kristina Kelley, Debbie Leibert, Christine Miles, Karen Neigebauer, Donn Sleek, Chuck Steuer, Ann Thompson, and Ethel Wagar. They do a wonderful job!

A great big THANK YOU to our Community/Senior Center volunteers – Laura Atwell, Dolly Boggs, Angela Brown, Denise Creque, Mary Devlin, Peggy Friscia, Ruth Hague, Russ Hall, Linda Hartley, Cindy Hogston, Ernestine Hogston, Betty Jones, Alyssa Jones, Kristina Kelley & family, Dan Krebs, Phyllis Lindblade, Margaret Riddell, Shirley Samp, Donn Sleek, Ann Thompson, and Curtis Ward - for the work they contributed in February. Their hard work and dedication is appreciated.

Program planning is ongoing. Spring, summer and fall programs and events are in the works.

I continue to attend and keep minutes for the Parks & Recreation Board meetings.

I continue to serve on Whitmore Lake Health Equity Team. Meetings take place at the Community Center. This group works on addressing health and wellness concerns and suggestions for the community.

The Village of Eagle Gardens Condo Association Board of Directors continues to meet here every other month.

Assisting patrons with a variety of issues, questions and concerns is part of the job and continually keeps me busy.

II. Program Evaluation

a. On-Going Services

Dr. Anthony Mastrogiacomo from South Lyon Foot & Ankle Specialists continues to offer senior foot care every other month. He had four patients in February.

Fourteen items were borrowed from the Medical Loan Closet in February. We received donations of 2 walkers, a wheelchair, a shower bench, a four-prong cane, and several miscellaneous items.

We continue to have a need for donations of shower benches, shower seats, transfer benches, knee scooters, bariatric equipment and 4-wheeled walkers with seats.

Acupuncturist, Ron Hough, average 10 to 18 people for each of his February sessions.

The Alzheimer's Association continues to offer a monthly Support Group here on the 3rd Monday of each month at 5:30. Their February meeting had no attendance. Weather seemed to be the reason.

40+ people visited each Wednesday/Thursday in February to pick up needed bread, produce and other donated food items that we have available. Thank you to several area residents who continue to contribute farm fresh eggs, vegetables and canned goods.

b. On-Going Classes

Chair Yoga (6-10 participants/week in February) continued on Tuesdays.

Gentle Yoga on Wednesday evenings had 3 to 10 participants each week.

Exercise with Becky had 6 to 9 participants at each of three weekly sessions in February. One session was cancelled...

Tai Chi continues with our new instructor, Patricia Zajac. She currently has 4 students. One session was cancelled due to the weather. The class will be extended to March 19 to make up for the cancellation.

The MAH Fitness winter session began on January 17. Seven students are participating.

Cardio Drumming class had 3 to 4 people in attendance each session in February.

Flexagility had 3 people each week in February. One session was cancelled because of the weather.

Line Dancing class had 9 participants at each class in February. One session was cancelled.

"Homeschool Stories & Sign Language" with Christine Felton postponed her new class until March. The class will focus on Signing & Science. We will also be adding "Story Time & Sign Language" to the schedule.

"Natural Pain Solutions" is on break. New sessions will be coming.

c. On-Going Activities

Pinochle continues every Tuesday and Thursday afternoon. Attendance is consistent at 6 to 12 players per day each week in February.

Mah Jongg Mondays continue with 4 to 6 people participating each week in February. Four to six people continue playing on Wednesdays, as well. One session for each of these was cancelled because of the weather.

The Knit, Crochet, Craft group had 3 to 4 people attending each week.

"Open Painting and Crafting Time" currently has 3 ladies participating.

The Whitmore Lake Portrait Group is in every Monday afternoon. Ten to twelve artists attend each week. The art gallery that showcases their art continues to be popular with our guests. One session was cancelled due to the weather.

"Painting with Jan Rad" was cancelled for February due to the instructor being under the weather. Her next class will be held on March 29.

Kiwanis continues to hold their regular monthly meetings and Board meetings at the Community Center.

The Crochet Mats group is hard at work! In February continued to have small turnouts, with 1 to 3 participants each week. Several people are away for the winter months. One session was cancelled because of the weather. Several ladies are crocheting at home while the weather is cold. They have completed two new mats, so far.

The Daisy Troop held two meetings here in February. Eleven girls and several parents attended each meeting.

The Radio Controlled Sailboat Club continues on hold as they regroup after the unexpected passing of the club's founder.

d. Special Events

Thirteen people attended Pizza & a Movie night on February 22. Everyone enjoyed watching "Finding Dora."

We hosted two free concerts in February. Michigan's State Troubadour, Neil Woodward, joined us on the 20th and entertained us with traditional songs of Michigan's history as well as his own compositions. Eighteen people enjoyed his performance. Guitarist, Brian Delaney and his Sister-in-law, Nita, played and sang some beautiful classics during their performance on the 27th. Seventeen people enjoyed the music. Brian and Nita will be joining us again on Sunday, March 10 at 2:00 for an additional performance that I wasn't expecting! So it will be a special treat! This concert series is being provided by the National Council on Aging, the American Federation of Musicians, and the AFM Local 625 from Ann Arbor.

I am working with John Piette, PhD, Professor of Health Behavior and Health Education, and Research Scientist at U of M, on a project called SPEAK! He is pairing some of our seniors with English as Second Language students in Mexico City, via Skype. They will spend one hour a week conversing, allowing the students to practice and hone their conversational English. Both parties will be surveyed as to the affect that these meetings have on them. He is especially interested how it affects the seniors – relieving boredom and loneliness, building a sense of being part of something and making a difference, etc. I put out a call for volunteers and was very pleasantly surprised to have 16 people respond! We held an informational session on Feb. 28 and were able to speak with one of the students in Mexico City. It was a treat! Everyone who was able to attend the information session was interested in signing up!

NORTHFIELD TOWNSHIP MICHIGAN

To: Board of Trustees
From: Jim Turner
Date: 03/06/2019
Re: Code Enforcement Activity

I have received 36 complaints since January 01, 2019. Many of the complaints have continued to be in regards to property owners failing to remove snow from the sidewalks in the downtown area. I have made contact with the property owners and reminded them of the sidewalk maintenance ordinance.

I have continued to work on several blight complaints and I have been able to close three blight complaints since my last update.

I received one complaint of a barking dog and I have been in contact with the property owner. The property owner is taking the necessary steps to prevent the dog from barking habitually.

I received two complaints of fallen tree limbs due to recent high winds.

I closed a 2018 complaint of a property owner filling property without a soil fill permit. The property owner has obtained the necessary Township and Washtenaw County permits.

I have continued to work with the zoning administrator on zoning complaints. I sent a property owner a notice of violation for operating a business without any township approvals. The property owner completed a zoning compliance application and recently met with the zoning administrator and I to discuss the zoning ordinance and the process to become compliant. The property owner is continuing to work towards compliance with the ordinances.

I have been in contact with a business owner who placed several structures on his leased property without a zoning compliance application and for blight on the property. The business owner cleaned up the blight issues and recently met with the zoning administrator and I, to discuss the zoning ordinance and his future plans. The business owner is continuing to work towards compliance of the zoning ordinance.

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BGD USED |
|--|-------------------------------|---------------------------|---------------------------|---------------------------|----------------------|---------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 101-000-426.000 | PRIOR YEAR TAX INTEREST | 738.44 | 500.00 | 1,466.85 | (966.85) | 293.37 |
| 101-000-452.000 | PEDDLER'S LICENSES | 255.00 | 150.00 | 0.00 | 150.00 | 0.00 |
| 101-000-453.000 | CABLEVISION FRANCHISE FEES | 95,856.52 | 98,000.00 | 73,257.53 | 24,742.47 | 74.75 |
| 101-000-455.000 | FIBER FOOTAGE FEES | 10,388.06 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| 101-000-573.000 | LCSA PPT REIMBURSEMENT | 7,694.95 | 2,000.00 | 3,888.66 | (1,888.66) | 194.43 |
| 101-000-574.000 | STATE SHARED REVENUE | 709,831.00 | 702,352.00 | 617,146.00 | 85,206.00 | 87.87 |
| 101-000-590.000 | GRANT INCOME | 225,766.05 | 60,000.00 | 0.00 | 60,000.00 | 0.00 |
| 101-000-626.000 | COPY & FOIA INCOME | 165.18 | 100.00 | 53.80 | 46.20 | 53.80 |
| 101-000-655.000 | ORDINANCE FINES | 2,331.15 | 100.00 | 8,535.97 | (8,435.97) | 8,535.97 |
| 101-000-665.000 | INTEREST INCOME | 5,570.96 | 4,800.00 | 3,817.69 | 982.31 | 79.54 |
| 101-000-671.000 | REIMBURSEMENT/OTHER INCOME | 7,042.06 | 0.00 | 53.54 | (53.54) | 100.00 |
| 101-000-673.000 | SALE OF FIXED ASSET | 46.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 101-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 130.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 000 | | 1,065,815.37 | 878,202.00 | 708,220.04 | 169,981.96 | 80.64 |
| Dept 191 - ELECTIONS | | | | | | |
| 101-191-671.000 | REIMBURSEMENT/OTHER INCOME | 4,628.02 | 14,900.00 | 0.00 | 14,900.00 | 0.00 |
| Total Dept 191 - ELECTIONS | | 4,628.02 | 14,900.00 | 0.00 | 14,900.00 | 0.00 |
| Dept 253 - TREASURER | | | | | | |
| 101-253-402.000 | CURRENT PROPERTY TAX | 268,947.94 | 276,984.00 | 254,061.42 | 22,922.58 | 91.72 |
| 101-253-404.000 | MOBILE HOME LICENSE FEES | 2,788.00 | 2,850.00 | 1,887.00 | 963.00 | 66.21 |
| 101-253-445.000 | PENALTY & INTEREST ON TAXES | 4,205.57 | 3,500.00 | 0.00 | 3,500.00 | 0.00 |
| 101-253-627.000 | SUMMER TAX PREPARATION | 13,740.00 | 14,000.00 | 13,770.00 | 230.00 | 98.36 |
| 101-253-680.000 | TAX ADMINISTRATION FEES | 148,887.78 | 145,000.00 | 144,939.18 | 60.82 | 99.96 |
| Total Dept 253 - TREASURER | | 438,569.29 | 442,334.00 | 414,657.60 | 27,676.40 | 93.74 |
| Dept 336 - CONTRIBUTIONS | | | | | | |
| 101-336-625.000 | SEWER ADMINISTRATION | 48,560.00 | 46,157.00 | 0.00 | 46,157.00 | 0.00 |
| 101-336-694.000 | NON-MOTORIZED PATH | 2,140.84 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 50,700.84 | 46,157.00 | 0.00 | 46,157.00 | 0.00 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | |
| 101-412-477.000 | ZONING COMPLIANCE PERMITS | 12,450.00 | 9,500.00 | 6,100.00 | 3,400.00 | 64.21 |
| 101-412-608.000 | VARIANCES/APPEALS | 4,235.00 | 2,000.00 | 2,975.00 | (975.00) | 148.75 |
| 101-412-609.000 | REZONING/CONDITIONAL USE PMTS | 0.00 | 0.00 | 750.00 | (750.00) | 100.00 |
| 101-412-614.000 | PLANNING FEES | 1,875.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-412-629.000 | ZONING COPIES | 0.00 | 0.00 | 83.00 | (83.00) | 100.00 |
| 101-412-637.000 | SPLIT APPLICATIONS | 405.00 | 1,000.00 | (650.00) | 1,650.00 | (65.00) |
| 101-412-671.000 | REIMBURSEMENT/OTHER INCOME | 680.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| Total Dept 412 - PLANNING/ZONING DEPT | | 19,645.00 | 14,000.00 | 9,258.00 | 4,742.00 | 66.13 |
| Dept 666 - COMMUNITY CENTER | | | | | | |
| 101-666-590.000 | GRANT INCOME | 8,000.00 | 100.00 | 8,000.00 | (7,900.00) | 8,000.00 |
| 101-666-643.000 | CC TRIPS | 5,059.00 | 4,000.00 | 3,546.00 | 454.00 | 88.65 |
| 101-666-644.000 | CC PROGRAMS | 7,969.00 | 6,500.00 | 5,586.54 | 913.46 | 85.95 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 02/28/2019

% Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Revenues | | | | | | |
| 101-666-671.000 | REIMBURSEMENT/OTHER INCOME | 92.26 | 4,985.50 | 0.00 | 4,985.50 | 0.00 |
| 101-666-676.000 | CONTRIBUTIONS - SCC | 2,235.40 | 1,750.00 | 1,298.00 | 452.00 | 74.17 |
| Total Dept 666 - COMMUNITY CENTER | | 23,355.66 | 17,335.50 | 18,430.54 | (1,095.04) | 106.32 |
| Dept 753 - RECREATION BOARD | | | | | | |
| 101-753-677.000 | CONTRIBUTION - PARKS AND RECREATION | 400.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 753 - RECREATION BOARD | | 400.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| TOTAL REVENUES | | 1,603,114.18 | 1,413,028.50 | 1,150,566.18 | 262,462.32 | 81.43 |
| Expenditures | | | | | | |
| Dept 101 - TOWNSHIP BOARD | | | | | | |
| 101-101-701.000 | SALARIES | 11,249.90 | 10,000.00 | 4,999.94 | 5,000.06 | 50.00 |
| 101-101-715.000 | SOCIAL SECURITY | 765.00 | 765.00 | 382.51 | 382.49 | 50.00 |
| 101-101-807.000 | MEMBERSHIP DUES | 9,339.43 | 10,200.00 | 2,614.00 | 7,586.00 | 25.63 |
| 101-101-836.000 | WELFARE COSTS | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-101-860.000 | FUEL & MILEAGE | 190.46 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-101-900.000 | PRINTING & PUBLICATIONS | 7,087.06 | 7,500.00 | 5,399.15 | 2,100.85 | 71.99 |
| 101-101-956.000 | MISCELLANEOUS | 800.00 | 800.00 | 10.00 | 790.00 | 1.25 |
| 101-101-957.000 | TRAINING & DEVELOPMENT | 214.00 | 550.00 | 0.00 | 550.00 | 0.00 |
| Total Dept 101 - TOWNSHIP BOARD | | 39,645.85 | 30,315.00 | 13,405.60 | 16,909.40 | 44.22 |
| Dept 171 - SUPERVISOR | | | | | | |
| 101-171-701.000 | SALARIES | 12,500.00 | 12,500.00 | 8,173.09 | 4,326.91 | 65.38 |
| 101-171-715.000 | SOCIAL SECURITY | 956.25 | 956.25 | 625.23 | 331.02 | 65.38 |
| 101-171-807.000 | MEMBERSHIP DUES | 0.00 | 120.00 | 0.00 | 120.00 | 0.00 |
| 101-171-860.000 | FUEL & MILEAGE | 282.13 | 400.00 | 0.00 | 400.00 | 0.00 |
| 101-171-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-171-957.000 | TRAINING & DEVELOPMENT | 987.50 | 750.00 | 0.00 | 750.00 | 0.00 |
| Total Dept 171 - SUPERVISOR | | 14,725.88 | 15,226.25 | 8,798.32 | 6,427.93 | 57.78 |
| Dept 172 - TOWNSHIP MANAGER | | | | | | |
| 101-172-701.000 | SALARIES | 66,346.26 | 75,000.00 | 49,038.54 | 25,961.46 | 65.38 |
| 101-172-704.000 | CLERICAL/DEP /SUPER/ELECTION | 29,429.10 | 29,532.60 | 19,294.76 | 10,237.84 | 65.33 |
| 101-172-715.000 | SOCIAL SECURITY | 10,934.55 | 11,648.65 | 7,475.64 | 4,173.01 | 64.18 |
| 101-172-716.000 | HOSPITALIZATION | 20,917.67 | 26,268.73 | 18,205.07 | 8,063.66 | 69.30 |
| 101-172-717.000 | LIFE/DISB. INSURANCE | 816.90 | 838.50 | 576.00 | 262.50 | 68.69 |
| 101-172-718.000 | PENSION | 5,192.28 | 7,500.00 | 4,903.82 | 2,596.18 | 65.38 |
| 101-172-722.000 | CONTROLLER | 48,060.00 | 47,736.00 | 31,773.61 | 15,962.39 | 66.56 |
| 101-172-807.000 | MEMBERSHIP DUES | 130.00 | 300.00 | 0.00 | 300.00 | 0.00 |
| 101-172-818.000 | CONTRACTUAL SERVICES | 1,392.92 | 4,050.00 | 2,190.00 | 1,860.00 | 54.07 |
| 101-172-850.000 | COMMUNICATION | 488.98 | 612.00 | 405.35 | 206.65 | 66.23 |
| 101-172-860.000 | FUEL & MILEAGE | 125.72 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-172-927.000 | ALLOCATE TO DEPARTMENTS | (41,127.87) | (32,748.00) | 0.00 | (32,748.00) | 0.00 |
| 101-172-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-172-957.000 | TRAINING & DEVELOPMENT | 495.50 | 750.00 | 113.00 | 637.00 | 15.07 |
| Total Dept 172 - TOWNSHIP MANAGER | | 143,202.01 | 172,488.48 | 133,975.79 | 38,512.69 | 77.67 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
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|--|------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| Dept 191 - ELECTIONS | | | | | | |
| 101-191-702.000 | SALARIES | 3,443.00 | 12,000.00 | 10,727.00 | 1,273.00 | 89.39 |
| 101-191-715.000 | SOCIAL SECURITY | 263.40 | 0.00 | 47.35 | (47.35) | 100.00 |
| 101-191-727.000 | SUPPLIES | 1,462.98 | 5,000.00 | 926.42 | 4,073.58 | 18.53 |
| 101-191-818.000 | CONTRACTUAL SERVICES | 600.00 | 1,000.00 | 1,025.00 | (25.00) | 102.50 |
| 101-191-851.000 | POSTAGE | 1,018.43 | 1,200.00 | 1,829.38 | (629.38) | 152.45 |
| 101-191-900.000 | PRINTING & PUBLICATIONS | 2,690.21 | 2,000.00 | 3,313.08 | (1,313.08) | 165.65 |
| 101-191-930.000 | REPAIRS & MAINTENANCE | 518.00 | 900.00 | 0.00 | 900.00 | 0.00 |
| 101-191-956.000 | MISCELLANEOUS | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 191 - ELECTIONS | | 9,996.02 | 22,200.00 | 17,868.23 | 4,331.77 | 80.49 |
| Dept 215 - CLERK | | | | | | |
| 101-215-701.000 | SALARIES | 12,500.00 | 12,500.00 | 8,173.09 | 4,326.91 | 65.38 |
| 101-215-703.000 | DEPUTY SALARIES | 41,800.00 | 42,730.00 | 27,905.92 | 14,824.08 | 65.31 |
| 101-215-715.000 | SOCIAL SECURITY | 4,153.95 | 4,224.99 | 2,760.03 | 1,464.96 | 65.33 |
| 101-215-716.000 | HOSPITALIZATION | 8,563.54 | 9,947.50 | 16,364.26 | (6,416.76) | 164.51 |
| 101-215-717.000 | LIFE/DISB. INSURANCE | 575.90 | 650.38 | 378.12 | 272.26 | 58.14 |
| 101-215-718.000 | PENSION | 4,180.00 | 4,273.20 | 2,790.56 | 1,482.64 | 65.30 |
| 101-215-723.000 | RECORD SEC | 8,850.00 | 12,855.00 | 6,590.00 | 6,265.00 | 51.26 |
| 101-215-807.000 | MEMBERSHIP DUES | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 101-215-860.000 | FUEL & MILEAGE | 365.13 | 300.00 | 21.04 | 278.96 | 7.01 |
| 101-215-922.000 | LATE FEES AND PENALTIES | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-215-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-215-957.000 | TRAINING & DEVELOPMENT | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 215 - CLERK | | 80,993.52 | 88,581.07 | 64,983.02 | 23,598.05 | 73.36 |
| Dept 228 - INFORMATION TECHNOLOGY | | | | | | |
| 101-228-936.000 | SOFTWARE | 13,395.91 | 14,220.00 | 10,132.99 | 4,087.01 | 71.26 |
| 101-228-948.000 | COMPUTER SERVICES | 6,868.00 | 12,060.00 | 1,875.82 | 10,184.18 | 15.55 |
| Total Dept 228 - INFORMATION TECHNOLOGY | | 20,263.91 | 26,280.00 | 12,008.81 | 14,271.19 | 45.70 |
| Dept 247 - BOARD OF REVIEW | | | | | | |
| 101-247-706.000 | BOARD OF REVIEW FEE | 1,029.00 | 2,000.00 | 171.00 | 1,829.00 | 8.55 |
| 101-247-715.000 | SOCIAL SECURITY | 78.70 | 153.00 | 13.08 | 139.92 | 8.55 |
| 101-247-723.000 | RECORD SEC | 1,065.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| 101-247-900.000 | PRINTING & PUBLICATIONS | 682.00 | 700.00 | 0.00 | 700.00 | 0.00 |
| 101-247-956.000 | MISCELLANEOUS | 67.61 | 500.00 | 14.00 | 486.00 | 2.80 |
| 101-247-957.000 | TRAINING & DEVELOPMENT | 0.00 | 0.00 | 295.00 | (295.00) | 100.00 |
| 101-247-959.000 | TRIBUNALS AND DRAINS | 5,658.40 | 10,000.00 | 6,178.28 | 3,821.72 | 61.78 |
| Total Dept 247 - BOARD OF REVIEW | | 8,580.71 | 14,853.00 | 6,671.36 | 8,181.64 | 44.92 |
| Dept 253 - TREASURER | | | | | | |
| 101-253-701.000 | SALARIES | 12,500.00 | 12,500.00 | 8,173.09 | 4,326.91 | 65.38 |
| 101-253-703.000 | DEPUTY SALARIES | 37,181.61 | 40,480.00 | 22,979.00 | 17,501.00 | 56.77 |
| 101-253-704.000 | CLERICAL/DEP /SUPER/ELECTION | 18,633.75 | 23,400.00 | 12,101.25 | 11,298.75 | 51.71 |
| 101-253-715.000 | SOCIAL SECURITY | 4,910.56 | 5,843.33 | 3,362.33 | 2,481.00 | 57.54 |
| 101-253-716.000 | HOSPITALIZATION | 10,751.40 | 15,180.00 | 604.33 | 14,575.67 | 3.98 |
| 101-253-717.000 | LIFE/DISB. INSURANCE | 560.16 | 718.10 | 324.31 | 393.79 | 45.16 |
| 101-253-718.000 | PENSION | 3,733.37 | 4,047.60 | 1,309.88 | 2,737.72 | 32.36 |

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|--|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| 101-253-803.000 | LEGAL | 6,000.00 | 6,000.00 | 4,000.00 | 2,000.00 | 66.67 |
| 101-253-804.000 | TAX STATEMENT PREPARATION | 610.59 | 1,700.00 | 1,511.37 | 188.63 | 88.90 |
| 101-253-807.000 | MEMBERSHIP DUES | 100.00 | 100.00 | 50.00 | 50.00 | 50.00 |
| 101-253-818.000 | CONTRACTUAL SERVICES | 0.00 | 1,193.00 | 1,192.50 | 0.50 | 99.96 |
| 101-253-851.000 | POSTAGE | 3,308.12 | 3,800.00 | 1,862.22 | 1,937.78 | 49.01 |
| 101-253-860.000 | FUEL & MILEAGE | 577.38 | 600.00 | 347.24 | 252.76 | 57.87 |
| 101-253-927.000 | ALLOCATE TO DEPARTMENTS | (39,659.88) | (17,103.00) | 0.00 | (17,103.00) | 0.00 |
| 101-253-956.000 | MISCELLANEOUS | 335.29 | 500.00 | 427.00 | 73.00 | 85.40 |
| 101-253-957.000 | TRAINING & DEVELOPMENT | 244.50 | 250.00 | 260.50 | (10.50) | 104.20 |
| Total Dept 253 - TREASURER | | 59,786.85 | 99,209.03 | 58,505.02 | 40,704.01 | 58.97 |
| Dept 257 - ASSESSING | | | | | | |
| 101-257-709.000 | ASST ASSESSOR | 43,045.61 | 0.00 | 165.92 | (165.92) | 100.00 |
| 101-257-715.000 | SOCIAL SECURITY | 3,293.00 | 0.00 | 253.86 | (253.86) | 100.00 |
| 101-257-716.000 | HOSPITALIZATION | 17,318.12 | 0.00 | 5,454.51 | (5,454.51) | 100.00 |
| 101-257-717.000 | LIFE/DISB. INSURANCE | 592.94 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-718.000 | PENSION | 4,304.56 | 0.00 | 504.32 | (504.32) | 100.00 |
| 101-257-727.000 | SUPPLIES | 10.39 | 1,000.00 | 1,106.05 | (106.05) | 110.61 |
| 101-257-807.000 | MEMBERSHIP DUES | 13.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| 101-257-818.000 | CONTRACTUAL SERVICES | 63,344.97 | 96,540.00 | 59,150.00 | 37,390.00 | 61.27 |
| 101-257-851.000 | POSTAGE | 1,981.12 | 2,500.00 | 1,908.35 | 591.65 | 76.33 |
| 101-257-860.000 | FUEL & MILEAGE | 31.03 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-257-900.000 | PRINTING & PUBLICATIONS | 1,263.12 | 1,500.00 | 170.11 | 1,329.89 | 11.34 |
| 101-257-927.000 | ALLOCATE TO DEPARTMENTS | (34,277.54) | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-257-957.000 | TRAINING & DEVELOPMENT | 20.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| Total Dept 257 - ASSESSING | | 100,940.32 | 102,690.00 | 68,713.12 | 33,976.88 | 66.91 |
| Dept 265 - HALL AND GROUNDS | | | | | | |
| 101-265-710.000 | JANITORIAL SALARIES | 6,174.00 | 6,435.00 | 4,805.90 | 1,629.10 | 74.68 |
| 101-265-715.000 | SOCIAL SECURITY | 472.33 | 492.28 | 367.64 | 124.64 | 74.68 |
| 101-265-721.000 | UNEMPLOYMENT BENEFITS | 0.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-265-727.000 | SUPPLIES | 10,508.21 | 11,000.00 | 7,832.04 | 3,167.96 | 71.20 |
| 101-265-731.000 | WORKERS COMP INSURANCE | 3,654.40 | 3,178.00 | 0.00 | 3,178.00 | 0.00 |
| 101-265-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 24,735.00 | 17,600.00 | 13,950.00 | 3,650.00 | 79.26 |
| 101-265-821.000 | PSB MAINT & OPS ALLOCATION | 39,660.31 | 46,667.00 | 0.00 | 46,667.00 | 0.00 |
| 101-265-850.000 | COMMUNICATION | 2,531.74 | 2,580.00 | 1,468.05 | 1,111.95 | 56.90 |
| 101-265-851.000 | POSTAGE | 2,128.41 | 2,880.00 | 2,193.98 | 686.02 | 76.18 |
| 101-265-910.000 | INSURANCE & BONDS | 10,256.00 | 24,790.04 | 0.00 | 24,790.04 | 0.00 |
| 101-265-920.000 | UTILITIES | 200.01 | 205.00 | 128.77 | 76.23 | 62.81 |
| 101-265-927.000 | ALLOCATE TO DEPARTMENTS | (4,195.00) | (4,000.00) | 0.00 | (4,000.00) | 0.00 |
| 101-265-929.000 | GRANT EXPENSE | 439.85 | 60,000.00 | 0.00 | 60,000.00 | 0.00 |
| 101-265-930.000 | REPAIRS & MAINTENANCE | 1,115.75 | 4,800.00 | 12,248.58 | (7,448.58) | 255.18 |
| 101-265-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 1,980.74 | 1,250.00 | 191.02 | 1,058.98 | 15.28 |
| 101-265-940.000 | RENTAL EQUIPMENT | 5,044.37 | 5,500.00 | 3,507.40 | 1,992.60 | 63.77 |
| 101-265-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 265 - HALL AND GROUNDS | | 104,706.52 | 183,877.32 | 46,693.38 | 137,183.94 | 25.39 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | |
| 101-270-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 1,000.00 | 652.12 | 347.88 | 65.21 |
| 101-270-802.000 | AUDIT FEES | 6,300.00 | 6,300.00 | 6,300.00 | 0.00 | 100.00 |
| 101-270-803.000 | LEGAL | 87,625.31 | 96,000.00 | 55,737.44 | 40,262.56 | 58.06 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|--|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| 101-270-806.000 | ENGINEER | 837.50 | 10,000.00 | 425.00 | 9,575.00 | 4.25 |
| 101-270-927.000 | ALLOCATE TO DEPARTMENTS | (45,600.00) | (45,600.00) | (30,400.00) | (15,200.00) | 66.67 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 49,162.81 | 67,700.00 | 32,714.56 | 34,985.44 | 48.32 |
| Dept 336 - CONTRIBUTIONS | | | | | | |
| 101-336-933.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| 101-336-964.000 | CONTRIBUTION-FIRE & MED RES | 13,718.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 13,718.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | |
| 101-412-701.000 | ZONING SALARIES | 0.00 | 17,601.00 | 9,542.88 | 8,058.12 | 54.22 |
| 101-412-707.000 | ZBA SALARIES | 15,625.00 | 6,000.00 | 3,344.14 | 2,655.86 | 55.74 |
| 101-412-715.000 | SOCIAL SECURITY | 1,406.64 | 3,396.28 | 2,517.68 | 878.60 | 74.13 |
| 101-412-716.000 | HOSPITALIZATION | 0.00 | 7,132.00 | 7,606.42 | (474.42) | 106.65 |
| 101-412-717.000 | LIFE/DISB. INSURANCE | 0.00 | 267.00 | 361.49 | (94.49) | 135.39 |
| 101-412-718.000 | ZONING PENSION | 0.00 | 1,759.60 | 947.52 | 812.08 | 53.85 |
| 101-412-723.000 | RECORD SEC | 6,260.00 | 9,620.00 | 5,480.00 | 4,140.00 | 56.96 |
| 101-412-726.000 | PLANN COMM | 9,700.00 | 16,800.00 | 8,200.00 | 8,600.00 | 48.81 |
| 101-412-741.000 | UNIFORMS/GEAR & ALLOWANCE | 0.00 | 2,000.00 | 0.00 | 2,000.00 | 0.00 |
| 101-412-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 101-412-801.000 | PLANNER FEES | 41,538.25 | 47,250.00 | 54,001.50 | (6,751.50) | 114.29 |
| 101-412-809.000 | CODE ENFORCEMENT SALARIES | 200.00 | 20,800.00 | 11,962.50 | 8,837.50 | 57.51 |
| 101-412-823.000 | ZONING ADMINISTRATION | 16,024.75 | 12,000.00 | 18,140.00 | (6,140.00) | 151.17 |
| 101-412-851.000 | POSTAGE | 266.64 | 250.00 | 294.33 | (44.33) | 117.73 |
| 101-412-860.000 | FUEL & MILEAGE | 809.64 | 750.00 | 578.07 | 171.93 | 77.08 |
| 101-412-900.000 | PRINTING & PUBLICATIONS | 2,951.97 | 2,500.00 | 1,565.03 | 934.97 | 62.60 |
| 101-412-910.000 | INSURANCE & BONDS | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-412-927.000 | ALLOCATE TO DEPARTMENTS | 27,053.78 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-412-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-412-957.000 | TRAINING & DEVELOPMENT | 0.00 | 1,800.00 | 490.00 | 1,310.00 | 27.22 |
| Total Dept 412 - PLANNING/ZONING DEPT | | 122,836.67 | 151,425.88 | 125,031.56 | 26,394.32 | 82.57 |
| Dept 448 - STREET LIGHTS | | | | | | |
| 101-448-920.000 | UTILITIES | 37,862.45 | 54,410.00 | 21,941.05 | 32,468.95 | 40.33 |
| Total Dept 448 - STREET LIGHTS | | 37,862.45 | 54,410.00 | 21,941.05 | 32,468.95 | 40.33 |
| Dept 449 - ROAD WORK | | | | | | |
| 101-449-805.000 | PATHWAYS AND SIDEWALKS | 0.00 | 7,670.00 | 0.00 | 7,670.00 | 0.00 |
| 101-449-813.000 | ROADWORK | 28,761.86 | 49,113.00 | 22,985.50 | 26,127.50 | 46.80 |
| 101-449-814.000 | ROAD IMPROVEMENTS | 133,073.03 | 136,000.00 | 92,024.00 | 43,976.00 | 67.66 |
| 101-449-929.000 | GRANT EXPENSE | 75,896.55 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 449 - ROAD WORK | | 237,731.44 | 192,783.00 | 115,009.50 | 77,773.50 | 59.66 |
| Dept 523 - SOLID WASTE MANAGEMENT | | | | | | |
| 101-523-880.000 | MAY/OCT CLEAN UP PROGRAM | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 523 - SOLID WASTE MANAGEMENT | | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|------------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| Dept 666 - COMMUNITY CENTER | | | | | | |
| 101-666-701.000 | SALARIES | 45,892.05 | 46,909.00 | 30,637.89 | 16,271.11 | 65.31 |
| 101-666-702.000 | SALARIES | 0.00 | 18,408.00 | 0.00 | 18,408.00 | 0.00 |
| 101-666-710.000 | JANITORIAL SALARIES | 4,160.00 | 4,420.00 | 2,720.00 | 1,700.00 | 61.54 |
| 101-666-715.000 | SOCIAL SECURITY | 3,719.61 | 5,335.50 | 2,480.35 | 2,855.15 | 46.49 |
| 101-666-716.000 | HOSPITALIZATION | 8,301.19 | 9,997.50 | 6,895.82 | 3,101.68 | 68.98 |
| 101-666-717.000 | LIFE/DISB. INSURANCE | 617.47 | 690.15 | 410.24 | 279.91 | 59.44 |
| 101-666-718.000 | PENSION | 4,588.88 | 4,690.90 | 3,063.74 | 1,627.16 | 65.31 |
| 101-666-727.000 | SUPPLIES | 1,112.91 | 2,000.00 | 1,108.12 | 891.88 | 55.41 |
| 101-666-731.000 | WORKERS COMP INSURANCE | 628.40 | 823.50 | 0.00 | 823.50 | 0.00 |
| 101-666-807.000 | MEMBERSHIP DUES | 120.00 | 120.00 | 120.00 | 0.00 | 100.00 |
| 101-666-812.000 | CC TRIPS | 5,736.83 | 4,500.00 | 3,803.38 | 696.62 | 84.52 |
| 101-666-815.000 | CC PROGRAMS | 11,670.40 | 10,000.00 | 7,214.74 | 2,785.26 | 72.15 |
| 101-666-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 2,885.00 | 3,425.00 | 2,370.00 | 1,055.00 | 69.20 |
| 101-666-822.000 | SENIOR NUTRITION | 1,920.86 | 2,000.00 | 1,386.48 | 613.52 | 69.32 |
| 101-666-836.000 | COMMUNITY EXPENSE | 815.25 | 1,500.00 | 815.49 | 684.51 | 54.37 |
| 101-666-850.000 | COMMUNICATION | 2,817.36 | 2,760.00 | 1,969.63 | 790.37 | 71.36 |
| 101-666-851.000 | POSTAGE | 195.57 | 250.00 | 141.47 | 108.53 | 56.59 |
| 101-666-860.000 | FUEL & MILEAGE | 0.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 101-666-900.000 | PRINTING & PUBLICATIONS | 0.00 | 650.00 | 0.00 | 650.00 | 0.00 |
| 101-666-910.000 | INSURANCE & BONDS | 559.00 | 1,131.00 | 0.00 | 1,131.00 | 0.00 |
| 101-666-920.000 | UTILITIES | 2,591.79 | 2,800.00 | 2,438.06 | 361.94 | 87.07 |
| 101-666-922.000 | LATE FEES AND PENALTIES | 804.67 | 125.00 | 0.00 | 125.00 | 0.00 |
| 101-666-929.000 | GRANT EXPENSE | 3,718.30 | 100.00 | 0.00 | 100.00 | 0.00 |
| 101-666-930.000 | REPAIRS & MAINTENANCE | 2,723.13 | 3,500.00 | 5,104.48 | (1,604.48) | 145.84 |
| 101-666-936.000 | SOFTWARE | 112.50 | 194.40 | 131.40 | 63.00 | 67.59 |
| 101-666-940.000 | RENTAL EQUIPMENT | 2,154.91 | 2,160.00 | 1,466.00 | 694.00 | 67.87 |
| 101-666-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-666-970.000 | EQUIPMENT | 19.97 | 0.00 | 38.88 | (38.88) | 100.00 |
| Total Dept 666 - COMMUNITY CENTER | | 107,866.05 | 129,189.95 | 74,316.17 | 54,873.78 | 57.52 |
| Dept 753 - RECREATION BOARD | | | | | | |
| 101-753-727.000 | SUPPLIES | 207.50 | 0.00 | 180.00 | (180.00) | 100.00 |
| 101-753-931.000 | PARK MAINITENANCE | 332.36 | 5,000.00 | 381.17 | 4,618.83 | 7.62 |
| Total Dept 753 - RECREATION BOARD | | 539.86 | 5,000.00 | 561.17 | 4,438.83 | 11.22 |
| Dept 754 - LAND PRESERVATION | | | | | | |
| 101-754-810.000 | CONSULTANTS | 0.00 | 3,000.00 | 0.00 | 3,000.00 | 0.00 |
| Total Dept 754 - LAND PRESERVATION | | 0.00 | 3,000.00 | 0.00 | 3,000.00 | 0.00 |
| Dept 900 - CAPITAL OUTLAY | | | | | | |
| 101-900-970.000 | EQUIPMENT | 0.00 | 4,000.00 | 0.00 | 4,000.00 | 0.00 |
| 101-900-972.000 | COMPUTER | 1,948.65 | 1,000.00 | 99.19 | 900.81 | 9.92 |
| 101-900-973.000 | SEWER IMPROVEMENTS | 0.00 | 1,700.00 | 1,600.00 | 100.00 | 94.12 |
| 101-900-978.000 | LAND ACQUISITION | 15.47 | 8,303.00 | 8,303.00 | 0.00 | 100.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 1,964.12 | 15,003.00 | 10,002.19 | 5,000.81 | 66.67 |
| Dept 905 - DEBT SERVICE | | | | | | |
| 101-905-985.000 | PSB SHARE OF BOND PMT | 90,050.69 | 83,334.00 | 0.00 | 83,334.00 | 0.00 |

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REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------|-------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| Total Dept 905 - DEBT SERVICE | | 90,050.69 | 83,334.00 | 0.00 | 83,334.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,246,573.68 | 1,460,065.98 | 811,198.85 | 648,867.13 | 55.56 |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 1,603,114.18 | 1,413,028.50 | 1,150,566.18 | 262,462.32 | 81.43 |
| TOTAL EXPENDITURES | | 1,246,573.68 | 1,460,065.98 | 811,198.85 | 648,867.13 | 55.56 |
| NET OF REVENUES & EXPENDITURES | | 356,540.50 | (47,037.48) | 339,367.33 | (386,404.81) | 721.48 |
| BEG. FUND BALANCE | | 789,347.80 | 1,145,888.30 | 1,145,888.30 | | |
| END FUND BALANCE | | 1,145,888.30 | 1,098,850.82 | 1,485,255.63 | | |

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|--|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 207 - LAW ENFORCEMENT FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 207-000-402.000 | CURRENT PROPERTY TAX | 1,514,022.02 | 1,556,139.00 | 1,430,377.01 | 125,761.99 | 91.92 |
| 207-000-406.000 | COMMUNITY MENTAL HEALTH & PUBLIC SAFETY | 0.00 | 0.00 | 77,824.16 | (77,824.16) | 100.00 |
| 207-000-441.000 | LCSA PPT Reimbursement | 7,790.13 | 25,228.00 | 22,014.20 | 3,213.80 | 87.26 |
| 207-000-445.000 | PENALTY & INTEREST ON TAXES | 519.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-000-570.000 | LIQUOR LICENSE & PERMITS | 3,436.95 | 3,500.00 | 3,509.55 | (9.55) | 100.27 |
| 207-000-626.000 | COPY & FOIA INCOME | 2,400.28 | 2,000.00 | 638.00 | 1,362.00 | 31.90 |
| 207-000-635.000 | EMERGENCY COST RECOVERY | 1,959.75 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 207-000-656.000 | FINES & COURT FEES | 18,357.94 | 20,000.00 | 3,065.57 | 16,934.43 | 15.33 |
| 207-000-658.000 | IMPOUND FEES | 3,720.00 | 3,200.00 | 1,496.50 | 1,703.50 | 46.77 |
| 207-000-664.000 | FEES PAID FOR OFFICER WAGES | 9,191.20 | 8,000.00 | 7,778.08 | 221.92 | 97.23 |
| 207-000-671.000 | REIMBURSEMENT/OTHER INCOME | 2,083.08 | 2,000.00 | 964.92 | 1,035.08 | 48.25 |
| 207-000-673.000 | SALE OF FIXED ASSET | 1,710.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-000-681.000 | OT REIMBURSEMENT | 6,720.75 | 17,000.00 | 1,903.44 | 15,096.56 | 11.20 |
| Total Dept 000 | | 1,571,911.60 | 1,638,067.00 | 1,549,571.43 | 88,495.57 | 94.60 |
| Dept 336 - CONTRIBUTIONS | | | | | | |
| 207-336-588.000 | CONTRIBUTION OTHER FUND(S) | 0.00 | 35,000.00 | 17,500.02 | 17,499.98 | 50.00 |
| 207-336-683.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 36,500.00 | 17,500.02 | 18,999.98 | 47.95 |
| TOTAL REVENUES | | 1,571,911.60 | 1,674,567.00 | 1,567,071.45 | 107,495.55 | 93.58 |
| Expenditures | | | | | | |
| Dept 226 - PERSONNEL | | | | | | |
| 207-226-701.000 | SALARIES | 168,360.22 | 219,806.00 | 58,946.10 | 160,859.90 | 26.82 |
| 207-226-702.000 | SALARIES | 473,454.87 | 440,500.00 | 319,059.16 | 121,440.84 | 72.43 |
| 207-226-704.000 | CLERICAL/DEP /SUPER/ELECTION | 70,535.01 | 93,466.00 | 51,560.00 | 41,906.00 | 55.16 |
| 207-226-708.000 | SALARIES-PART TIME | 38,027.00 | 40,000.00 | 48,880.74 | (8,880.74) | 122.20 |
| 207-226-710.000 | JANITORIAL SALARIES | 8,840.00 | 9,500.00 | 5,865.00 | 3,635.00 | 61.74 |
| 207-226-711.000 | SALARIES-OVERTIME | 46,412.58 | 40,000.00 | 41,174.48 | (1,174.48) | 102.94 |
| 207-226-714.000 | HOLIDAY | 34,205.05 | 37,032.00 | 34,879.52 | 2,152.48 | 94.19 |
| 207-226-715.000 | SOCIAL SECURITY | 66,458.34 | 67,394.00 | 44,873.12 | 22,520.88 | 66.58 |
| 207-226-716.000 | HOSPITALIZATION | 145,672.20 | 137,000.00 | 111,326.48 | 25,673.52 | 81.26 |
| 207-226-717.000 | LIFE/DISB. INSURANCE | 8,690.05 | 10,000.00 | 5,402.92 | 4,597.08 | 54.03 |
| 207-226-718.000 | PENSION | 66,569.22 | 70,096.00 | 40,879.79 | 29,216.21 | 58.32 |
| 207-226-719.000 | EMPLOYEE FRINGE-LONGEVITY | 6,750.00 | 7,800.00 | 5,400.00 | 2,400.00 | 69.23 |
| 207-226-730.000 | MEDICAL TESTING | 282.00 | 500.00 | 1,040.00 | (540.00) | 208.00 |
| 207-226-731.000 | WORKERS COMP INSURANCE | 29,451.20 | 26,000.00 | 0.00 | 26,000.00 | 0.00 |
| 207-226-741.000 | UNIFORMS/GEAR & ALLOWANCE | 6,156.00 | 7,000.00 | 6,200.00 | 800.00 | 88.57 |
| 207-226-927.000 | ALLOCATE TO DEPARTMENTS | 66,635.00 | 65,368.00 | 0.00 | 65,368.00 | 0.00 |
| 207-226-957.000 | TRAINING & DEVELOPMENT | 224.00 | 2,000.00 | 310.00 | 1,690.00 | 15.50 |
| Total Dept 226 - PERSONNEL | | 1,236,722.74 | 1,273,462.00 | 775,797.31 | 497,664.69 | 60.92 |
| Dept 265 - HALL AND GROUNDS | | | | | | |
| 207-265-721.000 | UNEMPLOYMENT BENEFITS | 1,121.37 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-265-821.000 | PSB MAINT & OPS ALLOCATION | 39,658.65 | 43,100.00 | 0.00 | 43,100.00 | 0.00 |
| Total Dept 265 - HALL AND GROUNDS | | 40,780.02 | 43,100.00 | 0.00 | 43,100.00 | 0.00 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------|---------------------------|---------------------------|---------------------------|----------------------|------------------|
| Fund 207 - LAW ENFORCEMENT FUND | | | | | | |
| Expenditures | | | | | | |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | |
| 207-270-722.000 | CONTROLLER | 6,007.50 | 6,300.00 | 0.00 | 6,300.00 | 0.00 |
| 207-270-802.000 | AUDIT FEES | 2,250.00 | 2,300.00 | 2,250.00 | 50.00 | 97.83 |
| 207-270-803.000 | LEGAL | 57,825.83 | 50,000.00 | 30,434.20 | 19,565.80 | 60.87 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 66,083.33 | 58,600.00 | 32,684.20 | 25,915.80 | 55.78 |
| Dept 301 - OPERATING COSTS | | | | | | |
| 207-301-727.000 | SUPPLIES | 5,214.24 | 7,000.00 | 3,381.26 | 3,618.74 | 48.30 |
| 207-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 1,531.52 | 4,000.00 | 559.62 | 3,440.38 | 13.99 |
| 207-301-807.000 | MEMBERSHIP DUES | 200.00 | 1,000.00 | 158.99 | 841.01 | 15.90 |
| 207-301-818.000 | CONTRACTUAL SERVICES | 19,487.21 | 25,000.00 | 14,314.51 | 10,685.49 | 57.26 |
| 207-301-820.000 | DISPATCH SERVICES | 65,247.00 | 70,040.00 | 43,498.00 | 26,542.00 | 62.10 |
| 207-301-850.000 | COMMUNICATION | 17,666.52 | 15,000.00 | 7,315.93 | 7,684.07 | 48.77 |
| 207-301-851.000 | POSTAGE | 214.40 | 250.00 | 198.01 | 51.99 | 79.20 |
| 207-301-900.000 | PRINTING & PUBLICATIONS | 421.04 | 500.00 | 615.42 | (115.42) | 123.08 |
| 207-301-910.000 | INSURANCE & BONDS | 42,833.00 | 34,222.00 | 0.00 | 34,222.00 | 0.00 |
| 207-301-922.000 | LATE FEES AND PENALTIES | 32.97 | 0.00 | 25.00 | (25.00) | 100.00 |
| 207-301-930.000 | REPAIRS & MAINTENANCE | 3,790.48 | 6,000.00 | 0.00 | 6,000.00 | 0.00 |
| 207-301-932.000 | RADIO REPAIR | 1,760.00 | 1,100.00 | 977.99 | 122.01 | 88.91 |
| 207-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 709.67 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-301-940.000 | RENTAL EQUIPMENT | 2,608.63 | 1,000.00 | 1,739.07 | (739.07) | 173.91 |
| 207-301-972.000 | COMPUTER | 13,387.10 | 15,000.00 | 8,448.86 | 6,551.14 | 56.33 |
| Total Dept 301 - OPERATING COSTS | | 175,103.78 | 180,112.00 | 81,232.66 | 98,879.34 | 45.10 |
| Dept 333 - TRANSPORTATION | | | | | | |
| 207-333-860.000 | FUEL & MILEAGE | 19,435.06 | 15,000.00 | 13,399.46 | 1,600.54 | 89.33 |
| 207-333-930.000 | REPAIRS & MAINTENANCE | 15,472.15 | 15,000.00 | 12,360.72 | 2,639.28 | 82.40 |
| Total Dept 333 - TRANSPORTATION | | 34,907.21 | 30,000.00 | 25,760.18 | 4,239.82 | 85.87 |
| Dept 905 - DEBT SERVICE | | | | | | |
| 207-905-985.000 | PSB SHARE OF BOND PMT | 90,050.69 | 89,617.00 | 0.00 | 89,617.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 90,050.69 | 89,617.00 | 0.00 | 89,617.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,643,647.77 | 1,674,891.00 | 915,474.35 | 759,416.65 | 54.66 |
| Fund 207 - LAW ENFORCEMENT FUND: | | | | | | |
| TOTAL REVENUES | | 1,571,911.60 | 1,674,567.00 | 1,567,071.45 | 107,495.55 | 93.58 |
| TOTAL EXPENDITURES | | 1,643,647.77 | 1,674,891.00 | 915,474.35 | 759,416.65 | 54.66 |
| NET OF REVENUES & EXPENDITURES | | (71,736.17) | (324.00) | 651,597.10 | (651,921.10) | 11,110.22 |
| BEG. FUND BALANCE | | 526,215.59 | 454,479.42 | 454,479.42 | | |
| END FUND BALANCE | | 454,479.42 | 454,155.42 | 1,106,076.52 | | |

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REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|-----------------------------------|----------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 211 - Fire Station # 2 Fund | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 211-000-671.000 | REIMBURSEMENT/OTHER INCOME | 0.00 | 150.00 | 0.00 | 150.00 | 0.00 |
| 211-000-684.000 | CELL TOWER INCOME | 17,024.00 | 17,136.00 | 11,538.24 | 5,597.76 | 67.33 |
| Total Dept 000 | | 17,024.00 | 17,286.00 | 11,538.24 | 5,747.76 | 66.75 |
| TOTAL REVENUES | | 17,024.00 | 17,286.00 | 11,538.24 | 5,747.76 | 66.75 |
| Fund 211 - Fire Station # 2 Fund: | | | | | | |
| TOTAL REVENUES | | 17,024.00 | 17,286.00 | 11,538.24 | 5,747.76 | 66.75 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 17,024.00 | 17,286.00 | 11,538.24 | 5,747.76 | 66.75 |
| BEG. FUND BALANCE | | 17,024.00 | 17,024.00 | 17,024.00 | | |
| END FUND BALANCE | | 17,024.00 | 34,310.00 | 28,562.24 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 214 - BARKER RD - RENTAL PROPERTY FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 214-000-688.000 | RENTAL INCOME | 9,960.00 | 9,960.00 | 5,810.00 | 4,150.00 | 58.33 |
| Total Dept 000 | | 9,960.00 | 9,960.00 | 5,810.00 | 4,150.00 | 58.33 |
| TOTAL REVENUES | | 9,960.00 | 9,960.00 | 5,810.00 | 4,150.00 | 58.33 |
| Expenditures | | | | | | |
| Dept 000 | | | | | | |
| 214-000-930.000 | REPAIRS & MAINTENANCE | 0.00 | 455.00 | 0.00 | 455.00 | 0.00 |
| Total Dept 000 | | 0.00 | 455.00 | 0.00 | 455.00 | 0.00 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | |
| 214-270-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 5,670.00 | 8,655.00 | (2,985.00) | 152.65 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 0.00 | 5,670.00 | 8,655.00 | (2,985.00) | 152.65 |
| TOTAL EXPENDITURES | | 0.00 | 6,125.00 | 8,655.00 | (2,530.00) | 141.31 |
| Fund 214 - BARKER RD - RENTAL PROPERTY FUND: | | | | | | |
| TOTAL REVENUES | | 9,960.00 | 9,960.00 | 5,810.00 | 4,150.00 | 58.33 |
| TOTAL EXPENDITURES | | 0.00 | 6,125.00 | 8,655.00 | (2,530.00) | 141.31 |
| NET OF REVENUES & EXPENDITURES | | 9,960.00 | 3,835.00 | (2,845.00) | 6,680.00 | 74.19 |
| BEG. FUND BALANCE | | | 9,960.00 | 9,960.00 | | |
| END FUND BALANCE | | 9,960.00 | 13,795.00 | 7,115.00 | | |

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|--|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 216 - MEDICAL RESCUE FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 216-000-402.000 | CURRENT PROPERTY TAX | 682,218.06 | 701,201.00 | 644,522.31 | 56,678.69 | 91.92 |
| 216-000-441.000 | LCSA PPT Reimbursement | 6,772.33 | 11,282.00 | 9,919.67 | 1,362.33 | 87.92 |
| 216-000-445.000 | PENALTY & INTEREST ON TAXES | 232.11 | 0.00 | 0.00 | 0.00 | 0.00 |
| 216-000-482.000 | HOUSE NUMBERS | 760.00 | 500.00 | 200.00 | 300.00 | 40.00 |
| 216-000-588.000 | CONTRIBUTION OTHER FUND(S) | 13,718.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 216-000-590.000 | GRANT INCOME | 39,445.53 | 0.00 | 0.00 | 0.00 | 0.00 |
| 216-000-626.000 | COPY & FOIA INCOME | 8.00 | 50.00 | 19.00 | 31.00 | 38.00 |
| 216-000-635.000 | EMERGENCY COST RECOVERY | 18,523.07 | 20,000.00 | 15,967.06 | 4,032.94 | 79.84 |
| 216-000-639.000 | DRIVEWAY INSPECTIONS | 250.00 | 500.00 | 440.00 | 60.00 | 88.00 |
| 216-000-665.000 | INTEREST INCOME | 4,674.31 | 0.00 | 4,039.30 | (4,039.30) | 100.00 |
| 216-000-671.000 | REIMBURSEMENT/OTHER INCOME | 1,313.46 | 2,000.00 | 240.00 | 1,760.00 | 12.00 |
| 216-000-673.000 | SALE OF FIXED ASSET | 38,594.00 | 60,000.00 | 0.00 | 60,000.00 | 0.00 |
| 216-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 150.00 | 150.00 | 0.00 | 150.00 | 0.00 |
| Total Dept 000 | | 806,658.87 | 795,683.00 | 675,347.34 | 120,335.66 | 84.88 |
| Dept 336 - CONTRIBUTIONS | | | | | | |
| 216-336-683.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| TOTAL REVENUES | | 806,658.87 | 796,683.00 | 675,347.34 | 121,335.66 | 84.77 |
| Expenditures | | | | | | |
| Dept 226 - PERSONNEL | | | | | | |
| 216-226-701.000 | SALARIES | 86,950.40 | 90,496.00 | 57,959.30 | 32,536.70 | 64.05 |
| 216-226-702.000 | SALARIES | 151,802.59 | 165,000.00 | 92,917.27 | 72,082.73 | 56.31 |
| 216-226-705.000 | ADMINISTRATIVE ASSISTANT | 3,272.57 | 5,000.00 | 2,454.37 | 2,545.63 | 49.09 |
| 216-226-708.000 | SALARIES-PART TIME | 49,383.94 | 56,088.00 | 34,356.95 | 21,731.05 | 61.26 |
| 216-226-712.000 | SALARIES - OFFICERS | 6,737.50 | 11,000.00 | 10,150.00 | 850.00 | 92.27 |
| 216-226-715.000 | SOCIAL SECURITY | 23,212.36 | 24,983.00 | 15,458.62 | 9,524.38 | 61.88 |
| 216-226-716.000 | HOSPITALIZATION | 19,284.90 | 26,116.00 | 16,140.96 | 9,975.04 | 61.80 |
| 216-226-717.000 | LIFE/DISB. INSURANCE | 909.87 | 1,100.00 | 665.04 | 434.96 | 60.46 |
| 216-226-718.000 | PENSION | 8,694.22 | 9,049.00 | 5,782.40 | 3,266.60 | 63.90 |
| 216-226-730.000 | MEDICAL TESTING | 467.00 | 8,000.00 | 190.00 | 7,810.00 | 2.38 |
| 216-226-731.000 | WORKERS COMP INSURANCE | 19,483.80 | 17,000.00 | 0.00 | 17,000.00 | 0.00 |
| 216-226-927.000 | ALLOCATE TO DEPARTMENTS | (66,635.00) | (65,368.00) | 0.00 | (65,368.00) | 0.00 |
| 216-226-957.000 | TRAINING & DEVELOPMENT | 5,801.31 | 12,000.00 | 5,829.00 | 6,171.00 | 48.58 |
| 216-226-958.000 | TRAINING WAGES | 8,733.00 | 12,000.00 | 6,821.75 | 5,178.25 | 56.85 |
| Total Dept 226 - PERSONNEL | | 318,098.46 | 372,464.00 | 248,725.66 | 123,738.34 | 66.78 |
| Dept 265 - HALL AND GROUNDS | | | | | | |
| 216-265-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 2,260.00 | 2,500.00 | 785.00 | 1,715.00 | 31.40 |
| 216-265-821.000 | PSB MAINT & OPS ALLOCATION | 39,658.64 | 43,100.00 | 0.00 | 43,100.00 | 0.00 |
| Total Dept 265 - HALL AND GROUNDS | | 41,918.64 | 45,600.00 | 785.00 | 44,815.00 | 1.72 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | |
| 216-270-722.000 | CONTROLLER | 6,007.50 | 6,500.00 | 0.00 | 6,500.00 | 0.00 |
| 216-270-802.000 | AUDIT FEES | 2,250.00 | 2,250.00 | 2,250.00 | 0.00 | 100.00 |
| 216-270-803.000 | LEGAL | 50.00 | 3,000.00 | 1,031.25 | 1,968.75 | 34.38 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
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| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|-------------------------------------|-------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 216 - MEDICAL RESCUE FUND | | | | | | |
| Expenditures | | | | | | |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 8,307.50 | 11,750.00 | 3,281.25 | 8,468.75 | 27.93 |
| Dept 301 - OPERATING COSTS | | | | | | |
| 216-301-727.000 | SUPPLIES | 7,648.56 | 10,000.00 | 5,427.88 | 4,572.12 | 54.28 |
| 216-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 2,083.03 | 10,000.00 | 641.76 | 9,358.24 | 6.42 |
| 216-301-807.000 | MEMBERSHIP DUES | 1,990.00 | 3,000.00 | 1,175.00 | 1,825.00 | 39.17 |
| 216-301-818.000 | CONTRACTUAL SERVICES | 1,696.99 | 2,000.00 | 1,723.65 | 276.35 | 86.18 |
| 216-301-820.000 | DISPATCH SERVICES | 10,809.84 | 11,000.00 | 7,350.56 | 3,649.44 | 66.82 |
| 216-301-850.000 | COMMUNICATION | 8,070.52 | 8,500.00 | 5,663.10 | 2,836.90 | 66.62 |
| 216-301-851.000 | POSTAGE | 21.53 | 50.00 | 6.70 | 43.30 | 13.40 |
| 216-301-900.000 | PRINTING & PUBLICATIONS | 224.64 | 500.00 | 105.00 | 395.00 | 21.00 |
| 216-301-910.000 | INSURANCE & BONDS | 39,363.00 | 37,000.00 | 3,089.00 | 33,911.00 | 8.35 |
| 216-301-920.000 | UTILITIES | 7,427.21 | 7,000.00 | 5,055.78 | 1,944.22 | 72.23 |
| 216-301-922.000 | LATE FEES AND PENALTIES | 32.97 | 0.00 | 0.00 | 0.00 | 0.00 |
| 216-301-929.000 | GRANT EXPENSE | 35,391.18 | 0.00 | 0.00 | 0.00 | 0.00 |
| 216-301-930.000 | REPAIRS & MAINTENANCE | 4,307.88 | 8,000.00 | 707.33 | 7,292.67 | 8.84 |
| 216-301-932.000 | RADIO REPAIR | 3,750.00 | 2,500.00 | 2,285.00 | 215.00 | 91.40 |
| 216-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 309.77 | 0.00 | 0.00 | 0.00 | 0.00 |
| 216-301-972.000 | COMPUTER | 4,865.50 | 7,000.00 | 1,903.60 | 5,096.40 | 27.19 |
| Total Dept 301 - OPERATING COSTS | | 127,992.62 | 106,550.00 | 35,134.36 | 71,415.64 | 32.97 |
| Dept 333 - TRANSPORTATION | | | | | | |
| 216-333-860.000 | FUEL & MILEAGE | 10,284.45 | 12,500.00 | 7,465.49 | 5,034.51 | 59.72 |
| 216-333-930.000 | REPAIRS & MAINTENANCE | 18,570.56 | 30,000.00 | 19,712.75 | 10,287.25 | 65.71 |
| Total Dept 333 - TRANSPORTATION | | 28,855.01 | 42,500.00 | 27,178.24 | 15,321.76 | 63.95 |
| Dept 900 - CAPITAL OUTLAY | | | | | | |
| 216-900-970.000 | EQUIPMENT | 8,024.80 | 30,000.00 | 14,002.26 | 15,997.74 | 46.67 |
| 216-900-974.000 | VEHICLE | 0.00 | 477,790.00 | 484,294.72 | (6,504.72) | 101.36 |
| Total Dept 900 - CAPITAL OUTLAY | | 8,024.80 | 507,790.00 | 498,296.98 | 9,493.02 | 98.13 |
| Dept 905 - DEBT SERVICE | | | | | | |
| 216-905-985.000 | PSB SHARE OF BOND PMT | 90,050.68 | 89,617.00 | 0.00 | 89,617.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 90,050.68 | 89,617.00 | 0.00 | 89,617.00 | 0.00 |
| TOTAL EXPENDITURES | | 623,247.71 | 1,176,271.00 | 813,401.49 | 362,869.51 | 69.15 |
| Fund 216 - MEDICAL RESCUE FUND: | | | | | | |
| TOTAL REVENUES | | 806,658.87 | 796,683.00 | 675,347.34 | 121,335.66 | 84.77 |
| TOTAL EXPENDITURES | | 623,247.71 | 1,176,271.00 | 813,401.49 | 362,869.51 | 69.15 |
| NET OF REVENUES & EXPENDITURES | | 183,411.16 | (379,588.00) | (138,054.15) | (241,533.85) | 36.37 |
| BEG. FUND BALANCE | | 832,958.13 | 1,016,369.29 | 1,016,369.29 | | |
| END FUND BALANCE | | 1,016,369.29 | 636,781.29 | 878,315.14 | | |

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 217 - PSB - RENTAL PROPERTY FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 217-000-688.000 | RENTAL INCOME | 0.00 | 36,000.00 | 30,000.00 | 6,000.00 | 83.33 |
| 217-000-695.000 | RENTAL UTILITY REVENUE | 0.00 | 2,631.00 | 2,593.84 | 37.16 | 98.59 |
| Total Dept 000 | | 0.00 | 38,631.00 | 32,593.84 | 6,037.16 | 84.37 |
| TOTAL REVENUES | | 0.00 | 38,631.00 | 32,593.84 | 6,037.16 | 84.37 |
| Expenditures | | | | | | |
| Dept 000 | | | | | | |
| 217-000-908.000 | RENTAL REIMBURSEMENT | 0.00 | 9,730.08 | 6,486.72 | 3,243.36 | 66.67 |
| 217-000-920.000 | UTILITIES | 0.00 | 2,631.00 | 630.03 | 2,000.97 | 23.95 |
| Total Dept 000 | | 0.00 | 12,361.08 | 7,116.75 | 5,244.33 | 57.57 |
| TOTAL EXPENDITURES | | 0.00 | 12,361.08 | 7,116.75 | 5,244.33 | 57.57 |
| Fund 217 - PSB - RENTAL PROPERTY FUND: | | | | | | |
| TOTAL REVENUES | | 0.00 | 38,631.00 | 32,593.84 | 6,037.16 | 84.37 |
| TOTAL EXPENDITURES | | 0.00 | 12,361.08 | 7,116.75 | 5,244.33 | 57.57 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 26,269.92 | 25,477.09 | 792.83 | 96.98 |
| BEG. FUND BALANCE | | | | | | |
| END FUND BALANCE | | | 26,269.92 | 25,477.09 | | |

03/07/2019 10:36 AM
 User: YVETTE
 DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
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| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------|-------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 230 - DONATION FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 230-000-698.000 | DONATIONS - OTHER | 20.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 000 | | 20.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| TOTAL REVENUES | | 20.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| Fund 230 - DONATION FUND: | | | | | | |
| TOTAL REVENUES | | 20.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 20.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| BEG. FUND BALANCE | | 498.61 | 518.61 | 518.61 | | |
| END FUND BALANCE | | 518.61 | 618.61 | 518.61 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
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|---------------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 248 - DOWNTOWN DEVELOPMENT AUTH | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 248-000-607.000 | VENDOR FEES | 0.00 | 0.00 | 285.00 | (285.00) | 100.00 |
| 248-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 0.00 | 0.00 | 11.00 | (11.00) | 100.00 |
| Total Dept 000 | | 0.00 | 0.00 | 296.00 | (296.00) | 100.00 |
| TOTAL REVENUES | | 0.00 | 0.00 | 296.00 | (296.00) | 100.00 |
| Expenditures | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | |
| 248-301-801.000 | PLANNER FEES | 13,695.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-301-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 0.00 | 0.00 | 333.34 | (333.34) | 100.00 |
| Total Dept 301 - OPERATING COSTS | | 13,695.00 | 0.00 | 333.34 | (333.34) | 100.00 |
| Dept 900 - CAPITAL OUTLAY | | | | | | |
| 248-900-925.000 | STREETSCAPING | 267.03 | 600.00 | 0.00 | 600.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 267.03 | 600.00 | 0.00 | 600.00 | 0.00 |
| TOTAL EXPENDITURES | | 13,962.03 | 600.00 | 333.34 | 266.66 | 55.56 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTH: | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 296.00 | (296.00) | 100.00 |
| TOTAL EXPENDITURES | | 13,962.03 | 600.00 | 333.34 | 266.66 | 55.56 |
| NET OF REVENUES & EXPENDITURES | | (13,962.03) | (600.00) | (37.34) | (562.66) | 6.22 |
| BEG. FUND BALANCE | | 48,932.50 | 34,970.47 | 34,970.47 | | |
| END FUND BALANCE | | 34,970.47 | 34,370.47 | 34,933.13 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
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| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|----------------------------------|---------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 265 - NARCOTICS FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 265-000-661.000 | FORFEITURES | 0.00 | 30,000.00 | 0.00 | 30,000.00 | 0.00 |
| 265-000-673.000 | SALE OF FIXED ASSET | 15,075.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 15,075.00 | 30,000.00 | 0.00 | 30,000.00 | 0.00 |
| TOTAL REVENUES | | 15,075.00 | 30,000.00 | 0.00 | 30,000.00 | 0.00 |
| Expenditures | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | |
| 265-301-727.000 | SUPPLIES | 238.93 | 5,000.00 | 1,256.44 | 3,743.56 | 25.13 |
| 265-301-899.000 | FORFEITURE SHARING | 33,012.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 265-301-956.000 | MISCELLANEOUS | 5,023.44 | 5,000.00 | 521.38 | 4,478.62 | 10.43 |
| 265-301-972.000 | COMPUTER | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 38,274.37 | 15,000.00 | 1,777.82 | 13,222.18 | 11.85 |
| Dept 900 - CAPITAL OUTLAY | | | | | | |
| 265-900-970.000 | EQUIPMENT | 0.00 | 10,000.00 | 2,284.00 | 7,716.00 | 22.84 |
| Total Dept 900 - CAPITAL OUTLAY | | 0.00 | 10,000.00 | 2,284.00 | 7,716.00 | 22.84 |
| TOTAL EXPENDITURES | | 38,274.37 | 25,000.00 | 4,061.82 | 20,938.18 | 16.25 |
| Fund 265 - NARCOTICS FUND: | | | | | | |
| TOTAL REVENUES | | 15,075.00 | 30,000.00 | 0.00 | 30,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 38,274.37 | 25,000.00 | 4,061.82 | 20,938.18 | 16.25 |
| NET OF REVENUES & EXPENDITURES | | (23,199.37) | 5,000.00 | (4,061.82) | 9,061.82 | 81.24 |
| BEG. FUND BALANCE | | 145,364.50 | 122,165.13 | 122,165.13 | | |
| END FUND BALANCE | | 122,165.13 | 127,165.13 | 118,103.31 | | |

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|------------------------------------|------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 266 - FEDERAL NARCOTICS FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 266-000-661.000 | FORFEITURES | 161,596.23 | 100,000.00 | 0.00 | 100,000.00 | 0.00 |
| Total Dept 000 | | 161,596.23 | 100,000.00 | 0.00 | 100,000.00 | 0.00 |
| TOTAL REVENUES | | 161,596.23 | 100,000.00 | 0.00 | 100,000.00 | 0.00 |
| Expenditures | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | |
| 266-301-727.000 | SUPPLIES | 3,400.18 | 12,000.00 | 10,639.80 | 1,360.20 | 88.67 |
| 266-301-956.000 | MISCELLANEOUS | 12,273.95 | 12,000.00 | 9,993.75 | 2,006.25 | 83.28 |
| Total Dept 301 - OPERATING COSTS | | 15,674.13 | 24,000.00 | 20,633.55 | 3,366.45 | 85.97 |
| Dept 336 - CONTRIBUTIONS | | | | | | |
| 266-336-967.000 | CONTRIBUTION-LAW ENFORCEMENT | 0.00 | 35,000.00 | 17,500.02 | 17,499.98 | 50.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 35,000.00 | 17,500.02 | 17,499.98 | 50.00 |
| Dept 900 - CAPITAL OUTLAY | | | | | | |
| 266-900-970.000 | EQUIPMENT | 18,822.00 | 20,000.00 | 0.00 | 20,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 18,822.00 | 20,000.00 | 0.00 | 20,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 34,496.13 | 79,000.00 | 38,133.57 | 40,866.43 | 48.27 |
| Fund 266 - FEDERAL NARCOTICS FUND: | | | | | | |
| TOTAL REVENUES | | 161,596.23 | 100,000.00 | 0.00 | 100,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 34,496.13 | 79,000.00 | 38,133.57 | 40,866.43 | 48.27 |
| NET OF REVENUES & EXPENDITURES | | 127,100.10 | 21,000.00 | (38,133.57) | 59,133.57 | 181.59 |
| BEG. FUND BALANCE | | 113,151.69 | 240,251.79 | 240,251.79 | | |
| END FUND BALANCE | | 240,251.79 | 261,251.79 | 202,118.22 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|------------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 287 - BUILDING DEPARTMENT FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 287-000-478.000 | SOIL FILL PERMITS | 1,400.00 | 0.00 | 500.00 | (500.00) | 100.00 |
| 287-000-481.000 | SIGN PERMITS | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 287-000-484.000 | BUILDING PLAN REVIEW FEES | 4,188.00 | 5,500.00 | 3,685.50 | 1,814.50 | 67.01 |
| 287-000-485.000 | BUILDING PERMIT FEES | 38,811.25 | 35,000.00 | 38,021.50 | (3,021.50) | 108.63 |
| 287-000-486.000 | CONTRACTOR'S REGISTRATION | 2,540.00 | 2,500.00 | 1,830.00 | 670.00 | 73.20 |
| 287-000-488.000 | TRADE PERMIT FEES | 42,082.50 | 40,000.00 | 27,130.00 | 12,870.00 | 67.83 |
| 287-000-626.000 | COPY & FOIA INCOME | 5.00 | 0.00 | 37.65 | (37.65) | 100.00 |
| Total Dept 000 | | 89,126.75 | 83,000.00 | 71,204.65 | 11,795.35 | 85.79 |
| TOTAL REVENUES | | 89,126.75 | 83,000.00 | 71,204.65 | 11,795.35 | 85.79 |
| Expenditures | | | | | | |
| Dept 226 - PERSONNEL | | | | | | |
| 287-226-703.000 | BUILDING SALARIES | 0.00 | 26,401.25 | 17,278.26 | 9,122.99 | 65.44 |
| 287-226-715.000 | SOCIAL SECURITY | 626.34 | 2,020.07 | 1,060.64 | 959.43 | 52.51 |
| 287-226-716.000 | HOSPITALIZATION | 0.00 | 16,403.60 | 725.54 | 15,678.06 | 4.42 |
| 287-226-717.000 | LIFE/DISB. INSURANCE | 0.00 | 574.05 | 29.31 | 544.74 | 5.11 |
| 287-226-718.000 | BUILDING PENSION | 0.00 | 3,572.12 | 1,421.28 | 2,150.84 | 39.79 |
| 287-226-731.000 | WORKERS COMP INSURANCE | 570.40 | 480.00 | 0.00 | 480.00 | 0.00 |
| 287-226-927.000 | ALLOCATE TO DEPARTMENTS | 56,772.00 | 17,819.00 | 0.00 | 17,819.00 | 0.00 |
| Total Dept 226 - PERSONNEL | | 57,968.74 | 67,270.09 | 20,515.03 | 46,755.06 | 30.50 |
| Dept 261 - GOVERNMENT SHARED SERVICES | | | | | | |
| 287-261-725.000 | BUILDING INSPECTIONS | 16,562.16 | 25,000.00 | 10,940.00 | 14,060.00 | 43.76 |
| 287-261-737.000 | PLAN REVIEW | 3,019.16 | 3,000.00 | 2,159.32 | 840.68 | 71.98 |
| 287-261-738.000 | MISC BUILDING ADMINISTRATION | 635.00 | 500.00 | 75.00 | 425.00 | 15.00 |
| Total Dept 261 - GOVERNMENT SHARED SERVICES | | 20,216.32 | 28,500.00 | 13,174.32 | 15,325.68 | 46.23 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | |
| 287-270-722.000 | CONTROLLER | 2,403.01 | 2,519.00 | 0.00 | 2,519.00 | 0.00 |
| 287-270-802.000 | AUDIT FEES | 900.00 | 900.00 | 900.00 | 0.00 | 100.00 |
| 287-270-806.000 | ENGINEER | 1,510.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 287-270-823.000 | ZONING ADMINISTRATION | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 4,813.01 | 4,419.00 | 900.00 | 3,519.00 | 20.37 |
| Dept 301 - OPERATING COSTS | | | | | | |
| 287-301-725.000 | ELECTRIC, PLUMB & MECH INSPECTIONS | 28,575.00 | 25,000.00 | 19,890.00 | 5,110.00 | 79.56 |
| 287-301-727.000 | SUPPLIES | 419.98 | 500.00 | 0.00 | 500.00 | 0.00 |
| 287-301-850.000 | COMMUNICATION | 486.53 | 500.00 | 361.54 | 138.46 | 72.31 |
| 287-301-910.000 | INSURANCE & BONDS | 0.00 | 900.00 | 0.00 | 900.00 | 0.00 |
| 287-301-927.000 | ALLOCATE TO DEPARTMENTS | 4,195.00 | 4,200.00 | 0.00 | 4,200.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 33,676.51 | 31,100.00 | 20,251.54 | 10,848.46 | 65.12 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | |
| 287-412-823.000 | ZONING ADMINISTRATION | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|---------------------------------------|-------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 287 - BUILDING DEPARTMENT FUND | | | | | | |
| Expenditures | | | | | | |
| Total Dept 412 - PLANNING/ZONING DEPT | | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 116,824.58 | 131,289.09 | 54,840.89 | 76,448.20 | 41.77 |
| Fund 287 - BUILDING DEPARTMENT FUND: | | | | | | |
| TOTAL REVENUES | | 89,126.75 | 83,000.00 | 71,204.65 | 11,795.35 | 85.79 |
| TOTAL EXPENDITURES | | 116,824.58 | 131,289.09 | 54,840.89 | 76,448.20 | 41.77 |
| NET OF REVENUES & EXPENDITURES | | (27,697.83) | (48,289.09) | 16,363.76 | (64,652.85) | 33.89 |
| BEG. FUND BALANCE | | 171,326.13 | 143,628.30 | 143,628.30 | | |
| END FUND BALANCE | | 143,628.30 | 95,339.21 | 159,992.06 | | |

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REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 369 - BLDG AUTH DEBT FUND - 2023 | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 369-000-685.000 | FUNDS XFER FOR 3.5 BOND PMT | 270,152.06 | 270,000.00 | 0.00 | 270,000.00 | 0.00 |
| Total Dept 000 | | <u>270,152.06</u> | <u>270,000.00</u> | <u>0.00</u> | <u>270,000.00</u> | <u>0.00</u> |
| TOTAL REVENUES | | <u>270,152.06</u> | <u>270,000.00</u> | <u>0.00</u> | <u>270,000.00</u> | <u>0.00</u> |
| Expenditures | | | | | | |
| Dept 905 - DEBT SERVICE | | | | | | |
| 369-905-942.000 | 3 M BOND BLDG AUTH | 236,404.00 | 230,000.00 | 0.00 | 230,000.00 | 0.00 |
| 369-905-987.000 | INTEREST 3 M BOND | 33,748.06 | 40,000.00 | 16,685.00 | 23,315.00 | 41.71 |
| Total Dept 905 - DEBT SERVICE | | <u>270,152.06</u> | <u>270,000.00</u> | <u>16,685.00</u> | <u>253,315.00</u> | <u>6.18</u> |
| TOTAL EXPENDITURES | | <u>270,152.06</u> | <u>270,000.00</u> | <u>16,685.00</u> | <u>253,315.00</u> | <u>6.18</u> |
| Fund 369 - BLDG AUTH DEBT FUND - 2023: | | | | | | |
| TOTAL REVENUES | | 270,152.06 | 270,000.00 | 0.00 | 270,000.00 | 0.00 |
| TOTAL EXPENDITURES | | <u>270,152.06</u> | <u>270,000.00</u> | <u>16,685.00</u> | <u>253,315.00</u> | <u>6.18</u> |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | (16,685.00) | 16,685.00 | 100.00 |
| BEG. FUND BALANCE | | | | | | |
| END FUND BALANCE | | | | (16,685.00) | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 370-000-402.000 | CURRENT PROPERTY TAX | 279,523.40 | 268,853.00 | 247,119.06 | 21,733.94 | 91.92 |
| 370-000-441.000 | LCSA PPT Reimbursement | 2,803.46 | 0.00 | 4,064.84 | (4,064.84) | 100.00 |
| 370-000-445.000 | PENALTY & INTEREST ON TAXES | 102.07 | 0.00 | 0.00 | 0.00 | 0.00 |
| 370-000-588.000 | CONTRIBUTION OTHER FUND(S) | 118,977.60 | 140,000.00 | 0.00 | 140,000.00 | 0.00 |
| Total Dept 000 | | 401,406.53 | 408,853.00 | 251,183.90 | 157,669.10 | 61.44 |
| TOTAL REVENUES | | 401,406.53 | 408,853.00 | 251,183.90 | 157,669.10 | 61.44 |
| Expenditures | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | |
| 370-301-727.000 | SUPPLIES | 721.31 | 1,500.00 | 1,070.63 | 429.37 | 71.38 |
| 370-301-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 10,665.00 | 12,000.00 | 6,550.00 | 5,450.00 | 54.58 |
| 370-301-818.000 | CONTRACTUAL SERVICES | 5,801.10 | 10,000.00 | 10,468.97 | (468.97) | 104.69 |
| 370-301-850.000 | COMMUNICATION | 7,064.89 | 7,000.00 | 5,013.88 | 1,986.12 | 71.63 |
| 370-301-910.000 | INSURANCE & BONDS | 6,812.00 | 7,800.00 | 0.00 | 7,800.00 | 0.00 |
| 370-301-920.000 | UTILITIES | 47,991.81 | 60,000.00 | 52,315.18 | 7,684.82 | 87.19 |
| 370-301-930.000 | REPAIRS & MAINTENANCE | 30,118.16 | 30,000.00 | 15,787.92 | 14,212.08 | 52.63 |
| 370-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 133.26 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 109,307.53 | 129,300.00 | 91,206.58 | 38,093.42 | 70.54 |
| Dept 905 - DEBT SERVICE | | | | | | |
| 370-905-945.000 | 3.8 M PSB BOND | 250,000.00 | 245,000.00 | 0.00 | 245,000.00 | 0.00 |
| 370-905-994.000 | INTEREST 3.8 BOND PSB | 29,743.82 | 23,853.00 | 11,926.25 | 11,926.75 | 50.00 |
| Total Dept 905 - DEBT SERVICE | | 279,743.82 | 268,853.00 | 11,926.25 | 256,926.75 | 4.44 |
| TOTAL EXPENDITURES | | 389,051.35 | 398,153.00 | 103,132.83 | 295,020.17 | 25.90 |
| Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022: | | | | | | |
| TOTAL REVENUES | | 401,406.53 | 408,853.00 | 251,183.90 | 157,669.10 | 61.44 |
| TOTAL EXPENDITURES | | 389,051.35 | 398,153.00 | 103,132.83 | 295,020.17 | 25.90 |
| NET OF REVENUES & EXPENDITURES | | 12,355.18 | 10,700.00 | 148,051.07 | (137,351.07) | 1,383.65 |
| BEG. FUND BALANCE | | 1,741.52 | 14,096.70 | 14,096.70 | | |
| END FUND BALANCE | | 14,096.70 | 24,796.70 | 162,147.77 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 571 - WASTEWATER TREATMENT FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 571-000-445.000 | PENALTY & INTEREST ON TAXES | 2.48 | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-000-500.000 | TAP-IN FEES | 25,019.00 | 29,865.00 | 0.00 | 29,865.00 | 0.00 |
| 571-000-590.000 | GRANT INCOME | 116,519.34 | 246,479.40 | 0.00 | 246,479.40 | 0.00 |
| 571-000-651.000 | USAGE FEES | 1,340,523.97 | 1,365,000.00 | 1,056,480.26 | 308,519.74 | 77.40 |
| 571-000-665.000 | INTEREST INCOME | 5,353.21 | 1,500.00 | 8,241.77 | (6,741.77) | 549.45 |
| 571-000-671.000 | REIMBURSEMENT/OTHER INCOME | 5,167.83 | 1,800.00 | 1,382.86 | 417.14 | 76.83 |
| 571-000-672.000 | SAD INTEREST | 45.56 | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-000-673.000 | SALE OF FIXED ASSET | 2,565.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 1,495,196.39 | 1,644,644.40 | 1,066,104.89 | 578,539.51 | 64.82 |
| TOTAL REVENUES | | 1,495,196.39 | 1,644,644.40 | 1,066,104.89 | 578,539.51 | 64.82 |
| Expenditures | | | | | | |
| Dept 226 - PERSONNEL | | | | | | |
| 571-226-701.000 | SALARIES | 64,816.76 | 66,188.00 | 43,226.65 | 22,961.35 | 65.31 |
| 571-226-702.000 | SALARIES | 181,727.97 | 181,738.00 | 119,090.67 | 62,647.33 | 65.53 |
| 571-226-711.000 | SALARIES-OVERTIME | 12,057.64 | 18,540.00 | 7,505.45 | 11,034.55 | 40.48 |
| 571-226-715.000 | SOCIAL SECURITY | 19,845.01 | 20,383.95 | 13,875.01 | 6,508.94 | 68.07 |
| 571-226-716.000 | HOSPITALIZATION | 87,379.29 | 115,063.25 | 63,540.87 | 51,522.38 | 55.22 |
| 571-226-717.000 | LIFE/DISB. INSURANCE | 1,802.07 | 3,705.53 | 2,094.40 | 1,611.13 | 56.52 |
| 571-226-718.000 | PENSION | 22,575.94 | 26,646.10 | 16,200.93 | 10,445.17 | 60.80 |
| 571-226-720.000 | BANKED PTO | (7,385.19) | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-226-731.000 | WORKERS COMP INSURANCE | 7,568.80 | 6,616.00 | 0.00 | 6,616.00 | 0.00 |
| 571-226-747.000 | ON-CALL WAGES | 0.00 | 10,920.00 | 7,140.00 | 3,780.00 | 65.38 |
| 571-226-957.000 | TRAINING & DEVELOPMENT | 4,141.95 | 5,000.00 | 2,168.89 | 2,831.11 | 43.38 |
| Total Dept 226 - PERSONNEL | | 394,530.24 | 454,800.83 | 274,842.87 | 179,957.96 | 60.43 |
| Dept 228 - INFORMATION TECHNOLOGY | | | | | | |
| 571-228-948.000 | COMPUTER SERVICES | 0.00 | 0.00 | 77.80 | (77.80) | 100.00 |
| Total Dept 228 - INFORMATION TECHNOLOGY | | 0.00 | 0.00 | 77.80 | (77.80) | 100.00 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | |
| 571-270-722.000 | CONTROLLER | 16,821.00 | 17,633.00 | 0.00 | 17,633.00 | 0.00 |
| 571-270-802.000 | AUDIT FEES | 6,300.00 | 6,300.00 | 6,300.00 | 0.00 | 100.00 |
| 571-270-803.000 | LEGAL | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 571-270-806.000 | ENGINEER | 7,308.56 | 25,000.00 | 0.00 | 25,000.00 | 0.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 30,429.56 | 49,433.00 | 6,300.00 | 43,133.00 | 12.74 |
| Dept 301 - OPERATING COSTS | | | | | | |
| 571-301-727.000 | SUPPLIES | 1,281.86 | 2,500.00 | 792.30 | 1,707.70 | 31.69 |
| 571-301-740.000 | OPERATING SUPPLIES | 48,280.31 | 50,000.00 | 29,999.19 | 20,000.81 | 60.00 |
| 571-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 1,639.83 | 4,000.00 | 1,246.18 | 2,753.82 | 31.15 |
| 571-301-807.000 | MEMBERSHIP DUES | 880.00 | 880.00 | 210.00 | 670.00 | 23.86 |
| 571-301-817.000 | LAB & TESTING | 4,466.00 | 7,000.00 | 665.00 | 6,335.00 | 9.50 |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | 47,572.76 | 55,000.00 | 4,119.02 | 50,880.98 | 7.49 |
| 571-301-825.000 | SEWER ADMINISTRATION FEES | 37,500.00 | 37,500.00 | 0.00 | 37,500.00 | 0.00 |
| 571-301-850.000 | COMMUNICATION | 5,304.16 | 3,200.00 | 3,928.48 | (728.48) | 122.77 |
| 571-301-851.000 | POSTAGE | 3,565.28 | 3,000.00 | 1,879.39 | 1,120.61 | 62.65 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 02/28/2019

% Fiscal Year Completed: 66.58

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|-------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 571 - WASTEWATER TREATMENT FUND | | | | | | |
| Expenditures | | | | | | |
| 571-301-900.000 | PRINTING & PUBLICATIONS | 0.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 571-301-907.000 | REFUNDS AND REBATES | 2,469.33 | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-301-910.000 | INSURANCE & BONDS | 21,442.00 | 25,350.00 | 0.00 | 25,350.00 | 0.00 |
| 571-301-920.000 | UTILITIES | 76,098.40 | 100,000.00 | 74,349.19 | 25,650.81 | 74.35 |
| 571-301-929.000 | GRANT EXPENSE | 46,396.49 | 273,866.00 | 95,399.13 | 178,466.87 | 34.83 |
| 571-301-930.000 | REPAIRS & MAINTENANCE | 32,816.35 | 110,000.00 | 51,042.03 | 58,957.97 | 46.40 |
| 571-301-940.000 | RENTAL EQUIPMENT | 1,574.69 | 1,585.00 | 1,139.44 | 445.56 | 71.89 |
| 571-301-956.000 | MISCELLANEOUS | 10.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 571-301-968.000 | DEPRECIATION EXPENSE | 235,729.48 | 235,088.96 | 0.00 | 235,088.96 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 567,026.94 | 909,669.96 | 264,769.35 | 644,900.61 | 29.11 |
| Dept 333 - TRANSPORTATION | | | | | | |
| 571-333-860.000 | FUEL & MILEAGE | 2,233.20 | 7,000.00 | 2,219.05 | 4,780.95 | 31.70 |
| 571-333-930.000 | REPAIRS & MAINTENANCE | 52.94 | 1,500.00 | 1,500.14 | (0.14) | 100.01 |
| Total Dept 333 - TRANSPORTATION | | 2,286.14 | 8,500.00 | 3,719.19 | 4,780.81 | 43.76 |
| Dept 528 - O & M - BOND & INTEREST | | | | | | |
| 571-528-954.000 | AGENT FEES | 549.00 | 700.00 | 0.00 | 700.00 | 0.00 |
| 571-528-989.000 | INTEREST 1992 BOND | 10,518.76 | 8,550.00 | 4,275.00 | 4,275.00 | 50.00 |
| Total Dept 528 - O & M - BOND & INTEREST | | 11,067.76 | 9,250.00 | 4,275.00 | 4,975.00 | 46.22 |
| Dept 900 - CAPITAL OUTLAY | | | | | | |
| 571-900-970.000 | EQUIPMENT | 20,500.00 | 531,176.00 | 0.00 | 531,176.00 | 0.00 |
| 571-900-971.000 | RENOVATIONS | 0.00 | 0.00 | 17,870.00 | (17,870.00) | 100.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 20,500.00 | 531,176.00 | 17,870.00 | 513,306.00 | 3.36 |
| TOTAL EXPENDITURES | | 1,025,840.64 | 1,962,829.79 | 571,854.21 | 1,390,975.58 | 29.13 |
| Fund 571 - WASTEWATER TREATMENT FUND: | | | | | | |
| TOTAL REVENUES | | 1,495,196.39 | 1,644,644.40 | 1,066,104.89 | 578,539.51 | 64.82 |
| TOTAL EXPENDITURES | | 1,025,840.64 | 1,962,829.79 | 571,854.21 | 1,390,975.58 | 29.13 |
| NET OF REVENUES & EXPENDITURES | | 469,355.75 | (318,185.39) | 494,250.68 | (812,436.07) | 155.33 |
| BEG. FUND BALANCE | | 6,740,021.11 | 7,209,376.86 | 7,209,376.86 | | |
| END FUND BALANCE | | 7,209,376.86 | 6,891,191.47 | 7,703,627.54 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

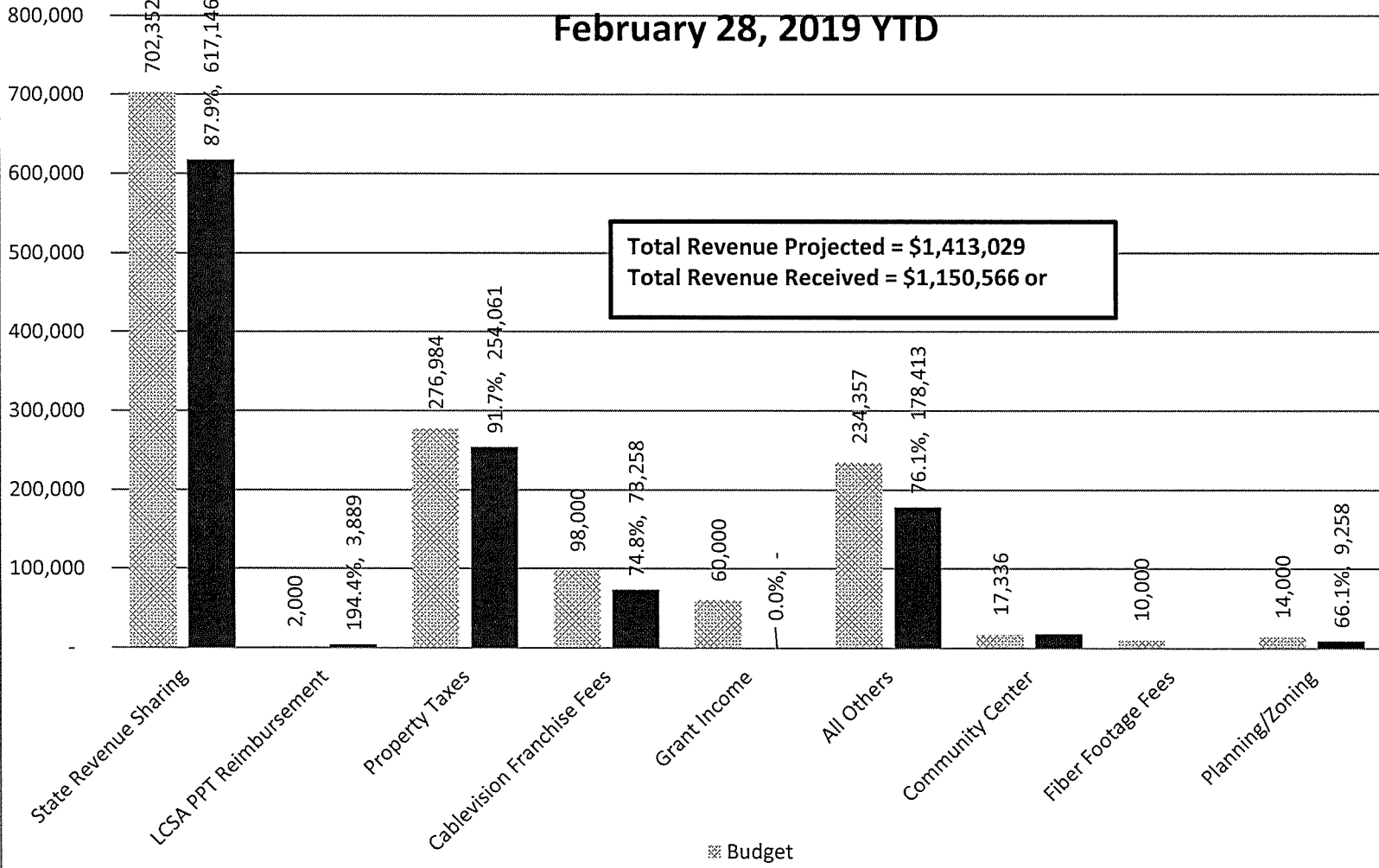
| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023 | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 815-000-665.000 | INTEREST INCOME | 49.34 | 100.00 | 42.04 | 57.96 | 42.04 |
| 815-000-672.000 | SAD INTEREST | 6,281.53 | 6,000.00 | 158.90 | 5,841.10 | 2.65 |
| Total Dept 000 | | 6,330.87 | 6,100.00 | 200.94 | 5,899.06 | 3.29 |
| TOTAL REVENUES | | 6,330.87 | 6,100.00 | 200.94 | 5,899.06 | 3.29 |
| Expenditures | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | |
| 815-301-968.000 | DEPRECIATION EXPENSE | 17,519.00 | 17,519.00 | 8,759.52 | 8,759.48 | 50.00 |
| Total Dept 301 - OPERATING COSTS | | 17,519.00 | 17,519.00 | 8,759.52 | 8,759.48 | 50.00 |
| Dept 905 - DEBT SERVICE | | | | | | |
| 815-905-995.000 | DEBT SERVICE - INTEREST | 6,220.22 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 6,220.22 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 23,739.22 | 17,519.00 | 8,759.52 | 8,759.48 | 50.00 |
| Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023: | | | | | | |
| TOTAL REVENUES | | 6,330.87 | 6,100.00 | 200.94 | 5,899.06 | 3.29 |
| TOTAL EXPENDITURES | | 23,739.22 | 17,519.00 | 8,759.52 | 8,759.48 | 50.00 |
| NET OF REVENUES & EXPENDITURES | | (17,408.35) | (11,419.00) | (8,558.58) | (2,860.42) | 74.95 |
| BEG. FUND BALANCE | | 564,756.20 | 547,347.85 | 547,347.85 | | |
| END FUND BALANCE | | 547,347.85 | 535,928.85 | 538,789.27 | | |

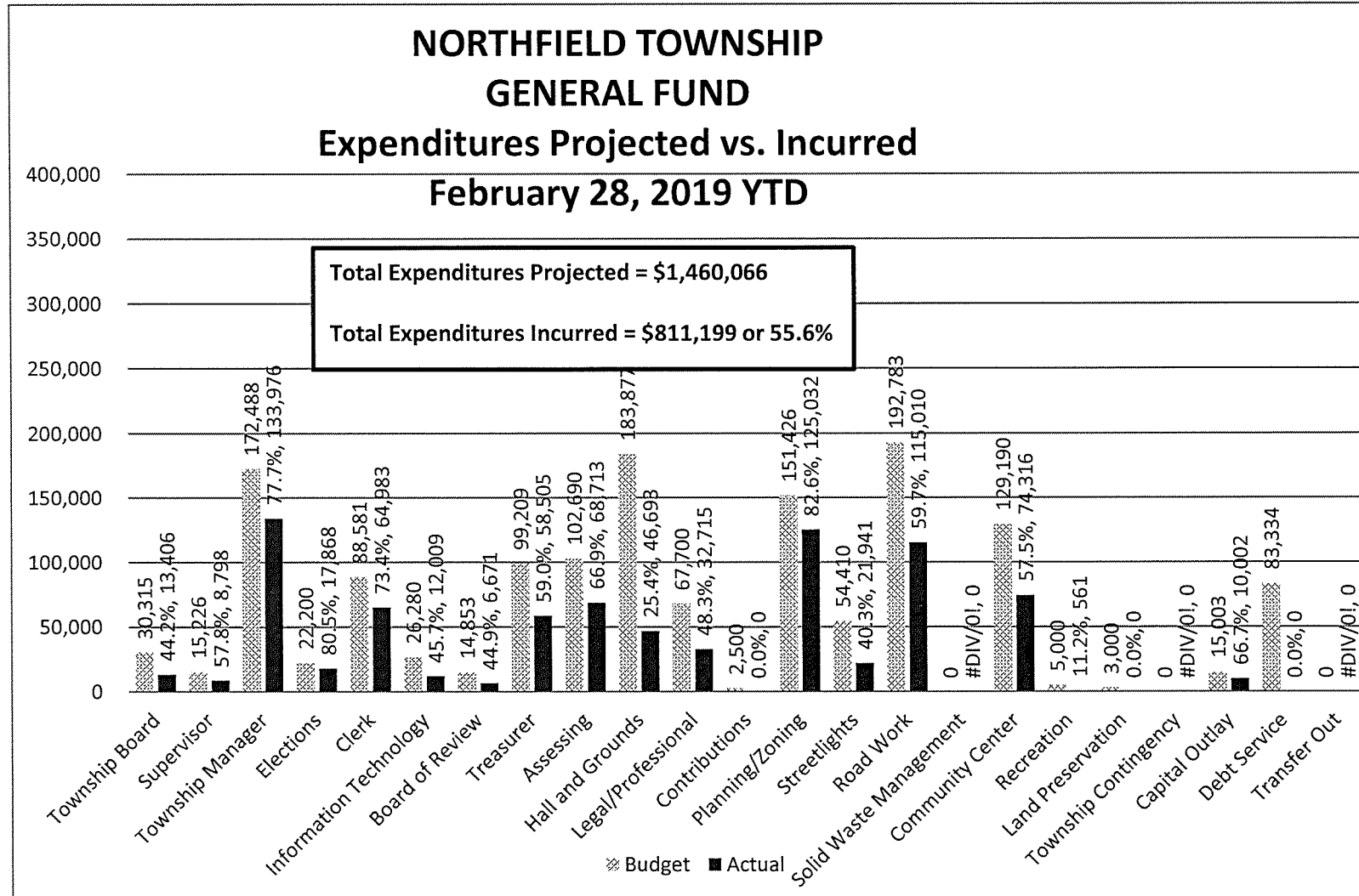
| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035 | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 825-000-445.000 | PENALTY & INTEREST ON TAXES | 14.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| 825-000-672.000 | SAD INTEREST | 37,055.59 | 32,000.00 | 0.00 | 32,000.00 | 0.00 |
| Total Dept 000 | | 37,070.00 | 32,000.00 | 0.00 | 32,000.00 | 0.00 |
| TOTAL REVENUES | | 37,070.00 | 32,000.00 | 0.00 | 32,000.00 | 0.00 |
| Expenditures | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | |
| 825-301-968.000 | DEPRECIATION EXPENSE | 15,933.31 | 12,000.00 | 6,000.00 | 6,000.00 | 50.00 |
| Total Dept 301 - OPERATING COSTS | | 15,933.31 | 12,000.00 | 6,000.00 | 6,000.00 | 50.00 |
| Dept 905 - DEBT SERVICE | | | | | | |
| 825-905-954.000 | AGENT FEES | 500.00 | 500.00 | 500.00 | 0.00 | 100.00 |
| 825-905-986.000 | INTEREST EXPENSE - WL SAD BOND | 22,393.78 | 21,893.76 | 10,946.89 | 10,946.87 | 50.00 |
| Total Dept 905 - DEBT SERVICE | | 22,893.78 | 22,393.76 | 11,446.89 | 10,946.87 | 51.12 |
| TOTAL EXPENDITURES | | 38,827.09 | 34,393.76 | 17,446.89 | 16,946.87 | 50.73 |
| Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035: | | | | | | |
| TOTAL REVENUES | | 37,070.00 | 32,000.00 | 0.00 | 32,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 38,827.09 | 34,393.76 | 17,446.89 | 16,946.87 | 50.73 |
| NET OF REVENUES & EXPENDITURES | | (1,757.09) | (2,393.76) | (17,446.89) | 15,053.13 | 728.85 |
| BEG. FUND BALANCE | | 766,578.92 | 764,821.83 | 764,821.83 | | |
| END FUND BALANCE | | 764,821.83 | 762,428.07 | 747,374.94 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

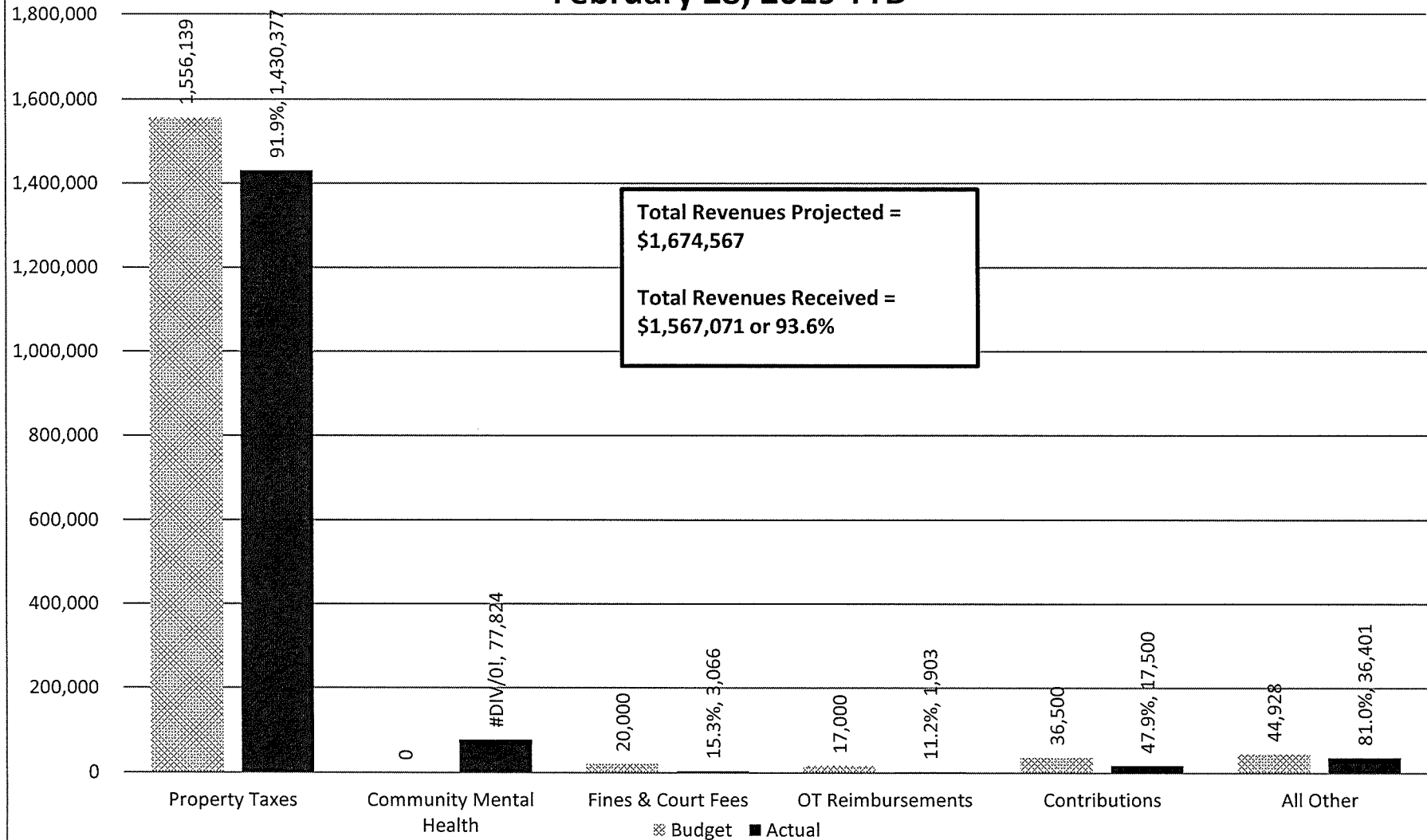
| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | YTD BALANCE 02/28/2019 | AVAILABLE BALANCE | % BDGT USED |
|----------------------------------|----------------------|---------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 890 - N.T. SEWER DISTRICT | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 890-000-665.000 | INTEREST INCOME | 160.65 | 750.00 | 209.41 | 540.59 | 27.92 |
| 890-000-672.000 | SAD INTEREST | 18,234.70 | 15,000.00 | 0.00 | 15,000.00 | 0.00 |
| Total Dept 000 | | 18,395.35 | 15,750.00 | 209.41 | 15,540.59 | 1.33 |
| TOTAL REVENUES | | 18,395.35 | 15,750.00 | 209.41 | 15,540.59 | 1.33 |
| Expenditures | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | |
| 890-301-968.000 | DEPRECIATION EXPENSE | 74,187.00 | 72,000.00 | 36,000.00 | 36,000.00 | 50.00 |
| Total Dept 301 - OPERATING COSTS | | 74,187.00 | 72,000.00 | 36,000.00 | 36,000.00 | 50.00 |
| Dept 905 - DEBT SERVICE | | | | | | |
| 890-905-954.000 | AGENT FEES | 351.00 | 415.00 | 0.00 | 415.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 351.00 | 415.00 | 0.00 | 415.00 | 0.00 |
| TOTAL EXPENDITURES | | 74,538.00 | 72,415.00 | 36,000.00 | 36,415.00 | 49.71 |
| Fund 890 - N.T. SEWER DISTRICT: | | | | | | |
| TOTAL REVENUES | | 18,395.35 | 15,750.00 | 209.41 | 15,540.59 | 1.33 |
| TOTAL EXPENDITURES | | 74,538.00 | 72,415.00 | 36,000.00 | 36,415.00 | 49.71 |
| NET OF REVENUES & EXPENDITURES | | (56,142.65) | (56,665.00) | (35,790.59) | (20,874.41) | 63.16 |
| BEG. FUND BALANCE | | 2,878,138.86 | 2,821,996.21 | 2,821,996.21 | | |
| END FUND BALANCE | | 2,821,996.21 | 2,765,331.21 | 2,786,205.62 | | |
| TOTAL REVENUES - ALL FUNDS | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 6,503,037.83 | 6,540,602.90 | 4,832,126.84 | 1,708,476.06 | 73.88 |
| TOTAL EXPENDITURES - ALL FUNDS | | 5,539,174.63 | 7,320,913.70 | 3,407,094.51 | 3,913,819.19 | 46.54 |
| NET OF REVENUES & EXPENDITURES | | 963,863.20 | (780,310.80) | 1,425,032.33 | (2,205,343.13) | 182.62 |
| BEG. FUND BALANCE - ALL FUNDS | | 13,579,031.56 | 14,542,894.76 | 14,542,894.76 | | |
| END FUND BALANCE - ALL FUNDS | | 14,542,894.76 | 13,762,583.96 | 15,967,927.09 | | |

NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Incurred February 28, 2019 YTD

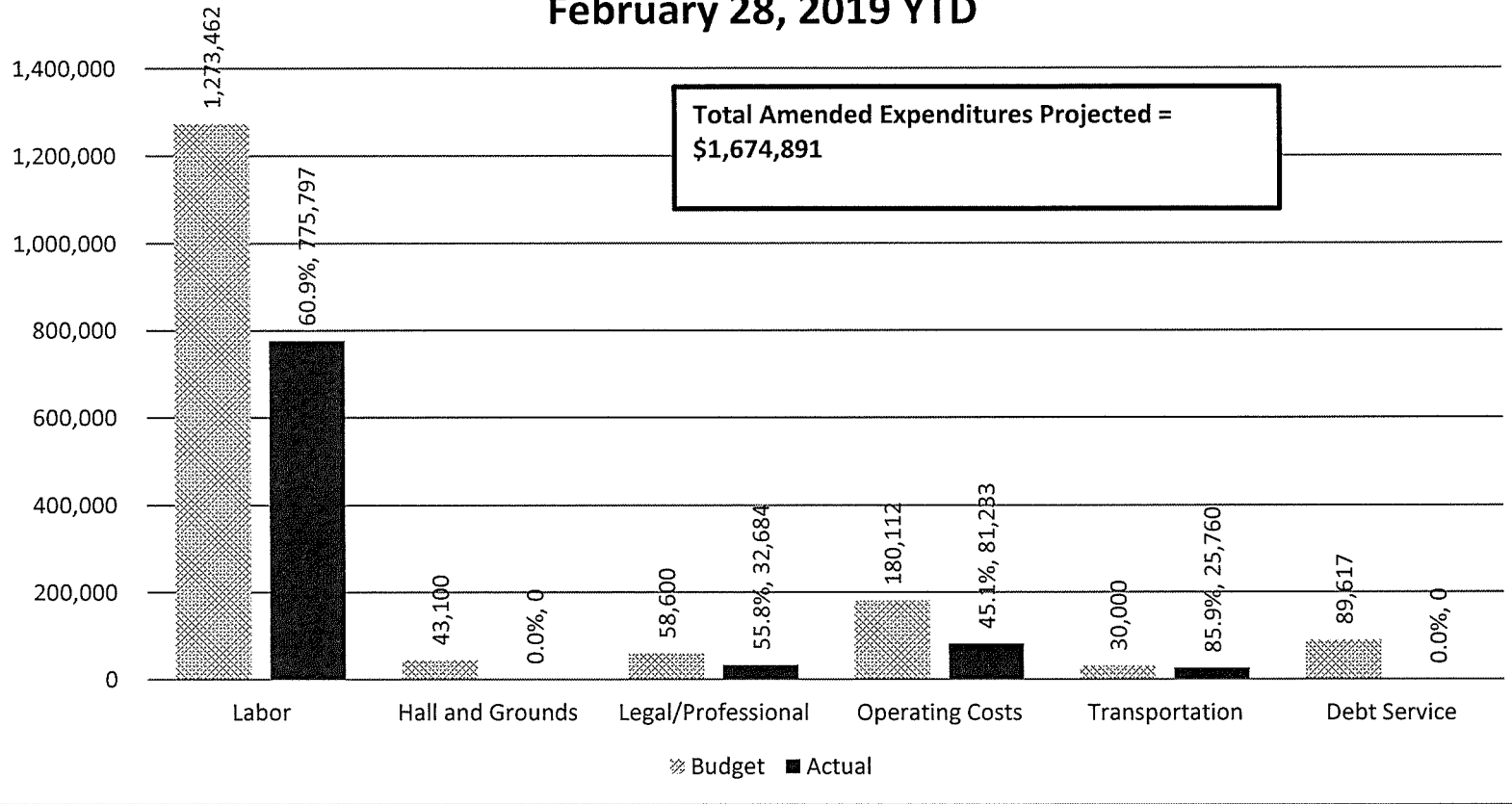




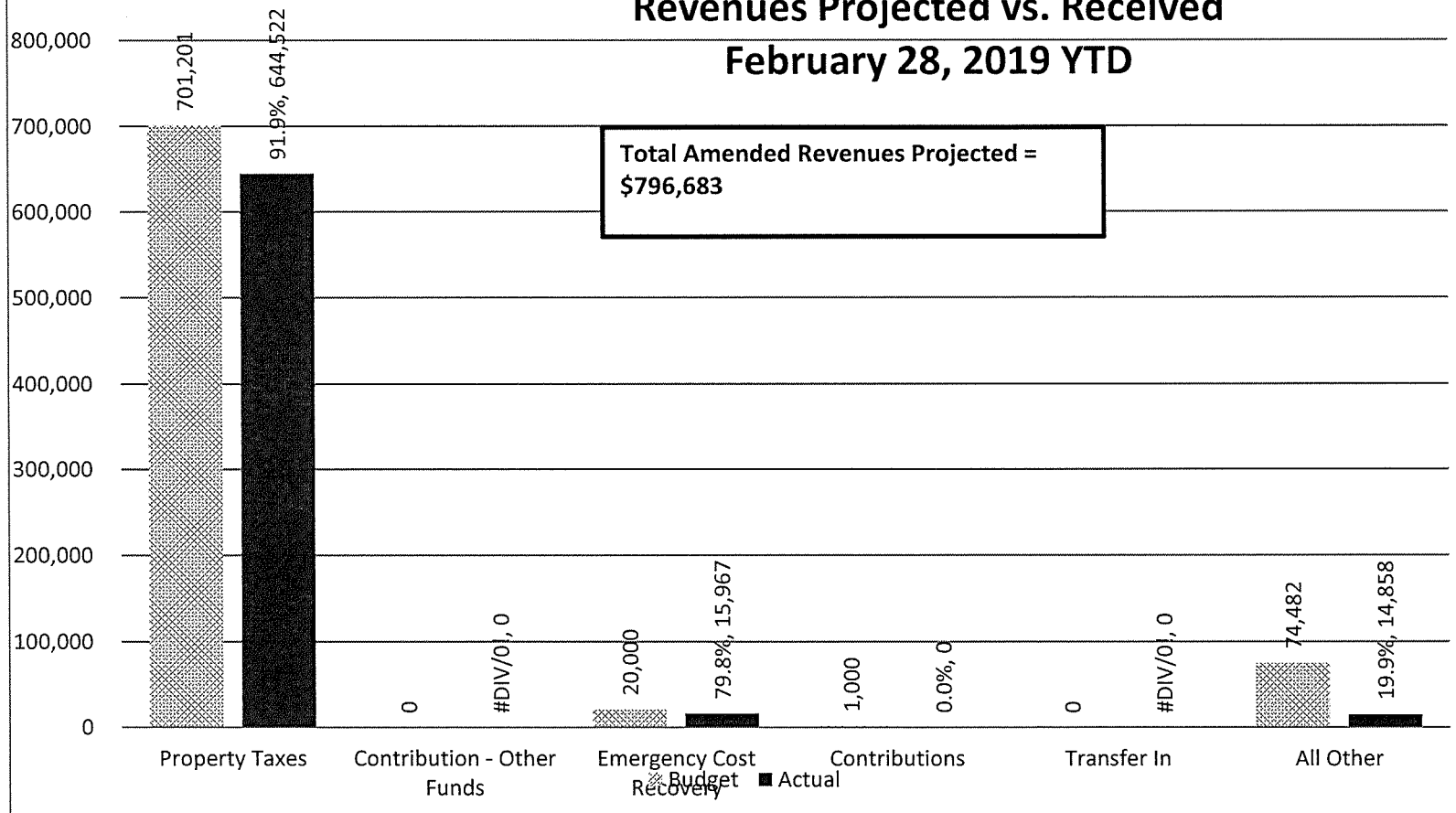
NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received February 28, 2019 YTD



NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred February 28, 2019 YTD

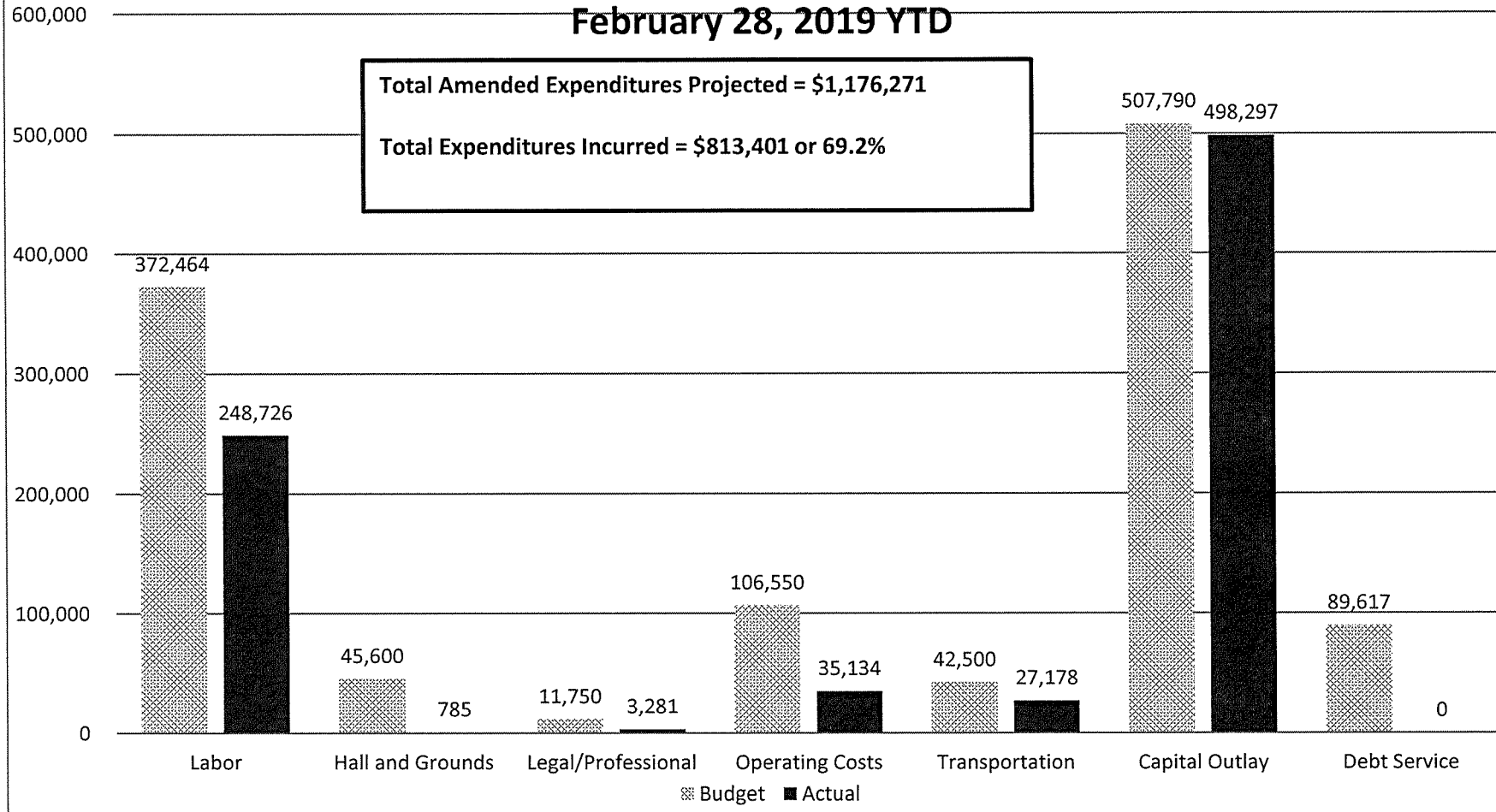


NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received February 28, 2019 YTD

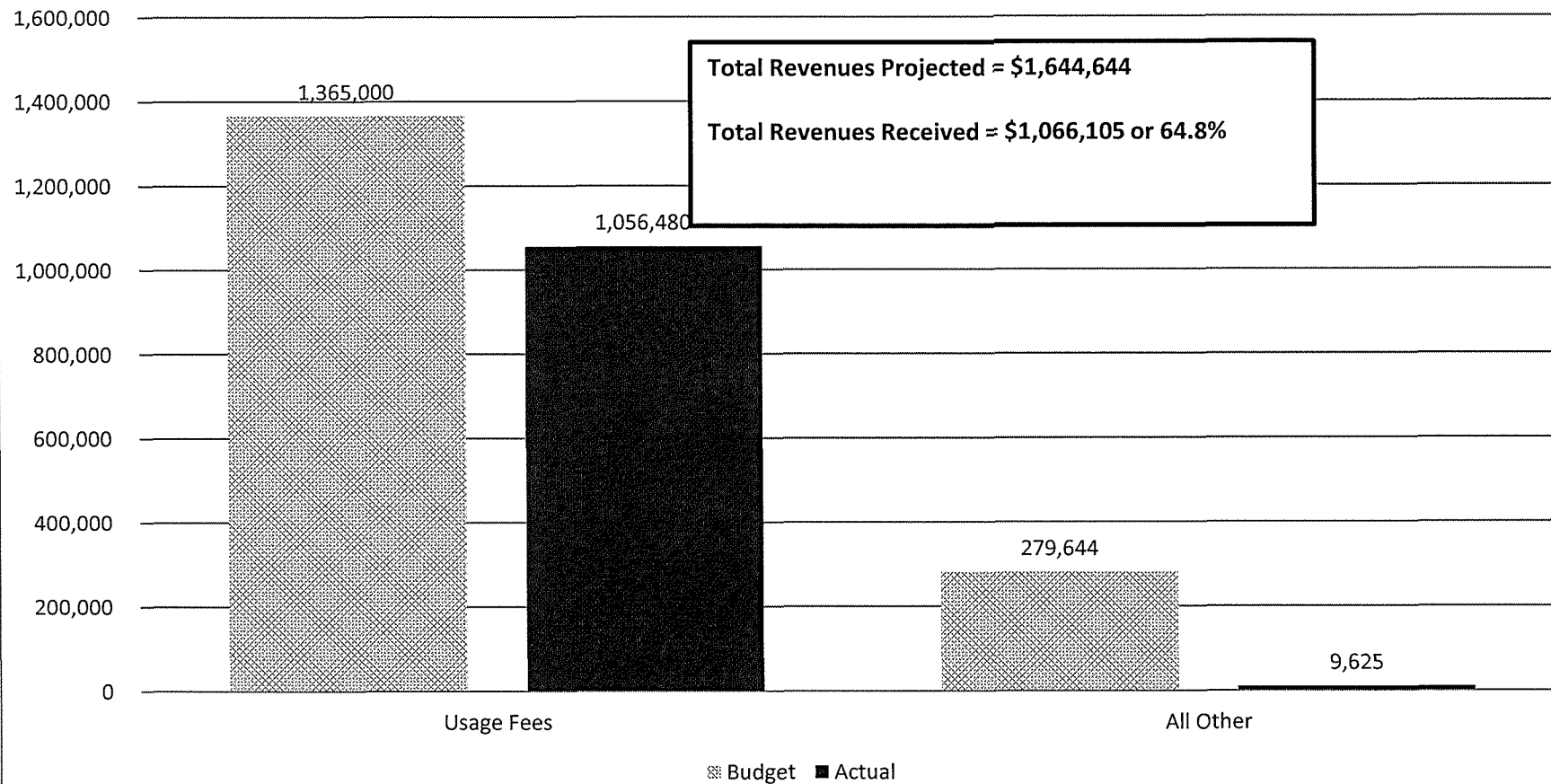


NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Expenditures Projected vs. Incurred February 28, 2019 YTD

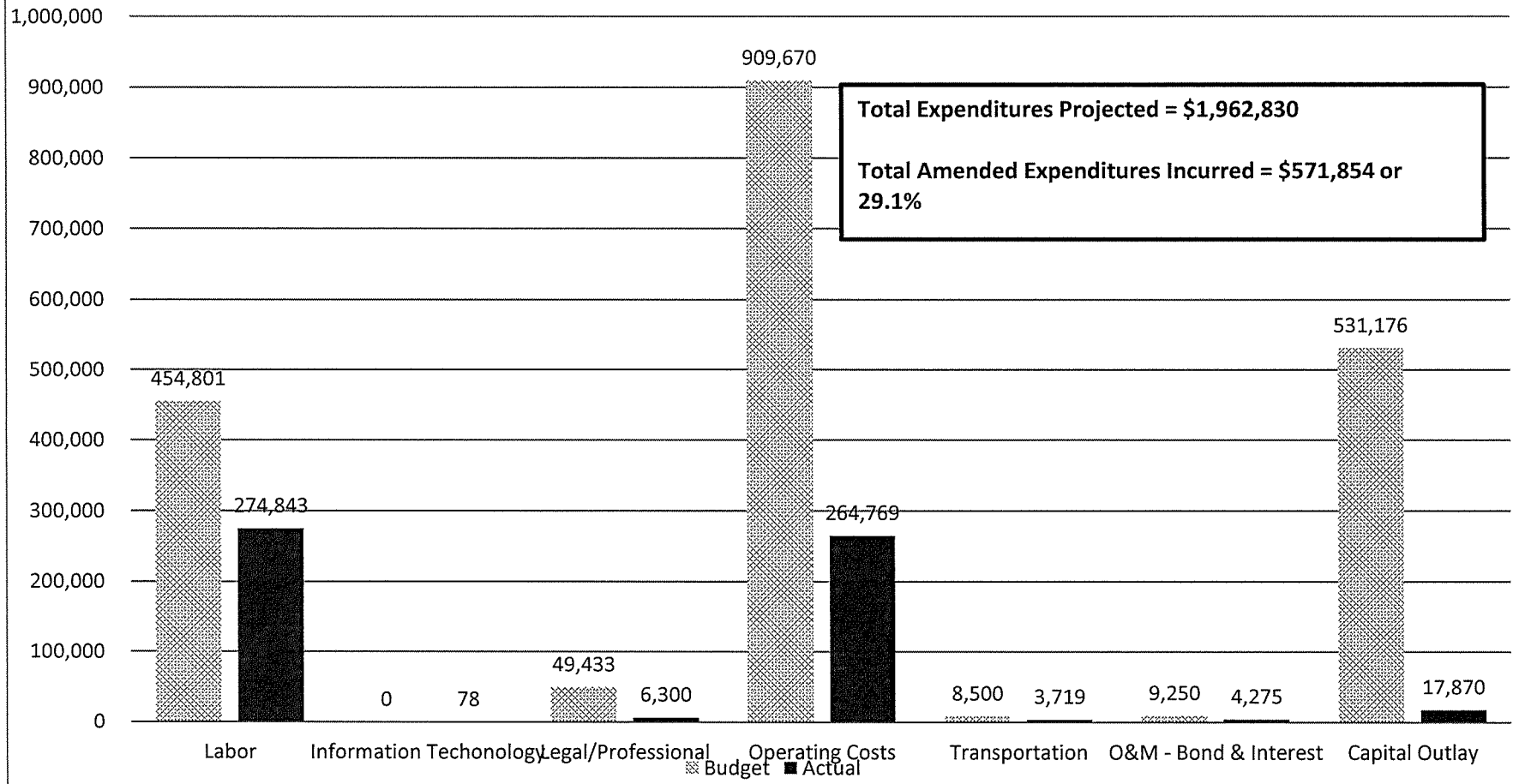
Total Amended Expenditures Projected = \$1,176,271
Total Expenditures Incurred = \$813,401 or 69.2%



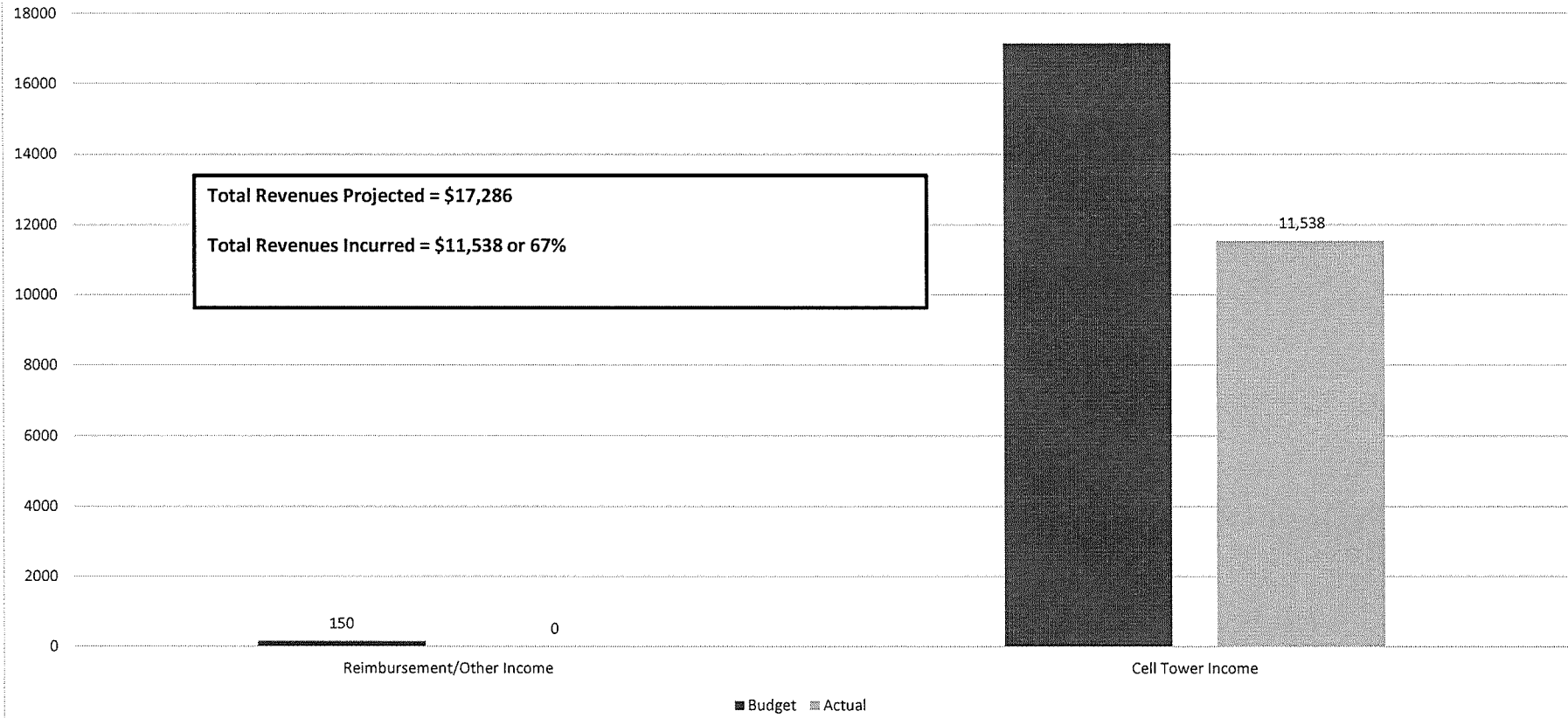
NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Incurred February 28, 2019 YTD



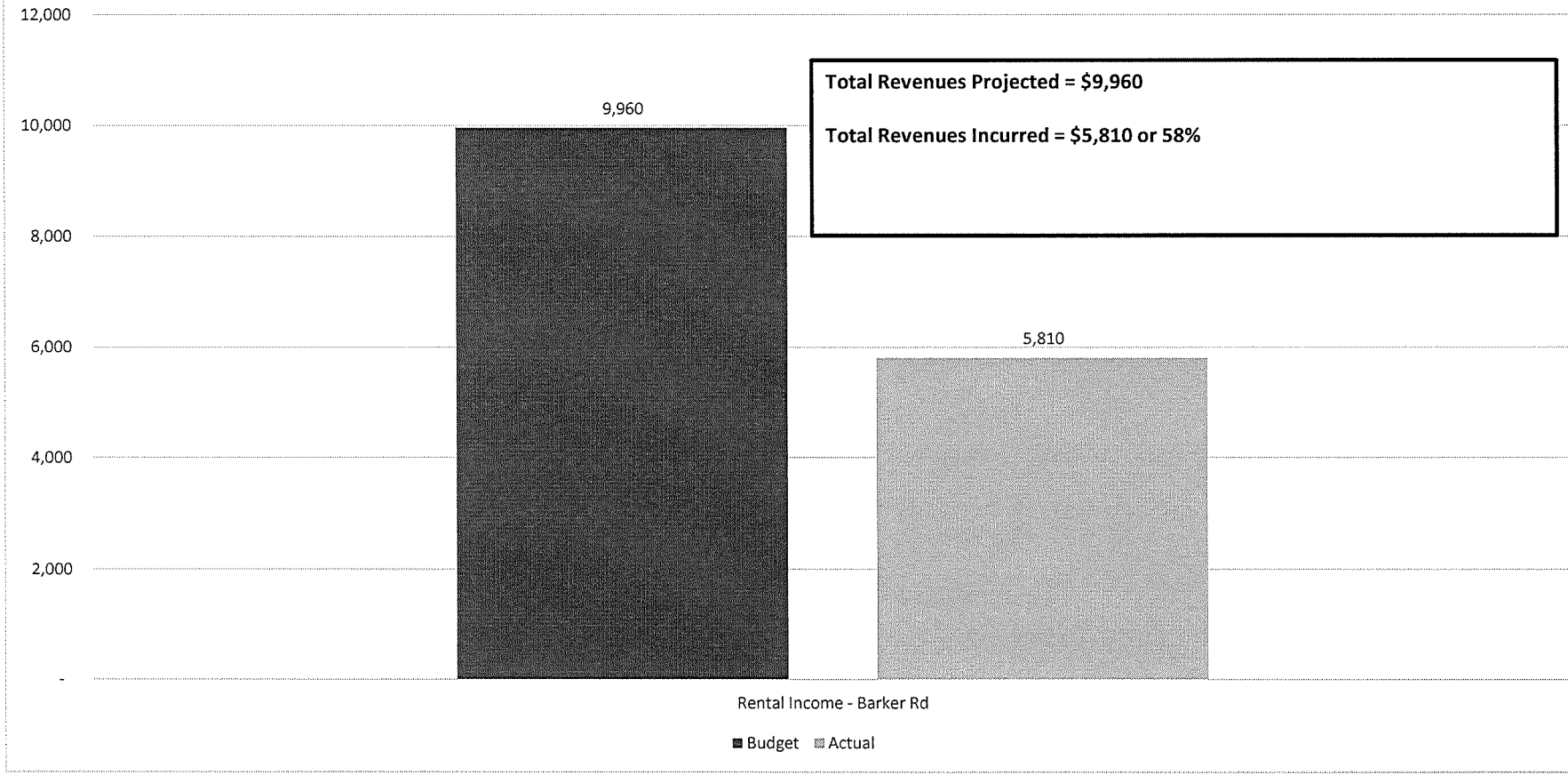
NORTHFIELD TOWNSHIP WWTP FUND Expenditures Projected vs. Incurred February 28, 2019 YTD



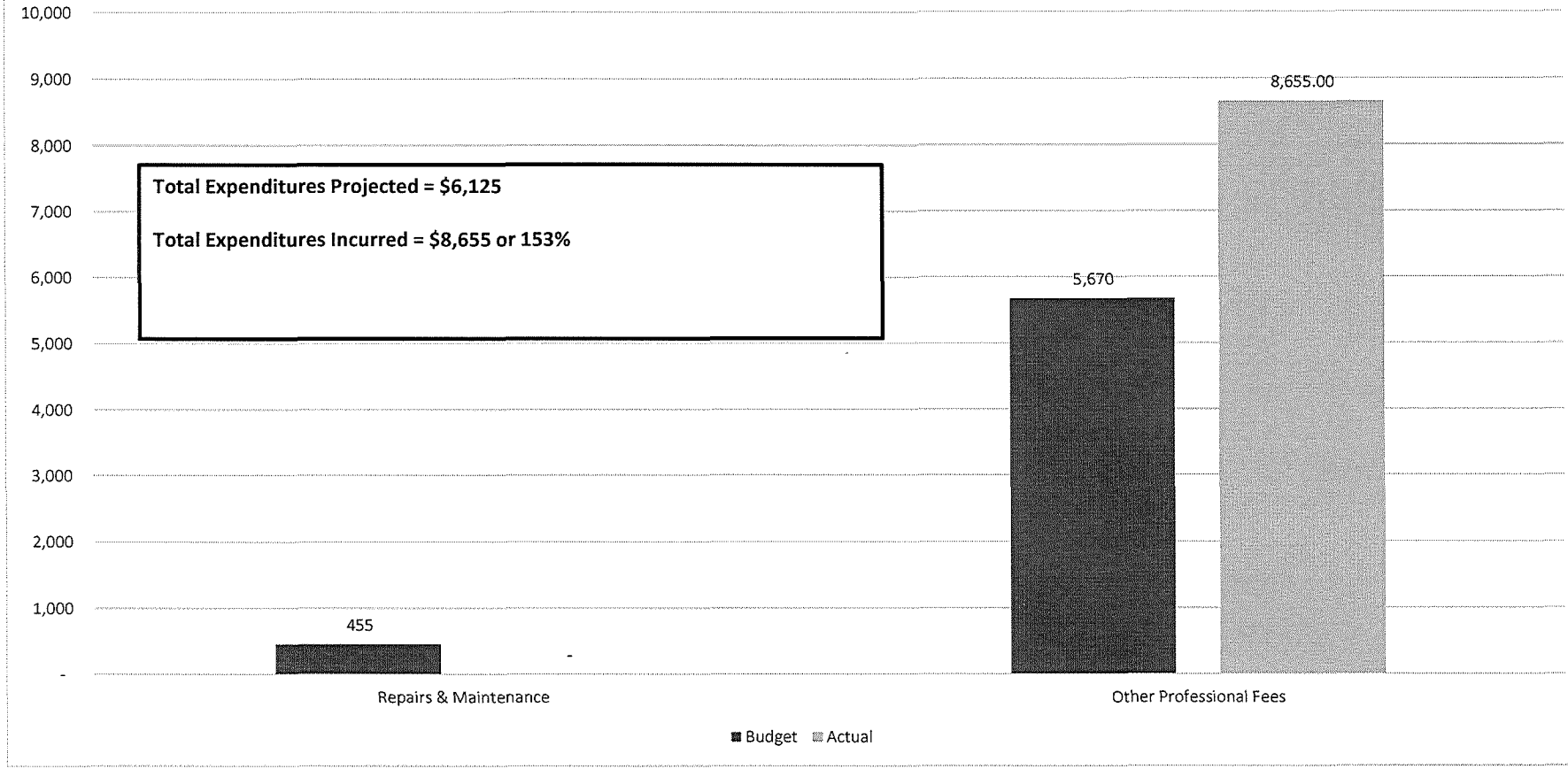
Northfield Township Fire Station # 2 Fund Revenues Projected vs. Incurred February 28, 2019 YTD



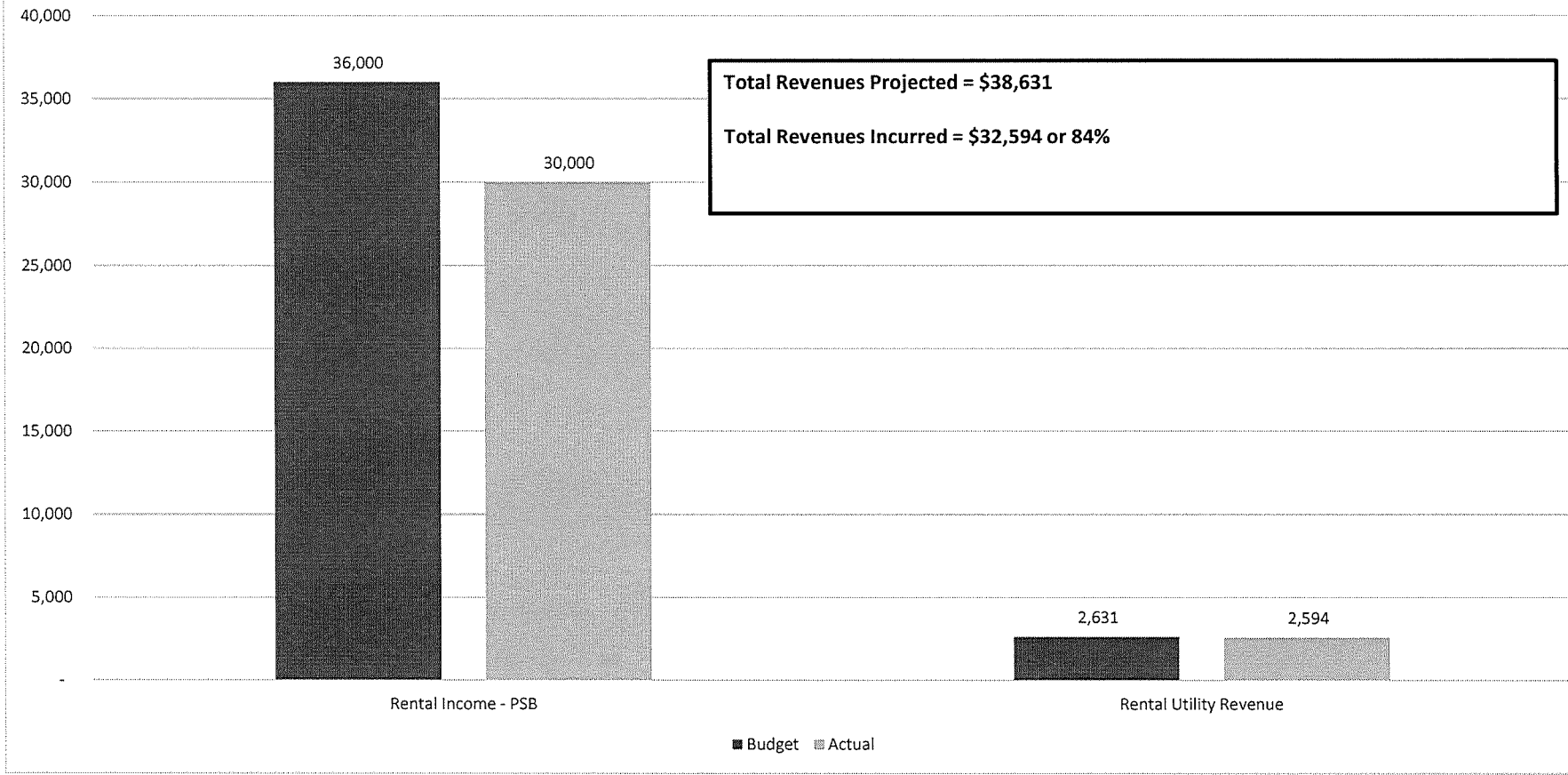
Northfield Township Barker Rd Rental Property Fund Revenues Projected vs. Incurred February 28, 2019 YTD



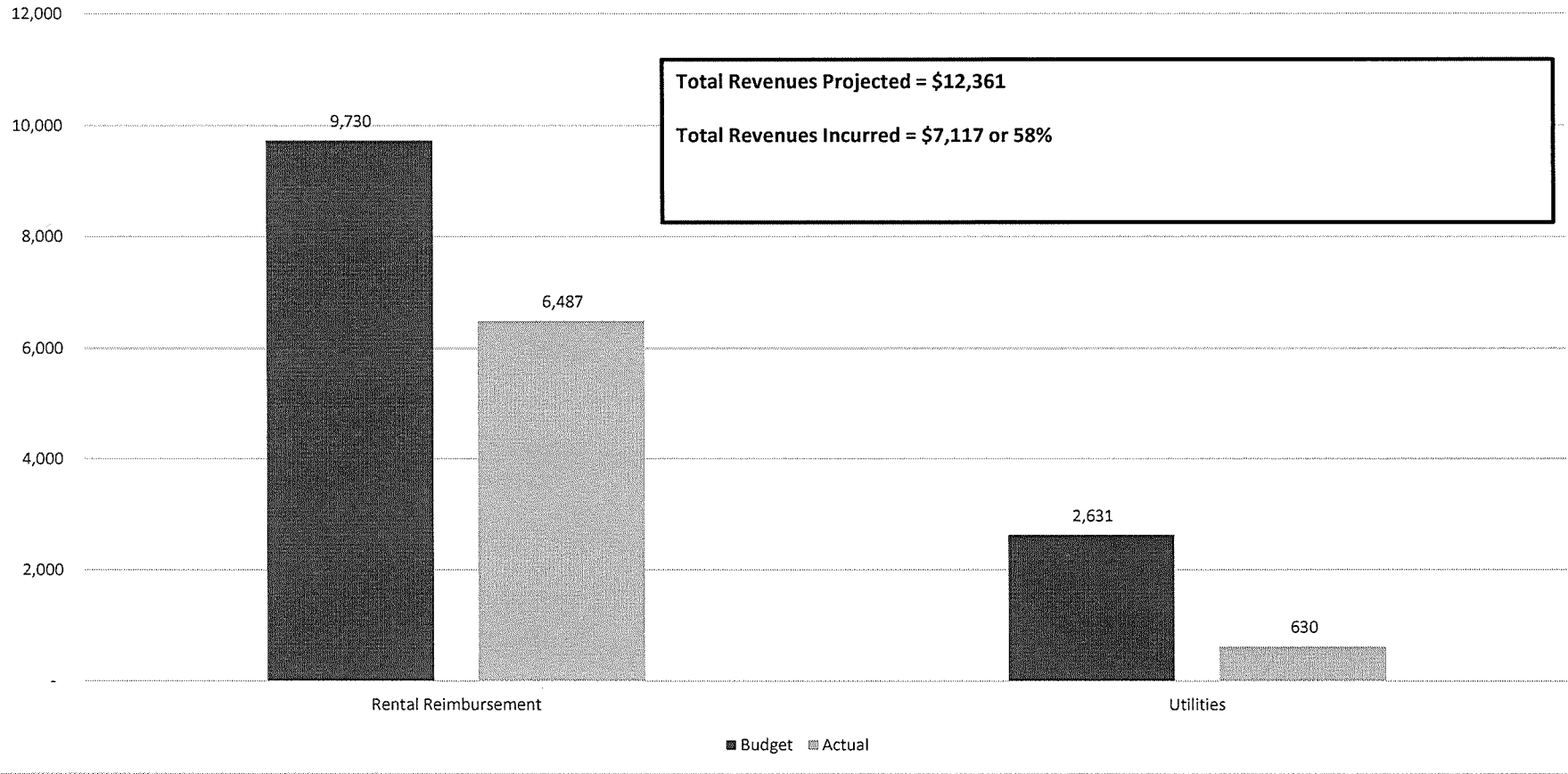
Northfield Township Barker Rd Rental Property Fund Expenditures Projected vs. Incurred February 28, 2019 YTD



Northfield Township PSB Rental Property Fund Revenues Projected vs. Incurred February 28, 2019 YTD



Northfield Township PSB Rental Property Fund Expenditures Projected vs. Incurred February 28, 2019 YTD



GENERAL FUND

February, 2019

Revenues

| | Budget | Actual | % of Budget Used |
|----------------------------|------------------|------------------|------------------------|
| State Revenue Sharing | 702,352 | 617,146 | 87.9% |
| LCSA PPT Reimbursement | 2,000 | 3,889 | 194.4% |
| Property Taxes | 276,984 | 254,061 | 91.7% |
| Cablevision Franchise Fees | 98,000 | 73,258 | 74.8% |
| Grant Income | 60,000 | - | 0.0% |
| All Others | 234,357 | 178,413 | 76.1% |
| Community Center | 17,336 | 18,431 | 106.3% |
| Fiber Footage Fees | 10,000 | - | 0.0% |
| Planning/Zoning | 14,000 | 9,258 | 66.1% |
| | <u>1,413,029</u> | <u>1,150,566</u> | <u>81.4%</u> |

Expenditures

| | Budget | Actual | |
|------------------------|------------------|----------------|--------------|
| Township Board | 30,315 | 13,406 | 44.2% |
| Supervisor | 15,226 | 8,798 | 57.8% |
| Township Manager | 172,488 | 133,976 | 77.7% |
| Elections | 22,200 | 17,868 | 80.5% |
| Clerk | 88,581 | 64,983 | 73.4% |
| Information Technology | 26,280 | 12,009 | 45.7% |
| Board of Review | 14,853 | 6,671 | 44.9% |
| Treasurer | 99,209 | 58,505 | 59.0% |
| Assessing | 102,690 | 68,713 | 66.9% |
| Hall and Grounds | 183,877 | 46,693 | 25.4% |
| Legal/Professional | 67,700 | 32,715 | 48.3% |
| Contributions | 2,500 | 0 | 0.0% |
| Planning/Zoning | 151,426 | 125,032 | 82.6% |
| Streetlights | 54,410 | 21,941 | 40.3% |
| Road Work | 192,783 | 115,010 | 59.7% |
| Solid Waste Management | 0 | 0 | #DIV/0! |
| Community Center | 129,190 | 74,316 | 57.5% |
| Recreation | 5,000 | 561 | 11.2% |
| Land Preservation | 3,000 | 0 | 0.0% |
| Township Contingency | 0 | 0 | #DIV/0! |
| Capital Outlay | 15,003 | 10,002 | 66.7% |
| Debt Service | 83,334 | 0 | 0.0% |
| Transfer Out | 0 | 0 | #DIV/0! |
| | <u>1,460,066</u> | <u>811,199</u> | <u>55.6%</u> |

LAW FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|-------------------------|------------------|------------------|------------------------|
| Property Taxes | 1,556,139 | 1,430,377 | 91.9% |
| Community Mental Health | 0 | 77,824 | #DIV/0! |
| Fines & Court Fees | 20,000 | 3,066 | 15.3% |
| OT Reimbursements | 17,000 | 1,903 | 11.2% |
| Contributions | 36,500 | 17,500 | 47.9% |
| All Other | 44,928 | 36,401 | 81.0% |
| | <u>1,674,567</u> | <u>1,567,071</u> | <u>93.6%</u> |

Expenditures

| | Budget | Actual | |
|--------------------|------------------|----------------|--------------|
| Labor | 1,273,462 | 775,797 | 60.9% |
| Hall and Grounds | 43,100 | 0 | 0.0% |
| Legal/Professional | 58,600 | 32,684 | 55.8% |
| Operating Costs | 180,112 | 81,233 | 45.1% |
| Transportation | 30,000 | 25,760 | 85.9% |
| Debt Service | 89,617 | 0 | 0.0% |
| | <u>1,674,891</u> | <u>915,474</u> | <u>54.7%</u> |

FIRE FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|----------------------------|----------------|----------------|------------------------|
| Property Taxes | 701,201 | 644,522 | 91.9% |
| Contribution - Other Funds | 0 | 0 | #DIV/0! |
| Emergency Cost Recovery | 20,000 | 15,967 | 79.8% |
| Contributions | 1,000 | 0 | 0.0% |
| Transfer In | 0 | 0 | #DIV/0! |
| All Other | 74,482 | 14,858 | 19.9% |
| | <u>796,683</u> | <u>675,347</u> | <u>84.8%</u> |

Expenditures

| | Budget | Actual | |
|--------------------|------------------|----------------|--------------|
| Labor | 372,464 | 248,726 | 66.8% |
| Hall and Grounds | 45,600 | 785 | 1.7% |
| Legal/Professional | 11,750 | 3,281 | 27.9% |
| Operating Costs | 106,550 | 35,134 | 33.0% |
| Transportation | 42,500 | 27,178 | 63.9% |
| Capital Outlay | 507,790 | 498,297 | 98.1% |
| Debt Service | 89,617 | 0 | 0.0% |
| | <u>1,176,271</u> | <u>813,401</u> | <u>69.2%</u> |

WWTP FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|------------|------------------|------------------|------------------------|
| Usage Fees | 1,365,000 | 1,056,480 | 77.4% |
| All Other | 279,644 | 9,625 | 3.4% |
| | <u>1,644,644</u> | <u>1,066,105</u> | <u>64.8%</u> |

Expenditures

| | Budget | Actual | |
|-------|---------|---------|-------|
| Labor | 454,801 | 274,843 | 60.4% |

| | | | |
|-------------------------|------------------|----------------|--------------|
| Information Techonology | 0 | 78 | #DIV/0! |
| Legal/Professional | 49,433 | 6,300 | 12.7% |
| Operating Costs | 909,670 | 264,769 | 29.1% |
| Transportation | 8,500 | 3,719 | 43.8% |
| O&M - Bond & Interest | 9,250 | 4,275 | 46.2% |
| Capital Outlay | 531,176 | 17,870 | 3.4% |
| | <u>1,962,830</u> | <u>571,854</u> | <u>29.1%</u> |

Fire Station # 2 Fund

| | | | |
|----------------------------|---------------|---------------|------------|
| <u>Revenues</u> | <u>Budget</u> | <u>Actual</u> | |
| Reimbursement/Other Income | 150 | 0 | 0% |
| Cell Tower Income | 17,136 | 11,538 | 67% |
| | <u>17,286</u> | <u>11,538</u> | <u>67%</u> |

| | | | |
|----------------------------|---------------|---------------|----------------|
| <u>Expenditures</u> | <u>Budget</u> | <u>Actual</u> | |
| Grounds/Cleaning/Jan Srvc | - | - | #DIV/0! |
| Utilities | - | - | #DIV/0! |
| Repairs & Maintenance | - | - | #DIV/0! |
| | <u>-</u> | <u>-</u> | <u>#DIV/0!</u> |

Barker Rd Rental Property Fund

| | | | |
|---------------------------|---------------|---------------|------------|
| <u>Revenues</u> | <u>Budget</u> | <u>Actual</u> | |
| Rental Income - Barker Rd | 9,960 | 5,810 | 58% |
| | <u>9,960</u> | <u>5,810</u> | <u>58%</u> |

| | | | |
|----------------------------|---------------|-----------------|-------------|
| <u>Expenditures</u> | <u>Budget</u> | <u>Actual</u> | |
| Repairs & Maintenance | 455 | - | - |
| Other Professional Fees | 5,670 | 8,655.00 | 153% |
| | <u>6,125</u> | <u>8,655.00</u> | <u>141%</u> |

PSB Rental Property Fund

| | | | |
|------------------------|---------------|---------------|------------|
| <u>Revenues</u> | <u>Budget</u> | <u>Actual</u> | |
| Rental Income - PSB | 36,000 | 30,000 | 83% |
| Rental Utility Revenue | 2,631 | 2,594 | 99% |
| | <u>38,631</u> | <u>32,594</u> | <u>84%</u> |

| | | | |
|----------------------------|---------------|---------------|------------|
| <u>Expenditures</u> | <u>Budget</u> | <u>Actual</u> | |
| Rental Reimbursement | 9,730 | 6,487 | 67% |
| Utilities | 2,631 | 630 | 24% |
| | <u>12,361</u> | <u>7,117</u> | <u>58%</u> |

**FUND BALANCE REPORT
Fund 101: GENERAL FUND
2018-2019 FISCAL YEAR
AS OF 2/28/19**

| DESCRIPTION | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ORIGINAL BUDGET | 2018-19 AMENDED BUDGET |
|---|--------------------|-------------------|-------------------|-------------------------------|------------------------------|
| TOTAL ESTIMATED REVENUES | 1,298,501 | 1,387,068 | 1,603,114 | 1,413,029 | 1,413,029 |
| TOTAL APPROPRIATIONS | 1,245,166 | 2,201,219 | 1,246,574 | 1,428,161 | 1,460,066 |
| NET OF REVENUES/APPROPRIATIONS - FUND 101 | 53,335 | (814,151) | 356,541 | (15,132) | (47,037) |
| BEGINNING FUND BALANCE | 1,550,163 | 1,603,499 | 789,348 | 1,145,889 | 1,145,889 |
| ENDING FUND BALANCE | 1,603,498 | 789,348 | 1,145,889 | 1,130,757 | 1,098,852 |
| | Fund Bal % 129% | Fund Bal % 36% | Fund Bal % 92% | Fund Bal % 79% | Fund Bal % 75% |

*Fund Balance % = Ending Fund Balance as a Percentage of Total Appropriations

From: Janet M. Chick
Sent: Wednesday, March 6, 2019 9:52 PM
To: Board of Trustees
Subject: Planning Commission Report Marh 6, 2019

The Planning Commission met March 6th.

The Planning Commission received a final draft of Marihuana Permit (Licensing) Regulations. It was modeled after Ann Arbor's permitting process. The PC did not have to take any action. The information will be sent to the Manager and likely legal review and then presented to the board if the board chooses to act on it as presented. A permitting process and application will be necessary to acquiring a license to do business.

The Planning Commission elected their officers. Larry Roman is Chair, Janet Chick Vice-Chair, John Zarzecki Secretary, Brad Cousino ZBA Rep. Cecilia Infante DDG Rep, Sam Iaquinto Parks and Rec Rep, Janet Chick Board of Trustees Rep.

There was a lengthy discussion on the Board's decision to try to sell 75 Barker for 6 months and then demolish it if there is no buyer. The PC made a motion to recommend to the board to rescind that vote and move to demolish 75 Barker. There were members of the Commission and the DDA in attendance that spoke in favor of the demolition and concern that the board did not consider the Downtown Strategic Action Plan, which it adopted 2 years ago, in their decision to sell. There will be information provided in the board packet. The PC is advocating for holding to the plan and act to demolish.

Janet M. Chick

"Real character is revealed through adversity" ~ Tony Dungy

NORTHFIELD TOWNSHIP

Parks and Recreation Board

Minutes – February 21, 2019

1. Call to Order

The meeting was called to order at 7:08p.m.

2. Roll Call and Determination of Quorum

Present: Sam laquinto, Tawn Beliger, Lee Cole, Jennifer DeLisle, Tim Saville, Doug Wilbur

Absent with Notice: Cici Koenig, Chuck Steuer

Also Present: Meghan Bonfiglio, Deputy Director , Washtenaw County Parks & Recreation Commission;
Tami Averill, Community Center Director.

3. Approval of Agenda

Motion was made by laquinto to approve the agenda with the addition of "4. a. – Presentation by Meghan Bonfiglio. Second by Beliger. Passed.

4. First Call to the Public

None.

a. Presentation by Washtenaw County Parks & Recreation Commission Deputy Director, Meghan Bonfiglio.

The Commission did a Needs Survey of 600 residents. (See attachments.) This survey allowed them to prioritize the needs for Investment for Facilities and Investment for Programs.

High Priorities – Facilities (Northeast): Trails (paved, multi-use); Nature Centers; Trails (unpaved, multi-use); Canoe & kayak livery; Indoor aquatic centers; Camping cabins & yurts; Canoe & kayak launch sites; Picnicking areas & pavilions; Dog Parks; Sledding hills.

High Priorities – Programs (Northeast): Adult fitness and wellness programs; Kayak, canoe, paddleboard rentals; winter programs; Community festivals; Senior wellness & fitness programs; Bird/wildlife watching programs; volunteer opportunities; nature stewardship programs; Dog park programs; Art & photography programs.

Open Space Options Respondent Households Would Most Support: Acquired & improved for passive usage. Acquired and left undeveloped for future generations; Acquired & improved for passive and active usages.

Natural Area Options That Households Most Support: Natural areas acquired & provide public access. Additional land should be preserved. Conservation Easements purchased for natural areas.

Additional information included in the handouts: Level of Support for Having Washtenaw County Parks & Recreation Use Tax Dollars for Various Investments. Reasons Preventing Households From Using Washtenaw County Parks and Recreation Facilities More Often.

Possible ways for Northfield Township Parks & Recreation could partner with Washtenaw County Parks & Recreation were discussed - Grants, trail/park construction & planning, private funding connections, etc.

Wilbur discussed the need to determine a definite size for the park, identify it as the park so that portion of the property could not be developed. This would give us a better chance of securing funding to develop the park. Ex. 8 to 10 acres.

There was discussion of how a canoe and kayak rental facility might work and be staffed. Funding possibilities for natural play areas along the park trail were also discussed. Bonfiglio mentioned that an amphitheater needs to be staffed to really make it work. This was not high on the survey "wants" list. Better to approach it slowly.

The Whitmore Lake Nature Preserve on 7 Mile Rd. was discussed. The County is working on ways to promote it and boost usage.

Meghan said that the Parks & Recreation Board can reach out to the County for advice as we move forward with a plan for the park area. Jennifer DeLisle will be the liaison.

5. Minutes of January 17, 2019 Meeting.

Motion was made by Iaquinto to approve the minutes as presented. Second by Cole. Passed.

6. Correspondence

None

7. Planning Commission Update

Update tabled to allow time for Washtenaw County Parks & Recreation Commission presentation.

8. Township Board Update

Update tabled to allow time for Washtenaw County Parks & Recreation Commission presentation.

9. School Board Update

Update tabled to allow time for Washtenaw County Parks & Recreation Commission presentation.

10. Downtown Planning Group Update

Update tabled to allow time for Washtenaw County Parks & Recreation Commission presentation.

11. Project Review & Discussion

a. Community Garden – CiCi, Tim, Sam, Dave, Doug

Daisy Scouts would like to clean and make any needed repairs to Community Garden as a Community Service Project. Tami will coordinate with them and put them in touch with Tim Saville.

b. Bark Park – Chuck, Randy, Lee

No report.

c. Community Park Planning – Doug, Tawn, Tim

Iaquinto is checking with Washtenaw County Road Commission regarding crosswalks and an access road for parking at west end of the property.

Beliger will bring the ideas for natural play areas for the park trail to the Twp. Board to seek approval to pursue these temporary structures.

Next meeting will be focused on the Community Garden and continuing the park plan.

12. Financial Report and Financial Action Items

Current balance is \$4,356.29.

13. Discussion of Play Anywhere Grant

Jennifer DeLisle completed the proposal and submitted it for their early deadline. We are waiting to hear if we make it through to the next round.

14. Board Member Comments

Caro: Has ideas for social media postings: Trails open and thank you to residents; Spring Clean-up: Summer happenings; Easter Egg Hunt at the park and on the trail. Tami will speak to Kiwanis about it.

DeLisle: Bark Park needs gravel put in entry area and walkway. It is getting very icy. Tim will take care of it when things thaw.

Saville: Look into getting a marquis sign to advertise park happenings, Movies on the Lake, etc.

15. Announcement of Next Meeting – March 21, 2019

16. Adjournment

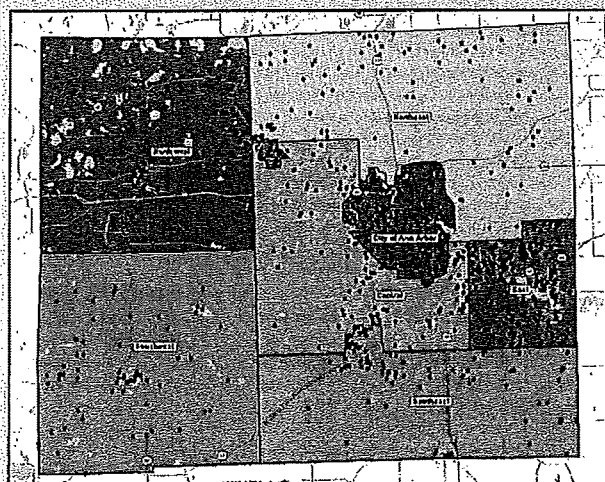
Motion was made to adjourn the meeting by Iaquinto. Second by Beliger. Passed. Meeting was adjourned at 8:32p.m.

Washtenaw County Community Needs Assessment Survey



FEBRUARY 2019

Methodology



- **Southwest**
 - Goal: 60
 - Actual: 74
- **Northwest**
 - Goal: 80
 - Actual: 84
- **Southeast**
 - Goal: 80
 - Actual: 83
- **Northeast**
 - Goal: 80
 - Actual: 80
- **Central**
 - Goal: 100
 - Actual: 101
- **East**
 - Goal: 140
 - Actual: 160
- **City of Ann Arbor**
 - Goal: 60
 - Actual: 114
- **TOTAL**
 - Goal: 600
 - Actual: 696

WL

MEMO

To: Northfield Township Board
From: Lenore Zelenock, Land Preservation Committee (LPC)
Township Board Representative
Date: 03/03/2019
Re: Land Preservation Committee (LPC) Update

The next Land Preservation Committee meeting is scheduled for Thursday, March 14. (The LPC meetings are scheduled for the 2nd Thursday of the month at 7:00 PM at the Public Safety Building.)

At our last meeting on February 28th, we discussed having public outreach events for the residents. One idea is to visit some of the Washtenaw County's Park and Recreation Preserves in Northfield Township and some of the properties in the Greenbelt program in Northfield Township.

We also discussed how to facilitate private donations.

**Northfield Township
Financial Report
Month Ending, February 2019**

This report is a summary of the Township's investments and checking accounts at the end of February 2019.

| Type | Fund/Account | Issuer | Value | Interest Rate | Purchase Date | Maturity Date | Accrued Interest | Monthly Interest Income |
|---------------------------------------|-------------------------|-------------------|------------------------------|---------------|---------------|---------------|-------------------------------|--|
| CD | WWTP | Morgan Stanley | \$28,056.20 | Zero Coupon | 6/16/2009 | 5/20/2019 | 11,664.20 | |
| Money Market | WWTP | Morgan Stanley | 33,069.92 | 2.24% | | | | \$25.13 |
| CD | WWTP | The State Bank | 250,000.00 | 2.60% | 1/7/2019 | 7/8/2019 | Interested Paid at Maturity | |
| CD | WWTP | Flagstar Bank | 250,000.00 | 2.50% | 2/4/2019 | 8/5/2019 | Interested Paid at Maturity | |
| Total WWTP | | | <u>\$561,126.12</u> | | | | <u>\$11,664.20</u> | <u>\$25.13</u> |
| Total Investments | | | <u>\$561,126.12</u> | | | | <u>\$11,664.20</u> | <u>\$25.13</u> |
| | | | | | | | 2019 Interest Paid | Monthly Interest Earned |
| Checking | MIF | 1st National Bank | \$6,210,404.48 | 0.15% | | | \$563.98 | \$1,022.97 |
| Checking | Federal Drug Forfeiture | 1st National Bank | 218,139.15 | | | | | |
| Checking | Police Narcotics | 1st National Bank | 117,959.67 | | | | | |
| Checking | Trust & Agency | 1st National Bank | 92,983.80 | | | | | |
| Checking | Health Account | 1st National Bank | 934.81 | | | | | |
| Checking | Payroll | 1st National Bank | 17,066.48 | | | | | |
| Checking | Tax Account | 1st National Bank | <u>2,731,313.67</u> | | | | | |
| Total Checking | | | <u>\$9,388,802.06</u> | | | | <u>\$563.98</u> | <u>\$1,022.97</u> |
| Total Investments and Checking | | | <u>\$9,949,928.18</u> | | | | <u>\$12,228.18</u> | <u>\$1,048.10</u> |

This report is intended to satisfy the reporting requirements as established under Public Act 20 of 1943 as amended.

2/7/2019
Submitted by: Lenore Zelenock, Treasurer