

NORTHFIELD TOWNSHIP BOARD AGENDA

May 14, 2019 – 7:00 PM

8350 Main Street, 2nd Floor

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- ADOPT BALANCE OF AGENDA

- 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
- APPROVAL OF MINUTES – April 9, 2019 and April 23, 2019 Board of Trustees Regular Meetings
- PRESENTATION
 1. Livonia Builders Proposal for the North Village
- AGENDA ITEMS
 1. Resolution 19-605: Appoint Kiwanis Club of Whitmore Lake member to Obtain a Road Closure Permit for the 4th of July Parade from the Washtenaw County Road Commission
 2. North Village RFQ: Consider acceptance of Livonia Builders (Danny Veri) Qualifications as a preferred developer for the North Village and authorize the Board's North Village Sub-Committee to work with Livonia Builders to prepare a desirable development concept and purchase offer for the Board's consideration
 3. Consider Moving Forward with Wastewater Treatment Plant Equalization Basin
 4. Finalize Road Commission Road Maintenance Contract +
 5. Review Budget for Police Department, Fire Department and Wastewater Treatment Plant
 6. Receive Roofing bids and approve roof repairs for the Northfield Township Community Center
 7. Approve Payment of Open Bills (expected check run date 05-15-2019) for a total of \$131,878.36 from all funds in the Municipal Investment Fund (MIF) account
 8. Accept Check Disbursement Report for Paid Bills (check date from 04-09-2019 to 05-09-2019) for a total of \$330,402.55 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
 6. Receive the Financial and Fund Balance Reports

* 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.

➤ 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 Clerk's Report
6. Receive the Treasurer's Report
7. Receive the Supervisor'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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Township Manager's Report prepared by Steve Aynes for the May 14, 2019 Board Meeting

Proposed Wastewater Treatment Retention Tank

A decision is needed regarding this proposed project in the 2019/2020 Fiscal Year Budget.

Budget for the next Fiscal Year

Further discussion of the draft FY 2019/20 Budget is planned for tonight's meeting and for the May 26 Board meeting if necessary. The Public Hearing on the Budget is anticipated for the June 11 meeting. This schedule allowed the Board the three months of April, May, and June to discuss the budget rather than one month as was scheduled last year. Input from the public is very important for the Board and the Township Manager. This is a great time to let us know what you want done in the budget year from July 1, 2019 to June 30, 2020.

Spring 2019 Medication Event and Proposed Fall Event in October 2019

The information regarding the results of this event is attached. Also the thanks extended by the sponsor for use of the Community Center and the support of the Police Department and the Township.

Seminar regarding "Revitalizing Michigan's Infrastructure"

This free seminar is available to the Board and other Township appointed officials. We need to know soon who is interested so we can send in the reservation. Please contact Mary Bird or me. Thanks

MTA'S "Township of Excellence Guidelines and Application"

During the goal discussion with the Board I mentioned this document from MTA. I believe it would be a useful document to use in rating the Township and to set goals for meeting areas in need of improvement. I am not recommending applying for this now. However, it would be good if the Township could receive this recognition in the future.

Report on Review of Provision of Planning, Zoning, and Building Service

The Board asked that the Township Manager report on options for the provision of Planning, Zoning, and Building Department services.

Enclosed is my initial report. After the Board has had time to review this, I would ask for direction from the Board if you want me to investigate further options for provision of these services

Township Manager Performance Review

My contract provides for an annual review of my performance including areas where I should focus my efforts to improve service to Northfield Township. Under Michigan law an employee can request this be in a closed session with the Board. Last year I made this request primarily because I thought the Board would be more comfortable with this approach. However, this year I am asking the Board to schedule this at one of the June Board meetings. I am comfortable with this approach.

May 2, 2019

Steve Aynes
Township Manager
Northfield Twp.
8350 Main St.
Whitmore Lake, MI 48189

Dear Mr. Aynes,

As the Managing Director of the Michigan Institute for Clinical & Health Research (MICHR), we wanted to thank the Northfield Township community and especially Ms. Tami Averill for allowing us to host a medication take back event at the Northfield Community and Senior Center on April 27, 2019. At the four sites that MICHR hosted, we collected a total of 117 pounds of unused medication, 22 pounds of which were collected at Northfield Township.

We would also like to thank the Northfield Police Department and Officers Chris Chan and Steve Francoeur. They had great interactions with community members and volunteers and helped make a friendly, safe environment at the community center. We could not have held the event without their support. One of MICHR's staff members, Dianne Jazdyk, is working with Lieutenant Martin Smith of the Northfield Police Department to ensure that the officer's time is paid for by the University of Michigan. Dianne will follow up to ensure that payment has been processed and received.

MICHR supports Take Back Events on a biannual basis, once in the spring and once in the fall. The timing coincides with the Drug Enforcement Agency's national medication take back event. We hope you will consider supporting another event in October 2019.

Thank you for providing an excellent location for the Spring 2019 Medication Take Back Event and thank you for being a community organization willing to make a difference.

Sincerely,



Kevin J Weatherwax
Managing Director
Michigan Institute for Clinical and Health Research (MICHR)
Co-chair, Expanded Access Oversight Committee
Michigan Medicine
Adjunct Associate Clinical Professor
College of Pharmacy
University of Michigan
2800 Plymouth Road Bldg. 400 | Ann Arbor, MI 48109-2800 (mail)
1600 Huron Parkway Bldg. 400 | Ann Arbor, MI 48105 (street)
Phone: 734.998.6275 | Pager: 734-936-6266, #9912 | Fax: 734-998-7318

Cc: Tami Averill

From: Jazdyk, Dianne
Sent: Monday, May 6, 2019 9:09 AM
To: Steven Aynes; Tami Averill
Cc: Weatherwax, Kevin; Piechowski, Tricia; Jazdyk, Dianne
Subject: Thank you from Michigan Institute for Clinical and Health Research (MICHHR)

Dear Steve,

I hope all is well. We met at the March 12, 2019 Northfield Township Board meeting when I spoke about medication take back events sponsored by the University of Michigan (U-M) Health System. After board approval, I collaborated with Ms. Tami Averill to hold the medication take back event at the Northfield Township Community and Senior Center on April 27, 2019. Please see attached for a letter from our Managing Director, Kevin Weatherwax.

I checked on the payment status for the officer's time. Check # 5158919 was processed by U-M on Wednesday, May 1. So hopefully, Northfield will have the check early this week. I will follow up with Lt. Martin Smith to ensure payment has been received. If you have questions, please let me know. Thank you!

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

*Please help us continue our support for clinical & translational research by citing our grant number in relevant publications: **UL1TR002240**.*

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



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Revitalizing Michigan's Infrastructure

Fausone Bohn, LLP / OHM Advisors / Plante Moran
Monday, June 3, 2019 from 7:30 AM to 11:45 AM (EDT)
Livonia, MI

Ticket Information

| TYPE | END | PRICE | QUANTITY |
|--|--------------|-------|----------|
| Revitalizing Michigan's Infrastructure | May 20, 2019 | Free | 1 |

Register

Event Details

Revitalizing Michigan's Infrastructure

A Series of Workshops Dedicated Toward Collaboratively Tackling Michigan Infrastructure Issues

Across Southeast Michigan, local leaders recognize the need to fix aging and failing infrastructure. They have the desire to make these improvements for their citizens and communities, but where will the money come from? The estimated cost for fixes grows each year and far exceeds available funds.

Join us for an interactive workshop for local leaders on June 3, 2019 from 7:30-11:45a.m. at Schoolcraft College - VisTaTech Center

- Infrastructure experts will speak on next-gen approaches to funding and how cities and counties are already implementing these solutions
- Local Southeast Michigan municipal leaders who have implemented innovative funding solutions will discuss their execution and results
- Q&A Panel Discussion - get specific answers to your infrastructure and funding questions
- Connect with fellow local leaders to network and share ideas and best practices

Presented by:



Agenda:

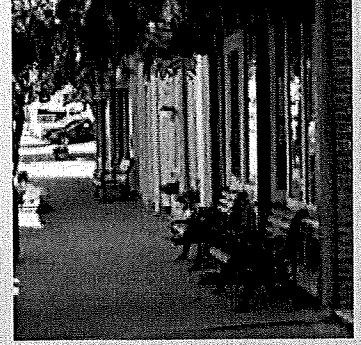
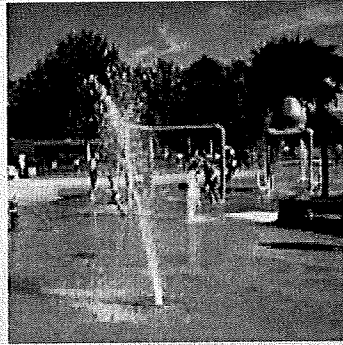
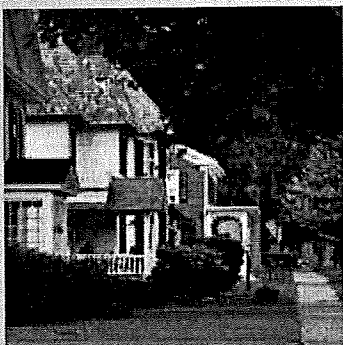
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|---------------|--|---|
| 7:30-8:15am | Networking and Breakfast | |
| 8:15-8:30am | Welcome and Introduction | John Hiltz, President, OHM Advisors and Jim Fausone, Partner, Fausone Bohn, LLP |
| 8:30-9:00am | Reality Check: How Did We Get Here & Where are we now? Finance and Budget Constraints | Dr. Murat Ulasir, Asset Management Practice Leader, OHM Advisors, Plante Moran |
| 9:00-9:30am | Your Data is Valuable: New Funding Sources for Municipalities | Professor Peter Adriaens, PhD BCEEM NAE, University of Michigan |
| 9:30-10:00am | Regionalization of Infrastructure: How cities like Columbus, Ohio are Approaching Infrastructure | Aaron Domini, Planning and Urban Design Practice Leader, OHM Advisors |
| 10:00-10:15am | Break | |
| 10:15-10:25am | Township Road Department | Leo Savoie, Bloomfield Township Supervisor |
| 10:25-10:35am | Regional Road Millage | Sheryl Siddall, Managing Director, Washtenaw County Road Commission |
| 10:35-10:45am | Practical Approaches to Infrastructure Maintenance | Mayor Bill Wild, City of Westland |
| 10:45-11:30am | Panel Discussion and Q&A | All workshop presenters |
| 11:30-11:45am | Closing remarks and next steps; Gauge interest in creating an infrastructure workshop series | John Hiltz, President, OHM Advisors and Jim Fausone, Partner, Fausone Bohn, LLP |

Have questions about Revitalizing Michigan's Infrastructure? Contact Fausone Bohn, LLP / OHM Advisors / Plante Moran



GUIDELINES and APPLICATION

Recognizing strong, vibrant **communities** governed by **township boards** that adhere to **best practices** to deliver quality programs and services, and accomplish **community-driven goals**.





The Michigan Townships Association (MTA) announces a prestigious designation program exclusively for townships—“**Township of Excellence.**”

The benchmark criteria that identify a **Township of Excellence** reflect a variety of perspectives on what constitutes excellence in township government, including recommendations of township officials, state administrators and other practitioners, as well as the MTA Board of Directors and staff. Merely complying with state statutes does not qualify a township for this designation.



To qualify as a **Township of Excellence**, an applicant township must demonstrate superior processes and outcomes in governance, along with adherence to best practices involving its statutory duties of financial stewardship, assessing, tax collection and election administration. If the township provides the following services—emergency services, land use management and economic development, transportation, utilities, and cemeteries—applicants must also demonstrate excellence in those areas.

ELIGIBILITY

A township board member, superintendent or manager may apply on behalf of an MTA member township. Township officials may apply for the designation after the current township board has served together for a minimum of six months. The application must be accompanied by a resolution adopted by a majority of the township board attesting that, to the best of its knowledge, all statements made in connection with the application are truthful and the township is in compliance with all applicable laws and regulations. (See attached sample resolution.)

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.

The goals of the **Township of Excellence** program are to:

- 1** Encourage townships to achieve objective benchmarks of excellence.
- 2** Recognize and reward truly exemplary township governments, specifically where excellence is practiced in a broad array of township functions and operations.
- 3** Enable township residents to appreciate that they live in a township recognized for a high level of excellence as identified by objective benchmarks.
- 4** Continue MTA's tradition of encouraging townships to strive for higher levels of quality constituent services.
- 5** Create an identity and sense of community pride for residents.



DOCUMENTATION REQUIREMENTS

Applicant townships must submit copies of board policies, plans and other documents demonstrating that the board has achieved specific benchmarks. (See attached checklist.) MTA will be the sole judge of whether submitted materials adequately document compliance with all benchmarks. In cases where there may be some question as to whether the township has adequately complied with a particular benchmark, MTA may submit the applicant's documents to an outside panel for an independent recommendation. *De minimus*, or token, efforts at policies or plans will not be regarded as sufficient compliance with benchmark standards.

MTA reserves the right to ask for further documentation at any time prior to or after making a determination as to whether the applicant township qualifies as a **Township of Excellence**. In addition, MTA may check the Association's database to verify attendance at MTA programs. All entries become the property of MTA and will not be returned.

SELECTION PROCESS

A committee of MTA executive staff will evaluate whether the application meets all criteria for the designation. If staff determine that the application does not meet the requirements, a memo will be submitted to the township outlining the staff findings. The applicant may appeal. Either committee may seek the advice and assistance of outside parties in determining whether a submitted policy, plan or other documentation demonstrates compliance, or is an unacceptable, *de minimus* effort.

NOTIFICATION AND PUBLIC ANNOUNCEMENT

MTA will review the application and notify the township of its determination within 60 days from the time the complete application is received at the MTA office. For each township designated a **Township of Excellence**, MTA will release a statement to the township's local media, and an article highlighting the township's achievement will be published in the *Township Focus* magazine. The township will also be recognized at the next upcoming MTA Annual Educational Conference & Expo.

LENGTH OF DESIGNATION

Designation as a **Township of Excellence** continues until the end of the four-year township board term. A township may reapply for the designation in each new term, with no limit to the number of terms that a township may be recognized as a **Township of Excellence**.

DISCLOSABLE UPON REQUEST

In the interest of transparency and to ensure accuracy, applications and any supporting documents will be disclosed to any interested party upon request.



PART 1: MTA TOWNSHIP OF EXCELLENCE APPLICATION

ALL applicants for the full designation must complete the following sections: **Governance, Financial Stewardship, Assessment Administration, Tax Collection and Election Administration.** If the township provides the following services—**Emergency Services, Land Use Management and Economic Development, Transportation, Utilities and Cemeteries**—complete those sections as well.

Check each box as indicated to confirm compliance. When documentation is required, follow instructions for attaching and labeling the required documents. Where documentation is NOT required, the specified official must sign where indicated.

GOVERNANCE

ACCESSIBILITY AND COMMUNICATION

The township publishes a newsletter (*print or electronic*) at least twice a year.

✓ Attach the most recent township newsletter; label Exhibit G-1.

The township maintains a website that is updated at least quarterly.

✓ Provide the website address:

www. _____

The township posts office hours for officials working at a township facility or home office either at the township hall or on the township Website, **OR** publishes them in the township newsletter or a newspaper of general circulation.

✓ Attach the most recent posted or published officials' hours; label Exhibit G-2.

PROFESSIONAL DEVELOPMENT

■ A majority of the township board have each participated in **ONE** TGA Foundations class and in **ONE** or more of the following MTA educational programs every year since the current township term began (*check all that apply*):

- Annual Educational Conference & Expo
- MTA On the Road Regional Meeting
- Professional Development Retreat
- Township Governance Academy (TGA) class (at any level)
- Other MTA workshop, webcast or training program [excluding legislative and National Association of Towns and Townships (NATA) events, which are addressed under ADVOCACY]

✓ Records will be verified by the MTA Knowledge Center.

STRATEGIC PLAN

The township board has adopted a multi-year strategic plan that identifies township strengths, weaknesses, opportunities and threats, and identifies multi-year goals, objectives and strategies to achieve a long-range vision. (*NOTE: Information on strategic planning is available at www.michigantownships.org.*)

The township board reviews and updates the strategic plan at least annually.

✓ Attach the township strategic plan; label Exhibit G-3.

ESSENTIAL BOARD POLICIES

■ The township board has adopted written policies regarding **ALL** of the following:

- Ethics
- General administration
- Public meeting rules, including public comment and board decorum
- Public records inspection
- Freedom of Information Act requests
- Official, employee and volunteer conduct

✓ Attach each policy; label Exhibit G-4a through f (*in order as listed above*).

POLICYMAKING

At least three days prior to each board meeting, all township board members receive a meeting packet, including a proposed agenda and background information on agenda items.

✓ Attach policy regarding meeting packets; label Exhibit G-5.

The township board has adopted written policies that delineate department head authority and clarify which matters require township board approval.

✓ Attach each policy; label Exhibit G-6.

The township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.

✓ Attach policy regarding this practice; label Exhibit G-7.

ADVOCACY

- Check **AT LEAST ONE** of the following:
 - One or more of the township board members communicates with the township's state representative or state senator at least twice a year on issues affecting the township, **AND** one or more of the township board members communicates with the township's U.S. representative or U.S. senator at least once a year on issues affecting the township.
 - One or more of the township board members attended an MTA Legislative Advocacy Day in the last two years.

✓ Attach a list of advocacy activities; label Exhibit G-8.

STAKEHOLDER INVOLVEMENT

- The township board creates advisory citizen task forces to provide research on issues, define alternatives and make recommendations to the board. *(Exclude statutorily required commissions and boards such as a planning commission, board of review, zoning board of appeals, etc.)*

✓ Attach a list of advisory citizen task forces; label Exhibit G-9.

COMMUNITY INVOLVEMENT

- A majority of the township board members are personally involved in community organizations.
- ✓ Attach a list of township board members and the community organizations in which they personally participate; label Exhibit G-10.

INTERGOVERNMENTAL COLLABORATION

- Check **AT LEAST ONE** of the following:
 - The township board participates in at least one organization focusing on intergovernmental or regional collaboration.
 - The township board participates in at least one intergovernmental agreement or contract.

✓ Attach a list of township board members and the organization(s) in which they participate OR a copy of an intergovernmental agreement or contract; label Exhibit G-11.

BOARD ACCOMPLISHMENTS

- The township board strategically sets and implements goals to improve or protect the community's quality of life.
- ✓ Attach a description of goals that have been accomplished in the last two years; label Exhibit G-12. *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

| |
|---|
| x <i>Signature of township supervisor attesting to compliance with all criteria in the GOVERNANCE section.</i> |
|---|

FINANCIAL STEWARDSHIP

ACCESSIBILITY

- The township's financial reporting process is accessible to the public.
- ✓ Attach documentation identifying how financial reports, records, audits, etc., are made available to the public; label Exhibit FS-1.

ACCREDITATION AND TRAINING

- The township provides education and training for township officials and other personnel involved in financial administration.
- ✓ Attach policies, or describe current practices; label Exhibit FS-2.
- In the last four years, a majority of the township personnel involved in financial administration have attended **AT LEAST TWO** training seminars or webcasts offered by MTA or other organizations on accounting procedures, investments, budgeting or fraud prevention.

ESSENTIAL POLICIES

- The township board has adopted and regularly updates a depository and investment policy resolution that addresses **ALL** of the following:
 - Allowed financial institutions
 - Allowed investment instruments
 - How the township minimizes various forms of risk
 - Return on investments
 - Targeted liquidity *(availability of cash)*
- ✓ Attach depository and investment policy resolution; label Exhibit FS-3.

- The township board and staff have adopted administrative policies regarding financial internal controls and segregation of duties.

✓ Attach policies; label Exhibit FS-4.

- The township board has adopted policies regarding administrative review, and approval of all current financial claims against the township.

✓ Attach policies; label Exhibit FS-5.

FINANCIAL PROCESS AND PROCEDURES

- The township's financial reporting system provides useful information to board members to fulfill their fiduciary duties.

✓ Attach at least two recent examples of periodic financial reports provided to the board; label Exhibit FS-6.

- The township budget process is aligned with the township's multi-year strategic planning process.

✓ Attach the most recent budget, including the narrative or public summary of budget plan, documenting alignment with the strategic planning process; label Exhibit FS-7.

- The township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation and benefits system, to assure financial stewardship, efficiency and effectiveness of appropriations.

✓ Attach documentation; label Exhibit FS-8.

- The township board sets and implements policy regarding target general fund unrestricted net fund assets, and reserves are consistent with the township's strategic plan.

✓ Attach policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the strategic plan; label Exhibit FS-9.

- The township board uses a capital improvement plan for public improvements and capital asset purchases, depreciation and replacement.

✓ Attach the plan (or other document) that describes planning process; label Exhibit FS-10.

- The township reduces costs by contracting, cooperating and/or collaborating with another entity or organization to provide a township program or service.

✓ Attach documentation; label Exhibit FS-11.

- The township reduces costs by using technology.

✓ Attach documentation identifying at least one township program or service where the township has or will reduce costs by using technology; label Exhibit FS-12.

- The township board reviews the township's audit and has taken steps to address concerns and recommendations included in the management letter.

✓ Attach documentation identifying steps taken to address any concerns or recommendations in the management letter; label Exhibit FS-13.

- The township board reviews the Auditing Procedures Report form filed with the township's audit and has taken steps to address conditions identified in the report.

✓ Attach the township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147); label Exhibit FS-14. If any "No" boxes are checked, identify steps taken to address the condition(s).

| | |
|---|---|
| x | _____ <i>Signature of township clerk attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.</i> |
| x | _____ <i>Signature of township treasurer attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.</i> |

ASSESSMENT ADMINISTRATION

ACCESSIBILITY

- The township provides the public with access to assessing information from a public computer or kiosk within the township hall **OR** via the Internet (*either through the township's website or other Internet service*).

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- All board of review members attend MTA Board of Review Training, or an equivalent program conducted by the county equalization director, every two years.
- The township supervisor has attended **AT LEAST TWO** of the following every year (*check all that apply*):
 - MTA Board of Review Training
 - MTA Annual Educational Conference & Expo
 - MTA Supervisors Professional Development Retreat
 - MTA Workshops or webcasts (*related to assessment*)
 - Michigan Assessors Association (MAA) Conference
 - MAA seminar

CONSTITUENT SERVICES

- The township provides information to the public on poverty exemptions, including the township's poverty income guidelines and asset test.
- The township provides information to the public on the tax exemption for veterans' specially adapted housing.

ASSESSMENT PROCESS AND PROCEDURES

- Assessing personnel conduct site visits and update assessment information for all properties at least once every five years.
- The assessor has a quality assurance program in place to identify all new buildings and additions.
- Regardless of whether a Michigan Department of Treasury Audit of Minimum Assessing Requirements (AMAR) or 14-Point Review has been conducted, the assessor is in compliance and has notified the township board of compliance with the AMAR requirements as of the date the **Township of Excellence** application is submitted.
- The township board periodically reviews assessing operations, and the assessor annually reports to the township board on assessing issues.

x _____
Signature of township supervisor attesting to compliance with all criteria in the ASSESSMENT ADMINISTRATION section.

TAX COLLECTION

ACCESSIBILITY

- The contact information and hours the treasurer or deputy treasurer are available for tax collection purposes are either posted at the township hall or on the township website, **OR** published in the township newsletter or newspaper of general circulation.
- The township uses a system to accept tax payments after hours, such as a drop-off box, **OR** has arranged for payments to be made at a local bank or other financial institution.
- The township provides the public with access to property tax information from a public computer or kiosk within the township hall **OR** via the Internet (either through the township's Website or other Internet service).

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- The township treasurer has attended **AT LEAST TWO** of the following every year (check all that apply):
 - MTA Annual Educational Conference & Expo
 - MTA Treasurers Professional Development Retreat
 - MTA Workshops or webcasts (related to treasurers' duties)
 - Michigan Municipal Treasurers Association (MMTA) Conference
 - MMTA seminar

CONSTITUENT SERVICES

- The township provides contact information on agencies that provide human services assistance to residents.
- ✓ Attach the human services agency contact information; label Exhibit TC-1.
- The township offers information on the availability of summer tax deferments.
- The township offers information on the Homestead Property Tax Credit income tax.

TAX PROCESS AND PROCEDURES

- The township collects the State Education Tax (SET) and the county operating millage and, if applicable, also collects school summer property taxes.
- ✓ If the township collects school summer property taxes, attach one agreement to collect; label Exhibit TC-2.

x _____
Signature of township treasurer attesting to compliance with all criteria in the TAX COLLECTION section.

ELECTION ADMINISTRATION

ACCESSIBILITY

- **ALL** of the following informational items, or links to the information on other websites, are posted on the township's website:
 - Voter guide
 - Election results
 - Precinct map
 - Instructions for registering to vote
 - Downloadable absentee voter application
 - Office hours and contact information

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- The township clerk has completed the State of Michigan Election Officials Accreditation Program and is current with the specific continuing education requirements.
- The township clerk has attended **AT LEAST TWO** of the following every year (*check all that apply*):
 - MTA Annual Educational Conference & Expo
 - MTA Clerks Professional Development Retreat
 - MTA Workshops or webcasts (*related to clerks' duties*)
 - Michigan Association of Municipal Clerks (*MAMC*) Conference
 - MAMC election seminar

CONSTITUENT SERVICES

- The clerk maintains a permanent absentee voter mailing list of senior citizens and other qualified voters who ask to be added to the list.
- The clerk engages in election outreach by conducting mock elections, making election equipment available for voter practice prior to elections, presenting programs in local schools, using qualified high school students as election inspectors, and/or other methods.

ELECTION PROCESS AND PROCEDURE

- The clerk regularly updates the Qualified Voter File (QVF). Inactive voter names are purged consistent with voter laws.
- The township provides computer equipment and Internet services at the township hall or clerk's office to facilitate using the QVF, Elections e-Learning Center and other online election administration resources.

✓ Attach documentation identifying whether the township uses QVF at the township hall or clerk's home office or at the County Clerk's office; label Exhibit EA-1.

- The township clerk administers all elections within the township, including school elections.
- The township has developed an election emergency operations plan for election facilities, equipment, personnel and other resources necessary for the township's polling places.

✓ Attach plan; label Exhibit EA-2.

x
Signature of township clerk attesting to compliance with all criteria in the ELECTION ADMINISTRATION section.

EMERGENCY SERVICES

FIRE PROTECTION SERVICES

- The township provides fire protection services through its own fire department **OR** a department operated jointly by written agreement with another unit **OR** under contract with a separate unit's fire department **OR** as a member of a fire authority (*NOT solely by a mutual aid agreement*).
- ✓ If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach documentation; label Exhibit ES-1.
- The fire department achieves response times consistent with National Fire Protection Association (*NFPA*) Standard 1710 or 1720, as applicable.
- The fire department is either in compliance with all NFPA standards, or the township board has been informed in writing of all standards with which the fire department is not in compliance.
- As directed by the township board, the fire department provides or contracts for specialized services, such as confined space rescue, hazardous material incident response, water rescue, extrication, etc., that are appropriate to the township's specific circumstances.
- The fire department operates according to written policies or standard operating guidelines.
- ✓ Attach the department's policies or standard operating guidelines; label Exhibit ES-2. If it is the township's own fire department, attach any additional board-adopted policies regarding the fire department; label Exhibit ES-2.
- Check the box that describes your township:
 - If the township is protected by a municipal **water system** and served by a **career** department, at least one area of the township has received an ISO rating of 4 or better.
 - If the township is protected by a municipal **water system** and served by an **on-call** department, at least one area of the township has received an ISO rating of 5 or better.
 - If the township is **NOT** protected by a municipal water system, at least one area of the township has received an ISO rating of 7 or better.
- ✓ Attach the township ISO rating notification; label Exhibit ES-3.
- The township has one or more written mutual aid agreements to supplement current fire services.
- ✓ Attach one mutual aid agreement; label Exhibit ES-4.
- All **on-call** fire fighters have successfully completed the Fire Fighter I test within two years of joining the department, **OR** all **career** fire fighters have successfully completed the Fire Fighter II test.

- The fire chief has completed a command officer program recognized by the Michigan Fire Fighters Training Council.
- The fire department annually conducts community education programs on fire safety, performs fire safety inspections on commercial and industrial exposures present in the township, and reviews site plans of proposed commercial and industrial development.

x
 Signature of the fire chief of department having jurisdiction attesting to compliance with all criteria in the FIRE PROTECTION SERVICES section.

LAW ENFORCEMENT

- Check the box that describes your township:
 - If the township does **NOT** provide law enforcement through its own police department or under contract with another governmental entity, the township board is in regular communication with entities that have responsibility for law enforcement within the township, such as the Michigan State Police (MSP), sheriff's department, tribal police, etc. The board is aware of typical law enforcement emergency response times, and the township's crime and accident statistics.

- The township **DOES** provide law enforcement through its own police department **OR** under contract with another public entity **OR** as a member of an emergency services authority (not **SOLELY** by county sheriff or MSP general road patrol).

✓ If the township provides law enforcement through an agreement, contract or as a member of an authority, attach documentation; label Exhibit ES-5.

- The police department operates according to written policies and/or standard operating guidelines.

✓ Attach the department's policies and/or guidelines; label Exhibit ES-6. If it is the township's own police department, attach any additional board-adopted policies regarding the police; label Exhibit ES-6.

- Police department personnel are trained consistent with the requirements of a departmental plan.
- Police department personnel are deployed consistent with an analysis of community needs, including crime and emergency incident statistics.
- The police department has developed a long-term plan identifying projected resource requirements, equipment acquisition, maintenance and replacement.
- The police department conducts ongoing crime prevention activities.

- As directed by the township board, the police department provides or contracts for specialized services, such as drug enforcement, marine safety, detective bureau, special weapons and tactics, etc., that are appropriate to the township's specific circumstances.

x
 Signature of police chief of department having jurisdiction attesting to compliance with all criteria in the LAW ENFORCEMENT section.

x
 Signature of township supervisor attesting that the township board is knowledgeable of available LAW ENFORCEMENT resources and needs.

EMERGENCY MANAGEMENT

- The township has an emergency operations plan assigning roles and responsibilities in the event of a major disaster or emergency.
- AT LEAST TWO** township board members have completed National Incident Management System (NIMS) 100 and 700 training.

EMERGENCY MEDICAL SERVICES

- Check the box that describes your township:
 - The township does **NOT** provide emergency medical services.
 - The township **DOES** provide emergency medical services through a licensed first responder **OR** ambulance service offered through the township's fire department **OR** through a separate department **OR** by contract or franchise with a licensed public or private entity.

x
 Signature of township supervisor attesting to compliance with all criteria in the EMERGENCY MANAGEMENT and EMERGENCY MEDICAL SERVICES sections.

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

PLANNING

- The township has a planning commission, has adopted a master plan, and the current plan has received a full review or has been revised within the past five years.
- The planning commission has at least 90 percent member attendance during the previous three years. (Multiply the number of planning commission meetings in the past three years by the total number of members serving, and multiply that product by 0.9 to get the target number.)

- The township employs or contracts with a planning and zoning professional or firm.
- The township requires all planning commissioners to attend a training program within three months of their initial appointment.
- Within the past three years, all current planning commissioners have attended at least one land use seminar offered by MTA, the Michigan Association of Planning or Michigan State University, **OR** completed at least six hours of in-service training conducted by the planning commission's staff or consultants.
- Township staff offer consultation meetings for developers and other applicants before they submit land use applications.

ZONING

- The township has **NOT** adopted a zoning ordinance, due to the absence of significant township growth, but the township has adopted a police-power blight ordinance or other ordinances to protect the health, safety and general welfare of the township.

x _____
Signature of township supervisor attesting that these criteria describe the township.

➤ If the township has **NOT** adopted a zoning ordinance, skip to the next section.

- The township **HAS** adopted a zoning ordinance that is consistent with, and is updated regularly to remain consistent with, the master plan. If the ordinance includes site plan review and planned unit development (*PUD*) provisions, then it uses illustrations, in addition to text, to clearly explain the intent of the ordinance.
- The township consistently enforces zoning ordinance violations when voluntary compliance is not achieved.

x _____
Signature of planning commission chair or chief township land use administrator attesting to compliance with all criteria in the PLANNING and ZONING sections.

CONSTRUCTION CODE ENFORCEMENT

- The township does **NOT** enforce the state construction code.

x _____
Signature of township supervisor attesting that the township does NOT enforce the state construction code.

➤ If the township does **NOT** enforce the state construction code, skip to the next section.

- If the township **DOES** enforce the state construction code, the township must comply with **ALL** of the following:

- The township has established performance standards for its building plan and permit approval process.
- The township has established procedures for expedited building plan and permit review, if certain criteria are met.
- The township has established policies regarding the time between when a building inspection is requested and the inspection is performed.

x _____
Signature of the construction code enforcement official attesting to compliance with all criteria in the CONSTRUCTION CODE ENFORCEMENT section.

ECONOMIC DEVELOPMENT

- The township has **NOT** included economic development as a goal of the township strategic plan or developed an industrial park.

x _____
Signature of township supervisor attesting that these criteria describe the township.

➤ If the township has **NOT** included economic development as a goal of the township strategic plan or developed an industrial park, skip to the next section.

- If the township **HAS** included economic development as a goal of the township strategic plan, or the township has developed an industrial park, the township complies with **ALL** of the following:

- In its strategic plan, the township identified the barriers to economic development and has adopted strategies to overcome those barriers.
- To assist developers, the township has created a list of vacant property that is eligible to be developed or redeveloped for commercial or industrial use.
- The township maintains regular contact with local, county and regional economic development entities, such as a county or regional planning commission, chamber of commerce, metropolitan council, strategic alliance, etc.

x _____
Signature of township supervisor attesting to compliance with all criteria in the ECONOMIC DEVELOPMENT section.

TRANSPORTATION

- The township has made efforts to provide for recreational trails **OR** non-motorized and pedestrian traffic.
- The township has a private road standards ordinance.
- Complete the next two criteria **ONLY** if the township spends money on road projects:
 - The township's capital improvement or strategic plan addresses new construction and replacement of hard-surfaced local roads.
 - All road projects are performed under the terms of a written contract between the township and road commission (*or other entity*) that limits the township's financial exposure to cost overruns.

x _____
Signature of township supervisor attesting to compliance with all criteria in the TRANSPORTATION section.

UTILITIES

- If the township does NOT provide such services, please sign below and skip to the next section.

x _____
Signature of township supervisor attesting that the township does NOT provide these services.

- Complete the following section **IF** the township provides water or sewer service by its own department, through a contract with another unit of government, through a joint authority or by regulating privately owned community (*multi-user*) septic systems:
 - All areas of the township currently zoned or identified in the master plan for high-density residential, commercial or industrial land uses are served by water, sewer or both, **OR** the township has identified the provision of those services to all such areas in its master plan or capital improvement plan.
 - The township utilities have surplus capacity for the growth identified in the master plan, **OR** the township has included specific steps in its capital improvement plan or strategic plan to expand capacity to meet projected future needs.
 - If the township operates a wastewater treatment facility, that facility accepts and treats septage.
 - The township has separated, or is in the process of separating, all combined sewer overflow connections.
 - The township has policies and procedures to address complaints regarding its utility services.

- The township has established utility fee structures that adequately fund bonded indebtedness, maintenance, depreciation and facility replacement.
- The township has an emergency sewer back-up plan in place.

✓ Attach the back-up plan; label Exhibit U-1.

x _____
Signature of the sewer system administrator attesting to compliance with all criteria in the UTILITIES section.

x _____
Signature of the water system administrator attesting to compliance with all criteria in the UTILITIES section.

CEMETERIES

- If the township does NOT operate a cemetery, sign below and skip to the next page to complete the application.

x _____
Signature of township supervisor attesting that the township does NOT operate a cemetery.

- Complete the following section **IF** the township operates a cemetery:
 - The township has a cemetery ordinance.
 - The township cemetery ordinance provides that burial rights are sold by permit instead of deed.
 - The township cemetery ordinance provides for forfeiture of unused lots.
 - Original (*paper*) cemetery records are protected from fire, water damage, pests and theft. Back-up copies of cemetery records are stored at an off-site location on microfilm or other stable format as recommended by the Michigan Department of Technology, Management and Budget Records Management Services (www.michigan.gov/dtmb).
 - Upon request, the township provides public access to cemetery records for up to four hours a day during regular business hours.

x _____
Signature of township cemetery administrator attesting to compliance with all criteria in the CEMETERIES section.

Please turn to the back of the brochure to complete the application.

PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.



Before mailing your completed application, use the **DOCUMENTATION CHECKLIST** (insert) to make sure you have attached and clearly labeled all necessary supporting documents.

Township _____

County _____

Submitter _____

Phone (_____) _____ - _____ Ext. _____

Township Supervisor _____

Phone (_____) _____ - _____ Ext. _____

Township Address _____

City _____, MI Zip Code _____

Email _____

Application For:

Township of Excellence
Full Designation

Certificate of Achievement

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.

List Sections:

Mail the complete application (PART 1) and your township's Resolution to Submit Application (PART 2) to:

MTA Township of Excellence, P.O. Box 80078, Lansing, MI 48908-0078.



Thank you for submitting your application to become a **Township of Excellence**. MTA will notify you within 60 days of receiving the complete application if your township qualifies to receive the designation or a *Certificate of Achievement*.

The Michigan Townships

Association advances local

democracy by fostering

township leadership and public

policy essential for a strong and

vibrant Michigan.



P.O. Box 80078
Lansing, MI 48908-0078
Phone (517) 321-6467
Fax (517) 321-8908
www.michigantownships.org

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MTA TOWNSHIP OF EXCELLENCE CHECKLIST

ALL applications for full designation MUST include the following materials and documents. Label each document as indicated and organize them in the order listed below. You may wish to use a binder with section dividers to organize your documents. This checklist does not need to be turned in; it is provided to assist you in preparing your application.

GOVERNANCE

- G-1** The most recent township newsletter.
- G-2** The most recent posted or published officials' hours.
- G-3** The township strategic plan.
- G-4** Township board policies regarding all of the following, **in the order listed below:**
 - G-4a** Ethics
 - G-4b** General administration
 - G-4c** Public meeting rules, including public comment and board decorum
 - G-4d** Public records inspection
 - G-4e** Freedom of Information Act requests
 - G-4f** Official, employee and volunteer conduct
- G-5** Township board policy regarding meeting packets.
- G-6** Township board policies that delineate department head authority and clarify which matters require township board approval.
- G-7** Township board policy specifying how the township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.
- G-8** A list of township board member advocacy activities.
- G-9** A list of advisory citizen task forces established by the township board.
- G-10** A list of township board members and the community organizations in which they personally participate.
- G-11** A list of township board members and intergovernmental or regional organization(s) in which they participate **OR** a copy of one intergovernmental agreement or contract.
- G-12** A description of goals that the township board has accomplished in the last two years, demonstrating that the township has improved or protected the community's quality of life. *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

FINANCIAL STEWARDSHIP

- FS-1** Documentation identifying how financial reports, records, audits, etc., are made available to the public.
- FS-2** Policies, or descriptions of current practices, that identifies what financial training or professional development opportunities the township provides for township personnel.
- FS-3** The township board depository and investment policy resolution.
- FS-4** Administrative policies regarding financial internal controls and segregation of duties.
- FS-5** Township board policies regarding board and administrative review and approval of all current financial claims against the township.
- FS-6** Two recent examples of periodic financial reports provided to the board.
- FS-7** The most recent budget, including the budget narrative or public summary of budget plan.
- FS-8** Documentation that the township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation system, to assure financial stewardship, efficiency and effectiveness of appropriations.
- FS-9** Township board policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the township's strategic plan.
- FS-10** The township capital improvement plan or other document that describes planning for public improvements and capital asset purchases, depreciation and replacement.
- FS-11** Documentation identifying how the township has reduced costs for one township program or service by contracting, cooperating or collaborating with another entity or organization.
- FS-12** Documentation identifying one township program or service where the township has or will reduce costs by using technology.



- FS-13** The township's most recent audit report and management letter. Identify steps taken to address any concerns or recommendations in the management letter.
- FS-14** The township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147). If any "No" box is checked, identify steps taken to address the condition(s).

TAX COLLECTION

- TC-1** The contact information the township provides on agencies that offer human services assistance to residents.
- TC-2** If the township collects school summer property taxes, attach a copy of one agreement.

ELECTION ADMINISTRATION

- EA-1** Documentation identifying whether the township accesses QVF directly or through the County Clerk.
- EA-2** A copy of the township election emergency operations plan.

EMERGENCY SERVICES

- ES-1** If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach a copy of the documentation.
- ES-2** A copy of the fire department's policies or standard operating guidelines. If it is the township's own fire department, also attach a copy of any additional board-adopted policies regarding the fire department.
- ES-3** A copy of the township ISO rating notification.
- ES-4** A copy of one mutual aid agreement to supplement current fire protection services.
- ES-5** If the township provides law enforcement through an agreement, contract or as a member of an authority, attach a copy of the documentation.
- ES-6** A copy of the police department's policies or standard operating guidelines. If it is the township's own police department, also attach a copy of any additional board-adopted policies regarding the police department.

UTILITIES

- U-1** A copy of the township emergency sewer back-up plan.

No documentation required for the following sections:

ASSESSMENT ADMINISTRATION

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

TRANSPORTATION

CEMETERIES



PART 2: MTA TOWNSHIP OF EXCELLENCE RESOLUTION TO APPLY

Resolution to Submit Application

for Michigan Townships Association

Township of Excellence Designation/Certificate of Achievement

WHEREAS, the _____ Township board strives to adhere to best practices to deliver quality programs and services, and to accomplish community-driven goals; and

WHEREAS, the Michigan Townships Association *Township of Excellence* designation program recognizes townships where excellence is practiced in a broad array of township functions and operations; and

WHEREAS, as part of the application process, _____ Township submits the accompanying township documents and policies for the designation committee to review; and

WHEREAS, the township board attests that, to the best of its knowledge, all statements made in connection with the application are truthful; and

WHEREAS, the township board attests that, to the best of its knowledge, the township is in compliance with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED that the _____ Township board submits this application for the Michigan Townships Association *Township of Excellence* (insert "Designation" or "Certificate of Achievement") _____.

Motion made by: _____.

Seconded by: _____.

[The resolution must be adopted by a majority of the township board (three members of a 5-member board or four members of a 7-member board).]

Upon roll call vote, the following members voted:

Yes: _____

No: _____

The Supervisor declared the resolution adopted.

Signature of Clerk

Date



TO: Board

From: Steve Aynes, Township Manager

RE: Report on Review of Provision of Planning, Zoning, and Building Service

Date: May 9, 2019

I have been directed by the Board to review the provision of these services to the public. The bottom line is the provision of quality and accessible service to the public at an affordable price. The Township Manager provides direct oversight of the employees and the coordination needed with the consultants.

Current Service

These are five distinct services provided by the Township coordinated through the Township Office.

1. Coordination of the Building, Planning, and Zoning is currently provided by the Township at the office. Mary Bird is the Coordinator of these three important areas of service. The Township Manager is her direct supervisor. She is assisted by the Receptionist and other office staff as needed. She works with the Planning Commission and Zoning Board of Appeals (ZBA) as their staff support. In order to enhance her ability to do this, the Township Manager recommended and the Township Board approved starting July 1, 2018 having her prior assessing work transferred to the firm providing Assessment Services to the Township. The transition of these duties to this firm has still required substantial time to facilitate the training of new staff and other support functions. The intent of this change was to improve service to the public.
2. Zoning Administration is provided through an agreement with McKenna to provide a Zoning professional. Her services to the citizens of the Township has been improved through the establishment of office hours approximately 4 hours per week at the Township Hall. This individual serves many other communities and has a substantial amount of training and experience in all aspects of zoning administration.
3. Planning Services are provided through an agreement with McKenna. Routine duties are undertaken working with the public and providing support to the Board, Planning Commission, and ZBA. Special projects such as the update of the Township Master Plan, the North Village request for proposals (RFP) and requests for qualifications (RFQ) are provided by special approval by the Board.
4. The Building Department service are provided with a designated Building Official and some inspectors through a contract with Pittsfield Township. The Building Official is required by the State of Michigan to enforce the State Building Code. He oversees the building Department.
5. The Code Enforcement Officer investigates and enforces Ordinances as needed. He works closely with the other four providers listed above.

Costs of current services are shown on the pages of the draft Fiscal Year 2019/2020 Budget as enclosed. Department 412-Planning/Zoning Department on pages 12 and 13 of the draft budget shows a total cost of \$ 148,803. Revenues to pay for this are out of the General fund. The Building Fund is shown

separately on pages 38-40. Revenues received through the Building department are used to pay only for the expenses of the Building Department (item 4 above) and cannot be used to pay for any of the other services outlined in items 1-3 and 5 above. Revenue is projected at \$ 83,000 for the Building Fund. Expenses are projected to be \$ 133,500. The difference is expected to be covered using \$ 50,570 of the Building Fund Balance. A major concern is that the FY 2020/21 would not have sufficient funds to cover the excess of Revenues over expenditures. The revenue sources for the Building Fund would have to be increased by increases in permit fees, or expenditures would need to be cut.

Options for Provision of Future Services

Please note that each of the 5 functions discussed require unique education and experience. It would be very difficult for instance for one individual to have a career path that would prepare them for being the Planner, Zoning Administrator, and Building Official.

1. The Building, Planning, and Zoning Coordinator position should be continued as a full time position regardless of the Board decisions on other service providers. This is very important for the provision of easily accessible service to the public. The job description may need to be adjusted in response to any changes in other service providers.
2. The Zoning Administration could be provided under the following alternatives.
 - a. Continue contractual Services with McKenna. Included is a proposal from McKenna to increase the number of office hours for the Zoning Administrator which is shown in the attachment section of this report.
 - b. Seek alternative providers through a Request for Proposal process (RFP)
 - c. Hire a part time zoning administrator as an employee of the Township
 - d. Hire a full time Planner/Zoning Administrator a professional with both skill sets.
3. Planning Services could be provided under the following alternatives
 - a. Continue contractual services with McKenna
 - b. Seek alternative providers through a RFP process
 - c. Hire a part time Planner as an employee of the Township
 - d. Hire a full time Planner as an employee of the Township
 - e. Hire a full time Planner/Zoning Administrator if the Township hires a professional with both skill sets. In the attachment section of this report are a variety of advertisements. The one from Chelsea, MI should be looked at closely. This is for a Community Development Director. Advertised salary range is \$ 62,641-\$ 81,827. It requires a BA degree and 5 years of experiences and prefers a Masters degree. However, it does not mention doing the Building Official Duties.
4. The Building Department duties can be provided by a Building Official who meets the State requirements. This could be provided under the following alternatives
 - a. Continue contractual services with Pittsfield Township
 - b. Seek alternative providers through a Request for Proposal (RFP) process
 - c. Turn over the Building Department responsibilities to Washtenaw County. See attachments provided by the Washtenaw County Building Department. This would eliminate most of the revenue shown in Fund 287 and much of the Dept. 301 Operating costs. Other costs would

have to be moved General Fund due to the substantial revenue reduction. The specific numbers would have to be calculated with the assistance of the Controller and the Auditing firm. About \$ 75,000 in revenue would be eliminated with this option, but only about \$ 31,000 of expense in Dept. 301 section of the Building Fund would be eliminated.

The other concern would be the necessity of citizens and contractors having to travel to the County's Building Department. Some of this might be able to be done on line or on the phone with the County, but some extra travel would be the likely result.

- d. Hire an employee to provide the Building Official duties. In the Appendix are included job descriptions from the Michigan Township Association and advertisements from several professional organization for a variety of positions.
5. The Code Enforcement duties can be provided under the following alternatives
- a. Continue providing this through a part time Code Enforcement Officer at an average of 20 hours per week.
 - b. Continue with the present part time Code Enforcement Officer at the recommended average of 30 hours per week as approved by the Board at the May 7, 2019 Board meeting.
 - c. Seek provision of the Code enforcement duties through an RFP process to secure this service through a contractor
 - d. Hire a full time Planner/Zoning Administrator who is also qualified to provide code enforcement service. This would consolidate 3 functions provided now by McKenna and a current part time employee.

Attachments

Proposed FY 2019/2020 Budget pages related to current revenue/expenditures on Planning, Zoning, Building, and Code Enforcement

Washtenaw County Building Department Information

Mckenna Proposal for providing Building Code administration in addition to current zoning and planning services.

Mckenna proposal for increasing Zoning Administrator office hours at the Township Hall.

Job Descriptions from the Michigan Township Association (MTA)

Job availability advertisements from the Michigan Municipal League (MML), the Michigan Planning Association (MPA), and the American Planning Association.

Future Direction

The Board should determine what further focused study should be done by the Township Manager. A further study of building permit rates is in process. This should be continued if the Board decides to continue providing Building Department services at the Safety Building/Township Hall.

NORTHFIELD TOWNSHIP
8350 Main St.
734-449-2880

To: Board of Directors

From: Controller

RE: Building Dept Fund

BUILDING DEPARTMENT FUND (#287)

The building department is a self-sustaining fund that receives revenue dollars in the form of fees charged for various permits required to perform any building related activities within the township. Money is expended to cover inspections of permitted work, staff salaries and some minor operating expenses. Currently this fund is running at a deficit and at the current rate will not have enough funds to cover expenditures for 2020-2021.

Items of significance for the Building Department

REVENUES:

- No Significant Changes Projected.

EXPENDITURES:

- 60% of the Buildings/Planning/Zoning Coordinator salary and benefits are allocated to the building department. A 2.8% salary increase is included.
- Hospitalization has been increased by 7% over the prior year and Life/Disability Insurance has been increased by 7.5%.
- Allocation to Department includes 30% of the front desk salary and 10% of the township manager wages and benefits.

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|-----------------------------------|---|---------------------|------------------------------|--------------------------------|--------------------------------|--|----------|
| Totals for dept 336-CONTRIBUTIONS | | 13,718 | 2,500 | 0 | 2,500 | 0 | 0 |
| Dept 412-PLANNING/ZONING DEPT | | | | | | | |
| 101-412-701 | ZONING SALARIES | 0 | 17,601 | 10,896 | 18,094 | 493 | 2.80% |
| | 40% of Bldg/Planning/Zoning Coordinator Salary Plus 2.8% Raise | | | | | | |
| 101-412-707 | ZBA SALARIES | 15,625 | 6,000 | 3,744 | 6,000 | 0 | 0 |
| 101-412-715 | SOCIAL SECURITY | 1,407 | 3,396 | 2,863 | 3,479 | 83 | 2.43% |
| 101-412-716 | HOSPITALIZATION | 0 | 7,132 | 8,090 | 7,631 | 499 | 7.00% |
| 101-412-717 | LIFE/DISB INSURANCE | 0 | 267 | 381 | 287 | 20 | 7.65% |
| 101-412-718 | ZONING PENSION | 0 | 1,760 | 1,083 | 1,809 | 50 | 2.83% |
| 101-412-723 | RECORD SEC | 6,260 | 9,620 | 6,160 | 7,020 | (2,600) | -27.03% |
| | (Recording Sec - \$195/Mtg x 36 Mtgs) | | | | | | |
| 101-412-726 | PLANN COMM | 9,700 | 16,800 | 9,200 | 16,800 | 0 | 0 |
| | Seven members of planning commission paid \$100 per mtg; 24 mtgs per year | | | | | | |
| 101-412-727 | SUPPLIES | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 101-412-741 | UNIFORMS/GEAR & ALLOWANCE | 0 | 2,000 | 0 | 0 | (2,000) | -100.00% |
| 101-412-800 | OTHER PROFESSIONAL FEES | 0 | 1,000 | 0 | 1,000 | 0 | 0 |
| 101-412-801 | PLANNER FEES | 41,538 | 47,250 | 54,002 | 47,250 | 0 | 0 |
| 101-412-809 | CODE ENFORCEMENT | 200 | 20,800 | 13,800 | 21,382 | 582 | 2.80% |
| | (C.E. Officer \$25/Hr x 16 Hrs/Wk=\$20,800) Plus 2.8% Increase | | | | | | |
| 101-412-818 | CONTRACTUAL SERVICES | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 101-412-823 | ZONING ADMINISTRATION | 16,025 | 12,000 | 18,140 | 12,000 | 0 | 0 |
| | (8 Hrs. Every Weeks @ \$60/Hr. 52 weeks) | | | | | | |
| 101-412-851 | POSTAGE | 267 | 250 | 374 | 250 | 0 | 0 |
| 101-412-860 | FUEL & MILEAGE | 810 | 750 | 760 | 1,000 | 250 | 33.33% |

Handwritten notes:
 Voted approved 4-2
 up to 30 HRS/WK.

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 101: GENERAL FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|--|---------------------|------------------------------|--------------------------------|--------------------------------|--|----------------|
| 101-412-900 | Increase for Code Enforcement full year mileage PRINTING & PUBLICATIONS | 2,952 | 2,500 | 1,929 | 2,500 | 0 | 0 |
| 101-412-910 | Mlive Ads INSURANCE & BONDS | 1,000 | 0 | 0 | 0 | | |
| 101-412-927 | ALLOCATE TO DEPARTMENTS | 27,054 | 0 | 0 | 0 | 0 | #DIV/0! |
| 101-412-956 | MISCELLANEOUS | 0 | 500 | 0 | 500 | 0 | 0 |
| 101-412-957 | TRAINING & DEVELOPMENT | 0 | 1,800 | 490 | 1,800 | 0 | 0 |
| Totals for dept 412-PLANNING/ZONING DEPT | | 122,837 | 151,426 | 131,912 | 148,803 | (2,623) | -1.73% |
| Dept 448-STREET LIGHTS | | | | | | | |
| 101-448-920 | UTILITIES | 37,862 | 54,410 | 24,536 | 31,000 | (23,410) | -43.03% |
| Expected annual costs after LED project should be approximately \$7,000 less than prior year. | | | | | | | |
| Totals for dept 448-STREET LIGHTS | | 37,862 | 54,410 | 24,536 | 31,000 | (23,410) | -43.03% |
| Dept 449-ROAD WORK | | | | | | | |
| 101-449-805 | PATHWAYS AND SIDEWALKS | 0 | 7,670 | 6,670 | 0 | (7,670) | -100.00% |
| 101-449-813 | ROADWORK | 28,762 | 49,113 | 22,986 | 28,000 | (21,113) | -42.99% |
| 101-449-814 | (Brine Applications) - Half the cost of 3 applications. The other half is matched. ROAD IMPROVEMENTS | 133,073 | 136,000 | 92,024 | 93,000 | (43,000) | -31.62% |
| 101-449-929 | \$42,000 Match (this includes our share of \$13,732 for Drainage), \$30,000 6 Mile Culvert, \$21,000 Walker Drain GRANT EXPENSE | 75,897 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 449-ROAD WORK | | 237,731 | 192,783 | 121,680 | 121,000 | (71,783) | -37.24% |
| Dept 523-SOLID WASTE MANAGEMENT | | | | | | | |
| 101-523-880 | MAY/OCT CLEAN UP PROGRAM | 2,000 | 0 | 0 | 2,000 | 2,000 | #DIV/0! |

Replaces Savings rid of get this Mercury year

116,000 2

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 287: BUILDING DEPARTMENT FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|---|---------------------|------------------------------|--------------------------------------|--------------------------------|--|--------------|
| 287-226-731 | WORKERS COMP INSURANCE | 570 | 480 | - | 480 | 0 | 0 |
| 287-226-927 | ALLOCATE TO DEPARTMENTS 30% of Front Desk Wages and 10% of Township Manager Wages and Benefits | 56,772 | 17,819 | - | 18,901 | 1,082 | 6.07% |
| Totals for dept 226-PERSONNEL | | 57,969 | 67,270 | 23,649.46 | 69,481 | 2,211 | 3.29% |
| Dept 261-GOVERNMENT SHARED SERVICES | | | | | | | |
| 287-261-725 | BUILDING INSPECTIONS | 16,562 | 25,000 | 13,400 | 25,000 | 0 | 0 |
| 287-261-737 | PLAN REVIEW | 3,019 | 3,000 | 4,072 | 3,000 | 0 | 0 |
| 287-261-738 | MISC BUILDING ADMINISTRATION | 635 | 500 | 75 | 500 | 0 | 0 |
| Totals for dept 261-GOVERNMENT SHARED SERVICES | | 20,216 | 28,500 | 17,547 | 28,500 | 0 | 0 |
| Dept 270-LEGAL/PROFESSIONAL | | | | | | | |
| 287-270-722 | CONTROLLER (5% of Total Cost) | 2,403 | 2,519 | 0 | 2,590 | 71 | 2.80% |
| 287-270-802 | AUDIT FEES (5% of Total Cost) | 900 | 900 | 900 | 900 | 0 | 0 |
| 287-270-806 | ENGINEER | 1,510 | 0 | 0 | 0 | 0 | #DIV/0! |
| 287-270-823 | ZONING ADMINISTRATION | 0 | 1,000 | 0 | 1,000 | 0 | 0 |
| Totals for dept 270-LEGAL/PROFESSIONAL | | 4,813 | 4,419 | 900 | 4,490 | 71 | 1.60% |
| Dept 301-OPERATING COSTS | | | | | | | |
| 287-301-725 | ELECTRIC, PLUMB & MECH INSPECTIONS | 28,575 | 25,000 | 21,150 | 25,000 | 0 | 0 |
| 287-301-727 | SUPPLIES | 420 | 500 | 0 | 500 | 0 | 0 |
| 287-301-818 | CONTRACTUAL SERVICES | 0 | 0 | 0 | 0 | 0 | #DIV/0! |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 287: BUILDING DEPARTMENT FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--------------------------|---|---------------------|------------------------------|--------------------------------------|--------------------------------|--|---------|
| ESTIMATED REVENUES | | | | | | | |
| Dept 000 | | | | | | | |
| 287-000-478 | SOIL FILL PERMITS | 1,400 | 0 | 500 | 0 | 0 | #DIV/0! |
| 287-000-481 | SIGN PERMITS | 100 | 0 | 0 | 0 | 0 | #DIV/0! |
| 287-000-484 | BUILDING PLAN REVIEW FEES | 4,188 | 5,500 | 4,445 | 5,500 | 0 | 0 |
| 287-000-485 | BUILDING PERMIT FEES | 38,811 | 35,000 | 41,909 | 35,000 | 0 | 0 |
| 287-000-486 | CONTRACTOR'S REGISTRATION | 2,540 | 2,500 | 2,175 | 2,500 | 0 | 0 |
| 287-000-488 | TRADE PERMIT FEES | 42,083 | 40,000 | 33,030 | 40,000 | 0 | 0 |
| 287-000-626 | COPY & FOIA INCOME | 5 | 0 | 38 | 0 | 0 | #DIV/0! |
| 287-000-671 | REIMBURSEMENT/OTHER INCOME | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 000- | | 89,127 | 83,000 | 82,096 | 83,000 | 0 | 0 |
| TOTAL ESTIMATED REVENUES | | 89,127 | 83,000 | 82,096 | 83,000 | 0 | 0 |
| APPROPRIATIONS | | | | | | | |
| Dept 226-PERSONNEL | | | | | | | |
| 287-226-703 | BUILDING SALARIES 60% OF Building/Planning/Zoning Coordinator Salary Plus 2.8% Raise | 0 | 26,401 | 19,308.66 | 27,140 | 739 | 2.80% |
| 287-226-715 | SOCIAL SECURITY | 626 | 2,020 | 1,206.78 | 2,076 | 56 | 2.78% |
| 287-226-716 | HOSPITALIZATION 7% Increase over prior year | 0 | 16,404 | 1,451.08 | 17,552 | 1,148 | 7.00% |
| 287-226-717 | LIFE/DISB. INSURANCE 7.5% Increase over prior year | 0 | 574 | 58.62 | 617 | 43 | 7.50% |
| 287-226-718 | BUILDING PENSION | 0 | 3,572 | 1,624.32 | 2,714 | (858) | -24.02% |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 287: BUILDING DEPARTMENT FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|-------------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------|
| 287-301-850 | COMMUNICATION | 487 | 500 | 402 | 500 | 0 | 0 |
| 287-301-910 | INSURANCE & BONDS | 0 | 900 | 0 | 900 | 0 | 0 |
| 287-301-927 | ALLOCATE TO DEPARTMENTS | 4,195 | 4,200 | 0 | 4,200 | 0 | 0 |
| Totals for dept 301-OPERATING COSTS | | 33,677 | 31,100 | 21,552 | 31,100 | 0 | 0 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | | |
| 287-412-823 | ZONING ADMINISTRATION | 150 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 301-OPERATING COSTS | | 150 | 0 | 0 | 0 | 0 | #DIV/0! |
| TOTAL APPROPRIATIONS | | 116,825 | 131,289 | 63,648 | 133,570 | 2,281 | 1.74% |
| NET OF REVENUES/APPROPRIATIONS - FUND 2 | | (27,698) | (48,289) | 18,448 | (50,570) | (2,281) | 4.72% |
| BEGINNING FUND BALANCE | | 171,326 | 143,628 | 143,628 | 95,339 | | |
| ENDING FUND BALANCE | | 143,628 | 95,339 | 162,076 | 44,769 | | |
| | | | Fund Balance 73% | Fund Balance 34% | | | |

Interactive Voice Response (IVR)



(734) 222-3720

The IVR Phone System is available
24 hours/day to:

- Schedule Inspections
- Cancel Inspections
- Retrieve Inspection Results

Use a touch-tone phone and call the IVR
phone number. You will need the Permit
Number to use the IVR system. The Voice
Permits system will prompt you through the
steps during your call. At the end of the call
you will be issued a confirmation number.

More detailed instructions on using the IVR
system are available at the Building
Inspection office and on the website at
<http://buildinginspection.ewashtenaw.org>.

Washtenaw County Building Inspection

Western County Service Center

705 N. Zeeb Rd.
Ann Arbor, MI 48107-8645

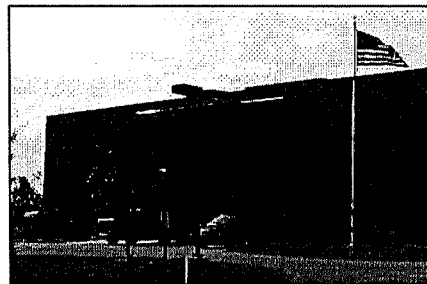
Phone: (734) 222-3900

IVR: (734) 222-3720

Fax: (734) 222-3930

Hours of operation:
8:30 a.m. - 5:00 p.m.
Monday - Friday

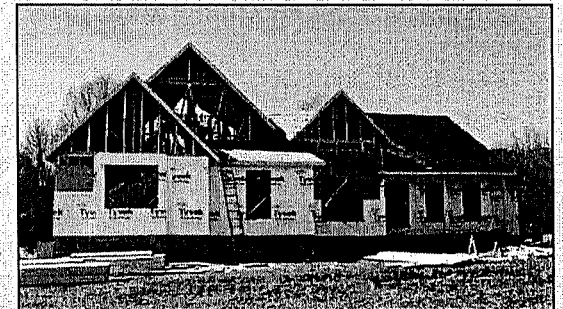
<http://buildinginspection.ewashtenaw.org>



July 2012



Washtenaw County Building Inspection Services



Building Inspection Services



Staff

Use of full-time and on-call inspection staff to accommodate inspection and plan review volume.

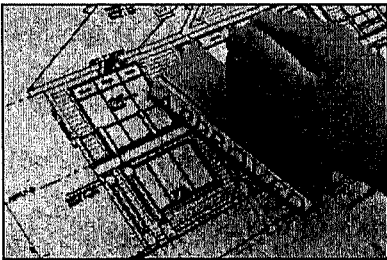
Timing

Building and Trade (plumbing, mechanical and electrical) inspections within 24-48 hours.

2-hour time frame the morning of scheduled inspections upon request.

Plan Review

Both Commercial and Residential Plan Review performed.



Online Services

Online permits available for all trades (plumbing, mechanical and electrical).

Online permits available for Building (roofing, siding, and windows only).

Inspection results available online for viewing within 24 hours of inspection completion.

Ability to view online all permit and inspection documentation related to any specific property.

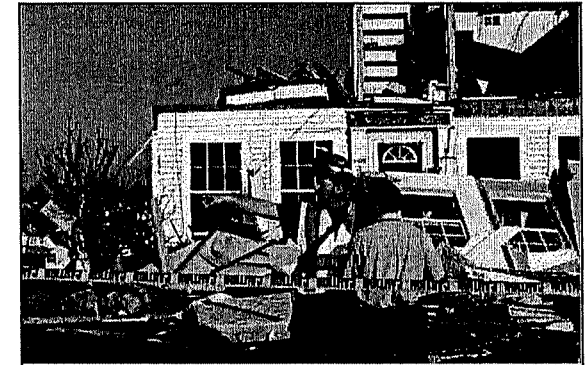
Collaboration

Collaboration with Local Units of Government relative to Zoning Approval, Soil Erosion, Environmental Health and WC Road Commission prior to building permit issuance.

Set Back Inspections to comply with jurisdictional zoning ordinance (if agreed upon with Local Unit).

Damage Assessment

Washtenaw County Building Inspection is the official Damage Assessment Team for the Washtenaw County Emergency Operations Center and is activated during emergency situations such as the recent tornado event in Dexter.



Building Inspector/Official Don Schnettler working with fireman Tim Andrews following the March 15, 2012 Dexter tornado. Photo courtesy Kimberly P. Mitchell/DFP.

Enforcement

Construction Code Board of Appeals.

Code Enforcement as it relates to Public Act 230.



WASHTENAW COUNTY BUILDING INSPECTION
 705 N ZEEB RD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
 Phone (734) 222-3900 Fax (734)222-3930
 24 hour inspection requests (734) 222-3720

FEE SCHEDULE EFFECTIVE DATE: JANUARY 1, 2010

BUILDING PERMITS:

Estimated Cost of Construction

Fee

Residential:

| | |
|---|---|
| <p>\$1,000 to \$10,000.....</p> <p>Over \$10,000.....</p> | <p>\$ 110.00 minimum permit fee (Up to a maximum of two (2) inspections) Includes residential roofing, siding, and work requiring one inspection only.</p> <p>\$ 110.00 plus \$6.00 per thousand or fraction thereof over \$10,000 \$10,000-\$20,000 (Up to a maximum of (3) Inspections) Over \$20,000 (Up to a maximum of nine (9) inspections; one of each inspection required based on plan reviewer's determination)</p> |
| <p>Commercial:</p> | <p>\$ 110.00 plus \$7.00 per thousand or fraction thereof over \$1,000 (Unlimited inspections)</p> |

ADDITIONAL INSPECTION FEE:

\$50.00

Inspections requested or required that exceed the maximum limit for a specific permit

PLAN REVIEW FEES:

| | |
|---|--|
| <p>Projects under \$20,000 cost of construction</p> | <p>\$ 35.00</p> |
| <p>All commercial and all residential projects over \$20,000 cost of construction</p> | <p>\$ 75.00 per hour of actual plan review time spent w/one hour minimum</p> |
| <p>Separate plan review such as; Fire Suppression and Fire Alarms</p> | <p>\$ 75.00 per hour of actual plan review time spent w/one hour minimum</p> |

BUILDING PERMIT APPLICATION FEE:

\$ 30.00

BUILDING PERMIT GIS FEE:

\$ 5.00

SET BACK INSPECTION FEE:

\$50.00

Required for Augusta Township and Lodi Township ONLY

at this time. Inspection for compliance with minimum set backs according to the local township zoning ordinance

CERTIFICATE OF OCCUPANCY FEES:

Permanent C of O.....\$100.00 per unit
to be paid at the time of building permit issuance
Temporary C of O.....\$200.00 per unit per (30) day increment

A new Temporary C of O Fee will be charged for each (30) day increment beyond temporary certificate expiration

PLAN REVISIONS:

Will be charged a \$50.00 application fee along with charges based on fees listed above for increased cost of construction amount and applicable plan review time spent

PERMIT REACTIVATION:

If a permit has expired, which means there has been no inspection activity for a period of 180 days, a fee of **\$50.00** will be required to reactivate the permit. If there are multiple permits for a project, each expired permit will require reactivation.

If there has been no activity on a permit for a period of 180 days from the date of issuance, the permit will expire and the permit holder will be required to begin the process over. **Fees paid on permits prior to expiration are not refundable.**



WASHTENAW COUNTY BUILDING INSPECTION (734) 222-3900
705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Fax (734) 222-3930
Inspection Line (734) 222-3720 – (IVR) automated system – 24 hours a day
http://www.ewashtenaw.org/government/departments/building_inspection/

March 13, 2018

Marlene Chockley, Northfield Township Supervisor
8350 Main Street
P.O. Box 576
Whitmore Lake, MI 48189

Good Morning Marlene,

Thank you so much for contacting me to discuss the possibility of Washtenaw County Building Inspection providing building inspection services to Northfield Township.

The normal hierarchy for a Building Inspection department begins at the local level. If there is no department at the local level it goes to the county level and if the county does not have a Building Inspection Department it goes to the state level by default.

Washtenaw County currently provides Building Inspection services to Augusta Township, City of Dexter, Saline Township, Scio Township, Lodi Township, Webster Township and electrical inspections for the City of Saline. I would encourage you to contact any or all of them to gauge the service we provide and their satisfaction with those services.

There are a couple of items we do not provide:

- We do not provide zoning reviews/approvals
- We do not *prepare* designs and/or blueprints.

Let me tell you what we can do for your township:

- We provide code enforcement as it relates to the Building Code but NOT for local ordinances, such as blight, etc. We cooperate and assist zoning officers with respect to unsafe conditions such as hoarding, fire, dilapidated structures, etc.
- Research of problems and complaints from contractors and the general public regarding commercial and residential buildings, building construction and code compliance. We Respond to and resolve complex and sensitive building issues.

With the municipalities that we currently serve, Zoning and site plan approvals are done at the local level (either in house or contracted out). Customers are required to submit to our office a copy of the approved zoning compliance, (2) sets of approved site plans, along with (2) sets of structural drawings stamped and approved by the local zoning office. Permits are not issued without those prior approvals.

- We are always willing to meet customers on-site or at the township offices by appointment, at their convenience. Since office time involves plan review, report writing and data entry using county software and equipment, it is preferable that office time be at the county office.

Washtenaw County currently provides services for Soil Erosion, Environmental Health (on-site sewage and well), food licensing, restaurant Inspections and other programs at our location on Zeeb Rd. We are all located in the same office. I believe this would be an easy transition for your citizens since they already have to come here for the above services.

- (2) Building Inspectors on staff w/Building Official Certification
- (1) Part time Building Inspector
- (2) Electrical Inspectors – (1) full time (1) on-call
- (2) Plumbing Inspectors – (1) three days per week and (1) on-call
- (3) Mechanical Inspectors – (1) three days per week and (2) on-call
- All inspectors on staff are certified in plan review with numerous years of experience.
- Our Inspectors often explain, interpret, and provide information to owners, contractors, developers, engineers and architects and other interested parties regarding building code requirements, construction procedures and offers assistance in making application for permits.
- Work cooperatively with the area Fire Marshall prior to issuing certificate of occupancy to commercial buildings/businesses.
- Public Access to our document management system to look up parcel history.
- Public Access to our permitting system to check permits, inspection results, etc.
- 24/7 Inspection Scheduling through our interactive voice response phone system.
- Customer service Monday through Friday from 8:30 a.m. to 5:00 p.m.
- Inspector office hours every day from 8:00 a.m. to 9:00 a.m.
- Provide (2) hour window for inspection times on the day of a scheduled inspection.
- On line permitting services for electrical, plumbing and mechanical permits along with building permits not requiring plan review (roofing, siding and windows).
- In house plan review services.
- In house Construction Code Board of Appeals. Several other municipalities, including Northfield Township, above and beyond the six jurisdictions where we are the enforcing agency currently use our Board of Appeals when necessary.
- Appear in court to present testimony regarding building code violations on code enforcement cases.

- Set back inspections. (This is optional) A lot of jurisdictions have their zoning officer do set back inspections but we can do them if you would like.
- Change of Occupancy permits and inspections.
- Change of Use permits and inspections.
- Respond to FOIA requests for building department records, research files, provide copies in accordance with the public act.
- We can provide monthly reports with permit totals and whatever information you want to see on the report. We currently send monthly reports to all of the assessors for the municipalities where we are the enforcing agency.

At your request I have attached our current fee structure. Building Permit fees have not been increased since 2010. Trade permit fees (electrical, plumbing and mechanical) have not been increased since 2005. Trade fees are listed on the attached permit applications.

To allow us to provide these services there would be no cost to your city. We assume all liability.

As with any change there would be some logistics that would have to be worked out but I am confident that we can iron those out cooperatively to provide a smooth transition. If you have any more questions or need further clarification on anything I would be happy to address your issues. You can contact me any time by email at schmittd@ewashtenaw.org or by phone at 734-222-3892.

Thank you again for your consideration. I hope we can be of service to you and your township.

Sincerely,

Deb Schmitt, Director
Washtenaw County Building Inspection
705 N Zeeb Road
P.O. Box 8645
Ann Arbor, Michigan 48107-8645

734-222-3892



WASHTENAW COUNTY BUILDING INSPECTION (734) 222-3900
705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Fax (734) 222-3930
Inspection Line (734) 222-3720 – (IVR) automated system – 24 hours a day
http://www.ewashtenaw.org/government/departments/building_inspection/

PLEASE READ IF YOU ARE SUBMITTING AN APPLICATION FOR A RESIDENTIAL BUILDING PERMIT

**IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE A COMPLETE
SUBMITTAL WHEN APPLYING FOR A BUILDING PERMIT.**

**BUILDING PERMITS CANNOT BE ISSUED WITHOUT REQUIRED INFORMATION
AND APPLICABLE APPROVALS FROM OUTSIDE AGENCIES.**

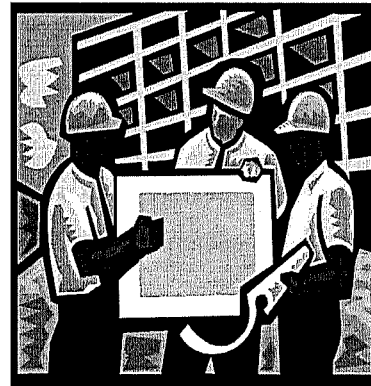
1. A Building Permit application with all sections completed.
2. Both sets of plans must have an approval stamp or signature by the applicable township or city zoning official and a copy of the zoning compliance form must be submitted.
3. Approval from the Washtenaw County Health Department is required if parcel has an onsite septic system and there will be an increase in the number of bedrooms or any increase in the footprint including additions and new accessory structures. 734-222-3800.
4. Washtenaw County Soil Erosion and Sedimentation Control permit for earth changes within 500 feet of a surface water's edge and disturbing 225 square feet or more and all earth changes that disturb one (1) or more acres. Earth changes less than 225 square feet in total earth disturbance may be eligible for a waiver. Contact the Soil Erosion Program for additional information 734-222-6860 or www.ewashtenaw.org/soilerosion
5. Approval/Waiver from the Washtenaw County Road Commission if a new driveway will be installed.
6. Contractor's license (both company and individual if under business name) or homeowner affidavit
7. Two sets of construction plans showing:
 - a) footings
 - b) foundation
 - c) floor plans
 - d) elevations
 - e) cross section (include structural elements, insulation, sheathing, weather proofing, and finish materials)
 - f) door and window locations
 - g) structural details
 - h) lumber sizes, spans and spacings
 - i) all information required per the MI Energy Code: *insulation material and R-values, fenestration U-factors, mechanical system type and efficiency*
 - j) before and after floor plans for remodels/alterations
 - k) site plan showing size and location of proposed and existing structures, distances from lot lines, well and septic system, any adjacent water courses or wetlands.

**NO FINAL INSPECTIONS WILL BE
SCHEDULED UNTIL ALL FEES ARE
PAID**

EXPIRATION/CANCELLATION OF A PERMIT:

A permit shall become invalid if the authorized work is not complete within 6 months after issuance. A permit will be closed with a status of not approved if no inspections are requested and conducted within six months after issuance.

*...For additional information, forms, links, directions,
etc., please visit our website
buildinginspection.ewashtenaw.org*



WASHTENAW COUNTY
BUILDING INSPECTION
P.O. BOX 8645
705 NORTH ZEEB RD
ANN ARBOR, MI 48107-8645

<http://www.washtenaw.org/buildinginspection>

OFFICE PHONES
734-222-3900 MAIN LINE
734-222-3720 IVR
734-222-3930 FAX

***Multiple Transactions—** When scheduling multiple transactions, only (1) confirmation number will be issued for the entire call. Do not respond YES for a confirmation number until you are ready to terminate the entire call. When the system asks "Would you like a confirmation number", and you respond with NO it will then prompt you to enter another permit number.

WASHTENAW COUNTY BUILDING INSPECTION



**INTERACTIVE
VOICE RESPONSE**
*** I * V * R ***

(734) 222-3720

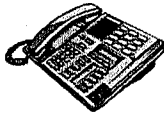
AUTOMATED BUILDING INSPECTION SYSTEM

In an ongoing commitment to improve customer service, Washtenaw County Building Inspection has installed an *Interactive Voice Response* telephone computer system for inspection requests, until midnight, 7 days a week.

WELCOME

THE IVR SYSTEM WILL ALLOW YOU TO USE YOUR TOUCH TONE PHONE TO:

- Ⓞ Schedule Inspections
- Ⓞ Cancel Inspections
- Ⓞ Retrieve Inspection Results



IVR TELEPHONE NUMBER is: (734)

222-3720

There are 7 ports available for incoming calls.

YOU WILL NEED:

- Ⓞ The Permit Number (including letter prefix)
All permit numbers begin with a (3) letter prefix
(Example: BLD2001-00135)

YOU WILL BE PROMPTED THROUGH THE ENTIRE PROCESS. PRESS (*) AT ANY TIME FOR MORE INFORMATION.

CHOOSE FROM THE FOLLOWING OPTIONS:

- Ⓞ Press (1) Schedule An Inspection
- Ⓞ Press (2) Cancel An Inspection
- Ⓞ Press (3) Obtain Inspection Results
- Ⓞ Press (*) Additional Information
- Ⓞ Press (#) Disconnect And Hang Up

The **Voice Permits™** system will prompt you through the steps during your call. You may perform *multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.

PLEASE UNDERSTAND THAT:

- If Your Permit Begins With The Letters BLD, Press (1)
- If Your Permit Begins With The Letters ELE, Press (2)
- If Your Permit Begins With The Letters MEC, Press (3)
- If Your Permit Begins With The Letters PLM, Press (4)

*See back page for multiple transactions

Then:

Enter The 9 Digit Numerical Portion Of Your Permit Followed By The (#) Key And Follow The Prompts.

Thank You For Using The IVR System.

INSPECTION TYPE CODES

| CODE | INSPECTION | PRIOR INSPECTIONS REQUIRED |
|-----------------------|---------------------------------|------------------------------|
| BUILDING (STRUCTURAL) | | |
| 010 | FOOTING/POSTHOLES | |
| 115 | FOUNDATION RE-INFORCEMENT | |
| 120 | SUBSOIL | |
| 130 | BACKFILL | |
| 135 | SUBSOIL & BACKFILL | |
| 140 | ROUGH BUILDING | 240, 350, 420,440,450 |
| 143 | MASONRY-BRICK VENEER INSPECTION | |
| 146 | FRRCI-FIRE RATED INSPECTION | |
| 150 | INSULATION | |
| 160 | SITE BUILDING | |
| 170 | MASONRY FIREPLACE | |
| 199 | FINAL BUILDING | 220, 299, 320, 399, 430, 499 |

ELECTRICAL

| | | |
|-----|------------------------------------|--|
| 210 | TEMPORARY SERVICE | |
| 220 | PERMANENT SERVICE | |
| 225 | PERMANENT SERVICE & ROUGH ELECTRIC | |
| 230 | UNDERGROUND ELECTRIC | |
| 235 | UNDERGROUND & ROUGH ELECTRIC | |
| 240 | ROUGH ELECTRIC | |
| 245 | LOW VOLTAGE ROUGH | |
| 250 | SITE ELECTRICAL | |
| 295 | LOW VOLTAGE FINAL | |
| 299 | FINAL ELECTRIC/PERMANENT SERVICE | |

PLUMBING

| | | |
|-----|----------------------------------|--|
| 310 | UNDERGROUND PLUMBING | |
| 315 | UNDERGROUND PLBG & ROUGH | |
| 320 | SEWER INSPECTION (SEWER HOOK-UP) | |
| 325 | SEWER & ROUGH PLUMBING | |
| 330 | WATER SERVICE (WATER HOOK-UP) | |
| 331 | SEWER & WATER SERVICE | |
| 345 | SHOWER PAN | |
| 350 | ROUGH PLUMBING | |
| 360 | SITE PLUMBING | |
| 398 | FINAL PLUMBING & WTR/SWR | |
| 399 | FINAL PLUMBING | |

MECHANICAL

| | | |
|-----|----------------------------------|--|
| 410 | L P GAS TEST UNDERGROUND | |
| 420 | ROUGH PRE-FAB FIREPLACE | |
| 430 | FINAL PRE-FAB FIREPLACE | |
| 440 | ROUGH MECHANICAL | |
| 450 | GAS TEST | |
| 460 | UNDERGROUND MECHANICAL | |
| 470 | SITE MECHANICAL | |
| 471 | GAS TEST & UNDERGROUND | |
| 472 | GAS TEST & ROUGH MECHANICAL | |
| 473 | PRE-FAB ROUGH & ROUGH & GAS TEST | |
| 474 | PRE-FAB ROUGH & GAS TEST | |
| 495 | PRE-FAB ROUGH & ROUGH MECHANICAL | |
| 496 | PRE-FAB FINAL/FINAL MECHANICAL | |
| 499 | FINAL MECHANICAL | |

RESULT CODES

| | |
|------|-----------------------------------|
| CAN | INSPECTION CANCELLED |
| DIS | INSPECTION FAILED-NO FEE ASSESSED |
| DONE | INSPECTION PASSED |
| FAIL | INSPECTION FAILED W/FEE |
| P/A | PARTIAL APPROVAL |
| RFND | PERMIT REFUNDED |
| VOID | PERMIT VOIDED |

CAUTION CAN, DIS AND P/A RESULT CODES MAY ALSO HAVE ADDITIONAL FEES ASSESSED

ALSO NOTE THAT WE DO HAVE DAILY LIMITS ON INSPECTIONS. IF THOSE LIMITS HAVE BEEN REACHED THE SYSTEM WILL GIVE YOU THE NEXT AVAILABLE DATE.

IMPORTANT: Permit Holders, make sure rough electric, plumbing, mechanical, gas test, and pre-fab fireplace inspections are done before calling for the rough building inspection. If the rough building inspection is called in before the other rough inspections, the rough building inspection will not be approved and a \$50.00 re-inspection fee will be assessed.

Also: Make sure final electric/permanent service, plumbing, mechanical, final pre-fab fireplace, and sewer inspections are done before calling for the final building inspection.





MCKENNA

May 8, 2019

Mr. Steven Aynes
Township Manager
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Proposed Agreement for Building Services

Dear Mr. Aynes:

Based on our relationship with Northfield Township, we understand that the Township is looking for creative ways to provide a highly functioning, customer-oriented building department for a reasonable cost. We also understand that the Township is looking for a Building Official that will function as support for the Township's administrative team and as a professional leader. I believe the following proposal spells out how we can achieve these objectives and more for the Northfield Township.

TALENT

McKenna offers licensed, effective, insured, and courteous building and code inspection services from McKenna professionals with background checks, using the latest tools and techniques to achieve immediate and long-term Township goals.

DEPTH

McKenna currently provides inspections for communities with populations close to 400,000. We also conduct department evaluations and management plans. Permit activity fluctuates dramatically; however, with a growing roster of licensed inspectors available, McKenna has the depth of resources to assist during the most active permit cycles, but if we are not needed, we (and the cost) are not there.

BUSINESS/CITIZEN FRIENDLY

Communities that rise above the normal create a competitive advantage for investment in their town and a timely and complete inspection process is part of the higher level of service which increases investment attraction. McKenna inspectors' business/citizen friendly approach (which includes frequent satisfaction surveys) insures the high service standard.

SUCCESS

Ten years ago a municipality urged McKenna to step in and manage its Building Department. Since then, the Manager and others say building department quality is significantly upgraded and the long-time administrative and personnel problems have disappeared in terms of: citizen complaints, unexpected medical leave, Monday/Friday "sick" days, grievances, etc. Results include increased service quality with negligible problems. Although each community is different, McKenna can now confidently propose almost trouble-free service.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



AVAILABILITY

Our skilled and licensed inspectors are available to start immediately upon your authorization.

Attached please find McKenna's Building Department qualifications and hourly fee proposal.

We are very excited about the opportunity to work with Northfield Township. Please let me or Jeff Sergent know if you have any questions.

Respectfully submitted,

McKENNA

Paul Lippens, AICP
Director

Enclosures

cc: Jeff Sergent, Senior Building Administrator/Certified Building Official
Jim Wright, Director of Field Operations/Senior Building Administrator/Certified Building Official

Professional Qualifications



Our inspiring and environmentally conscious office spaces reflect McKenna's commitment to our people, our communities, sustainable design.

McKenna Associates is a corporation formed under the laws of Michigan on May 2, 1978. The firm has offices in Northville, Detroit, Kalamazoo, and Grand Rapids, Michigan.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, MI 48167
O 248.596.0920
F 248.596.0930
E info@mcka.com

DETROIT

28 West Adams Street
Suite 1000
Detroit, MI 48226
O 313.888.9882
F 248.596.0930
E info@mcka.com

GRAND RAPIDS

38 Fulton Street
Suite 400
Grand Rapids, MI 49503
O 616.204.1936
F 248.596.0930
E info@mcka.com

KALAMAZOO

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930
E info@mcka.com



At McKenna, we help make communities for real life. From street festivals, traffic jams, roundabouts, downpours, downspouts, and storefronts, to parking spots, coffee shops, and farmers markets, we want you to thrive. No matter the obstacles, no matter the scope, we get down in the weeds with you to plan, design, and build your municipality into a perfectly livable community.

AREAS OF SERVICE

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

COMMUNITY PLANNING

- Master Plans (cities, villages, townships, counties and regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- ADA Accessibility
- Park and Recreation Furnishings
- Universal Playgrounds

On-Site Management Services

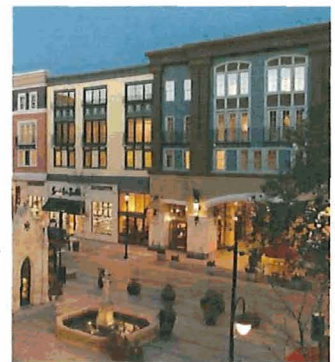
- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management– Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations - Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps & Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education & Training
- Transportation and Parking Plans
- Access Management
- Parking Studies



Public Participation (IAP2 and NCI Certified)

- Hands-on Workshops
- Focus Groups
- Surveys (Telephone, Web, Mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes NCI

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Landscape Architecture

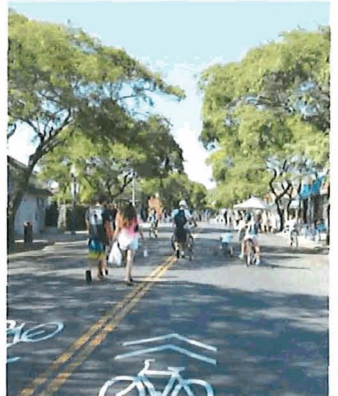
- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (Tree Surveys and Maintenance Plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design
 - Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (Residential, Retail, Office, Public, Institutional) Design
- Public Art

Sustainability Plans

- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors



UNIQUE QUALIFICATIONS

We believe that McKenna is uniquely qualified to provide the requested services for the following reasons:

1. McKenna offers LEED certified inspectors.
2. McKenna has provided municipal department management services in Michigan communities for forty years.
3. McKenna's team of professionals have reviewed and inspected some of the most complex residential and mixed-use buildings constructed in Southeast Michigan.
4. Many of McKenna's building professionals are certified to provide certification maintenance training on a number of topics including communication.
5. Several of McKenna's certified Building Officials have managed building departments in communities similar in size and character.

PROFESSIONALS

McKenna has a deep roster of certified inspectors, plan reviewers, and permit technicians/support services. Following is our proposed team. In addition to these talented individuals, we have professionals in each area to provide back up in the event of illness or vacation.

In many instances we have been asked to meet with and work with existing contractors that are currently providing service to a community. We are willing to meet with any contractors that are currently providing service if those relationships are beneficial.

Past Involvement with Similar Projects

EXAMPLES OF RECENT PLAN REVIEWS/INSPECTIONS

McKenna's professional inspection team has reviewed a wide range of commercial, office, institutional and industrial projects including over 100 reviews a month in each discipline. Some recent examples include:

- Target
- Home Depot
- Westland Mall
- Verizon Regional Headquarters
- Garden City Hospital
- Hampton Inn
- White Castle Corporation
- BP – Gas Stations
- Surgical Facilities
- St. Peter and Paul Church (Westland)
- International Extrusions
- Raleigh Movie Studios (Pontiac)
- Crestwood Dodge
- Beaumont Medical Office Building
- Michigan First Credit Union
- Renaissance Festival



ABOVE

Recently completed
Beaumont MOB

Grosse Pointe

BELOW

Michigan First
Credit Union
Lathrup Village



The Pearl

85, 350 SF
5 story mixed use \$15.5M

The Sheridan

4 story senior complex
\$15.076M

Forefront

3 Story mixed use
\$6.9M

Brookside

5 story residential

Forest Elm

5 story mixed use
50,849 SF
\$5.6M

The Woodward

3 Story restoration

Palladium

5 story renovation
\$6.8M

COMPARABLE PROJECTS

Current Building Inspection Department Administration, Plan Review and Code Enforcement:
McKenna currently provides a variety of Building Department services and Code Enforcement to:

| COMMUNITY | SERVICES PROVIDED | | | | | |
|--|-------------------|---------------------|------------------|-------------|----------|------------------|
| | Building Official | Building Inspection | Trade Inspection | Plan Review | Clerical | Code Enforcement |
| Birmingham (pop. 20,103) | | ■ | ■ | ■ | | ■ |
| Village of Oxford (pop. 3,436) | ■ | ■ | ■ | ■ | | |
| City of Lake Angelus (pop. 290) | ■ | ■ | ■ | ■ | ■ | ■ |
| City of Lincoln Park (pop. 38,144) | | ■ | ■ | ■ | ■ | |
| Canton Charter Township, Wayne Co. (pop. 90,173) | | ■ | ■ | | | |
| Holly Township, Oakland Co. (pop. 11,362) | | ■ | | ■ | | |
| Lathrup Village (pop. 4,075) | ■ | ■ | ■ | ■ | | ■ |
| Webberville (pop. 1,272) | ■ | ■ | ■ | ■ | | ■ |
| Union Charter Township, Isabella C. (pop 7,615) | ■ | ■ | | ■ | | |
| Van Buren Charter Township, Wayne Co. (pop. 28,821) | | | | ■ | | |
| Walled Lake (pop. 7,127) | ■ | ■ | ■ | ■ | | ■ |
| Fraser (pop. 14,480) | ■ | ■ | | ■ | | |
| Grosse Pointe Woods (pop. 15,639) | | | ■ | | | |
| Village of Grosse Pointe Shores (pop. 2,918) | | | ■ | | | |

MICHIGAN BASED

McKenna is incorporated in Michigan since 1978. The McKenna project team is well staffed; in other words, we have “the horses in the stable” so that we provide prompt service, response, and action. Further, our team is local and is held accountable to the citizens of the communities in which we work.

MUNICIPAL DEPARTMENT MANAGEMENT AND STAFF AUGMENTATION SERVICES

McKenna professionals are skilled in providing services in municipal offices as permanent or interim support for positions such as Building Official, Planning Director, Zoning Administrator, Community Development Director, DDA/TIFA or Economic Development Director, and Building Department Administrator, and similar positions. In some communities McKenna provides all of these functions.

MUNICIPAL ADMINISTRATION SERVICES

McKenna currently provides or has recently provided department administration services including planning, zoning, building, code enforcement and CDBG in the following communities, among others:

- Garden City, Michigan
- Buena Vista Charter Twp., Saginaw Co., Michigan
- Clawson, Michigan
- Grand Blanc Charter Twp., Genesee Co., Michigan
- Williamston, Michigan
- Williamstown Twp., Ingham Co., Michigan
- London Twp., Monroe Co., Michigan
- Rochester, Michigan
- Richmond, Michigan
- Rochester Hills, Michigan
- Royalton Twp., Berrien Co., Michigan
- South Lebanon, Ohio
- Van Buren Charter Twp., Wayne Co., Michigan
- Walled Lake, Michigan
- Fenton, Michigan
- Dearborn Heights, Michigan
- Saybrook Twp., Ashtabula Co., Ohio
- Delhi Charter Twp., Ingham Co., Michigan
- Medina, Ohio
- Oxford, Michigan
- Hudson, Ohio
- Hazel Park, Michigan
- Hartland Twp., Livingston Co., Michigan
- Kalamazoo Charter Twp., Kalamazoo, Co., Michigan
- Lake Orion, Michigan
- Lincoln Park, Michigan
- Lyon Charter Twp., Oakland Co., Michigan
- Plymouth Charter Twp., Wayne Co., Michigan
- Oshtemo Charter Twp., Kalamazoo Co., Michigan
- Webberville, Michigan
- Westland, Michigan
- Ypsilanti, Michigan

Management Consulting: Building, Zoning and Code Enforcement

- Brighton Charter Township, Livingston Co., Michigan
- Kalamazoo Charter Township, Kalamazoo Co., Michigan
- Ecorse, Michigan
- Royal Oak Charter Township, Oakland Co., Michigan

Shared Services Analysis

- Van Buren County, Michigan

REFERENCES

Hon. Dennis Mitchell
Mayor
City of Lake Angelus
45 Gallogly Road
Lake Angelus, MI 48326
(248) 332-3916

Dr. Sheryl Mitchell
City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600

Mr. Matthew W. Coppler
City Manager
City of Lincoln Park
1355 Southfield Road
Lincoln Park, MI 48146
(313) 386-1800 Ext. 1230

Ms. Rachel Piner
Treasurer
City of Williamston
161 E. Grand River
Williamston, MI 48895
(517) 655-2774

Mr. Mark Stuhldreher
Former City Manager Inkster, MI
Manager, Union Township
2010 S. Lincoln
Mt. Pleasant, MI 48858
(989) 772-4600

Hon. William Wild
Mayor
City of Westland
36601 Ford Road
Westland, MI 48185-2298
(734) 467-3200

Mr. James Albus
Building Official
City of Clawson
425 N. Main Street
Clawson, MI 48017
(248) 435-4500

Hon. Kevin McNamara
Supervisor
Charter Township of Van Buren
46425 Tyler Road
Belleville, Michigan 48111
(734) 699-8910

Mr. Joe Young
Manager
Village of Lake Orion
37 E. Flint Street
Lake Orion, MI 48362
(248) 693-8391 ext. 101

Mr. Bruce Johnson
Building Official
City of Birmingham
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
(248) 530-1842

Mr. Wayne O'Neal
City Manager
City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100 Ext. 3



Building Official/Inspection and Trade Inspection Services

NORTHFIELD TOWNSHIP, WASHTENAW CO., MICHIGAN



PREPARED 8 MAY 2019 BY

MCKENNA
235 East Main St.
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
E info@mcka.com
MCKA.COM

MCKENNA

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Project Services

Building Official/Inspectors and Trade Inspectors

PROPOSED SERVICES

A. GENERAL

McKenna shall provide the following Building Official and building and trade inspection services according to the conditions described below:

1. Perform background checks on each of its inspectors to determine fitness to perform services under this agreement.
2. Provide transportation and other equipment used in the performance of the contracted services.
3. Consultant's professionals shall wear presentable attire. When performing services under the agreement, such individuals shall be in possession of, and shall display, identification to be provided by the municipality.
4. Maintain written and electronic files pertaining to services rendered by the Consultant.
5. Services performed by the Consultant shall comply with State of Michigan and municipal codes which govern the plan review, permit and inspection processes.
6. The Consultant shall not allow any person to perform any plan reviews or construction codes inspections (1) without first determining each Consultant inspector providing Building Official plan review or inspection services possesses necessary licenses required by the State of Michigan and (2) shall provide the municipality with verification that each inspector possesses a current "Building Official " or "Registered Code Official and Inspectors" card issued by the Michigan Department of Labor and Economic Growth, Bureau of Construction Codes showing registration number, expiration date and the specific categories for which each is licensed.

B. BUILDING OFFICIAL/INSPECTION SERVICES

McKenna shall provide the following services as requested:

1. Perform as Building Official including:
 - a. Performs supervisory and administrative duties in planning and coordinating the operation of the building department, which includes complex technical duties in enforcing construction codes to ensure public safety and health.
 - b. Participate in meetings with the public, the Manager, legal counsel, other agencies and elected officials, or other jurisdiction, State or Federal representatives and, at mutually agreeable times.
 - c. When requested, provide opinions in development and implementation of goals, objectives, fee schedules, ordinances, budgets, policies and priorities for the municipality.

2. **Inspections.** Conduct inspections of the construction, renovation, rehabilitation or integrity of residential and nonresidential structures to determine compliance with approved plans, applicable codes and ordinances; issue violation notices for non-compliant work; and, on occasion, issue stop-work orders. Provide a team of certified building professionals for timely inspections so projects stay on track and may be completed in a timely manner.
3. **Site Inspections.** Conduct open hole and final grade demolition inspections. Participate in enforcement activities regarding non-compliant work.
4. **Safety Inspections.** Evaluate existing structures for safety and health issues, necessity of permits for work performed, hazardous or unsafe conditions, or other violations, including declarations of emergencies and emergency demolition orders. Enforce the municipal Dangerous Building Code and blight ordinances.
5. **Permit Status.** Monitor expiring permits, open inspection findings and noncompliant correction notices and contact property owners to schedule follow-up inspections; provide information to the municipality on status of expirations, non-compliant inspections; and facilitate scheduling of same.
6. **Code Enforcement:** Issue violation notices for non-compliant work and issue stop-work orders. Participate in enforcement activities, including court appearances, regarding noncompliant work.
7. **Rental Registration Program Administration.** Inspectors will conduct rental property inspections as required under the program and perform the initial inspection and re-inspections required and/or related to the Rental Registration Program and confirm compliance with the Property Maintenance Code. Among the tasks to be performed are:
 - a. Prepare correspondence to property owners regarding the inspection, scheduling of inspections, violation notices, and follow-up inspections.
 - b. Support the Municipality with enforcement-related support documentation.
 - c. Provide monthly reports itemizing units inspected (date, property address, type of inspection, name of inspector, etc.) in both paper and electronic form.
 - d. Receive and answer letters of inquiry and telephone questions regarding problems relative to the program.

C. PLAN REVIEW

McKenna shall provide the following services as requested:

1. Building and trade Inspections for compliance with applicable codes as most recently amended by the State of Michigan. Schedule and conduct meetings with members of the public to provide guidance in the preparation of plans, and meet with applicants to discuss plan review findings.
2. Building and trade plan reviews will follow the plan review performance targets as follows: All 1st cycle reviews will be completed within 10 days or less. Written reviews will be provided identifying any deficiencies along with helpful suggestions on how to resolve any outstanding code issues. Progress will be tracked using the municipal BS&A software systems.
3. All project status, details, and comments will be tracked via the BS&A municipal software system. Building Official will work closely to ensure that all stages of the process from intake through certificate of occupancy and all follow up are tracked through a secure on- line system.

4. On-line digital forms may be used to ensure that the process operates at maximum accuracy, currency, and efficiency. The on-line system using the Municipality's existing software system will keep contractors connected to the project and the applicant, to ensure a fast, accurate, and efficient system. Inspectors will build in a degree of redundancy with personnel serving as the manual by-pass throughout the process.
5. Building Official plan review services will be available to review commercial drawings in a digital format with complete follow-up.

PROPOSED FEE

McKenna will provide the above services for a rate of \$75.00 per hour.

McKenna will provide licensed/certified Building Official and Inspectors according to a mutually agreeable schedule, that provides a high level of customer service based on the level of activity. The schedule can be adjusted to accommodate heavy or light levels of activity.

AUTHORIZATION

If you find the above services and terms acceptable, please sign this agreement letter, and return one copy for our files.

ACCEPTED BY AUTHORIZED PERSON:

s/ _____

Date _____

Name _____

Title _____

Organization or Person Responsible for Payment



MCKENNA

May 9, 2016

Mr. Steven Aynes
Township Manager
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

Subject: Increasing Zoning Administrator Office Hours to 8 per week.

Dear Mr. Aynes:

We understand the Township Board is pleased with the current Zoning Administration services that McKenna is providing the Township. We also know that McKenna Principal Planner, Vidya Krishan, has received praise from Board Members, Planning Commissioners, residents, and business owners for her consistent, predictable, and practical approach to administering the Township Zoning Ordinance.

The Board has currently authorized McKenna to provide 4-hours of Zoning Administration in-office services per week. We understand that based on the Township's desire to provide increased service levels, you may want to increase to 8-hours in-office services per week.

PROFESSIONAL PERSONNEL

We propose to continue to provide Ms. Vidya Krishnan, Principal Planner as the designated Township Zoning Administrator. Ms. Krishnan's workplan includes other communities, currently including the following roles:

1. Northfield Township - Zoning Administrator and ZBA liaison
2. City of Rochester - Principal Planner – Project Manager, PC and City Council liaison
3. Charter Township of Van Buren - Principal Planner – Project Manager, CDBG Manager, PC and Township Board liaison
4. Village of Lake Orion - Zoning Administrator and ZBA liaison
5. City of Garden City - CDBG Manager

A core part of Vidya's specialization is her experience in zoning administration, including organization and operations of planning and building departments. As noted above, Vidya has provided similar services in the cities of Rochester Michigan and Van Buren Charter Township. In the Village of Lake Orion, Ms. Krishnan has advised the Zoning Board of Appeals for more than 12 years, reviewing applications and advising at public meetings for professional assistance. Ms. Krishnan's efficient, professional approach has proven to be an asset in dealing with administration of Northfield Township's Ordinance.

I will continue to supervise Ms. Krishnan for consistency in interpretations, coordination and zoning administration.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



SCHEDULE

Ms. Krishnan, or a substitute, approved by the Township, will continue to be available, for services in the Northfield Township offices, including on-site for meetings, site inspections and related services with a daily minimum of four (4) hours. If authorized by the Manager, McKenna will increase the current scheduled office hours from four (4) hours to eight (8) hours. We are open to discussing days of the week mutually practical for your needs.

FEES AND TERMS

In accordance with our agreement with the Township approved by the Township Board on January 26, 2016, the rate for Zoning Administration services, including travel time, is \$60.00 per hour. Reviews of variances and other ZBA applications are provided on a fixed fee basis, as specified in Section 8.C.

AUTHORIZATION

If you believe the above will meet Township needs, we will proceed.

We look forward to assisting you with this and future endeavors. Thank you.

Respectfully submitted,

McKENNA

A handwritten signature in black ink, appearing to read "M. Paul Lippens".

Paul Lippens
Director of Urban Design and Mobility

cc: Vidya Krishnan, Principal Planner
John Jackson, President



Sample Planning Director Job Description

Title: Planning Director
Reports To: Township Manager
Positions Supervised: Planning Department Clerk
Employment Status: Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for overall direction and management of the Planning Department. Serves as staff liaison to Planning Commission and Zoning board of Appeals. Also responsible for working with Planning Commission, other government agencies and Township departments in the implementation and revision of the Comprehensive Plan. Acts as Zoning Administrator and is responsible for the administration and enforcement of applicable local ordinances and State laws. Also acts as coordinator of Development Review process involving various outside agencies, departments, consultants and Planning Commission. Responsible for the supervision, evaluation, discipline, and recommending hiring and discharge of Planning Department personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Directs or participates in studies regarding development in Township; prepares reports and makes recommendations to the Planning Commission, ZBA and through the Township Manager, to the Township Board.
2. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances and modern planning standards.
3. Receives and processes zoning application variance requests, land division requests and development plans; prepares case files and publication notices to property owners as necessary; makes recommendations to Planning Commission, ZBA, and Township Board based on professional planning principles and the comments of the other reviewing agencies.
4. Prepares and monitors the department's annual budget and provides various periodic reports to the Planning Commission and Board of Trustees on department activities.
5. Recommends and prepares requested or needed resolutions for amending ordinances as may be deemed necessary.
6. Counsels and advises Planning Commission, Board of Appeals, Township Board of Trustees, developers, property owners, Realtors, and others in various planning and zoning matters; represents Township regarding legal action involving zoning ordinance violations.
7. Processes tax abatement applications as submitted from time to time; reviews applications for and issues permits for special/seasonal sales activities/events within the Township according to the provisions of applicable ordinances and established procedures.
8. Prepares special reports and studies as requested by the Township Manager, Township Board or Planning Commission.

KNOW LEDGE, SKILLS & ABILITIES:

1. Bachelor's degree with major in Urban Planning or equivalent in a related field; professional designation as Community Planner preferred; minimum 4 years of relevant experience required.
2. Verbal communication skills to deal effectively with developers, Township Engineer, attorneys, Realtors, various department heads, other Township staff at all levels and residents and/or developers who occasionally may be upset, frustrated and/or lacking knowledge of Township planning process; writing skills to prepare ordinance interpretations and resolutions, rezoning recommendations, site plan reviews and various other reports and memorandum.
3. Ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where interruptions may occur; requires high level of analytical skill as well as ability to comprehend, interpret, and process detail information and data.
4. Valid driver's license to meet travel requirements; ability to organize, plan and schedule work to achieve department goals; requires sitting and operating a computer for extended periods of time; occasionally requires lifting boxes of supplies and office equipment weighting minimum 20 pounds to waist high level.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.



Building Department Clerk Job Description

Title: Building Department Clerk
Reports To: Building Official
Positions Supervised: None
Employment Status: Non - Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for supporting Building Official and the Building Department with varied administrative, secretarial, and accounting/clerical tasks including preparing and maintaining accurate records and reports pertaining to department. Provides visitors with positive first impression in behalf of the Township and Department.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Answers and transfers all telephone calls into the department in a professional and courteous manner; responds to and welcomes visitors to the department; directs visitor or notifies appropriate staff of visitor arrival in courteous and professional manner; records accurate and complete telephone messages as necessary; responds to routine inquiries from general public regarding regulations, procedures, records, reports and other department matters.
2. Schedules building, mechanical, electrical and plumbing inspections; enters record of inspection results from input received from inspectors; also enters permits in computer for all inspectors and establishes permit control/identification number.
3. Provides secretarial/clerical support for the department; prints daily reports of all permits issued from computer; types correspondence for inspectors; files all correspondence and permits; records and files all plans for department; handles and processes all incoming and outgoing mail; may participate in candidate interviews for position available in department; maintains an effective filing system; maintains departmental, organizational and statistical data needed by Building Official and Inspectors to facilitate their work.
4. Receives calls regarding ordinance violations; prepares ordinance violation notices and mails accordingly.
5. Acts as secretary for construction Board of Appeals; records and prepares minutes of meetings; types all correspondence pertaining to individual cases presented to Board; gathers information regarding specific case to be litigated and provides documentation for Township attorney.
6. Prepares payroll for inspectors contracted by the Township.
7. Prepares and compiles monthly building, electrical, and mechanical reports for Board of Trustees; also prepares various annual and other departmental reports and analyses.
8. Performs other special projects and tasks as requested to facilitate efficient operations of the department.

KNOWLEDGE, SKILLS & ABILITIES:

1. High school completion and minimum 2 years relevant experience including accounting, secretarial and computer skills experience; ability to process mathematical computations accurately; general knowledge of building inspection function desirable.
2. Excellent communication and interpersonal skills to deal effectively with property owners, building contractors and other visitors to the department; ability to coordinate work involving other Township department representatives; may occasionally require dealing with angry citizens/property owners regarding ordinance violations.
3. Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently; ability to interpret, comprehend and process detail information; proficiency with computer to update records and file and prepare correspondence.
4. Lifting boxes of office supplies, blue prints, files, records and other department materials weighing minimum 20 pounds to waist-high level; manual dexterity and ability to sit and operate a computer for extended periods.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.



Building Inspector Job Description

Title: Building Inspector
Reports To: Building Official
Positions Supervised: None
Employment Status: Non - Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for reviewing construction plans and conducting inspections of construction-in-progress to ensure compliance with State and local building codes. Enforces Township zoning ordinances by performing field investigations and responding to complaints.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Reviews construction plans checking for compliance with applicable ordinances; issues building permits after state and local code compliance has been determined.
2. Visits construction sites as assigned; checks plans and specifications for on-site conformity to construction and building code; conducts inspections of actual construction and makes final inspections upon completion of new buildings, improvements or repairs to determine conformity with plans and code.
3. Verifies ordinance complaints and conducts inspections of violations; explains and interprets zoning ordinance to Township property owners; sends out ordinance violation notices when necessary; assists in prosecuting violators of ordinances.
4. Enters all building inspections and zoning notices in computer daily as necessary.
5. Enforces Dangerous Building Ordinance including conducting investigations; orders correction of unsafe conditions in existing structures; arranges for issuance of condemnation notices; attends public hearing and monitors demolition process through to completion.
6. Prepares periodic reports of inspection activities and maintains related records accordingly.
7. Attends seminars and other continuing education classes as required by State of Michigan for maintaining required designation as Building Inspector and qualified Plan Reviewer.
8. Performs other duties and special projects as requested to ensure effective operations of the department.

KNOWLEDGE, SKILLS & ABILITIES:

1. High school completion plus minimum five years relevant experience including building construction, inspection and ordinance enforcement; Plan Review and Building Inspection level designation by the State required; knowledge of the building and zoning code enforcement principles and practices.
2. Communication and interpersonal skills to deal effectively with property owners, State and local government representatives, builders, contractors, other office staff and community-at-large.
3. Ability to independently organize and schedule assigned work to meet established deadlines; ability to concentrate and pay close attention to details.
5. Valid drivers license and ability to travel regularly throughout Township; ability to climb, walk and stoop while visiting building inspection sites during all seasons and all weather conditions; occasionally may require lifting boxes of materials, office supplies, files, records and equipment weighing minimum of 40 pounds to waist high level; also requires manual dexterity to operate computer and other office equipment.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.



Planning Department Assistant Job Description

Title: Planning Department Assistant
Reports To: Planning Director
Positions Supervised: None
Employment Status: Non - Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for assisting in administration of Planning Department to ensure smooth operations by providing various clerical, secretarial and administrative support. (Currently a part time position working approximately 25 hours per week.)

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Prepares notices and materials in advance for periodic Board of Appeals and Planning Commission meetings; attends meetings and serves as recording secretary; transcribes meeting minutes and prepares for review by Planning Director; incorporates changes as necessary.
2. Assists citizens, representatives from various professional organizations and other interested parties regarding planning/zoning related matters; provides positive first impression to visitors to the Department and the Township.
3. Receives telephone inquires in a courteous manner; researches matter and responds to inquires as appropriate; refers inquires to Planning Director or other departments as necessary.
4. Prepares correspondence, maintains various Planning Department files, and performs other secretarial duties for Planning Director; coordinates meetings of department heads for site plan reviews;
5. Serves as appointment secretary for Planning Director.
6. Performs other duties and special projects as requested to facilitate efficient operations of the department.

KNOWLEDGE, SKILLS & ABILITIES:

1. High school diploma and minimum one year experience in clerical and secretarial functions.
2. Communication skills to deal effectively with visitors to the Planning Department and the Township offices.
3. Ability to organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently; ability to comprehend, interpret and process detail information.
4. Proficiency with computer to process correspondence and update project status files and records.
5. Lifting boxes of office supplies, building plans, files, records and other department materials weighing minimum 10 pounds to waist-high level; manual dexterity and ability to sit and operate a computer for extended periods.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.



Building Official Sample Job Description

Title: Building Official
Reports To: Township Manager
Positions Supervised: Building Inspectors, Building Department Clerk
Employment Status: Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for overall direction and management of the Building Department in the enforcement of building codes and related ordinances, the issuance of related permits and the licensing of contractors within the Township to protect the health and safety of the public. Also responsible for the supervision, evaluation, discipline, and recommending hiring and discharge of all subordinate members of the department.

SPECIFIC DUTIES AND RESPONSIBILITIES:

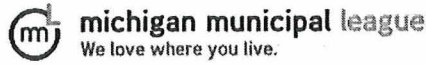
1. Receives building permit applications; reviews, checks and examines construction plans, specifications and drawings to determine building code, site plan, and related ordinance compliance with State and local codes; issues building permits; maintains appropriate building permit records.
2. Maintains appropriate staffing to ensure work is completed in a timely manner; supervises and directs Building Inspectors, Building Department Clerk and outside Electrical, Mechanical and Plumbing Inspectors; oversees and examines building plans and installation plans for electrical, mechanical and plumbing; issues permits for new construction and improvements, occupancy, etc.; assigns inspections and participates in inspections to ensure compliance with State and local regulations.
3. Oversees investigations of ordinance violation complaints and institutes action to prosecute violators of building code and zoning ordinances; represents the Township in legal matters regarding Building and zoning regulation issues.
4. Participates in building inspections and issues violation notices if needed to violators; conducts occupancy inspections on both new and existing buildings, and issues permits accordingly.
5. Provides information and counsel on building code requirements to residents, builders, architects, engineers, attorneys, and Township Board of Trustees.
6. Develops annual department financial budget and monitors throughout fiscal year; provides monthly reports to Township Board of Trustees regarding department activities.
7. Oversees proper maintenance of all applications, permits, plans and correspondence regarding buildings and plats within the Township; maintains files of flood plain permits and records.
8. Attends seminars and other continuing education classes as required by State of Michigan for maintaining required certification as Building Official; maintains ongoing awareness of construction trends/new materials through trade journals and attending seminars and trade conferences.
9. Processes applications to the construction Board of Appeals; attends construction Board of Appeals meetings to respond to questions.
10. Coordinates development and construction issues with Planning Department as necessary.
11. Recommends passage or amendment of building, electrical, mechanical and plumbing codes as required; assists in developing other Building Department related ordinances and codes.
12. Performs other duties and special projects as requested.

KNOWLEDGE, SKILLS & ABILITIES:

1. High school completion plus minimum 5 years of relevant experience in building construction, inspection and ordinance enforcement; Plan Review and Building Inspector and Building Official level designation by the State required; comprehensive knowledge of building code enforcement principles and practices required.

2. Communication and interpersonal skills to deal effectively with Township office staff at all levels, property owners, State and local government representatives, builders, contractors, and general public.
3. Supervisory skills to effectively lead building inspection and ordinance enforcement staff toward achieving departmental goals.
4. Ability to independently plan, organize, and schedule work; ability to concentrate and pay close attention to details.
5. Valid drivers license and ability to travel regularly throughout Township; ability to climb, walk and stoop while visiting building inspection sites during all seasons and all weather conditions; occasionally may require lifting boxes of materials, office supplies, files, records and equipment weighing minimum of 40 pounds to waist high level; also requires manual dexterity to operate computer and other office equipment.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.



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Community Development Director

Employer
City of Chelsea

Population
5,000

Compensation
\$62,641 - \$81,827

Closing Date
open until filled

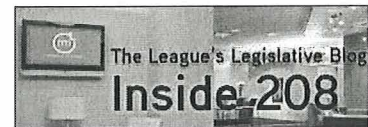
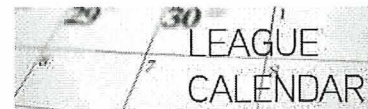
To Apply
Send cover letter, resume and three references to: Attn: John P. Hanifan City of Chelsea 305 S. Main St. Ste. 100, Chelsea, MI 48118

Description
Under the general supervision of the City Manager, plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention that will enhance jobs, tax base, blight removal and community and neighborhood stabilization. Oversees activities of the Community Development Department, and serves as the primary staff person assigned to the Planning Commission and Chelsea Area Construction Agency. May serve as City Manager in absence of both the City Manager and City Administrative Director.

Visit <http://city-chelsea.org/employment/open-positions> for more information.
For a job description please [click here](#).

Other Resources

- ▶ Interim Manager List



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Employment Open Positions

Community Development Director

The City of Chelsea is accepting applications for a Community Development Director. Under the general supervision of the City Manager, plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention that will enhance jobs, tax base, blight removal and community and neighborhood stabilization. Oversees activities of the Community Development Department, and serves as the primary staff person assigned to the Planning Commission and Chelsea Area Construction Agency. May serve as City Manager in absence of both the City Manager and City Administrative Director.

A background check and drug and alcohol screening is a required part of the hiring process.

For a detailed job description please [click here](#). Send application and resume to City of Chelsea, 305 S. Main Street, Suite 100, Chelsea MI 48118, Attn: John P. Hanifan or email jhanifan@city-chelsea.org.

Crossing Guard

The City of Chelsea is accepting applications for a part-time Crossing Guard position. A background check including a drug and alcohol test is a required part of the hiring process. For a detailed job description please [click here](#). Send applications to City of Chelsea, 305 S. Main Street, Suite 100, Chelsea, MI 48118, Attn: Human Resources or humanresources@city-chelsea.org. Chelsea is an Equal Opportunity Employer.

Chelsea City Offices: 305 S. Main St., Suite 100, Chelsea, MI 48118 | 734-475-1771 | Monday-Friday 8:00 a.m. - 4:00 p.m., Monday to 6:00 p.m.

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**CITY OF CHELSEA JOB
DESCRIPTION**

COMMUNITY DEVELOPMENT DIRECTOR

Supervised By: City Manager
Supervises: Employees assigned to the Community and Economic department, interns, consultants and other administrative staff as assigned

Position Summary:

Under the general supervision of the City Manager, plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention. Oversees activities of the Community Development Department and serves as the City Planner. Primary City staffer assigned to the Planning Commission and Chelsea Area Construction Agency. May serve as City Manager in absence of both the City Manager and City Administrative Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, directs, and administers the City's economic and development initiatives including business development, recruitment, and retention. Researches, recommends, and implements various economic development programs and services. Evaluates past programs, analyzes economic data, and prioritizes new demands.
2. Serves as the City's Planner for site plan review and approval process. Attends all meetings of the City Planning Commission, Zoning Board of Appeals and Chelsea Area Construction Authority.
3. Serves as liaison and advisor to the City Manager, City Council, Planning Commission, Zoning Board of Appeals and other authorities on land-use issues, and public and private development activities. Attends meetings and coordinates efforts to promote commercial and downtown development.
4. Researches and secures grants and other funding opportunities for community and economic development initiatives. Prepares and submits applications and administers grant funded projects. Works with appropriate public agencies at the local and state level to obtain funding for critical elements of the funding project.
5. Participates in the development and update of the City's Master Plan and Capital Improvement Plan that reflects the collective vision of the community. Conducts research, and identifies development trends, and makes related recommendations.

6. Provides assistance in the facilitation, implementation, and evaluation of the City's economic development initiatives. This may include facilitating placemaking development; assisting businesses and developers with site or building searches; acting as a facilitator with the City, County and State permitting departments to expedite local approvals; working with the City Manager to identify appropriate tax incentives or other financial assistance opportunities available through the City or State; engaging in economic development research; and evaluating and analyzing existing community development programs and economic data and services as directed.
7. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements, including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State and other funding agencies.
8. Meets with community groups, specialists, contractors, and other stakeholders regarding group projects and initiatives. Attends meetings, provides technical guidance, and conducts research activities as requested. Works independently, with other departments, and with boards and committees on special projects as assigned. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects. Coordinates endeavors with City staff and contractors as needed.
9. Participates in the hiring and supervision of department employees. Assigns work, supervises personnel and contractors, provides training, evaluates performance, and takes disciplinary action according to established procedures.
10. Serves as a back-up to other City functions as operational needs demand and other functions as assigned.
11. Administers and participates in a variety of special events and activities, and elicits volunteer involvement and community participation. Coordinates logistics with other departments, and encourages a cooperative climate between business and industry interests, local public officials, and the community in general.
12. Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues.
13. May serve as the City Manager in the absence of the City Manager and City Administrative Director.
14. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
15. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree or equivalent in community or economic planning, public administration, or related field is required. A master's degree is preferred.
- Five or more years of progressively responsible experience in planning, community and/or economic development or related field. Previous experience in a municipal setting strongly preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Thorough knowledge and understanding of applicable state and local land use ordinances and regulations.
- Thorough knowledge of the principles and practices of building construction, plan review, and conducting site inspections.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Chelsea provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

Selection Guidelines

- Formal Application (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Manager of Community and Economic Development is an employee of the City of Chelsea, appointed by the City Manager. The person holding the position is also subject to the rules, policies, and contracts with the City of Chelsea that effect all administrative employees.



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Professional Planning Jobs

Professional Planning Job listings on this site are posted for three months or until the posted deadline. Web site job ads cost \$75. To submit a job ad or RFP ad email the description to avansen@planningmi.org and place "job ad" or "RFP ad" in the subject field.

Posting requirements: Ads shall be submitted in word, and contain no more than 250 words. We are happy to add links and/ or one pdf attachment.

Planner III

Fairbanks North Star Borough (Fairbanks, Alaska)

Department: Community Planning – Planning and Zoning

Salary Range: \$29.08/hr.

Closing Date: 5/27/2019 9:00 p.m. AK

BASIC FUNCTION:

To implement the Comprehensive Plan by administering the Zoning Code, special studies, and providing information to the general public concerning land use.

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. Online applications to include minimum qualifications and typical duties can be located at www.fnsb.us then click on the "JOBS" tab.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

Posted May 9, 2019

Platting Officer II

Fairbanks North Star Borough (Fairbanks, Alaska)

Department: Community Planning – Platting

Salary Range: \$28.12/hr.

Closing Date: 5/27/2019 9:00 p.m. AK

BASIC FUNCTION:

Process applications and administer Borough subdivision codes, zoning codes, and appropriate State statutes and regulations. Formulated analysis and recommendations. Review and approve final plats of survey.

Quick Links

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Upcoming Events

Tue May 14, 2019

[Michigan Recycling Coalition's 37th Annual Conference](#)

Category: Other Events

Tue May 14, 2019

[Introducing Green Infrastructure for Coastal Resilience Workshop](#)

Category: Other Events

Wed May 15, 2019

[Introducing Green Infrastructure for Coastal Resilience Workshop](#)

Category: Other Events

Fri May 17, 2019

[Student Award Deadline](#)

Category: MAP Events

Fri May 17, 2019

[Memorial Student Scholarship Application Deadline](#)

Category: MAP Events

[View Full Calendar](#)

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. Online applications to include minimum qualifications and typical duties can be located at www.fnsb.us then click on the "JOBS" tab.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

Posted May 9, 2019

Planner

County of Marquette

The County of Marquette seeks applicants for a Planner in the Planning/Resource Management and Development Department.

Full-Time, AFSCME Union, Local 2914.

General Overview:

Under the supervision of the Senior Planner, conducts research and analyses, organizes data and prepares reports to guide county and local officials regarding community development and land use planning. Serves as information resource and planning consultant to county and local officials and the general public.

Additional information [here](#).

Minimum Qualifications:

- Bachelor's Degree or equivalent in Urban Planning & Development or related area.
- Two (2) years of experience as a Planner, Economic Development Coordinator or related area including experience in the research and writing of grant applications.
- Valid driver's license.

Starting Rate of Pay: \$19.98 per hour.

How to Apply:

If you believe your qualifications meet the minimum qualification requirements, submit your resume and application (applications available at www.co.marquette.mi.us or in the Marquette County HR Office) to Marquette County HR, 234 W. Baraga Ave., Marquette, MI 49855, or by email to jmcauliffe@mqtco.org.

Applications being accepted until position is filled.

Marquette County is an Equal Opportunity Provider and Employer.

Posted May 6, 2019

Planner III

Elkhart County (Indiana)

Department: Public Services - Planning

Salary Range: \$17.33-\$20.79/hour (JF5/PG6)

Benefits: Full benefits offered including free employee medical clinic

Date Position to be Filled: Open

Hours and Days of Work: Monday 8:00-5:00, Tuesday – Friday 8:00-4:00

Location of Position: Public Services - Dunlap

Travel Requirements: Within Elkhart County (please complete driving page on application)

Job Summary:

Responsible for implementing the policies and ordinances of Elkhart County related to land use, land development and zoning enforcement. Manages land development cases from submittal to final action. Provides interpretative assistance to the County Planning Commission and various committees and is responsible for updating, implementing, and developing new strategies for land use regulation, and for keeping the County in a proactive position.

Job Requirements:

- Bachelor Degree or an equivalent in-depth specialized training program directly related to the type of work performed. Education/experience should include work with various computer applications.
- 2-5 years of related experience in community planning and development, public administration and/or public service.
- Certified Floodplain Manager designation and ability to obtain other certifications is preferred, with the ability to obtain certification(s) within one year
- Valid Driver's License
- Pre-employment background check

Applications Available:

Elkhart County Human Resources
117 N. Second Street, Goshen, IN 46526
Telephone: (574) 535-6725 FAX: (574) 535-6750
E-mail: personnel@elkhartcounty.com
Web Site: www.elkhartcountyindiana.com

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED
Elkhart County is an Equal Opportunity Employer

Posted May 6, 2019

Planner and Project Manager

Williams & Works

Williams & Works is seeking a project manager with a degree (Master's preferred) in urban or regional planning or a related field, and at least five years experience in some or all of the following areas: community master planning, zoning administration, parks and recreation planning, transportation planning, and site and neighborhood design. This position requires the ability to foster and maintain strong working relationships with other professionals and clients and the ability to successfully complete multi-faceted planning assignments. The successful candidate will have AICP certification and a thorough understanding of Michigan planning and zoning practices and statutes. Strong written and verbal skills and computer proficiency in Microsoft Office®, Adobe Creative Suite®, and at least some familiarity with ArcGIS® are required. We offer a competitive salary and benefits package, an informal work environment and an opportunity to participate in a variety of planning tasks with our public and private sector clients.

Williams & Works is an employee-owned consulting firm providing planning, engineering, and survey services. Our planning group provides comprehensive planning services, zoning consultation, and conducts special studies. We are committed to excellence in service and to building our organization from within.

Williams & Works is an equal opportunity employer.

Email contact@williams-works.com with a cover letter and resume with "Planning Project Manager" as your e-mail subject.

This position is open until filled.

Posted May 2, 2019

**DDA/Main Street Program Executive Director
City of Eaton Rapids**

The Main Street (MS)/Downtown Development Authority (DDA) Executive Director (ED) coordinates activities within Eaton Rapids' downtown MS Area that utilizes historic preservation as an integral foundation for downtown economic development. The ED assists the board of directors, committees, and volunteers in the development, management, execution, and documentation of the Main Street program as well as projects throughout the DDA District. The ED is the principal on-site staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally and nationally, as appropriate. The ED position is at-will and serves under the general guidance and direction of the DDA Board of Directors. The ED works independently and exercises judgment and discretion in completion of duties. In addition, the ED will help guide the organization as its objectives evolve and work in collaboration with the City of Eaton Rapids personnel on projects, events, etc. In addition, Eaton Rapids was recently approved as a Select Level Michigan Main Street Program, so a good portion of the first year will be helping the DDA define, develop, and establish the program in Eaton Rapids.

See complete job description [here](#).

Candidates must submit a letter of interest, resume, salary history, references, and any other pertinent information by April 19, 2019 to:

*Subject: Main Street/DDA Executive Director Position
Eaton Rapids DDA
Attn: Don McNabb, Chair
E-mail: don.mcnabb@triterra.us*

or Mail:

*Eaton Rapids DDA
Attn: Don McNabb, Chair
200 S. Main Street
Eaton Rapids, MI 48827*

Posted April 8, 2019

Township Superintendent

Charter Township of Breitung (Dickinson County)

The Charter Township of Breitung, Dickinson County, is currently recruiting for the full-time position of Township Superintendent.

The areas of responsibility include, but are not limited to:

- Direction and supervision of the operations of the township
- Preparing annual budget
- Advising the Township Board of financial conditions and current and future needs
- Communicates official plans, policies and procedures to the staff and general public, and ensuring compliance with State and Federal regulations
- Directs or assists with FOIA/Zoning/Code Enforcement

Preferred Qualifications:

- Leadership experience in public and municipal administration
- Ability to communicate well verbally and in written form
- Possess good public relation skills

- Knowledgeable of various software programs and possess good computer skills

Salary commensurate with experience.

To apply please send a letter of interest and resume, no later than 4:00pm on Thursday, April 11, 2019 to:

Charter Township of Breitung
c/o Samantha Neuens, Township Clerk
P.O. Box 160
Quinnesec, MI 49876

Posted April 2, 2019

Planning & Zoning Consultant

Fresh Coast Planning

Company Profile: Successful consultancy expanding into new local government communities and in need of immediate support to provide professional planning and zoning consultation to townships, cities, villages, and private individuals.

Position: Associate

Type: Part-time, with significant potential and intention for full-time

Compensation & Benefits: Hourly rate commensurate with experience. Position provides for a flexible work opportunity. No office presence is required (although available) and the work is independently mobile. Mileage reimbursement and Birthday Bonus provided. Currently, no other part-time benefits are offered. Future full-time employment includes salary and unlimited vacation time.

Location: Must reside within a reasonable distance of the Grand Haven, Lakeshore, Grand Rapids area

Experience: Minimum of three (3) years in local government community planning and zoning.

Education: Bachelor's in Public Administration, Urban Planning, or related field is preferred. Familiarity with the Michigan Zoning Enabling Act, Michigan Planning Enabling Act, Michigan Condominium Act, Michigan Land Division Act, and other related local government acts is required.

Description: <https://www.freshcoastplanning.com/hiring>

To Apply: Email cover letter and resume to: Gregory L. Ransford, MPA at greg@freshcoastplanning.com.

Posted April 1, 2019

Associate Planner

Charter Township of Shelby

The Charter Township of Shelby is accepting applications to establish an eligibility list for the position of Associate Planner. Duties include coordinating the Township's economic development strategy by promoting job creation through business attraction, retention and expansion. Qualified candidates must provide proof of a Bachelor's degree in Economic Development, Economics, Urban Planning, Public Administration, or a related field or the equivalent combination of education and related experience is necessary; Master's degree preferred.

Salary: \$47,779 - \$54,918. Application with uploaded copy of education and proof of experience must be submitted no later than 11:59 p.m. April 10, 2019. EOE.

Applications can be obtained and submitted at: <https://shelbytwp.applicantpro.com/jobs/1037711.html>

Posted March 29, 2019

Director of Planning & Zoning

East Bay Charter Township

Open until filled, first interviews given to resumes submitted by April 30, 2019

East Bay Charter Township is accepting applications for a full-time Director of Planning and Zoning with AICP certification, to plan, organize, coordinate, and direct all activities of the township's Office of Planning and Zoning. The Director performs timely professional work requiring a thorough knowledge and understanding of the principles of land use planning and community development. This engaging position is responsible for developing, recommending, and implementing policies and procedures to administer township plans, ordinances, and codes. As part of their duties, the Director will oversee the Zoning Administrator, establish an annual budget, and serve as a liaison with engineering and legal consultants of both the township and applicants/developers, while working in a dynamic and friendly professional environment.

East Bay Charter Township is in Grand Traverse County, adjacent to the City of Traverse City. The township contains a wide variety of scenic northern Michigan land forms from the East Arm of Grand Traverse Bay to State-forested areas to wetlands to agricultural lands to inland lakes. With a population over 11,000 residents, East Bay Township enjoys a healthy mix of residential neighborhoods; tourist districts; and commercial, agricultural, and industrial land uses, with pressures on land development as opportunities within the City become scarce and the region grows. East Bay Charter Township provides utility services of sewer, water, and septage treatment; planning, zoning, and code enforcement; parks; assessing; and emergency services of fire, community policing, and ambulance services.

Please see the full description and application at <http://eastbaytwp.org/>

Posted March 29, 2019

Senior Planner for Land & Water Resources

Macomb County, Michigan

Macomb County seeks a highly qualified professional to join the department of planning & economic development. Located in metropolitan Detroit, the county is 479 square miles and home to more than 860,000 residents. With more than 31.5 miles of Lake St. Clair shoreline, there are 120,000 acres of open space/recreational land in the county.

Our mission is to support an environment where businesses prosper and people thrive. We stimulate the economy through business retention, expansion and attraction while improving the overall quality of life for residents. Our Blue Economy Initiative focuses on environmental stewardship, responsible development of water-based businesses and increasing public access to natural features for residents and visitors.

This position supports all facets of environmental planning including natural resources, parks and accessibility, sustainable land development, green infrastructure, urban forestry and associated projects.

A bachelor's degree in urban planning, public administration, geography, environment, ecology, forestry, biology and/or landscape architecture or related is required. The ideal candidate will have experience in grant writing and reporting, an ability to develop and sustain collaborative relationships with community groups including non-profit organizations and governmental agencies. Strong communications skills - including the ability to present and educate groups as well as conduct research and disseminate findings - is required. Experience integrating GIS data, field studies, concept site designs, and geo-spatial analysis is also required. A master's degree and/or AICP certification is highly desired.

To apply [Macomb County Senior Planner for Land & Water Resources](#)

Posted March 29, 2019

City Manager

Scottville

The opportunity to live and work where you wish you were vacationing comes around only once in a great while. Scottville, Michigan is in the center of Mason County on the states' north west side. It sits on the banks of the Pere Marquette River, abuts the 450,000-acre Manistee National Forest and is only minutes from 28 miles of Lake Michigan shoreline.

The position of city manager is open for the first time in over 20 years and presents a great opportunity for an energetic, hands-on administrator with a desire to be involved in every aspect of the business while setting a course for the future.

Only approachable, outgoing individuals with a desire to be part of small-town life need apply. Scottville is looking for a creative thinker with the ability to honor the traditions of this proud community while setting a path for a new brand and future success. Scottville will offer a competitive compensation package including a starting salary within the range of \$55,000 to \$65,000 depending on the qualifications and experience of its next executive.

Deadline to submit is April 24, 2019. MUST SUBMIT A SIGNED CONSENT FORM. To apply and for CONSENT FORM, please visit <http://www.mml.org/classifieds/results2.php?id=9734>

Posted March 29, 2019

Senior Planner

Outagamie County, Appleton, WI

Salary Range: \$62,483 - \$78,499

Outagamie County (Appleton, WI) is seeking a Senior Planner to help lead the growth, development and preservation for a county located in one of Wisconsin's fastest growing metro regions. The position is located in vibrant downtown Appleton, recently named one of the best places to live in the US (2019 - <https://livability.com/best-places/top-100-best-places-to-live/2019/wi/appleton>).

This is a professional planning position primarily responsible for conducting and administering both long range and current planning and associated implementation efforts. This position requires the discretion and judgment in matters related to work procedures and policies of the work unit, must perform complex research and analysis of planning data, and will serve as lead planner on complicated planning projects, including long-range comprehensive planning updates and amendments and other corridor, district and area-wide plans. Under the supervision of the Development & Land Services Director, develops plans, programs, policies and ordinances related to the preparation and implementation of the County Comprehensive Plan and affiliated plans. Performs related duties including preparing reports, presentations, writing grant proposals, collaborating with various county departments and units of government, providing information and assistance to the general public and others, etc.

The full job description & application details can be found here:
<https://www.governmentjobs.com/careers/outagamie/jobs/2384401/senior-planner?keywords=senior%20planner&pagetype=jobOpportunitiesJobs>

Posted March 22, 2019

Transportation Planner / Special Projects Coordinator

Tri-County Regional Planning Commission

Click [here](#) for complete job description.

See website www.mitcrpc.org/careers to apply.

Posted March 18, 2019

Planner

Planning NEXT

Who We Are

Planning NEXT is a leading community visioning and planning practice located in the Short North neighborhood of Columbus, Ohio. Our tight-knit and fast-paced office is seeking a supportive and energetic team member to support our national practice. Our work is grounded in the belief that strong technical planning must be integrated with robust community engagement that brings people together to develop a shared vision for the future.

What We Are Looking For

We are looking for someone passionate about making better places, focused on positively impacting people, and the talent to make us all better. The planner will assist project managers with key aspects of planning projects

Required Experience

- 3-4 years of post-graduate professional planning experience (this experience must be beyond any internship experience)
- Experience must be in a professional planning role (public sector or private consulting)

Click [here](#) for more information

Posted March 18, 2019

Deputy Director of Planning

Charter Township of Garfield

Population: 17,436

Salary Range: \$49,605 to \$58,605 to start depending on qualifications, plus excellent fringes

Open until filled. First interviews will be given to resumes submitted by March 21, 2019.

Please apply at <http://www.garfield-twp.com>

The Charter Township of Garfield is accepting applications for a Deputy Director of Planning. As a member of the Township Planning & Development team, primarily you will perform professional work in the fields of current and long range planning; evaluate or assist in the evaluation of all forms of development applications; assist with the development and implementation of policies, procedures, and practices to accomplish planning objectives; assist with planning studies, new and updated plans; and, coordinate and manage the Township Geographic Information System (GIS) and the Township Parks and Recreation program. Requirements: Graduation from a four-year college or university with major course work in urban planning, environmental studies, public administration, or closely related field, and two years of professional planning experience. Two years of technical experience in GIS or completion of advanced GIS coursework is also required. Membership in the American Institute of Certified Planners (AICP) is desired within one year of the date of hire. Great work environment with four-day week and flex time for evening meetings.

Posted February 28, 2019

Associate Planner

City of Minot, North Dakota

The City of Minot Human Resource Office is now accepting applications for the position of Associate Planner in the Planning Department. Full salary range for this position is \$4,010- \$5,953 per month.

This is mid-level technical support work in the Community Development Department, Planning and Zoning Division, performing a variety of planning support tasks. Work is performed under the continuing supervision of the Community and Economic Development Director and/or Principal Planner. Contact with others is frequent and involves communication of complex information presented in terms that the general public can understand. This individual shall possess a strong background in graphics and computer skills, and good communication skills, both oral and written.

Graduation from college with a bachelor's degree preferred, in the field(s) of community and regional planning, environmental planning, urban planning, civil engineering, landscape architecture, geography or related field, and two years of professional experience. College courses in Geographic Information Systems preferred. May substitute five years of progressive, professional experience directly related to planning disciplines and land development towards education requirements; or any equivalent combination of training and experience. Possession of a valid North Dakota driver's license is required.

Applications and full job description is available on the website at www.minotnd.org/jobs and at the Human Resource Office located on second floor of City Hall (515 2 Ave SW).

This position is open until filled.

Posted February 25, 2019

Chicago Metropolitan Agency for Planning

Executive Director

The Chicago Metropolitan Agency for Planning (CMAP) is seeking highly qualified candidates with demonstrated success in leading complex, results oriented comprehensive planning and regional transportation efforts to serve as CMAP's next Executive Director. CMAP staff serves as the staff for the federally designated Metropolitan Planning Organization (MPO).

- The next Executive Director will lead the important effort to collaborate with partners throughout the region in the implementation of the critical goals and objectives of this plan.
- The next Executive Director will be a skilled leader who is passionate about comprehensive regional planning, and committed to collaborating with partners at all levels of government to identify issues and solutions critical to the success of the metropolitan area. The Executive Director must also be a motivating leader of a highly professional and talented staff who are passionate about transportation and comprehensive planning and dedicated to the mission of CMAP.

Candidates must have strong oral and written skills, media skills and the ability to build effective relationships throughout the region and with state leaders. Possess a bachelor's degree in planning, public policy or related field. A master's degree in urban and regional planning, public administration or related field is highly desirable. Knowledge of local, state and federal processes and funding mechanisms is important. Starting salary is \$200,000 + DOQ. Apply online at www.govhrjobs.com at once but not later than March 29, 2019 to Heidi Voorhees, President, GovHR USA. Email: HVoorhees@govhrusa.com. Tel: 847-902-4110.

[Click HERE to Apply!](#)

Posted February 22, 2019

Planner 1/ Assistant Planner SESC Officer Manistee County

Manistee County currently has an opening for the position of Planner 1/Assistant Planner SESC Officer. Must possess a Bachelor's Degree in Urban Planning, Regional Planning, Environmental Planning, Public Administration/Policy, Park and Recreation Administration or Environmental Science. Have knowledge of the principles and practices of planning. Knowledge of a relevant specialization such as zoning, land use or

attainable housing is desired. Knowledge of principles and practices of research and data collection. Knowledge of effective writing techniques and verbal communication. Knowledge of computer hardware and software programs, which may include Microsoft Office applications, Adobe Suite software, ESRI Arc GIS, and Internet applications. Desire to work both in office environments and the field. Must possess a Michigan Vehicle Operators License. A resume and references should be forwarded to Lisa Sagala, HR Manager/Assistant Administrator, Manistee County Courthouse, 415 Third Street, Manistee, MI 49660, no later than Friday, March 08, 2019 at 4:30 P.M. EOE

Posted February 22, 2019

Community Development Director

City of Chelsea

Summary

Under the general supervision of the City Manager, plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention that will enhance jobs, tax base, blight removal and community and neighborhood stabilization. Oversees activities of the Community Development Department, and serves as the primary staff person assigned to the Planning Commission and Chelsea Area Construction Agency. May serve as City Manager in absence of both the City Manager and City Administrative Director.

Key Responsibilities and Duties

1. Plans, directs, and administers the City's economic and development initiatives including business development, recruitment, and retention.
2. Serves as the City's Planner for site plan review and approval process. Attends all meetings of the City Planning Commission and Zoning Board of Appeals.
3. Serves as liaison and advisor to the City Manager, City Council, Planning Commission, Zoning Board of Appeals and other authorities on land-use issues, and public and private development activities.

Full Job Description available at www.city-chelsea.org

A qualified candidate will demonstrate the following qualifications and background.

- A bachelor's degree or equivalent in community or economic planning, public administration, or related field is required. A master's degree is preferred.
- Five or more years of progressively responsible experience in planning, community and/or economic development or related field. Previous experience in a municipal setting with City Planning responsibilities strongly preferred.
- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Thorough knowledge and understanding of the principles and practices of building construction, plan review, and conducting site inspections and applicable state and local land use ordinances and regulations.

Wage Scale

\$62,941 - \$81,827 annually.

A comprehensive benefit package is also included. Wage for the person hired depends on accomplishments and experience.


Resumes accepted until March 1st, 2019.

Interested candidates should submit a cover letter, resume, and at least three references to the address noted above to the attention of John Hanifan or to jhanifan@city-chelsea.org.

Posted February 14, 2019

Michigan Association of Planning
1919 West Stadium Boulevard, Suite 4
Ann Arbor, MI 48103
info@planningmi.org
734.913.2000 (office)
734.913.2061 (fax)

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American Planning Association ⁽¹⁾

Creating Great Communities for All

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[Site Planner I \(/jobs/ad/9176826/\)](#)

Company: Palm Beach County

Location: West Palm Beach, FL

Posted: Today

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[Site Planner II \(Multiple Positions\) \(/jobs/ad/9176825/\)](#)

Company: Palm Beach County

Location: West Palm Beach, FL

Posted: Today

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[Senior Planner \(/jobs/ad/9176810/\)](#)

Company: Town of Waxhaw

Location: Waxhaw, NC

Posted: Today

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[Service Opportunity - AmeriCorps VISTA \(/jobs/ad/9176808/\)](#)

Company: Central Vermont Regional Planning Commission

Location: Montpelier, VT

Posted: Today

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[Platting Officer II \(/jobs/ad/9176803/\)](#)

Company: Fairbanks North Star Borough

Location: Fairbanks, AK

Posted: Today

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Experienced Environmental Planner (/jobs/ad/9176802/)

Company: Mead & Hunt, Inc.

Location: Myrtle Beach, SC

Posted: Today

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Planner III (/jobs/ad/9176792/)

Company: Fairbanks North Star Borough

Location: Fairbanks, AK

Posted: Today

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Deputy Transportation Director (/jobs/ad/9176796/)

Company: City of Charlotte

Location: Charlotte, NC

Posted: Yesterday

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Associate Planner/Assistant Planner (/jobs/ad/9176786/)

Company: City of Benicia

Location: Benicia, CA

Posted: Yesterday

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Planner (/jobs/ad/9176783/)

Company: City of Carbondale

Location: Carbondale, IL

Posted: Yesterday

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Executive Director (/jobs/ad/9176605/)

Company: Cuyahoga County Planning Commission

Location: Cleveland, OH

Posted: Yesterday

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Associate Planner (/jobs/ad/9176776/)

Company: Town of Mammoth Lakes

Location: Mammoth Lakes, CA

Posted: Yesterday

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Transit Program Administrator (/jobs/ad/9176778/)

Company: Central Shenandoah Planning District Commission

Location: Staunton, VA

Posted: Yesterday

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Principal Planner (/jobs/ad/9176775/)

Company: City of Dublin

Location: Dublin, CA

Posted: Yesterday

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[Director of Health, Housing and Community Services \(/jobs/ad/9176773/\)](#)

Company: City of Berkeley

Location: Berkeley, CA

Posted: Yesterday

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[Principal Planners \(/jobs/ad/9176764/\)](#)

Company: City of Sunnyvale

Location: Sunnyvale, CA

Posted: Yesterday

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[Entry Level Planner \(/jobs/ad/9176760/\)](#)

Company: New York State Tug Hill Commission

Location: Watertown, NY

Posted: Yesterday

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[Assistant or Associate Planner \(/jobs/ad/9176756/\)](#)

Company: City of Corvallis

Location: Corvallis, OR

Posted: Yesterday

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[Lecturer in Transportation Planning \(/jobs/ad/9176721/\)](#)

Company: Massachusetts Institute of Technology, Department of Urban Studies and Planning

Location: Cambridge, MA

Posted: 2 days ago

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[Environmental Planner \(/jobs/ad/9176710/\)](#)

Company: ecology and environment, inc.

Location: San Francisco, CA

Posted: 2 days ago

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[Senior Planner \(/jobs/ad/9176672/\)](#)

Company: City and Borough of Juneau, Community Development

Location: Juneau, AK

Posted: 2 days ago

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[Planner I/II \(/jobs/ad/9176669/\)](#)

Company: Haines Borough

Location: Haines, AK

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[Senior Planner \(/jobs/ad/9176670/\)](#)

Company: King County - Department of Local Services

Location: Seattle, WA

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[Neighborhood Liaison / Community Ombudsman \(/jobs/ad/9176660/\)](#)

Company: City of Greenville

Location: Greenville, NC

Posted: 2 days ago

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[Planner II \(CD / Planning\) \(/jobs/ad/9176658/\)](#)

Company: City of Greenville

Location: Greenville, NC

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[CEQA Project Manager \(/jobs/ad/9176646/\)](#)

Company: ecology and environment, inc.

Location: San Francisco, CA

Posted: 2 days ago

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[Director of Community Development \(/jobs/ad/9176638/\)](#)

Company: City of Fayetteville

Location: Fayetteville, GA

Posted: 2 days ago

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[Planning Technician \(/jobs/ad/9176645/\)](#)

Company: City of Lafayette

Location: Lafayette, CA

Posted: 2 days ago

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[Regional Planners I, II, III, IV \(/jobs/ad/9176644/\)](#)

Company: Thomas Jefferson Planning District Commission

Location: Charlottesville, VA

Posted: 2 days ago

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[Transportation Program Manager \(/jobs/ad/9176640/\)](#)

Company: Thomas Jefferson Planning District Commission

Location: Charlottesville, VA

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[Executive Director \(/jobs/ad/9176636/\)](#)

Company: Roysse City Community Development Corporation

Location: Roysse City, TX

Posted: 2 days ago

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[Transportation Planner II \(/jobs/ad/9176634/\)](#)

Company: Fairfax County Government

Location: Fairfax, VA

Posted: 2 days ago

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[Transportation Planner I \(/jobs/ad/9176633/\)](#)

Company: Fairfax County Government

Location: Fairfax, VA

Posted: 2 days ago

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[Senior Planner \(/jobs/ad/9176628/\)](#)

Company: City of Fayetteville

Location: Fayetteville, NC

Posted: 2 days ago

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[Hazard Mitigation Planner \(/jobs/ad/9176629/\)](#)

Company: ecology and environment, inc.

Location: Portland, OR

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[Senior Development Project Coordinator \(/jobs/ad/9176624/\)](#)

Company: City of Napa

Location: Napa, CA

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[Planner II \(/jobs/ad/9176622/\)](#)

Company: City of New Haven, City Plan Departement

Location: New Haven, CT

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[Assistant Director of Comprehensive Planning \(/jobs/ad/9176619/\)](#)

Company: City of New Haven, City Plan Departement

Location: New Haven, CT

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[Addressing Technician \(/jobs/ad/9176613/\)](#)

Company: Yavapai County Government Development Services

Location: Prescott, AZ

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[Planner IV \(Senior Planner\) \(/jobs/ad/9176612/\)](#)

Company: County of Ventura

Location: Ventura, CA

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[Associate \(/jobs/ad/9176611/\)](#)

Company: Economic & Planning Systems

Location: Oakland, CA

Posted: 3 days ago

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[Research Analyst \(/jobs/ad/9176609/\)](#)

Company: Economic & Planning Systems

Location: Oakland, CA

Posted: 3 days ago

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[Housing Administrator \(/jobs/ad/9176603/\)](#)

Company: City of Lawrence

Location: Lawrence, KS

Posted: 5 days ago

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[Community Planner II \(/jobs/ad/9176604/\)](#)

Company: Iowa Northland Regional Council of Governments

Location: Waterloo, IA

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[Senior Policy Advisor \(/jobs/ad/9176600/\)](#)

Company: Department of For-Hire Vehicles

Location: District of Columbia, DC

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[Associate Planner I/II \(/jobs/ad/9176577/\)](#)

Company: City of Santa Cruz

Location: Santa Cruz, CA

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[GIS Data Planner \(/jobs/ad/9176572/\)](#)

Company: Broward MPO

Location: Fort Lauderdale, FL

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[Project Manager \(/jobs/ad/9176567/\)](#)

Company: Broward MPO

Location: Fort Lauderdale, FL

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[Community Development Director \(/jobs/ad/9176562/\)](#)

Company: City of Martinsville

Location: Martinsville, VA

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[Manager of Surtax Services \(/jobs/ad/9176561/\)](#)

Company: Broward MPO

Location: Fort Lauderdale, FL

Posted: 5 days ago



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Membership

Membership Overview (</membership/>)
 Join as a Planner (</join/planners/>)
 Join as a Student (</join/students/>)
 Join as a Commissioner (</join/commissioners/>)
 Join as an Academic (</join/academics/>)
 Join From Outside the U.S. (</join/international/>)
 Membership for Allied Professionals & Citizens (</join/all/>)
 Membership Renewal (</membership/renewal/>)
 Member Directory (</members/directory/>)
 Frequently Asked Questions (</membership/faq/>)
 Member Dues (</join/dues/>)

AICP

AICP Overview (</aicp/>)
 Why AICP? (</aicp/why/>)
 Get Certified! (</certification/>)
 Candidate Pilot Program (</aicp/candidate/>)
 Certification Maintenance (</cm/>)
 Advanced Specialty Certification (</asc/>)
 AICP Fellows (</faicp/>)
 Ethics (</ethics/>)
 AICP Commission (</leadership/commission/biographies/>)
 AICP Programs (</aicp/programs/>)

Knowledge Center

Knowledge Center Overview (</knowledgecenter/>)
 Publications (</publications/>)
 Applied Research (</research/>)
 Research KnowledgeBase (</knowledgebase/>)
 Multimedia (</multimedia/>)
 Topic Based Resources (</resources/>)
 Planning Advisory Service (</pas/>)
 APA Library (</library/>)

Education and Events

Education and Events Overview (</education/>)
 Online Education (</online-education/>)
 Educational Events (</events/>)

Policy and Advocacy

Policy and Advocacy Overview (</policy/>)
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[Donate \(/foundation/donate/\)](#)

[Ways to Give \(/foundation/waystogive/\)](#)

[Mission \(/foundation/mission/\)](#)

[Priority Initiatives \(/foundation/initiatives/\)](#)

[APA Scholarships \(/foundation/scholarships/\)](#)

[Disaster Grant Recipients \(/foundation/grants/recovery/\)](#)

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NORTHFIELD TOWNSHIP
Township Board
Minutes
April 9, 2019

CALL TO ORDER

The meeting was called to order at 7:04 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE

Trustee 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
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Planning Consultant John Jackson, McKenna
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Chockley moved, Beliger supported, that the agenda be adopted with the addition of the Washtenaw County Road Commission Dust Control Package as item 9.5.

Board members discussed concerns about items being added late to agendas.

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

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, Brad Cousino, Planning Commissioner, 2860 Tepeyac Hill Drive, Michael Laird, 7628 Oliver Street, Chris Salata, 2920 Tepeyac Hill Drive, Doug Nelson, 5314 Walnut Creek, Henry Russell, 2863 E. Joy Road, Steven Safranek, 5359 Hilltop Court, and Kathleen Bays, 13872 Edenderry, Green Oak Township, objected to adoption of the proposed marijuana ordinance. Three others present yielded their time to speakers opposed to the ordinance.

Dana Forrester, 9255 Lakewood Drive, Adam Olney, Udo Huff, 6431 Whitmore Lake Road, and Stacy Sloan, 9972 N. Main Street spoke in favor of the marijuana ordinance.

Wayne Davidson, 8015 Coyle Road, provided information about the business of growing marijuana.

Mary Devlin, 9211 Brookside, and Craig Warburton, 450 W. Joy Road objected to the construction of a sewer retention basin. Udo Huff, 6431 Whitmore Lake Road, asked about

the proposed Wastewater Treatment Plant expenditures listed on the agenda.

Soamer Jamil, 52 Barker Road, objected to the sale of 75 Barker Road due to the loss of public parking.

BOARD MEMBER RESPONSE

Board members made comments on information provided by members of the public in favor of and in opposition to allowing marijuana sales. They also answered questions posed by members of the public, including that the Wastewater Treatment Plant expenditure requests are in the Capital Improvement Plan (CIP), and there is a plan for the North Village Park.

Dockett asked for information about the mailbox, street sweeping, Lt. Greene, 75 Barker Road, and the sewage retention basin. Zelenock thanked the Girl Scouts and the others who helped clean up the Community Garden and thanked Chockley and the other volunteers who worked on the successful grant application for improvements to the Community Center.

TOWNSHIP MANAGER REPORT

Regarding the Wastewater Treatment Plan retention basin, Aynes said if the Board approves construction it will not be built for at least a couple years, the Township's bond advisor and bond attorney are not paid unless bonds are sold, and none of the recent sewer rate increase will be used for that project. He urged the public to let the Board know their priorities for the next fiscal year budget.

Board members discussed what information is necessary to allow them to decide on the retention basin.

CORRESPONDENCE AND ANNOUNCEMENTS

Chockley noted the Master Plan Draft review period extends until May 5th. Board members thanked Chockley and Marta Larson for making known the availability of Community Development Block Grant (CDBG) funding for the Community Center and Tammy Tami Averill, Jack Secrist, and Jennifer Carlisle for their work on the successful grant application.

Beliger reported a complaint from a citizen about people sitting in a car at the Jennings Road athletic field smoking marijuana. Chockley noted a police officer will be making a presentation to the Board regarding the effect of marijuana use in communities at the next meeting.

APPROVAL OF MINUTES

Board members made three corrections.

- ▶ **Motion:** Chockley moved, Chick supported, that the minutes of the March 26, 2019, regular Board Meeting be approved as amended. **Motion carried 7—0 on a voice vote.**

ACTION AGENDA ITEMS

1. Review Marijuana Ordinance

The Board discussed options for proceeding, including postponing action until the State publishes its regulations, opting out until that time, opting out completely, extending the sunset clause previously set by the Board, recommending changes for the Planning Commission to make, and discussing the proposal in a joint working session of the Planning Commission and Township Board.

John Jackson, Township Planner with McKenna, reviewed the proposed ordinance, including the uses, zoning districts, and number of permits to be allowed, the approval process (conditional use permit required), and the licensing process.

Board members made comments including concern about operations being in AG-zoned areas which are used mainly residentially, the amount of staff time required for processing applications, the total number of permits that would be allowed, the distance required between marijuana facilities and public uses (schools, religious institutions, etc.), and potential stress placed on the sewer plant. Chick Otto noted the Planning Commission approached this ordinance to mirror regulation of alcohol.

Chick read the subtitle of the ballot proposal which included "regulate marijuana like alcohol." A question about having to wait until the State comes down with its rules to adopt an ordinance was asked. In response, Chick noted we do not have to wait; an ordinance can be amended easily and the State had recommended that ordinances be in place prior to their announcing their regulations. Chick commented that there are 1773 communities in Michigan, and while 400 had opted out to date, over 1,000 had not. She expressed disappointment that the marijuana ordinance had been provided to the Board weeks before the April 9th meeting and only two Trustees ha asked questions; questions should have been asked before this meeting if only for efficiency.

Additional comments from Board members included:

- Strenuous objection to allowing any marijuana facilities in the community due to it being illegal at the federal level and the effect on children and the community as a whole.
- Concern about the processing of applications.
- Concern about allowing facilities in any residential district or the Whitmore Lake district.
- Recommended that the Planning Commission look at the Grand Rapids ordinance.
- Said it should not be approached the same as liquor licenses because most of those require the alcohol to be consumed on-site.
- Said the proposal is extreme for something that has so many unknowns about it.

Chief Wagner said:

- He would prefer to wait for the presentation by the DEA representative scheduled for the next meeting before he comments because he is not an expert on this, and whatever the Board decides the Police Department will enforce the law.
 - He would be more concerned if Northfield Township is one of only a few communities in the area that opts in because in that case the marijuana-related calls they already get would increase.
 - He is also concerned about the odor.
 - It is not clear who will responsible for inspection of facilities.
- **Motion:** Beliger moved that the Township opt out of allowing any marijuana facilities indefinitely.

Burns said he would prefer an opportunity to prepare a proper amendment to Ordinance 18-62.

Motion withdrawn.

- **Motion:** Beliger moved, Chockley supported, that the Township attorney prepare a proposed amendment to ordinance 18-62 regarding the sunset provision to be provided for the next Board agenda.

Burns said he will prepare two ordinances—for permanent opting out and for an extension of the sunset provision.

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

Chick asked that someone from the City of Ann Arbor be asked to make a presentation at the next Board meeting in addition to the DEA officer.

- **Motion:** Chockley moved, Chick supported, to invite the Planning Commission to the April 23rd Board meeting to discuss the proposed marijuana ordinance. **Motion carried 7—0 on a voice vote.**

2. Reaffirm Prior Vote on Ordinance 19-63: Amendments to Zoning Ordinance

- **Motion:** Beliger moved, Chick supported, to reaffirm the prior vote on Ordinance 19-63: Amendments to Zoning Ordinance, sign regulations.

Chockley explained that this action is necessary because publication requirements were not met when it was first approved. Beliger expressed concern that sign limitations are too restrictive based on the temporary sign allowed at 75 Barker Road. Planning consultant John Jackson explained that permanent signs may be much larger. Dockett said he is opposed to most sign restrictions.

Motion carried 4—3 on a roll call vote, Beliger, Dockett, and Zelenock opposed. Ordinance adopted.

3.
**Wastewater Treatment Plant
Maintenance Requests**

Willis noted that the prices listed are firm, not estimates.

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve the Wastewater Treatment Plant maintenance requests:
 - Replace return sludge control valve system for a cost of \$89,319,
 - Replace Scada controls for pump stations for a cost of \$76,525,
 - Replace Main Street pump station force main pipeline for a cost of \$66,300, and
 - Replace Eight Mile Road pump station VFD for a cost of \$15,120.

for a total of \$247,264.

In answer to a question from Dockett, Willis said the funds are in their budget for the current year.

Motion carried 7—0 on a roll call vote.

4.
Sale of Two Fire Trucks

- ▶ **Motion:** Chockley moved, Otto supported, to approve the sale of two fire trucks.
Motion carried 7—0 on a voice vote.

5.
Auctioning of Excess Fire Department Equipment

- ▶ **Motion:** Chockley moved, Otto supported, to approve the auctioning of excess Fire Department equipment.

There was a brief discussion about the details of the auction.

- ▶ **Amended motion:** Chockley moved, Otto supported, to approve the auctioning of excess Fire Department equipment, and to allow it to be thrown away if it does not sell.
Amended motion carried 7—0 on a voice vote.

6.
**Resignation of Part-time Police Officer
Andrea McKahan**

- ▶ **Motion:** Chockley moved, Beliger supported, to accept the resignation of Part-time Police Officer Andrea McKahan. Motion carried 7—0 on a voice vote.

7.
**Pay Raises for Police and Fire
Non-Union Employees**

- ▶ **Motion:** Manley moved, Chick supported, that Angela Bennett's wage be increased to \$23.68/hour retroactive to July 1, 2018.
Motion carried 7—0 on a voice vote.

- ▶ **Motion:** Chick moved, Chockley supported, that Deputy Chief Bishop's wage be increased from \$22.00/hour to \$23.50/hour retroactive to July 1, 2018. Motion carried 7—0 on a voice vote.

- ▶ **Motion:** Chockley moved, Chick supported, that Assistant Chief Steve Lowe's wage be increased from \$20.00/hour to \$21.50/hour retroactive to July 1, 2018. Motion carried 7—0 on a voice vote.

- ▶ **Motion:** Chockley moved, Chick supported, that Chief Wagner's salary be increased 4%. Motion carried 6—1 on a roll call vote, Dockett opposed.

In answer to a question from Dockett, Wagner said trial is scheduled to start next week for Sgt. Lt. Greene in Livingston County and May 13th in Washtenaw County. He said he will keep the Board updated on this.

Wagner also noted that the new fire truck he displayed before the meeting replaces the two trucks being sold.

8.
**Commercial Realtor Contract
for Sale of 75 Barker Road**

- ▶ **Motion:** Beliger moved, Dockett supported, to accept the exclusive right to sell from Thomas Duke Company.

There was discussion about whether to require retention of the parking area for public use.

Motion withdrawn.

- ▶ **Motion:** Beliger moved, Dockett supported, to accept the exclusive right to sell from Thomas Duke Company, with the term of the contract to be six months from the date of signing, excluding Polly Market/Acho Brothers at the \$275,000 listing price.

Motion carried 4—3 on a roll call vote, Zelenock, Chockley, and Chick opposed.

9.
Parks & Recreation Board Requests for Purchases

- ▶ **Motion:** Otto moved, Zelenock supported, to accept the Parks & Recreation Committee not-to-exceed \$2,600 proposal for those items for the community garden as listed in the Board packet.

- ▶ **Amendment to motion:** Zelenock moved, Otto supported, to amend the motion to make sure a shed is allowed on the site and complies with Township ordinances.
Amendment to motion carried 7—0 on a voice vote.

- ▶ **Amended motion:** Otto moved, Zelenock supported, to accept the Parks & Recreation Committee not-to-exceed \$2,600 proposal for those items for the community garden as listed in the Board packet, and to make sure a shed is allowed on the site and complies with Township ordinances. Amended motion carried 5—2 on a voice vote, Beliger and Dockett opposed.

9.5.
**Washtenaw County Road Commission
Dust Control Package**

- ▶ **Motion:** Chockley moved, Zelenock supported, to approve the 2019 Agreement with the Washtenaw County Road Commission for three solid applications of contract brine on all local certified gravel or limestone roads within the Township at an estimated cost to Northfield Township of \$27,532.
Motion carried 7—0 on a voice vote.

10.
First Draft of 2019-2020 Budget

Chockley referred to her April 9th memo.

- ▶ **Motion:** Chockley moved, Zelenock supported, to include a 2.8% cost of living raise for all non-union employees in the 2019-20 budget.

Dockett said he prefers merit raises over cost-of-living raises. There was a discussion about whether this would be retroactive for 2018-19. Aynes said he will be bringing a proposal regarding retroactive pay for the current fiscal year on the next agenda.

Motion carried 5—2 on a roll call vote, Dockett and Beliger opposed.

There was a brief discussion about road maintenance funding. It was agreed that more detail is needed.

- ▶ **Motion:** Beliger moved, Otto supported, to renew the Township Manager's contract with no raise for two years. **Motion carried 4—3 on a roll call vote, Manley, Zelenock, and Chockley opposed.**

Aynes noted this needs to be an official offer prepared by the Township's labor attorney for him to respond to.

- ▶ **Motion:** Chockley moved, Manley supported, to include in the 2019-20 budget the purchase of a car from the Police Department at red book price for use by the Code Enforcement Officer, not to exceed \$10,000.

Beliger said she would prefer to continue paying the Code Enforcement Officer mileage and the \$10,000 be dedicated to road maintenance.

Motion failed 3—4 on a roll call vote, Otto, Zelenock, Dockett, and Beliger opposed.

Chockley recessed the meeting for five minutes.

- ▶ **Motion:** Zelenock moved, Beliger supported, to remove the \$60,000 proposed for the kiosk and designate it for road improvements.
Motion carried 7—0 on a roll call vote.

There was discussion about other items to potentially include in the budget, including design for the lakefront portion of the downtown park. Dockett asked that it be determined whether it will be possible to have a pier what facilities are possible in the park.

11.
**Approve Payment of Open Bills
(expected check run date 04-10-2019)**

- ▶ **Motion:** Chockley moved, Otto supported, to approve the payment of Open Bills (expected check run date 04-10-2019) for a total of \$133,804.78 from all funds in the Municipal Investment Fund (MIF) account.
Motion carried 7—0 on a roll call vote.

12.
**Accept Check Disbursement Report for Paid Bills
(check date from 03-07-2019 to 04-04-2019)**

- ▶ **Motion:** Chockley moved, Chick supported, to accept the Check Disbursement Report for Paid Bills (check date from 03-07-19 to 04-04-19) for a total of \$940,071.42 from all funds in the Municipal Investment Fund (MIF) account.

In answer to a question from Dockett, Aynes said he confirmed with the Township's insurance agent that a \$1,000 claim will not affect the Township's rate, and the agent is investigating what effect various deductibles would have on the policy cost.

Motion carried 7—0 on a voice vote.

CONSENT AGENDA

- ▶ **Motion:** Chockley moved, Otto supported, to accept the consent agenda as presented.
Motion carried 7—0 on a voice vote.

TRUSTEE/LIAISON REPORTS

Chick reported that residents of the Horseshoe Lake Association would like the first opportunity to purchase lots that come up for sale within their community.

Otto asked that the resolution for the \$2,000 to the Ann Arbor Greenbelt fund be on the next agenda.

Chick asked that the Board create an economic development committee to work with the DDA to pursue development in the Township. There was discussion about ways to assist the DDA with this.

Dockett objected to Chockley's proposal to participate in the Redevelopment Ready Communities Program.

- ▶ **Motion:** Chockley moved, Otto supported, to accept the Trustee and Liaison Reports as presented.
Motion carried 7—0 on a voice vote.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
April 9, 2019**

SECOND CALL TO THE PUBLIC

Adam Olney, Whitmore lake, made extensive comments in support of the marijuana ordinance and in support of the work of the DDA.

BOARD MEMBER COMMENTS

Board members thanked those who came to speak and those who remained until the end of a long meeting, said the proposed marijuana ordinance and some other agenda items were not handled well by the Board, asked everyone

to support local businesses, and noted there was good feedback in the online survey.

ADJOURNMENT

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

The meeting adjourned at 11:46 P.M.

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/

**NORTHFIELD TOWNSHIP
Township Board
Minutes
April 23, 2019**

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Supervisor Chockley at 8350 Main Street.

PLEDGE

Trustee Beliger 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
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Township Attorney Paul Burns
Planning Consultant Paul Lippens, McKenna
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- ▶ **Motion:** Chockley moved, Otto supported, that the agenda be adopted as presented.
- ▶ **Motion to amend:** Dockett moved, Manley supported, to add a discussion and vote on the Wastewater Treatment Plant.
Motion to amend failed, 3—4 on a voice vote, Otto, Chockley, Chick, Zelenock opposed.

Original Motion carried 7—0 on a voice vote.

- ▶ **Motion:** Zelenock moved, Otto supported, that the Wastewater Treatment Plant equalization basin be on the next Board agenda.
Motion carried 7—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, Adam Olney, 9315 Lakewood, Dana Forrester, 9255 Lakewood, Becky Faraj, James Trunko, 9255 Lakewood Drive, Cooper _____, 2912 Sheffield Court, Doug Nelson, 5314 Walnut Creek, Marissa Prizgint, 32 Schrum, Erin Deemer, 8845 Kearney, John Gura, 7659 Edmund, Erin Walters, 28 Emerald Circle, Kathy Walters, 9310 Lakewood Court, Stan Wutka, 5985 Leland Drive, Matthew LaFave, Pastor of Calvary Baptist Church, 7521 Whitmore Lake, Polly McNichol, 7024 Nollar, Wayne Davidson, 8015 Coyle, John Hufford, 5285 Tamarack Trail, Jordan Steflauf, North Territorial, Brynn Raupagh, 5445 Hellner Road, Mike McClelland, 5313 Hilltop, David Gordon, 5558 Hellner, Charlie Carter, 1300

W. Joy Road, Katheryn Mayer, 5361 Sutton, comments regarding the proposed marijuana ordinance.

Craig Warburton, 450 W. Joy Road, and David Gordon, 5558 Hellner, 450 W. Joy Road, commented on the Township Manager's contract extension, and Warburton commented on starting Board meetings with prayer.

Stan Wutka, 5985 Leland Drive, asked about two group homes in his neighborhood.

BOARD MEMBER RESPONSE

Board members thanked the public for their comments and responded to comments about the proposed marijuana ordinance, extension of the Township Manager's contract, and opening meetings with prayer and the Pledge.

TOWNSHIP MANAGER UPDATE

Chockley referred to the written report. Aynes acknowledged those who worked on the successful grant application for improvements to the Community Center and responded to comments about his contract extension.

CORRESPONDENCE AND ANNOUNCEMENTS

On-Line Survey Responses. Chockley referred to responses from those who elected to take the survey regarding spending priorities for the Township.

APPROVAL OF MINUTES

Several Board members made changes or additions.

- ▶ **Motion:** Beliger moved, Zelenock supported, that action on the minutes of the April 9, 2019, Regular Board Meeting be delayed until a revised draft is available. **Motion carried 7—0 on a voice vote.**

PRESENTATIONS

**1.
Law Enforcement Marijuana Expert,
Bruce McColley**

Bruce McColley, Assistant Special Agent in Charge with the Drug Enforcement Administration (DEA), gave a presentation about what the DEA has learned from other States where marijuana has been legalized. His comments included:

- Marijuana is not legal under federal law.
- There are psychological and physical effects of marijuana use.
- In other states risks to public safety have increased.
- Many grow houses overburden local utilities and present a variety of building code risks (code violations, dangerous chemicals, mold, etc.) increasing risks for first responders.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
April 23, 2019**

- Many licensed facilities sell on the black market and launder money from profits.
- Packaging of products is attractive to children, and emergency room visits related to them have increased in Colorado.
- A medical doctor says marijuana concentrates should be banned.
- Pesticide revenues are commonly found in products.
- Traffic fatalities have increased and more drivers have tested positive for marijuana use.
- Colorado's homeless problem has increased.

In answer to questions, McColley said:

- Drug cartels have set up illegal growing operations in Colorado, often using them for illegal activities including money laundering, and the DEA anticipates that will happen in Michigan to supply east coast states.
- He cannot say why there is apparently no increase in crime related to medical marijuana businesses in Michigan other than data collection varies from state-to-state.
- The issue of banking within the industry is being investigated.

2.

**Marijuana Facilities Discussion and Presentation,
Andrew Sereno and Matthew Krueger**

Krueger and Sereno of Glacial Farms gave a presentation about medical marijuana business viability. Their comments included:

- There are three different markets for marijuana: the black market, medical, and recreational.
- A medical marijuana business license is currently the hardest license to get in Michigan due to the thorough investigation undertaken by the operator.
- Their business has a fully transparent relationship with the federal government through a local credit union.
- Physical locations are thoroughly vetted by the State and must meet stringent building and fire codes.
- Townships have considerable controls over facilities through zoning and permitting regulations, inspections, etc.
- After legalization black market use decreases.
- Increases in traffic fatalities due to marijuana use is a fallacy, and this is proven when statistics are compared across all states.
- Both Michigan and the federal government have released statements regarding banking related to these businesses.
- Dangers related to marijuana come from the unregulated (black) market.

Shelly Anderson, former Director of Licensing and Regulatory Affairs (LARA), and now a practicing attorney, made comments, including:

- The point of the Michigan legislation was to keep illegal operators out of the business.
- Local communities have a great deal of control (hours, locations, time/place/manner, signage, etc.).
- Licenses are issued for one year only.
- A substantial up-front investment is required after a thorough background check is performed by the State.
- Applicants want to cooperate with local governments to protect their investment.
- The State is working closely with banking institutions and this industry.

- The State worked with an analytics company so the State will be able to track sales to insure black market sales are not involved in the business operation.

She noted a procedural problem in the Township's proposed ordinance. (The State will not issue a license to an operator before the Township gives approval; page 9, Sections 20/21).

In answer to questions, Anderson and Krueger said:

- Anytime there is a new industry LARA is charged with regulating it, and the cost of regulation must be paid for by licensees.
- The Township should require any applicants to be pre-qualified by the State.

RECESS

AGENDA ITEMS

1.

Review of Draft Marijuana Ordinances

a. *Zoning Regulations.* The Board discussed the types of marijuana facilities and the zoning districts they would be allowed in per the proposed ordinance. Comments included:

- Growing facilities in the AR district would have negative effects incompatible with residential uses.
 - The AR district allows a variety of intensive uses including shooting ranges and airports as long as minimum lot sizes are met.
 - Northfield Township is not Ann Arbor.
 - Ann Arbor does not allow growing facilities in agricultural areas.
 - The number of facilities allowed per the proposal is far too many.
 - Odors emitted from these facilities are a serious problem.
 - The proposed 500 foot separation between marijuana facilities and schools should be 1,000 feet. [Lippens said 500 feet is commonly used distance for zoning, and the Planning Commission chose 500 feet to avoid being prohibitive, and they did not include churches and parks along with schools for the same reason].
 - Facilities should not be allowed downtown or in AR, and the separation distance from schools should be 1,000 feet.
- **Motion:** Chockley moved, Beliger supported, to eliminate growing operations from agricultural districts for both recreational and medical marijuana.

Board members discussed severe problems with odors, light pollution, and noise from growing facilities in agricultural areas. They also noted the variety of noxious odors from other agricultural uses (manure, chemicals, animals, rotting plant materials, etc.), and aid the Township has light pollution and noise ordinances.

Motion failed 3—4 on a roll call vote, Otto, Chick, Dockett, and Zelenock opposed.

Chockley suggested increasing the area for notice of public hearings for these operations. Lippens advised against treating conditional uses for one use differently than for another.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
April 23, 2019**

- ▶ **Motion:** Beliger moved, Chockley supported, to eliminate Class B and C from both medical and recreational growers, leaving Class A in each. **Motion failed 2—5 on a roll call vote, Zelenock, Chockley, Otto, Chick, and Dockett opposed.**
- ▶ **Motion:** Beliger moved, Manley supported, to extend the distance requirement between marijuana grower facilities and schools from 500 feet to 1,000 feet. **Motion carried 4—3 on a roll call vote, Dockett, Otto, and Chick opposed.**
- ▶ **Motion:** Chockley moved, Beliger supported, to add to the separation requirement between marijuana growers and schools the following: parks, existing child care facilities, libraries, and places of worship. **Motion carried 6—1 on a roll call vote, Dockett opposed.**

The Board asked Lippens to prepare a Township map showing areas that would be eliminated with the 1,000 foot separation to determine whether it would still be possible to site these types of facilities with those restrictions.

- ▶ **Motion:** Beliger moved, Chockley supported, that a total of three grower licenses be allowed in the Township for medical marijuana growers.

Otto noted that the total number of operations allowed in other Townships of similar size varies widely. Beliger said problems related to growing operations in agricultural areas include outside investors and imported soils.

Motion failed 4—3 on a roll call vote, Zelenock, Otto, Chick, and Dockett opposed.

- ▶ **Motion:** Beliger moved, Chockley supported, that a total of six grower licenses be allowed in the Township for medical marijuana growers. **Motion carried 4—3 on a roll call vote, Chockley, Manley, and Beliger opposed.**
- ▶ **Motion:** Chockley moved, Beliger supported, that provisioning centers not be allowed in the Whitmore Lake District. **Motion carried 4—3 on a roll call vote, Dockett, Chick, and Zelenock opposed.**
- ▶ **Motion:** Beliger moved, Chockley supported, to set the distance requirement between all marijuana facilities and schools, existing child care centers, parks, libraries, and places of worship at 1,000 feet. **Motion carried 5—2 on a roll call vote, Dockett, Zelenock opposed.**
- ▶ **Motion:** Zelenock moved, Chick supported, to allow a total of three permits for provisioning centers and three permits for retail facilities, for a total of six permits. **Motion carried 4—3 on a roll call vote, Manley, Chockley, and Beliger opposed.**
- ▶ **Motion:** Beliger moved, Chockley supported, that no recreational grow facilities be allowed in the Township. **Motion failed 3—4 on a roll call vote, Zelenock, Otto, Chick, and Dockett opposed.**

- ▶ **Motion:** Otto moved, Chick supported, to allow a total of six recreational growers in the Township. **Motion carried 4—3 on a roll call vote, Chockley, Manley, and, Beliger opposed.**
- ▶ **Motion:** Chockley moved, Beliger supported, to remove the Whitmore Lake District for retail facilities. **Motion carried 4—3 on a roll call vote, Chick, Dockett, and Zelenock opposed.**
- ▶ **Motion:** Beliger moved, Chockley supported, to remove microbusinesses from the agricultural district. **Motion carried 4—3 on a roll call vote, Chick, Dockett, and Otto opposed.**
- ▶ **Motion:** Zelenock moved, Otto supported, to allow three permits each for microbusinesses, processors, secure transporters, and safety compliance facilities in the Township. **Motion carried 4—3 on a roll call vote, Manley, Chockley, and Beliger opposed.**
- ▶ **Motion:** Otto moved, Zelenock supported, to ask the Planning Commission to reevaluate limitations on signage for marijuana facilities in the conditional use standards. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Manley moved, Chockley supported, to replace "Township Clerk" with "Township Clerk or designee" throughout the ordinance and permit regulations. **Motion carried 7—0 on a voice vote.**

The Board briefly discussed the language in several sections regarding controlling external effects, assessing penalties, and security camera and insurance requirements.

b. *Permit Regulations.* It was agreed that Board members will submit questions and feedback to Mr. Lippens, and that any changes needed to conform the document with the motions made by the Board will be made before it is further reviewed by the Board.

In answer to a question from Lippens, Chockley confirmed that each of the motions passed by the Board is a direction for the Planning Commission to consider in revising the draft ordinance.

2.

Amendment Options for Ordinance 18-62: Prohibition of Marijuana Establishments

a. *Opt out.*

- ▶ **Motion:** Beliger moved, Manley supported, to adopt version #1 of the amendments to Ordinance 18-62, which would prohibit marijuana establishments in the Township.

Beliger noted the Board could choose to opt in at any point in the future, and added that work on the ordinance should continue so an acceptable document will be ready if opting in is desired.

There was discussion about whether the Board has an interest in moving forward with allowing marijuana facilities in the Township. Chockley said she is not sure she would ever be in favor of allowing them, but wants to

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
April 23, 2019**

see what the State rules will be. Manley said she is concerned about the procedures and processes, and she does not think this is right for the community. Otto said opting out now would be dodging the question, and although she did not vote for the referendum the Township's voters did. Chick said the ordinance can be revised before the Board's sunset clause deadline, and it can be revised again at any time. Zelenock said she wants to honor the vote of the people on the marijuana referendum. Beliger said marijuana is illegal.

Motion failed 3—4 on a roll call vote, Zelenock, Otto, Chick, and Dockett opposed.

b. *Extend Sunset Clause.*

- ▶ **Motion:** Otto moved, Chick supported, to extend the Sunset provision of Ordinance 18-62 to expire on June 25, 2019. **Motion carried 6—1 on a roll call vote, Manley opposed.**

**3.
Budget Discussion: General Fund**

- ▶ **Motion:** Otto moved, Zelenock supported, to table the budget discussion of the general fund to the next meeting. **Motion carried 7—0 on a voice vote.**

[Dockett left the meeting].

**4.
Community Garden Fees**

- ▶ **Motion:** Beliger moved, Manley supported, to set the fee for community garden boxes at \$10 each. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Beliger moved, Chockley supported, to add a \$25 cleanup fee per community garden box for boxes not cleaned up by the renter. **Motion failed 2—4 on a roll call vote, Zelenock, Manley, Otto, and Chick opposed.**
- ▶ **Motion:** Otto moved, Beliger supported, to approve the Garden Usage Agreement without the \$25 cleanup fee. **Motion carried 6—0 on a voice vote.**

**5.
Community Center
Phase 1 Environmental Site Assessment**

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the application to the Washtenaw County Brownfield Redevelopment Authority (WCBRA) Environmental Assessment Grant Program for a Phase 1 Environmental Site Assessment (ESA) at a cost of \$2,500 to be reimbursed by the Brownfield Authority and authorize the Township Manager to sign the contract. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Chockley moved, Beliger supported, to authorize the Township Manager to obtain a radon test for the Community Center at a cost not to exceed \$400. **Motion carried 6—0 on a voice vote.**

**6.
Investment of Township Funds
with Ann Arbor State Bank**

- ▶ **Motion:** Zelenock moved, Beliger supported, to invest \$250,000 in a Money Market account with Ann Arbor State Bank. **Motion carried 6—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

Adam Olney, 9315 Lakewood, Craig Warburton, 450 W. Joy Road, Marissa Prizgint, 32 Schrum, and John Gura, 7659 Edmund, commented on the proposed marijuana ordinance.

Craig Warburton also commented on renewal of the Township Manager's contract and maintenance of the Township roads. David Gordon commented on the length of the meeting.

BOARD MEMBER COMMENTS

Board members thanked the public for attending and commented briefly on the proposed marijuana ordinance.

ADJOURNMENT

- ▶ **Motion:** Chockley moved, Otto supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote.**

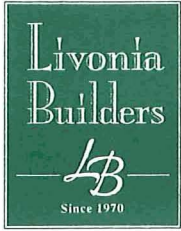
The meeting adjourned at 12:15 A.M.

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/



Livonia Builders is extremely excited to enter into an agreement with Northfield Township to develop The North Village. Although there are many possibilities on what to do with the property, the name identifies what it should feel like, a Village. With a blend of various size homes, multifamily product, mixed use commercial, a large focal point park and an inviting beach for both the residents of the Village and the residents of the community. Not only is it very important what is built there, but it is just as important what the product looks like, a Village feel product is a must. Large porches, reduced setbacks from the road help make that Village feel come to life.

This type of development will make the community grow by bringing more residents into the community to help support the local businesses on Whitmore Lake. The Village could and should be a catalyst to jump starting new and redevelopment along Whitmore Lake. The proposed development will bring people of all ages to the Village, empty nesters, young families and older families. All bases are covered and will always be since when the current resident moves out the same type of buyer will move in and will continue the cycle. More students will be added to the local school districts as well.

Livonia Builders is more than qualified to handle a project of this size and see it go from start to finish. If given the opportunity, Northfield township will recognize Livonia Builders as a premier partner to have in the community such as the communities of Saline, Canton, Plymouth, Pittsfield and the Communities of the past Livonia, Novi, Woodhaven and Ypsilanti Township. We sincerely hope that The Board of Trustees seriously considers having Livonia Builders help turn the North Village into a reality.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Veri", is written over a horizontal line.

Danny Veri
Managing Member- Livonia Builders

North Village

The vision Livonia Builders has for North Village is a blend of larger lot, single family homes, duplex condos or smaller lot, single family homes, townhouse buildings for lease that serve both the empty nester and small families, mixed use commercial property, a public beach and a large park that is in direct view of Whitmore Lake.

The single-family homes will be designed of the new urbanism architectural style as mentioned in the Downtown Strategic action plan. We have experience in developing and building this type of product. We developed and built over 200 homes in Cherry Hill Village of Canton. This development consists of reduced front yard setbacks and narrower streets to bring people back in time. Large front porches and smaller lots make for a more inviting and tight knit community. Sidewalks through out the development and reduced front yard setbacks invite people to walk the community and get to know their neighbors.

The townhouse buildings will also carry forward the new urbanism architecture. These buildings are designed to serve the empty nester with 1 story, 2 bedroom and 2 bath layouts, along with serving the growing family with 3 bedroom, 2.5 bath 2 story units. Our plan is to offer these units for lease and we offer a homebuyer savings program to try to get them into a new home. We design the interiors like our single-family homes, with high-end finishes', which helps keep our residents far longer than the national average. By tying in the townhouses with the single-family homes, it only continues our tradition of making our communities feel like neighborhoods. The townhouses will also be broken up into different size buildings and different colors, similar to the single-family homes.

The duplex ranch style condos will invite a senior type buyer. With all the features on the first floor, these 2 bedroom, 2 bath condos will add charm to the neighborhood and carry forward the new urbanism architecture.

The smaller lot single-family homes will feel a very large void in housing, the starter home. There are currently no new, single-family homes in the entire area starting around \$200,000. We believe our process will allow us to do this and help bring young families into the community.

The mixed-use properties are located in two areas. These will likely be a blend of office and retail establishments. The same style of architecture will be carried forward. We will try to focus on getting the types of businesses that are needed for the area.

The public beach and Park will be the focal points of the property. The park makes up approximately 2+ acres of open space, sidewalks, benches and a gazebo. The beach will be public access beach with a fishing pier, benches and boat slips. There is also another 2 acres designated for the retention pond for the site, which adds to more open space.

Revenue and Community Benefits

The blending of the different types of housing offers various forms of tax benefits to Northfield Township. The smaller single-family homes will likely sell for an average dollar amount of \$215-225,000. That would generate approximately 191,224 in tax revenue annually. The larger homes will likely sell for an average of \$375,000 each. With 15 of the estate style homes, that would generate another \$113,709 in revenues. The leased townhomes will likely generate another \$77,951 in revenue. Finally the two mixed-use buildings will likely generate another \$17,583 in revenue. If the two-unit condo design is chosen over the small lot single family, the tax revenue will drop about \$30,000. In total, this development will likely generate approximately \$400,467 in additional tax revenue to Northfield Township. See the chart below for details

| Sale Price | Taxable Value | Mileage | Unit Total | Total Tax Revenue |
|------------|---------------|---------|------------|-------------------|
| \$220,000 | \$110,000 | 40.43 | 43 | \$191,224 |
| \$375,000 | \$187,500 | 40.43 | 15 | \$113,709 |
| Townhomes | \$35,000 | 58.61 | 38 | \$77,951 |
| Mixed Use | \$150,000 | 58.61 | 2 | \$17,583 |

Estimated annual tax revenue \$400,467

The other exciting and beneficial element to this concept is the number of children it will add to the school system. The smaller lot product will bring young families with young kids. They will likely have 2 children that will be or become elementary age before looking for a larger home. Each of those kids will generate approximately \$8,000 each for the Whitmore Lake school system. With an average of 2 children per home, that will generate 86 children and \$688,000 towards the school system. The larger or Estate size homes will also generate an average of 2 kids but they will be slightly older. That would also generate another \$240,000 in school revenue. And finally we will go to the for lease townhomes. We will have 22- 3 bedroom units. In our other 3 bedroom communities, we average at least 1 child in each unit. That would add another \$176,000 to school revenue. In total, with the averages listed above, the school system should gather another 138 students and \$1,104,000 in student revenue. The other thing to consider is, the size and style of these homes will continue to generate the same type of family structure that will start there. This is a lifestyle type of development.

Finally, for the commercial element to grow and thrive, people need to move into the area. With the above averages, this residential project will bring 98 new families to the area that can be upwards to 278 additional people to help the storefronts prosper. Not to mention all the local revenue that will be generated during the construction process.

Livonia Builders Information

Livonia Builders was established in 1970 by Lidia and Donato Veri and is currently celebrating its 49th year in business. Danny Veri and Michael Joss currently run Livonia Builders and have since 1995. Since it's beginning, Livonia Builders has developed vacant land in various communities in Wayne, Oakland and Washtenaw counties. Livonia Builders has built Industrial buildings, Commercial buildings, Office buildings, Apartment Communities, Condo communities, a Mixed Use building and well over 1000 single-family homes. Their specialty is taking vacant land through development and then through construction. As you can see, Livonia Builders has experience in building and developing all types of properties.

Currently Livonia Builders owns 3 apartment communities, 1 Industrial Building, 25 vacant single family lots, are building and part owner of a 4th apartment community in Canton as well as vacant land for 55 attached Condos in Chelsea.

Livonia Builders owns approximately 35 million dollars in assets with only 4 million dollars in debt service. We are very low leveraged but have multiple investment sources if needed.

Danny Veri and Michael Joss also have over 4 million dollars in personal assets as well. Sound financial practices are what Livonia Builders was founded on and still carries forward.

Livonia Builders is also a highly regarded builder in multiply communities. Pittsfield Township, City of Saline, Plymouth Township and Canton Township are all communities that give Livonia Builders a gold star because we always do what we say we are going to do.

Below is a list of references at the communities below:

1. Canton Township Supervisor Patrick Williams 734 394-5200
2. Canton Township Planner Jeff Goulet
3. City of Saline- Mayor Brian Marl 734 429-4907
4. City of Saline - City Manager- Todd Campbell
5. Pittsfield Township- Head building official Kurt Weiland 734 829-3101
6. Mark Lewis- Head building official Plymouth Twp 734 354 3210

Trade reference of Livonia Builders and time doing business together

1. N A Mans Lumber 734 714-5800 Doug Mans -48 years together
2. Kurtis Kitchen and Bath- 734 522-7600 Howard Kuretzky 40 years
3. Firmbuilt Construction- 248 477-3770 Ted Drosockey 40 years

We have multiple suppliers and contractors that we have been doing business with for over 20 years. We get good people and we keep them.

Development Team

Livonia Builders will be the main contact and organizer for the development of the project. The long relationships with suppliers and tradesmen will continue with some reaching back as far as 48 years with an average of 15 years working with Livonia Builders. We are planning on building the entire site out however considering letting a second party come in for the mixed use product.

The Financial people involved are Livonia Builders principals of Michael Joss and Danny Veri along with the financial contributions of Michael Ferrantino.

Legal Council will be Kevin Kohls of Kevin Kohls and Associates. Kevin has a long history in Real estate law and will be easily able to navigate the terms of this agreement and the documents needed for the sales of the individual homes.

Dimensional Design will do Architectural drawings. They have been Livonia Builders architect for a large majority of the homes and apartments built over the last 15 years.

Most Recent Developments- Last 15 years

Cascade Point Saline- 16 unit apartments \$3,000,000
Ravines of Plymouth- 68 unit apartment/condo complex - \$15,000,000
Cypress Ridge- Saline 27 single family homes \$9,500,000
Cherry Hill Village- Canton 220 homes \$66,000,000 (on going for 10 years)
Blue Heron Pointe- Pittsfield 64 apartments \$12,800,000
The Ridge- Canton 32 single family homes \$12,650,000
Torrey Hill- Canton 27 single family homes \$8,775,000
Torwood- Saline 28 single family homes \$8,400,000
Grand Oaks- Canton- 24 single family homes \$7,200,000
Arlington Park- Canton- 36 single family homes \$12,600,000
Northgate of Canton- 90-unit apartment \$18,000,000
Enclave Apartments- Pittsfield \$6,400,000

RESOLUTION No. 19-605

**NORTHFIELD TOWNSHIP, MICHIGAN
RESOLUTION REGARDING A TEMPORARY ROAD CLOSURE
REQUESTED BY KIWANIS CLUB OF WHITMORE LAKE**

Minutes of a regular meeting of the Township Board of the Township of Northfield, Washtenaw County, Michigan held on May 14, 2019

Present: _____

Absent _____

WHEREAS, the Kiwanis Club of Whitmore Lake is requesting the temporary road closure of Barker Road between Whitmore Lake Elementary School and Main Street; and Main Street from Barker Road to the Public Safety Building located at 8350 Main Street on Thursday, July 4, 2019 for the 4th of July parade display from 9:45am until 12:00pm;

WHEREAS, the Township of Northfield has approved the temporary closure of Barker Road and Main Street as indicated; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Northfield Township Board of Trustees designates and agrees that Jacqueline Otto - Representative of Kiwanis Club of Whitmore Lake be the authorized official designated in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

RESOLUTION IS DECLARED ADOPTED BY ROLL CALL VOTE

Kathleen Manley
Northfield Township Clerk

Date

****RESOLUTION ACCEPTED AND APPROVED: ___to___ **
Otto and Zelenock abstaining as they are members of the Kiwanis Club of Whitmore Lake**

To: Township Board

From: Steve Aynes, Township Manager

RE: Decision by the Board regarding the WWTP Retention Tank Project

A decision is needed to include or not include this proposed project in the 2019/2020 Fiscal Year Budget which begins July 1, 2019. A vote to not put this in the Budget would mean the Retention Tank Project would not be proceeding. A vote yes would be the first step on the process outlined below:

*The first step would be to retain an engineering firm which would be authorized by the Board to start preparation of preliminary plans and determine the scope of the project and an engineer's estimate of the cost of the project. The Board would also need to retain services of the bond legal counsel and the financial advisor who would prepare the bond offering.

* The Bond Counsel would prepare the Resolution for the Board regarding the intended issuance of the bonds and the advertisement advising of the referendum notice.

* The Referendum notice would be published. The local Ordinance requirements for notice to the public required for incurring debt would be followed.

* The notice would be published in a newspaper 45 days in advance in concurrence with the required advertising process.

* During this time, construction drawings for the project could be prepared.

* Any action regarding either a referendum or completion of the notice time without a referendum would be considered. If there is no referendum, then the next step would be to advertise for bids.

* Bids would be received. The selection of best contractor submitted bid would be considered.

* The next step would be to authorize the sale of bonds to finance the improvement.

*This would be followed by authorization of acceptance of the best bond submittal and award of bid to the best contractor.

The Board could stop the process or delay the process at any of these steps.

I am providing this as a summary for the Board and public.

Proposed Equalization Basin at the Wastewater Treatment Plant and/or Sewer Line Project

The Wastewater Treatment Plant (WWTP) and the sewer lines have been evaluated by Engineer, Brian Rubel. The Wastewater Treatment Plant Superintendent is Dan Willis. Dan has worked at the plant for 41 years.

Brian Rubel has recommended the construction of both of these projects.

WWTP Equalization Basin

1. At the WWTP, an Equalization Basin is recommended to fully process high flows due to storm drainage/snow melt.
 2. The equalization basin would be a steel tank with 1.5 million gallons of capacity and additional piping, site improvements.
 3. The estimated cost of this project is \$3,360,000. For sale of bonds, it is recommended that this be rounded up to \$3.5 million. The estimated interest rate is 4%. The projected cost 100% financed over 20 years including interest totals \$5,153,600.
- The primary reason for constructing the Equalization Basin is to ensure that the WWTP can completely treat all flow coming into the plant ensuring the public welfare. This would benefit all current and future users of the sewer system and the WWTP.
 - The secondary reason is to enable the WWTP to be approved by the State to handle future growth. Under its current permit, the WWTP has limited capacity to accept new sewer customers.

Sanitary Sewer Line Replacement

1. This project would involve replacement of existing 18" sewer lines with limited disruption to the area by boring the path for sewers underground.
 2. The replacement pipes would be 21" or larger plastic or ductile iron pipe.
 3. The estimated cost of this project would be \$2,000,000. The estimated interest rate is 4%. The projected cost 100% financed over 20 years including interest totals \$2,939,800.
- The primary reason to construct this is to enable sewer service for future growth.

Alternatives Available

1. Approve proceeding with construction of both projects at this time.
2. Approve proceeding with construction of one project now and wait until later for the other project.
3. Delay both projects, pushing construction back to at least 2021.

Financial Impact to Users of the Sewer System

The current sewer billing rate is \$90.20/quarter for 1 REU (Residential Equivalency Unit). If both projects were to be approved, the quarterly sewer billing rate would increase by \$24.00 per quarter to \$114.20/quarter per REU.

The current tap-in fee is \$6,255. This fee is scheduled to increase to \$6,265 on July 1, 2019.

From: Mann, Steven D. <mann@millercanfield.com>
Sent: Wednesday, March 20, 2019 10:37:58 AM
To: Steven Aynes
Subject: March Basin Meeting Discussion

Steve,

I am providing some guidance to the questions that have been raised below.

1. Is it possible to get bonding that does not include an early pay off penalty?

Generally municipal bond purchasers (investors) want a 10-year call protection period. This means that for the first 10 years after issuing the bonds, there is no ability to make prepayments. This 10-year call protection period could be shorted to 7-years or 5-years (or perhaps less depending on the method of sale and purchaser), but the trade-off would be that the Township pays a higher interest rate on the bonds.

2. If yes, can it be made part of a contract with a developer that there is a fee or cost they have to pay that would go to paying down the bond balance?

We would have to discuss the specifics, but it would be unusual for such a provision to be included in a development agreement. Such a provision may also run afoul with the Federal tax regulations applicable to tax-exempt bonds. In general, fees charged to developers and other property owners should be based on a uniform fee schedule adopted by the Township Board for connecting to the Township's sewer system.

3. Cannot imagine this happening but someone is going to ask to make the basin less palatable, if the bond goes into default status (never happened with the PSB bond and it much more costly), does the outstanding expense fall on the tax payers?

The Township would need to avoid a missed bond payment at all costs as such an event is significant and would have long-term consequences for the Township. The type of bond being proposed is a capital improvement bond which would pledge as security the Township's "full faith and credit." The Township would be obligated to pay the bond payments as a first-budget obligation, before any other non-debt service related expenses. So, if the revenues of the sewer system were insufficient to pay debt service on the bond, the debt service would become a first budget priority payment from the general fund.

An alternative to issuing a capital improvement bond would be for the Township to issue a revenue bond payable solely from the revenues of the sewer system. As pointed out in Bobby Bendzinski's March 11th letter, a revenue bond would require (among other things) that the Township to set aside approximately one year's debt service in a bond reserve account. Such set aside would allow bondholders nearly a one-year period to take necessary action (litigation) against the Township in light of a shortfall in revenues and a draw on the bond reserve to make a bond payment. As Mr. Bendzinski also points out, a revenue bond would draw a higher interest rate than a capital improvement bond. Again, even with a revenue bond, the Township would be well advised to take any actions necessary to avoid a missed bond payment or a draw on the bond reserve account.

I hope that this information is helpful.

Thanks,
Steve

Steven D. Mann | Attorney and Counselor at Law
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mann@millercanfield.com | [View Profile + VCard](#)



\$3,500,000
 TOWNSHIP OF NORTHFIELD
 COUNTY OF WASHTENAW, STATE OF MICHIGAN
 CAPITAL IMPROVEMENT BONDS, SERIES 2020
 (WWTP Improvements)

SCHEDULE OF DEBT SERVICE REQUIREMENTS

On a Calendar Year Basis

| Year | Principal Due April 1 | Interest Rate | Interest Due April 1 | Interest Due October 1 | Total Principal & Interest Requirements |
|------|-----------------------|---------------|----------------------|------------------------|---|
| 2020 | \$ - | 4.000% | \$ - | \$ 70,000 * | \$ 70,000 |
| 2021 | 120,000 | 4.000% | 70,000 | 67,600 | 257,600 |
| 2022 | 120,000 | 4.000% | 67,600 | 65,200 | 252,800 |
| 2023 | 125,000 | 4.000% | 65,200 | 62,700 | 252,900 |
| 2024 | 130,000 | 4.000% | 62,700 | 60,100 | 252,800 |
| 2025 | 135,000 | 4.000% | 60,100 | 57,400 | 252,500 |
| 2026 | 145,000 | 4.000% | 57,400 | 54,500 | 256,900 |
| 2027 | 150,000 | 4.000% | 54,500 | 51,500 | 256,000 |
| 2028 | 155,000 | 4.000% | 51,500 | 48,400 | 254,900 |
| 2029 | 160,000 | 4.000% | 48,400 | 45,200 | 253,600 |
| 2030 | 165,000 | 4.000% | 45,200 | 41,900 | 252,100 |
| 2031 | 175,000 | 4.000% | 41,900 | 38,400 | 255,300 |
| 2032 | 180,000 | 4.000% | 38,400 | 34,800 | 253,200 |
| 2033 | 190,000 | 4.000% | 34,800 | 31,000 | 255,800 |
| 2034 | 195,000 | 4.000% | 31,000 | 27,100 | 253,100 |
| 2035 | 205,000 | 4.000% | 27,100 | 23,000 | 255,100 |
| 2036 | 210,000 | 4.000% | 23,000 | 18,800 | 251,800 |
| 2037 | 220,000 | 4.000% | 18,800 | 14,400 | 253,200 |
| 2038 | 230,000 | 4.000% | 14,400 | 9,800 | 254,200 |
| 2039 | 240,000 | 4.000% | 9,800 | 5,000 | 254,800 |
| 2040 | 250,000 | 4.000% | 5,000 | - | 255,000 |
| | <u>\$ 3,500,000</u> | | <u>\$ 826,800</u> | <u>\$ 826,800</u> | <u>\$ 5,153,600</u> |

Assumptions:

Bonds Dated: 04/01/2020
 First Interest Payment: 10/01/2020
 Number of Days: 180 *
 Subsequent Interest Payment: 04/01/2021
 Number of Days: 180
 First Principal Payment: 04/01/2021
 Projected Interest Rate: 4.00%

**615 Griswold Street, Suite 1225, Detroit, Michigan 48226-3997
 PHONE: (313) 961-8222 FAX: (313) 961-8220**

The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.



\$2,000,000
 TOWNSHIP OF NORTHFIELD
 COUNTY OF WASHTENAW, STATE OF MICHIGAN
 CAPITAL IMPROVEMENT BONDS, SERIES 2020
 (Sewer Improvements)

SCHEDULE OF DEBT SERVICE REQUIREMENTS

On a Calendar Year Basis

| Year | Principal Due April 1 | Interest Rate | Interest Due April 1 | Interest Due October 1 | Total Principal & Interest Requirements |
|------|-----------------------|---------------|----------------------|------------------------|---|
| 2020 | \$ - | 4.000% | \$ - | \$ 40,000 * | \$ 40,000 |
| 2021 | 70,000 | 4.000% | 40,000 | 38,600 | 148,600 |
| 2022 | 70,000 | 4.000% | 38,600 | 37,200 | 145,800 |
| 2023 | 75,000 | 4.000% | 37,200 | 35,700 | 147,900 |
| 2024 | 75,000 | 4.000% | 35,700 | 34,200 | 144,900 |
| 2025 | 80,000 | 4.000% | 34,200 | 32,600 | 146,800 |
| 2026 | 80,000 | 4.000% | 32,600 | 31,000 | 143,600 |
| 2027 | 85,000 | 4.000% | 31,000 | 29,300 | 145,300 |
| 2028 | 90,000 | 4.000% | 29,300 | 27,500 | 146,800 |
| 2029 | 90,000 | 4.000% | 27,500 | 25,700 | 143,200 |
| 2030 | 95,000 | 4.000% | 25,700 | 23,800 | 144,500 |
| 2031 | 100,000 | 4.000% | 23,800 | 21,800 | 145,600 |
| 2032 | 105,000 | 4.000% | 21,800 | 19,700 | 146,500 |
| 2033 | 110,000 | 4.000% | 19,700 | 17,500 | 147,200 |
| 2034 | 110,000 | 4.000% | 17,500 | 15,300 | 142,800 |
| 2035 | 115,000 | 4.000% | 15,300 | 13,000 | 143,300 |
| 2036 | 120,000 | 4.000% | 13,000 | 10,600 | 143,600 |
| 2037 | 125,000 | 4.000% | 10,600 | 8,100 | 143,700 |
| 2038 | 130,000 | 4.000% | 8,100 | 5,500 | 143,600 |
| 2039 | 135,000 | 4.000% | 5,500 | 2,800 | 143,300 |
| 2040 | 140,000 | 4.000% | 2,800 | - | 142,800 |
| | <u>\$ 2,000,000</u> | | <u>\$ 469,900</u> | <u>\$ 469,900</u> | <u>\$ 2,939,800</u> |

Assumptions:

Bonds Dated: 04/01/2020
 First Interest Payment: 10/01/2020
 Number of Days: 180 *
 Subsequent Interest Payment: 04/01/2021
 Number of Days: 180
 First Principal Payment: 04/01/2021
 Projected Interest Rate: 4.00%

**615 Griswold Street, Suite 1225, Detroit, Michigan 48226-3997
 PHONE: (313) 961-8222 FAX: (313) 961-8220**

The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.



\$5,500,000
 TOWNSHIP OF NORTHFIELD
 COUNTY OF WASHTENAW, STATE OF MICHIGAN
 CAPITAL IMPROVEMENT BONDS, SERIES 2019

SCHEDULE OF DEBT SERVICE REQUIREMENTS

On a Calendar Year Basis

| Year | Principal Due April 1 | Interest Rate | Interest Due April 1 | Interest Due October 1 | Total Principal & Interest Requirements |
|------|-----------------------|---------------|----------------------|------------------------|---|
| 2020 | \$ - | 4.000% | \$ - | \$ 110,000 * | \$ 110,000 |
| 2021 | 185,000 | 4.000% | 110,000 | 106,300 | 401,300 |
| 2022 | 190,000 | 4.000% | 106,300 | 102,500 | 398,800 |
| 2023 | 200,000 | 4.000% | 102,500 | 98,500 | 401,000 |
| 2024 | 205,000 | 4.000% | 98,500 | 94,400 | 397,900 |
| 2025 | 215,000 | 4.000% | 94,400 | 90,100 | 399,500 |
| 2026 | 225,000 | 4.000% | 90,100 | 85,600 | 400,700 |
| 2027 | 235,000 | 4.000% | 85,600 | 80,900 | 401,500 |
| 2028 | 245,000 | 4.000% | 80,900 | 76,000 | 401,900 |
| 2029 | 255,000 | 4.000% | 76,000 | 70,900 | 401,900 |
| 2030 | 265,000 | 4.000% | 70,900 | 65,600 | 401,500 |
| 2031 | 275,000 | 4.000% | 65,600 | 60,100 | 400,700 |
| 2032 | 285,000 | 4.000% | 60,100 | 54,400 | 399,500 |
| 2033 | 295,000 | 4.000% | 54,400 | 48,500 | 397,900 |
| 2034 | 305,000 | 4.000% | 48,500 | 42,400 | 395,900 |
| 2035 | 320,000 | 4.000% | 42,400 | 36,000 | 398,400 |
| 2036 | 330,000 | 4.000% | 36,000 | 29,400 | 395,400 |
| 2037 | 345,000 | 4.000% | 29,400 | 22,500 | 396,900 |
| 2038 | 360,000 | 4.000% | 22,500 | 15,300 | 397,800 |
| 2039 | 375,000 | 4.000% | 15,300 | 7,800 | 398,100 |
| 2040 | 390,000 | 4.000% | 7,800 | - | 397,800 |
| | <u>\$ 5,500,000</u> | | <u>\$ 1,297,200</u> | <u>\$ 1,297,200</u> | <u>\$ 8,094,400</u> |

Assumptions:

Bonds Dated: 04/01/2020
 First Interest Payment: 10/01/2020
 Number of Days: 180 *
 Subsequent Interest Payment: 04/01/2021
 Number of Days: 180
 First Principal Payment: 04/01/2021
 Projected Interest Rate: 4.00%

**615 Griswold Street, Suite 1225, Detroit, Michigan 48226-3997
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NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Board of Directors

Date: May 14, 2019

From: Controller

RE: Fiscal 2019-2020 Budgets

Attached you will find the following budgets:

- Police Fund (207)
- Fire Station #2 Fund (211)
- Fire and Medical Rescue Fund (216)
- State NARC Fund (265)
- Federal NARC Fund (266)
- Waste Water Treatment Plant Fund (571)

Below please find a description of each fund as well as any significant changes between the Fiscal 2018 – 2019 and 2019-2020 budgets.

POLICE FUND (#207)

The police fund is a dedicated millage fund that is used to provide police protection throughout the township. Please see Chief Wagner for further detail and explanation.

Items of significance for the Police Fund

REVENUES:

- The current property tax revenue is based on preliminary assessing numbers for the coming year.
- The Community Mental Health and Public Safety Millage is a new source of revenue which can be used to fund police activities. Estimates are based on preliminary figures sent over by Washtenaw County.

EXPENDITURES:

- Salaries reflect the negotiated increases as laid out in the police contract. Some salaries have been reallocated for the coming fiscal year. Please see Chief Wagner for a detailed breakdown of changes in salaries.
- Hospitalization has been increased by 7% over the past fiscal year and Life/Disability estimates have increased by 7.5% over the past fiscal year.

FIRE STATION #2 FUND (#211)

The Fire Station #2 Fund was created to track the income and expenses related to Fire Station 2. All income from renting land to cellular phone companies is allocated to fire station 2, as well as the income from renting farm land.

- No Significant Changes Projected

FIRE AND MEDICAL RESCUE FUND (#216)

The fire fund is a dedicated millage fund that is used to provide fire and medical rescue protection throughout the township. Please see Chief Wagner for further detail and explanation.

Items of significance for the Fire/Medical Rescue Fund

REVENUES:

- The current property tax revenue is based on preliminary assessing numbers for the coming year.

EXPENDITURES:

- Salaries are based on negotiated contracts for union employees. Chief Wagner received a 4% increase at the end of the 2018-19 fiscal year. Please see Chief Wagner for more details on changes in salaries.
- Hospitalization is estimated to increase by 7% in the coming year. Life and Disability insurance is estimated to increase by 7.5%.
- Capital Outlay Expenditures will decrease by \$477,790 after the completed purchase of the fire truck in the 2018-19 fiscal year.

STATE NARC FUND (#265)

The State NARC Fund is a fund used to collect drug forfeiture monies from the state level. These funds can be used to supplement some items within the Police Fund. Please see Chief Wagner for further details.

FEDERAL NARC FUND (#266)

The Federal NARC Fund is a fund used to collect drug forfeiture monies from the federal level. These funds can be used to supplement some items within the Police Fund but needs to be used within three years of receipt. Please see Chief Wagner for further details.

WASTE WATER TREATMENT PLANT (WWTP) (#571)

The purpose of this fund and the smaller SAD district funds is to account for all daily activities related to our sewer systems throughout the township. It captures Usage Fees charged to residents, which is the bulk of their revenues (99%+) and various expenditures including labor and related benefits, legal and professional fees, operational expenses including repairs, bond interest payments and capital purchases.

Items of significance for the Waste Water Treatment Plant Fund

REVENUES:

- The WWTP will continue to receive funding for the SAW Grant in the 2019-20 Fiscal Year.
- Usage Fees were increased to \$90.20 per quarter per REU.

EXPENDITURES:

- Salaries have been increased by 2.8%.
- Hospitalization is estimated to increase by 7% and Life/Disability is estimated to increase by 7.5% in the next fiscal year.
- Sewer Administration Fees includes all staff wages and benefits allocated to the WWTP. This line includes 10% of the Controller salary, which was previously paid out of 571-270-722. The Admin Fee will also include 10% of the Township Manager's Salary going forward.
- Capital Outlay Expenditures have been decreased by \$528,176. Expenditures based on the capital improvement plan are awaiting board approval.

This concludes the explanations for the 2019-20 Budget.

Thank You,

Yvette Patrick
Controller
Northfield Township

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 207: POLICE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|---------------|
| ESTIMATED REVENUES | | | | | | | |
| Dept 000 | | | | | | | |
| 207-000-402 | CURRENT PROPERTY TAX | 1,514,022 | 1,556,139 | 1,462,808 | 1,614,040 | 57,901 | 3.72% |
| 207-000-406 | COMMUNITY MENTAL HEALTH & PUBLIC SAFET | 0 | 0 | 132,113 | 150,000 | 150,000 | #DIV/0! |
| 207-000-441 | LCSA PPT REIMBURSEMENT | 7790.13 | 25228 | 22,014 | 22,014 | (3,214) | -12.74% |
| <i>Based on State of MI website projections</i> | | | | | | | |
| 207-000-445 | PENALTY & INTEREST ON TAXES | 520 | 0 | 327 | 0 | 0 | #DIV/0! |
| 207-000-570 | LIQUOR LICENSE & PERMITS | 3,437 | 3,500 | 3,510 | 3,500 | 0 | 0 |
| 207-000-626 | COPY & FOIA INCOME | 2,400 | 2,000 | 773 | 1,000 | (1,000) | -50.00% |
| 207-000-635 | EMERGENCY COST RECOVERY | 1,960 | 1,000 | 0 | 0 | (1,000) | -100.00% |
| 207-000-656 | FINES & COURT FEES | 18,358 | 20,000 | 3,066 | 10,000 | (10,000) | -50.00% |
| 207-000-658 | IMPOUND FEES | 3,720 | 3,200 | 1,657 | 2,000 | (1,200) | -37.50% |
| 207-000-664 | FEES PAID FOR OFFICER WAGES | 9,191 | 8,000 | 7,778 | 8,000 | 0 | 0 |
| 207-000-671 | REIMBURSEMENT/OTHER INCOME | 2,083 | 2,000 | 1,075 | 1,000 | (1,000) | -50.00% |
| 207-000-673 | SALE OF FIXED ASSET | 1,710 | 0 | 0 | 20,000 | 20,000 | #DIV/0! |
| <i>Vehicles sold at auction.</i> | | | | | | | |
| 207-000-681 | OT REIMBURSEMENT | 6,721 | 17,000 | 1,903 | 17,000 | 0 | 0 |
| Totals for dept 000- | | 1,571,912 | 1,638,067 | 1,637,023 | 1,848,554 | 210,487 | 12.85% |
| Dept 336-CONTRIBUTIONS | | | | | | | |
| 207-336-588 | CONTRIBUTION OTHER FUND(S) | 0 | 35,000 | 17,500 | 35,000 | 0 | 0 |
| <i>Contribution from FNARC</i> | | | | | | | |
| 207-336-683 | CONTRIBUTION - INDEPENDENCE DAY CELEBR | 0 | 1,500 | 0 | 1,500 | 0 | 0 |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 207: POLICE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|---------|
| Salaries for Police Officers working Independence Day Celebration from GF | | | | | | | |
| Totals for dept 336-CONTRIBUTIONS | | 0 | 36,500 | 17,500 | 36,500 | 0 | 0 |
| TOTAL ESTIMATED REVENUES | | 1,571,912 | 1,674,567 | 1,654,523 | 1,885,054 | 210,487 | 12.57% |
| APPROPRIATIONS | | | | | | | |
| Dept 226-PERSONNEL | | | | | | | |
| 207-226-701 | SALARIES | 168,360 | 219,806 | 65,053 | 304,015 | 84,209 | 38.31% |
| 207-226-702 | SALARIES | 473,455 | 440,500 | 375,364 | 362,568 | (77,932) | -17.69% |
| 207-226-704 | CLERICAL/DEP /SUPER/ELECTION | 70,535 | 93,466 | 58,581 | 83,104 | (10,362) | -11.09% |
| 207-226-708 | SALARIES-PART TIME | 38,027 | 40,000 | 53,522 | 50,000 | 10,000 | 25.00% |
| 207-226-710 | JANITORIAL SALARIES | 8,840 | 9,500 | 6,545 | 9,500 | 0 | 0 |
| 207-226-711 | SALARIES-OVERTIME | 46,413 | 40,000 | 46,401 | 50,000 | 10,000 | 25.00% |
| 207-226-714 | HOLIDAY | 34,205 | 37,032 | 34,880 | 39,881 | 2,849 | 7.69% |
| 207-226-715 | (Additional Pay for Holidays Paid Annually in December) SOCIAL SECURITY | 66,458 | 67,394 | 51,034 | 65,001 | (2,393) | -3.55% |
| 207-226-716 | HOSPITALIZATION | 145,672 | 137,000 | 117,505 | 129,533 | (7,467) | -5.45% |
| 207-226-717 | 7% increase over prior year LIFE/DISB. INSURANCE | 8,690 | 10,000 | 5,949 | 10,750 | 750 | 7.50% |
| 207-226-718 | 7.5% increase over prior year PENSION | 66,569 | 70,096 | 46,805 | 71,754 | 1,658 | 2.37% |
| 207-226-719 | (Base Salary x 10%) EMPLOYEE FRINGE-LONGEVITY | 6,750 | 7,800 | 5,400 | 4,800 | (3,000) | -38.46% |
| 207-226-721 | UNEMPLOYMENT BENEFITS | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 207-226-730 | MEDICAL TESTING | 282 | 500 | 1,040 | 1,000 | 500 | 100.00% |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 207: POLICE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|---------------|
| 207-226-731 | WORKERS COMP INSURANCE | 29,451 | 26,000 | 0 | 26,000 | 0 | 0 |
| 207-226-734 | SIGNING BONUS | 0 | 0 | 1,000 | 0 | 0 | #DIV/0! |
| 207-226-741 | UNIFORMS/GEAR & ALLOWANCE | 6,156 | 7,000 | 6,200 | 6,200 | (800) | -11.43% |
| | (Per Union Contract) | | | | | | |
| 207-226-927 | ALLOCATE TO DEPARTMENTS | 66,635 | 65,368 | 0 | 66,571 | 1,203 | 1.84% |
| | (PSB Director @ 50% of Total Salary & Benefit Package Allocated from Fire) | | | | | | |
| 207-226-957 | TRAINING & DEVELOPMENT | 224 | 2,000 | 310 | 2,000 | 0 | 0 |
| Totals for dept 226-PERSONNEL | | 1,236,723 | 1,273,462 | 875,590 | 1,282,677 | 9,215 | 0.72% |
| Dept 265-HALL AND GROUNDS | | | | | | | |
| 207-265-721 | UNEMPLOYMENT BENEFITS | 1121.37 | 0 | 0 | 10,000 | 10,000 | #DIV/0! |
| 207-265-821 | PSB MAINT & OPS ALLOCATION | 39,659 | 43,100 | 0 | 43,100 | 0 | 0 |
| Totals for dept 265-HALL AND GROUNDS | | 40,780 | 43,100 | 0 | 53,100 | 10,000 | 23.20% |
| Dept 270-LEGAL/PROFESSIONAL | | | | | | | |
| 207-270-722 | CONTROLLER | 6,008 | 6,300 | 0 | 5,283 | (1,017) | -16.14% |
| | (10% of Total Cost) | | | | | | |
| 207-270-802 | AUDIT FEES | 2,250 | 2,300 | 2,250 | 2,300 | 0 | 0 |
| | (12.5% of Total Cost) | | | | | | |
| 207-270-803 | LEGAL | 57,826 | 50,000 | 38,437 | 50,000 | 0 | 0 |
| Totals for dept 270-LEGAL/PROFESSIONAL | | 66,083 | 58,600 | 40,687 | 57,583 | (1,017) | -1.74% |
| Dept 301-OPERATING COSTS | | | | | | | |
| 207-301-727 | SUPPLIES | 5,214 | 7,000 | 4,193 | 7,000 | 0 | 0 |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 207: POLICE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|--------------|
| 207-301-741 | UNIFORMS/GEAR & ALLOWANCE | 1,532 | 4,000 | 560 | 4,000 | 0 | 0 |
| 207-301-807 | MEMBERSHIP DUES | 200 | 1,000 | 159 | 1,000 | 0 | 0 |
| 207-301-818 | Police Chief Association CONTRACTUAL SERVICES | 19,487 | 25,000 | 14,315 | 25,000 | 0 | 0 |
| 207-301-820 | DISPATCH SERVICES | 65,247 | 70,040 | 48,935 | 70,040 | 0 | 0 |
| 207-301-850 | COMMUNICATION | 17,667 | 15,000 | 8,302 | 15,000 | 0 | 0 |
| 207-301-851 | POSTAGE | 214 | 250 | 336 | 250 | 0 | 0 |
| 207-301-900 | PRINTING & PUBLICATIONS | 421 | 500 | 615 | 1,000 | 500 | 100.00% |
| 207-301-910 | INSURANCE & BONDS | 42,833 | 34,222 | 0 | 40,000 | 5,778 | 16.88% |
| 207-301-922 | LATE FEES AND PENALTIES | 33 | 0 | 25 | 0 | 0 | #DIV/0! |
| 207-301-930 | REPAIRS & MAINTENANCE | 3,790 | 6,000 | 0 | 6,000 | 0 | 0 |
| 207-301-932 | RADIO REPAIR | 1,760 | 1,100 | 978 | 1,100 | 0 | 0 |
| 207-301-938 | CHARGEBACKS - PRIOR TAX YEARS | 710 | 0 | 0 | 0 | 0 | #DIV/0! |
| 207-301-940 | RENTAL EQUIPMENT | 2,609 | 1,000 | 1,956 | 1,000 | 0 | 0 |
| 207-301-972 | COMPUTER Computer Lease | 13,387 | 15,000 | 9,508 | 15,000 | 0 | 0 |
| Totals for dept 301-OPERATING COSTS | | 175,104 | 180,112 | 89,883 | 186,390 | 6,278 | 3.49% |
| Dept 333-TRANSPORTATION | | | | | | | |
| 207-333-860 | FUEL & MILEAGE (Gas for Police Vehicles) | 19,435 | 15,000 | 14,588 | 18,000 | 3,000 | 20.00% |
| 207-333-930 | REPAIRS & MAINTENANCE | 15,472 | 15,000 | 14,032 | 18,000 | 3,000 | 20.00% |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 207: POLICE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|--------------|
| <i>(Repairs to Police Vehicles)</i> | | | | | | | |
| Totals for dept 333-TRANSPORTATION | | 34,907 | 30,000 | 28,620 | 36,000 | 6,000 | 20.00% |
| Dept 900-CAPITAL OUTLAY | | | | | | | |
| 207-900-972 | COMPUTER | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 900-CAPITAL OUTLAY | | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Dept 905-DEBT SERVICE | | | | | | | |
| 207-905-985 | PSB SHARE OF BOND PMT <i>(1/3 of Total Pymt - Final Pymt in 2023)</i> | 90,051 | 89,617 | 87,046 | 89,774 | 157 | 0.18% |
| Totals for dept 905-DEBT SERVICE | | 90,051 | 89,617 | 87,046 | 89,774 | 157 | 0.18% |
| TOTAL APPROPRIATIONS | | 1,643,648 | 1,674,891 | 1,121,825 | 1,705,524 | 30,633 | 1.83% |
| NET OF REVENUES/APPROPRIATIONS - FUND 2 | | (71,736) | (324) | 532,699 | 179,529 | 179,853 | -55510.27% |
| BEGINNING FUND BALANCE | | 526,216 | 454,479 | 454,479 | 454,155 | | |
| ENDING FUND BALANCE | | 454,479 | 454,155 | 987,178 | 633,685 | | |
| | | | Fund Balance | | Fund Balance | | |
| | | | 27% | | 37% | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 211: FIRE STATION #2 FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED | |
|--|----------------------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-----------------------------------|---------|
| | | | | | | AMT | PCT |
| ESTIMATED REVENUES | | | | | | | |
| Dept 000 | | | | | | | |
| 211-000-671 | REIMBURSEMENT/OTHER INCOME | 0 | 150 | 0 | 150 | 0 | 0 |
| | Farm Lease | | | | | | |
| 211-000-684 | CELL TOWER INCOME | 17,024 | 17,136 | 12,995 | 17,136 | 0 | 0 |
| | \$1428 per month | | | | | | |
| Totals for dept 000- | | 17,024 | 17,286 | 12,995 | 17,286 | 0 | 0 |
| TOTAL ESTIMATED REVENUES | | 17,024 | 17,286 | 12,995 | 17,286 | 0 | 0 |
| APPROPRIATIONS | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 211-301-816 | GROUNDS/CLEANING/JANITORIAL SERV | 0 | 0 | 0 | - | 0 | #DIV/0! |
| 211-301-920 | UTILITIES | 0 | 0 | 0 | - | 0 | #DIV/0! |
| 211-301-930 | REPAIRS & MAINTENANCE | 0 | 0 | 0 | - | 0 | #DIV/0! |
| Totals for dept 301-OPERATING COSTS | | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| TOTAL APPROPRIATIONS | | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| NET OF REVENUES/APPROPRIATIONS | | 17,024 | 17,286 | 12,995 | 17,286 | 0 | 0 |
| BEGINNING FUND BALANCE | | 0 | 17,024 | 17,024 | 34,310 | | |
| ENDING FUND BALANCE | | 17,024 | 34,310 | 30,019 | 51,596 | | |
| | | | Fund Balance % #DIV/0! | | Fund Balance % #DIV/0! | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 216: FIRE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|-----------------------------|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|--------------|
| ESTIMATED REVENUES | | | | | | | |
| Dept 000 | | | | | | | |
| 216-000-402 | CURRENT PROPERTY TAX | 682,218 | 701,201 | 659,135 | 727,286 | 26,085 | 3.72% |
| | <i>Based on preliminary assessing estimates</i> | | | | | | |
| 216-000-441 | LCSA PPT REIMBURSEMENT | 6772.33 | 11282 | 9,920 | 9,920 | (1,362) | -12.08% |
| | <i>Based on projections on State of MI website</i> | | | | | | |
| 216-000-445 | PENALTY & INTEREST ON TAXES | 232 | 0 | 147 | 0 | 0 | #DIV/0! |
| 216-000-482 | HOUSE NUMBERS | 760 | 500 | 240 | 500 | 0 | 0 |
| 216-000-588 | CONTRIBUTION OTHER FUND(S) | 13,718 | 0 | 0 | 0 | 0 | #DIV/0! |
| 216-000-590 | GRANT INCOME | 39,446 | 0 | 0 | 0 | 0 | #DIV/0! |
| 216-000-626 | COPY & FOIA INCOME | 8 | 50 | 19 | 50 | 0 | 0 |
| 216-000-635 | EMERGENCY COST RECOVERY | 18,523 | 20,000 | 15,967 | 20,000 | 0 | 0 |
| 216-000-639 | DRIVEWAY INSPECTIONS | 250 | 500 | 440 | 500 | 0 | 0 |
| 216-000-665 | INTEREST INCOME | 4,674 | 0 | 4,039 | 0 | 0 | #DIV/0! |
| 216-000-671 | REIMBURSEMENT/OTHER INCOME | 1,313 | 2,000 | 240 | 1,000 | (1,000) | -50.00% |
| | <i>(Football Standby and German Park EMS)</i> | | | | | | |
| 216-000-673 | SALE OF FIXED ASSET | 38,594 | 60,000 | 0 | 60,000 | 0 | 0 |
| 216-000-675 | CONTRIBUTION-PRIVATE SOURCES | 150 | 150 | 505 | 150 | 0 | 0 |
| 216-000-684 | CELL TOWER INCOME | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 000- | | 806,659 | 795,683 | 690,653 | 819,406 | 23,723 | 2.98% |
| Dept 336-CONTRIBUTIONS | | | | | | | |
| 216-336-588 | CONTRIBUTION OTHER FUND(S) | 0 | 0 | 0 | 0 | 0 | #DIV/0! |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 216: FIRE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|-----------------------------------|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|---------|
| 216-336-683 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0 | 1,000 | 0 | 1,000 | 0 | 0 |
| Totals for dept 336-CONTRIBUTIONS | | 0 | 1,000 | 0 | 1,000 | 0 | 0 |
| Dept 960 | | | | | | | |
| 216-960-935 | TRANSFER IN | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 960- | | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| TOTAL ESTIMATED REVENUES | | 806,659 | 796,683 | 690,653 | 820,406 | 23,723 | 2.98% |
| APPROPRIATIONS | | | | | | | |
| Dept 226-PERSONNEL | | | | | | | |
| 216-226-701 | SALARIES 4% Pay Increase for PSB Director approved in 2018-19 | 86,950 | 90,496 | 64,787 | 92,500 | 2,004 | 2.21% |
| 216-226-702 | SALARIES | 151,803 | 165,000 | 103,333 | 170,000 | 5,000 | 3.03% |
| 216-226-705 | ADMINISTRATIVE ASSISTANT | 3,273 | 5,000 | 2,786 | 5,000 | 0 | 0 |
| 216-226-708 | SALARIES-PART TIME (Paid-on-Call) | 49,384 | 56,088 | 38,358 | 60,000 | 3,912 | 6.97% |
| 216-226-712 | SALARIES - OFFICERS | 6,738 | 11,000 | 10,150 | 12,000 | 1,000 | 9.09% |
| 216-226-715 | SOCIAL SECURITY | 23,212 | 24,983 | 17,143 | 25,933 | 950 | 3.80% |
| 216-226-716 | HOSPITALIZATION | 19,285 | 26,116 | 17,687 | 27,944 | 1,828 | 7.00% |
| 216-226-717 | LIFE/DISB. INSURANCE 7% increase over prior year | 910 | 1,100 | 748 | 1,183 | 83 | 7.50% |
| 216-226-718 | PENSION 7.5% increase over prior year (Base Pay x 10%) | 8,694 | 9,049 | 6,465 | 9,250 | 201 | 2.22% |
| 216-226-730 | MEDICAL TESTING | 467 | 8,000 | 384 | 5,000 | (3,000) | -37.50% |
| 216-226-731 | WORKERS COMP INSURANCE | 19,483 | 17,000 | 0 | 17,000 | 0 | 0 |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 216: FIRE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|---|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------|
| 216-226-927 | ALLOCATE TO DEPARTMENTS (PSB Director @ 50% of Total Salary & Benefit Package Allocated to Police) | (66,635) | (65,368) | 0 | (67,197) | (1,829) | 2.80% |
| 216-226-957 | TRAINING & DEVELOPMENT | 5,801 | 12,000 | 5,904 | 12,000 | 0 | 0 |
| 216-226-958 | TRAINING WAGES | 8,733 | 12,000 | 7,569 | 12,000 | 0 | 0 |
| Totals for dept 226-PERSONNEL | | 318,098 | 372,464 | 275,313 | 382,613 | 10,149 | 2.72% |
| Dept 265-HALL AND GROUNDS | | | | | | | |
| 216-265-816 | GROUND/CLEANG/JANITORL SERVIC | 2,260 | 2,500 | 1,270 | 2,500 | 0 | 0 |
| 216-265-821 | PSB MAINT & OPS ALLOCATION | 39,659 | 43,100 | 0 | 43,100 | 0 | 0 |
| Totals for dept 265-HALL AND GROUNDS | | 41,919 | 45,600 | 1,270 | 45,600 | 0 | 0 |
| Dept 270-LEGAL/PROFESSIONAL | | | | | | | |
| 216-270-722 | CONTROLLER (10% of Total Cost) | 6,008 | 6,500 | 0 | 5,283 | (1,217) | -18.72% |
| 216-270-802 | AUDIT FEES (12.5% of Total Cost) | 2,250 | 2,250 | 2,250 | 2,250 | 0 | 0 |
| 216-270-803 | LEGAL | 50 | 3,000 | 1,031 | 3,000 | 0 | 0 |
| Totals for dept 270-LEGAL/PROFESSIONAL | | 8,308 | 11,750 | 3,281 | 10,533 | (1,217) | -10.36% |
| Dept 301-OPERATING COSTS | | | | | | | |
| 216-301-727 | SUPPLIES Medical Supplies, including oxygen | 7,649 | 10,000 | 8,089 | 12,000 | 2,000 | 20.00% |
| 216-301-741 | UNIFORMS/GEAR & ALLOWANCE (Turn Out Gear) | 2,083 | 10,000 | 642 | 14,000 | 4,000 | 40.00% |
| 216-301-807 | MEMBERSHIP DUES | 1,990 | 3,000 | 1,175 | 3,500 | 500 | 16.67% |
| 216-301-818 | CONTRACTUAL SERVICES | 1,697 | 2,000 | 1,753 | 7,000 | 5,000 | 250.00% |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 216: FIRE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|---|---------------------|------------------------------|--------------------------------------|--------------------------------|--|---------------|
| 216-301-820 | DISPATCH SERVICES | 10,810 | 11,000 | 8,269 | 12,000 | 1,000 | 9.09% |
| 216-301-850 | COMMUNICATION | 8,071 | 8,500 | 6,038 | 10,000 | 1,500 | 17.65% |
| 216-301-851 | POSTAGE | 22 | 50 | 7 | 50 | 0 | 0 |
| 216-301-900 | PRINTING & PUBLICATIONS | 225 | 500 | 105 | 500 | 0 | 0 |
| 216-301-910 | INSURANCE & BONDS | 39,363 | 37,000 | 3,089 | 37,000 | 0 | 0 |
| 216-301-920 | UTILITIES | 7,427 | 7,000 | 6,366 | 8,000 | 1,000 | 14.29% |
| 216-301-922 | LATE FEES AND PENALTIES | 33 | 0 | 0 | 0 | 0 | #DIV/0! |
| 216-301-929 | GRANT EXPENSE | 35,391 | - | - | - | 0 | #DIV/0! |
| 216-301-930 | REPAIRS & MAINTENANCE | 4,308 | 8,000 | 865 | 8,000 | 0 | 0 |
| 216-301-932 | RADIO REPAIR | 3,750 | 2,500 | 2,285 | 2,500 | 0 | 0 |
| 216-301-938 | CHARGEBACKS - PRIOR TAX YEARS | 310 | 0 | 0 | 0 | 0 | #DIV/0! |
| 216-301-972 | COMPUTER | 4,866 | 7,000 | 1,926 | 7,000 | 0 | 0 |
| | Computer Leasing | | | | | | |
| Totals for dept 301-OPERATING COSTS | | 127,993 | 106,550 | 40,608 | 121,550 | 15,000 | 14.08% |
| Dept 333-TRANSPORTATION | | | | | | | |
| 216-333-860 | FUEL & MILEAGE | 10,284 | 12,500 | 8,490 | 14,000 | 1,500 | 12.00% |
| | (Gas for Fire Trucks) | | | | | | |
| 216-333-930 | REPAIRS & MAINTENANCE | 18,571 | 30,000 | 22,866 | 30,000 | 0 | 0 |
| | (Repairs to Fire Trucks that Continue to Age) | | | | | | |
| Totals for dept 333-TRANSPORTATION | | 28,855 | 42,500 | 31,355 | 44,000 | 1,500 | 3.53% |
| Dept 900-CAPITAL OUTLAY | | | | | | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------|
| 216-900-970 | EQUIPMENT | 8,025 | 30,000 | 30,641 | 30,000 | 0 | 0 |
| | (Misc. Equipment) | | | | | | |
| 216-900-972 | COMPUTER | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 216-900-974 | VEHICLE | 0 | 477,790 | 484,295 | 0 | (477,790) | -100.00% |
| Totals for dept 900-CAPITAL OUTLAY | | 8,025 | 507,790 | 514,935 | 30,000 | (477,790) | -94.09% |
| Dept 905-DEBT SERVICE | | | | | | | |
| 216-905-985 | PSB SHARE OF BOND PMT | 90,051 | 89,617 | 87,046 | 89,774 | 157 | 0.18% |
| | (1/3 of Total Pymt - Final Pymt in 2023) | | | | | | |
| 216-905-991 | DEBT SERVICE - PRINCIPAL | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 216-905-995 | DEBT SERVICE - INTEREST | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 905-DEBT SERVICE | | 90,051 | 89,617 | 87,046 | 89,774 | 157 | 0.18% |
| TOTAL APPROPRIATIONS | | 623,247 | 1,176,271 | 953,809 | 724,070 | (452,201) | -38.44% |
| NET OF REVENUES/APPROPRIATIONS - FUND 216 | | 183,412 | (379,588) | (263,157) | 96,336 | 475,924 | -125.38% |
| BEGINNING FUND BALANCE | | 832,958 | 1,016,370 | 1,016,370 | 636,782 | | |
| ENDING FUND BALANCE | | 1,016,370 | 636,782 | 753,213 | 733,118 | | |
| | | | Fund Balance 54% | | Fund Balance 101% | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 265: STATE NARC FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|-------------------------------------|------------------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|--|---------|
| ESTIMATED REVENUES | | | | | | | |
| Dept 000 | | | | | | | |
| 265-000-661 | FORFEITURES | 0 | 30,000 | 0 | 30,000 | 0 | 0 |
| 265-000-673 | SALE OF FIXED ASSET | 15,075 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 000- | | 15,075 | 30,000 | 0 | 30,000 | 0 | 0 |
| TOTAL ESTIMATED REVENUES | | 15,075 | 30,000 | 0 | 30,000 | 0 | 0 |
| APPROPRIATIONS | | | | | | | |
| Dept 301-OPERATING COSTS | | | | | | | |
| 265-301-727 | SUPPLIES | 239 | 5,000 | 1,256 | 5,000 | 0 | 0 |
| 265-301-899 | FORFEITURE SHARING | 33,012 | 0 | 0 | 0 | 0 | #DIV/0! |
| 265-301-956 | MISCELLANEOUS | 5,023 | 5,000 | 1,303 | 5,000 | 0 | 0 |
| 265-301-972 | COMPUTER | 0 | 5,000 | 0 | 5,000 | 0 | 0 |
| Totals for dept 301-OPERATING COSTS | | 38,274 | 15,000 | 2,560 | 15,000 | 0 | 0 |
| Dept 336-CONTRIBUTIONS | | | | | | | |
| 265-336-967 | CONTRIBUTION-LAW ENFORCEMENT | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 336-CONTRIBUTIONS | | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Dept 900-CAPITAL OUTLAY | | | | | | | |
| 265-900-970 | EQUIPMENT | 0 | 10,000 | 2,284 | 10,000 | 0 | 0 |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 265: STATE NARC FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED | |
|-----------|---|---------------------|------------------------------|--------------------------------------|---|-----------------------------------|-----|
| | | | | | | AMT | PCT |
| | Traffic Control Equipment and Fire Arm Training System | | | | | | |
| | Totals for dept 900-CAPITAL OUTLAY | 0 | 10,000 | 2,284 | 10,000 | 0 | 0 |
| | TOTAL APPROPRIATIONS | 38,274 | 25,000 | 4,844 | 25,000 | 0 | 0 |
| | NET OF REVENUES/APPROPRIATIONS - FUND 2 | (23,199) | 5,000 | (4,844) | 5,000 | 0 | 0 |
| | BEGINNING FUND BALANCE | 145,365 | 122,165 | 122,165 | 127,165 | | |
| | ENDING FUND BALANCE | 122,165 | 127,165 | 117,321 | 132,165 | | |
| | | | Fund Balance 509% | | Fund Balance 529% | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 266: FEDERAL NARC FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|------------------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------|
| ESTIMATED REVENUES | | | | | | | |
| Dept 000 | | | | | | | |
| 266-000-661 | FORFEITURES | 161,596 | 100,000 | 0 | 100,000 | 0 | 0 |
| Totals for dept 000- | | 161,596 | 100,000 | 0 | 100,000 | 0 | 0 |
| TOTAL ESTIMATED REVENUES | | 161,596 | 100,000 | 0 | 100,000 | 0 | 0 |
| APPROPRIATIONS | | | | | | | |
| Dept 301-OPERATING COSTS | | | | | | | |
| 266-301-727 | SUPPLIES | 3,400 | 12,000 | 10,977 | 12,000 | 0 | 0 |
| 266-301-899 | FORFEITURE SHARING | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 266-301-956 | MISCELLANEOUS | 12,274 | 12,000 | 9,994 | 0 | (12,000) | -100.00% |
| Totals for dept 301-OPERATING COSTS | | 15,674 | 24,000 | 20,970 | 12,000 | (12,000) | -50.00% |
| Dept 336-CONTRIBUTIONS | | | | | | | |
| 266-336-967 | CONTRIBUTION-LAW ENFORCEMENT | 0 | 35,000 | 17,500 | 35,000 | 0 | 0 |
| Totals for dept 336-CONTRIBUTIONS | | 0 | 35,000 | 17,500 | 35,000 | 0 | 0 |
| Dept 900-CAPITAL OUTLAY | | | | | | | |
| 266-900-970 | EQUIPMENT | 18,822 | 20,000 | 0 | 138,000 | 118,000 | 590.00% |
| 266-900-974 | VEHICLE | 0 | 0 | 0 | 80,000 | 80,000 | #DIV/0! |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 266: FEDERAL NARC FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED | |
|---|-------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-----------------------------------|----------|
| | | | | | | AMT | PCT |
| Totals for dept 900-CAPITAL OUTLAY | | 18,822 | 20,000 | 0 | 218,000 | 198,000 | 990.00% |
| TOTAL APPROPRIATIONS | | 34,496 | 79,000 | 38,470 | 265,000 | 186,000 | 235.44% |
| NET OF REVENUES/APPROPRIATIONS - FUND : | | 127,100 | 21,000 | (38,470) | (165,000) | (186,000) | -885.71% |
| BEGINNING FUND BALANCE | | 113,152 | 240,252 | 240,252 | 261,252 | | |
| ENDING FUND BALANCE | | 240,252 | 261,252 | 201,781 | 96,252 | | |
| | | | Fund Balance 331% | | Fund Balance 36% | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 571: WWTP FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|---|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------|
| ESTIMATED REVENUES | | | | | | | |
| Dept 000 | | | | | | | |
| 571-000-445 | PENALTY & INTEREST ON TAXES | 2 | - | 9 | - | 0 | #DIV/0! |
| 571-000-500 | TAP-IN FEES | 25,019 | 29,865 | - | 37,500 | 7,635 | 25.57% |
| 571-000-590 | Six Tap-Ins at \$6,250 each GRANT INCOME | 116,519 | 246,479 | - | 153,000 | (93,479) | -37.93% |
| 571-000-651 | Remainder of Saw Grant USAGE FEES | 1,340,524 | 1,365,000 | 1,063,796 | 1,465,750 | 100,750 | 7.38% |
| 571-000-665 | Rate Increase to \$90.20 INTEREST INCOME | 5,353 | 1,500 | 8,242 | 5,000 | 3,500 | 233.33% |
| 571-000-671 | REIMBURSEMENT/OTHER INCOME | 5,168 | 1,800 | 1,881 | 1,500 | (300) | -16.67% |
| 571-000-672 | SAD INTEREST | 46 | - | - | - | 0 | #DIV/0! |
| 571-000-673 | (Lake Point SAD) SALE OF FIXED ASSETS | 2,565 | - | - | - | 0 | #DIV/0! |
| 571-000-690 | UNREALIZED GAIN/LOSS | - | - | - | - | 0 | #DIV/0! |
| Totals for dept 000- | | 1,495,196 | 1,644,644 | 1,073,927 | 1,662,750 | 18,106 | 1.10% |
| Dept 336-CONTRIBUTIONS | | | | | | | |
| 571-336-588 | CONTRIBUTION OTHER FUND(S) | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Totals for dept 336-CONTRIBUTIONS | | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| TOTAL ESTIMATED REVENUES | | 1,495,196 | 1,644,644 | 1,073,927 | 1,662,750 | 18,106 | 1.10% |
| APPROPRIATIONS | | | | | | | |
| Dept 226-PERSONNEL | | | | | | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 571: WWTP FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|---|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------|
| 571-226-701 | SALARIES 2.8% Rate Increase | 64,817 | 66,188 | 48,318 | 68,039 | 1,851 | 2.80% |
| 571-226-702 | SALARIES 2.8% Rate Increase | 181,728 | 181,738 | 133,537 | 186,827 | 5,089 | 2.80% |
| 571-226-711 | SALARIES-OVERTIME 2.8% Rate Increase | 12,058 | 18,540 | 7,637 | 19,059 | 519 | 2.80% |
| 571-226-715 | SOCIAL SECURITY 7.65% of Salaries | 19,845 | 20,384 | 15,444 | 20,955 | 571 | 2.80% |
| 571-226-716 | HOSPITALIZATION 7% increase over prior year | 87,379 | 115,063 | 69,105 | 123,118 | 8,054 | 7.00% |
| 571-226-717 | LIFE/DISB. INSURANCE 7.5% increase over prior year | 1,802 | 3,706 | 2,356 | 3,983 | 278 | 7.50% |
| 571-226-718 | PENSION 10% of Full Time Salaries | 22,576 | 26,646 | 18,155 | 25,487 | (1,160) | -4.35% |
| 571-226-720 | BANKED PTO | (7,385) | 0 | 0 | 0 | 0 | #DIV/0! |
| 571-226-731 | WORKERS COMP INSURANCE | 7,569 | 6,616 | 0 | 6,616 | 0 | 0 |
| 571-226-747 | ON-CALL WAGES | 0 | 10,920 | 7,980 | 10,950 | 30 | 0.27% |
| 571-226-957 | TRAINING & DEVELOPMENT | 4,142 | 5,000 | 2,320 | 5,000 | 0 | 0 |
| Totals for dept 226-PERSONNEL | | 394,530 | 454,801 | 304,852 | 470,034 | 15,233 | 3.35% |
| Dept 228 - INFORMATION TECHNOLOGY | | | | | | | |
| 571-228-948 | INFORMATION TECHNOLOGY | 0 | 0 | 116 | 500 | 500 | #DIV/0! |
| Totals for dept 270-LEGAL/PROFESSIONAL | | 0 | 0 | 116 | 500 | 500 | #DIV/0! |
| Dept 270-LEGAL/PROFESSIONAL | | | | | | | |
| 571-270-722 | CONTROLLER 10% of Controller Salary - Paid through Admin Fee 571-301-825 | 16,821 | 17,633 | 0 | 0 | (17,633) | -100.00% |
| 571-270-802 | AUDIT FEES | 6,300 | 6,300 | 6,300 | 6,300 | 0 | 0 |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 571: WWTP FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|---|--|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------|
| 571-270-803 | (35% of Total Cost) LEGAL | 0 | 500 | 0 | 500 | 0 | 0 |
| 571-270-806 | ENGINEER | 7,309 | 25,000 | 0 | 25,000 | 0 | 0 |
| Totals for dept 270-LEGAL/PROFESSIONAL | | 30,430 | 49,433 | 6,300 | 31,800 | (17,633) | -35.67% |
| Dept 301-OPERATING COSTS | | | | | | | |
| 571-301-727 | SUPPLIES | 1,282 | 2,500 | 855 | 2,500 | 0 | 0 |
| 571-301-740 | OPERATING SUPPLIES | 48,280 | 50,000 | 31,370 | 50,000 | 0 | 0 |
| 571-301-741 | UNIFORMS/GEAR & ALLOWANCE | 1,640 | 4,000 | 1,246 | 3,500 | (500) | -12.50% |
| 571-301-807 | MEMBERSHIP DUES | 880 | 880 | 210 | 880 | 0 | 0 |
| 571-301-817 | Rural Water and MWEF LAB & TESTING | 4,466 | 7,000 | 785 | 7,000 | 0 | 0 |
| 571-301-819 | COLLECTION SYS ANNUAL MAINT | 47,573 | 55,000 | 11,531 | 55,000 | 0 | 0 |
| 571-301-825 | SEWER ADMINISTRATION FEES | 37,500 | 37,500 | 0 | 55,554 | 18,054 | 48.14% |
| 571-301-850 | COMMUNICATION <i>Increased to include staff admin raises and the inclusion of 10% of Twp Mgr Wages and Benefits</i> | 5,304 | 3,200 | 4,378 | 3,500 | 300 | 9.38% |
| 571-301-851 | POSTAGE | 3,565 | 3,000 | 2,775 | 3,000 | 0 | 0 |
| 571-301-900 | PRINTING & PUBLICATIONS | 0 | 200 | 0 | 200 | 0 | 0 |
| 571-307-907 | REFUNDS AND REBATES | 2,469 | 0 | 0 | 0 | 0 | #DIV/0! |
| 571-301-910 | INSURANCE & BONDS | 21,442 | 25,350 | 0 | 25,350 | 0 | 0 |
| 571-301-920 | Commercial and Liability Insurance UTILITIES | 76,098 | 100,000 | 92,158 | 100,000 | 0 | 0 |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 571: WWTP FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|-------------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------|
| 571-301-929 | GRANT EXPENSE | 46,396 | 273,866 | 124,876 | 170,000 | (103,866) | -37.93% |
| | SAW Grant | | | | | | |
| 571-301-930 | REPAIRS & MAINTENANCE | 32,816 | 110,000 | 58,959 | 110,000 | 0 | 0 |
| 571-301-940 | RENTAL EQUIPMENT | 1,575 | 1,585 | 1,271 | 1,585 | 0 | 0 |
| 571-301-950 | LAND LEASING | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 571-301-956 | MISCELLANEOUS | 10 | 500 | 0 | 500 | 0 | 0 |
| 571-301-968 | DEPRECIATION EXPENSE | 235,729 | 235,089 | 0 | 235,089 | 0 | 0.00% |
| Totals for dept 301-OPERATING COSTS | | 567,027 | 909,670 | 330,414 | 823,658 | (86,012) | -9.46% |
| Dept 333-TRANSPORTATION | | | | | | | |
| 571-333-860 | FUEL & MILEAGE | 2,233 | 7,000 | 2,219 | 7,000 | 0 | 0 |
| 571-333-930 | REPAIRS & MAINTENANCE | 53 | 1,500 | 1,500 | 1,500 | 0 | 0 |
| Totals for dept 333-TRANSPORTATION | | 2,286 | 8,500 | 3,719 | 8,500 | 0 | 0 |
| Dept 528-O & M - BOND & INTEREST | | | | | | | |
| 571-528-954 | AGENT FEES | 549 | 700 | 0 | 700 | 0 | 0 |
| 571-528-989 | INTEREST 1992 BOND | 10,519 | 8,550 | 4,275 | 6,525 | (2,025) | -23.68% |
| | Bond Payoff - 2022 | | | | | | |
| 571-528-995 | DEBT SERVICE - INTEREST | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| | No interest due | | | | | | |
| Totals for dept 528-O & M - BOND & INTEREST | | 11,068 | 9,250 | 4,275 | 7,225 | (2,025) | -21.89% |
| Dept 900-CAPITAL OUTLAY | | | | | | | |

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 571: WWTP FUND
2019-2020 FISCAL YEAR

| GL NUMBER | DESCRIPTION | 2017-18 ACTIVITY | 2018-19 AMENDED BUDGET | 2018-19 ACTIVITY AS OF 3/31/19 | 2019-20 REQUESTED BUDGET | INC/(DEC) FROM 2018-19 AMENDED AMT | PCT |
|--|-------------|---------------------|------------------------------|--------------------------------------|--------------------------------|--|----------------------|
| 571-900-970 | EQUIPMENT | 20,500 | 531,176 | 0 | 0 | (531,176) | -100.00% |
| 571-900-971 | RENOVATIONS | 0 | 0 | 17,870 | 0 | 0 | #DIV/0! |
| 571-900-972 | COMPUTER | 0 | 0 | 0 | 3,000 | 3,000 | #DIV/0! |
| Totals for dept 900-CAPITAL OUTLAY | | 20,500 | 531,176 | 17,870 | 3,000 | (528,176) | -99.44% |
| TOTAL APPROPRIATIONS | | 1,025,841 | 1,962,830 | 667,546 | 1,344,717 | (618,113) | -31.49% |
| NET OF REVENUES/APPROPRIATIONS - FUND : | | 469,356 | (318,185) | 406,381 | 318,033 | 636,218 | -199.95% |
| BEGINNING FUND BALANCE | | 6,740,021 | 7,209,377 | 7,209,377 | 6,891,191 | | |
| ENDING FUND BALANCE | | 7,209,377 | 6,891,191 | 7,615,758 | 7,209,225 | | |
| | | | Fund Balance 351% | | | | Fund Balance 536% |

To: Township Board
From: Township Manager
RE: Roof Proposals at Community Center
Date: May 9, 2019

I directed the removal of two trees previously to allow access to fix the roof of the Community Center.

Proposals were received previously, but the committee working to secure a grant for the Community Center thought possibly this could be included in the grant project. My understanding is that the review committee thought this was routine maintenance that the Township should take care of fixing.

Tami Averill, Director, was very active in securing the proposals. Her efforts on this I appreciated very much.

There was a suggestion that a metal roof be installed rather than the standard asphalt shingles.

Michigan Metal Roof gave Tami a verbal ballpark starting price of \$ 40,000. American Metal Roofing also gave Tami a verbal ballpark (\$ 83,202 possible 20 % discount) with increases in style and metal/gauge chosen. Wilderness Construction said it would be 2/3 times the cost of shingles which would put the starting cost between \$ 38,625 and \$ 51,000 based on Tami's calculations.

| | | |
|-------------------------------|--------------|---|
| Wilderness Construction | \$ 12,875.00 | Owens Corning Duration asphalt shingles |
| Home Pro Roofing | \$ 12,992.00 | Owens Corning Duration asphalt shingles |
| Sterling Homes & Improvements | \$ 15,100.00 | Owens Corning Duration asphalt shingles |
| Roofman | \$ 15,400.00 | |
| Go To Roofing | \$ 18,900.00 | Legacy |

The two low bidders are close in their bids, but I need to investigate their warranties in more detail.

I will check further into this and make a recommendation at the Board meeting. I will provide a recommendation at that time.



P.O. Box 799 • Saline, MI 48176 • Phone: 734-429-0616

Tami Averill
449-2295

9101 Main St.
Whitmore Lake, MI. 48189

Print-date: 4-12-2019

- Protect landscaping from any debris
- Tarps will be laid out around entire house to protect all landscaping, shrubs, patios, and any decks
- We will protect all ground level windows and doors with osb prior to tear off
- Remove and dispose of all shingles on house and garage (i-layer)
- Remove and dispose of any rotted/damaged roof sheathing and or fascia boards as necessary
- Install new 1/2" osb on roof if needed (\$60/sheath)
- Install new 1&1/2" drip edge- *3 rows*
- Ice and water shield will be install over drip edge
- Install 2 rows of ice and water shield (rubberized asphalt membrane) 6' from all eaves
- Install ice and water shield 3' in all valleys
- ~~Install ice and water shield on all sides of skylight if skylight(s) are present~~
- Install Synthetic felt on remainder of roof
- Flash chimney and counter flash with a 1" saw cut into brick
- ~~Caulk flashing to brick~~
- Install a new continuous ridge vent system shingle over style on all roof peaks
- Install (*0*) new can vents
- Install (*/*) new aluminum soil stack boots
- Install new Owens Corning *Durafloors* Lifetime Architectural shingles with a (*15*) year sure start warranty- No prororation for the first *15* years
- Shingles are algae resistant with copper and zinc-10 yr. streak free guarantee
- 1&1/4" rust resistant galvanized (hook/barb) nails will be used with 6 nail per shingle for maximum wind resistance
- Caulk all expose nails on ridge cap and flashings
- Clean all debris from all gutters
- Jobsite will be clean of all debris at the end of each work day
- All debris will be put in a supplied dump trailer provided by Wilderness Construction
- A magnetic roller will be used upon completion of job
- A walk through will be done with homeowner upon completion of job
- Install 1 new 9" Bath Exhaust Vent

PROJECT COST

Our cost to complete the scope of work described above is \$ *12,875.00*. The project cost includes all permits, labor, materials, miscellaneous supplies, and expenses as noted. The price is valid for a signed proposal with in twenty days (20) of this date. all work will meet or exceed residential construction standards. Wilderness Construction offers a 10 yr. workmanship warranty and is fully licensed and insured.

Payment Schedule

The schedule of payment is scheduled below.

Description
Signed Contract

Durafloors
Amount
\$ *3,220.00*

Oakridge \$ *12,300.00*
Amount
\$ *3,075*

This Contract made this 15 day of April, 2019, by and between Home Pro Exteriors, LLC and

Name: Tami Averill - Northfield Twp. Comm. Center ("Buyer") Phone: 734-449-2295

Address: 9101 Main St. City: Whitmore Lake Zip: _____

The title of Buyer's property appears in the name of SAME Governing Authority city of township: SAME

The Company agrees to apply the work described below, located at: SAME

Standard Package:

- Complete and tear off, clean up, and haul away the scraps
- Full landscaping protection
- Product: Certainteed Landmark Pro OR GAF Timberline
- Color: _____
- Ice Guard on all eaves and valleys
- Single coverage valley system
- Standard Synthetic underlayment over any remaining exposed decking
- New pipe boots with Ice Guard
- Roof Ventilation:
 - Ridge Vent: _____
 - Pot Vent: _____
- 8x8 Step Flashing and Roof to Wall Flashing along any walls
- Final clean up with wheel magnet
- 10 Year Workmanship Guarantee

10 Years Material

\$ _____ PRORATED

Home Pro Package:

- Complete and tear off, clean up, and haul away the scraps 2x Bond Strength
- Full landscaping protection
- Product: Dwens Corning Duration 130mph
- Color: _____
- Upgraded Ice Shield Membrane on all eaves, valleys, and along walls 6"
- Double coverage seam valleys
- Home Pro Titanium underlayment over any remaining exposed decking
- New pipe boots with Ice Shield Membrane
- Roof Ventilation:
 - Ridge Vent: All peaks
 - Pot Vent: _____
- 8x8 Step Flashing and Roof to Wall Flashing along any walls
- Final clean up with wheel magnet
- Lifetime Workmanship Guarantee 20 (commercial)

50 Years Labor + Material

\$ 12,992 NON-PRORATED

Premium Pro Package:

- Complete and tear off, clean up, and haul away the scraps
- Full landscaping protection
- Product: _____
- Color: _____
- Upgraded Ice Shield Membrane on all eaves, valleys, and along walls
- Double coverage seam valleys
- Home Pro Custom underlayment over any remaining exposed decking
- New pipe boots with Ice Shield Membrane
- Roof Ventilation:
 - Ridge Vent: _____
 - Pot Vent: _____
- Pre Flash and Seal all extrusions and along any walls
- Final clean up with wheel magnet
- Lifetime Workmanship Guarantee

\$ _____ NON-PRORATED

Additional work to be done: Replace Rotten Decking @ 35 a Sheet, new drip metal, starter up rake edges, hip and ridge for cap, pull building permit, meet with inspector, recycling dumpster, first 5 sheets included in price, Utilize safety precautions, Clean out gutters, daily clean up

Roof Package to be installed: _____ Job Price \$ _____ Down Payment \$ 0

Terms: The Balance of \$ _____ will be due at the completion of the job.

Company Guarantee: For a period of 5 years / 10 years / Lifetime after the date of completion of this Contract, the company agrees to correct or repair any conditions causing a leak in the roof which is attributed to faulty workmanship. This Guarantee is transferable to a new owner for the remainder of the guarantee period.

Buyers Right to Cancel: If you do not want the goods or services in this Contract, you may cancel this Contract by mailing a notice to the Company. This notice must say that you do not want the goods or services and must be mailed before midnight of the Third (3rd) business day after you sign this Contract. The notice shall be deemed effective when postmarked, by first class mail, United States Postal Service. This notice must be mailed to 502 E. Grand River Williamston, MI 48895

Limitation of Damages: There are no implied warranties of merchantability or fitness for a particular purpose in connection with any sale of products under this contract. The only warranties applicable to such sales shall be with those expressly set forth in writing by the Company. Such express warranties shall be in lieu of any other warranties, whether express or implied. The Company's liability for any defective products or service or damages caused by the same, shall be limited to replacing the Product. Under no circumstances shall the Company be liable for incidental or consequential damages related to the defective Products or service.

Home Pro Exteriors License #2104201960

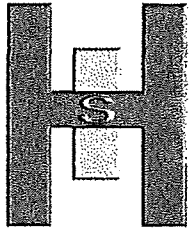
Additional \$520.00 for Home Pro SureFlo Gutter Guards

BUYER(s): X

EMAIL: _____

COMPANY REP.: Matt Swab 517.898.9740

EMAIL: mattwithhomepro@gmail.com



STERLING HOMES & IMPROVEMENTS

| |
|-------|
| Quote |
| #3145 |

8049 Mabley Hill Rd, Fenton MI 48430

810.569.0332

www.Sterlingbuilt.com

PROPOSAL SUBMITTED TO:

lics#2101170533

Name: Northfield Twp. Commuinty & Senior center
Phone: 734-449-2295 Date: 7 / 23 /2018
Street: 9101 Main Street
City: Whitmore Lake E-mail _____
State: MI Zip: 48189

SHI proposes to furnish all materials and perform all labor necessary to complete the following:

- 1.) Tear off 1 layer of shingles off of the entire house.
- 2.) Replace 3 sheets osb.
- 3.) Lay new Iceguard, synthetic underlayment, drip edge, and starter strip.
- 4.) Lay lifetime Owens Corning Duration Shingles on house.
- 5.) Install new ridge vent.
- 6.) Install new pipe boots and all flashing.
- 7.) Disposal and clean up of shingles.
- 8.) Includes manufacturers extended warranty and permits.

Does not include additional rotting decking, or rafters, if encountered an additional quote will be given.

All of the work is to be completed in a substantial and workmanlike manner for the sum of *fifteen Thousand one hundred* dollars (\$*15,100.00*). 50% due up front. The final amount of the contract is due on completion..

Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. This quote is valid for 60 days from day of estimate.

Authorized Signature 

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which customer agrees to pay the amount mentioned in said proposal and according to the terms thereof.

Signature

Date

ROOFMAN



www.RoofmanUSA.com

734-662-3300

855-9-ROOFMAN
7 6 6 3 6 2 6

Owners Name: Northfield Township Community and Senior Center (Tami) Date: 7-30-18
Address: 9101 Main St. City: Whitmore Lake Zip: 48189
Phone: 734-447-2295 Other/Email: _____ Lead Source: HA

Owner will receive guaranteed start and finish date, weather permitting. No materials will arrive before the start date.

1. Prepare structure to have roof removed, assuring nothing will be damaged.
2. Rotted wood will be replaced the first 100 square ft. included in the price of the estimate and at a charge of \$ 1.50 per square foot thereafter.
3. Install heavy gauge aluminum drip edge or drip edge vent if necessary, installed to increase ventilation and deter any mold growth in attic space.
4. Install Ice Guard 6' to 9' up all eaves, doubled in valleys to prevent ice and water from penetrating roof system.
5. Install Roofman proprietary rubberized membrane throughout the rest of the roof ensuring a leak proof system and extending shingle life by stopping underside scorching of shingles.
6. Install lifetime warranted rubber shingle; color selected by homeowner.
7. All shingles are nailed to exceed code, each installer has completed the Roofman Shingle Application Program.
8. Flash and counter flash all chimneys, walls, vents, and where needed. Flashing will be diamond blade cut into masonry and heavy gauge aluminum or copper will be used.
9. Install neoprene vent stack collars to all stack pipes to ensure a watertight seal.
10. Install multilayer valley system for maximum protection.
11. Install venting system, box or ridge, depending on roof design. Power or Solar vent if needed.
12. Jobsite will be thoroughly cleaned with proper disposal of all debris. Estimate price is final, no extras or hidden costs.

Roof Price \$ 15,400 / \$17,200 Squares: 44 Layers: 2
Pitch: 5/12 Cap Feet: 4 Bundles Valley Feet: 2 Falls Mold Kill: Yes
Vent/Drip Color: --- Shingle Brand: Lifetime Rubber / Tamko Shingle Color: Ww
Ridge Vent Ft: 3 Boxes Drip Color: Brown

Owner(s): _____ Additional Info/Job Status: * (w/ 1.5 hrs. way back
off roof with pole saw * Lifetime Guarantee on labor
Date: _____ and Material with Rubber system * 20 year warranty with
Salesperson: _____ Appt. Result: _____ Tamko *



PROJECT AGREEMENT

A ROOF TO LAST. SERVICE TO REMEMBER.

Organization: Northville Township Senior Center
Job Site: 9101 Main St
Whitmore Lake, MI 48189

Inspection Date: July 26, 2018
Project Manager: Steve Distelzweig
(734) 218-5934

Shingled Portion Quotation

1. Prepare property for construction project: tarp/protect outside of building and landscaping to ensure debris does not damage property
2. Remove all roofing material to wood decking; remove and replace any rotten/damaged wood decking
3. The first 4 sheets of replacement sheathing (4'x8' sheets) are included in this agreement, thereafter there is a charge per sheet of sheathing required (\$50/sheet)
4. Install premium aluminum drip edge along all eaves and rakes
5. Install ice and water shield at all eaves, **MINIMUM of 6'**, at flashings, and where needed to exceed building code requirements to prevent possible damage that ice dams cause to roof system
6. Install premium **SYNTHETIC** underlayment
7. Install multiple layer **HIGH WIND** perimeter system on all outside edges of shingled roof surfaces
8. **Install lifetime architectural shingle: Legacy with 3M Scotchgard™ (BEST BANG FOR YOUR BUCK)**
 - o *Class 4 Hail Rating, 130 MPH wind warrantee, Polymer Modified (Rubberized), Algae and Stain Resistant for 20 years*
9. Use galvanized **HIGH WIND** nails to secure all shingled areas
10. Install heavy duty neoprene vent stack collars to all stack pipes (**NOT PLASTIC**)
11. Install premium rigid-style ridge vent with **SNOW GUARD™ Filter**
12. Thorough clean-up with **MAGNETIC SWEEP** and proper disposal of all debris
- 13. INCLUDES 30 YEAR NO LEAK GUARANTEE !**

Cost: \$18,900 (or as low as \$12,600, see below for details)

Possible Price Adjustments (select and initial):

- ____ \$2,100 REDUCTION: Install Vista AR Shingles with a 20 Year No Leak Guarantee
- ____ \$4,200 REDUCTION: Install Duration Shingles with a 15 Year No Leak Guarantee
- ____ \$6,300 REDUCTION: Install Heritage Shingles with a 10 Year No Leak Guarantee

PROJECT TOTAL: \$ _____
 50% Material deposit \$ _____ (check: _____)
 Balance due upon completion \$ _____

Signature: _____

Date: _____

OPEN

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|-------------------------------|--------------------------|---------------------------------------|------------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 000 | | | | | |
| 101-000-123.000 | PREPAID EXPENSES | MML WORKERS' COMP FUND | WORKER'S COMP POLICY PREMIUM 7/1/19-7 | 47,647.00 | |
| Total For Dept 000 | | | | 47,647.00 | |
| Dept 101 TOWNSHIP BOARD | | | | | |
| 101-101-900.000 | PRINTING & PUBLICATIONS | MLIVE MEDIA GROUP | LEGAL ADS APRIL 2019 | 467.26 | |
| Total For Dept 101 TOWNSHIP BOARD | | | | 467.26 | |
| Dept 172 TOWNSHIP MANAGER | | | | | |
| 101-172-807.000 | MEMBERSHIP DUES | MICHIGAN MUNICIPAL EXECU | ANNUAL MEMBERSHIP DUES 2019 | 135.00 | |
| 101-172-860.000 | FUEL & MILEAGE | STEVEN AYNES | REIMBURSE FOR "FOR SALE" SIGNS & MILE | 49.30 | |
| 101-172-957.000 | TRAINING & DEVELOPMENT | EMILY HOFSESS | PARKING METERS DURING TRAINING ON 4/1 | 5.00 | |
| Total For Dept 172 TOWNSHIP MANAGER | | | | 189.30 | |
| Dept 228 INFORMATION TECHNOLOGY | | | | | |
| 101-228-936.000 | SOFTWARE | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, OFF-SITE BACKUP & | 177.01 | |
| 101-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, OFF-SITE BACKUP & | 305.65 | |
| Total For Dept 228 INFORMATION TECHNOLOGY | | | | 482.66 | |
| Dept 253 TREASURER | | | | | |
| 101-253-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES MAY 2019 | 500.00 | |
| 101-253-860.000 | FUEL & MILEAGE | LEISA DEVANEY | MARCH-APRIL 2019: TRIPSTO THE POST OF | 38.98 | |
| 101-253-957.000 | TRAINING & DEVELOPMENT | EMILY HOFSESS | PARKING METERS DURING TRAINING ON 4/1 | 5.00 | |
| Total For Dept 253 TREASURER | | | | 543.98 | |
| Dept 257 ASSESSING | | | | | |
| 101-257-818.000 | CONTRACTUAL SERVICES | APEX SOFTWARE | APEX SOFTWARE ANNUAL MAINT RENEWAL 6/ | 705.00 | |
| 101-257-818.000 | CONTRACTUAL SERVICES | ASSESSMENT ADMIN. SERVIC | ASSESSING SERVICES MAY 2019 | 8,045.00 | |
| Total For Dept 257 ASSESSING | | | | 8,750.00 | |
| Dept 265 HALL AND GROUNDS | | | | | |
| 101-265-727.000 | | ARBOR SPRINGS WATER CO I | OFFICE 4 - 5 GAL ARTESIAN WATER & REN | 32.00 | |
| 101-265-727.000 | SUPPLIES | STEVEN AYNES | REIMBURSE FOR "FOR SALE" SIGNS & MILE | 28.49 | |
| 101-265-920.000 | UTILITIES | DTE ENERGY | 66 6 MILE RD #SIREN 3/1/19-5/1/19 | 30.80 | |
| 101-265-930.000 | REPAIRS & MAINTENANCE | HONOR-PLUMBING & SEWER S | REPLACE LEAKING FAUCET IN OFFICE SINK | 100.00 | |
| 101-265-940.000 | | ARBOR SPRINGS WATER CO I | OFFICE 4 - 5 GAL ARTESIAN WATER & REN | 14.00 | |
| 101-265-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | OFFICE, PD, WWTP & COM CTR COPIER LEA | 191.02 | |
| Total For Dept 265 HALL AND GROUNDS | | | | 396.31 | |
| Dept 270 LEGAL/PROFESSIONAL | | | | | |
| 101-270-803.000 | LEGAL | MCGRAW MORRIS P.C. | LABOR ATTORNEY MARCH 2019 | 500.00 | |
| 101-270-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES MAY 2019 | 7,205.00 | |
| 101-270-927.000 | ALLOCATE TO DEPARTMENTS | PAUL E BURNS | LEGAL SERVICES MAY 2019 | (3,800.00) | |
| Total For Dept 270 LEGAL/PROFESSIONAL | | | | 3,905.00 | |
| Dept 412 PLANNING/ZONING DEPT | | | | | |
| 101-412-609.000 | REZONING/CONDITIONAL USE PMTS | MCKENNA ASSOCIATES | PLANNING & ZONING SERVICES MARCH 2019 | 1,075.00 | |
| 101-412-801.000 | PLANNER FEES | MCKENNA ASSOCIATES | PLANNING & ZONING SERVICES MARCH 2019 | 5,078.75 | |
| 101-412-823.000 | ZONING ADMINISTRATION | MCKENNA ASSOCIATES | PLANNING & ZONING SERVICES MARCH 2019 | 1,875.00 | |
| 101-412-860.000 | FUEL & MILEAGE | JAMES TURNER | CODE ENFORCEMENT MILEAGE MARCH 2019 | 53.36 | |
| 101-412-900.000 | PRINTING & PUBLICATIONS | MLIVE MEDIA GROUP | LEGAL ADS APRIL 2019 | 252.38 | |
| Total For Dept 412 PLANNING/ZONING DEPT | | | | 8,334.49 | |
| Dept 448 STREET LIGHTS | | | | | |
| 101-448-920.000 | UTILITIES | DTE ENERGY | STREETLIGHTS 4/1/19-4/30/19 | 2,564.84 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---------------------------|--------------------------|---------------------------------------|-----------|---------|
| Fund 101 GENERAL FUND Dept 448 STREET LIGHTS | | | | | |
| Total For Dept 448 STREET LIGHTS | | | | 2,564.84 | |
| Dept 666 COMMUNITY CENTER | | | | | |
| 101-666-727.000 | SUPPLIES | TAMI AVERILL | SR NUTRITION SUPPLIES & COM CTR SUPPL | 33.55 | |
| 101-666-822.000 | SENIOR NUTRITION | TAMI AVERILL | SR NUTRITION SUPPLIES & COM CTR SUPPL | 181.03 | |
| 101-666-920.000 | UTILITIES | NORTHFIELD TOWNSHIP | COM CTR SEWER BILL 2/1/19-4/30/19 | 90.20 | |
| 101-666-930.000 | REPAIRS & MAINTENANCE | PURE WINDOW WASHING | COM CTR WINDOWS 4/30/19 | 58.00 | |
| 101-666-936.000 | SOFTWARE | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, OFF-SITE BACKUP & | 3.90 | |
| 101-666-936.000 | SOFTWARE | MICRO TECH SERVICES INC | COM CTR ANIT-VIRUS & MANAGED SERVICES | 17.10 | |
| 101-666-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | OFFICE, PD, WWTP & COM CTR COPIER LEA | 179.58 | |
| Total For Dept 666 COMMUNITY CENTER | | | | 563.36 | |
| Dept 753 RECREATION BOARD | | | | | |
| 101-753-931.000 | PARK MAINTENANCE | WASTE MANAGEMENT OF MI | BARK PARK WASTE REMOVAL 5/1/19-5/31/1 | 17.46 | |
| Total For Dept 753 RECREATION BOARD | | | | 17.46 | |
| Total For Fund 101 GENERAL FUND | | | | 73,861.66 | |
| Fund 207 LAW ENFORCEMENT FUND | | | | | |
| Dept 000 | | | | | |
| 207-000-214.000 | DUE TO OTHERS | STATE OF MICHIGAN | LIVE SCAN APRIL 2019 | 86.50 | |
| Total For Dept 000 | | | | 86.50 | |
| Dept 270 LEGAL/PROFESSIONAL | | | | | |
| 207-270-803.000 | LEGAL | MCGRAW MORRIS P.C. | LABOR ATTORNEY MARCH 2019 | 437.50 | |
| 207-270-803.000 | LEGAL | PAUL E BURNS | LEGAL SERVICES MAY 2019 | 3,300.00 | |
| Total For Dept 270 LEGAL/PROFESSIONAL | | | | 3,737.50 | |
| Dept 301 OPERATING COSTS | | | | | |
| 207-301-727.000 | | ARBOR SPRINGS WATER CO I | PD 7 - 5 GAL ARTESIAN WATER | 64.50 | |
| 207-301-727.000 | | ARBOR SPRINGS WATER CO I | PD 5 - 5 GAL ARTESIAN WATER & RENTAL | 52.50 | |
| 207-301-727.000 | SUPPLIES | AUDIO-VIDEO DISTRIBUTORS | FALCON 8X INKJET HUB PRINT DVD-R/100 | 118.68 | |
| 207-301-818.000 | CONTRACTUAL SERVICES | OAKLAND COUNTY | CLEMIS MEMBERSHIP USAGE FEE, MDC PART | 6,227.92 | |
| 207-301-818.000 | CONTRACTUAL SERVICES | OAKLAND COUNTY | CLEMIS LEADS ON-LINE | 1,675.80 | |
| 207-301-820.000 | DISPATCH SERVICES | WASHTENAW COUNTY TREASUR | DISPATCH SERVICES MAY 2019 | 5,437.25 | |
| 207-301-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | OFFICE, PD, WWTP & COM CTR COPIER LEA | 217.38 | |
| 207-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, OFF-SITE BACKUP & | 81.90 | |
| 207-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | PD MANAGED SERVICES, OFF-SITE BACKUP, | 189.54 | |
| Total For Dept 301 OPERATING COSTS | | | | 14,065.47 | |
| Dept 333 TRANSPORTATION | | | | | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - PD | EXTREME BLUE WWF | 16.50 | |
| 207-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - PD | BATTERY & CORE RETURN | 138.01 | |
| Total For Dept 333 TRANSPORTATION | | | | 154.51 | |
| Total For Fund 207 LAW ENFORCEMENT FUND | | | | 18,043.98 | |
| Fund 216 MEDICAL RESCUE FUND | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 216-301-727.000 | SUPPLIES | ARBOR SPRINGS WATER CO I | FD 2 - 5 GAL ARTESIAN WATER | 19.00 | |
| 216-301-727.000 | SUPPLIES | MCKESSON MEDICAL - SURGI | RESUSCITATOR | 13.97 | |
| 216-301-727.000 | SUPPLIES | PETER'S HARDWARE HAMBURG | FD: PADLOCK, MASTER PAD KEYBLANK, TOR | 58.96 | |
| 216-301-727.000 | SUPPLIES | TRACTOR SUPPLY CREDIT PL | CHARGES 4/24/19 BUNGEE STRAPS | 13.47 | |
| 216-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | ALLIE BROTHERS | UNIFORM EMS COATS & NAME TAGS | 6,635.27 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|-----------------------------|--------------------------|---------------------------------------|----------|---------|
| Fund 216 MEDICAL RESCUE FUND | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 216-301-820.000 | DISPATCH SERVICES | EMERGENT HEALTH PARTNERS | FIRE DISPATCHING SERVICES MAY 2019 | 918.82 | |
| 216-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, OFF-SITE BACKUP & | 78.00 | |
| 216-301-972.000 | COMPUTER | MICRO TECH SERVICES INC | FD MANAGED SERVICES | 22.80 | |
| Total For Dept 301 OPERATING COSTS | | | | 7,760.29 | |
| Dept 333 TRANSPORTATION | | | | | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - FD | PART CLEANER DEGREASER | 6.43 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - FD | ENGINE BRITE, MAX WASH | 21.49 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | FIRE SUPPRESSION PRODUCT | 55 GAL FIRE CAP PLU FIRE SUPPRESSION | 1,375.00 | |
| 216-333-930.000 | REPAIRS & MAINTENANCE | HUSKY PORTABLE CONTAINME | HOSE BED COVER, CUSTOM LABEL | 720.58 | |
| Total For Dept 333 TRANSPORTATION | | | | 2,123.50 | |
| Total For Fund 216 MEDICAL RESCUE FUND | | | | 9,883.79 | |
| Fund 287 BUILDING DEPARTMENT FUND | | | | | |
| Dept 261 GOVERNMENT SHARED SERVICES | | | | | |
| 287-261-725.000 | BUILDING INSPECTIONS | PITTSFIELD TOWNSHIP | BUILDING INSPECTIONS- MARCH 2019 | 1,395.00 | |
| 287-261-737.000 | PLAN REVIEW | PITTSFIELD TOWNSHIP | BUILDING INSPECTIONS- MARCH 2019 | 150.00 | |
| Total For Dept 261 GOVERNMENT SHARED SERVICES | | | | 1,545.00 | |
| Total For Fund 287 BUILDING DEPARTMENT FUND | | | | 1,545.00 | |
| Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | O'DONNELL ELECTRIC, LLC | REPAIR & REPLACE CORNCOB LIGHTS, BALL | 852.34 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | PETER'S HARDWARE HAMBURG | FD: PADLOCK, MASTER PAD KEYBLANK, TOR | 119.00 | |
| 370-301-930.000 | REPAIRS & MAINTENANCE | PURE WINDOW WASHING | PSB ENTRANCEWAY 4/30/19 | 10.00 | |
| Total For Dept 301 OPERATING COSTS | | | | 981.34 | |
| Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | 981.34 | |
| Fund 571 WASTEWATER TREATMENT FUND | | | | | |
| Dept 228 INFORMATION TECHNOLOGY | | | | | |
| 571-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | OFFICE ANTI-VIRUS, OFF-SITE BACKUP & | 7.80 | |
| 571-228-948.000 | COMPUTER SERVICES | MICRO TECH SERVICES INC | WWTP ANTI-VIRUS AND MANAGED SERVICES | 37.90 | |
| Total For Dept 228 INFORMATION TECHNOLOGY | | | | 45.70 | |
| Dept 301 OPERATING COSTS | | | | | |
| 571-301-740.000 | OPERATING SUPPLIES | ALLMAX SOFTWARE, INC. | OPERATOR 10 ANNUAL SUPPORT THROUGH 5/ | 880.00 | |
| 571-301-740.000 | OPERATING SUPPLIES | ALLMAX SOFTWARE, INC. | OPERATOR 10 WASTEWATER ANNUAL SUPPORT | 880.00 | |
| 571-301-740.000 | OPERATING SUPPLIES | ARBOR SPRINGS WATER CO I | WWTP 14 - 5 GAL ARTESIAN WATER | 93.50 | |
| 571-301-740.000 | OPERATING SUPPLIES | HAVILAND PRODUCTS COMPAN | FERRIC CHLORIDE | 5,486.64 | |
| 571-301-740.000 | OPERATING SUPPLIES | NCL OF WISCONSIN, INC. | SODIUM HYDROXIDE, ORION GREEN GEL-FIL | 278.90 | |
| 571-301-817.000 | LAB & TESTING | BRIGHTON ANALYTICAL ASSO | SELENIUM, AMMONIA. PHOSPHORUS | 60.00 | |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | ADVANCE AUTO PARTS - WWT | CONVENTIONAL GREENFS | 28.48 | |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | POWER VAC OF MICHIGAN, I | VACTOR TRUCK - JET & VAC SANITARY SEW | 1,386.00 | |
| 571-301-929.000 | GRANT EXPENSE | LUCITY, INC. | SOFTWARE & SUPPORT, INSTALLATION & CO | 900.00 | |
| 571-301-929.000 | GRANT EXPENSE | MICRO TECH SERVICES INC | INSTALL FIREWALL, WATCHGUARD FIREBOX, | 951.64 | |
| 571-301-929.000 | GRANT EXPENSE | TETRA TECH INC | SAW GRANT ENGINEERING SERVICES THROU | 8,341.61 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - WWT | OIL FILTER, OIL, LUBE, FLUID FILM | 127.76 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - WWT | OIL FILTER | 2.87 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | ADVANCE AUTO PARTS - WWT | LAWN/GARDEN BATTERY & CORE RETURN | 33.16 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | BOULLION SALES, INC. | CHAINSAW | 159.96 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|-----------------------|--------------------------|---------------------------------------|-----------|---------|
| Fund 571 WASTEWATER TREATMENT FUND | | | | | |
| Dept 301 OPERATING COSTS | | | | | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | OVERHEAD DOOR CO. OF WHI | INSTALL TWO NEW DOOR OPENERS | 1,890.00 | |
| 571-301-930.000 | REPAIRS & MAINTENANCE | UIS SCADA | REPLACE RED LION DISPLAYER | 4,680.00 | |
| 571-301-940.000 | RENTAL EQUIPMENT | U.S. BANK EQUIPMENT FINA | OFFICE, PD, WWTP & COM CTR COPIER LEA | 131.22 | |
| Total For Dept 301 OPERATING COSTS | | | | 26,311.74 | |
| Dept 333 TRANSPORTATION | | | | | |
| 571-333-860.000 | FUEL & MILEAGE | CORRIGAN OIL CO | 500 GAL ETHANOL | 1,205.15 | |
| Total For Dept 333 TRANSPORTATION | | | | 1,205.15 | |
| Total For Fund 571 WASTEWATER TREATMENT FUND | | | | 27,562.59 | |

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP
EXP CHECK RUN DATES 05/15/2019 - 05/15/2019
BOTH JOURNALIZED AND UNJOURNALIZED OPEN
BANK CODE: MIF

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|------------------------|-----------|
| Fund 101 GENERAL FUND | 73,861.66 |
| Fund 207 LAW ENFORCEME | 18,043.98 |
| Fund 216 MEDICAL RESCU | 9,883.79 |
| Fund 287 BUILDING DEPA | 1,545.00 |
| Fund 370 PUBLIC SAFETY | 981.34 |
| Fund 571 WASTEWATER TR | 27,562.59 |

| | |
|----------------------|-------------------|
| Total For All Funds: | <u>131,878.36</u> |
|----------------------|-------------------|

PAID

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------------|------|---------|---------------------------------|-----------------------------|--|-------------------------------|-------------------|----------------------------------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 04/10/2019 | MIF | 44693*# | VR0000622824 | ADVANCED DISPOSAL | COM CTR TRASH REMOVAL 4/1/19-6/30/ | 930.000 | 666 | 64.62 |
| 04/10/2019 | MIF | 44696 | 4119 | ASSESSMENT ADMIN. SERVICES, | ASSESSOR SERVICES APRIL 2019 | 818.000 | 257 | 8,045.00 |
| 04/10/2019 | MIF | 44699 | REIMBURSE | BENJAMIN GRIFFIN | DINNER FOR BOARD OF REVIEW 3/14/19 | 956.000 | 247 | 35.49 |
| 04/10/2019 | MIF | 44702*# | 0083771032719 0083763032419 | CHARTER COMMUNICATIONS | PSB & OFFICE PHONES 4/7/19-5/6/19 COM CTR TV, PHONES & INTERNET 4/4/ | 850.000 850.000 | 265 666 | 159.96 253.42 |
| CHECK MIF 44702 TOTAL FOR FU | | | | | | | | 413.38 |
| 04/10/2019 | MIF | 44703 | CLASSES | CHRISTINE STEWART | LINE DANCE FOR BEGINNERS MARCH 201 | 815.000 | 666 | 168.00 |
| 04/10/2019 | MIF | 44705 | CLASSES | DIANA MATTEUCCI | FLEXAGILITY & CARDIO DRUMMING MARC | 815.000 | 666 | 54.00 |
| 04/10/2019 | MIF | 44706 | 9100 116 2986 2 | DTE ENERGY | 9101 MAIN ST 1/24/19-3/22/19 | 920.000 | 666 | 276.73 |
| 04/10/2019 | MIF | 44707 | 9100 4059 5829 | DTE ENERGY | STREETLIGHTS 3/1/19-3/31/19 | 920.000 | 448 | 2,594.33 |
| 04/10/2019 | MIF | 44710 | MILEAGE | EMILY HOFSESS | MILEAGE TO POST OFFICE, BANK & TRE | 860.000 | 253 | 128.53 |
| 04/10/2019 | MIF | 44717 | MILEAGE | JAMES TURNER | CODE ENFORCEMENT MILEAGE FEB 2019 | 860.000 | 412 | 47.56 |
| 04/10/2019 | MIF | 44720 | MILEAGE | LARRY ROMAN | TRAINING 3/13/19 ROUND-TRIP TO FRA | 860.000 | 412 | 85.26 |
| 04/10/2019 | MIF | 44722# | 040319 040319 040319 | LISA LEMBLE | RECORDING SECRETARY SERVICE JAN-MA RECORDING SECRETARY SERVICE JAN-MA RECORDING SECRETARY SERVICE JAN-MA | 723.000 723.000 723.000 | 215 247 412 | 1,550.00 1,320.00 1,365.00 |
| CHECK MIF 44722 TOTAL FOR FU | | | | | | | | 4,235.00 |
| 04/10/2019 | MIF | 44723* | 5450 5509 | MCGRAW MORRIS P.C. | LEGAL SERVICES 11/2/18-1/29/19 LABOR ATTORNEY FEES 2/4/19-2/27/19 | 803.000 803.000 | 270 270 | 325.00 137.50 |
| CHECK MIF 44723 TOTAL FOR FU | | | | | | | | 462.50 |
| 04/10/2019 | MIF | 44724 | 21815-7 21601-29 21601-29 | MCKENNA ASSOCIATES | MASTER PLAN SERVICES FEB 2019 PLANNING & ZONING SERVICES FEB 201 PLANNING & ZONING SERVICES FEB 201 | 801.000 801.000 823.000 | 412 412 412 | 5,145.00 4,163.00 1,725.00 |
| CHECK MIF 44724 TOTAL FOR FU | | | | | | | | 11,033.00 |
| 04/10/2019 | MIF | 44726 | 60238 60236 | MICHIGAN ASSOC. OF PLANNING | SPRING INSTITUTE REGISTRATION - CH SPRING INSTITUTE REGISTRATION - IA | 957.000 957.000 | 412 412 | 150.00 150.00 |
| CHECK MIF 44726 TOTAL FOR FU | | | | | | | | 300.00 |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|---------------------|-----------------------------|------------------------------------|---------|------|-----------------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| 04/10/2019 | MIF | 44727 | MEMBERSHIP TRAINING | MICHIGAN GOVERNMENT FINANCE | CONTROLLER 2019 MEMBERSHIP TO MGFO | 807.000 | 172 | 120.00 |
| | | | | | CONTROLLER TRAINING REGISTRATION 4 | 957.000 | 172 | 90.00 |
| | | | | | CHECK MIF 44727 TOTAL FOR FU | | | <u>210.00</u> |
| 04/10/2019 | MIF | 44728*# | 32507 | MICRO TECH SERVICES INC | APRIL 2019 ALL EMAIL LICENSES & TW | 936.000 | 228 | 184.32 |
| | | | 32507 | | APRIL 2019 ALL EMAIL LICENSES & TW | 948.000 | 228 | 138.44 |
| | | | 32507 | | APRIL 2019 ALL EMAIL LICENSES & TW | 948.000 | 228 | 159.78 |
| | | | 32419 | | LASERJET MULTI-FUNCTION PRINTER | 727.000 | 257 | 372.25 |
| | | | 32507 | | APRIL 2019 ALL EMAIL LICENSES & TW | 936.000 | 666 | 3.98 |
| | | | 32508 | | COM CTR APRIL 2019 ANTIVIRUS MGMT | 936.000 | 666 | 17.10 |
| | | | | | CHECK MIF 44728 TOTAL FOR FU | | | <u>875.87</u> |
| 04/10/2019 | MIF | 44730# | 0002372619 | MLIVE MEDIA GROUP | ADS MARCH 2019 | 900.000 | 101 | 189.13 |
| | | | 0002372619 | | ADS MARCH 2019 | 900.000 | 412 | 198.38 |
| | | | | | CHECK MIF 44730 TOTAL FOR FU | | | <u>387.51</u> |
| 04/10/2019 | MIF | 44734 | CLASSES | PAT ZAJAC | TAI CHI JAN-MARCH 2019 | 815.000 | 666 | 95.20 |
| 04/10/2019 | MIF | 44735*# | 03/07/19 | PAUL E BURNS | LEGAL SERVICES FEB 2019 | 803.000 | 253 | 500.00 |
| | | | 040419 | | LEGAL SERVICES FOR MARCH 2019 | 803.000 | 253 | 500.00 |
| | | | 03/07/19 | | LEGAL SERVICES FEB 2019 | 803.000 | 270 | 6,297.76 |
| | | | 040419 | | LEGAL SERVICES FOR MARCH 2019 | 803.000 | 270 | 6,380.00 |
| | | | 03/07/19 | | LEGAL SERVICES FEB 2019 | 927.000 | 270 | (3,800.00) |
| | | | 040419 | | LEGAL SERVICES FOR MARCH 2019 | 927.000 | 270 | (3,800.00) |
| | | | | | CHECK MIF 44735 TOTAL FOR FU | | | <u>6,077.76</u> |
| 04/10/2019 | MIF | 44738 | XXXX XXXX XXXX 133 | PNC BANK | AVERILL 2/16/19-3/14/19: SIGNS FOR | 727.000 | 666 | 146.99 |
| | | | XXXX XXXX XXXX 133 | | AVERILL 2/16/19-3/14/19: SIGNS FOR | 812.000 | 666 | 300.00 |
| | | | XXXX XXXX XXXX 133 | | AVERILL 2/16/19-3/14/19: SIGNS FOR | 815.000 | 666 | 73.75 |
| | | | XXXX XXXX XXXX 133 | | AVERILL 2/16/19-3/14/19: SIGNS FOR | 822.000 | 666 | 94.99 |
| | | | | | CHECK MIF 44738 TOTAL FOR FU | | | <u>615.73</u> |
| 04/10/2019 | MIF | 44740 | 5885700 | QUILL CORP | OFFICE SUPPLIES: PRINTER TONER, CA | 727.000 | 265 | 137.45 |
| | | | 6272932 | | OFFICE SUPPLIES: PAPER TOWELS, TOI | 727.000 | 265 | 384.08 |
| | | | 6267441 | | OFFICE SUPPLIES: MOUSE PADS | 727.000 | 265 | 16.65 |
| | | | | | CHECK MIF 44740 TOTAL FOR FU | | | <u>538.18</u> |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 04/09/2019 - 05/09/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|------------------------|------|----------|------------------------------|------------------------------|------------------------------------|---------|------|--------------|--------|
| Fund: 101 GENERAL FUND | | | | | | | | | |
| 04/10/2019 | MIF | 44745 | REIMBURSE | THOMAS MONCHAK | LUNCH FOR BOARD OF REVIEW 3/12/19 | 956.000 | 247 | 18.86 | |
| 04/10/2019 | MIF | 44746 | FEB 2019 | TREEMORE ECOLOGY & LAND SERV | LAND PRESERVATION SERVICES FEB 201 | 800.000 | 270 | 45.00 | |
| 04/10/2019 | MIF | 44747*# | 380711895 | U.S. BANK EQUIPMENT FINANCE | OFFICE SMALL COPIER LEASE | 940.000 | 265 | 65.23 | |
| | | | 381519362 | | PD, OFFICE, WWTP & COM CTR COPIER | 940.000 | 265 | 191.01 | |
| | | | 381519362 | | PD, OFFICE, WWTP & COM CTR COPIER | 940.000 | 666 | 179.58 | |
| | | | CHECK MIF 44747 TOTAL FOR FU | | | | | | 435.82 |
| 04/10/2019 | MIF | 44751 | SFE-4781-080115 | WASHTENAW CNTY ENVIRONMENTAL | COM CTR FOOD SERVICE LICENSE APPLI | 822.000 | 666 | 256.00 | |
| 04/10/2019 | MIF | 44752 | 3318 | WASHTENAW CO EQUALIZATION & | E-SIZE DDA MAP | 727.000 | 265 | 15.00 | |
| 04/10/2019 | MIF | 44754 | 0063797-1389-1 | WASTE MANAGEMENT OF MI | DOG PARK WASTE REMOVAL 4/1/19-4/30 | 931.000 | 753 | 17.46 | |
| 04/11/2019 | MIF | 44756 | PURCHASE | GREENBRIAR GOLF CLUB & RV PA | 5 PICNIC TABLES - AS IS | | | ** VOIDED ** | |
| 04/17/2019 | MIF | 44758 | 04/09/19 | DTE ENERGY | STREETLIGHT REPLACEMENTS | 920.000 | 448 | 22,008.00 | |
| 04/17/2019 | MIF | 44761*# | 205645 | PRINTING SYSTEMS INC | ELECTIONS - TABLE TOP POLL BOOTHS | 727.000 | 191 | 164.00 | |
| 04/19/2019 | MIF | 419(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 | 1,187.86 | |
| | | | | | TOWNSHIP MANAGER DEPT. FICA | 715.000 | 172 | 476.61 | |
| | | | | | TOWNSHIP MANAGER PENSION | 718.000 | 172 | 288.46 | |
| | | | | | CONTROLLER WAGES | 722.000 | 172 | 2,203.20 | |
| | | | | | GENERAL CLERK WAGES | 701.000 | 215 | 480.77 | |
| | | | | | GENERAL DEPUTY CLERK WAGES | 703.000 | 215 | 1,643.42 | |
| | | | | | GENERAL CLERK FICA | 715.000 | 215 | 162.51 | |
| | | | | | 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 | 896.25 | |
| | | | | | GENERAL TREASURER FICA | 715.000 | 253 | 221.62 | |
| | | | | | GENERAL TREASURER PENSION | 718.000 | 253 | 152.00 | |
| | | | | | GENERAL JANITORIAL SALARIES | 710.000 | 265 | 681.10 | |
| | | | | | GENERAL JANITORIAL FICA | 715.000 | 265 | 52.10 | |
| | | | | | SUPPLIES | 727.000 | 265 | 30.25 | |
| | | | | | GENERAL ZONING SALARIES | 701.000 | 412 | 676.80 | |
| | | | | | GENERAL PLAN/ZBA/ZONING FICA | 715.000 | 412 | 123.68 | |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 04/09/2019 - 05/09/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|----------|---------|-----------------|------------------------------------|---------|------|------------------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| | | | | | ZONING PENSION | 718.000 | 412 | 67.68 |
| | | | | | CODE ENFORCEMENT SALARIES | 809.000 | 412 | 1,000.00 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 701.000 | 666 | 1,804.31 |
| | | | | | JANITORIAL SALARIES | 710.000 | 666 | 320.00 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 715.000 | 666 | 158.31 |
| | | | | | GENERAL COMM CENTER DIRECTOR PENSI | 718.000 | 666 | 180.43 |
| | | | | | CHECK MIF 419(E) TOTAL FOR F | | | <u>18,374.64</u> |
| 04/19/2019 | MIF | 420(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 | 1,187.86 |
| | | | | | TOWNSHIP MANAGER DEPT. FICA | 715.000 | 172 | 476.61 |
| | | | | | TOWNSHIP MANAGER PENSION | 718.000 | 172 | 288.46 |
| | | | | | CONTROLLER WAGES | 722.000 | 172 | 2,203.20 |
| | | | | | GENERAL CLERK WAGES | 701.000 | 215 | 480.77 |
| | | | | | GENERAL DEPUTY CLERK WAGES | 703.000 | 215 | 1,643.42 |
| | | | | | GENERAL CLERK FICA | 715.000 | 215 | 162.51 |
| | | | | | 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 | 896.25 |
| | | | | | GENERAL TREASURER FICA | 715.000 | 253 | 221.62 |
| | | | | | GENERAL TREASURER PENSION | 718.000 | 253 | 152.00 |
| | | | | | GENERAL JANITORIAL SALARIES | 710.000 | 265 | 681.10 |
| | | | | | GENERAL JANITORIAL FICA | 715.000 | 265 | 52.10 |
| | | | | | GENERAL PAYROLL FEE | 727.000 | 265 | 30.25 |
| | | | | | GENERAL ZONING SALARIES | 701.000 | 412 | 676.80 |
| | | | | | GENERAL PLAN/ZBA/ZONING FICA | 715.000 | 412 | 123.68 |
| | | | | | ZONING PENSION | 718.000 | 412 | 67.68 |
| | | | | | CODE ENFORCEMENT SALARIES | 809.000 | 412 | 1,000.00 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 701.000 | 666 | 1,804.31 |
| | | | | | JANITORIAL SALARIES | 710.000 | 666 | 320.00 |
| | | | | | GENERAL COMMUNITY CENTER DIRECTOR | 715.000 | 666 | 158.31 |
| | | | | | GENERAL COMM CENTER DIRECTOR PENSI | 718.000 | 666 | 180.43 |
| | | | | | CHECK MIF 420(E) TOTAL FOR F | | | <u>18,374.64</u> |
| 04/23/2019 | MIF | 44764*# | 1322694 | APPLIED IMAGING | OFFICE & PD COPIERS MAINT AGREEMET | 727.000 | 265 | 125.02 |
| | | | 1322678 | | WWTP & COM CTR COPIERS MAINT AGREE | 727.000 | 666 | 34.72 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 04/09/2019 - 05/09/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------|------|---------|--------------------|------------------------------|------------------------------------|---------|------|-------------------|
| Fund: 101 GENERAL FUND | | | | | | | | |
| | | | | | CHECK MIF 44764 TOTAL FOR FU | | | 159.74 |
| 04/23/2019 | MIF | 44765*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MAY 2019 | 716.000 | 172 | 1,785.56 |
| | | | 007011521-0001 | | SILVER PREMIUMS FOR MAY 2019 | 716.000 | 666 | 698.27 |
| | | | | | CHECK MIF 44765 TOTAL FOR FU | | | <u>2,483.83</u> |
| 04/23/2019 | MIF | 44766*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | PREMIUMS FOR MAY 2019 | 716.000 | 215 | (1,694.08) |
| | | | 007011521-0002 | | PREMIUMS FOR MAY 2019 | 716.000 | 412 | 483.70 |
| | | | | | CHECK MIF 44766 TOTAL FOR FU | | | <u>(1,210.38)</u> |
| 04/23/2019 | MIF | 44767*# | 0075124040919 | CHARTER COMMUNICATIONS | PEG STATION, PD & FD CABLE BOXES 4 | 850.000 | 265 | 10.51 |
| 04/23/2019 | MIF | 44768 | 24631109 | GREAT AMERICA FINANCIAL SVCS | COLOR PRINTER LEASE | 940.000 | 265 | 31.73 |
| 04/23/2019 | MIF | 44769*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MAY 2019 | 717.000 | 172 | 72.00 |
| | | | TM05946124 0001 | | PREMIUMS FOR MAY 2019 | 717.000 | 215 | 45.72 |
| | | | TM05946124 0001 | | PREMIUMS FOR MAY 2019 | 717.000 | 253 | 47.78 |
| | | | TM05946124 0001 | | PREMIUMS FOR MAY 2019 | 717.000 | 412 | 19.54 |
| | | | TM05946124 0001 | | PREMIUMS FOR MAY 2019 | 717.000 | 666 | 51.28 |
| | | | | | CHECK MIF 44769 TOTAL FOR FU | | | <u>236.32</u> |
| 04/23/2019 | MIF | 44771*# | 28632 | RW FIRE & SAFETY CO. | ANNUAL FIRE EXTINGUISHER INSPECTIO | 930.000 | 265 | 50.00 |
| | | | 28631 | | ANNUAL FIRE EXTINGUISHER INSPECTIO | 930.000 | 666 | 210.00 |
| | | | | | CHECK MIF 44771 TOTAL FOR FU | | | <u>260.00</u> |
| 04/23/2019 | MIF | 44772*# | XXXX XXXX XXXX 337 | STAPLES CREDIT PLAN | OFFICE, PD & FD SUPPLIES:: COPY PA | 727.000 | 265 | 57.27 |
| 04/23/2019 | MIF | 44774 | 1582B6196 | TRAVELERS CL REMITTANCE CENT | COM CTR LIABILITY INS POLICY RENEW | 910.000 | 265 | 539.00 |
| 04/23/2019 | MIF | 44776 | 3312 | WASHTENAW COUNTY TREASURER | 03/19 PRE INVOICE | 938.000 | 265 | 10.42 |
| 04/23/2019 | MIF | 44777 | NORTHFIELD ESTATES | WASHTENAW COUNTY TREASURER | MONTHLY LICENSE FEE MARCH 2019 | 214.000 | 000 | 1,165.00 |
| 05/08/2019 | MIF | 44783*# | 1000 0973 9812 | CONSUMERS ENERGY | 9101 MAIN ST. 3/21/19-4/22/19 | 920.000 | 666 | 68.15 |
| 05/08/2019 | MIF | 44787*# | 9100 116 2986 2 | DTE ENERGY | 9101 MAIN ST. 3/23/19-4/24/19 | 920.000 | 666 | 158.32 |
| 05/08/2019 | MIF | 44793 | CLASSES | LINDA HARTLEY | CHAIR YOGA & GENTLE YOGA JAN-MARCH | 815.000 | 666 | 470.00 |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|------------------------|------|---------|---------------------------------|------------------------------|------------------------------------|---------|------|----------|---------------|
| Fund: 101 GENERAL FUND | | | | | | | | | |
| 05/08/2019 | MIF | 44796*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER 3/20/19-4/17/19: FLASH DRIV | 850.000 | 265 | 45.00 | |
| 05/08/2019 | MIF | 44797# | XXXX XXXX XXXX 589 | PNC BANK | WILSON 4/1/19-4/17/19: NAMEPLATES, | 957.000 | 172 | 80.00 | |
| | | | XXXX XXXX XXXX 589 | | WILSON 4/1/19-4/17/19: NAMEPLATES, | 948.000 | 228 | 21.17 | |
| | | | XXXX XXXX XXXX 589 | | WILSON 4/1/19-4/17/19: NAMEPLATES, | 957.000 | 253 | 80.00 | |
| | | | XXXX XXXX XXXX 589 | | WILSON 4/1/19-4/17/19: NAMEPLATES, | 727.000 | 265 | 172.34 | |
| | | | CHECK MIF 44797 TOTAL FOR FU | | | | | | <u>353.51</u> |
| 05/08/2019 | MIF | 44799 | XXXX XXXX XXXX 133 | PNC BANK | AVERILL 3/21/19-4/15/19: SR NUTRIT | 727.000 | 666 | 67.81 | |
| | | | XXXX XXXX XXXX 133 | | AVERILL 3/21/19-4/15/19: SR NUTRIT | 815.000 | 666 | 118.12 | |
| | | | XXXX XXXX XXXX 133 | | AVERILL 3/21/19-4/15/19: SR NUTRIT | 822.000 | 666 | 184.46 | |
| | | | CHECK MIF 44799 TOTAL FOR FU | | | | | | <u>370.39</u> |
| 05/08/2019 | MIF | 44801 | 383228426 | U.S. BANK EQUIPMENT FINANCE | SMALL COPIER LEASE | 940.000 | 265 | 65.23 | |
| 05/08/2019 | MIF | 44802 | 9828741933 | VERIZON WIRELESS MESSAGING S | TWP MGR CELL SERVICE 3/24/19-4/23/ | 850.000 | 172 | 50.69 | |
| 05/08/2019 | MIF | 44804 | NORTHFIELD ESTATES | WASHTENAW COUNTY TREASURER | MONTHLY LICENSE FEE APRIL 2019 | 214.000 | 000 | 1,165.00 | |
| 05/09/2019 | MIF | 44805 | MILEAGE | YVETTE PATRICK | 4/11 CONFERENCE IN LANSING, 4/16 T | 860.000 | 172 | 165.76 | |
| | | | Total for fund 101 GENERAL FUND | | | | | | 103,108.56 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 04/09/2019 - 05/09/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--------------------------------|------|---------|--------------------|------------------------------|------------------------------------|---------|------|--------------|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | |
| 04/10/2019 | MIF | 44695* | 1741712 | ARBOR SPRINGS WATER CO INC | PD 4 - 5 GAL ARTESIAN WATER & RENT | 727.000 | 301 | 40.00 |
| 04/10/2019 | MIF | 44697 | 138255 | AUTO ONE | 2014 EXPLORER - WINDSHIELD | | | ** VOIDED ** |
| 04/10/2019 | MIF | 44698 | P12909948 | BATTERIES PLUS BULBS #389 | 12PK 3V LITHIUM | 727.000 | 301 | 24.99 |
| 04/10/2019 | MIF | 44704 | 24529 | CREATIVE CARS INC | 2015 EXPLORER ROTATE TIRES | 930.000 | 333 | 28.00 |
| | | | 24510 | | 2015 EXPLORER OIL CHANGE | 930.000 | 333 | 53.57 |
| | | | 24530 | | 2015 TAHOE LT OIL CHANGE | 930.000 | 333 | 74.48 |
| | | | | CHECK MIF 44704 TOTAL FOR FU | | | | 156.05 |
| 04/10/2019 | MIF | 44723* | 5450 | MCGRAW MORRIS P.C. | LEGAL SERVICES 11/2/18-1/29/19 | 803.000 | 270 | 4,702.50 |
| | | | 5509 | | LABOR ATTORNEY FEES 2/4/19-2/27/19 | 803.000 | 270 | 650.00 |
| | | | | CHECK MIF 44723 TOTAL FOR FU | | | | 5,352.50 |
| 04/10/2019 | MIF | 44728*# | 32507 | MICRO TECH SERVICES INC | APRIL 2019 ALL EMAIL LICENSES & TW | 972.000 | 301 | 77.90 |
| | | | 32509 | | PD APRIL 2019: OFF-SITE BACKUP, MG | 972.000 | 301 | 189.52 |
| | | | | CHECK MIF 44728 TOTAL FOR FU | | | | 267.42 |
| 04/10/2019 | MIF | 44732* | 20224137832 | NEXTIVA INC. | PD & FD PHONES 5/1/19-5/31/19 | 850.000 | 301 | 715.63 |
| 04/10/2019 | MIF | 44735*# | 03/07/19 | PAUL E BURNS | LEGAL SERVICES FEB 2019 | 803.000 | 270 | 3,300.00 |
| | | | 040419 | | LEGAL SERVICES FOR MARCH 2019 | 803.000 | 270 | 3,300.00 |
| | | | | CHECK MIF 44735 TOTAL FOR FU | | | | 6,600.00 |
| 04/10/2019 | MIF | 44736 | ACCT 500132 | PETER'S HARDWARE HAMBURG - P | INVOICE # 13684: DRILL BIT SET, TO | 727.000 | 301 | 47.83 |
| 04/10/2019 | MIF | 44742 | MILEAGE | SHANNON CLARK | TRAINING IN TAYLOR, MI 3/12/19 - R | 860.000 | 333 | 52.43 |
| 04/10/2019 | MIF | 44743 | MILEAGE | SUE HAMILTON | TRAINING IN TAYLOR, MI 3/13/19 - R | 860.000 | 333 | 52.43 |
| 04/10/2019 | MIF | 44747*# | 381519362 | U.S. BANK EQUIPMENT FINANCE | PD, OFFICE, WWTP & COM CTR COPIER | 940.000 | 301 | 217.39 |
| 04/10/2019 | MIF | 44750 | 34982 | VAL'S SERVICE STATION | 2017 TAHOE - FRONT BREAKS & ROTORS | 930.000 | 333 | 629.94 |
| 04/10/2019 | MIF | 44753 | MUNIS INVOICE 3295 | WASHTENAW COUNTY TREASURER O | DISPATCH SERVICES APRIL 2019 | 820.000 | 301 | 5,437.25 |
| 04/17/2019 | MIF | 44759 | NOTARY FEE | MICHIGAN DEPT OF STATE | FEE FOR SHANNON TO BECOME NOTARY P | 727.000 | 301 | 10.00 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
 CHECK DATE FROM 04/09/2019 - 05/09/2019
 Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--------------------------------|------|----------|--------------------|------------------------------|------------------------------------|---------|------|------------------|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | |
| 04/19/2019 | MIF | 419(E)*# | | PAYROLL | SALARIES | 701.000 | 226 | 3,413.71 |
| 04/19/2019 | MIF | 420(E)*# | | PAYROLL | LAW ENFORCEMENT SUPERVISORS WAGES | 701.000 | 226 | 2,988.00 |
| | | | | | LAW ENFORCEMENT FULL-TIME WAGES | 702.000 | 226 | 19,572.65 |
| | | | | | LAW ENFORCEMENT CLERICAL WAGES | 704.000 | 226 | 3,510.40 |
| | | | | | LAW ENFORCEMENT PART-TIME WAGES | 708.000 | 226 | 3,353.82 |
| | | | | | JANITORIAL SALARIES | 710.000 | 226 | 765.00 |
| | | | | | LAW ENFORCEMENT OVER-TIME WAGES | 711.000 | 226 | 1,856.71 |
| | | | | | LAW ENFORCEMENT FICA | 715.000 | 226 | 2,423.09 |
| | | | | | PENSION | 718.000 | 226 | 2,760.48 |
| | | | | | LAW ENFORCEMENT PAYROLL FEE | 727.000 | 301 | 46.12 |
| | | | | CHECK MIF 420(E) TOTAL FOR F | | | | <u>37,276.27</u> |
| 04/23/2019 | MIF | 421(E)# | | PAYROLL | SOCIAL SECURITY | 715.000 | 226 | 726.75 |
| | | | | | SIGNING BONUS | 734.000 | 226 | 9,500.00 |
| | | | | | SUPPLIES | 727.000 | 301 | 65.30 |
| | | | | CHECK MIF 421(E) TOTAL FOR F | | | | <u>10,292.05</u> |
| 04/23/2019 | MIF | 44764*# | 1322694 | APPLIED IMAGING | OFFICE & PD COPIERS MAINT AGREEMET | 727.000 | 301 | 33.07 |
| 04/23/2019 | MIF | 44765*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MAY 2019 | 716.000 | 226 | 9,432.26 |
| 04/23/2019 | MIF | 44766*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | PREMIUMS FOR MAY 2019 | 716.000 | 226 | 813.64 |
| 04/23/2019 | MIF | 44767*# | 0075124040919 | CHARTER COMMUNICATIONS | PEG STATION, PD & FD CABLE BOXES 4 | 850.000 | 301 | 30.00 |
| 04/23/2019 | MIF | 44769*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MAY 2019 | 717.000 | 226 | 712.66 |
| 04/23/2019 | MIF | 44770 | 712564640 | OCCUPATIONAL HEALTH CENTERS | PIATT PRE-HIRE PHYSICAL | 730.000 | 226 | 127.50 |
| 04/23/2019 | MIF | 44772*# | XXXX XXXX XXXX 337 | STAPLES CREDIT PLAN | OFFICE, PD & FD SUPPLIES:: COPY PA | 727.000 | 301 | 197.64 |
| 04/23/2019 | MIF | 44773 | 551-535715 | STATE OF MICHIGAN | SEX OFFENDER REGISTRY MARCH 2019 | 214.000 | 000 | 120.00 |
| 04/23/2019 | MIF | 44775* | 9827534461 | VERIZON WIRELESS MESSAGING S | PD CELL SERVICE 3/5/19-4/4/19 | 850.000 | 301 | 547.16 |
| 04/23/2019 | MIF | 44778 | 5006158437 | WELLS FARGO FINANCIAL LEASIN | PD PRINTER LEASES 4/8/19-5/7/19 | 972.000 | 301 | 209.68 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 04/09/2019 - 05/09/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|--------------------------------|------|---------|--------------------|------------------------------|---|---------|------|---------------|
| Fund: 207 LAW ENFORCEMENT FUND | | | | | | | | |
| 05/08/2019 | MIF | 44796*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER 3/20/19-4/17/19: FLASH DRIV | 727.000 | 301 | 171.65 |
| | | | XXXX XXXX XXXX 327 | | WAGNER 3/20/19-4/17/19: FLASH DRIV | 818.000 | 301 | 200.00 |
| | | | | CHECK MIF 44796 TOTAL FOR FU | | | | <u>371.65</u> |
| 05/08/2019 | MIF | 44803 | 5431 | WASHTENAW COMMUNITY COLLEGE | SMALL UNMANNED AIRCRAFT SYSTEMS - | 957.000 | 226 | 225.00 |
| 05/09/2019 | MIF | 44806 | 58882011 | WEX BANK | PD FUEL CHARGES APRIL 2019 | 860.000 | 333 | 1,729.44 |
| | | | | | Total for fund 207 LAW ENFORCEMENT FUND | | | 85,135.59 |

User: JEN
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CHECK DATE FROM 04/09/2019 - 05/09/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-------------------------------|------|----------|--------------------|------------------------------|------------------------------------|---------|------|---------------|
| Fund: 216 MEDICAL RESCUE FUND | | | | | | | | |
| 04/10/2019 | MIF | 44692 | 2716-287123 | ADVANCE AUTO PARTS - FD | OIL ABSORBENT | 930.000 | 333 | 174.60 |
| | | | 2716-286577 | | XTRACLEAR | 930.000 | 333 | 22.76 |
| | | | | CHECK MIF 44692 TOTAL FOR FU | | | | <u>197.36</u> |
| 04/10/2019 | MIF | 44693*# | VR0000622237 | ADVANCED DISPOSAL | STATION 2 TRASH REMOVAL 4/1/19-6/3 | 930.000 | 301 | 59.95 |
| 04/10/2019 | MIF | 44694 | 19-004 | ANN ARBOR TWP FIRE DEPT | JACOB DENTEL - ICE RESCUE PROGRAM | 957.000 | 226 | 75.00 |
| 04/10/2019 | MIF | 44695* | 1741711 | ARBOR SPRINGS WATER CO INC | FD 1 - 5 GAL ARTESIAN WATER | 727.000 | 301 | 6.50 |
| 04/10/2019 | MIF | 44700 | 83149758 | BOUND TREE MEDICAL LLC | LANCETS, TAPE, INSTA-GLUCOSE, RING | 727.000 | 301 | 145.74 |
| 04/10/2019 | MIF | 44709 | INV06814 | EMERGENT HEALTH PARTNERS | FIRE DISPATCHING SERVICES APR 2019 | 820.000 | 301 | 918.82 |
| 04/10/2019 | MIF | 44711 | 1188 | FIRE WRENCH OF MICHIGAN, LLC | ENGINE 82 REPAIR TO LADDER RACK | 930.000 | 333 | 401.79 |
| 04/10/2019 | MIF | 44728*# | 32507 | MICRO TECH SERVICES INC | APRIL 2019 ALL EMAIL LICENSES & TW | 972.000 | 301 | 81.88 |
| | | | 32510 | | FD APRIL 2019: MGMT SERVICES | 972.000 | 301 | 22.80 |
| | | | | CHECK MIF 44728 TOTAL FOR FU | | | | <u>104.68</u> |
| 04/10/2019 | MIF | 44732* | 20224137832 | NEXTIVA INC. | PD & FD PHONES 5/1/19-5/31/19 | 850.000 | 301 | 290.00 |
| 04/10/2019 | MIF | 44733 | 712585037 | OCCUPATIONAL HEALTH CENTERS | FIRE FIGHTER PHYSICAL - SAM WALSH | 730.000 | 226 | 193.50 |
| 04/10/2019 | MIF | 44741 | REPAIR | SCHAFFER & BIERLEIN | REPAIR TO VEHICLE CLIPPED BY FIRE | 930.000 | 333 | 360.19 |
| 04/10/2019 | MIF | 44755 | 2836691 | ZOLL MEDICAL CORPORATION | LIFEBAND 3 PK | 727.000 | 301 | 836.18 |
| 04/17/2019 | MIF | 44760 | 50783070 | MOORE MEDICAL LLC | RESUSCITATOR | 727.000 | 301 | 13.97 |
| 04/17/2019 | MIF | 44762 | XXXX XXXX XXXX 485 | TRACTOR SUPPLY CREDIT PLAN | CHARGES 3/10/19-3/24/19: LOCK NUTS | 727.000 | 301 | 25.74 |
| 04/19/2019 | MIF | 419(E)*# | | PAYROLL | FIRE PENSION | 718.000 | 226 | 341.37 |
| 04/19/2019 | MIF | 420(E)*# | | PAYROLL | FIRE CHIEF SALARY | 701.000 | 226 | 3,413.71 |
| | | | | | FIRE PART-TIME WAGES | 702.000 | 226 | 5,208.00 |
| | | | | | FIRE ADMIN WAGES | 705.000 | 226 | 94.72 |
| | | | | | FIRE PAID-ON-CALL WAGES | 708.000 | 226 | 1,380.14 |
| | | | | | FIRE FICA | 715.000 | 226 | 779.30 |
| | | | | | FIRE PENSION | 718.000 | 226 | 341.37 |
| | | | | | FIRE TRAINING WAGES | 958.000 | 226 | 247.00 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 04/09/2019 - 05/09/2019
Banks: MIF

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|-------------------------------|------|---------|--------------------|------------------------------|--|---------|------|------------------|
| Fund: 216 MEDICAL RESCUE FUND | | | | | | | | |
| | | | | | FIRE PAYROLL FEE | 727.000 | 301 | 50.86 |
| | | | | | CHECK MIF 420(E) TOTAL FOR F | | | <u>11,515.10</u> |
| 04/23/2019 | MIF | 44765*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MAY 2019 | 716.000 | 226 | 1,545.66 |
| 04/23/2019 | MIF | 44767*# | 0075124040919 | CHARTER COMMUNICATIONS | PEG STATION, PD & FD CABLE BOXES 4 | 850.000 | 301 | 15.00 |
| 04/23/2019 | MIF | 44769*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MAY 2019 | 717.000 | 226 | 83.13 |
| 04/23/2019 | MIF | 44772*# | XXXX XXXX XXXX 337 | STAPLES CREDIT PLAN | OFFICE, PD & FD SUPPLIES:: COPY PA | 727.000 | 301 | 73.98 |
| 04/23/2019 | MIF | 44775* | 9827679397 | VERIZON WIRELESS MESSAGING S | FD CELL SERVICE 3/8/19-4/7/19 | 850.000 | 301 | 218.34 |
| 04/23/2019 | MIF | 44779 | 58722015 | WEX BANK | FD FUEL CHARGES MARCH 2019 | 860.000 | 333 | 897.30 |
| 05/08/2019 | MIF | 44782* | 0080645042319 | CHARTER COMMUNICATIONS | STATION 2 INTERNET 4/23/19-5/22/19 | 850.000 | 301 | 99.98 |
| 05/08/2019 | MIF | 44785 | 0329161-IN | CORRIGAN PROPANE CO. | 500 GAL PROPANE 2/23/19 | 920.000 | 301 | 826.45 |
| 05/08/2019 | MIF | 44787*# | 9100 142 3069 2 | DTE ENERGY | 2727 E NORTH TERRITORIAL RD 3/21/1 | 920.000 | 301 | 130.25 |
| 05/08/2019 | MIF | 44796*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER 3/20/19-4/17/19: FLASH DRIV | 957.000 | 226 | 20.00 |
| | | | XXXX XXXX XXXX 327 | | WAGNER 3/20/19-4/17/19: FLASH DRIV | 727.000 | 301 | 59.50 |
| | | | XXXX XXXX XXXX 327 | | WAGNER 3/20/19-4/17/19: FLASH DRIV | 851.000 | 301 | 16.45 |
| | | | XXXX XXXX XXXX 327 | | WAGNER 3/20/19-4/17/19: FLASH DRIV | 930.000 | 333 | 561.15 |
| | | | | | CHECK MIF 44796 TOTAL FOR FU | | | <u>657.10</u> |
| | | | | | Total for fund 216 MEDICAL RESCUE FUND | | | 20,033.08 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 04/09/2019 - 05/09/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|-----------------|------------------|------------------------------------|---------|------|----------|
| Fund: 217 PSB - RENTAL PROPERTY FUND | | | | | | | | |
| 04/10/2019 | MIF | 44721 | REFUND 10 | LAWNET | CONSTRUCTION REIMBURSEMENT APRIL 2 | 908.000 | 000 | 810.84 |
| 05/08/2019 | MIF | 44783*# | 1000 0012 0517 | CONSUMERS ENERGY | 8350 MAIN ST 3/21/19-4/22/19 | 920.000 | 000 | 114.00 |
| 05/08/2019 | MIF | 44787*# | 9100 212 3306 9 | DTE ENERGY | 8350 MAIN ST. 3/23/19-4/24/19 | 920.000 | 000 | 185.03 |
| Total for fund 217 PSB - RENTAL PROPERTY FUND | | | | | | | | 1,109.87 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP
CHECK DATE FROM 04/09/2019 - 05/09/2019
Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------------------|------|----------|-----------------|---|------------------------------------|---------|------|----------|
| Fund: 287 BUILDING DEPARTMENT FUND | | | | | | | | |
| 04/10/2019 | MIF | 44737 | 0000004915 | PITTSFIELD TOWNSHIP | BLDG INSPECTIONS FEB 2019 | 725.000 | 261 | 880.00 |
| | | | 0000004915 | | BLDG INSPECTIONS FEB 2019 | 737.000 | 261 | 580.20 |
| | | | | CHECK MIF 44737 TOTAL FOR FU | | | | 1,460.20 |
| 04/19/2019 | MIF | 419(E)*# | | PAYROLL | BUILDING SALARIES | 703.000 | 226 | 1,015.20 |
| | | | | | BUILDING FICA | 715.000 | 226 | 77.66 |
| | | | | | BUILDING PENSION | 718.000 | 226 | 101.52 |
| | | | | CHECK MIF 419(E) TOTAL FOR F | | | | 1,194.38 |
| 04/19/2019 | MIF | 420(E)*# | | PAYROLL | BUILDING SALARIES | 703.000 | 226 | 1,015.20 |
| | | | | | BUILDING FICA | 715.000 | 226 | 74.60 |
| | | | | | BUILDING PENSION | 718.000 | 226 | 101.52 |
| | | | | CHECK MIF 420(E) TOTAL FOR F | | | | 1,191.32 |
| 04/23/2019 | MIF | 44766*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | PREMIUMS FOR MAY 2019 | 716.000 | 226 | 725.54 |
| 04/23/2019 | MIF | 44767*# | 0083748040919 | CHARTER COMMUNICATIONS | BLDG DEPT & PSB PHONES & INTERNET | 850.000 | 301 | 39.99 |
| 04/23/2019 | MIF | 44769*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MAY 2019 | 717.000 | 226 | 29.31 |
| 05/08/2019 | MIF | 44786 | INSPECTIONS | DINO BONA | ELECTRICAL INSPECTIONS APRIL 2019 | 725.000 | 301 | 225.00 |
| 05/08/2019 | MIF | 44791 | INSPECTIONS | ELECTRICAL CODE SERVICES LLC | ELECTRICAL INSPECTIONS APRIL 2019 | 725.000 | 301 | 675.00 |
| 05/08/2019 | MIF | 44792 | INSPECTIONS | LEONARD DONALD CZINSKI | PLUMBING AND HEATING INSPECTIONS A | 725.000 | 301 | 1,935.00 |
| | | | | Total for fund 287 BUILDING DEPARTMENT FUND | | | | 7,475.74 |

User: JEN

CHECK DATE FROM 04/09/2019 - 05/09/2019

DB: Northfield

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
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| Fund: 370 PUBLIC SAFETY BLDG DEBT FD - 2022 | | | | | | | | |
| 04/10/2019 | MIF | 44693*# | VR0000622245 | ADVANCED DISPOSAL | PSB TRASH REMOVAL 4/1/19-6/30/19 | 930.000 | 301 | 147.31 |
| 04/10/2019 | MIF | 44702*# | 0083771032719 | CHARTER COMMUNICATIONS | PSB & OFFICE PHONES 4/7/19-5/6/19 | 850.000 | 301 | 119.97 |
| 04/10/2019 | MIF | 44715 | XXXX XXXX XXXX 367 | HOME DEPOT CREDIT SERVICES | WAGNER CHARGE 03/04/19: FAUCET | 930.000 | 301 | 73.00 |
| 04/10/2019 | MIF | 44739 | 1290 | PURE WINDOW WASHING | PSB ENTRANCEWAY 3/12/19 | 930.000 | 301 | 10.00 |
| | | | 1779 | | PSB ENTRANCEWAY 3/27/19 | 930.000 | 301 | 10.00 |
| | | | | | CHECK MIF 44739 TOTAL FOR FU | | | 20.00 |
| 04/23/2019 | MIF | 44763 | 254986 | ALLSTAR ALARM LLC | CENTRAL MONITORING 5/1/19-7/31/19 | 818.000 | 301 | 261.00 |
| 04/23/2019 | MIF | 44767*# | 0083748040919 | CHARTER COMMUNICATIONS | BLDG DEPT & PSB PHONES & INTERNET | 850.000 | 301 | 234.94 |
| 04/23/2019 | MIF | 44771*# | 28630 | RW FIRE & SAFETY CO. | ANNUAL FIRE EXTINGUISHER INSPECTIO | 930.000 | 301 | 842.60 |
| 05/08/2019 | MIF | 44780 | 734449030604 | AT&T | ELEVATOR PHONE 3/26/19-4/25/19 | 850.000 | 301 | 84.62 |
| 05/08/2019 | MIF | 44782* | 0049525050119 | CHARTER COMMUNICATIONS | PSB INTERNET & PHONE 5/1/19-5/31/1 | 850.000 | 301 | 164.97 |
| 05/08/2019 | MIF | 44783*# | 1000 0012 0517 | CONSUMERS ENERGY | 8350 MAIN ST 3/21/19-4/22/19 | 920.000 | 301 | 1,152.70 |
| 05/08/2019 | MIF | 44787*# | 9100 212 3306 9 | DTE ENERGY | 8350 MAIN ST. 3/23/19-4/24/19 | 920.000 | 301 | 3,493.70 |
| 05/08/2019 | MIF | 44796*# | XXXX XXXX XXXX 327 | PNC BANK | WAGNER 3/20/19-4/17/19: FLASH DRIV | 727.000 | 301 | 54.04 |
| | | | | | Total for fund 370 PUBLIC SAFETY BLDG DEBT FD | | | 6,648.85 |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-------------------------------------|------|----------|---------------|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 571 WASTEWATER TREATMENT FUND | | | | | | | | |
| 04/10/2019 | MIF | 44701 | 0319-106698 | BRIGHTON ANALYTICAL ASSOCIAT | SELENIUM, AMMONIA & PHOSPHORUS | 817.000 | 301 | 60.00 |
| 04/10/2019 | MIF | 44702*# | 0077545032619 | CHARTER COMMUNICATIONS | WWTP PHONES & INTERNET 4/6/19-5/5/ | 850.000 | 301 | 274.93 |
| 04/10/2019 | MIF | 44708 | 277477 | ELHORN ENGINEERING CO. | EL-CHLOR 5 GAL CARBOY (12) | 740.000 | 301 | 272.00 |
| 04/10/2019 | MIF | 44712 | 114038395 | GLOBAL EQUIPMENT COMPANY, IN | 6-WHEEL PLATFORM TRUCK | 930.000 | 301 | 523.42 |
| 04/10/2019 | MIF | 44713 | 9103262565 | GRAINGER, INC. | 6 FUSES | 930.000 | 301 | 638.90 |
| 04/10/2019 | MIF | 44714 | 506 | HAMBURG TOWNSHIP | STATOR & LINER, GOOSENECK GROMMET | 819.000 | 301 | 143.50 |
| 04/10/2019 | MIF | 44716 | 21289 | HONOR-PLUMBING & SEWER SERVI | INSTALL VALVES AND HOSE CONNECTION | 930.000 | 301 | 300.00 |
| 04/10/2019 | MIF | 44718 | 3811 | JOE RAICA EXCAVATING, INC. | WATER MAIN REPAIR | 930.000 | 301 | 2,934.18 |
| 04/10/2019 | MIF | 44719 | 609338 | KENNEDY INDUSTRIES INC | 2 CHLOROPRENE PLUGS | 930.000 | 301 | 1,460.06 |
| 04/10/2019 | MIF | 44725 | MILEAGE | MICHAEL SPIRL | MILEAGE ROUND-TRIP TO CONFERENCE I | 957.000 | 226 | 150.80 |
| 04/10/2019 | MIF | 44728*# | 32507 | MICRO TECH SERVICES INC | APRIL 2019 ALL EMAIL LICENSES & TW | 948.000 | 228 | 7.96 |
| | | | 32511 | | WWTP APRIL 2019: MGMT SERVICES & A | 948.000 | 228 | 37.90 |
| | | | | | CHECK MIF 44728 TOTAL FOR FU | | | 45.86 |
| 04/10/2019 | MIF | 44731 | 421138 | NCL OF WISCONSIN, INC. | AMMONIA, LIQUINOX DETERGENT, AMMON | 740.000 | 301 | 467.84 |
| 04/10/2019 | MIF | 44744 | 51418741 | TETRA TECH INC | SAW GRANT - PROFESSIONAL SERVICES | 929.000 | 301 | 16,529.26 |
| 04/10/2019 | MIF | 44747*# | 381519362 | U.S. BANK EQUIPMENT FINANCE | PD, OFFICE, WWTP & COM CTR COPIER | 940.000 | 301 | 131.22 |
| 04/10/2019 | MIF | 44748 | 530356402 | UIS SCADA | TROUBLESHOOT BOILER OVERTEMP ISSUE | 930.000 | 301 | 278.00 |
| 04/10/2019 | MIF | 44749# | BOND PAYMENT | US BANK, N.A. | 2004B LGLP-SRS-NORTHFIELD TWP #5 | 302.000 | 000 | 45,000.00 |
| | | | BOND PAYMENT | | 2004B LGLP-SRS-NORTHFIELD TWP #5 | 989.000 | 528 | 4,275.00 |
| | | | | | CHECK MIF 44749 TOTAL FOR FU | | | 49,275.00 |
| 04/17/2019 | MIF | 44757 | VR0000624701 | ADVANCED DISPOSAL | WWTP TRASH REMOVAL 4/1/19-6/30/19 | 930.000 | 301 | 242.95 |
| 04/17/2019 | MIF | 44761*# | 205735 | PRINTING SYSTEMS INC | UTILITY BILLS | 727.000 | 301 | 454.45 |
| 04/19/2019 | MIF | 419(E)*# | | PAYROLL | SEWER SUPERINTENDENT WAGES | 701.000 | 226 | 2,545.68 |
| | | | | | SEWER ON CALL/PAGER WAGES | 747.000 | 226 | 420.00 |
| | | | | | CHECK MIF 419(E) TOTAL FOR F | | | 2,965.68 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 04/09/2019 - 05/09/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-------------------------------------|------|-----------|-----------------|------------------------------|------------------------------------|---------|------|------------------|
| Fund: 571 WASTEWATER TREATMENT FUND | | | | | | | | |
| 04/19/2019 | MIF | 420 (E)*# | | PAYROLL | SEWER SUPERINTENDENT WAGES | 701.000 | 226 | 2,545.68 |
| | | | | | SEWER FULL-TIME WAGES | 702.000 | 226 | 7,223.23 |
| | | | | | SEWER OVERTIME | 711.000 | 226 | 131.53 |
| | | | | | SEWER FICA | 715.000 | 226 | 788.36 |
| | | | | | SEWER PENSION | 718.000 | 226 | 976.88 |
| | | | | | SEWER ON CALL/PAGER WAGES | 747.000 | 226 | 315.00 |
| | | | | | SEWER PAYROLL FEE | 727.000 | 301 | 13.52 |
| | | | | | SEWER COMMUNICATION PAY | 850.000 | 301 | 175.00 |
| | | | | | CHECK MIF 420 (E) TOTAL FOR F | | | <u>12,169.20</u> |
| 04/23/2019 | MIF | 44764*# | 1322678 | APPLIED IMAGING | WWTP & COM CTR COPIERS MAINT AGREE | 727.000 | 301 | 16.27 |
| 04/23/2019 | MIF | 44765*# | 007011521-0001 | BLUE CROSS BLUE SHIELD OF MI | SILVER PREMIUMS FOR MAY 2019 | 716.000 | 226 | 1,452.11 |
| 04/23/2019 | MIF | 44766*# | 007011521-0002 | BLUE CROSS BLUE SHIELD OF MI | PREMIUMS FOR MAY 2019 | 716.000 | 226 | 4,112.07 |
| 04/23/2019 | MIF | 44769*# | TM05946124 0001 | METLIFE - GROUP BENEFITS | PREMIUMS FOR MAY 2019 | 717.000 | 226 | 261.80 |
| 05/08/2019 | MIF | 44781 | I0527853 | ATCO INTERNATIONAL | 6 Q ALL-PRO | 740.000 | 301 | 67.00 |
| 05/08/2019 | MIF | 44783*# | 1000 0950 4497 | CONSUMERS ENERGY | 427 E NORTH TERRITORIAL 3/16/19-4/ | 920.000 | 301 | 13.89 |
| | | | 1000 6159 0814 | | 11615 E SHORE DR 5/22/19-4/22/19 | 920.000 | 301 | 16.59 |
| | | | 1000 1171 6543 | | 11500 LEMEN RD #B 3/22/19-4/22/19 | 920.000 | 301 | 179.11 |
| | | | 1000 1171 7061 | | 11500 LEMEN RD #C 3/22/19-4/22/19 | 920.000 | 301 | 109.76 |
| | | | 1000 0950 4588 | | 7647 EDMUND ST. 3/21/19-4/22/19 | 920.000 | 301 | 85.61 |
| | | | 1000 0950 4356 | | 601 RAYMOND DR #GEN 3/21/19-4/22/1 | 920.000 | 301 | 87.22 |
| | | | 1000 0950 4273 | | 8076 WHITMORE LAKE RD 3/21/19-4/22 | 920.000 | 301 | 86.15 |
| | | | 1000 0012 4642 | | 11500 LEMEN RD #A 3/22/19-4/22/19 | 920.000 | 301 | 1,325.39 |
| | | | | | CHECK MIF 44783 TOTAL FOR FU | | | <u>1,903.72</u> |
| 05/08/2019 | MIF | 44787*# | 9100 116 3062 1 | DTE ENERGY | 925 8 MILE RD PERM 3/23/19-4/24/19 | 920.000 | 301 | 1,352.05 |
| | | | 9100 116 3039 9 | | 11615 E SHORE DR 3/22/19-4/22/19 | 920.000 | 301 | 302.07 |
| | | | 9100 116 2944 1 | | 7647 EDMUND ST. 3/23/19-4/24/19 | 920.000 | 301 | 82.75 |
| | | | 9100 116 2958 1 | | 10201 ELMCREST RD. 3/23/19-4/24/19 | 920.000 | 301 | 52.24 |
| | | | 9100 116 2973 0 | | 8076 MAIN ST. 3/23/19-4/24/19 | 920.000 | 301 | 150.67 |
| | | | 9100 116 2999 5 | | 601 RAYMOND 3/23/19-4/24/19 | 920.000 | 301 | 63.43 |
| | | | 9100 116 3014 2 | | 11380 N SHORE DR 3/23/19-4/24/19 | 920.000 | 301 | 132.36 |
| | | | 9100 116 3026 6 | | 11591 N SHORE DR. 3/23/19-4/24/19 | 920.000 | 301 | 45.42 |

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP

CHECK DATE FROM 04/09/2019 - 05/09/2019

Banks: MIF

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount | |
|-------------------------------------|------|---------|--|------------------------------|------------------------------------|---------|------|----------|------------|
| Fund: 571 WASTEWATER TREATMENT FUND | | | | | | | | | |
| | | | 9100 116 3052 2 | | 11800 N MAIN ST. 3/23/19-4/24/19 | 920.000 | 301 | 145.07 | |
| | | | 9100 116 3093 6 | | 7941 TURNBERRY 3/23/19-4/24/19 | 920.000 | 301 | 49.90 | |
| | | | 9100 116 3078 7 | | 9081 LAKE PINE DR. 3/21/19-4/18/19 | 920.000 | 301 | 42.90 | |
| | | | 9100 116 3105 8 | | 9225 LAKE PINE DR. 3/21/19-4/18/19 | 920.000 | 301 | 457.87 | |
| | | | 9100 116 7798 6 | | 427 E NORTH TERRITORIAL RD 3/21/1 | 920.000 | 301 | 144.58 | |
| | | | CHECK MIF 44787 TOTAL FOR FU | | | | | | 3,021.31 |
| 05/08/2019 | MIF | 44790 | 9100 4000 5506 | DTE ENERGY | 11500 LEMEN RD PRIMARY SUPPLY RATE | 920.000 | 301 | 5,520.42 | |
| 05/08/2019 | MIF | 44794 | 05/08/2019 | NORTHFIELD ESTATES | UB refund for account: 673015 | 214.000 | 000 | 19.61 | |
| | | | 05/08/2019 | | UB refund for account: 673194 | 214.000 | 000 | 99.22 | |
| | | | 05/08/2019 | | UB refund for account: 673328 | 214.000 | 000 | 99.22 | |
| | | | 05/08/2019 | | UB refund for account: 673530 | 214.000 | 000 | 21.57 | |
| | | | 05/08/2019 | | UB refund for account: 673068 | 214.000 | 000 | 99.22 | |
| | | | CHECK MIF 44794 TOTAL FOR FU | | | | | | 338.84 |
| 05/08/2019 | MIF | 44795 | 14246 &14375 | PETER'S HARDWARE HAMBURG - W | ACCOUNT 500026 | 930.000 | 301 | 104.41 | |
| 05/08/2019 | MIF | 44798 | XXXX XXXX XXXX 588 | PNC BANK | WILLIS 3/21/19-4/9/19: UTILITY SI | 740.000 | 301 | 85.96 | |
| | | | XXXX XXXX XXXX 588 | | WILLIS 3/21/19-4/9/19: UTILITY SI | 741.000 | 301 | 96.45 | |
| | | | XXXX XXXX XXXX 588 | | WILLIS 3/21/19-4/9/19: UTILITY SI | 930.000 | 301 | 219.00 | |
| | | | CHECK MIF 44798 TOTAL FOR FU | | | | | | 401.41 |
| 05/08/2019 | MIF | 44800 | 88624 | SHARE CORP. | INSECTICIDE, HIGH VOLTAGE SCREWDRI | 930.000 | 301 | 374.25 | |
| | | | TOTAL - ALL FUNDS | | | | | | 106,890.86 |
| | | | Total for fund 571 WASTEWATER TREATMENT FUND | | | | | | 330,402.55 |

'*'-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

April 2019

Northfield Township Fire Department

Statistical Report

Responses April 2019: 45

Responses April 2018: 43

Fire Calls: 11

Structure Fires 6

Vehicle Fire 0

Fire Alarms 2

Outside fire 3

Smoke investigation 0

Emergency Medical Calls: 23

Chest Pain 2

Difficulty Breathing 2

Unconscious/Cardiac Arrest 2

Diabetic/ Seizure 2

Trauma 4

Overdose 0

Abdominal pain 0

Other 11

Motor Vehicle Accidents: 5

Injury Crashes 2

Unknown 3

Pin In 0

2025 RELEASE UNDER E.O. 14176

Public Service calls: 7

| | |
|-----------------------|---|
| Electrical wire down | 2 |
| Gasoline Spill | 1 |
| Carbon Monoxide Alarm | 1 |
| Trees down | 1 |
| Citizen assist | 0 |
| Gas leak | 2 |
| Other | 0 |

Mutual Aid Given 5

| | | |
|---------------|---------------------|---|
| Ann Arbor Twp | Highway Crashes | 3 |
| Scio Twp | Structure Fire | 1 |
| Green Oak Twp | Structure Fire | 2 |
| Ann Arbor Twp | Structure Fire | 1 |
| Green Oak Twp | Hay Fire on Highway | 1 |

Mutual Aid Received: 2

| | | |
|---------------|--------------------------|---|
| Ann Arbor Twp | Motor Vehicle crash | 1 |
| Hamburg | Structure Fire Cancelled | 1 |

| | |
|---------------------------------|----|
| Responses in hamlet area: | 21 |
| Responses in rural area: | 15 |
| Responses on Highway | 9 |
| Responses outside the township: | 7 |

Average response time for the month: 6:25



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

May 2019

Director of Public Safety Board Communication

- 1. Fire department activity for April 2019:** April, was again an average month for responses in the fire department. We did see an increase in structure fire mutual aid responses. We assisted Green Oak Twp. on 2 structure fires and a hay trailer on fire on the highway. We assisted Scio Twp. fire on a Buddhist Temple (Barn) fire. We also provided stand by for Ann Arbor Twp. while they were on a structure fire.
- 2. Fire Department training for April:** April training consisted of on-going training on the new tanker truck. We also trained on radio and pager communications. We also critiqued a recent grass fire and reviewed the open burning ordinance.
- 3. Red Barrel/ Drug take back:** On April 27th we participated with the DEA Drug Take back at the Community Center. It was another successful day as we took 21 pounds of prescription drugs off the streets. To date, with the Red Barrel and Drug Take back, in the last year we have remove 111 pounds of prescription drugs from the streets. We billed the Michigan Institute for Clinical and Health Research \$802.56 for 2 officers for the coverage.
- 4. SCBA Grant:** As previously mentioned, we were recipients of a regional SCBA (self-contained breathing apparatus) units. This was much needed equipment as our old bottles are about to expire. The value of the units we will be receiving this week is about \$140,000. We did have a 10% match.

NORTHFIELD TOWNSHIP POLICE DEPARTMENT

MONTHLY OPERATIONS REPORT



APRIL 2019

APRIL 2019 MONTHLY REPORT

| | |
|---|-----|
| Calls for Service | 417 |
| Arrests | 6 |
| Mutual Aid Assistance to Other Departments Inside the Township | 3 |
| Mutual Aid Assistance to Other Departments Outside the Township | 4 |
| Average Response Time | 3.9 |

NOTES & FACTS FROM THE DEPARTMENT

DATA: 68% of total complaints answered were in the hamlet area and 32% were handled throughout the rest of the township.

TRAINING

FORMAL- Sgt. Roberts & Clerk Clark – MICR Training
Ofc. J. Howe – Glock Armorers Training

IN-SERVICE- Defensive Tactics
Community Policing in the 21st Century (2)
De-escalation Verbal Judo (4)

COMMUNITY EVENTS- On April 27, 2019 Officers attended a Medication Take Back Event at Senior Center.

MENTAL HEALTH INCIDENTS

In the month of April the Northfield Township Police Department was dispatched to 20 Mental Health calls including welfare checks and attempted suicide. Below you will find an account of a few.

- On April 8, 2019 a 67 year old female called requesting the police. When officers arrived to the callers home, she advised them she has mental health issues and needed to talk to someone she had previously met, the caller could not provide a full name or a means in which to contact this unknown individual – the caller declined to speak with a mental health professional and did not indicate she would harm herself.
- On April 10, 2019 an 11 year old boy who was out of control had physically beat up his mother and was threatening her and his sister with a knife. Officers arrived, took control of the juvenile subject who admitted to the physical assault. The 11 year old, who was currently on probation for domestic violence was taken into custody and transported to juvenile detention.
- On April 10, 2019 a 26 year old female was threatening harm to herself and stated that she felt like she wanted to take her life. The female was transported by HVA to U of M Hospital.
- On April 13, 2019 a 26 year old female, with previous addiction struggles – was possibly threatening suicide – a roommate called police to advise of the situation. When officers arrived the subject admitted that she has mental health issues and is seeking assistance. The female further stated that she was having a tough day, but did not want to hurt herself. The subject was left in the company of her roommate.
- On April 17, 2019 a 13 year old male, had three days earlier threatened to harm his family because he could not go fishing. A relative witnessing the action contacted NTPD to document the incident. The 13 year old at one point grabbed a multi tool knife and threatened to harm himself, his family and the police if they were called. The knife was eventually surrendered. The family did not feel there was a threat concern at the time of the report. The 13 year old sees a therapist and the family stated they would address these actions during an upcoming session.
- On April 23, 2019 a 12 year old female became physical, throwing chairs and cleaning supplies because she did not want to listen to her mother. Mother stated they have a scheduled appointment to begin counseling with a psychologist. No physical contact was made by the 12 year old and everyone felt they would be safe for the evening.

ASSAULT/BATTERY/DOMESTIC VIOLENCE

- On April 17, 2019 Middle School - An incident was investigated by officers involving a 12 & 13 year old female. One female had punched the 2nd over a boy. In addition, harassing text messages were being sent – the school became involved, and disciplinary actions were taken. The mother of the victim did not desire prosecution, but wanted the harassment to stop and the case to be documented.

BREAKING AND ENTERING

- On April 4, 2019 on the 7400 Block of Kearney – A homeowner reported that sometime between April 1 at 10pm and April 4 at 5:30 pm, some unknowns subject attempted to break into the homeowners shed. Entry was not gained and no property taken. No witnesses or suspects were identified.
- On April 21, 2019 in the 7100 Block of Spencer – The homeowner reported that sometime between 10 pm on 04/20/19 and 3 am on 04/21/19 someone entered his garage and took an air compressor, floor jack, power tools and his Honda TRX450 ATV. Evidence was collected at the scene and the case remains under investigation.

FAMILY TROUBLE

- On April 10, 2019 Officers responded to an argument and destruction of a family trouble between adult siblings – officers determined no physical contact had been made between the parties in conflict – the siblings involved in the disturbance each left the home for the evening.
- On April 16, 2019 Officers responded to an argument involving an adult and teen. The adult appeared to be intoxicated and made accusations that the teenager was yelling and disrespectful. Officers mediated the situation and the adult female contacted a friend to visit for the remainder of the day.
- On April 23, 2019 Officers responded to a son vs father domestic violence call. Officers arrived and determined a physical confrontation had occurred. The two do not live together, and both were separated and safe when officers arrived. The report was forwarded to the prosecutor, but charges were denied.

RETAIL FRAUD

- On April 15, 2019 the 300 Block of 6 Mile Rd – Speedway Gas Station – A subject, described as a Black Male wearing dark colored pants, shirt and cap entered the gas station, selected several miscellaneous food items and requested a carton of cigarettes. The subject then asked for a 2nd carton of cigarettes; but did not wait for them, and instead left the store without paying for the items. The subject left driving a silver passenger vehicle. Video footage was captured and the case remains under investigation.

WARRANT ARREST

- On April 10, 2019 on Main & Shady Beach – An officer on patrol observed a subject matching the description of a suspicious person who had been in the area of the high school. Upon investigation of the subject, it was determined the subject had an outstanding warrant. The subject was arrested and turned over to the agency holding the warrant.
- On April 18, 2019 at Westbrook Apartments – Officers responded to a call of a suspicious female in the parking lot. Officers located the female and the investigation revealed that the subject was wanted on an outstanding warrant. The subject was arrested, and turned over to the jurisdiction holding the warrant. During the search of the subject, officers discovered narcotic paraphernalia. The subject was further cited for Possession of Narcotic Paraphernalia.
- On April 21, 2019 in the 100 Block of Emerald Circle – Officers responded to a complaint of disorderly persons. When officers arrived they met one subject involved in the incident. Through the investigation, it was determined that the subject had an outstanding warrant. The subject was arrested and turned over to the jurisdiction holding the warrant.

CLEAR-1018 Verified Offense By Date
Agency: NR
4/1/2019 12:00:00 AM - 5/1/2019 12:00:00 AM

| Offense Code | Description | Incident Count |
|--------------|---|----------------|
| 1173 | CSC 1st Degree -Penetration Oral/Anal | 1 |
| 1313 | Assault/ Battery/Simple (Incl Domestic and Police Officer | 6 |
| 1399 | Assault (Other) | 1 |
| 2202 | B&E - Burglary - Forced Entry - Residence - Home Invasion | 1 |
| 2203 | B&E - Burglary - Forced Entry - Non-Residence | 1 |
| 2205 | B&E - Burglary - No Forced Entry - Non-Residence | 1 |
| 2605 | Fraud - Illegal Use of Credit Card | 1 |
| 3078 | Retail Fraud, Theft 3rd Degree | 1 |
| 7385 | Nuisance Ord - Illegal Dumping | 1 |
| C2899 | Juvenile - All Other | 2 |
| C2934 | Vehicle Insurance - None / Expired | 4 |
| C2937 | No OPS on Person - NOP-NOLOP | 1 |
| C3020 | Misdemeanor Arrest Warrant (Originating Agency) | 3 |
| C3050 | Misdemeanor Arrest Warrant - Other Jurisdiction | 3 |
| C3101 | Acc, Single Motor Vehicle | 1 |
| C3145 | Property Damage Traffic Crash PDA | 8 |
| C3150 | Property Damage H&R Traffic Crash | 1 |
| C3170 | Private Property Traffic Crash | 1 |
| C3199 | All Other Traffic Crashes | 1 |
| C3250 | Mental Health Call | 7 |
| C3299 | Welfare Check | 17 |
| C3310 | Family Trouble | 6 |
| C3311 | Customer Trouble | 1 |
| C3316 | Lost Property | 2 |
| C3324 | Suspicious Circumstances | 10 |
| C3326 | Suspicious Vehicles | 3 |
| C3328 | Suspicious Persons | 4 |
| C3329 | Intelligence Information | 1 |
| C3330 | Assist Other Law Enforcement Agency | 5 |
| C3331 | Assist Medical | 23 |
| C3332 | Assist Fire Department | 7 |
| C3333 | Assist Motorist | 3 |
| C3334 | Assist Other Govt Agency | 2 |
| C3336 | Assist Citizen | 19 |
| C3337 | Assist Citizen - Vehicle Lockout | 1 |
| C3345 | Accidental Property Damage | 1 |
| C3355 | Civil Matter - Other | 6 |
| C3702 | Traffic Complaint / Road Hazard | 3 |
| C3704 | Traffic Complaint / Abandoned Auto | 2 |
| C3706 | Traffic Complaint / Vehicle Impound | 1 |
| C3707 | Vehicle Release | 1 |
| C3718 | Traffic Complaint / Mini-Bike Complaint | 1 |
| C3804 | Animal Complaint | 3 |
| C3999 | Alarms All Other | 3 |
| C4023 | Laser Citation | 1 |

CLEAR-1018 Verified Offense By Date
Agency: NR
4/1/2019 12:00:00 AM - 5/1/2019 12:00:00 AM

| Offense Code | Description | Incident Count |
|--------------|--|----------------|
| C4040 | Hazardous Traffic Citation | 2 |
| C4041 | Speeding Citation | 16 |
| C4046 | Disobey Stop Sign Citation | 2 |
| L3502 | Follow Up - NR | 2 |
| L3503 | Opened in Error - NR | 1 |
| L3504 | PBT Station - NR | 2 |
| L3506 | Shots Fired - NR | 2 |
| L3507 | Fingerprints - NR | 6 |
| L3509 | Loud Party - NR | 1 |
| L3510 | Loud Music - NR | 1 |
| L3526 | False Alarm - NR | 9 |
| L3535 | GUN Permit, Applications, CCW Permits - NR | 33 |
| L3542 | BOL - NR | 8 |
| L3547 | Subpoena Service - NR | 2 |
| L3550 | Speed Sign Detail - NR | 1 |
| L3551 | Sex Offender Registration/Verification - NR | 2 |
| L3552 | Traffic Stop - NR | 117 |
| L3557 | Check Person - NR | 1 |
| L3568 | Local Records Check - NR | 11 |
| L3569 | Assist Other Police Agency - Inside Northfield - NR | 3 |
| L3570 | Assist Other Police Agency - Outside Northfield - NR | 4 |
| L3597 | Non Terminal - NR | 6 |
| L4525 | Recovered UDAA - NR | 1 |
| L4598 | Information - NR | 4 |
| L4599 | Misc Non-Criminal - NR | 2 |
| L6012 | Traffic Direction / Control / Problem - NR | 1 |
| L6501 | Property Check/Directed Patrol/Vac Watch - NR | 5 |
| | Sum: | 417 |

Report Time:
5/3/2019 10:06:37 AM

Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of April

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Apr/2019 | Apr/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 | 1 | 0 | 100.0% |
| 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 | 0 | - |
| 12000 ROBBERY | 0 | 0 | - |
| 13001 NONAGGRAVATED ASSAULT | 6 | 7 | -14.3% |
| 13002 AGGRAVATED/FELONIOUS ASSAULT | 1 | 1 | 0% |
| 13003 INTIMIDATION/STALKING | 0 | 2 | -100.0% |
| 20000 ARSON | 0 | 0 | - |
| 21000 EXTORTION | 0 | 0 | - |
| 22001 BURGLARY -FORCED ENTRY | 2 | 2 | 0% |
| 22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit) | 1 | 0 | 100.0% |
| 23001 LARCENY -POCKETPICKING | 0 | 1 | -100.0% |
| 23002 LARCENY -PURSES/NATCHING | 0 | 0 | - |
| 23003 LARCENY -THEFT FROM BUILDING | 0 | 2 | -100.0% |
| 23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE | 0 | 0 | - |
| 23005 LARCENY -THEFT FROM MOTOR VEHICLE | 0 | 2 | -100.0% |
| 23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES | 0 | 0 | - |
| 23007 LARCENY -OTHER | 0 | 2 | -100.0% |
| 24001 MOTOR VEHICLE THEFT | 0 | 2 | -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 | 1 | 2 | -50.0% |
| 26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE | 1 | 1 | 0% |
| 26003 FRAUD -IMPERSONATION | 0 | 0 | - |
| 26004 FRAUD -WELFARE FRAUD | 0 | 0 | - |
| 26005 FRAUD -WIRE FRAUD | 0 | 0 | - |
| 26007 FRAUD - IDENTITY THEFT | 0 | 3 | -100.0% |
| 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:
5/3/2019 10:06:37 AM

Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of April

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Apr/2019 | Apr/2018 | % Change |
|--|-----------|-----------|---------------|
| 28000 STOLEN PROPERTY | 0 | 0 | - |
| 29000 DAMAGE TO PROPERTY | 1 | 4 | -75.0% |
| 30001 RETAIL FRAUD -MISREPRESENTATION | 0 | 0 | - |
| 30002 RETAIL FRAUD -THEFT | 1 | 0 | 100.0% |
| 30003 RETAIL FRAUD -REFUND/EXCHANGE | 0 | 0 | - |
| 30004 ORGANIZED RETAIL FRAUD | 0 | 0 | - |
| 35001 VIOLATION OF CONTROLLED SUBSTANCE ACT | 0 | 1 | -100.0% |
| 35002 NARCOTIC EQUIPMENT VIOLATIONS | 1 | 0 | 100.0% |
| 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 | 0 | 0 | - |
| 52002 WEAPONS OFFENSE -EXPLOSIVES | 0 | 0 | - |
| 52003 WEAPONS OFFENSE -OTHER | 0 | 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 | 16 | 32 | -50.0% |
| 01000 SOVEREIGNTY | 0 | 0 | - |
| 02000 MILITARY | 0 | 0 | - |
| 03000 IMMIGRATION | 0 | 0 | - |
| 09003 NEGLIGENCE HOMICIDE -VEHICLE/BOAT | 0 | 0 | - |
| 14000 ABORTION | 0 | 0 | - |
| 22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT) | 0 | 1 | -100.0% |
| 22004 POSSESSION OF BURGLARY TOOLS | 0 | 0 | - |
| 26006 FRAUD -BAD CHECKS | 0 | 0 | - |
| 36003 PEEPING TOM | 0 | 0 | - |
| 36004 SEX OFFENSE -OTHER | 0 | 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 | - |
| 42000 DRUNKENNESS | 0 | 0 | - |

Report Time:
5/3/2019 10:06:37 AM

Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of April

Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Apr/2019 | Apr/2018 | % Change |
|--|------------|------------|---------------|
| 48000 OBSTRUCTING POLICE | 0 | 0 | - |
| 49000 ESCAPE/FLIGHT | 0 | 0 | - |
| 50000 OBSTRUCTING JUSTICE | 0 | 2 | -100.0% |
| 53001 DISORDERLY CONDUCT | 0 | 1 | -100.0% |
| 53002 PUBLIC PEACE -OTHER | 0 | 0 | - |
| 54001 HIT and RUN MOTOR VEHICLE ACCIDENT | 0 | 1 | -100.0% |
| 54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS | 0 | 0 | - |
| 55000 HEALTH AND SAFETY | 0 | 0 | - |
| 56000 CIVIL RIGHTS | 0 | 0 | - |
| 57001 TRESPASS | 0 | 1 | -100.0% |
| 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 | 1 | 1 | 0% |
| 75000 SOLICITATION | 0 | 0 | - |
| 77000 CONSPIRACY (ALL CRIMES) | 0 | 0 | - |
| Total for Group B | 1 | 7 | -85.7% |
| 2800 JUVENILE OFFENSES AND COMPLAINTS | 2 | 2 | 0% |
| 2900 TRAFFIC OFFENSES | 5 | 6 | -16.7% |
| 3000 WARRANTS | 6 | 7 | -14.3% |
| 3100 TRAFFIC CRASHES | 12 | 13 | -7.7% |
| 3200 SICK / INJURY COMPLAINT | 23 | 4 | 475.0% |
| 3300 MISCELLANEOUS COMPLAINTS | 94 | 88 | 6.8% |
| 3400 WATERCRAFT COMPLAINTS / ACCIDENTS | 0 | 0 | - |
| 3500 NON-CRIMINAL COMPLAINTS | 212 | 152 | 39.5% |
| 3500 | 0 | 0 | - |
| 3600 SNOWMOBILE COMPLAINTS / ACCIDENTS | 0 | 0 | - |
| 3700 MISCELLANEOUS TRAFFIC COMPLAINTS | 8 | 13 | -38.5% |
| 3800 ANIMAL COMPLAINTS | 3 | 8 | -62.5% |
| 3900 ALARMS | 3 | 0 | 100.0% |
| 4600 NON-CRIMINAL COMPLAINTS | 212 | 152 | 39.5% |
| 4700 NON-CRIMINAL COMPLAINTS | 212 | 152 | 39.5% |
| Total for Group C | 368 | 293 | 25.6% |
| 2700 LOCAL ORDINANCES - GENERIC | 0 | 0 | - |
| 4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 21 | 12 | 75.0% |
| 4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 0 | 0 | - |

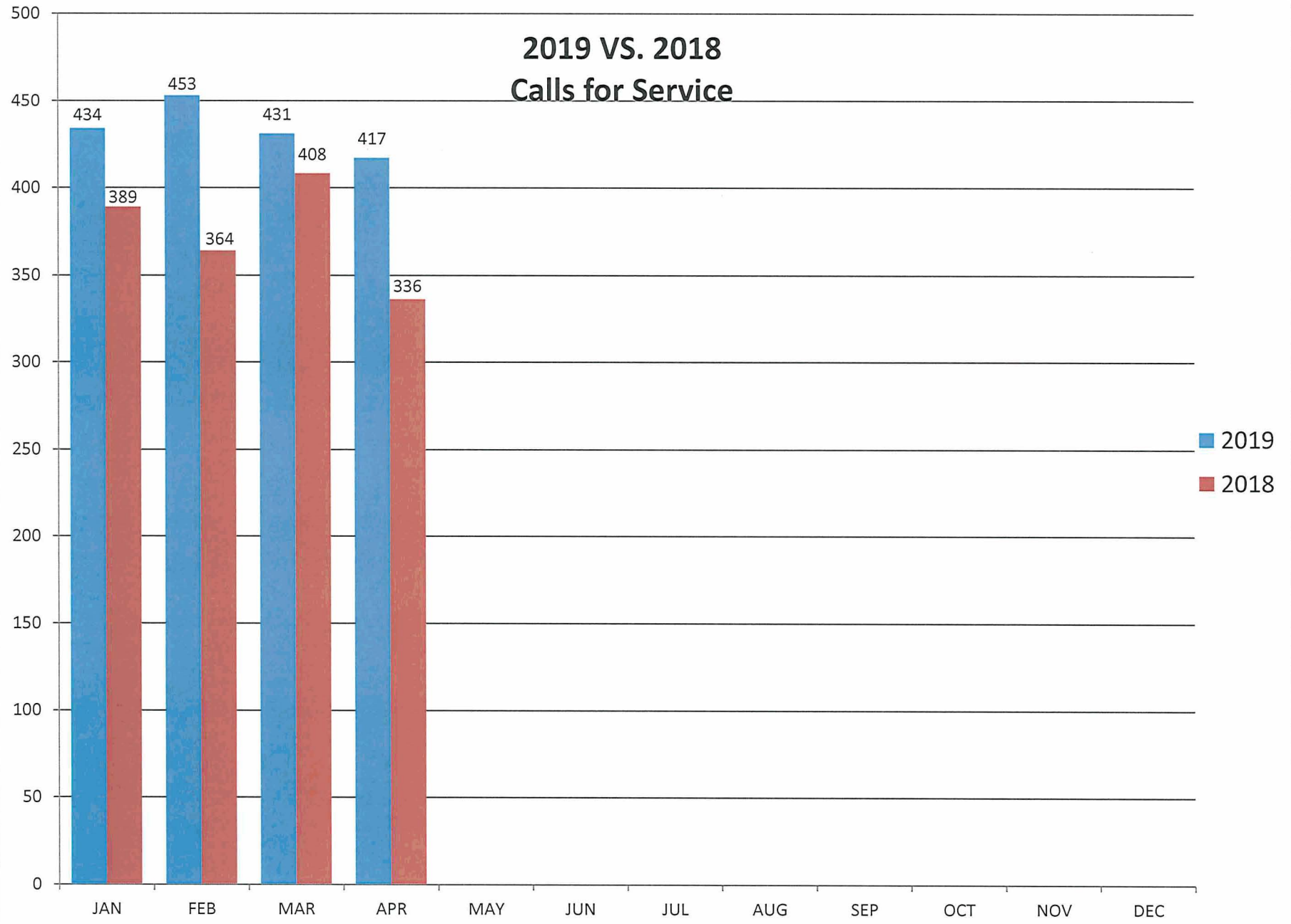
Report Time:
5/3/2019 10:06:37 AM

Report CLEAR-008 Summary of Offenses
All Offenses that were Attempted or Completed
For the Month of April

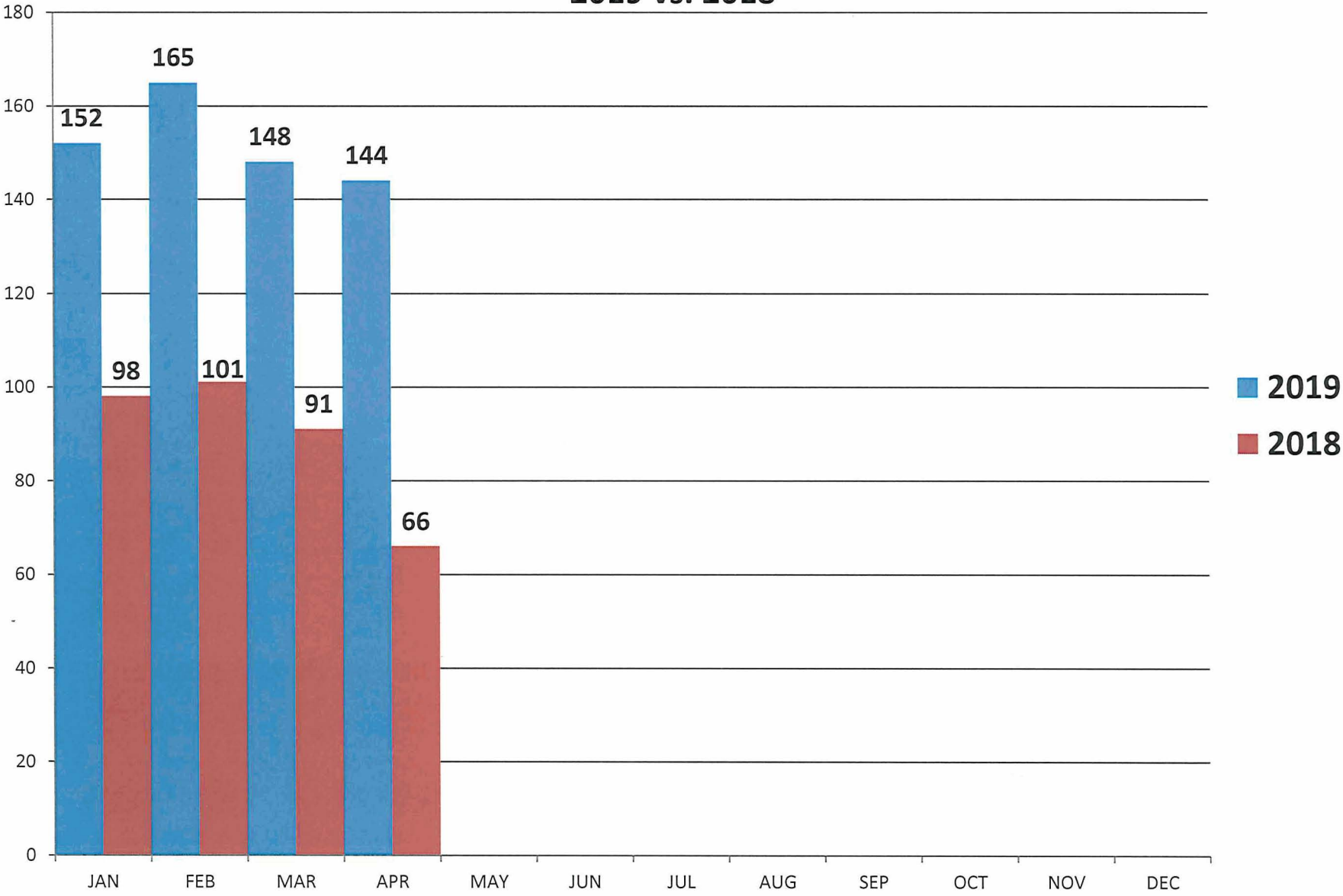
Agency: Northfield Township
Police Department
ORI: MI8196400

| Classification | Apr/2019 | Apr/2018 | % Change |
|---|------------|------------|---------------|
| 4200 PARKING CITATIONS | 0 | 0 | - |
| 4300 LICENSE / TITLE / REGISTRATION CITATIONS | 0 | 0 | - |
| 4400 WATERCRAFT CITATIONS | 0 | 0 | - |
| 4500 MISCELLANEOUS A THROUGH UUUU | 7 | 2 | 250.0% |
| 4500 | 0 | 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 | 28 | 14 | 100.0% |
| 5000 FIRE CLASSIFICATIONS | 0 | 0 | - |
| 5000 | 0 | 0 | - |
| 5100 18A STATE CODE FIRE CLASSIFICATIONS | 0 | 0 | - |
| Total for Group E | | | - |
| 6000 MISCELLANEOUS ACTIVITIES (6000) | 1 | 0 | 100.0% |
| 6100 MISCELLANEOUS ACTIVITIES (6100) | 0 | 0 | - |
| 6200 ARREST ASSIST | 0 | 0 | - |
| 6300 CANINE ACTIVITIES | 0 | 0 | - |
| 6300 | 0 | 0 | - |
| 6500 CRIME PREVENTION ACTIVITIES | 5 | 3 | 66.7% |
| 6600 COURT / WARRANT ACTIVITIES | 0 | 0 | - |
| 6700 INVESTIGATIVE ACTIVITIES | 0 | 0 | - |
| Total for Group F | 6 | 3 | 100.0% |
| Total for All Groups | 419 | 349 | 20.1% |

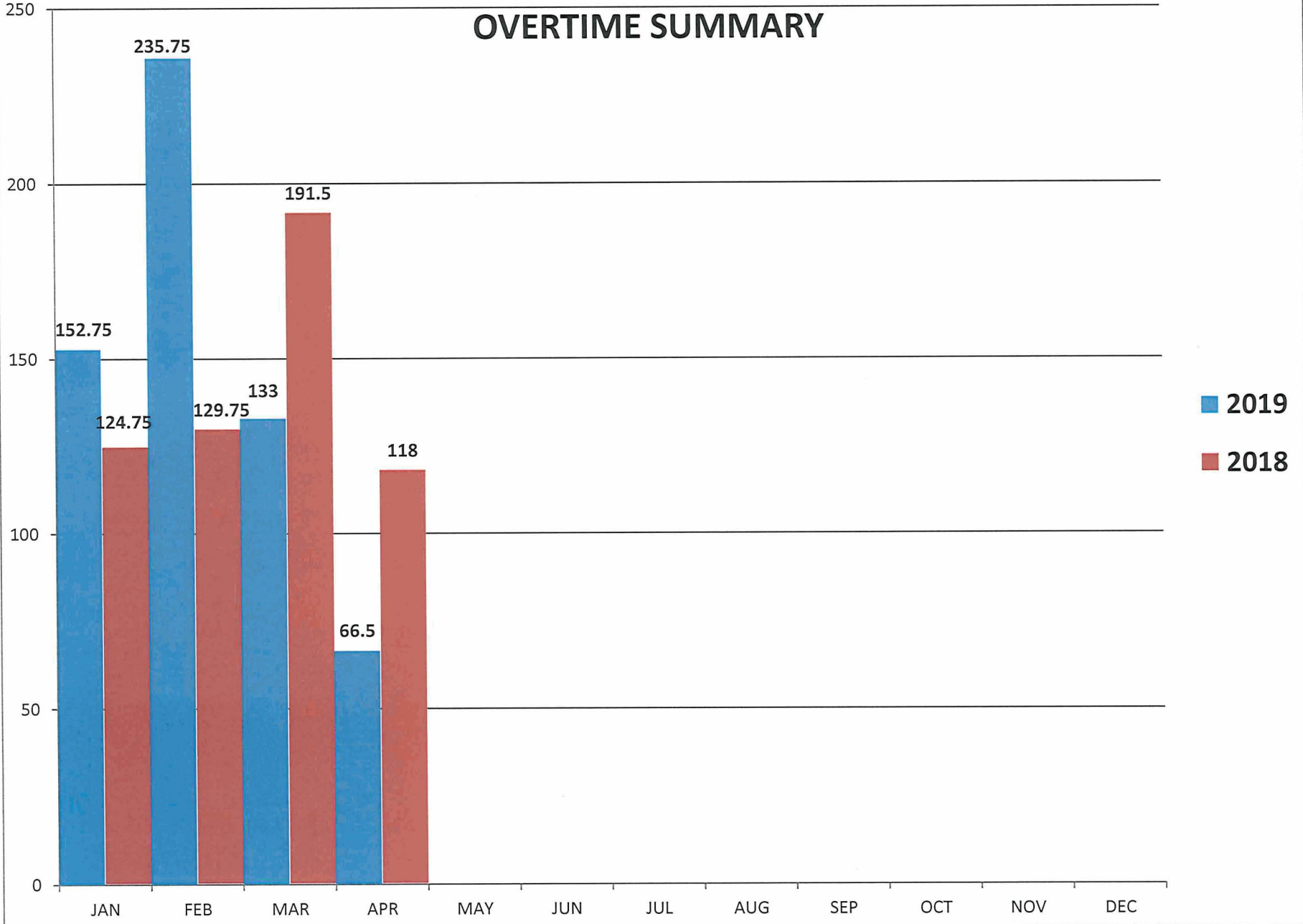
2019 VS. 2018 Calls for Service



NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2019 vs. 2018



OVERTIME SUMMARY



**JAMES E. COX
NORTHFIELD TOWNSHIP
WATER POLLUTION CONTROL FACILITY
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN
PHONE 734-449-4159 FAX 734-449-4302**

To: Northfield Township Board of Trustees

From: Dan Willis -Wastewater Treatment Plant Superintendent

Date: May 1, 2019

Subject: April 2019 Monthly Report

- 4/3** Installed for sale signs on 75 Barker.
- 4/4** Honor plumbing came back and changed some lines to provide more flow to the polymer mixing tanks.
- 4/5** Pulled rags out of a pump at the Eagle Gardens pump station. Spotted a Bald Eagle on North Main, not connected to the pump.
- 4/8** Callback, pulled rags again out of Eagle Gardens pump station.
- 4/8** Replaced the garage door openers at the office, one had failed the other was about to fail.
- 4/16** Pulled rags out of Eagle Gardens pump station.
- 4/16** Installed the pitcher pump at the community garden.
- 4/18** Homeowner at 8709 Garfield called with a sewer backup, on inspection of the sewer it was found that the county when grading roads dislodged a manhole lid filling the manhole with gravel. We were able to get it flowing but had to call a vactor truck to remove the debris, they were not able to come out till the following day.
- 4/19** Powervac came out and cleaned the line on Garfield. The backup caused 2 men 2 hrs of overtime on the 18th and 2 men 2.5 hrs on the 19th which was a holliday.
- 4/23** Replaced the Red Lion Controller in the office. It controlled the chemical feeds and primary pumps. It was still working but the display had disappeared and we couldn't make any changes.
- 4/24** Pulled rags out of a pump at the Raymond pump station.

- 4/26** Received 1.44 inches of rain, pushed our flow to a peak of 2.2 MGD and total of 1.35 MGD
- 4/26** Started the first phase of installing our asset management software, met on line with our IT guy and the rep from Lucity.
- 4/30** The flow is still above 1 MGD for the 6th straight day.

April, 2019

| | |
|---|------------------|
| 2018 Daily Average Flow | .912 MGD |
| 2019 Daily Average Flow | .871 MGD |
| Maximum Daily Flow 2018 | 1.284 MGD |
| Maximum Daily Flow 2019 | 1.363 MGD |
| Minimum Daily Flow 2018 | .716 MGD |
| Minimum Daily Flow 2019 | .681 MGD |
| 6 – Month Average Flow | .752 MGD |
| 12 – Month Average Flow | .749 MGD |
| Total Gallons Treated 2018 | 27.346 MG |
| Total Gallons Treated 2019 | 26.115 MG |
| Rainfall (inches) 2018 | 2.89 in. |
| Rainfall (inches) 2019 | 4.86 in. |
| Connections / Tap-ins' to system | 0 |
| Miss Dig Staking's | 6 |
| Overtime hours for the month | 36.0 hrs |

Northfield Township Community & Senior Center

Monthly Report

April 2019

Tami Averill, Director

I. April Overview

The Senior Nutrition program continues to run smoothly. We had 12 to 35 seniors attending lunches daily in April. 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, Ethel Wagar and Dennis Woodworth. 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, Dan Krebs, Phyllis Lindblade, Margaret Riddell, Donn Sleek, and Ann Thompson, - for the work they contributed in April. They are a very dedicated group of volunteers and I appreciate all that they do!

Program planning is ongoing. Summer, fall and winter 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.

We received 60 applications for the Community Center & Senior Nutrition Program Assistant position. I spent a great deal of time doing pre-screen telephone interviews, and will be doing formal interviews the first week of May.

I have been gathering quotes for both shingled and metal roofing.

Everyone here at the Community & Senior Center is very excited about the grant we were awarded by the Urban County Commission! Thank you to everyone who participated in putting the proposal together!

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.

Eighteen items were borrowed from the Medical Loan Closet in April. We received donations of a walker, a wheelchair, a shower seat, a bedside commode, 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, had 8 to 20 people for each of his April sessions.

40+ people visited each Wednesday/Thursday in April 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 and canned goods.

On April 17 we welcomed Restore Wellness, LLC and Alison Stroshein, Licensed Massage Therapist. Alison will be here on Wednesdays and Fridays. She offers 30, 60 and 90 minute sessions of Swedish massage, Deep Tissue Massage, Hot Stone Massage and Prenatal Massage.

b. **On-Going Classes**

Chair Yoga (3-10 participants/week in April) continued on Tuesdays.

Gentle Yoga on Wednesday evenings had 3 to 8 participants each week.

Exercise with Becky had 6 to 9 participants at each of her twice -weekly sessions in April.

A new session of Tai Chi began on April 16. 4 students participated.

A new session of MAH Fitness will begin in May.

Cardio Drumming class had 2 to 5 people in attendance each session in April.

Flexagility had 3 to 5 people each week in April.

Line Dancing class had 7 to 10 participants at each class in April.

c. **On-Going Activities**

Pinochle continues every Tuesday and Thursday afternoon. Attendance is consistent at 6 to 9 players per day each week in April.

Mah Jongg Mondays continued with 4 to 6 people participating each week in April. Four to six people continue playing on Wednesdays, as well.

The Knit, Crochet, Craft group had 3 people attending each week in April.

“Open Painting and Crafting Time” currently has 2 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. Stop in and take a look!

"Painting with Jan Rad" was held on April 26. Six ladies participated.

Kiwanis continues to hold their regular monthly meetings and Board meetings at the Community Center.

The Crochet Mats group is hard at work! In April they had 3 to 6 participants each week. They have completed four new mats, so far.

The Daisy Troop held two meetings here in April. Eleven girls and several parents attended each meeting. The troop worked with the Parks & Recreation Board in April to do a Community Garden clean-up!

The Radio Controlled Sailboat Club is scheduled for a meeting on May 11.

The Diabetes Prevention Program began has 17 people participating. This is a yearlong program that helps to facilitate lifestyle changes for weight loss and activity level increases for participants, in an effort to lower glucose levels and prevent the onset of diabetes. Participants meet weekly for 4 months, then twice a month for four months and then finish the year with monthly classes.

d. **Special Events**

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. We currently have 23 senior volunteers. Several of these seniors have already been matched with someone in Mexico City and have had several conversations. I have received only rave reviews from them about their experiences!

The April Peyton's Heart Project work bee was held on April 6. Six ladies participated by crocheting or knitting small hearts and tagging them with *inspirational quotes*. These hearts will be hidden throughout the community for people to find. The intent is to help increase awareness of the issues of teenage suicide and bullying. The work bees will continue on the first Saturday of each month. When enough hearts are made, we will be sending a number of them off to the Peyton Heart Project. They distribute them to schools and organizations that are running anti-bullying and suicide prevention campaigns.

We had two "Senior Seminars" in April. Pharmacist Betty Chaffee joined us for a session about over-the-counter medications and nutritional supplements. Heartland Home Health Care came in to speak about how to create a durable medical power of attorney.

Rep. Donna Lasinski was here on April 13 for a Coffee Hour. 23 people attended to get updates on what is going on in State government and to ask questions and voice concerns.

On April 19 we delivered 65 gift bags/baskets and potted tulips to residents in need of some springtime cheer as part of our 5th Annual Project Bunny! Big THANK YOUs to everyone who participated in so many ways – donating items or funds to purchase items; packing and labeling baskets/bags/flowers; playing

Easter Bunnies to deliver the goodies. We get so much positive feedback from this program, it is always well worth the effort that goes into it.

We had a very successful Drug Take Back Event on April 27. 22 pounds of medications were collected. Thank you to the University of Michigan Health System for sponsoring the event. Thank you to all of the volunteers who helped out, and to the Northfield Twp. Police Department for providing Officers Chris Chan and Steve Francoeur!

Twelve people attended Pizza & a Movie night on April 26. Everyone enjoyed watching "The Penguins of Madagascar."

NORTHFIELD TOWNSHIP MICHIGAN

To: Board of Trustees
From: Jim Turner
Date: 05/08/2019
Re: Code Enforcement Activity

Since January 01, 2019 I have logged 79 complaints.
The following complaints are still open:

Blight- 10
Building Maintenance-1
Dumping Complaint- 2
Fence without zoning compliance -1
Noise Complaint- 1
Parking Complaint- 1
Sign Violations-8
Soil Fill- 1
Solid Waste- 1
Wetland/Blight- 1
Zoning- 8

The township recently received several outdoor sign complaints. I have reviewed the complaints with the zoning administrator and I am in the process of contacting each of the property/business owners to gain compliance with the sign ordinance.

I have received several blight complaints since the beginning of the year and I have made contact with property owners; many of whom have cleaned up the properties. I have also been promoting the Washtenaw County Clean Up Day scheduled for June 08, 2019 at the Whitmore Lake High School.

I have continued to work with the zoning administrator on several zoning complaints. We have made site visits and several business owners are working towards compliance with the zoning ordinance.

FUND BALANCE REPORT
Fund 101: GENERAL FUND
2018-2019 FISCAL YEAR
AS OF 4/30/19

| 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 | 1,338,129 |
| TOTAL APPROPRIATIONS | 1,245,166 | 2,201,219 | 1,246,574 | 1,428,161 | 1,398,566 |
| NET OF REVENUES/APPROPRIATIONS - FUND 101 | 53,335 | (814,151) | 356,541 | (15,132) | (60,437) |
| 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 | 1,085,451 |
| | Fund Bal % 129% | Fund Bal % 36% | Fund Bal % 92% | Fund Bal % 79% | Fund Bal % 78% |

*Fund Balance % = Ending Fund Balance as a Percentage of Total Appropriations

User: YVETTE
DB: Northfield

PERIOD ENDING 04/30/2019
% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 101-000-426.000 | PRIOR YEAR TAX INTEREST | 738.44 | 500.00 | 164.26 | 1,631.11 | (1,131.11) | 326.22 |
| 101-000-452.000 | PEDDLER'S LICENSES | 255.00 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 101-000-453.000 | CABLEVISION FRANCHISE FEES | 95,856.52 | 98,000.00 | 109.88 | 73,367.41 | 24,632.59 | 74.86 |
| 101-000-455.000 | FIBER FOOTAGE FEES | 10,388.06 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-000-573.000 | LCSA PPT REIMBURSEMENT | 7,694.95 | 2,000.00 | 0.00 | 3,888.66 | (1,888.66) | 194.43 |
| 101-000-574.000 | STATE SHARED REVENUE | 709,831.00 | 702,352.00 | 113,726.00 | 730,872.00 | (28,520.00) | 104.06 |
| 101-000-590.000 | GRANT INCOME | 225,766.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-626.000 | COPY & FOIA INCOME | 165.18 | 100.00 | 17.40 | 71.20 | 28.80 | 71.20 |
| 101-000-655.000 | ORDINANCE FINES | 2,331.15 | 100.00 | 1,179.75 | 10,393.87 | (10,293.87) | 393.87 |
| 101-000-665.000 | INTEREST INCOME | 5,570.96 | 4,800.00 | 130.37 | 4,703.03 | 96.97 | 97.98 |
| 101-000-671.000 | REIMBURSEMENT/OTHER INCOME | 7,042.06 | 0.00 | 0.00 | 53.54 | (53.54) | 100.00 |
| 101-000-673.000 | SALE OF FIXED ASSET | 46.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 130.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 000 | | 1,065,815.37 | 818,202.00 | 115,327.66 | 824,980.82 | (6,778.82) | 100.83 |
| Dept 191 - ELECTIONS | | | | | | | |
| 101-191-671.000 | REIMBURSEMENT/OTHER INCOME | 4,628.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 191 - ELECTIONS | | 4,628.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 253 - TREASURER | | | | | | | |
| 101-253-402.000 | CURRENT PROPERTY TAX | 268,947.94 | 276,984.00 | 0.00 | 259,820.96 | 17,163.04 | 93.80 |
| 101-253-404.000 | MOBILE HOME LICENSE FEES | 2,788.00 | 2,850.00 | 466.00 | 2,353.00 | 497.00 | 82.56 |
| 101-253-445.000 | PENALTY & INTEREST ON TAXES | 4,205.57 | 3,500.00 | 8,790.19 | 8,848.06 | (5,348.06) | 252.80 |
| 101-253-627.000 | SUMMER TAX PREPARATION | 13,740.00 | 14,000.00 | 0.00 | 13,770.00 | 230.00 | 98.36 |
| 101-253-680.000 | TAX ADMINISTRATION FEES | 148,887.78 | 145,000.00 | 0.00 | 147,789.16 | (2,789.16) | 101.92 |
| Total Dept 253 - TREASURER | | 438,569.29 | 442,334.00 | 9,256.19 | 432,581.18 | 9,752.82 | 97.80 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 101-336-625.000 | SEWER ADMINISTRATION | 48,560.00 | 46,157.00 | 0.00 | 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 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 50,700.84 | 46,157.00 | 0.00 | 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 | 1,300.00 | 8,100.00 | 1,400.00 | 85.26 |
| 101-412-608.000 | VARIANCES/APPEALS | 4,235.00 | 2,000.00 | 890.00 | 3,865.00 | (1,865.00) | 193.25 |
| 101-412-609.000 | REZONING/CONDITIONAL USE PMTS | 0.00 | 0.00 | (1,075.00) | (325.00) | 325.00 | 100.00 |
| 101-412-614.000 | PLANNING FEES | 1,875.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-412-629.000 | ZONING COPIES | 0.00 | 0.00 | 0.00 | 83.00 | (83.00) | 100.00 |
| 101-412-637.000 | SPLIT APPLICATIONS | 405.00 | 1,000.00 | 600.00 | (50.00) | 1,050.00 | (5.00) |
| 101-412-671.000 | REIMBURSEMENT/OTHER INCOME | 680.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| Total Dept 412 - PLANNING/ZONING DEPT | | 19,645.00 | 14,000.00 | 1,715.00 | 11,673.00 | 2,327.00 | 83.38 |
| Dept 666 - COMMUNITY CENTER | | | | | | | |
| 101-666-590.000 | GRANT INCOME | 8,000.00 | 100.00 | 0.00 | 8,000.00 | (7,900.00) | 8,000.00 |
| 101-666-643.000 | CC TRIPS | 5,059.00 | 4,000.00 | 400.00 | 3,946.00 | 54.00 | 98.65 |
| 101-666-644.000 | CC PROGRAMS | 7,969.00 | 6,500.00 | 1,920.00 | 7,506.54 | (1,006.54) | 115.49 |

PERIOD ENDING 04/30/2019

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| 101-666-671.000 | REIMBURSEMENT/OTHER INCOME | 92.26 | 4,985.50 | 0.00 | 0.00 | 4,985.50 | 0.00 |
| 101-666-676.000 | CONTRIBUTIONS - SCC | 2,235.40 | 1,750.00 | 693.00 | 1,991.00 | (241.00) | 113.77 |
| Total Dept 666 - COMMUNITY CENTER | | 23,355.66 | 17,335.50 | 3,013.00 | 21,443.54 | (4,108.04) | 123.70 |
| Dept 753 - RECREATION BOARD | | | | | | | |
| 101-753-677.000 | CONTRIBUTION - PARKS AND RECREATION | 400.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-753-752.000 | PARK FINES AND FEES | 0.00 | 0.00 | 80.00 | 80.00 | (80.00) | 100.00 |
| Total Dept 753 - RECREATION BOARD | | 400.00 | 100.00 | 80.00 | 80.00 | 20.00 | 80.00 |
| TOTAL REVENUES | | 1,603,114.18 | 1,338,128.50 | 129,391.85 | 1,290,758.54 | 47,369.96 | 96.46 |
| Expenditures | | | | | | | |
| Dept 101 - TOWNSHIP BOARD | | | | | | | |
| 101-101-701.000 | SALARIES | 11,249.90 | 10,000.00 | 0.00 | 7,499.94 | 2,500.06 | 75.00 |
| 101-101-715.000 | SOCIAL SECURITY | 765.00 | 765.00 | 0.00 | 573.75 | 191.25 | 75.00 |
| 101-101-807.000 | MEMBERSHIP DUES | 9,339.43 | 10,200.00 | 0.00 | 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 | 0.00 |
| 101-101-860.000 | FUEL & MILEAGE | 190.46 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-101-900.000 | PRINTING & PUBLICATIONS | 7,087.06 | 7,500.00 | 189.13 | 5,739.91 | 1,760.09 | 76.53 |
| 101-101-956.000 | MISCELLANEOUS | 800.00 | 800.00 | 0.00 | 10.00 | 790.00 | 1.25 |
| 101-101-957.000 | TRAINING & DEVELOPMENT | 214.00 | 550.00 | 0.00 | 0.00 | 550.00 | 0.00 |
| Total Dept 101 - TOWNSHIP BOARD | | 39,645.85 | 30,315.00 | 189.13 | 16,437.60 | 13,877.40 | 54.22 |
| Dept 171 - SUPERVISOR | | | | | | | |
| 101-171-701.000 | SALARIES | 12,500.00 | 12,500.00 | 961.54 | 10,096.17 | 2,403.83 | 80.77 |
| 101-171-715.000 | SOCIAL SECURITY | 956.25 | 956.25 | 73.55 | 772.35 | 183.90 | 80.77 |
| 101-171-807.000 | MEMBERSHIP DUES | 0.00 | 120.00 | 0.00 | 0.00 | 120.00 | 0.00 |
| 101-171-860.000 | FUEL & MILEAGE | 282.13 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 101-171-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-171-957.000 | TRAINING & DEVELOPMENT | 987.50 | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| Total Dept 171 - SUPERVISOR | | 14,725.88 | 15,226.25 | 1,035.09 | 10,868.52 | 4,357.73 | 71.38 |
| Dept 172 - TOWNSHIP MANAGER | | | | | | | |
| 101-172-701.000 | SALARIES | 66,346.26 | 75,000.00 | 5,769.24 | 60,577.02 | 14,422.98 | 80.77 |
| 101-172-704.000 | CLERICAL/DEP /SUPER/ELECTION | 29,429.10 | 29,532.60 | 2,380.45 | 23,875.82 | 5,656.78 | 80.85 |
| 101-172-715.000 | SOCIAL SECURITY | 10,934.55 | 11,648.65 | 943.01 | 9,319.83 | 2,328.82 | 80.01 |
| 101-172-716.000 | HOSPITALIZATION | 20,917.67 | 26,268.73 | 1,785.56 | 21,776.19 | 4,492.54 | 82.90 |
| 101-172-717.000 | LIFE/DISB. INSURANCE | 816.90 | 838.50 | 72.00 | 720.00 | 118.50 | 85.87 |
| 101-172-718.000 | PENSION | 5,192.28 | 7,500.00 | 576.92 | 6,057.66 | 1,442.34 | 80.77 |
| 101-172-722.000 | CONTROLLER | 48,060.00 | 47,736.00 | 4,268.70 | 39,943.81 | 7,792.19 | 83.68 |
| 101-172-807.000 | MEMBERSHIP DUES | 130.00 | 300.00 | 255.00 | 255.00 | 45.00 | 85.00 |
| 101-172-818.000 | CONTRACTUAL SERVICES | 1,392.92 | 4,050.00 | 0.00 | 2,190.00 | 1,860.00 | 54.07 |
| 101-172-850.000 | COMMUNICATION | 488.98 | 612.00 | 50.80 | 506.95 | 105.05 | 82.83 |
| 101-172-860.000 | FUEL & MILEAGE | 125.72 | 500.00 | 215.06 | 215.06 | 284.94 | 43.01 |
| 101-172-927.000 | ALLOCATE TO DEPARTMENTS | (41,127.87) | (32,748.00) | 0.00 | 0.00 | (32,748.00) | 0.00 |
| 101-172-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-172-957.000 | TRAINING & DEVELOPMENT | 495.50 | 750.00 | 200.00 | 313.00 | 437.00 | 41.73 |

User: YVETTE

PERIOD ENDING 04/30/2019

DB: Northfield

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDTG USED |
|---|------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Total Dept 172 - TOWNSHIP MANAGER | | 143,202.01 | 172,488.48 | 16,516.74 | 165,750.34 | 6,738.14 | 96.09 |
| Dept 191 - ELECTIONS | | | | | | | |
| 101-191-702.000 | SALARIES | 3,443.00 | 12,000.00 | 0.00 | 10,727.00 | 1,273.00 | 89.39 |
| 101-191-715.000 | SOCIAL SECURITY | 263.40 | 0.00 | 0.00 | 47.35 | (47.35) | 100.00 |
| 101-191-727.000 | SUPPLIES | 1,462.98 | 5,000.00 | 164.00 | 1,090.42 | 3,909.58 | 21.81 |
| 101-191-818.000 | CONTRACTUAL SERVICES | 600.00 | 1,000.00 | 0.00 | 1,025.00 | (25.00) | 102.50 |
| 101-191-851.000 | POSTAGE | 1,018.43 | 1,200.00 | 0.00 | 1,844.43 | (644.43) | 153.70 |
| 101-191-900.000 | PRINTING & PUBLICATIONS | 2,690.21 | 2,000.00 | 0.00 | 3,313.08 | (1,313.08) | 165.65 |
| 101-191-930.000 | REPAIRS & MAINTENANCE | 518.00 | 900.00 | 0.00 | 900.00 | 900.00 | 0.00 |
| 101-191-956.000 | MISCELLANEOUS | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 191 - ELECTIONS | | 9,996.02 | 22,200.00 | 164.00 | 18,047.28 | 4,152.72 | 81.29 |
| Dept 215 - CLERK | | | | | | | |
| 101-215-701.000 | SALARIES | 12,500.00 | 12,500.00 | 961.54 | 10,096.17 | 2,403.83 | 80.77 |
| 101-215-703.000 | DEPUTY SALARIES | 41,800.00 | 42,730.00 | 3,286.84 | 34,479.60 | 8,250.40 | 80.69 |
| 101-215-715.000 | SOCIAL SECURITY | 4,153.95 | 4,224.99 | 325.00 | 3,410.04 | 814.95 | 80.71 |
| 101-215-716.000 | HOSPITALIZATION | 8,563.54 | 9,947.50 | (1,694.08) | 16,081.92 | (6,134.42) | 161.67 |
| 101-215-717.000 | LIFE/DISB. INSURANCE | 575.90 | 650.38 | 45.72 | 469.56 | 180.82 | 72.20 |
| 101-215-718.000 | PENSION | 4,180.00 | 4,273.20 | 328.68 | 3,447.92 | 825.28 | 80.69 |
| 101-215-723.000 | RECORD SEC | 8,850.00 | 12,855.00 | 1,550.00 | 8,650.00 | 4,205.00 | 67.29 |
| 101-215-807.000 | MEMBERSHIP DUES | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-215-860.000 | FUEL & MILEAGE | 365.13 | 300.00 | 0.00 | 21.04 | 278.96 | 7.01 |
| 101-215-922.000 | LATE FEES AND PENALTIES | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-215-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-215-957.000 | TRAINING & DEVELOPMENT | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 215 - CLERK | | 80,993.52 | 88,581.07 | 4,803.70 | 76,656.25 | 11,924.82 | 86.54 |
| Dept 228 - INFORMATION TECHNOLOGY | | | | | | | |
| 101-228-936.000 | SOFTWARE | 13,395.91 | 14,220.00 | 184.32 | 10,377.31 | 3,842.69 | 72.98 |
| 101-228-948.000 | COMPUTER SERVICES | 6,868.00 | 12,060.00 | 319.39 | 2,789.47 | 9,270.53 | 23.13 |
| Total Dept 228 - INFORMATION TECHNOLOGY | | 20,263.91 | 26,280.00 | 503.71 | 13,166.78 | 13,113.22 | 50.10 |
| Dept 247 - BOARD OF REVIEW | | | | | | | |
| 101-247-706.000 | BOARD OF REVIEW FEE | 1,029.00 | 2,000.00 | 792.00 | 1,044.00 | 956.00 | 52.20 |
| 101-247-715.000 | SOCIAL SECURITY | 78.70 | 153.00 | 60.60 | 79.86 | 73.14 | 52.20 |
| 101-247-723.000 | RECORD SEC | 1,065.00 | 1,500.00 | 1,320.00 | 1,320.00 | 180.00 | 88.00 |
| 101-247-900.000 | PRINTING & PUBLICATIONS | 682.00 | 700.00 | 0.00 | 640.00 | 60.00 | 91.43 |
| 101-247-956.000 | MISCELLANEOUS | 67.61 | 500.00 | 54.35 | 68.35 | 431.65 | 13.67 |
| 101-247-957.000 | TRAINING & DEVELOPMENT | 0.00 | 0.00 | 0.00 | 295.00 | (295.00) | 100.00 |
| 101-247-959.000 | TRIBUNALS AND DRAINS | 5,658.40 | 10,000.00 | 0.00 | 6,178.28 | 3,821.72 | 61.78 |
| Total Dept 247 - BOARD OF REVIEW | | 8,580.71 | 14,853.00 | 2,226.95 | 9,625.49 | 5,227.51 | 64.81 |
| Dept 253 - TREASURER | | | | | | | |
| 101-253-701.000 | SALARIES | 12,500.00 | 12,500.00 | 961.54 | 10,096.17 | 2,403.83 | 80.77 |
| 101-253-703.000 | DEPUTY SALARIES | 37,181.61 | 40,480.00 | 3,040.00 | 29,059.00 | 11,421.00 | 71.79 |
| 101-253-704.000 | CLERICAL/DEP /SUPER/ELECTION | 18,633.75 | 23,400.00 | 1,792.50 | 15,663.75 | 7,736.25 | 66.94 |
| 101-253-715.000 | SOCIAL SECURITY | 4,910.56 | 5,843.33 | 443.23 | 4,247.09 | 1,596.24 | 72.68 |
| 101-253-716.000 | HOSPITALIZATION | 10,751.40 | 15,180.00 | 0.00 | 604.33 | 14,575.67 | 3.98 |

User: YVETTE
DB: Northfield

PERIOD ENDING 04/30/2019
% Fiscal Year Completed: 83.29

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|--|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-253-717.000 | LIFE/DISB. INSURANCE | 560.16 | 718.10 | 47.78 | 419.87 | 298.23 | 58.47 |
| 101-253-718.000 | PENSION | 3,733.37 | 4,047.60 | 304.00 | 1,917.88 | 2,129.72 | 47.38 |
| 101-253-803.000 | LEGAL | 6,000.00 | 6,000.00 | 500.00 | 5,000.00 | 1,000.00 | 83.33 |
| 101-253-804.000 | TAX STATEMENT PREPARATION | 610.59 | 1,700.00 | 0.00 | 1,511.37 | 188.63 | 88.90 |
| 101-253-807.000 | MEMBERSHIP DUES | 100.00 | 100.00 | 0.00 | 50.00 | 50.00 | 50.00 |
| 101-253-818.000 | CONTRACTUAL SERVICES | 0.00 | 1,193.00 | 0.00 | 1,192.50 | 0.50 | 99.96 |
| 101-253-851.000 | POSTAGE | 3,308.12 | 3,800.00 | 0.00 | 1,981.26 | 1,818.74 | 52.14 |
| 101-253-860.000 | FUEL & MILEAGE | 577.38 | 600.00 | 0.00 | 514.75 | 85.25 | 85.79 |
| 101-253-927.000 | ALLOCATE TO DEPARTMENTS | (39,659.88) | (17,103.00) | 0.00 | 0.00 | (17,103.00) | 0.00 |
| 101-253-956.000 | MISCELLANEOUS | 335.29 | 500.00 | 0.00 | 467.00 | 33.00 | 93.40 |
| 101-253-957.000 | TRAINING & DEVELOPMENT | 244.50 | 250.00 | 120.00 | 380.50 | (130.50) | 152.20 |
| Total Dept 253 - TREASURER | | 59,786.85 | 99,209.03 | 7,209.05 | 73,105.47 | 26,103.56 | 73.69 |
| Dept 257 - ASSESSING | | | | | | | |
| 101-257-709.000 | ASST ASSESSOR | 43,045.61 | 0.00 | 0.00 | 165.92 | (165.92) | 100.00 |
| 101-257-715.000 | SOCIAL SECURITY | 3,293.00 | 0.00 | 0.00 | 253.86 | (253.86) | 100.00 |
| 101-257-716.000 | HOSPITALIZATION | 17,318.12 | 0.00 | 200.00 | 5,854.51 | (5,854.51) | 100.00 |
| 101-257-717.000 | LIFE/DISB. INSURANCE | 592.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-718.000 | PENSION | 4,304.56 | 0.00 | 0.00 | 504.32 | (504.32) | 100.00 |
| 101-257-727.000 | SUPPLIES | 10.39 | 1,000.00 | 0.00 | 1,573.30 | (573.30) | 157.33 |
| 101-257-807.000 | MEMBERSHIP DUES | 13.00 | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 101-257-818.000 | CONTRACTUAL SERVICES | 63,344.97 | 96,540.00 | 0.00 | 75,240.00 | 21,300.00 | 77.94 |
| 101-257-851.000 | POSTAGE | 1,981.12 | 2,500.00 | 0.00 | 2,088.85 | 411.15 | 83.55 |
| 101-257-860.000 | FUEL & MILEAGE | 31.03 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-257-900.000 | PRINTING & PUBLICATIONS | 1,263.12 | 1,500.00 | 0.00 | 1,453.33 | 46.67 | 96.89 |
| 101-257-927.000 | ALLOCATE TO DEPARTMENTS | (34,277.54) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-257-957.000 | TRAINING & DEVELOPMENT | 20.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| Total Dept 257 - ASSESSING | | 100,940.32 | 102,690.00 | 200.00 | 87,134.09 | 15,555.91 | 84.85 |
| Dept 265 - HALL AND GROUNDS | | | | | | | |
| 101-265-710.000 | JANITORIAL SALARIES | 6,174.00 | 6,435.00 | 681.10 | 6,070.80 | 364.20 | 94.34 |
| 101-265-715.000 | SOCIAL SECURITY | 472.33 | 492.28 | 52.10 | 464.40 | 27.88 | 94.34 |
| 101-265-721.000 | UNEMPLOYMENT BENEFITS | 0.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-265-727.000 | SUPPLIES | 10,508.21 | 11,000.00 | 1,007.21 | 9,742.84 | 1,257.16 | 88.57 |
| 101-265-731.000 | WORKERS COMP INSURANCE | 3,654.40 | 3,178.00 | 0.00 | 0.00 | 3,178.00 | 0.00 |
| 101-265-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 24,735.00 | 17,600.00 | 0.00 | 19,700.00 | (2,100.00) | 111.93 |
| 101-265-821.000 | PSB MAINT & OPS ALLOCATION | 39,660.31 | 46,667.00 | 38,714.23 | 38,714.23 | 7,952.77 | 82.96 |
| 101-265-850.000 | COMMUNICATION | 2,531.74 | 2,580.00 | 260.47 | 1,943.99 | 636.01 | 75.35 |
| 101-265-851.000 | POSTAGE | 2,128.41 | 2,880.00 | 0.00 | 2,579.55 | 300.45 | 89.57 |
| 101-265-910.000 | INSURANCE & BONDS | 10,256.00 | 24,790.04 | 539.00 | 539.00 | 24,251.04 | 2.17 |
| 101-265-920.000 | UTILITIES | 200.01 | 205.00 | 0.00 | 160.21 | 44.79 | 78.15 |
| 101-265-927.000 | ALLOCATE TO DEPARTMENTS | (4,195.00) | (4,000.00) | 0.00 | 0.00 | (4,000.00) | 0.00 |
| 101-265-929.000 | GRANT EXPENSE | 439.85 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-265-930.000 | REPAIRS & MAINTENANCE | 1,115.75 | 4,800.00 | 50.00 | 5,628.58 | (828.58) | 117.26 |
| 101-265-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 1,980.74 | 1,250.00 | 10.42 | 201.44 | 1,048.56 | 16.12 |
| 101-265-940.000 | RENTAL EQUIPMENT | 5,044.37 | 5,500.00 | 287.97 | 4,517.70 | 982.30 | 82.14 |
| 101-265-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 265 - HALL AND GROUNDS | | 104,706.52 | 123,877.32 | 41,602.50 | 90,262.74 | 33,614.58 | 72.86 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 101-270-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 2,500.00 | 0.00 | 697.12 | 1,802.88 | 27.88 |

PERIOD ENDING 04/30/2019

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|---------------------------------------|--|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-270-802.000 | AUDIT FEES | 6,300.00 | 6,300.00 | 0.00 | 6,300.00 | 0.00 | 100.00 |
| 101-270-803.000 | LEGAL | 87,625.31 | 96,000.00 | 7,017.50 | 69,377.70 | 26,622.30 | 72.27 |
| 101-270-806.000 | ENGINEER | 837.50 | 10,000.00 | 0.00 | 425.00 | 9,575.00 | 4.25 |
| 101-270-927.000 | ALLOCATE TO DEPARTMENTS | (45,600.00) | (45,600.00) | (3,800.00) | (38,000.00) | (7,600.00) | 83.33 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 49,162.81 | 69,200.00 | 3,217.50 | 38,799.82 | 30,400.18 | 56.07 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 101-336-933.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 2,500.00 | 0.00 | 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 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 13,718.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | | |
| 101-412-701.000 | ZONING SALARIES | 0.00 | 17,601.00 | 1,353.60 | 12,250.08 | 5,350.92 | 69.60 |
| 101-412-707.000 | ZBA SALARIES | 15,625.00 | 6,000.00 | 0.00 | 3,744.14 | 2,255.86 | 62.40 |
| 101-412-715.000 | SOCIAL SECURITY | 1,406.64 | 3,396.28 | 312.97 | 3,175.73 | 220.55 | 93.51 |
| 101-412-716.000 | HOSPITALIZATION | 0.00 | 7,132.00 | 483.70 | 8,573.82 | (1,441.82) | 120.22 |
| 101-412-717.000 | LIFE/DISB. INSURANCE | 0.00 | 267.00 | 19.54 | 400.57 | (133.57) | 150.03 |
| 101-412-718.000 | ZONING PENSION | 0.00 | 1,759.60 | 135.36 | 1,218.24 | 541.36 | 69.23 |
| 101-412-723.000 | RECORD SEC | 6,260.00 | 9,620.00 | 1,365.00 | 7,525.00 | 2,095.00 | 78.22 |
| 101-412-726.000 | PLANN COMM | 9,700.00 | 16,800.00 | 800.00 | 10,000.00 | 6,800.00 | 59.52 |
| 101-412-741.000 | UNIFORMS/GEAR & ALLOWANCE | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 101-412-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-412-801.000 | PLANNER FEES | 41,538.25 | 47,250.00 | 14,386.75 | 68,388.25 | (21,138.25) | 144.74 |
| 101-412-809.000 | CODE ENFORCEMENT SALARIES | 200.00 | 20,800.00 | 2,037.50 | 15,837.50 | 4,962.50 | 76.14 |
| 101-412-823.000 | ZONING ADMINISTRATION | 16,024.75 | 12,000.00 | 3,600.00 | 21,740.00 | (9,740.00) | 181.17 |
| 101-412-851.000 | POSTAGE | 266.64 | 250.00 | 0.00 | 374.30 | (124.30) | 149.72 |
| 101-412-860.000 | FUEL & MILEAGE | 809.64 | 750.00 | 53.36 | 812.97 | (62.97) | 108.40 |
| 101-412-900.000 | PRINTING & PUBLICATIONS | 2,951.97 | 2,500.00 | 198.38 | 2,127.55 | 372.45 | 85.10 |
| 101-412-910.000 | INSURANCE & BONDS | 1,000.00 | 0.00 | 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 | 0.00 |
| 101-412-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-412-957.000 | TRAINING & DEVELOPMENT | 0.00 | 1,800.00 | 300.00 | 790.00 | 1,010.00 | 43.89 |
| Total Dept 412 - PLANNING/ZONING DEPT | | 122,836.67 | 151,425.88 | 25,046.16 | 156,958.15 | (5,532.27) | 103.65 |
| Dept 448 - STREET LIGHTS | | | | | | | |
| 101-448-920.000 | UTILITIES | 37,862.45 | 54,410.00 | 24,602.33 | 49,138.53 | 5,271.47 | 90.31 |
| Total Dept 448 - STREET LIGHTS | | 37,862.45 | 54,410.00 | 24,602.33 | 49,138.53 | 5,271.47 | 90.31 |
| Dept 449 - ROAD WORK | | | | | | | |
| 101-449-805.000 | PATHWAYS AND SIDEWALKS | 0.00 | 7,670.00 | 0.00 | 6,670.00 | 1,000.00 | 86.96 |
| 101-449-813.000 | ROADWORK | 28,761.86 | 49,113.00 | 0.00 | 22,985.50 | 26,127.50 | 46.80 |
| 101-449-814.000 | ROAD IMPROVEMENTS | 133,073.03 | 136,000.00 | 0.00 | 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 | 0.00 |
| Total Dept 449 - ROAD WORK | | 237,731.44 | 192,783.00 | 0.00 | 121,679.50 | 71,103.50 | 63.12 |
| 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 | 0.00 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 04/30/2019
 % Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Total Dept 523 - SOLID WASTE MANAGEMENT | | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 666 - COMMUNITY CENTER | | | | | | | |
| 101-666-701.000 | SALARIES | 45,892.05 | 46,909.00 | 3,608.62 | 37,855.13 | 9,053.87 | 80.70 |
| 101-666-702.000 | SALARIES | 0.00 | 18,408.00 | 0.00 | 0.00 | 18,408.00 | 0.00 |
| 101-666-710.000 | JANITORIAL SALARIES | 4,160.00 | 4,420.00 | 320.00 | 3,360.00 | 1,060.00 | 76.02 |
| 101-666-715.000 | SOCIAL SECURITY | 3,719.61 | 5,335.50 | 292.13 | 3,064.61 | 2,270.89 | 57.44 |
| 101-666-716.000 | HOSPITALIZATION | 8,301.19 | 9,997.50 | 808.27 | 8,512.36 | 1,485.14 | 85.14 |
| 101-666-717.000 | LIFE/DISB. INSURANCE | 617.47 | 690.15 | 51.28 | 512.80 | 177.35 | 74.30 |
| 101-666-718.000 | PENSION | 4,588.88 | 4,690.90 | 360.86 | 3,785.46 | 905.44 | 80.70 |
| 101-666-727.000 | SUPPLIES | 1,112.91 | 2,000.00 | 215.26 | 1,398.45 | 601.55 | 69.92 |
| 101-666-731.000 | WORKERS COMP INSURANCE | 628.40 | 823.50 | 0.00 | 0.00 | 823.50 | 0.00 |
| 101-666-807.000 | MEMBERSHIP DUES | 120.00 | 120.00 | 0.00 | 120.00 | 0.00 | 100.00 |
| 101-666-812.000 | CC TRIPS | 5,736.83 | 4,500.00 | 300.00 | 4,103.38 | 396.62 | 91.19 |
| 101-666-815.000 | CC PROGRAMS | 11,670.40 | 10,000.00 | 390.95 | 7,820.60 | 2,179.40 | 78.21 |
| 101-666-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 2,885.00 | 3,425.00 | 0.00 | 3,395.00 | 30.00 | 99.12 |
| 101-666-822.000 | SENIOR NUTRITION | 1,920.86 | 2,000.00 | 532.02 | 1,963.91 | 36.09 | 98.20 |
| 101-666-836.000 | COMMUNITY EXPENSE | 815.25 | 1,500.00 | 0.00 | 815.49 | 684.51 | 54.37 |
| 101-666-850.000 | COMMUNICATION | 2,817.36 | 2,760.00 | 253.42 | 2,476.47 | 283.53 | 89.73 |
| 101-666-851.000 | POSTAGE | 195.57 | 250.00 | 0.00 | 141.47 | 108.53 | 56.59 |
| 101-666-860.000 | FUEL & MILEAGE | 0.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-666-900.000 | PRINTING & PUBLICATIONS | 0.00 | 650.00 | 0.00 | 0.00 | 650.00 | 0.00 |
| 101-666-910.000 | INSURANCE & BONDS | 559.00 | 1,131.00 | 0.00 | 0.00 | 1,131.00 | 0.00 |
| 101-666-920.000 | UTILITIES | 2,591.79 | 2,800.00 | 607.07 | 3,197.22 | (397.22) | 114.19 |
| 101-666-922.000 | LATE FEES AND PENALTIES | 804.67 | 125.00 | 0.00 | 0.00 | 125.00 | 0.00 |
| 101-666-929.000 | GRANT EXPENSE | 3,718.30 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-666-930.000 | REPAIRS & MAINTENANCE | 2,723.13 | 3,500.00 | 274.62 | 5,456.77 | (1,956.77) | 155.91 |
| 101-666-936.000 | SOFTWARE | 112.50 | 194.40 | 21.08 | 169.58 | 24.82 | 87.23 |
| 101-666-940.000 | RENTAL EQUIPMENT | 2,154.91 | 2,160.00 | 179.58 | 1,825.16 | 334.84 | 84.50 |
| 101-666-956.000 | MISCELLANEOUS | 0.00 | 500.00 | 0.00 | 245.00 | 255.00 | 49.00 |
| 101-666-970.000 | EQUIPMENT | 19.97 | 0.00 | 0.00 | 38.88 | (38.88) | 100.00 |
| Total Dept 666 - COMMUNITY CENTER | | 107,866.05 | 129,189.95 | 8,215.16 | 90,257.74 | 38,932.21 | 69.86 |
| Dept 753 - RECREATION BOARD | | | | | | | |
| 101-753-727.000 | SUPPLIES | 207.50 | 0.00 | 0.00 | 180.00 | (180.00) | 100.00 |
| 101-753-931.000 | PARK MAINITENANCE | 332.36 | 5,000.00 | 17.46 | 416.09 | 4,583.91 | 8.32 |
| Total Dept 753 - RECREATION BOARD | | 539.86 | 5,000.00 | 17.46 | 596.09 | 4,403.91 | 11.92 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 101-900-970.000 | EQUIPMENT | 0.00 | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 101-900-972.000 | COMPUTER | 1,948.65 | 1,000.00 | 0.00 | 99.19 | 900.81 | 9.92 |
| 101-900-973.000 | SEWER IMPROVEMENTS | 0.00 | 1,700.00 | 0.00 | 1,600.00 | 100.00 | 94.12 |
| 101-900-978.000 | LAND ACQUISITION | 15.47 | 8,303.00 | 0.00 | 8,303.00 | 0.00 | 100.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 1,964.12 | 15,003.00 | 0.00 | 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 | 87,045.83 | (3,711.83) | 104.45 |
| Total Dept 905 - DEBT SERVICE | | 90,050.69 | 83,334.00 | 0.00 | 87,045.83 | (3,711.83) | 104.45 |

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REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
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| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------|-------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| TOTAL EXPENDITURES | | 1,246,573.68 | 1,398,565.98 | 135,549.48 | 1,115,532.41 | 283,033.57 | 79.76 |
| Fund 101 - GENERAL FUND: | | | | | | | |
| TOTAL REVENUES | | 1,603,114.18 | 1,338,128.50 | 129,391.85 | 1,290,758.54 | 47,369.96 | 96.46 |
| TOTAL EXPENDITURES | | 1,246,573.68 | 1,398,565.98 | 135,549.48 | 1,115,532.41 | 283,033.57 | 79.76 |
| NET OF REVENUES & EXPENDITURES | | 356,540.50 | (60,437.48) | (6,157.63) | 175,226.13 | (235,663.61) | 289.93 |
| BEG. FUND BALANCE | | 789,347.80 | 1,145,888.30 | | 1,145,888.30 | | |
| END FUND BALANCE | | 1,145,888.30 | 1,085,450.82 | | 1,321,114.43 | | |

User: YVETTE
DB: NorthfieldPERIOD ENDING 04/30/2019
% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BGD USED |
|--|--|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|---------------|
| Fund 207 - LAW ENFORCEMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 207-000-402.000 | CURRENT PROPERTY TAX | 1,514,022.02 | 1,556,139.00 | 0.00 | 1,462,807.99 | 93,331.01 | 94.00 |
| 207-000-406.000 | COMMUNITY MENTAL HEALTH & PUBLIC SAFETY | 0.00 | 0.00 | 24,048.50 | 156,161.93 | (156,161.93) | 100.00 |
| 207-000-441.000 | LCSA PPT Reimbursement | 7,790.13 | 25,228.00 | 0.00 | 22,014.20 | 3,213.80 | 87.26 |
| 207-000-445.000 | PENALTY & INTEREST ON TAXES | 519.50 | 0.00 | 0.00 | 326.98 | (326.98) | 100.00 |
| 207-000-570.000 | LIQUOR LICENSE & PERMITS | 3,436.95 | 3,500.00 | 0.00 | 3,509.55 | (9.55) | 100.27 |
| 207-000-626.000 | COPY & FOIA INCOME | 2,400.28 | 2,000.00 | 34.00 | 806.65 | 1,193.35 | 40.33 |
| 207-000-635.000 | EMERGENCY COST RECOVERY | 1,959.75 | 1,000.00 | 219.75 | 219.75 | 780.25 | 21.98 |
| 207-000-656.000 | FINES & COURT FEES | 18,357.94 | 20,000.00 | 0.00 | 3,065.57 | 16,934.43 | 15.33 |
| 207-000-658.000 | IMPOUND FEES | 3,720.00 | 3,200.00 | 0.00 | 1,656.50 | 1,543.50 | 51.77 |
| 207-000-664.000 | FEES PAID FOR OFFICER WAGES | 9,191.20 | 8,000.00 | 0.00 | 7,778.08 | 221.92 | 97.23 |
| 207-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 131.28 | 131.28 | (131.28) | 100.00 |
| 207-000-671.000 | REIMBURSEMENT/OTHER INCOME | 2,083.08 | 2,000.00 | 780.00 | 1,854.92 | 145.08 | 92.75 |
| 207-000-673.000 | SALE OF FIXED ASSET | 1,710.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-000-681.000 | OT REIMBURSEMENT | 6,720.75 | 17,000.00 | 0.00 | 1,903.44 | 15,096.56 | 11.20 |
| Total Dept 000 | | 1,571,911.60 | 1,638,067.00 | 25,213.53 | 1,662,236.84 | (24,169.84) | 101.48 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 207-336-588.000 | CONTRIBUTION OTHER FUND(S) | 0.00 | 35,000.00 | 0.00 | 17,500.02 | 17,499.98 | 50.00 |
| 207-336-683.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 36,500.00 | 0.00 | 17,500.02 | 18,999.98 | 47.95 |
| TOTAL REVENUES | | 1,571,911.60 | 1,674,567.00 | 25,213.53 | 1,679,736.86 | (5,169.86) | 100.31 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 207-226-701.000 | SALARIES | 168,360.22 | 219,806.00 | 5,976.00 | 71,028.83 | 148,777.17 | 32.31 |
| 207-226-702.000 | SALARIES | 473,454.87 | 440,500.00 | 44,252.86 | 419,616.70 | 20,883.30 | 95.26 |
| 207-226-704.000 | CLERICAL/DEP /SUPER/ELECTION | 70,535.01 | 93,466.00 | 7,020.80 | 65,601.60 | 27,864.40 | 70.19 |
| 207-226-708.000 | SALARIES-PART TIME | 38,027.00 | 40,000.00 | 6,821.00 | 60,343.42 | (20,343.42) | 150.86 |
| 207-226-710.000 | JANITORIAL SALARIES | 8,840.00 | 9,500.00 | 765.00 | 7,310.00 | 2,190.00 | 76.95 |
| 207-226-711.000 | SALARIES-OVERTIME | 46,412.58 | 40,000.00 | 3,818.20 | 50,219.44 | (10,219.44) | 125.55 |
| 207-226-714.000 | HOLIDAY | 34,205.05 | 37,032.00 | 0.00 | 34,879.52 | 2,152.48 | 94.19 |
| 207-226-715.000 | SOCIAL SECURITY | 66,458.34 | 67,394.00 | 5,935.10 | 56,969.48 | 10,424.52 | 84.53 |
| 207-226-716.000 | HOSPITALIZATION | 145,672.20 | 137,000.00 | 16,390.30 | 134,238.36 | 2,761.64 | 97.98 |
| 207-226-717.000 | LIFE/DISB. INSURANCE | 8,690.05 | 10,000.00 | 712.66 | 6,661.92 | 3,338.08 | 66.62 |
| 207-226-718.000 | PENSION | 66,569.22 | 70,096.00 | 5,485.68 | 52,291.05 | 17,804.95 | 74.60 |
| 207-226-719.000 | EMPLOYEE FRINGE-LONGEVITY | 6,750.00 | 7,800.00 | 0.00 | 5,400.00 | 2,400.00 | 69.23 |
| 207-226-730.000 | MEDICAL TESTING | 282.00 | 500.00 | 127.50 | 1,167.50 | (667.50) | 233.50 |
| 207-226-731.000 | WORKERS COMP INSURANCE | 29,451.20 | 26,000.00 | 0.00 | 0.00 | 26,000.00 | 0.00 |
| 207-226-734.000 | SIGNING BONUS | 0.00 | 0.00 | 9,500.00 | 10,500.00 | (10,500.00) | 100.00 |
| 207-226-741.000 | UNIFORMS/GEAR & ALLOWANCE | 6,156.00 | 7,000.00 | 0.00 | 6,200.00 | 800.00 | 88.57 |
| 207-226-927.000 | ALLOCATE TO DEPARTMENTS | 66,635.00 | 65,368.00 | 0.00 | 0.00 | 65,368.00 | 0.00 |
| 207-226-957.000 | TRAINING & DEVELOPMENT | 224.00 | 2,000.00 | 225.00 | 535.00 | 1,465.00 | 26.75 |
| Total Dept 226 - PERSONNEL | | 1,236,722.74 | 1,273,462.00 | 107,030.10 | 982,962.82 | 290,499.18 | 77.19 |
| Dept 265 - HALL AND GROUNDS | | | | | | | |
| 207-265-721.000 | UNEMPLOYMENT BENEFITS | 1,121.37 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-265-821.000 | PSB MAINT & OPS ALLOCATION | 39,658.65 | 43,100.00 | 38,714.23 | 38,714.23 | 4,385.77 | 89.82 |
| Total Dept 265 - HALL AND GROUNDS | | 40,780.02 | 43,100.00 | 38,714.23 | 38,714.23 | 4,385.77 | 89.82 |

User: YVETTE

DB: Northfield

PERIOD ENDING 04/30/2019
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|--|-------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|------------------|
| Fund 207 - LAW ENFORCEMENT FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 207-270-722.000 | CONTROLLER | 6,007.50 | 6,300.00 | 0.00 | 0.00 | 6,300.00 | 0.00 |
| 207-270-802.000 | AUDIT FEES | 2,250.00 | 2,300.00 | 0.00 | 2,250.00 | 50.00 | 97.83 |
| 207-270-803.000 | LEGAL | 57,825.83 | 50,000.00 | 4,387.50 | 42,824.20 | 7,175.80 | 85.65 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 66,083.33 | 58,600.00 | 4,387.50 | 45,074.20 | 13,525.80 | 76.92 |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 207-301-727.000 | SUPPLIES | 5,214.24 | 7,000.00 | 960.75 | 5,154.19 | 1,845.81 | 73.63 |
| 207-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 1,531.52 | 4,000.00 | 0.00 | 559.62 | 3,440.38 | 13.99 |
| 207-301-807.000 | MEMBERSHIP DUES | 200.00 | 1,000.00 | 0.00 | 158.99 | 841.01 | 15.90 |
| 207-301-818.000 | CONTRACTUAL SERVICES | 19,487.21 | 25,000.00 | 8,103.72 | 22,418.23 | 2,581.77 | 89.67 |
| 207-301-820.000 | DISPATCH SERVICES | 65,247.00 | 70,040.00 | 5,437.25 | 54,372.50 | 15,667.50 | 77.63 |
| 207-301-850.000 | COMMUNICATION | 17,666.52 | 15,000.00 | 1,292.79 | 9,595.06 | 5,404.94 | 63.97 |
| 207-301-851.000 | POSTAGE | 214.40 | 250.00 | 0.00 | 335.66 | (85.66) | 134.26 |
| 207-301-900.000 | PRINTING & PUBLICATIONS | 421.04 | 500.00 | 0.00 | 615.42 | (115.42) | 123.08 |
| 207-301-910.000 | INSURANCE & BONDS | 42,833.00 | 34,222.00 | 0.00 | 0.00 | 34,222.00 | 0.00 |
| 207-301-922.000 | LATE FEES AND PENALTIES | 32.97 | 0.00 | 0.00 | 25.00 | (25.00) | 100.00 |
| 207-301-930.000 | REPAIRS & MAINTENANCE | 3,790.48 | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 207-301-932.000 | RADIO REPAIR | 1,760.00 | 1,100.00 | 0.00 | 977.99 | 122.01 | 88.91 |
| 207-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 709.67 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 207-301-940.000 | RENTAL EQUIPMENT | 2,608.63 | 1,000.00 | 217.39 | 2,173.85 | (1,173.85) | 217.39 |
| 207-301-972.000 | COMPUTER | 13,387.10 | 15,000.00 | 477.10 | 9,985.01 | 5,014.99 | 66.57 |
| Total Dept 301 - OPERATING COSTS | | 175,103.78 | 180,112.00 | 16,489.00 | 106,371.52 | 73,740.48 | 59.06 |
| Dept 333 - TRANSPORTATION | | | | | | | |
| 207-333-860.000 | FUEL & MILEAGE | 19,435.06 | 15,000.00 | 1,452.74 | 16,041.18 | (1,041.18) | 106.94 |
| 207-333-930.000 | REPAIRS & MAINTENANCE | 15,472.15 | 15,000.00 | 622.54 | 14,654.09 | 345.91 | 97.69 |
| Total Dept 333 - TRANSPORTATION | | 34,907.21 | 30,000.00 | 2,075.28 | 30,695.27 | (695.27) | 102.32 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 207-905-985.000 | PSB SHARE OF BOND PMT | 90,050.69 | 89,617.00 | 0.00 | 87,045.83 | 2,571.17 | 97.13 |
| Total Dept 905 - DEBT SERVICE | | 90,050.69 | 89,617.00 | 0.00 | 87,045.83 | 2,571.17 | 97.13 |
| TOTAL EXPENDITURES | | 1,643,647.77 | 1,674,891.00 | 168,696.11 | 1,290,863.87 | 384,027.13 | 77.07 |
| Fund 207 - LAW ENFORCEMENT FUND: | | | | | | | |
| TOTAL REVENUES | | 1,571,911.60 | 1,674,567.00 | 25,213.53 | 1,679,736.86 | (5,169.86) | 100.31 |
| TOTAL EXPENDITURES | | 1,643,647.77 | 1,674,891.00 | 168,696.11 | 1,290,863.87 | 384,027.13 | 77.07 |
| NET OF REVENUES & EXPENDITURES | | (71,736.17) | (324.00) | (143,482.58) | 388,872.99 | (389,196.99) | 10,022.53 |
| BEG. FUND BALANCE | | 526,215.59 | 454,479.42 | | 454,479.42 | | |
| END FUND BALANCE | | 454,479.42 | 454,155.42 | | 843,352.41 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
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|-----------------------------------|----------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 211 - Fire Station # 2 Fund | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 211-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 4.34 | 4.34 | (4.34) | 100.00 |
| 211-000-671.000 | REIMBURSEMENT/OTHER INCOME | 0.00 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 211-000-684.000 | CELL TOWER INCOME | 17,024.00 | 17,136.00 | 2,913.12 | 15,907.92 | 1,228.08 | 92.83 |
| Total Dept 000 | | 17,024.00 | 17,286.00 | 2,917.46 | 15,912.26 | 1,373.74 | 92.05 |
| TOTAL REVENUES | | 17,024.00 | 17,286.00 | 2,917.46 | 15,912.26 | 1,373.74 | 92.05 |
| Fund 211 - Fire Station # 2 Fund: | | | | | | | |
| TOTAL REVENUES | | 17,024.00 | 17,286.00 | 2,917.46 | 15,912.26 | 1,373.74 | 92.05 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 17,024.00 | 17,286.00 | 2,917.46 | 15,912.26 | 1,373.74 | 92.05 |
| BEG. FUND BALANCE | | | 17,024.00 | | 17,024.00 | | |
| END FUND BALANCE | | 17,024.00 | 34,310.00 | | 32,936.26 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

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|--|-------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 214 - BARKER RD - RENTAL PROPERTY FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 214-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 1.51 | 1.51 | (1.51) | 100.00 |
| 214-000-688.000 | RENTAL INCOME | 9,960.00 | 9,960.00 | 2,490.00 | 8,300.00 | 1,660.00 | 83.33 |
| Total Dept 000 | | 9,960.00 | 9,960.00 | 2,491.51 | 8,301.51 | 1,658.49 | 83.35 |
| TOTAL REVENUES | | 9,960.00 | 9,960.00 | 2,491.51 | 8,301.51 | 1,658.49 | 83.35 |
| Expenditures | | | | | | | |
| Dept 000 | | | | | | | |
| 214-000-930.000 | REPAIRS & MAINTENANCE | 0.00 | 455.00 | 0.00 | 0.00 | 455.00 | 0.00 |
| Total Dept 000 | | 0.00 | 455.00 | 0.00 | 0.00 | 455.00 | 0.00 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 214-270-800.000 | OTHER PROFESSIONAL FEES | 0.00 | 8,670.00 | 0.00 | 8,655.00 | 15.00 | 99.83 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 0.00 | 8,670.00 | 0.00 | 8,655.00 | 15.00 | 99.83 |
| TOTAL EXPENDITURES | | 0.00 | 9,125.00 | 0.00 | 8,655.00 | 470.00 | 94.85 |
| Fund 214 - BARKER RD - RENTAL PROPERTY FUND: | | | | | | | |
| TOTAL REVENUES | | 9,960.00 | 9,960.00 | 2,491.51 | 8,301.51 | 1,658.49 | 83.35 |
| TOTAL EXPENDITURES | | 0.00 | 9,125.00 | 0.00 | 8,655.00 | 470.00 | 94.85 |
| NET OF REVENUES & EXPENDITURES | | 9,960.00 | 835.00 | 2,491.51 | (353.49) | 1,188.49 | 42.33 |
| BEG. FUND BALANCE | | | 9,960.00 | | 9,960.00 | | |
| END FUND BALANCE | | 9,960.00 | 10,795.00 | | 9,606.51 | | |

PERIOD ENDING 04/30/2019
% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BGD USED |
|-----------------------------------|--|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|---------------|
| Fund 216 - MEDICAL RESCUE FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 216-000-402.000 | CURRENT PROPERTY TAX | 682,218.06 | 701,201.00 | 0.00 | 659,135.18 | 42,065.82 | 94.00 |
| 216-000-441.000 | LCSA PPT Reimbursement | 6,772.33 | 11,282.00 | 0.00 | 9,919.67 | 1,362.33 | 87.92 |
| 216-000-445.000 | PENALTY & INTEREST ON TAXES | 232.11 | 0.00 | 0.00 | 147.33 | (147.33) | 100.00 |
| 216-000-482.000 | HOUSE NUMBERS | 760.00 | 500.00 | 0.00 | 240.00 | 260.00 | 48.00 |
| 216-000-588.000 | CONTRIBUTION OTHER FUND(S) | 13,718.00 | 0.00 | 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 | 0.00 |
| 216-000-626.000 | COPY & FOIA INCOME | 8.00 | 50.00 | 0.00 | 19.00 | 31.00 | 38.00 |
| 216-000-635.000 | EMERGENCY COST RECOVERY | 18,523.07 | 20,000.00 | 2,216.10 | 18,183.16 | 1,816.84 | 90.92 |
| 216-000-639.000 | DRIVEWAY INSPECTIONS | 250.00 | 500.00 | 90.00 | 530.00 | (30.00) | 106.00 |
| 216-000-665.000 | INTEREST INCOME | 4,674.31 | 0.00 | 108.28 | 4,147.58 | (4,147.58) | 100.00 |
| 216-000-671.000 | REIMBURSEMENT/OTHER INCOME | 1,313.46 | 2,000.00 | 0.00 | 240.00 | 1,760.00 | 12.00 |
| 216-000-673.000 | SALE OF FIXED ASSET | 38,594.00 | 60,000.00 | 0.00 | 0.00 | 60,000.00 | 0.00 |
| 216-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 150.00 | 150.00 | 0.00 | 505.00 | (355.00) | 336.67 |
| Total Dept 000 | | 806,658.87 | 795,683.00 | 2,414.38 | 693,066.92 | 102,616.08 | 87.10 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 216-336-683.000 | CONTRIBUTION - INDEPENDENCE DAY CELEBRAT | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| TOTAL REVENUES | | 806,658.87 | 796,683.00 | 2,414.38 | 693,066.92 | 103,616.08 | 86.99 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 216-226-701.000 | SALARIES | 86,950.40 | 90,496.00 | 6,827.42 | 71,614.14 | 18,881.86 | 79.14 |
| 216-226-702.000 | SALARIES | 151,802.59 | 165,000.00 | 10,230.01 | 113,563.28 | 51,436.72 | 68.83 |
| 216-226-705.000 | ADMINISTRATIVE ASSISTANT | 3,272.57 | 5,000.00 | 241.60 | 3,027.81 | 1,972.19 | 60.56 |
| 216-226-708.000 | SALARIES-PART TIME | 49,383.94 | 56,088.00 | 3,224.95 | 41,582.73 | 14,505.27 | 74.14 |
| 216-226-712.000 | SALARIES - OFFICERS | 6,737.50 | 11,000.00 | 0.00 | 10,150.00 | 850.00 | 92.27 |
| 216-226-715.000 | SOCIAL SECURITY | 23,212.36 | 24,983.00 | 1,580.05 | 18,722.60 | 6,260.40 | 74.94 |
| 216-226-716.000 | HOSPITALIZATION | 19,284.90 | 26,116.00 | 1,857.18 | 19,855.32 | 6,260.68 | 76.03 |
| 216-226-717.000 | LIFE/DISB. INSURANCE | 909.87 | 1,100.00 | 83.13 | 831.30 | 268.70 | 75.57 |
| 216-226-718.000 | PENSION | 8,694.22 | 9,049.00 | 682.74 | 7,147.88 | 1,901.12 | 78.99 |
| 216-226-730.000 | MEDICAL TESTING | 467.00 | 8,000.00 | 0.00 | 383.50 | 7,616.50 | 4.79 |
| 216-226-731.000 | WORKERS COMP INSURANCE | 19,483.80 | 17,000.00 | 0.00 | 0.00 | 17,000.00 | 0.00 |
| 216-226-927.000 | ALLOCATE TO DEPARTMENTS | (66,635.00) | (65,368.00) | 0.00 | 0.00 | (65,368.00) | 0.00 |
| 216-226-957.000 | TRAINING & DEVELOPMENT | 5,801.31 | 12,000.00 | 20.00 | 5,924.00 | 6,076.00 | 49.37 |
| 216-226-958.000 | TRAINING WAGES | 8,733.00 | 12,000.00 | 442.00 | 8,011.25 | 3,988.75 | 66.76 |
| Total Dept 226 - PERSONNEL | | 318,098.46 | 372,464.00 | 25,189.08 | 300,813.81 | 71,650.19 | 80.76 |
| Dept 265 - HALL AND GROUNDS | | | | | | | |
| 216-265-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 2,260.00 | 2,500.00 | 0.00 | 1,270.00 | 1,230.00 | 50.80 |
| 216-265-821.000 | PSB MAINT & OPS ALLOCATION | 39,658.64 | 43,100.00 | 38,714.23 | 38,714.23 | 4,385.77 | 89.82 |
| Total Dept 265 - HALL AND GROUNDS | | 41,918.64 | 45,600.00 | 38,714.23 | 39,984.23 | 5,615.77 | 87.68 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 216-270-722.000 | CONTROLLER | 6,007.50 | 6,500.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| 216-270-802.000 | AUDIT FEES | 2,250.00 | 2,250.00 | 0.00 | 2,250.00 | 0.00 | 100.00 |
| 216-270-803.000 | LEGAL | 50.00 | 3,000.00 | 0.00 | 1,031.25 | 1,968.75 | 34.38 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 04/30/2019
 % Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|-------------------------------------|-------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 216 - MEDICAL RESCUE FUND | | | | | | | |
| Expenditures | | | | | | | |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 8,307.50 | 11,750.00 | 0.00 | 3,281.25 | 8,468.75 | 27.93 |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 216-301-727.000 | SUPPLIES | 7,648.56 | 10,000.00 | 446.16 | 8,534.86 | 1,465.14 | 85.35 |
| 216-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 2,083.03 | 10,000.00 | 6,643.15 | 7,284.91 | 2,715.09 | 72.85 |
| 216-301-807.000 | MEMBERSHIP DUES | 1,990.00 | 3,000.00 | 0.00 | 1,175.00 | 1,825.00 | 39.17 |
| 216-301-818.000 | CONTRACTUAL SERVICES | 1,696.99 | 2,000.00 | 0.00 | 1,752.60 | 247.40 | 87.63 |
| 216-301-820.000 | DISPATCH SERVICES | 10,809.84 | 11,000.00 | 918.82 | 9,188.20 | 1,811.80 | 83.53 |
| 216-301-850.000 | COMMUNICATION | 8,070.52 | 8,500.00 | 523.34 | 6,561.42 | 1,938.58 | 77.19 |
| 216-301-851.000 | POSTAGE | 21.53 | 50.00 | 16.45 | 23.15 | 26.85 | 46.30 |
| 216-301-900.000 | PRINTING & PUBLICATIONS | 224.64 | 500.00 | 0.00 | 105.00 | 395.00 | 21.00 |
| 216-301-910.000 | INSURANCE & BONDS | 39,363.00 | 37,000.00 | 0.00 | 3,089.00 | 33,911.00 | 8.35 |
| 216-301-920.000 | UTILITIES | 7,427.21 | 7,000.00 | 956.70 | 7,322.45 | (322.45) | 104.61 |
| 216-301-922.000 | LATE FEES AND PENALTIES | 32.97 | 0.00 | 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 | 0.00 |
| 216-301-930.000 | REPAIRS & MAINTENANCE | 4,307.88 | 8,000.00 | 59.95 | 925.03 | 7,074.97 | 11.56 |
| 216-301-932.000 | RADIO REPAIR | 3,750.00 | 2,500.00 | 0.00 | 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 | 0.00 |
| 216-301-972.000 | COMPUTER | 4,865.50 | 7,000.00 | 104.68 | 2,031.08 | 4,968.92 | 29.02 |
| Total Dept 301 - OPERATING COSTS | | 127,992.62 | 106,550.00 | 9,669.25 | 50,277.70 | 56,272.30 | 47.19 |
| Dept 333 - TRANSPORTATION | | | | | | | |
| 216-333-860.000 | FUEL & MILEAGE | 10,284.45 | 12,500.00 | 897.30 | 9,386.95 | 3,113.05 | 75.10 |
| 216-333-930.000 | REPAIRS & MAINTENANCE | 18,570.56 | 30,000.00 | 1,707.15 | 24,572.70 | 5,427.30 | 81.91 |
| Total Dept 333 - TRANSPORTATION | | 28,855.01 | 42,500.00 | 2,604.45 | 33,959.65 | 8,540.35 | 79.91 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 216-900-970.000 | EQUIPMENT | 8,024.80 | 30,000.00 | 0.00 | 30,640.55 | (640.55) | 102.14 |
| 216-900-974.000 | VEHICLE | 0.00 | 477,790.00 | 0.00 | 484,294.72 | (6,504.72) | 101.36 |
| Total Dept 900 - CAPITAL OUTLAY | | 8,024.80 | 507,790.00 | 0.00 | 514,935.27 | (7,145.27) | 101.41 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 216-905-985.000 | PSB SHARE OF BOND PMT | 90,050.68 | 89,617.00 | 0.00 | 87,045.83 | 2,571.17 | 97.13 |
| Total Dept 905 - DEBT SERVICE | | 90,050.68 | 89,617.00 | 0.00 | 87,045.83 | 2,571.17 | 97.13 |
| TOTAL EXPENDITURES | | 623,247.71 | 1,176,271.00 | 76,177.01 | 1,030,297.74 | 145,973.26 | 87.59 |
| Fund 216 - MEDICAL RESCUE FUND: | | | | | | | |
| TOTAL REVENUES | | 806,658.87 | 796,683.00 | 2,414.38 | 693,066.92 | 103,616.08 | 86.99 |
| TOTAL EXPENDITURES | | 623,247.71 | 1,176,271.00 | 76,177.01 | 1,030,297.74 | 145,973.26 | 87.59 |
| NET OF REVENUES & EXPENDITURES | | 183,411.16 | (379,588.00) | (73,762.63) | (337,230.82) | (42,357.18) | 88.84 |
| BEG. FUND BALANCE | | 832,958.13 | 1,016,369.29 | | 1,016,369.29 | | |
| END FUND BALANCE | | 1,016,369.29 | 636,781.29 | | 679,138.47 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 04/30/2019
 % Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 217 - PSB - RENTAL PROPERTY FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 217-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 4.70 | 4.70 | (4.70) | 100.00 |
| 217-000-688.000 | RENTAL INCOME | 0.00 | 36,000.00 | 0.00 | 36,000.00 | 0.00 | 100.00 |
| 217-000-695.000 | RENTAL UTILITY REVENUE | 0.00 | 2,631.00 | 832.52 | 3,426.36 | (795.36) | 130.23 |
| Total Dept 000 | | 0.00 | 38,631.00 | 837.22 | 39,431.06 | (800.06) | 102.07 |
| TOTAL REVENUES | | 0.00 | 38,631.00 | 837.22 | 39,431.06 | (800.06) | 102.07 |
| Expenditures | | | | | | | |
| Dept 000 | | | | | | | |
| 217-000-908.000 | RENTAL REIMBURSEMENT | 0.00 | 9,730.08 | 810.84 | 8,108.40 | 1,621.68 | 83.33 |
| 217-000-920.000 | UTILITIES | 0.00 | 2,631.00 | 628.46 | 1,671.38 | 959.62 | 63.53 |
| Total Dept 000 | | 0.00 | 12,361.08 | 1,439.30 | 9,779.78 | 2,581.30 | 79.12 |
| TOTAL EXPENDITURES | | 0.00 | 12,361.08 | 1,439.30 | 9,779.78 | 2,581.30 | 79.12 |
| Fund 217 - PSB - RENTAL PROPERTY FUND: | | | | | | | |
| TOTAL REVENUES | | 0.00 | 38,631.00 | 837.22 | 39,431.06 | (800.06) | 102.07 |
| TOTAL EXPENDITURES | | 0.00 | 12,361.08 | 1,439.30 | 9,779.78 | 2,581.30 | 79.12 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 26,269.92 | (602.08) | 29,651.28 | (3,381.36) | 112.87 |
| BEG. FUND BALANCE | | | | | | | |
| END FUND BALANCE | | | 26,269.92 | | 29,651.28 | | |

User: YVETTE

PERIOD ENDING 04/30/2019

DB: Northfield

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BGD USED |
|--------------------------------|-------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|---------------|
| Fund 230 - DONATION FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 230-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 0.08 | 0.08 | (0.08) | 100.00 |
| 230-000-698.000 | DONATIONS - OTHER | 20.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Total Dept 000 | | 20.00 | 100.00 | 0.08 | 0.08 | 99.92 | 0.08 |
| TOTAL REVENUES | | 20.00 | 100.00 | 0.08 | 0.08 | 99.92 | 0.08 |
| Fund 230 - DONATION FUND: | | | | | | | |
| TOTAL REVENUES | | 20.00 | 100.00 | 0.08 | 0.08 | 99.92 | 0.08 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 20.00 | 100.00 | 0.08 | 0.08 | 99.92 | 0.08 |
| BEG. FUND BALANCE | | 498.61 | 518.61 | | 518.61 | | |
| END FUND BALANCE | | 518.61 | 618.61 | | 518.69 | | |

User: YVETTE

PERIOD ENDING 04/30/2019

DB: Northfield

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---------------------------------------|--------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 248 - DOWNTOWN DEVELOPMENT AUTH | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 248-000-607.000 | VENDOR FEES | 0.00 | 0.00 | 0.00 | 285.00 | (285.00) | 100.00 |
| 248-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 5.49 | 5.49 | (5.49) | 100.00 |
| 248-000-675.000 | CONTRIBUTION-PRIVATE SOURCES | 0.00 | 0.00 | 0.00 | 11.00 | (11.00) | 100.00 |
| Total Dept 000 | | 0.00 | 0.00 | 5.49 | 301.49 | (301.49) | 100.00 |
| TOTAL REVENUES | | 0.00 | 0.00 | 5.49 | 301.49 | (301.49) | 100.00 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 248-301-801.000 | PLANNER FEES | 13,695.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-301-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 0.00 | 500.00 | 0.00 | 333.34 | 166.66 | 66.67 |
| Total Dept 301 - OPERATING COSTS | | 13,695.00 | 500.00 | 0.00 | 333.34 | 166.66 | 66.67 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 248-900-925.000 | STREETSCAPING | 267.03 | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 267.03 | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| TOTAL EXPENDITURES | | 13,962.03 | 1,100.00 | 0.00 | 333.34 | 766.66 | 30.30 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTH: | | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 5.49 | 301.49 | (301.49) | 100.00 |
| TOTAL EXPENDITURES | | 13,962.03 | 1,100.00 | 0.00 | 333.34 | 766.66 | 30.30 |
| NET OF REVENUES & EXPENDITURES | | (13,962.03) | (1,100.00) | 5.49 | (31.85) | (1,068.15) | 2.90 |
| BEG. FUND BALANCE | | 48,932.50 | 34,970.47 | | 34,970.47 | | |
| END FUND BALANCE | | 34,970.47 | 33,870.47 | | 34,938.62 | | |

User: YVETTE

PERIOD ENDING 04/30/2019

DB: Northfield

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|----------------------------------|---------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 265 - NARCOTICS FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 265-000-661.000 | FORFEITURES | 0.00 | 30,000.00 | 0.00 | 0.00 | 30,000.00 | 0.00 |
| 265-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 16.85 | 16.85 | (16.85) | 100.00 |
| 265-000-673.000 | SALE OF FIXED ASSET | 15,075.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 15,075.00 | 30,000.00 | 16.85 | 16.85 | 29,983.15 | 0.06 |
| TOTAL REVENUES | | 15,075.00 | 30,000.00 | 16.85 | 16.85 | 29,983.15 | 0.06 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 265-301-727.000 | SUPPLIES | 238.93 | 5,000.00 | 0.00 | 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 | 0.00 |
| 265-301-956.000 | MISCELLANEOUS | 5,023.44 | 5,000.00 | 495.00 | 1,798.38 | 3,201.62 | 35.97 |
| 265-301-972.000 | COMPUTER | 0.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 38,274.37 | 15,000.00 | 495.00 | 3,054.82 | 11,945.18 | 20.37 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 265-900-970.000 | EQUIPMENT | 0.00 | 10,000.00 | 0.00 | 2,284.00 | 7,716.00 | 22.84 |
| Total Dept 900 - CAPITAL OUTLAY | | 0.00 | 10,000.00 | 0.00 | 2,284.00 | 7,716.00 | 22.84 |
| TOTAL EXPENDITURES | | 38,274.37 | 25,000.00 | 495.00 | 5,338.82 | 19,661.18 | 21.36 |
| Fund 265 - NARCOTICS FUND: | | | | | | | |
| TOTAL REVENUES | | 15,075.00 | 30,000.00 | 16.85 | 16.85 | 29,983.15 | 0.06 |
| TOTAL EXPENDITURES | | 38,274.37 | 25,000.00 | 495.00 | 5,338.82 | 19,661.18 | 21.36 |
| NET OF REVENUES & EXPENDITURES | | (23,199.37) | 5,000.00 | (478.15) | (5,321.97) | 10,321.97 | 106.44 |
| BEG. FUND BALANCE | | 145,364.50 | 122,165.13 | | 122,165.13 | | |
| END FUND BALANCE | | 122,165.13 | 127,165.13 | | 116,843.16 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 04/30/2019
 % Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | 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 | 0.00 | 100,000.00 | 0.00 |
| 266-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 37.93 | 37.93 | (37.93) | 100.00 |
| Total Dept 000 | | 161,596.23 | 100,000.00 | 37.93 | 37.93 | 99,962.07 | 0.04 |
| TOTAL REVENUES | | 161,596.23 | 100,000.00 | 37.93 | 37.93 | 99,962.07 | 0.04 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 266-301-727.000 | SUPPLIES | 3,400.18 | 12,000.00 | 0.00 | 10,976.68 | 1,023.32 | 91.47 |
| 266-301-956.000 | MISCELLANEOUS | 12,273.95 | 12,000.00 | 350.00 | 10,343.75 | 1,656.25 | 86.20 |
| Total Dept 301 - OPERATING COSTS | | 15,674.13 | 24,000.00 | 350.00 | 21,320.43 | 2,679.57 | 88.84 |
| Dept 336 - CONTRIBUTIONS | | | | | | | |
| 266-336-967.000 | CONTRIBUTION-LAW ENFORCEMENT | 0.00 | 35,000.00 | 0.00 | 17,500.02 | 17,499.98 | 50.00 |
| Total Dept 336 - CONTRIBUTIONS | | 0.00 | 35,000.00 | 0.00 | 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 | 0.00 | 20,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 18,822.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| TOTAL EXPENDITURES | | 34,496.13 | 79,000.00 | 350.00 | 38,820.45 | 40,179.55 | 49.14 |
| Fund 266 - FEDERAL NARCOTICS FUND: | | | | | | | |
| TOTAL REVENUES | | 161,596.23 | 100,000.00 | 37.93 | 37.93 | 99,962.07 | 0.04 |
| TOTAL EXPENDITURES | | 34,496.13 | 79,000.00 | 350.00 | 38,820.45 | 40,179.55 | 49.14 |
| NET OF REVENUES & EXPENDITURES | | 127,100.10 | 21,000.00 | (312.07) | (38,782.52) | 59,782.52 | 184.68 |
| BEG. FUND BALANCE | | 113,151.69 | 240,251.79 | | 240,251.79 | | |
| END FUND BALANCE | | 240,251.79 | 261,251.79 | | 201,469.27 | | |

User: YVETTE

PERIOD ENDING 04/30/2019

DB: Northfield

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|------------------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 287 - BUILDING DEPARTMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 287-000-478.000 | SOIL FILL PERMITS | 1,400.00 | 0.00 | 0.00 | 500.00 | (500.00) | 100.00 |
| 287-000-481.000 | SIGN PERMITS | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 287-000-484.000 | BUILDING PLAN REVIEW FEES | 4,188.00 | 5,500.00 | 886.20 | 5,330.70 | 169.30 | 96.92 |
| 287-000-485.000 | BUILDING PERMIT FEES | 38,811.25 | 35,000.00 | 3,944.00 | 45,852.50 | (10,852.50) | 131.01 |
| 287-000-486.000 | CONTRACTOR'S REGISTRATION | 2,540.00 | 2,500.00 | 300.00 | 2,475.00 | 25.00 | 99.00 |
| 287-000-488.000 | TRADE PERMIT FEES | 42,082.50 | 40,000.00 | 4,417.00 | 37,447.00 | 2,553.00 | 93.62 |
| 287-000-626.000 | COPY & FOIA INCOME | 5.00 | 0.00 | 45.00 | 82.65 | (82.65) | 100.00 |
| 287-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 26.79 | 26.79 | (26.79) | 100.00 |
| Total Dept 000 | | 89,126.75 | 83,000.00 | 9,618.99 | 91,714.64 | (8,714.64) | 110.50 |
| TOTAL REVENUES | | 89,126.75 | 83,000.00 | 9,618.99 | 91,714.64 | (8,714.64) | 110.50 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 287-226-703.000 | BUILDING SALARIES | 0.00 | 26,401.25 | 2,030.40 | 21,339.06 | 5,062.19 | 80.83 |
| 287-226-715.000 | SOCIAL SECURITY | 626.34 | 2,020.07 | 147.68 | 1,354.46 | 665.61 | 67.05 |
| 287-226-716.000 | HOSPITALIZATION | 0.00 | 16,403.60 | 725.54 | 2,176.62 | 14,226.98 | 13.27 |
| 287-226-717.000 | LIFE/DISB. INSURANCE | 0.00 | 574.05 | 29.31 | 87.93 | 486.12 | 15.32 |
| 287-226-718.000 | BUILDING PENSION | 0.00 | 3,572.12 | 203.04 | 1,827.36 | 1,744.76 | 51.16 |
| 287-226-731.000 | WORKERS COMP INSURANCE | 570.40 | 480.00 | 0.00 | 0.00 | 480.00 | 0.00 |
| 287-226-927.000 | ALLOCATE TO DEPARTMENTS | 56,772.00 | 17,819.00 | 0.00 | 0.00 | 17,819.00 | 0.00 |
| Total Dept 226 - PERSONNEL | | 57,968.74 | 67,270.09 | 3,135.97 | 26,785.43 | 40,484.66 | 39.82 |
| Dept 261 - GOVERNMENT SHARED SERVICES | | | | | | | |
| 287-261-725.000 | BUILDING INSPECTIONS | 16,562.16 | 25,000.00 | 0.00 | 13,400.00 | 11,600.00 | 53.60 |
| 287-261-737.000 | PLAN REVIEW | 3,019.16 | 3,000.00 | 0.00 | 4,071.58 | (1,071.58) | 135.72 |
| 287-261-738.000 | MISC BUILDING ADMINISTRATION | 635.00 | 500.00 | 0.00 | 75.00 | 425.00 | 15.00 |
| Total Dept 261 - GOVERNMENT SHARED SERVICES | | 20,216.32 | 28,500.00 | 0.00 | 17,546.58 | 10,953.42 | 61.57 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 287-270-722.000 | CONTROLLER | 2,403.01 | 2,519.00 | 0.00 | 0.00 | 2,519.00 | 0.00 |
| 287-270-802.000 | AUDIT FEES | 900.00 | 900.00 | 0.00 | 900.00 | 0.00 | 100.00 |
| 287-270-806.000 | ENGINEER | 1,510.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 287-270-823.000 | ZONING ADMINISTRATION | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 4,813.01 | 4,419.00 | 0.00 | 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 | 4,590.00 | 25,740.00 | (740.00) | 102.96 |
| 287-301-727.000 | SUPPLIES | 419.98 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 287-301-850.000 | COMMUNICATION | 486.53 | 500.00 | 39.99 | 441.52 | 58.48 | 88.30 |
| 287-301-910.000 | INSURANCE & BONDS | 0.00 | 900.00 | 0.00 | 0.00 | 900.00 | 0.00 |
| 287-301-927.000 | ALLOCATE TO DEPARTMENTS | 4,195.00 | 4,200.00 | 0.00 | 0.00 | 4,200.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 33,676.51 | 31,100.00 | 4,629.99 | 26,181.52 | 4,918.48 | 84.18 |
| Dept 412 - PLANNING/ZONING DEPT | | | | | | | |
| 287-412-823.000 | ZONING ADMINISTRATION | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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 User: YVETTE
 DB: Northfield

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 04/30/2019
 % Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | 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 | 0.00 |
| TOTAL EXPENDITURES | | 116,824.58 | 131,289.09 | 7,765.96 | 71,413.53 | 59,875.56 | 54.39 |
| Fund 287 - BUILDING DEPARTMENT FUND: | | | | | | | |
| TOTAL REVENUES | | 89,126.75 | 83,000.00 | 9,618.99 | 91,714.64 | (8,714.64) | 110.50 |
| TOTAL EXPENDITURES | | 116,824.58 | 131,289.09 | 7,765.96 | 71,413.53 | 59,875.56 | 54.39 |
| NET OF REVENUES & EXPENDITURES | | (27,697.83) | (48,289.09) | 1,853.03 | 20,301.11 | (68,590.20) | 42.04 |
| BEG. FUND BALANCE | | 171,326.13 | 143,628.30 | | 143,628.30 | | |
| END FUND BALANCE | | 143,628.30 | 95,339.21 | | 163,929.41 | | |

User: YVETTE

PERIOD ENDING 04/30/2019

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| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | 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 | 261,137.50 | 8,862.50 | 96.72 |
| Total Dept 000 | | 270,152.06 | 270,000.00 | 0.00 | 261,137.50 | 8,862.50 | 96.72 |
| TOTAL REVENUES | | 270,152.06 | 270,000.00 | 0.00 | 261,137.50 | 8,862.50 | 96.72 |
| 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 | 100.00 |
| 369-905-987.000 | INTEREST 3 M BOND | 33,748.06 | 40,000.00 | 0.00 | 31,137.50 | 8,862.50 | 77.84 |
| Total Dept 905 - DEBT SERVICE | | 270,152.06 | 270,000.00 | 0.00 | 261,137.50 | 8,862.50 | 96.72 |
| TOTAL EXPENDITURES | | 270,152.06 | 270,000.00 | 0.00 | 261,137.50 | 8,862.50 | 96.72 |
| Fund 369 - BLDG AUTH DEBT FUND - 2023: | | | | | | | |
| TOTAL REVENUES | | 270,152.06 | 270,000.00 | 0.00 | 261,137.50 | 8,862.50 | 96.72 |
| TOTAL EXPENDITURES | | 270,152.06 | 270,000.00 | 0.00 | 261,137.50 | 8,862.50 | 96.72 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| BEG. FUND BALANCE | | | | | | | |
| END FUND BALANCE | | | | | | | |

PERIOD ENDING 04/30/2019
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| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | 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 | 0.00 | 252,721.21 | 16,131.79 | 94.00 |
| 370-000-441.000 | LCSA PPT Reimbursement | 2,803.46 | 0.00 | 0.00 | 4,064.84 | (4,064.84) | 100.00 |
| 370-000-445.000 | PENALTY & INTEREST ON TAXES | 102.07 | 0.00 | 0.00 | 56.29 | (56.29) | 100.00 |
| 370-000-588.000 | CONTRIBUTION OTHER FUND(S) | 118,977.60 | 140,000.00 | 116,142.69 | 116,142.69 | 23,857.31 | 82.96 |
| 370-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 2.49 | 2.49 | (2.49) | 100.00 |
| Total Dept 000 | | 401,406.53 | 408,853.00 | 116,145.18 | 372,987.52 | 35,865.48 | 91.23 |
| TOTAL REVENUES | | 401,406.53 | 408,853.00 | 116,145.18 | 372,987.52 | 35,865.48 | 91.23 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 370-301-727.000 | SUPPLIES | 721.31 | 1,500.00 | 54.04 | 1,486.64 | 13.36 | 99.11 |
| 370-301-816.000 | GROUNDS/CLEANG/JANITORL SERVIC | 10,665.00 | 12,000.00 | 0.00 | 10,150.00 | 1,850.00 | 84.58 |
| 370-301-818.000 | CONTRACTUAL SERVICES | 5,801.10 | 10,000.00 | 261.00 | 10,729.97 | (729.97) | 107.30 |
| 370-301-850.000 | COMMUNICATION | 7,064.89 | 7,000.00 | 604.71 | 6,223.30 | 776.70 | 88.90 |
| 370-301-910.000 | INSURANCE & BONDS | 6,812.00 | 7,800.00 | 0.00 | 0.00 | 7,800.00 | 0.00 |
| 370-301-920.000 | UTILITIES | 47,991.81 | 60,000.00 | 9,474.99 | 67,369.28 | (7,369.28) | 112.28 |
| 370-301-930.000 | REPAIRS & MAINTENANCE | 30,118.16 | 30,000.00 | 2,054.14 | 20,183.50 | 9,816.50 | 67.28 |
| 370-301-938.000 | CHARGEBACKS - PRIOR TAX YEARS | 133.26 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 109,307.53 | 129,300.00 | 12,448.88 | 116,142.69 | 13,157.31 | 89.82 |
| 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 | 100.00 |
| 370-905-994.000 | INTEREST 3.8 BOND PSB | 29,743.82 | 23,853.00 | 0.00 | 23,852.50 | 0.50 | 100.00 |
| Total Dept 905 - DEBT SERVICE | | 279,743.82 | 268,853.00 | 0.00 | 268,852.50 | 0.50 | 100.00 |
| TOTAL EXPENDITURES | | 389,051.35 | 398,153.00 | 12,448.88 | 384,995.19 | 13,157.81 | 96.70 |
| Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022: | | | | | | | |
| TOTAL REVENUES | | 401,406.53 | 408,853.00 | 116,145.18 | 372,987.52 | 35,865.48 | 91.23 |
| TOTAL EXPENDITURES | | 389,051.35 | 398,153.00 | 12,448.88 | 384,995.19 | 13,157.81 | 96.70 |
| NET OF REVENUES & EXPENDITURES | | 12,355.18 | 10,700.00 | 103,696.30 | (12,007.67) | 22,707.67 | 112.22 |
| BEG. FUND BALANCE | | 1,741.52 | 14,096.70 | | 14,096.70 | | |
| END FUND BALANCE | | 14,096.70 | 24,796.70 | | 2,089.03 | | |

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|--|-----------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 571 - WASTEWATER TREATMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 571-000-445.000 | PENALTY & INTEREST ON TAXES | 2.48 | 0.00 | 0.00 | 9.41 | (9.41) | 100.00 |
| 571-000-500.000 | TAP-IN FEES | 25,019.00 | 29,865.00 | 0.00 | 0.00 | 29,865.00 | 0.00 |
| 571-000-590.000 | GRANT INCOME | 116,519.34 | 246,479.40 | 0.00 | 0.00 | 246,479.40 | 0.00 |
| 571-000-651.000 | USAGE FEES | 1,340,523.97 | 1,365,000.00 | (18.04) | 1,063,777.67 | 301,222.33 | 77.93 |
| 571-000-665.000 | INTEREST INCOME | 5,353.21 | 1,500.00 | 195.19 | 8,436.96 | (6,936.96) | 562.46 |
| 571-000-671.000 | REIMBURSEMENT/OTHER INCOME | 5,167.83 | 1,800.00 | 0.00 | 1,880.59 | (80.59) | 104.48 |
| 571-000-672.000 | SAD INTEREST | 45.56 | 0.00 | 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 | 0.00 |
| Total Dept 000 | | 1,495,196.39 | 1,644,644.40 | 177.15 | 1,074,104.63 | 570,539.77 | 65.31 |
| TOTAL REVENUES | | 1,495,196.39 | 1,644,644.40 | 177.15 | 1,074,104.63 | 570,539.77 | 65.31 |
| Expenditures | | | | | | | |
| Dept 226 - PERSONNEL | | | | | | | |
| 571-226-701.000 | SALARIES | 64,816.76 | 66,188.00 | 5,091.36 | 53,409.37 | 12,778.63 | 80.69 |
| 571-226-702.000 | SALARIES | 181,727.97 | 181,738.00 | 14,446.46 | 147,983.59 | 33,754.41 | 81.43 |
| 571-226-711.000 | SALARIES-OVERTIME | 12,057.64 | 18,540.00 | 263.06 | 7,900.04 | 10,639.96 | 42.61 |
| 571-226-715.000 | SOCIAL SECURITY | 19,845.01 | 20,383.95 | 1,571.38 | 17,015.75 | 3,368.20 | 83.48 |
| 571-226-716.000 | HOSPITALIZATION | 87,379.29 | 115,063.25 | 5,734.18 | 75,009.23 | 40,054.02 | 65.19 |
| 571-226-717.000 | LIFE/DISB. INSURANCE | 1,802.07 | 3,705.53 | 261.80 | 2,618.00 | 1,087.53 | 70.65 |
| 571-226-718.000 | PENSION | 22,575.94 | 26,646.10 | 1,953.76 | 20,108.45 | 6,537.65 | 75.46 |
| 571-226-720.000 | BANKED PTO | (7,385.19) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-226-731.000 | WORKERS COMP INSURANCE | 7,568.80 | 6,616.00 | 0.00 | 0.00 | 6,616.00 | 0.00 |
| 571-226-747.000 | ON-CALL WAGES | 0.00 | 10,920.00 | 735.00 | 8,715.00 | 2,205.00 | 79.81 |
| 571-226-957.000 | TRAINING & DEVELOPMENT | 4,141.95 | 5,000.00 | 400.00 | 2,719.69 | 2,280.31 | 54.39 |
| Total Dept 226 - PERSONNEL | | 394,530.24 | 454,800.83 | 30,457.00 | 335,479.12 | 119,321.71 | 73.76 |
| Dept 228 - INFORMATION TECHNOLOGY | | | | | | | |
| 571-228-948.000 | COMPUTER SERVICES | 0.00 | 0.00 | 45.86 | 161.56 | (161.56) | 100.00 |
| Total Dept 228 - INFORMATION TECHNOLOGY | | 0.00 | 0.00 | 45.86 | 161.56 | (161.56) | 100.00 |
| Dept 270 - LEGAL/PROFESSIONAL | | | | | | | |
| 571-270-722.000 | CONTROLLER | 16,821.00 | 17,633.00 | 0.00 | 0.00 | 17,633.00 | 0.00 |
| 571-270-802.000 | AUDIT FEES | 6,300.00 | 6,300.00 | 0.00 | 6,300.00 | 0.00 | 100.00 |
| 571-270-803.000 | LEGAL | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 571-270-806.000 | ENGINEER | 7,308.56 | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| Total Dept 270 - LEGAL/PROFESSIONAL | | 30,429.56 | 49,433.00 | 0.00 | 6,300.00 | 43,133.00 | 12.74 |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 571-301-727.000 | SUPPLIES | 1,281.86 | 2,500.00 | 499.50 | 1,354.94 | 1,145.06 | 54.20 |
| 571-301-740.000 | OPERATING SUPPLIES | 48,280.31 | 50,000.00 | 7,359.84 | 38,729.51 | 11,270.49 | 77.46 |
| 571-301-741.000 | UNIFORMS/GEAR & ALLOWANCE | 1,639.83 | 4,000.00 | 96.45 | 1,342.63 | 2,657.37 | 33.57 |
| 571-301-807.000 | MEMBERSHIP DUES | 880.00 | 880.00 | 0.00 | 210.00 | 670.00 | 23.86 |
| 571-301-817.000 | LAB & TESTING | 4,466.00 | 7,000.00 | 60.00 | 845.00 | 6,155.00 | 12.07 |
| 571-301-819.000 | COLLECTION SYS ANNUAL MAINT | 47,572.76 | 55,000.00 | 1,414.48 | 12,945.30 | 42,054.70 | 23.54 |
| 571-301-825.000 | SEWER ADMINISTRATION FEES | 37,500.00 | 37,500.00 | 0.00 | 0.00 | 37,500.00 | 0.00 |
| 571-301-850.000 | COMMUNICATION | 5,304.16 | 3,200.00 | 449.93 | 4,828.34 | (1,628.34) | 150.89 |
| 571-301-851.000 | POSTAGE | 3,565.28 | 3,000.00 | 0.00 | 2,775.39 | 224.61 | 92.51 |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP
 PERIOD ENDING 04/30/2019
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| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|---|-------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 571 - WASTEWATER TREATMENT FUND | | | | | | | |
| Expenditures | | | | | | | |
| 571-301-900.000 | PRINTING & PUBLICATIONS | 0.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 571-301-907.000 | REFUNDS AND REBATES | 2,469.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 571-301-910.000 | INSURANCE & BONDS | 21,442.00 | 25,350.00 | 0.00 | 0.00 | 25,350.00 | 0.00 |
| 571-301-920.000 | UTILITIES | 76,098.40 | 100,000.00 | 15,001.05 | 107,158.94 | (7,158.94) | 107.16 |
| 571-301-929.000 | GRANT EXPENSE | 46,396.49 | 273,866.00 | 0.00 | 124,875.80 | 148,990.20 | 45.60 |
| 571-301-930.000 | REPAIRS & MAINTENANCE | 32,816.35 | 110,000.00 | 7,415.40 | 66,374.24 | 43,625.76 | 60.34 |
| 571-301-940.000 | RENTAL EQUIPMENT | 1,574.69 | 1,585.00 | 131.22 | 1,401.88 | 183.12 | 88.45 |
| 571-301-956.000 | MISCELLANEOUS | 10.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 571-301-968.000 | DEPRECIATION EXPENSE | 235,729.48 | 235,088.96 | 0.00 | 0.00 | 235,088.96 | 0.00 |
| Total Dept 301 - OPERATING COSTS | | 567,026.94 | 909,669.96 | 32,427.87 | 362,841.97 | 546,827.99 | 39.89 |
| Dept 333 - TRANSPORTATION | | | | | | | |
| 571-333-860.000 | FUEL & MILEAGE | 2,233.20 | 7,000.00 | 1,205.15 | 3,424.20 | 3,575.80 | 48.92 |
| 571-333-930.000 | REPAIRS & MAINTENANCE | 52.94 | 1,500.00 | 0.00 | 1,500.14 | (0.14) | 100.01 |
| Total Dept 333 - TRANSPORTATION | | 2,286.14 | 8,500.00 | 1,205.15 | 4,924.34 | 3,575.66 | 57.93 |
| Dept 528 - O & M - BOND & INTEREST | | | | | | | |
| 571-528-954.000 | AGENT FEES | 549.00 | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 |
| 571-528-989.000 | INTEREST 1992 BOND | 10,518.76 | 8,550.00 | 4,275.00 | 8,550.00 | 0.00 | 100.00 |
| Total Dept 528 - O & M - BOND & INTEREST | | 11,067.76 | 9,250.00 | 4,275.00 | 8,550.00 | 700.00 | 92.43 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 571-900-970.000 | EQUIPMENT | 20,500.00 | 531,176.00 | 0.00 | 0.00 | 531,176.00 | 0.00 |
| 571-900-971.000 | RENOVATIONS | 0.00 | 0.00 | 0.00 | 17,870.00 | (17,870.00) | 100.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 20,500.00 | 531,176.00 | 0.00 | 17,870.00 | 513,306.00 | 3.36 |
| TOTAL EXPENDITURES | | 1,025,840.64 | 1,962,829.79 | 68,410.88 | 736,126.99 | 1,226,702.80 | 37.50 |
| Fund 571 - WASTEWATER TREATMENT FUND: | | | | | | | |
| TOTAL REVENUES | | 1,495,196.39 | 1,644,644.40 | 177.15 | 1,074,104.63 | 570,539.77 | 65.31 |
| TOTAL EXPENDITURES | | 1,025,840.64 | 1,962,829.79 | 68,410.88 | 736,126.99 | 1,226,702.80 | 37.50 |
| NET OF REVENUES & EXPENDITURES | | 469,355.75 | (318,185.39) | (68,233.73) | 337,977.64 | (656,163.03) | 106.22 |
| 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 | | 7,547,354.50 | | |

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 04/30/2019

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | 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 | 22.76 | 64.80 | 35.20 | 64.80 |
| 815-000-672.000 | SAD INTEREST | 6,281.53 | 6,000.00 | 0.00 | 158.90 | 5,841.10 | 2.65 |
| Total Dept 000 | | 6,330.87 | 6,100.00 | 22.76 | 223.70 | 5,876.30 | 3.67 |
| TOTAL REVENUES | | 6,330.87 | 6,100.00 | 22.76 | 223.70 | 5,876.30 | 3.67 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 815-301-968.000 | DEPRECIATION EXPENSE | 17,519.00 | 17,519.00 | 0.00 | 8,759.52 | 8,759.48 | 50.00 |
| Total Dept 301 - OPERATING COSTS | | 17,519.00 | 17,519.00 | 0.00 | 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 | 2,232.50 | (2,232.50) | 100.00 |
| Total Dept 905 - DEBT SERVICE | | 6,220.22 | 0.00 | 0.00 | 2,232.50 | (2,232.50) | 100.00 |
| TOTAL EXPENDITURES | | 23,739.22 | 17,519.00 | 0.00 | 10,992.02 | 6,526.98 | 62.74 |
| Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023: | | | | | | | |
| TOTAL REVENUES | | 6,330.87 | 6,100.00 | 22.76 | 223.70 | 5,876.30 | 3.67 |
| TOTAL EXPENDITURES | | 23,739.22 | 17,519.00 | 0.00 | 10,992.02 | 6,526.98 | 62.74 |
| NET OF REVENUES & EXPENDITURES | | (17,408.35) | (11,419.00) | 22.76 | (10,768.32) | (650.68) | 94.30 |
| BEG. FUND BALANCE | | 564,756.20 | 547,347.85 | | 547,347.85 | | |
| END FUND BALANCE | | 547,347.85 | 535,928.85 | | 536,579.53 | | |

PERIOD ENDING 04/30/2019

% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | 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 | 0.00 |
| 825-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 40.72 | 40.72 | (40.72) | 100.00 |
| 825-000-672.000 | SAD INTEREST | 37,055.59 | 32,000.00 | 0.00 | 0.00 | 32,000.00 | 0.00 |
| Total Dept 000 | | 37,070.00 | 32,000.00 | 40.72 | 40.72 | 31,959.28 | 0.13 |
| TOTAL REVENUES | | 37,070.00 | 32,000.00 | 40.72 | 40.72 | 31,959.28 | 0.13 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 825-301-968.000 | DEPRECIATION EXPENSE | 15,933.31 | 12,000.00 | 0.00 | 6,000.00 | 6,000.00 | 50.00 |
| Total Dept 301 - OPERATING COSTS | | 15,933.31 | 12,000.00 | 0.00 | 6,000.00 | 6,000.00 | 50.00 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 825-905-954.000 | AGENT FEES | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 100.00 |
| 825-905-986.000 | INTEREST EXPENSE - WL SAD BOND | 22,393.78 | 21,893.76 | 0.00 | 21,893.78 | (0.02) | 100.00 |
| Total Dept 905 - DEBT SERVICE | | 22,893.78 | 22,393.76 | 0.00 | 22,393.78 | (0.02) | 100.00 |
| TOTAL EXPENDITURES | | 38,827.09 | 34,393.76 | 0.00 | 28,393.78 | 5,999.98 | 82.56 |
| Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035: | | | | | | | |
| TOTAL REVENUES | | 37,070.00 | 32,000.00 | 40.72 | 40.72 | 31,959.28 | 0.13 |
| TOTAL EXPENDITURES | | 38,827.09 | 34,393.76 | 0.00 | 28,393.78 | 5,999.98 | 82.56 |
| NET OF REVENUES & EXPENDITURES | | (1,757.09) | (2,393.76) | 40.72 | (28,353.06) | 25,959.30 | 1,184.46 |
| BEG. FUND BALANCE | | 766,578.92 | 764,821.83 | | 764,821.83 | | |
| END FUND BALANCE | | 764,821.83 | 762,428.07 | | 736,468.77 | | |

User: YVETTE
DB: Northfield

PERIOD ENDING 04/30/2019
% Fiscal Year Completed: 83.29

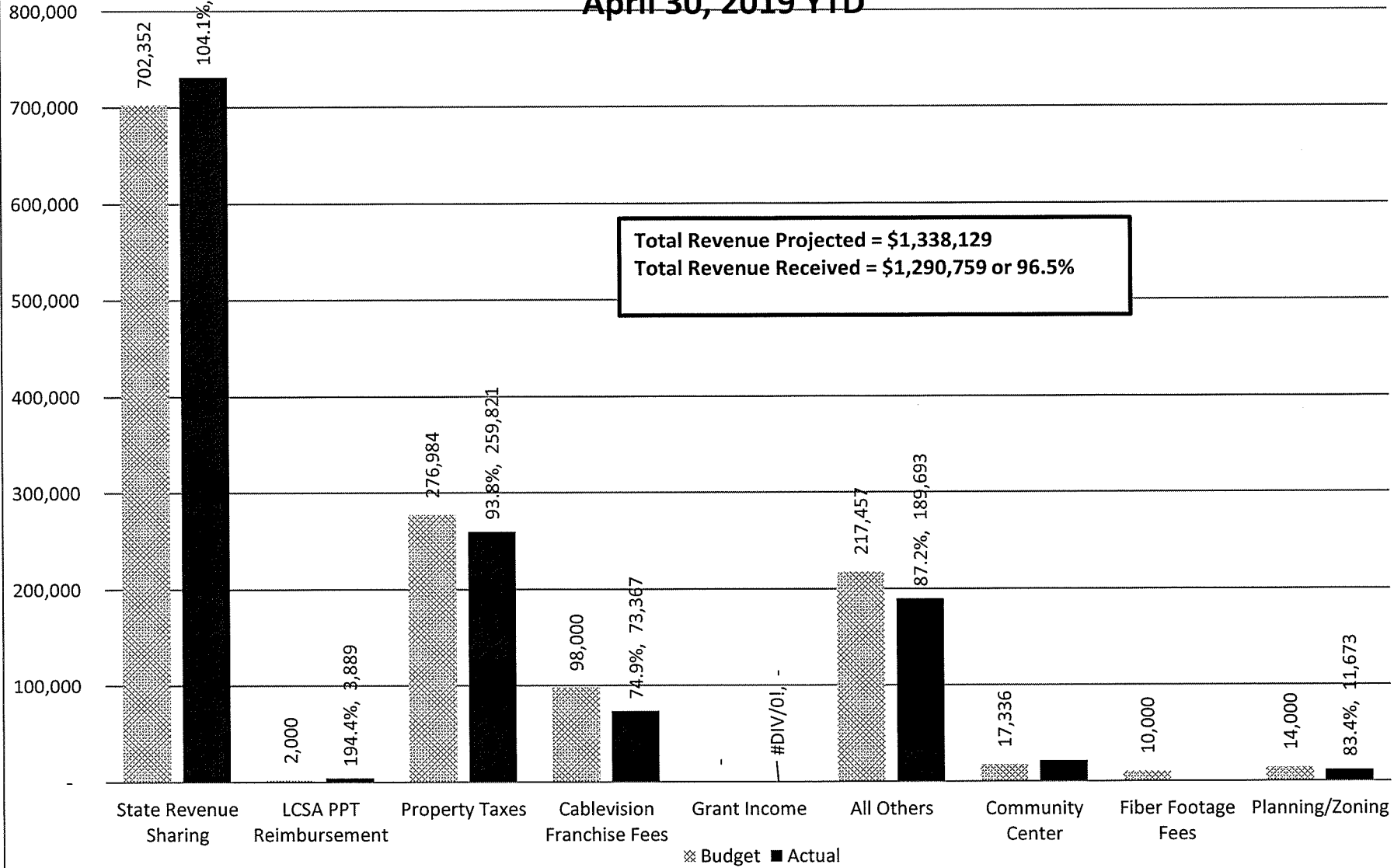
| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|--|-----------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 883 - DISTRICT #3 HORSESHOE LAKE | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 883-000-665.000 | INTEREST INCOME | 0.00 | 0.00 | 0.25 | 0.25 | (0.25) | 100.00 |
| Total Dept 000 | | 0.00 | 0.00 | 0.25 | 0.25 | (0.25) | 100.00 |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.25 | 0.25 | (0.25) | 100.00 |
| Fund 883 - DISTRICT #3 HORSESHOE LAKE: | | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.25 | 0.25 | (0.25) | 100.00 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | 0.25 | 0.25 | (0.25) | 100.00 |
| BEG. FUND BALANCE | | | | | | | |
| END FUND BALANCE | | | | | 0.25 | | |

PERIOD ENDING 04/30/2019

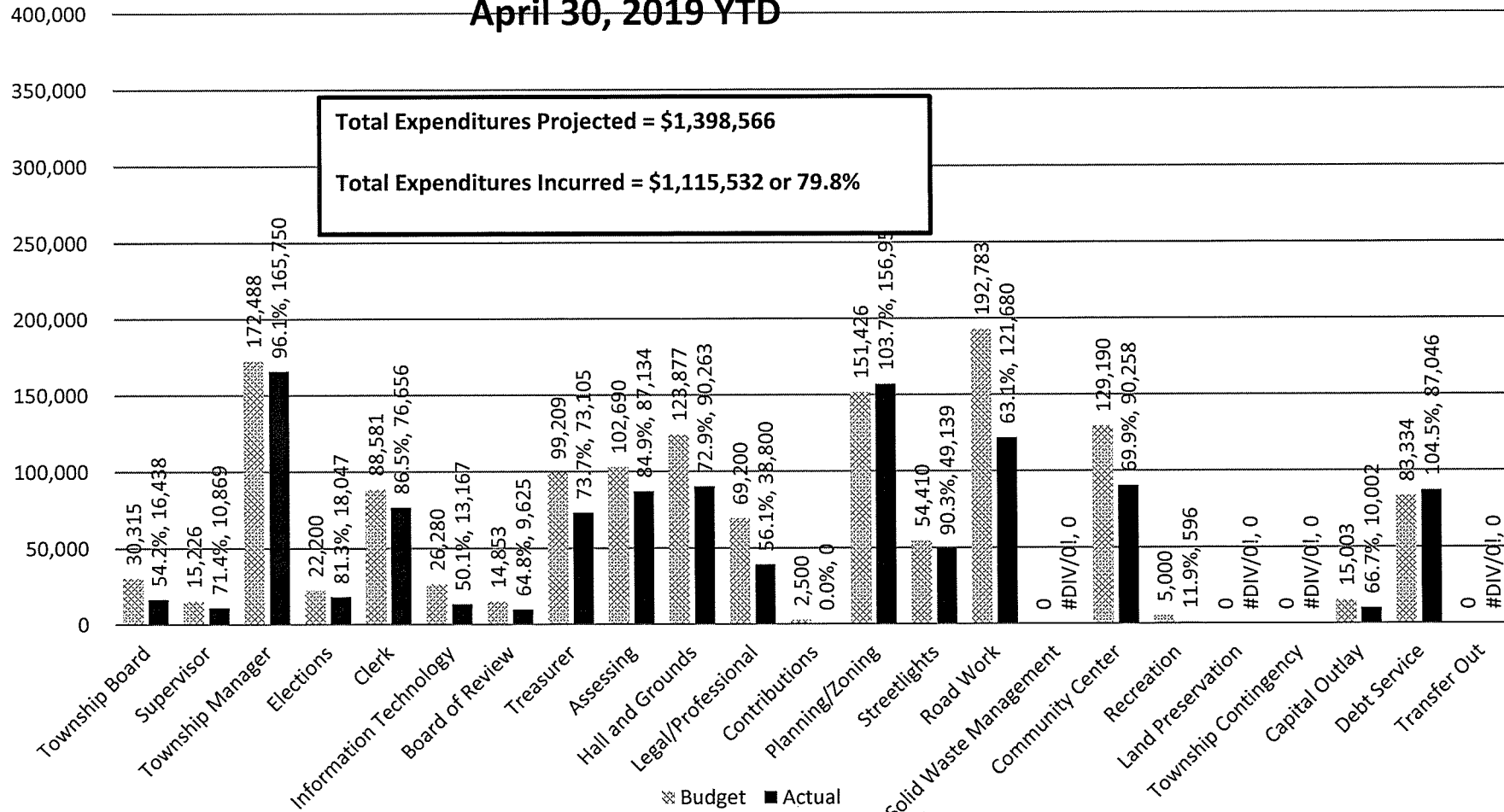
% Fiscal Year Completed: 83.29

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2018 | 2018-19 AMENDED BUDGET | ACTIVITY FOR MONTH 04/30/19 | YTD BALANCE 04/30/2019 | AVAILABLE BALANCE | % BDGT USED |
|----------------------------------|-----------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------|----------------------|----------------|
| Fund 890 - N.T. SEWER DISTRICT | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 890-000-445.000 | PENALTY & INTEREST ON TAXES | 0.00 | 0.00 | 0.00 | 82.70 | (82.70) | 100.00 |
| 890-000-665.000 | INTEREST INCOME | 160.65 | 750.00 | 130.63 | 340.04 | 409.96 | 45.34 |
| 890-000-672.000 | SAD INTEREST | 18,234.70 | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| Total Dept 000 | | 18,395.35 | 15,750.00 | 130.63 | 422.74 | 15,327.26 | 2.68 |
| TOTAL REVENUES | | 18,395.35 | 15,750.00 | 130.63 | 422.74 | 15,327.26 | 2.68 |
| Expenditures | | | | | | | |
| Dept 301 - OPERATING COSTS | | | | | | | |
| 890-301-968.000 | DEPRECIATION EXPENSE | 74,187.00 | 72,000.00 | 0.00 | 36,000.00 | 36,000.00 | 50.00 |
| Total Dept 301 - OPERATING COSTS | | 74,187.00 | 72,000.00 | 0.00 | 36,000.00 | 36,000.00 | 50.00 |
| Dept 905 - DEBT SERVICE | | | | | | | |
| 890-905-954.000 | AGENT FEES | 351.00 | 415.00 | 0.00 | 0.00 | 415.00 | 0.00 |
| Total Dept 905 - DEBT SERVICE | | 351.00 | 415.00 | 0.00 | 0.00 | 415.00 | 0.00 |
| TOTAL EXPENDITURES | | 74,538.00 | 72,415.00 | 0.00 | 36,000.00 | 36,415.00 | 49.71 |
| Fund 890 - N.T. SEWER DISTRICT: | | | | | | | |
| TOTAL REVENUES | | 18,395.35 | 15,750.00 | 130.63 | 422.74 | 15,327.26 | 2.68 |
| TOTAL EXPENDITURES | | 74,538.00 | 72,415.00 | 0.00 | 36,000.00 | 36,415.00 | 49.71 |
| NET OF REVENUES & EXPENDITURES | | (56,142.65) | (56,665.00) | 130.63 | (35,577.26) | (21,087.74) | 62.79 |
| 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 | | 2,786,418.95 | | |
| TOTAL REVENUES - ALL FUNDS | | 6,503,037.83 | 6,465,702.90 | 289,461.98 | 5,528,195.20 | 937,507.70 | 85.50 |
| TOTAL EXPENDITURES - ALL FUNDS | | 5,539,174.63 | 7,262,913.70 | 471,332.62 | 5,028,680.42 | 2,234,233.28 | 69.24 |
| NET OF REVENUES & EXPENDITURES | | 963,863.20 | (797,210.80) | (181,870.64) | 499,514.78 | (1,296,725.58) | 62.66 |
| 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 | 13,745,683.96 | | 15,042,409.54 | | |

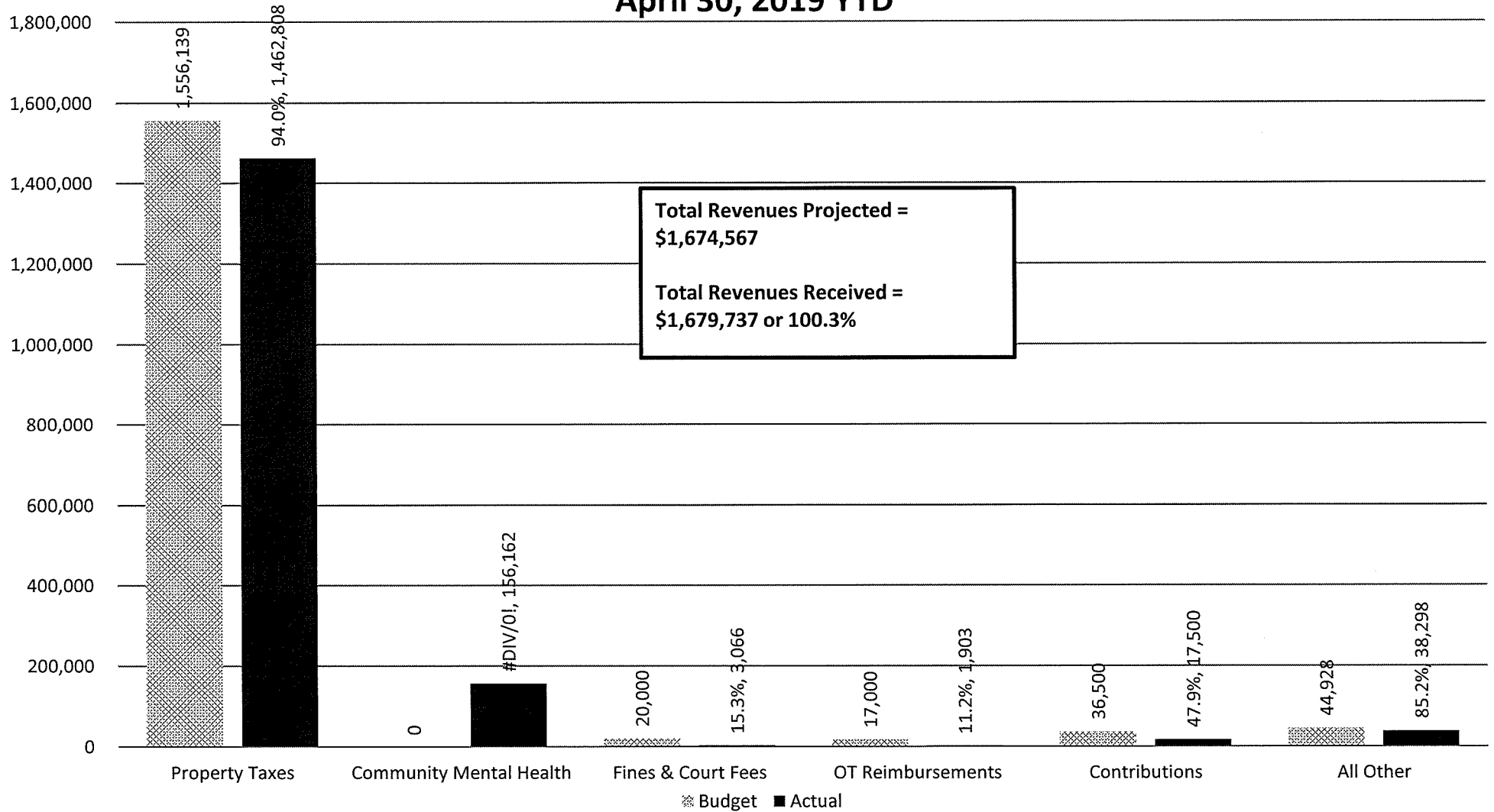
NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Incurred April 30, 2019 YTD



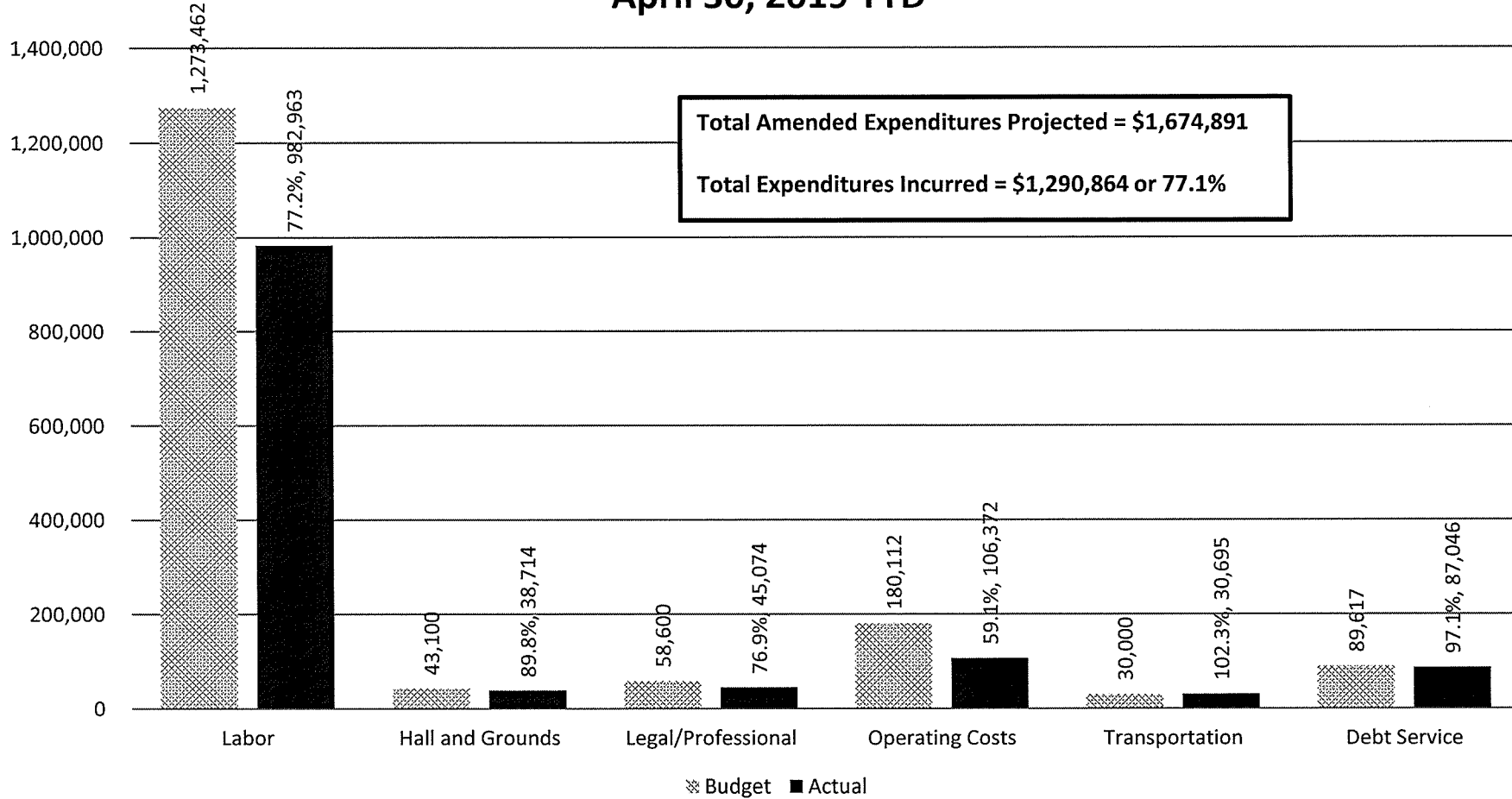
NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred April 30, 2019 YTD



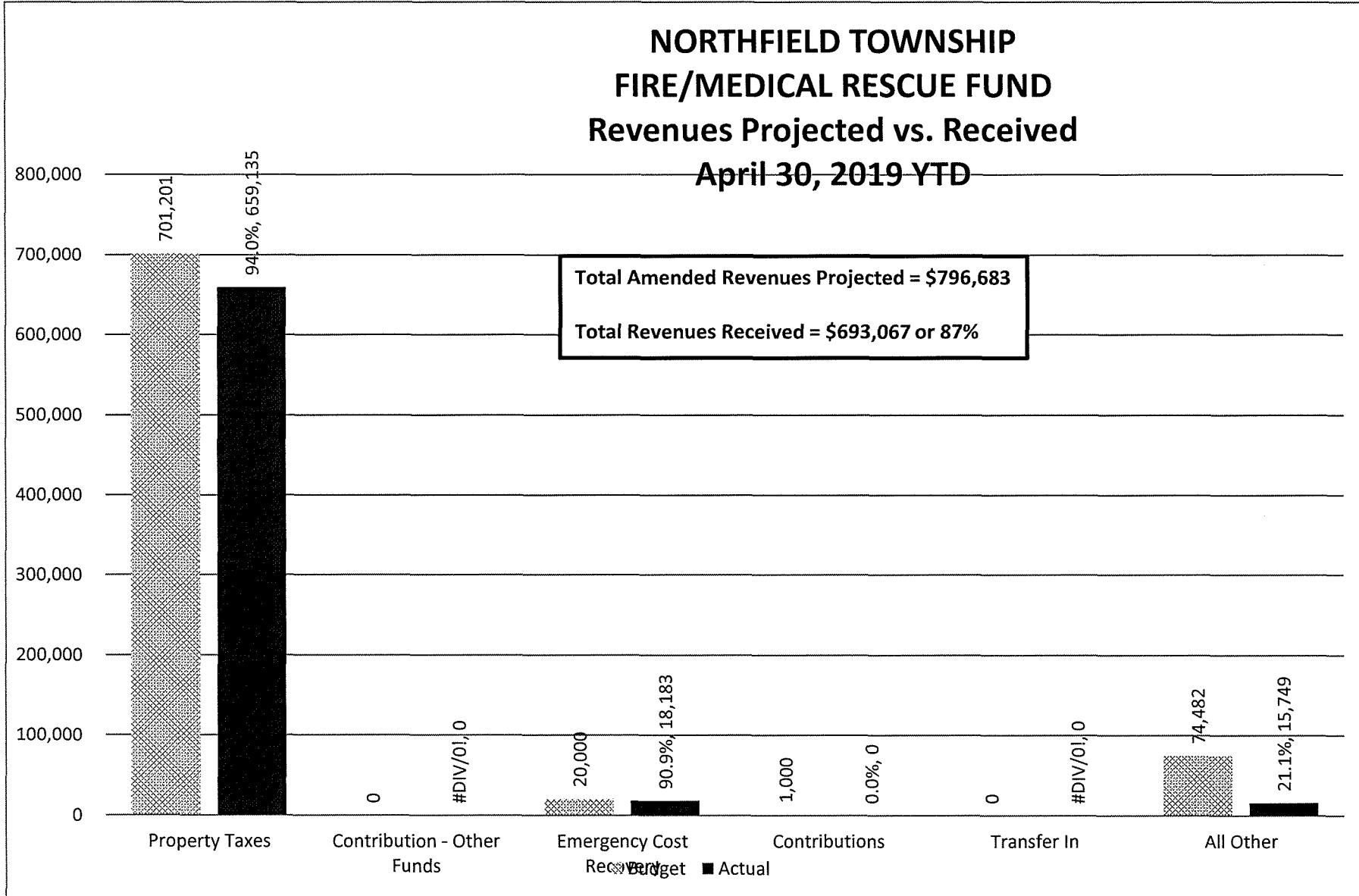
NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received April 30, 2019 YTD



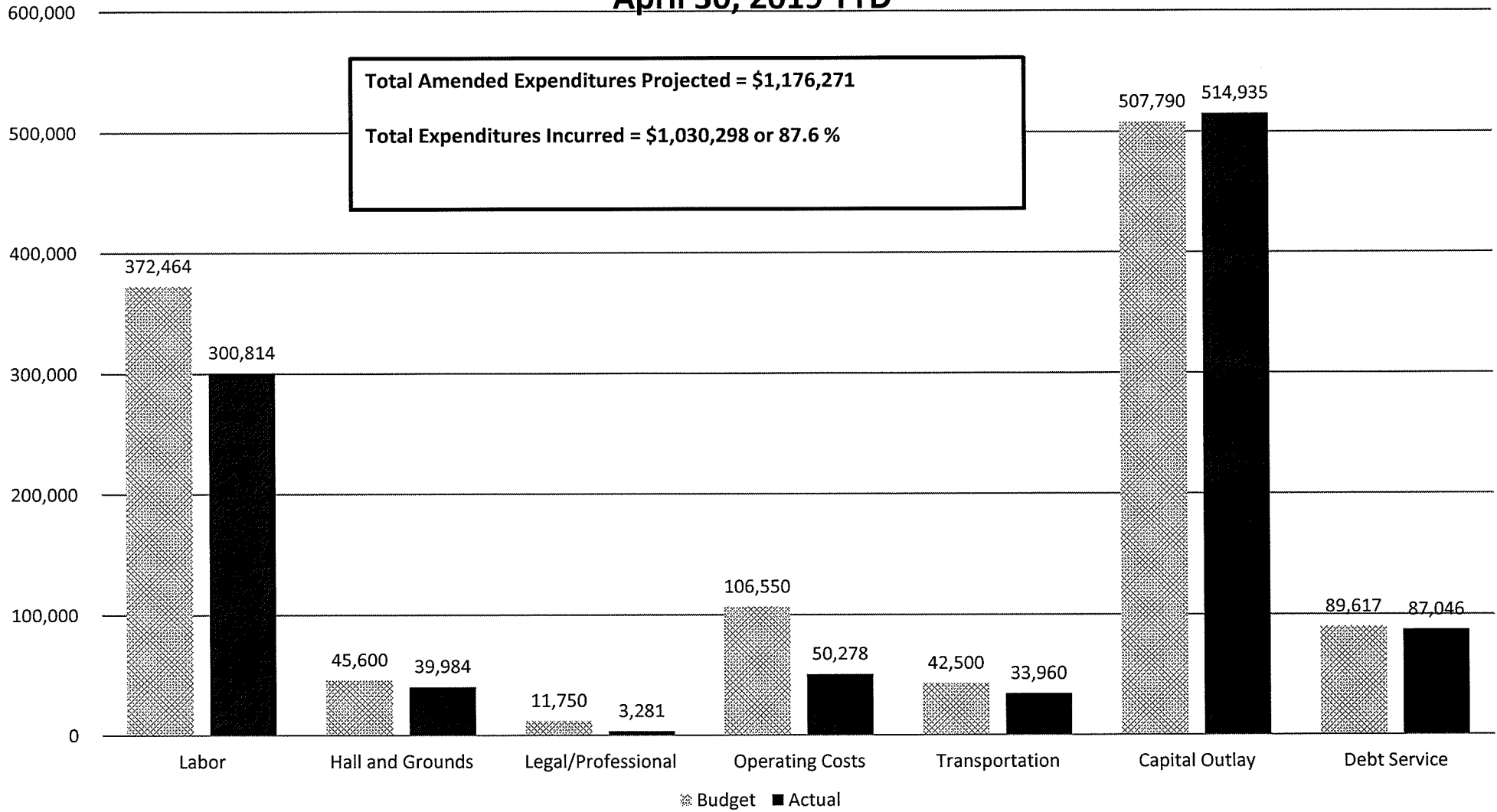
NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred April 30, 2019 YTD



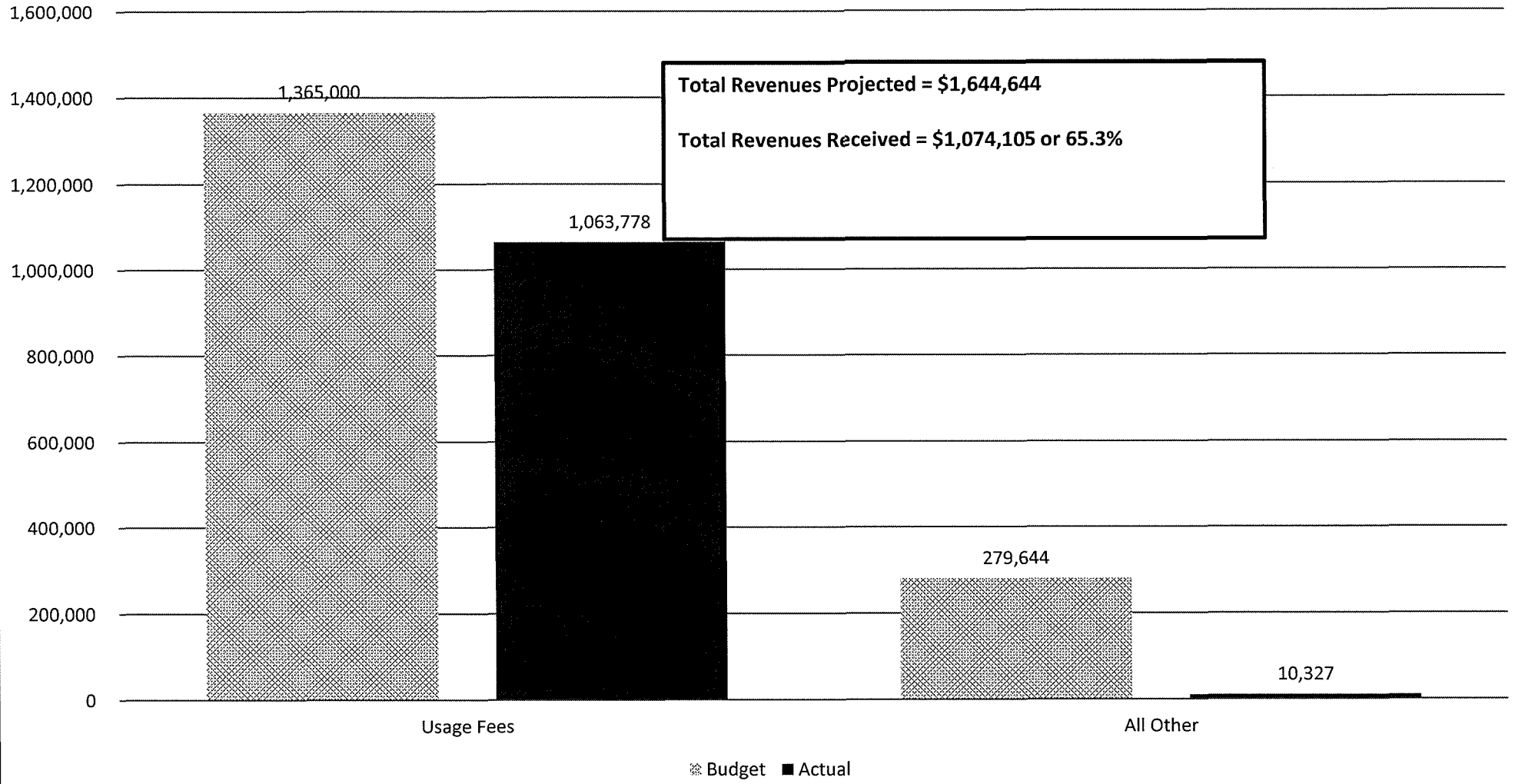
NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received April 30, 2019 YTD



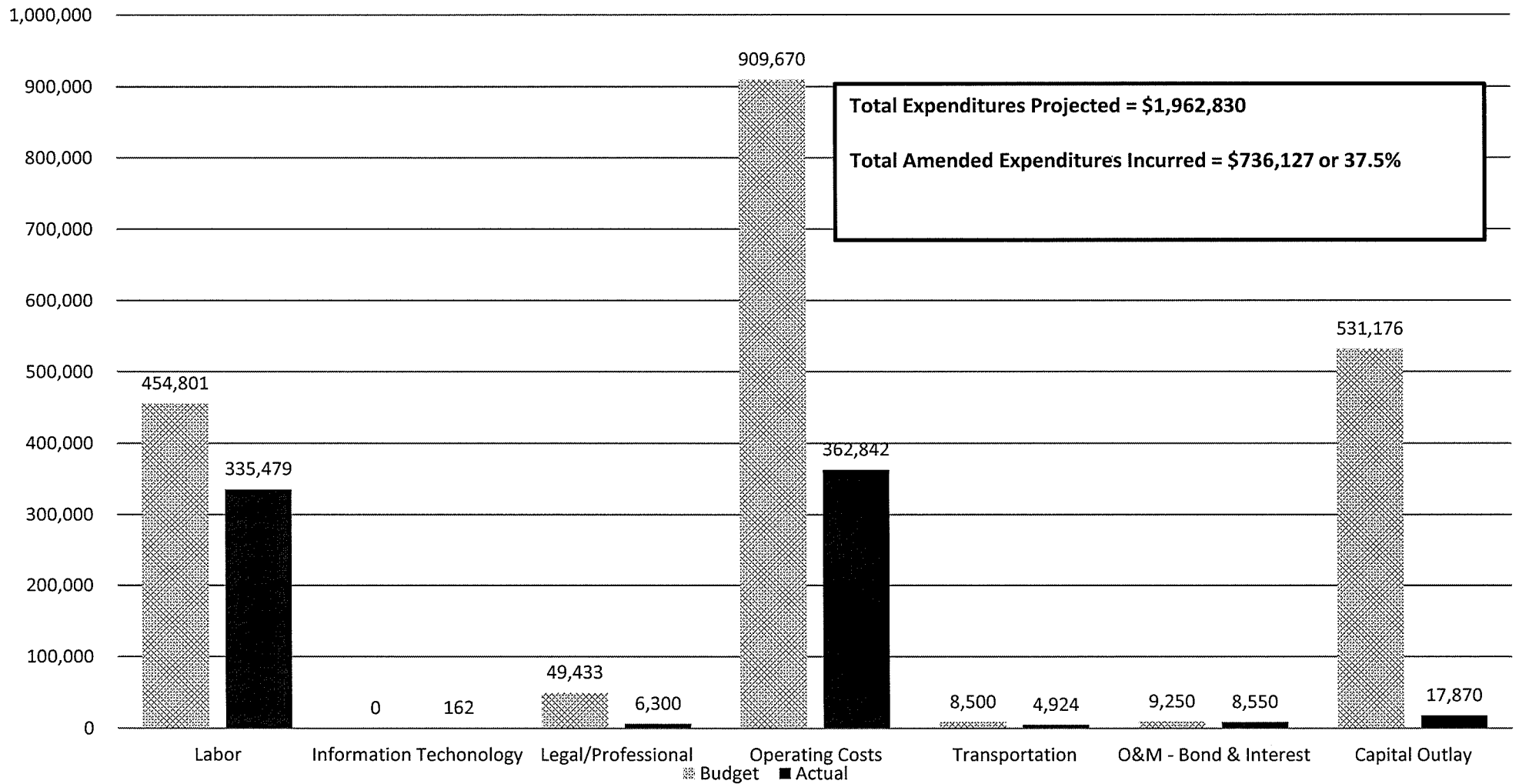
NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Expenditures Projected vs. Incurred April 30, 2019 YTD



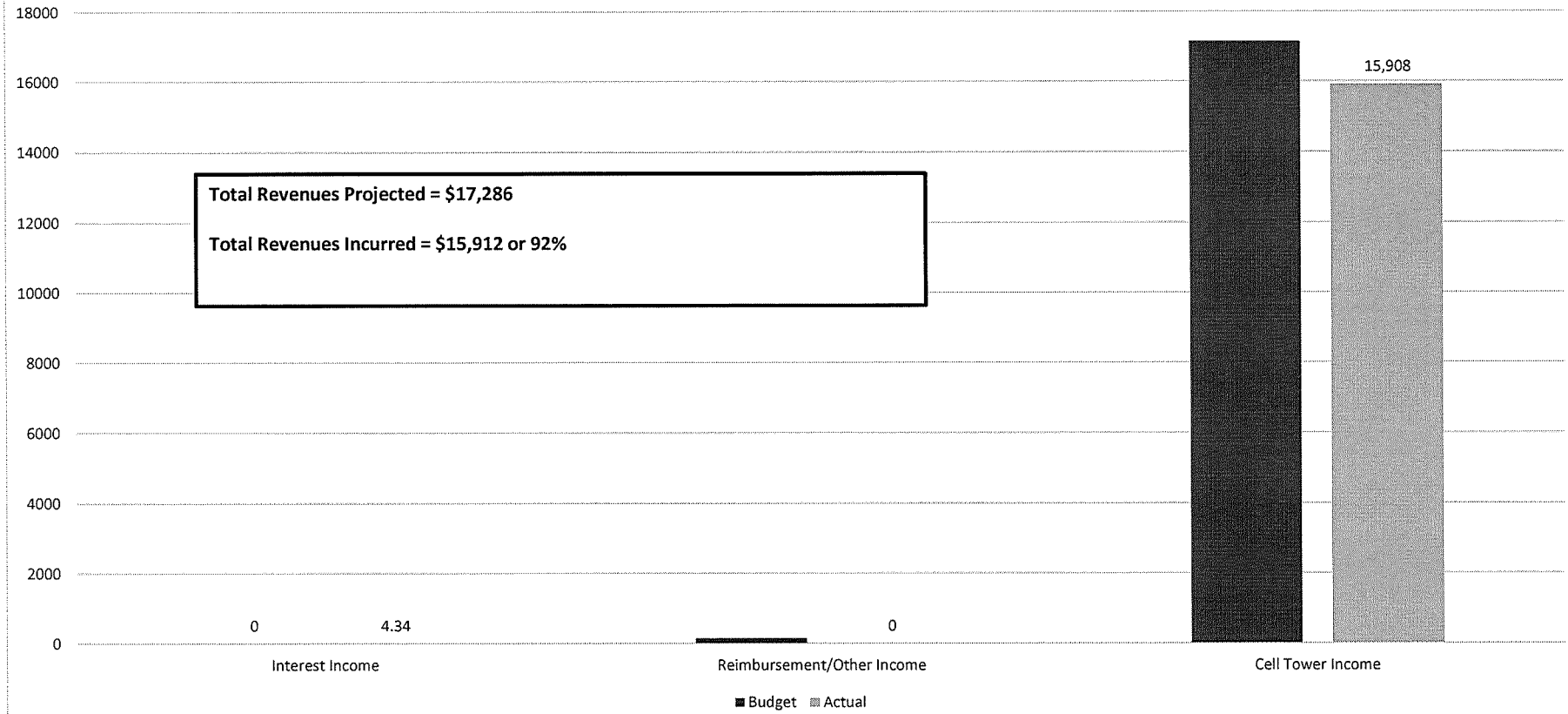
NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Incurred April 30, 2019 YTD



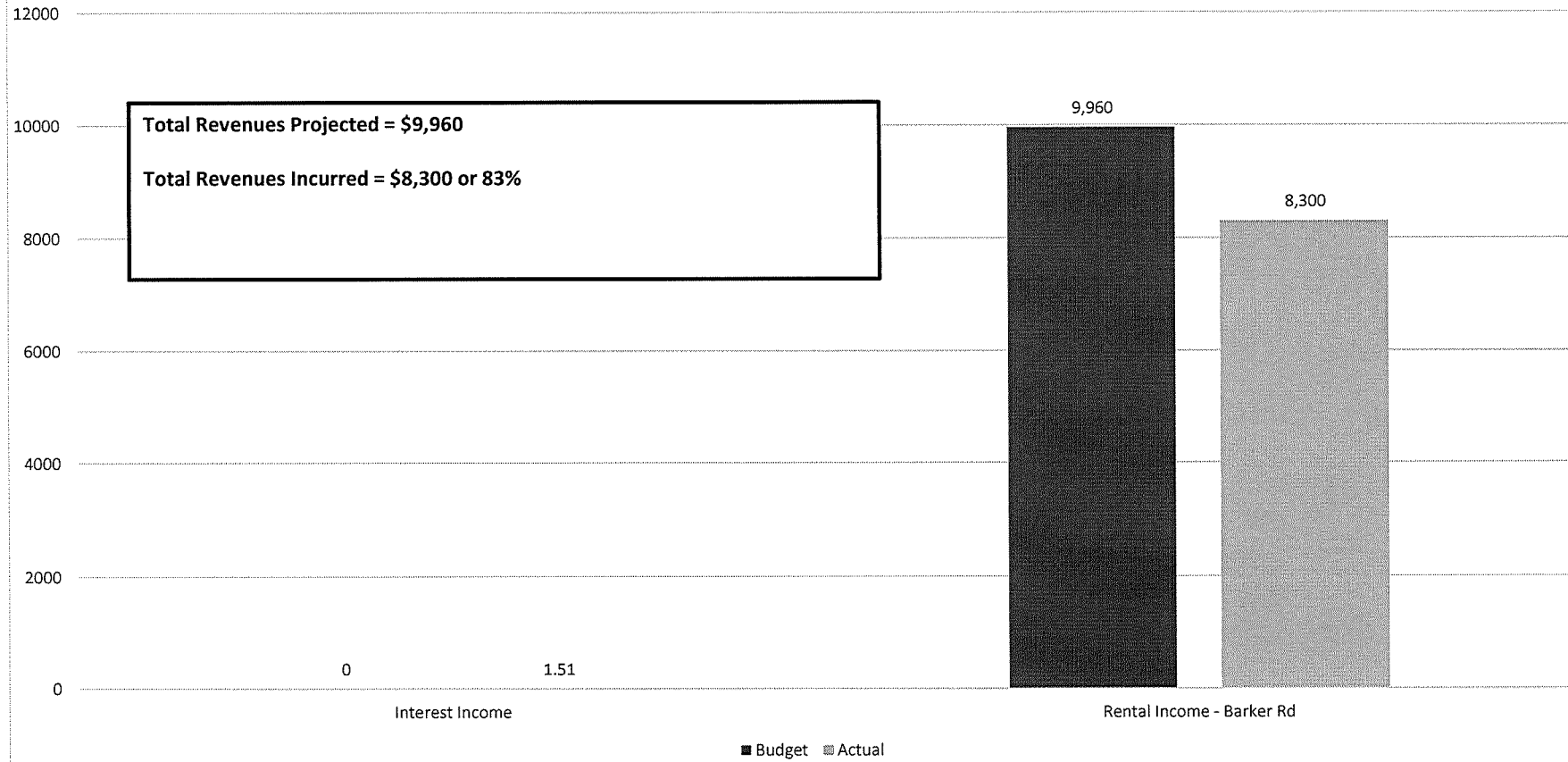
NORTHFIELD TOWNSHIP WWTP FUND Expenditures Projected vs. Incurred April 30, 2019 YTD



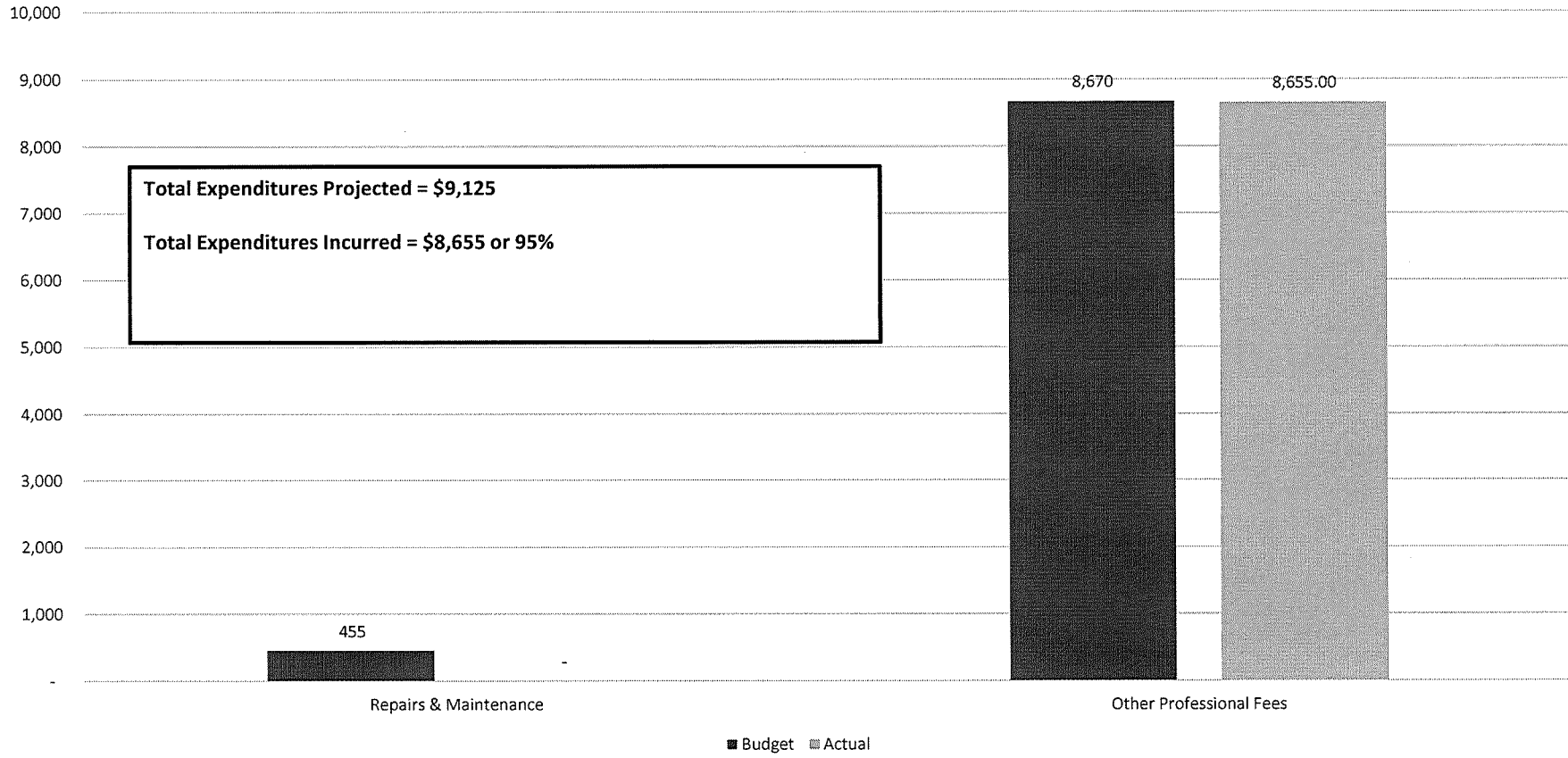
**Northfield Township
Fire Station # 2 Fund
Revenues Projected vs. Incurred
April 30, 2019 YTD**



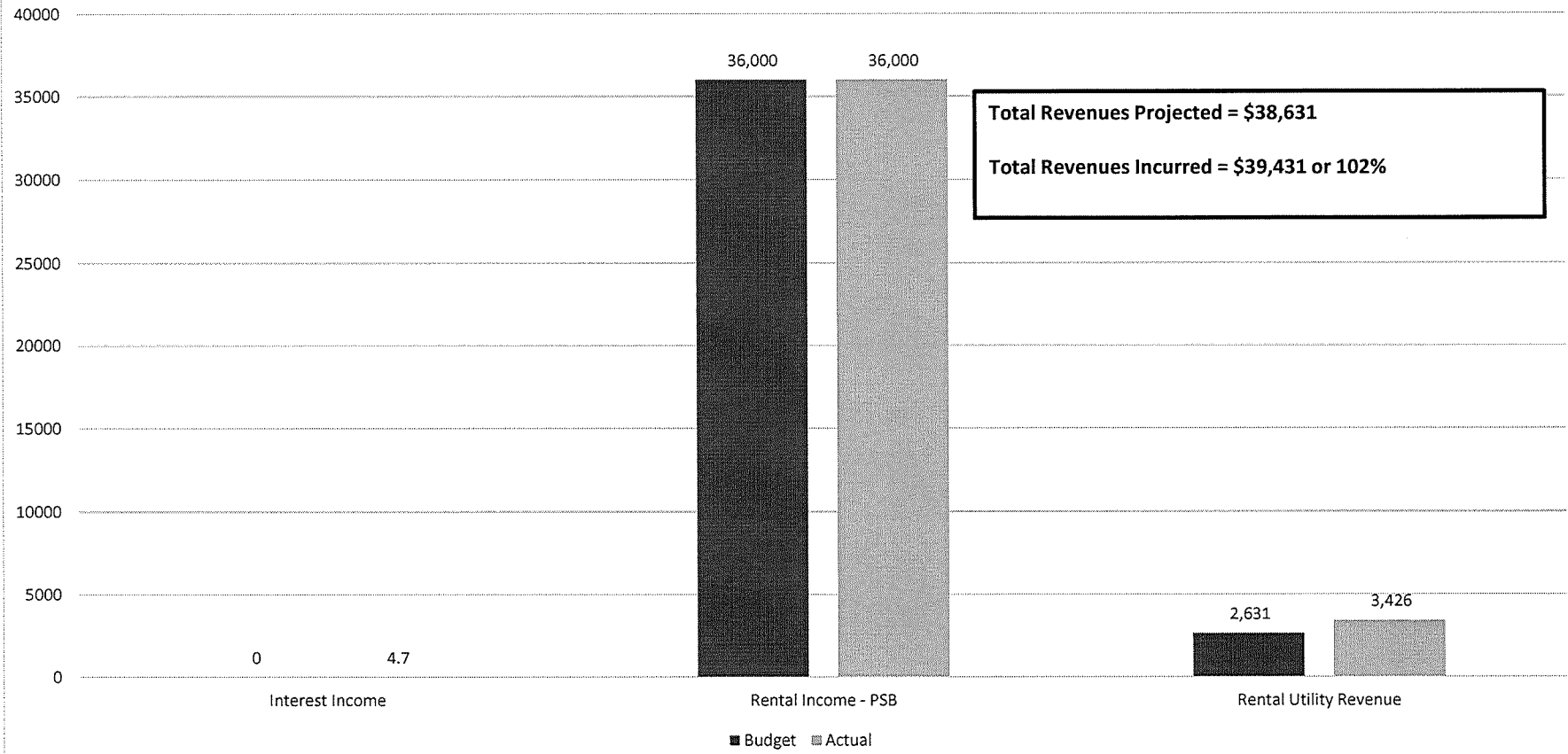
Northfield Township Barker Rd Rental Property Fund Revenues Projected vs. Incurred April 30, 2019 YTD



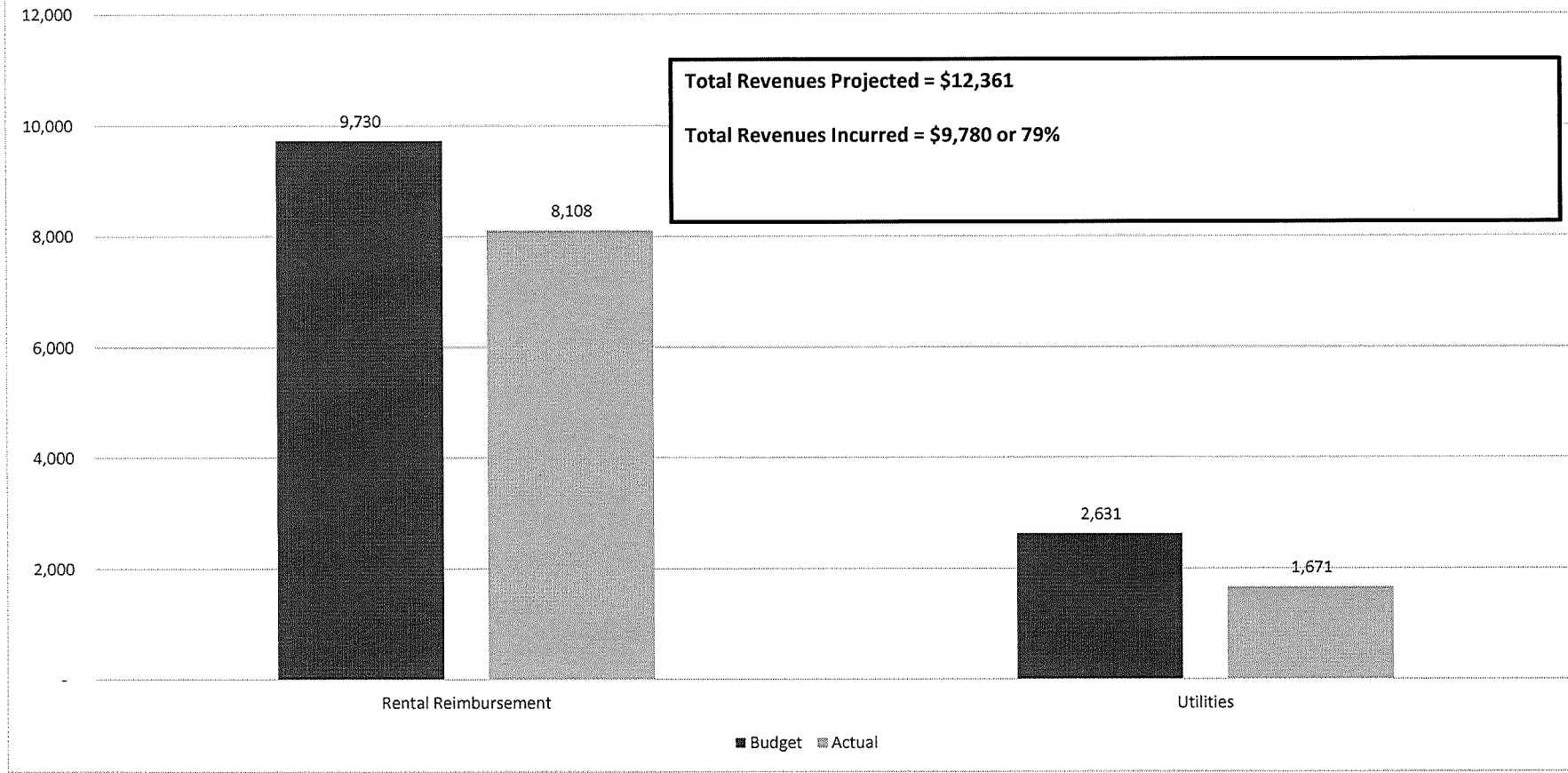
Northfield Township Barker Rd Rental Property Fund Expenditures Projected vs. Incurred April 30, 2019 YTD



Northfield Township PSB Rental Property Fund Revenues Projected vs. Incurred April 30, 2019 YTD



Northfield Township PSB Rental Property Fund Expenditures Projected vs. Incurred April 30, 2019 YTD



GENERAL FUND

April, 2019

Revenues

| | Budget | Actual | % of Budget Used |
|----------------------------|------------------|------------------|------------------------|
| State Revenue Sharing | 702,352 | 730,872 | 104.1% |
| LCSA PPT Reimbursement | 2,000 | 3,889 | 194.4% |
| Property Taxes | 276,984 | 259,821 | 93.8% |
| Cablevision Franchise Fees | 98,000 | 73,367 | 74.9% |
| Grant Income | - | - | #DIV/0! |
| All Others | 217,457 | 189,693 | 87.2% |
| Community Center | 17,336 | 21,444 | 123.7% |
| Fiber Footage Fees | 10,000 | - | 0.0% |
| Planning/Zoning | 14,000 | 11,673 | 83.4% |
| | <u>1,338,129</u> | <u>1,290,759</u> | <u>96.5%</u> |

Expenditures

| | Budget | Actual | |
|------------------------|------------------|------------------|--------------|
| Township Board | 30,315 | 16,438 | 54.2% |
| Supervisor | 15,226 | 10,869 | 71.4% |
| Township Manager | 172,488 | 165,750 | 96.1% |
| Elections | 22,200 | 18,047 | 81.3% |
| Clerk | 88,581 | 76,656 | 86.5% |
| Information Technology | 26,280 | 13,167 | 50.1% |
| Board of Review | 14,853 | 9,625 | 64.8% |
| Treasurer | 99,209 | 73,105 | 73.7% |
| Assessing | 102,690 | 87,134 | 84.9% |
| Hall and Grounds | 123,877 | 90,263 | 72.9% |
| Legal/Professional | 69,200 | 38,800 | 56.1% |
| Contributions | 2,500 | 0 | 0.0% |
| Planning/Zoning | 151,426 | 156,958 | 103.7% |
| Streetlights | 54,410 | 49,139 | 90.3% |
| Road Work | 192,783 | 121,680 | 63.1% |
| Solid Waste Management | 0 | 0 | #DIV/0! |
| Community Center | 129,190 | 90,258 | 69.9% |
| Recreation | 5,000 | 596 | 11.9% |
| Land Preservation | 0 | 0 | #DIV/0! |
| Township Contingency | 0 | 0 | #DIV/0! |
| Capital Outlay | 15,003 | 10,002 | 66.7% |
| Debt Service | 83,334 | 87,046 | 104.5% |
| Transfer Out | 0 | 0 | #DIV/0! |
| | <u>1,398,566</u> | <u>1,115,532</u> | <u>79.8%</u> |

LAW FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|-------------------------|------------------|------------------|------------------------|
| Property Taxes | 1,556,139 | 1,462,808 | 94.0% |
| Community Mental Health | 0 | 156,162 | #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 | 38,298 | 85.2% |
| | <u>1,674,567</u> | <u>1,679,737</u> | <u>100.3%</u> |

Expenditures

| | Budget | Actual | |
|--------------------|------------------|------------------|--------------|
| Labor | 1,273,462 | 982,963 | 77.2% |
| Hall and Grounds | 43,100 | 38,714 | 89.8% |
| Legal/Professional | 58,600 | 45,074 | 76.9% |
| Operating Costs | 180,112 | 106,372 | 59.1% |
| Transportation | 30,000 | 30,695 | 102.3% |
| Debt Service | 89,617 | 87,046 | 97.1% |
| | <u>1,674,891</u> | <u>1,290,864</u> | <u>77.1%</u> |

FIRE FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|----------------------------|----------------|----------------|------------------------|
| Property Taxes | 701,201 | 659,135 | 94.0% |
| Contribution - Other Funds | 0 | 0 | #DIV/0! |
| Emergency Cost Recovery | 20,000 | 18,183 | 90.9% |
| Contributions | 1,000 | 0 | 0.0% |
| Transfer In | 0 | 0 | #DIV/0! |
| All Other | 74,482 | 15,749 | 21.1% |
| | <u>796,683</u> | <u>693,067</u> | <u>87.0%</u> |

Expenditures

| | Budget | Actual | |
|--------------------|------------------|------------------|--------------|
| Labor | 372,464 | 300,814 | 80.8% |
| Hall and Grounds | 45,600 | 39,984 | 87.7% |
| Legal/Professional | 11,750 | 3,281 | 27.9% |
| Operating Costs | 106,550 | 50,278 | 47.2% |
| Transportation | 42,500 | 33,960 | 79.9% |
| Capital Outlay | 507,790 | 514,935 | 101.4% |
| Debt Service | 89,617 | 87,046 | 97.1% |
| | <u>1,176,271</u> | <u>1,030,298</u> | <u>87.6%</u> |

WWTP FUND**Revenues**

| | Budget | Actual | % of Budget Used |
|------------|------------------|------------------|------------------------|
| Usage Fees | 1,365,000 | 1,063,778 | 77.9% |
| All Other | 279,644 | 10,327 | 3.7% |
| | <u>1,644,644</u> | <u>1,074,105</u> | <u>65.3%</u> |

Expenditures

| | Budget | Actual | |
|-------|---------|---------|-------|
| Labor | 454,801 | 335,479 | 73.8% |

| | | | |
|-------------------------|------------------|----------------|--------------|
| Information Techonology | 0 | 162 | #DIV/0! |
| Legal/Professional | 49,433 | 6,300 | 12.7% |
| Operating Costs | 909,670 | 362,842 | 39.9% |
| Transportation | 8,500 | 4,924 | 57.9% |
| O&M - Bond & Interest | 9,250 | 8,550 | 92.4% |
| Capital Outlay | 531,176 | 17,870 | 3.4% |
| | <u>1,962,830</u> | <u>736,127</u> | <u>37.5%</u> |

Fire Station # 2 Fund**Revenues**

| | Budget | Actual | |
|----------------------------|---------------|---------------|------------|
| Interest Income | 0 | 4.34 | #DIV/0! |
| Reimbursement/Other Income | 150 | 0 | 0% |
| Cell Tower Income | 17,136 | 15,908 | 93% |
| | <u>17,286</u> | <u>15,912</u> | <u>92%</u> |

Expenditures

| | Budget | Actual | |
|---------------------------|----------|----------|----------------|
| 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**Revenues**

| | Budget | Actual | |
|---------------------------|--------------|--------------|------------|
| Interest Income | 0 | 1.51 | #DIV/0! |
| Rental Income - Barker Rd | 9,960 | 8,300 | 83% |
| | <u>9,960</u> | <u>8,302</u> | <u>83%</u> |

Expenditures

| | Budget | Actual | |
|-------------------------|--------------|-----------------|------------|
| Repairs & Maintenance | 455 | - | - |
| Other Professional Fees | 8,670 | 8,655.00 | 100% |
| | <u>9,125</u> | <u>8,655.00</u> | <u>95%</u> |

PSB Rental Property Fund**Revenues**

| | Budget | Actual | |
|------------------------|---------------|---------------|-------------|
| Interest Income | 0 | 4.7 | #DIV/0! |
| Rental Income - PSB | 36,000 | 36,000 | 100% |
| Rental Utility Revenue | 2,631 | 3,426 | 130% |
| | <u>38,631</u> | <u>39,431</u> | <u>102%</u> |

Expenditures

| | Budget | Actual | |
|----------------------|---------------|--------------|------------|
| Rental Reimbursement | 9,730 | 8,108 | 83% |
| Utilities | 2,631 | 1,671 | 64% |
| | <u>12,361</u> | <u>9,780</u> | <u>79%</u> |

Northfield Township Board of Trustees

ZBA Report

Memorandum

To: Northfield Township Board of Trustees
From: Jacqueline Otto, Trustee and ZBA Representative
Date: May 9, 2019

For April 15, 2019, the Zoning Board of Appeals meeting was canceled due to lack of petition. The next tentative ZBA meeting is scheduled for Monday, May 20, 2019.

Planning Commission Report for May 14 BOT meeting

The Planning Commission met May 1st.

There was discussion on an update on the site plan for Littlefish. Littlefish has substantively met the conditions of the Planning Commission's approval.

The Planning Commission received a current revision of their 2019 Zoning Ordinance Project Tasks Schedule.

There was a lengthy discussion on the recommendations from the board on the Marijuana Ordinance. Commissioners questioned the process for amending the board recommendations to have them ready for the public hearing which is scheduled for May 15th. The Planner stated any changes should be brought forward after the public hearing to consider the public's comments and Commissioner's comments. At that time another revised draft will be presented to the board for consideration. The Commissioners in a vote 4 to 2 is standing by their original ordinance draft. They feel the numbers and zoning designations were appropriate for each area based on the size of the area and the types of businesses currently allowed in each.

There were three speakers at the call to the public. 2 in favor and one against.

NORTHFIELD TOWNSHIP

Parks and Recreation Board

Agenda – April 18, 2019

1. Call to Order

The meeting was called to order at 7:06p.m.

2. Roll Call and Determination of Quorum

Present: Steuer, Beliger, DeLisle, Short, Cole

Absent with Notice: Iaquinto, Wlibur, Koenig, Saville

Also Present: Gerald Hermann, Donn Sleek, Tami Averill, Community Center Director.

3. Approval of Agenda

Motion was made by Beliger to approve the Agenda as presented. Supported by Steuer. Passed.

4. First Call to the Public

None

5. Minutes of March 28, 2019 Meeting.

The meeting date was incorrect on the heading and will be corrected. Motion was made by Beliger to approve the minutes as corrected. Supported by Steuer. Passed.

6. Correspondence

Beliger reported that a resident contacted her about some large trees that have fallen across the River Walk path. Tawn will take care of getting them removed.

Beliger also received a report of cars parked at the Jennings Rd. Athletic Field with people smoking marijuana during sporting events. She spoke to Chief Wagner about it.

7. Planning Commission Update

None

8. Township Board Update

Beliger reported that the Twp. Board approved paying the County for 3 rounds of grading/brining on gravel roads in the township.

The Master Plan revision is available for review.

There has been a great deal of discussion on the issue of marijuana businesses in the township.

The Parks and Recreation Board's expenditure request for was approved. We will need to have zoning compliance with the shed. This will be a \$100.00 fee to the Building Dept.

9. School Board Update

Cole reported that the School Board is drafting a millage proposal to be put on the ballot in August. This millage would replace the current millage that provides support for maintenance for the pool and the Jennings Road property. Any feedback that members of the Parks & Recreation Board would like to offer would be appreciated.

10. Downtown Planning Group Update

None

11. Project Review & Discussion

a. Community Garden – CiCi, Tim, Sam, Dave, Doug

DeLisle reported that Tim Saville will be replacing the picket fence during the coming week, weather permitting.

Averill reported that Saville has dropped off the boxes for raised beds for seniors at the garden. He will be working placing them soon.

DeLisle placed the black plastic across the front of the garden lot in preparation for planting wildflowers.

1. Discussion of Garden Agreement

Motion was made by Beliger and supported by Cole to accept the "Garden Agreement" as presented. Passed.

b. Bark Park – Chuck, Randy, Lee

Steuer reported that the problem of people bringing too many dogs per person to the Bark Park. Who should be called to enforce the rules? Beliger will speak with Chief Wagner.

c. Community Park Planning – Doug, Tawn, Tim

The purchase of picnic tables fell through due to the tables that were available being in very bad shape. Saville is purchasing lumber and 5 sets of table legs and will be building 5 picnic tables for the park.

Beliger reported that the "1Mile Loop" signs have been placed around the walking trail.

DeLisle mentioned that we should think about signs that say "Twp. Property. Use at your own risk." She also suggested that we should talk to Peaberrys and Marco's Pizza about the possibility of putting a couple of picnic tables on the part of the trail that passes by their area.

Beliger reported that another developer is talking to the Twp. Board about a new proposal for the park property.

Sign designs were discussed. Board members were in agreement that they like the font and the logo on the concrete highway sign by the 8 Mile Road bridge. Beliger will check with Jennifer Carlisle to see if the Twp. has possession of the logo.

12. Financial Report and Financial Action Items

None

13. Play Anywhere Grant Update

DeLisle reported that our grant proposal did not make it past the first round.

14. Board Member Comments

None

15. Announcement of Next Meeting – May 16, 2019

There was discussion regarding the next meeting date. May 9th was proposed as an alternate date. Averill will send out an email to see which date will work best.

16. Adjournment

A motion to adjourn the meeting was made by Beliger. It was supported by Steuer. Passed. The meeting was adjourned at 8:10p.m.

MEMO

To: Northfield Township Board
From: Lenore Zelenock, Land Preservation Committee (LPC)
Township Board Representative
Date: 05/09/2019
Re: Land Preservation Committee (LPC) Update

The last Land Preservation Committee (LPC) meeting was on Thursday, May 9th. (The LPC meetings are scheduled for the 2nd Thursday of the month at 7:00 PM at the Public Safety Building.)

The committee members are planning an outreach program on July 13th to visit a couple of farms in Northfield Township that are part of the Ann Arbor Greenbelt. So, please mark your calendar. The time and other details are being finalized by the committee members.

Also, I am working with our township manager to finalize a letter to be sent to the landowners of township properties with priority agricultural and natural features.

These priority properties were identified by Mr. Barry Lonik, a local land preservation consultant we hired. Mr. Lonik utilized information provided by Washtenaw County Parks. With his experience, he believes the properties identified will score high for two local land preservation programs available to Northfield Township landowners – Washtenaw County Natural Area Preservation Program (which there is a County millage) and the City of Ann Arbor Greenbelt program (for properties south of Five Mile Road).

From: Kathleen Manley, Clerk

Subject: Hiring of Part Time position

Date: 05/08/19

Northfield Township Board of Trustees:

Currently the Clerk's office is responsible for the following tasks: Human Resources, Payroll, Sewer Billing, Elections and Cash receipting. The amount of the time required to complete these tasks exceeds the Deputy Clerks time allotted of 40 hrs. per week. We realize that every Township is different and staff can be responsible for other functions outside the statutory duties. These non-clerk functions are all included in the Clerks budget.

Northfield Township will hire a Part-Time person for the Clerk's Office. This new position would be responsible for elections and back up to the Deputy Clerk. With Proposal 3 passing in November 2018, there are many changes happening in the Election process that will require more training and more time spent in the office than 1 person is capable of. Proposal 3 will now allow same day registration. When there are issues at the precincts that require both Clerk and Deputy Clerk to resolve we will now have someone at the township office to be able to process absentee applications, ballots and same day voter registration that has had the proper training on the QVF system. With the 'no reason' absentee ballot request, there will be more demand from the Clerk's office to process absentee applications and ballots. The Clerk's office is now required to be open 8 hours instead of 4 hours the Saturday prior to an election. The Saturday prior to an election is the day that we prepare all containers and supplies for the precincts.

This position would start at \$18.00 hr. 20+ hrs. a week, but no more than the 1550 hours allotted in a fiscal year.

With this position, the Current Deputy Clerk (Cristina) would be responsible for jobs she is currently doing while overseeing and assisting in the Election process. Cash receipting are not a function of either clerk positions. Human Resources needs to be transitioned to a function of the Township Manager outside of any payroll questions or issues and new employee set up.

With the deputy Clerk doing Payroll for all departments, should salary reimbursement come from wastewater, police and fire funds? These are budget and accounting questions that need to be addressed.

We would like to hire immediately. We would be able to use the remainder of the election budget for the current fiscal year 2018/19. Seeing that there is an election in August 2019 and very likely an election in November 2019 and March of 2020. I am estimating with 3 elections a year, this would be 1550 hours @ \$18.00 hr. (\$28,000.00 per year). This would come from clerk's budget. It is possible that we may need to amend budget as needed if 4 elections are to take place in the fiscal year of 2019/2020.

We do not get reimbursed for Federal or State elections.

Motion: To immediately post Part time position for Northfield Township Clerks office starting at \$18.00 an hour, 20 hours a week up to 1550 hours per year to start as soon as possible. Motions was **passed 5/7/2019**

Any Questions please contact Kathleen Manley.

Job Description

Election Specialist

Part time position - 20+ hours a week – 40 hours pre-election and 2 weeks post-election

Under immediate supervision, performs routine clerical work involved in the conduct of elections and record keeping.

Examples of Duties:

- Data Entry.
- Types and/or files cards, lists and forms as needed. Maintenance of voter records and registration (QVF)
 - Processes incoming mail, absentee ballot applications and voter registrations.
 - Answer incoming telephone calls and/or schedules poll-worker assignments.
- Equipment and/or supply maintenance.
 - Customer Service. Knowledge of Microsoft Office.
- Standard office work and methods.
 - Use of office equipment.
 - Performs clerical tasks with speed and accuracy.

Position will be responsible for testing and preparing all voting equipment for use in Township, state and federal elections; and will be responsible for the preparation of individual polling locations. Responsible for overseeing the work of other Election Technicians and training new Election Technicians. Preparing inventory lists and stocking election supplies. Cleaning, maintaining, testing all election related equipment. Setting up polling locations for Election Day. Trouble-shooting equipment problems on Election Day. Delivering supplies to polling locations on Election Day. Tear down of polling locations after the elections. Repacking polling boxes for storage. Work independently with minimal supervision, follow detailed instruction with accuracy.

Troubleshoot mechanical problems; work long hours, including election days, from early morning to late evenings.

Position will also serve as back up to Deputy Clerk. Position reports to Township Clerk.

Ability To: • Operate standard office equipment. • Interact with departmental personnel with tact and diplomacy. Minimum Qualifications • High School Diploma, GED • Some College Experience Preferred • Six months of general office and/or clerical experience. Supplemental Information.

PHYSICAL DEMANDS

The physical demands characterized here, epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks, that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

Works in a climate controlled office environment, with a moderate noise level.

**Northfield Township
Financial Report
Month Ending, April 2019**

This report is a summary of the Township's investments and checking accounts at the end of April 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 | 11,893.80 | |
| Money Market | WWTP | Morgan Stanley | 33,257.74 | 2.37% | | | | \$129.25 |
| CD | WWTP | The State Bank | 250,000.00 | 2.60% | 1/7/2019 | 7/8/2019 | Interested Paid at Maturity | |
| CD | WWTP | Flagstar Bank | <u>250,000.00</u> | 2.50% | 2/4/2019 | 8/5/2019 | Interested Paid at Maturity | |
| Total WWTP | | | <u>\$561,313.94</u> | | | | <u>\$11,893.80</u> | <u>\$129.25</u> |
| Total Investments | | | <u>\$561,313.94</u> | | | | <u>\$11,893.80</u> | <u>\$129.25</u> |
| | | | | | | | 2019 | Monthly |
| | | | | | | | Interest Paid | Interest Earned |
| Checking | MIF | 1st National Bank | \$5,027,955.72 | 0.25% | | | \$2,670.40 | \$892.46 |
| Checking | Federal Drug Forfeiture | 1st National Bank | 292,427.79 | 0.25% | | | 37.93 | 37.93 |
| Checking | Police Narcotics | 1st National Bank | 106,699.52 | 0.25% | | | 16.85 | 16.85 |
| Checking | Trust & Agency | 1st National Bank | 95,530.33 | | | | | |
| Checking | Health Account | 1st National Bank | 934.81 | | | | | |
| Checking | Payroll | 1st National Bank | 8,816.63 | | | | | |
| Checking | Tax Account | 1st National Bank | 3,329.19 | | | | | |
| Checking | ACH | 1st National Bank | <u>0.00</u> | | | | | |
| Total Checking | | | <u>\$5,535,693.99</u> | | | | <u>\$2,725.18</u> | <u>\$947.24</u> |
| Total Investments and Checking | | | <u>\$6,097,007.93</u> | | | | <u>\$14,618.98</u> | <u>\$1,076.49</u> |

This report is intended to satisfy the reporting requirements as established under Public Act 20 of 1943 as amended.

5/9/2019
Submitted by: Lenore Zelenock, Treasurer

Supervisor's Report

From: Marlene Chockley

Date: May 14, 2019

Status of Road Work Contract

In response to the discussion at the May 7th meeting, Mr. Aynes, Trustee Beliger and I met with Mike Mastie and Adam Lape of the Road Commission the next day and surveyed one of the areas and discussed the efficacy of berm removal and ditching to improving the roads. We asked for their expertise in identifying the most problematic portions of the rural roads.

We and they have been getting calls for the Dixboro/6 Mile intersection and area for some time, 6 Mile near the Links, and a section of Jennings Road. They agreed to put together the costs of ditching and berm removal in those areas and provide a separate cost for the limestone. There may also be the need to replace a culvert or two. We also discussed the need to maintain a supply of limestone for township wide use to help with the potholes that pop up.

We expect their assessment and costs by Monday so that we can make an informed choice of how to proceed. It is not available for this packet, but will be distributed as soon as it comes in.

I shared that we expected to put together a citizen committee to work with the Road Commission to evaluate the road situation and funding and develop an asset management plan for the roads. They said that it was very valuable in Scio Township and they welcome that. As you know, maintenance of rural roads is required to be funded by the township with a match from the road commission according to a formula shown in the May 7th packet. Thus, it will be difficult to make township-wide progress on a problem that has been decades in the making. I am confident that a citizens' committee will help move us forward and ask that board members consider who might serve most effectively on that committee.

Community Center Grant Update

Reimbursement of the costs of the Phase 1 Environmental Site Assessment has been approved by the Washtenaw County Brownfield Development Authority (WCBRA). Once we get that and the radon test done, we can submit them to the Office of Community and Economic Development (aka Urban County) for approval to begin the process to arrange for the actual construction. The attorney has approved the contract language with Quantum Environmental and the WCBRA.

Possible Park Properties Acquisition

Northfield Township has again been offered the right of first refusal by the Washtenaw County Treasurer for several parcels going into foreclosure. Four of them are in the Summerhomes area where we are assembling parcels for a park and another 3 are in the Horseshoe Lake wetlands which provide a buffer to reduce flooding of the lake and a riparian corridor and habitat. The assessor believes that those 3 parcels are not a public purpose and thus all of the parcels acquired in the wetland area have been put back on the tax rolls. I request that the board direct the attorney to determine absolutely the status of those parcels in the Horseshoe Lake wetlands. If they are taxable, I recommend that the Township sell them as soon as possible.