

# NORTHFIELD TOWNSHIP BOARD AGENDA

July 9, 2019 – 7:00 PM

8350 Main Street, 2<sup>nd</sup> 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 – June 25, 2019 Board of Trustees Special Meeting & Regular Meeting
- AGENDA ITEMS
  1. Consider Proposal for Replacing a Blower at the Wastewater Treatment Plant
  2. Approve Revised Employee Handbook
  3. Consider Building Use Policy
  4. Discuss Goals & Priorities for Fiscal Year 2019/20 and Effects on the Budget
  5. Discuss Building/Planning/Zoning Study to Consider In-house Personnel
  6. Approve Payment of Open Bills (expected check run date 7/10/19) for a total of \$75,476.22 from all funds in the Municipal Investment Fund (MIF) account
  7. Accept Check Disbursement Report for Paid Bills (check date from 6/12/19-7/3/19) for a total of \$562,194.60 from all funds in the Municipal Investment Fund (MIF) account
- CONSENT AGENDA
  1. Recommendation for Stipulation for Entry of Consent Judgments MOAHR Docket No. 17-002627 & 17-002645 consolidated: Links at Whitmore Lake
  2. Receive the Fire Department Report
  3. Receive the Police Department Report
  4. Receive the Wastewater Treatment Report
  5. Receive the Community Center Report
  6. Receive the Code Enforcement Report
  7. Receive the Financial and Fund Balance Reports
- TRUSTEE/LIAISON REPORTS
  1. Receive the ZBA Report +
  2. Receive the Planning Commission Report
  3. Receive the Parks and Recreation Board Report
  4. Receive the Land Preservation Committee Report

\* 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.

5. Receive the Clerk's Report +
6. Receive the Treasurer's Report
7. Receive the Supervisor's Report

- 2<sup>nd</sup> 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

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.

## Township Manager's Report prepared by Steve Aynes for the July 9, 2019 Board Meeting

Budget, Capital Improvement Plan, and Goals for the Fiscal Year 2019/2020 The Budget and the Capital Improvement Plan (CIP) were approved by the Board previously. The next step is to complete the Board's approval of goals for the Township. Following the Board's approval, I will draft timelines and provide estimated amounts of funds recommending a strategy towards accomplishment

### **Building Department Service**

I have submitted a recommendation to the Board that the Township continue to operate the Building Department. However, we want to improve our service to the public and look for ways to improve our operations. If you have had any problem with the service, forms, website, or any other aspect of the Building Department operations, please send me an e-mail or a letter describing the concern, the approximate date, and your suggestions on how to improve. Send your comments to Steve at [ayness@northfieldmi.gov](mailto:ayness@northfieldmi.gov) or to the Township Safety Building/Township Hall at 8350 Main St., Whitmore Lake, MI 48189. We also would appreciate knowing if you had good experiences.

### **North Village Development Committee**

This committee has been meeting with a developer who is interested in developing a portion of the North Village site. scheduled for their first meeting next week. The goal is to bring a quality developer into the community who respects the desires of the community for use of Whitmore Lake and open space, but provides an attractive project to enhance and encourage improvement to the downtown area.

### **Citizen Advisory Committee Regarding Roads**

The Board has approved the establishment of a citizen advisory committee to look at the entire roadway system in Northfield Township. The Committee's purpose would be to recommend to the Board what alternatives are available for fixing the roads and the revenue available for this. The Committee is also to look at the criteria available for rating the conditions of roads and prioritizing the order in which improvements should be done. If you are interested in serving the community in this way, please send an e-mail or letter to the e-mail or street address I provided above.

### **Other Projects Underway**

- My Assistant and I have met with Revize concerning the process and cost for updating the Township web site. We plan to meet with other companies also.
- Safety Director Wagner and I have been discussing concrete repairs. We have received 3 bids, but we are going to try to limit costs by marking areas with orange paint that are a priority this year and having the contractors review their proposals in light of this change.
- The sewer use charge to the Township's tenant on the second floor of the Safety Building/Township Hall is 1 REU (\$ 90.20/quarter). Prior to the sewer meter being installed, the Township paid a flat rate of \$ 1,428 per quarter. Since the meter was installed, the Township has been paying an average of \$ 262 per quarter.

**NORTHFIELD TOWNSHIP  
Township Board Special Meeting  
Minutes  
June 25, 2019**

**CALL TO ORDER**

The meeting was called to order at 6:22 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 (arrived at 6:24 P.M.)

Also present:  
Township Manager Stephen Aynes  
Recording Secretary Lisa Lemble

**ADOPT AGENDA**

- ▶ **Motion:** Chockley moved, Chick supported, that the agenda be adopted as presented.  
**Motion carried 6—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

None present.

**BOARD MEMBER COMMENTS**

None.

**CLOSED SESSION**

- ▶ **Motion:** Chockley moved, Beliger supported, that the Board go into closed session pursuant to MCL 15.265(8)(a) at the individual's request to consider a periodic personnel evaluation.  
**Motion carried 6—0 on a voice vote.**

[Otto arrived].

The Board considered the personnel evaluation of Township Manager Stephen Aynes.

- ▶ **Motion:** Chockley moved, Zelenock supported, that the Board return to open session.  
**Motion carried 7—0 on a voice vote.**

**Possible Action as Result of Closed Session**

None.

**SECOND CALL TO THE PUBLIC**

None present.

**BOARD MEMBER COMMENTS**

None.

**ADJOURNMENT**

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

The meeting adjourned at 6:55 P.M.

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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



**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**June 25, 2019**

**CALL TO ORDER**

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

**INVOCATION/PLEDGE**

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:

Township Manager Steven Aynes  
Township Attorney Paul Burns  
Township Controller Yvette Patrick  
Planning Consultant Paul Lippens  
Recording Secretary Lisa Lemble  
Members of the community

**ADOPT AGENDA**

- ▶ **Motion:** Chockley moved, Beliger supported, to adopt the agenda, moving items 4, 5, and 6 to the start of the agenda items. **Motion failed 3—4 on a roll call vote, Otto, Chick, Zelenock, and Dockett opposed.**

**FIRST CALL TO THE PUBLIC**

Margaret Riddell, 65141 W. Eight Mile, commented on the use of 75 Barker Road by Kiwanis. Clyde Hatfield, 160 E. Shore Drive, Kristen Delaney, 8475 Main Street, Stan Wutka, 5985 Leland Drive, Doug Nelson, 5314 Walnut Creek, Kishan Sutariya, North Territorial Road in Plymouth Township, Brad Cousino, 2860 Tepeyac Hill Drive, David Misko, Van Esley Real Estate, and Jim Nelson, 7777 Sutton, commented on the proposed marijuana ordinance. George Brown, Shady Beach, announced the Kiwanis 5K/10K run being held this Saturday. David Gordon, 5558 Hellner Road, commented on the Township Manager's contract extension and performance review, the budget, and expenditures.

**BOARD MEMBER RESPONSE**

Board members made comments about the proposed marijuana ordinance, the amount of the grant for the Community Center repairs, the use of 75 Barker Road, timing of Board packet distribution, the Livonia Builders development proposal for the North Village site, and the Township Manager's contract.

- ▶ **Motion:** Zelenock moved, Otto supported, that the meeting be adjourned no later than 9:30 P.M. with a process check at 9:00 P.M. to table items that can wait until a later meeting.

**Motion carried 7—0 on a roll call vote.**

**TOWNSHIP MANAGER UPDATE**

Aynes asked that residents interested in serving on a committee to develop a roads program contact the Township and commented on the process for his contract renewal and performance review.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Zelenock announced the Preservation Committee is arranging a bus tour Saturday, July 13, from 10 A.M. to 2:00 P.M., and invited registration by email to her.

**APPROVAL OF MINUTES**

Three corrections were made to the June 11<sup>th</sup> special meeting minutes and two corrections were made to the June 11<sup>th</sup> regular meeting minutes.

- ▶ **Motion:** Chockley moved, Beliger supported, that the minutes of the May 28, 2019, Special and Regular Board meetings be approved as presented, and the minutes of the June 11, 2019 Special and Regular Board meetings be approved as amended. **Motion carried 7—0 on a voice vote.**

AGENDA ITEMS

1.

**Proposal for Purchase of 75 Barker Road**

- ▶ **Motion:** Zelenock moved, Beliger supported, that the proposal from Brian Toma for the purchase of 75 Barker Road not be accepted.

Township attorney Paul Burns explained the Board can accept, reject, or make a counteroffer regarding the offer to purchase from Brian Toma. Mark Szerlag, broker with Thomas A. Duke Company, noted the offer is for the asking price, but the buyer wants it only for use as a marijuana dispensary. Chockley noted the property is not currently zoned for that purpose.

**Motion carried 7—0 on a roll call vote.**

2.

**Zoning Administrator Opinion on Use of 75 Barker by Kiwanis**

- ▶ **Motion:** Beliger moved, Manley supported, to receive the Zoning Administrator opinion on use of 75 Barker by Kiwanis.

Aynes explained that the Zoning Administrator's opinion is that (a) temporary sales may be held for 30 days in a calendar year, and at this point Kiwanis has 8 remaining days, and (b) Kiwanis has to meet the Fire Inspector's requirements.

Board members discussed zoning ordinance limits on temporary sales, liability, and the history of Kiwanis use of the building. They also discussed how the language in the zoning ordinance applies to temporary sales. Manley and Zelenock noted the Zoning Administrator's report indicates additional temporary sales dates can be approved administratively by the Township Manager or the Zoning Administrator.

**Motion withdrawn.**

- ▶ **Motion:** Beliger moved, Manley supported, to direct the Manager to administratively approve additional dates for use of 75 Barker by Kiwanis for their rummage sale beyond the 30 days cited in the Zoning Administrator report. **Motion carried 4—1—2 on a roll call vote, Chockley opposed, Zelenock and Otto abstaining due to being Kiwanis members.**

3.

**Amendment to Ordinance 18-62: Prohibition of Marihuana Establishments—Extend Sunset Clause or Opt Out**

- ▶ **Motion:** Chockley moved, Beliger supported, to extend the provision of the ordinance to prohibit marijuana establishments, opting out indefinitely.

Chick said the original agenda item regarding this item would have allowed Board members to discuss this matter and ask questions, and the information provided in the memo is deliberately misleading.

The Board discussed delays which have kept a complete ordinance updated with Township Board changes to the *Planning Commission recommendation from being available* for the Board to act on. Lippens and Burns said they can prepare that ordinance and perform the legal review for the Board to vote on it on July 9<sup>th</sup>.

In answer to a question, Lippens said while he originally recommended that marijuana growing facilities be restricted to industrial zoning because they typically are indoor operations that are industrial in character, the majority of Planning Commissioners saw them as also being appropriate in agricultural zoning.

Beliger said opting out indefinitely could be reversed by the Board in the future.

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

The Board discussed the pros and cons of allowing marijuana operations in the Township and the history of the Board's discussion about the issue.

- ▶ **Motion:** Chockley moved, Zelenock supported, to amend Ordinance 18-62, the Prohibition of Marihuana Establishments ordinance, by amending the provisions as follows: Section 3, Sunset Provision—unless the Township Board votes to extend or modify the provisions of this ordinance the prohibition contained herein shall expire on September 24, 2019.

In answer to a question, Lippens said the Township can be ready to handle permit applications once the State approves the process. He said a clause can be added to the application ordinance that indicates it becomes effective 14 days after approval of the State process. He said the proposal provided uses a simple model to get quality applications relying on the State's vetting process. Aynes said employees would need some orientation about processing applications, but the Township Planner and Attorney could handle that.

- ▶ **Amendment to Motion:** Chick moved, Otto supported, to amend the motion to set July 23<sup>rd</sup> as the expiration date. **Amendment to motion failed 3—4, Beliger, Chockley, Manley, Zelenock opposed.**

**Motion passed 4—3, Chick, Dockett, and Manley opposed.**

It was agreed to schedule consideration of the proposed marijuana and permitting ordinances for the July 23<sup>rd</sup> meeting. Lippens said a public hearing needs to be held for the procedural ordinance and that can also be scheduled for July 23<sup>rd</sup>.

Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
June 25, 2019

3.  
**Resolution 19-607:**  
**Fiscal Year 2019-20 Budget** *Amendment #3*  
*2018-19*

- ▶ **Motion:** Beliger moved, Otto supported, to adopt Resolution 19-607, Budget Amendment #3.

Board members asked questions and made comments about expenses incurred for preparing the marijuana ordinance and additional office hours for the zoning administrator, and about the amount of utilities being reimbursed by the Public Safety Building renter. Zelenock recommended that expenditures totaling more than \$10,000 be approved by the Board, and said in the future she will vote against any such expenditures unless the fund balance has first been recalculated to account for them.

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

5.  
**Adoption of Fiscal Year 2019-20 Budget**

- ▶ **Motion:** Beliger moved, Chockley supported, to adopt the budget for Fiscal Year 2019-2020.

Chockley answered a question about the increase in the hourly rate paid to Board of Review members. Chockley asked Aynes to review the rental agreement for the North Territorial cell tower to make sure the correct rent is being paid. **Motion carried 6—1 on a roll call vote, Dockett opposed. Resolution adopted.**

6.  
**Resolution 19-608:**  
**General Appropriations Act**  
**for Fiscal Year 2019-20 Budget**

- ▶ **Motion:** Beliger moved, Chockley supported, to adopt Resolution 19-608: General Appropriations Act for Fiscal Year 2019-20 Budget. **Motion carried 6—1 on a roll call vote, Dockett opposed. Resolution adopted.**

7.  
**Goals & Priorities for Upcoming Fiscal Year**  
**and Effects on Fiscal Year 2019-20 Budget**

- ▶ **Motion:** Zelenock moved, Chick supported, that discussion of Goals & Priorities for Upcoming Fiscal Year and Effects on Fiscal Year 2019-20 Budget be tabled. **Motion carried 7—0 on a voice vote.**

8.  
**KaBoom! Grant Agreement**

- ▶ **Motion:** Beliger moved, Chick supported, to authorize the Township Manager to sign the KaBoom! Grant Agreement.

Burns said there is a clause to indemnify the KaBoom! Board in the agreement, and he recommends against that because it is not covered by insurance. He said he can continue to pursue having that altered in the agreement. Aynes noted the deadline for executing the agreement is June 28<sup>th</sup>.

- ▶ **Amendment to motion:** Beliger moved, Chick supported, that the motion be amended to add "pending attorney approval." **Amendment to motion carried 7—0 on a voice vote.**

- ▶ **Amended motion:** Beliger moved, Chick supported, to authorize the Township Manager to sign the KaBoom! Grant Agreement pending attorney approval. **Amended motion carried 7—0 on a voice vote**

9.  
**Building/Planning/Zoning Study**  
**to Consider In-House Personnel**

- ▶ **Motion:** Chockley moved, Chick supported, to table discussion of the Building/Planning/Zoning Study to Consider In-House Personnel. **Motion carried 7—0 on a voice vote.**

10.  
**Purchase of Foreclosed Parcels**  
**in the Summerhomes Subdivision**  
**and Horseshoe Lake Wetland Area**

- ▶ **Motion:** Beliger moved, Dockett supported, to purchase the four foreclosed parks properties in the Summerhomes Subdivision.

There was discussion about the Township Assessor's decision to put the lots owned by the Township in this area on the tax rolls. Burns said that decision is solely the Assessor's. Beliger and Dockett agreed to amend the motion to include the cost.

- ▶ **Amended motion:** Beliger moved, Dockett supported, to purchase the four foreclosed properties in the Summerhomes Subdivision at a total cost not to exceed \$4,268. **Amended motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chockley moved, Otto supported, to purchase the two Horseshoe Lake wetland parcels for the public purpose of maintaining the wetland and riparian corridor around Horseshoe Lake.

Attorney Burns said he would have to read the Horseshoe Lake Association by-laws to determine if the Township would have to pay dues to the Association if they owned these lots. George Brown said the Association would probably like to own these lots.

**Motion failed 6—1 on a roll call vote. Dockett, Chick, Otto, Zelenock, Beliger, Manley opposed.**

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
June 25, 2019**

**11.  
Equipment Requests for the Township Office**

- ▶ **Motion:** Beliger moved to dispose of the five 8-foot tables.
- Burns said a motion is not necessary as long as there is a disposal policy that is followed.

**Motion withdrawn.**

- ▶ **Motion:** Beliger moved to approve the purchase of a fireproof cabinet for \$3,600.

It was agreed this approval is not necessary.

**Motion withdrawn.**

**12.  
Approve Payment of Open Bills  
(expected check run date 06-28-2019)**

- ▶ **Motion:** Beliger moved, Chick supported, to approve payment of Open Bills (expected check run date 06-28-2019) for a total of \$56,608.99 from all funds in the Municipal Investment Fund (MIF) account.  
**Motion carried 7—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

Margaret Riddell thanked the Board for approving Kiwanis use of 75 Barker Road. Stan Wutka commented on the purchase proposal for 75 Barker Road, Kiwanis use of the building, and the proposed marijuana ordinance. David Gordon commented on the planning and conducting of Board meetings. George Brown suggested the Township form a committee to figure out how the Township and the Horseshoe Lake Association can address the acquisition of undeveloped wetland lots.

**BOARD MEMBER COMMENTS**

Otto said the 4<sup>th</sup> of July Committee is looking for a hay wagon to use in the parade, and noted the Detroit Tigers mascot, Paws, will appear before the parade. There was a brief discussion about improving the agenda and meeting process.

**ADJOURNMENT**

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

The meeting adjourned at 9:45 P.M.

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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/](http://www.twp-northfield.org/government/township_board_of_trustees/)

**JAMES E. COX  
NORTHFIELD TOWNSHIP  
WATER POLLUTION CONTROL FACILITY  
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN  
PHONE 734-449-4159 FAX 734-449-4302**

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**To: Northfield Township Board**

**From: Dan Willis -Wastewater Treatment Plant Superintendent**

**Date: July 3, 2019**

**Subject: Aeration Blower Proposal**

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Township Board Members,

The aeration blower at the plant are over 40 years old and are nearing the end of their usage. We would like to replace them with new energy a efficient model. There are many pluses in replacing the blower the biggest being energy consumption which we hope would pay for the project inside of ten years. The full cost of the project and cost savings won't be known until we have the engineering done. The budget is 28,900 and the scope of the work is spelled out in the proposal. I would like the boards approval to move forward with this project.

Thank You

Dan Willis Northfield Twp W.W.T.P.



**TETRA TECH**

June 20, 2019

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

**Re: WWTP Blower Proposal**

Dear Mr. Aynes:

### **BACKGROUND**

Tetra Tech has appreciated our 58 years of service to providing engineering services to Northfield Township residents. Through this service, Tetra Tech and the Township have accomplished many things including the establishment of the wastewater treatment plant (WWTP) and the sewer system. These systems have a value of at least \$40 million and the true value could be much higher. The wastewater system is truly the Township's most valuable physical asset.

In 2010, Tetra Tech worked with the Township to identify means to reduce operating costs at the WWTP. One method discussed, was replacing a least one of the existing multistage centrifugal blowers with a more energy efficient high-speed turbo blower with aeration system controls. The aeration system controls would control the air flow to the aeration tanks based on the dissolved oxygen (DO) readings in the tanks. The blower would then be paced based on the air demand. This system improvement will ensure that the aeration system only produces the necessary amount of air to meet the system biological oxygen demand and tank mixing requirements and not produce excess air flow and waste energy. The high-speed turbo blowers have been developed within the last fifteen years or so and Tetra Tech has successfully designed these systems for approximately eight midwestern communities. In our 2010 evaluation, Tetra Tech predicted that the Township's energy costs could be reduced by as much as \$15,500 annually.

The project will involve retrofitting various components of the existing treatment process including replacing one blower with a new, high speed turbo blower, aeration monitoring and flow meter instrumentation, new motorized air valves, new aeration diffusers and piping, new wiring, and a new programmable logic controller (PLC) to control the aeration system.

### **SCOPE OF WORK**

We propose the following scope of services:

1. Meet with Township staff to confirm features desired in the blowers, diffusers, oxygen sensors and the controlling instrumentation.
2. Prepare a basis of design report documenting the design goals (a required report for Michigan Department of Environment, Great Lakes, and Energy permitting (MDEGLE)).
3. Prepare draft design drawings and project manual (specification book) outlining the proposed work.

Tetra Tech  
710 Avis Drive, Ann Arbor, MI 48108  
Tel 734.665.6000 Fax 734.213.3003 [www.tetrattech.com](http://www.tetrattech.com)



4. Prepare an updated opinion of probable cost.
5. Meet with Township staff to review the draft documents and receive their comments.
6. Prepare final drawings, project manual, Part 41 permit application and submit same to MDEGLE.
7. Assist the Township with obtaining construction bids, evaluate the bids, and present a recommendation to the Township Board of Trustees.
8. Investigate energy efficiency rebate opportunities with the Township's utility supplier. These projects may be eligible for significant rebates. With a similar project in Tecumseh, 15% of the project cost was rebated to the City.

**SCHEDULE**

We are prepared to begin work immediately upon receiving your authorization. We can have the draft documents prepared within six weeks of receiving your authorization. Bidding must occur this fall to enable the work to be constructed in 2020 as the blower will have a 5 to 6-month procurement time.

**ASSUMPTIONS**

- Work will not be funded through Michigan's revolving fund loan program as the deadline for applying is July 1.
- Engineering services during construction will be authorized after bids are received.

**QUALIFICATIONS**

Tetra Tech is extraordinarily qualified to assist the Township in this important project. Tetra Tech's experience with Northfield's system will lead to extraordinary value. Some of our unique credentials include:

- Over 30 successful past design projects on Northfield's wastewater and sewer system. These records are still in our archives and will be used for this project. This will lead to consultant efficiency and reduce the burden on Township staff.
- Tetra Tech completed the study in 2010 which enables us to get this project completed quicker and more efficiently.
- The proposed project is nearly identical to eight other projects completed by Tetra Tech for midwestern municipalities. The lessons learned on these projects will be used on this project.
- Tetra Tech has skilled instrumentation designers who will work on this project and are available to support the Township years after the project is completed. Our competitors push this work onto the construction contractor who is rarely available after the work is completed.
- Tetra Tech attends Township Board meetings at no charge to review the project's progress.
- Tetra Tech routinely delivers Northfield Township engineering fees below budget. A few examples include:

<b>PROJECT</b>	<b>Tetra Tech Budget</b>	<b>Tetra Tech Invoiced</b>
Whitmore Lake Road SAD Sewer	\$177,800	\$130,306
Sewer Capacity Inventory	\$37,400	\$24,327

These efficiencies by Tetra Tech saved sewer rate payers over \$60,000 on these two projects alone.



**TETRA TECH**

**COMPENSATION**

Tetra Tech's compensation will be based on a time and materials basis. We suggest a budget of \$28,900 be established for the Tetra Tech services outlined in this proposal. This budget will not be exceeded without the Township's prior written authorization. Our standard terms and conditions are attached and considered part of this proposal. This fee is valid if the proposal is accepted within 30 days of the date of this proposal.

**EXECUTION**

Should you agree with the terms of this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates this opportunity to provide this proposal to Northfield Township and continue our long history of successful service.

Sincerely,

Brian M. Rubel, P.E.  
Vice President

**PROPOSAL ACCEPTED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_





## Engineering Services Standard Terms & Conditions

**Services** Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

**Compensation** In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

**Fee Definitions** The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

**Payment Terms** Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

**Additional Services** The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

**Site Access** The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

**Underground Facilities** Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

**Regulated Wastes** Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

**Contractor Selection** Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

**Ownership of Documents** Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

**Standard of Care** Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

**Period of Service** This Agreement shall remain in force until completion and acceptance of the services or until terminated by mutual agreement. Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

**Insurance and Liability** Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute  
Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate  
Automobile Liability – \$1,000,000 combined single limit for bodily injury and property damage  
Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

**Indemnification** Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

**Dispute Resolution** The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

**Suspension of Work** The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

**Termination** The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices, together with all costs arising out of such termination, within fourteen (14) days. The Client may withhold an amount for services that may be in

dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

**Authorized Representative** The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority. Email messages between Client and members of the project team shall not be construed as an actual or proposed contractual amendment of the services, compensation or payment terms of the Agreement.

**Project Requirements** The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

**Independent Consultant** Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

**Compliance with Laws** Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate applicable laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

**Permits and Approvals** Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

**Limitation of Liability** In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

**Consequential Damages** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project or with this Agreement.

**Waiver of Subrogation** Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

**Environmental Matters** The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

**Cost Opinions** Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

**Contingency Fund** The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund

they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

**Safety** Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

**Information from Other Parties** The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

**Force Majeure** Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control, including but not limited to unavoidable delays that may result from any acts of God, strikes, lockouts, wars, acts of terrorism, riots, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.

**Waiver of Rights** The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

**Warranty** Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

**Severability** Any provision of these terms later held to be unenforceable shall be deemed void and all remaining provisions shall continue in full force and effect. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

**Survival** All obligations arising prior to the termination of this Agreement and all provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

**Assignments** Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

**Governing Law** The terms of Agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

**Collection Costs** In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

**Equal Employment Opportunity** Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

**Attorney Fees** Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

**Third Party Beneficiaries** Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

**Lien Rights** Consultant may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this Agreement. The Client agrees that services by Consultant are considered property improvements and the Client waives the right to any legal defense to the contrary.

**Captions** The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

To: Township Board  
From: Steve Aynes, Township Manager  
RE: Employee Handbook  
Date: July 2, 2019

Over the past couple of years, I have been working with the Board and our Labor Attorney to revise the Employee Handbook. The Employee Handbook applies to the following current employees:

Full Time: Deputy Clerk, Deputy Treasurer, the WWTP Supt. and his staff of 4 employees, the Public Safety Director, 1 non-union Police support staff, the Community Center Director, the Building/Planning/Zoning Coordinator, and the Township Manager

Part Time: Assistant to the Township Manager, Controller, Code Enforcement Officer, Receptionist, and 2 non-union Police support staff

At the March 12, 2019 meeting, the board requested to see the final version of the handbook with a list of what changes have been made. I have had my assistant working on this and believe we are at a point where all suggested revisions have been made and we can finalize the handbook.

Attached is the final version of the Employee Handbook for Board approval as well as a spreadsheet showing what changes were requested, and where these changes can be seen in the Handbook. The Labor Attorney has reviewed these changes throughout the revision process.

The Board had also asked to see a list of the expected cost for paying out PTO time over the 1 year accumulation once the policy goes into effect. We are working on gathering this information and will have it ready for Board review at an upcoming meeting (potentially in August).

My recommendation is that the Board approve the Employee Handbook presented today. Once the PTO information is available, the board can determine how they would like to proceed and may amend the handbook at that time if needed.

Recommended Motion:

I move that the Employee Handbook be approved as presented to be effective July 10, 2019.

\_\_\_\_\_ moved \_\_\_\_\_ seconded the motion.

Handbook Revision Timeline November 2016-Present

Date	Agenda Item/Recommended Revision	Action Taken	Amendment in Handbook
Feb. 28, 2017	Personnel Committee Established: Otto, Manley, Chockley	Approved	
July 31, 2017	Township Manager hired	Approved 4-3	
Sept. 28, 2017	Board Retreat to establish Goals & Priorities	Discussion	
Nov. 28, 2017	Prioritize Goals from Retreat	Discussion	
Dec. 12, 2017	Prioritize Goals from Retreat	Discussion	
March 13, 2018	Authorize Labor Attorney to revize handbook at a cost of \$3125.00	Approved	
Aug. 14, 2018	Revisions to Handbook	Tabled	
	WWTP Supervisor requested Certification Pay Increase be included in the Employee Handbook		
Aug. 28, 2018	Recommended Revisions to Handbook	Discussion - Revize & bring back for further review	
	* eliminate inconsistent language about benefits awarded an PTO accrual during probationary period		See Employee Handbook Pages 23-24
	* Remove specific reimbursements amounts		See Employee Handbook page 20
	* Remove PTO accrual prior to 2013 - does not apply to current employees		See Employee Handbook pages 23-24
	* Part-time employees should receive half the amount of PTO as full-time employees		See Employee Handbook Page 23
	* Page 23, 2nd to last paragraph should read "with the adoption of this Employee Handbook. All current and future department heads..."		See Employee Handbook page 23
	* Clarify language on over-time		See Employee Handbook page 44
	* Make it clear that work hours can differ among departments		See Employee Handbook Page 39
	* Limit PTO accrual to 1 year for new hires		See Employee Handbook page 23
	* Limited time-off without pay should be allowed with approval after PTO is used		See Employee Handbook page 26
	* Update Payday page to reflect current options and current law		See Employee Handbook Page 39

	* Discussion on time off and comp time		N/A
	* Increase time period to turn in expense reports from 15 days to 30 days		See Employee Handbook page 48
Sept. 11, 2018	Requests and Recommended Revisions to Handbook	Discussion - Revize & bring back for further review	
	* Board to receive written information regarding how an employee is classified as exempt from over-time		N/A
	* 150 hours max comp time - preference of getting comp time vs being paid time and a half is needed in writing		See Employee Handbook page 44 & 71
	* should be quarterly report showing accrued comp time		N/A
	* Clarify PTO accrual language from start of employment		See Employee Handbook Page 23
	* Non-Union employees will be allowed to accrue no more than 1 year of allowable Personal Time Off (PTO)	Motion: Approved 5-2	See Employee Handbook Page 23
	* Clause will be required to grandfather employees who currently have more than 1 year of PTO		See Employee Handbook Page 23 - PTO time above this will be paid off at the end of each quarter.
	* Exception of one board member not being paid by direct deposit should be noted in the handbook		See Employee Handbook Page 32
Nov. 27, 2018	Consider Suggestions from staff regarding handbook - Recommended Revisions	Discussion - Revize & bring back for further review	
	* Have a 3rd person present when reporting harassment		See Employee Handbook page 7
	* all employees should be eligible for cost of living adjustments (if approved by the board)		See Employee Handbook page 20
	* No holiday, Jury duty or bereavement for part-time employees		<ul style="list-style-type: none"> <li>• Holiday - See Employee Handbook page 22</li> <li>• Bereavement - See Employee Handbook Page 28</li> <li>• Jury Duty - See Employee Handbook Page 29</li> </ul>
	* Changes to amount given for waiving medical insurance should be provided to employees in writing		See Employee Handbook page 21
	* part-time employees will be allowed to accrue PTO		See Employee Handbook page 23
	* all employees limited to one year of PTO		See Employee Handbook page 23

	* part-time employees allowed to request unpaid medical leaves of absence		See Employee Handbook page 24
Dec. 11, 2018	Approve Employee Handbook	Tabled	
	* does drug and alcohol section need to be updated with the passing of the recreational marijuana laws?		See pages 36, 53-57
Additional comments received by e-mail: Lenore			
	* Need to add all employees should be eligible for cost of living adjustment if approved by the board		See Employee Handbook page 20
	* Need to add not to provide holiday, jury duty and bereavement for part-time employees		<ul style="list-style-type: none"> <li>• Holiday - See Employee Handbook page 22</li> <li>• Bereavement - See Employee Handbook Page 28</li> <li>• Jury Duty - See Employee Handbook Page 29</li> </ul>
	* Revise Part-time off page 23		See Employee Handbook page 23
	* Remove gray area		Completed
	* Access to the building, should it include using the number codes and name badges?		Updated to current procedure. See Employee Handbook page 50
	* Personal Appearance - seems too restrictive for the current times		Reverted back to original Dress Code language See Employee Handbook page 60
March 12, 2019	Finalize Employee Handbook	Tabled	
	* PTO accrual 1 year		See Employee Handbook Page 23
	* review language regarding harassment		See Employee Handbook Page 7
	* review language regarding cost of living		See Employee Handbook page 20
	* review WWTP certifications and pay provisions		See Employee Handbook Page 66

**NORTHFIELD TOWNSHIP EMPLOYEE  
HANDBOOK**

EFFECTIVE: July 9, 2019

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## INTRODUCTORY STATEMENT

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

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

## EMPLOYEE ACKNOWLEDGEMENT FORM

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

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

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

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME

## NATURE OF EMPLOYMENT

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

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

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

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

## EQUAL EMPLOYMENT OPPORTUNITY

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

## DISABILITY ACCOMMODATION STATEMENT

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

## NON-HARASSMENT/DISCRIMINATION/RETALIATION POLICY

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

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

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

### Sexual Harassment Policy

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

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

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

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



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

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

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

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

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

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

## HIRING OF RELATIVES

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

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

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

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

## EMPLOYEE MEDICAL EXAMINATIONS

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

## CONFLICTS OF INTEREST

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

## OUTSIDE EMPLOYMENT

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

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

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

## EMPLOYMENT CATEGORIES

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

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

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

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

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

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

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

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

## IMMIGRATION LAW COMPLIANCE

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

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

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

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

## DRIVING RECORD

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



## ACCESS TO PERSONNEL FILES

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

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

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

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

## EMPLOYMENT REFERENCE CHECKS

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

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

## PERSONNEL DATA CHANGES

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

## INTRODUCTORY PERIOD

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

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

## EMPLOYMENT APPLICATIONS

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

## PERFORMANCE EVALUATIONS

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

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

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

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

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

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

## EMPLOYEE BENEFITS

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

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

The following benefit programs are available to eligible employees:

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

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

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

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

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

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

## HOLIDAYS

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

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

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

Regular Full-time Employees shall receive pay for the days listed above unless the holiday occurs on an employee's regularly scheduled day off, in which case the employee shall have the holiday rescheduled. If an employee is required to work on the holiday (due to emergency or hazardous condition or as directed by the Township Manager), he or she shall be paid for hours worked in addition to the holiday pay. Part-time employees are not eligible for holiday pay.

Holidays are not considered working time for overtime calculation purposes.



## PAID TIME OFF (PTO)

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

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

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

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

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

- From employment hire date to completion of two (2) years – 6 days per year (0.5 days per month);
- From completion of two (2) years to completion of four (4) years – 7.5 days per year (0.625 days per month);
- From completion of four (4) years to completion of nine (9) years – 9 days per year (0.75 days per month);
- From completion of nine (9) years – 12 days per year (1 day per month)

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

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

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

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

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

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

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

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

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

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

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness and its beginning and expected ending dates. Such verification may be requested for other absences due to illness as well and may be required as a condition to receiving PTO and any short-term or long-term disability benefits. Part-time employees are not entitled to short-term or long-term disability benefits.

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

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

### **Medical Leave**

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

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

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

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

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

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

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

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

## **Unpaid Leave**

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

## **Family Medical Leave Act**

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

## WORKERS' COMPENSATION INSURANCE

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

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

## BEREAVEMENT LEAVE

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

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

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

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

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

## JURY DUTY

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

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

A Regular Full-time Employee who serves on jury duty or is subpoenaed as a witness will sign their jury duty or witness fee over to the Township and will be paid their regular compensation. Part-time employees are not eligible for paid jury duty leave.

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

## BENEFITS CONTINUATION (COBRA)

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

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



## TIMEKEEPING

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

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

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

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

## PAYDAYS

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

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

Employees have the option of direct deposit to a bank account, a pay card that their bi-weekly pay is deposited to, or other option as approved by the Township Board.

Employees will receive an itemized statement of wages when the Township makes direct deposits.

## EMPLOYMENT TERMINATION

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

RESIGNATION – voluntary employment termination initiated by an employee

DISCHARGE – involuntary employment termination initiated by the Township

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

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

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

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

## ADMINISTRATIVE PAY CORRECTIONS

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

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

## PAY DEDUCTIONS AND SETOFFS

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

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

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

## WORKPLACE SAFETY

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

### Reporting Injuries and Accidents

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

### Employee Responsibilities

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

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

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

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

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

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



## WORK SCHEDULES

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

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

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

## USE OF PHONE, INTERNET, EMAIL AND MAIL SYSTEMS

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

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

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

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

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

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

**Use of Equipment.**

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

## **Social Media.**

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

## MEAL PERIODS

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

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

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

## OVERTIME/COMP TIME

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

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

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

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

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

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

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

## **Wastewater Treatment Plant**

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

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

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

## USE OF EQUIPMENT AND VEHICLES

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

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

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



## EMERGENCY CLOSINGS

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

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

## BUSINESS TRAVEL EXPENSES

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

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

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

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

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

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

## SMOKING

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

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

## ACCESS TO TOWNSHIP BUILDING

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

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

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

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

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

## MILITARY LEAVE

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

## EMPLOYEE CONDUCT AND WORK RULES

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

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

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

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

## DRUG AND ALCOHOL USE

### Purpose

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

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

### Elements of the Policy

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

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



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

## **Requirements**

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

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

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

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

### **Searches and Testing**

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

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

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

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

### **Positive Test Results**

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

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

### **Medical & Recreational Marijuana**

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

## ATTENDANCE AND PUNCTUALITY

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

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

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

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

### Planned Absences

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

### Unexpected Absences

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

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

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

### **Family Emergency**

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

## PERSONAL APPEARANCE

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

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

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

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

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

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

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

## RETURN OF PROPERTY

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

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

## RESIGNATION

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

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



## SECURITY INSPECTIONS

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

## PROBLEM RESOLUTION

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

## SOLICITATION

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

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

Examples of unacceptable forms of solicitation include:

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

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

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

## WASTEWATER TREATMENT PLANT COMPENSATION FOR CERTIFICATION

In an effort to ensure that our Wastewater Treatment Plant (WWTP) is properly staffed as a Class B Wastewater Plant under Michigan DEQ requirements, it is a priority that WWTP staff acquire continuing education and DEQ licensing. As an incentive for WWTP staff, the following compensation schedule has been established:

- For WWTP employees obtaining their Class D certification, a one-time pay increase of \$1500.00
- For WWTP employees obtaining their Class C certification, a one-time pay increase of \$1750.00
- For WWTP employees obtaining their Class B certification, a one-time pay increase of \$2000.00
- For WWTP employees obtaining their Class A certification, a one-time pay increase of \$3000.00

The Board of Trustees shall authorize compensation for certifications once proof of the achieved certification is provided by the employee.

## APPENDIX

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

## KNOWING AND VOLUNTARY LITIGATION AGREEMENT AND WAIVER

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

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

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

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

EMPLOYEE:

NORTHFIELD TOWNSHIP

\_\_\_\_\_

Print Name

By: \_\_\_\_\_

\_\_\_\_\_

Signature

Its: \_\_\_\_\_

Dated: \_\_\_\_\_ 20\_\_

Dated: \_\_\_\_\_ 20\_\_

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

Employee's Name: \_\_\_\_\_

Department/Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Type of alleged discrimination:  Gender  Race  Age  Religion  Disability  Other

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Have you reported this incident to your supervisor?  Yes  No

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Reporting Employee

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

Received By: \_\_\_\_\_



**ACCOMMODATION REQUEST**

TO: \_\_\_\_\_  
(Name of Person to Whom Sent)

FROM: \_\_\_\_\_

I understand I am required under Section 210.18 of the Michigan Persons With Disabilities Civil Rights Act to notify an employer that I need an accommodation within 182 days after my hire date, or within 182 days of becoming aware of the need for accommodation. This request is to meet that notice requirement. Federal law, if applicable, does not have a similar notice requirement for requesting an accommodation.

Job Position at Issue and Accommodation Needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Employee or Job Applicant

## Township Employee Compensatory Time Agreement

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

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

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

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NORTHFIELD TOWNSHIP ACCIDENT/INJURY REPORT**

EMPLOYEE NAME: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ NUMBER OF DEPENDENTS: \_\_\_\_\_

DATE OF ACCIDENT/INJURY: \_\_\_\_\_ TIME OF ACCIDENT/INJURY: \_\_\_\_\_

TIME YOUR SHIFT BEGAN: \_\_\_\_\_

LOCATION OF ACCIDENT/INJURY: \_\_\_\_\_

+++++

**DESCRIPTION OF ACCIDENT/INJURY (EMPLOYEE'S PORTION)**

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

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

HOW DID THE ACCIDENT OCCUR? \_\_\_\_\_

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

WHY DID THE ACCIDENT/INJURY HAPPEN? \_\_\_\_\_

FIRST AID GIVEN? YES \_\_\_ NO \_\_\_ BY WHOM: \_\_\_\_\_

HOSPITALIZED? YES \_\_\_ NO \_\_\_ PHYSICIAN: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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

\_\_\_\_\_ EMPLOYEE CANNOT RETURN TO WORK IMMEDIATELY

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

**CONFIRMATION OF ACCIDENT/INJURY – SUPERVISOR’S PORTION**

PLEASE CONFIRM THE INFORMATION PROVIDED ABOVE BY INITIALING HERE: \_\_\_\_\_

DOCTOR’S NOTE RECEIVED STATING TERMS:        YES \_\_\_ NO \_\_\_

IS THIS A WORKMAN’S COMPENSATION CLAIM?    YES \_\_\_ NO \_\_\_

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

OTHER INFORMATION TO SHARE OR CORRECT:

SUPERVISOR’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

+++++

**CONFIRMATION OF RECEIPT – TOWNSHIP OFFICE’S PORTION**

MANAGER OR ASSISTANT’S INITIALS VERIFYING RECEIPT: \_\_\_\_\_ DATE OF RECEIPT: \_\_\_\_\_

FOLLOW-UP NOTES, AND OTHER INFORMATION:

## Organizational Chart

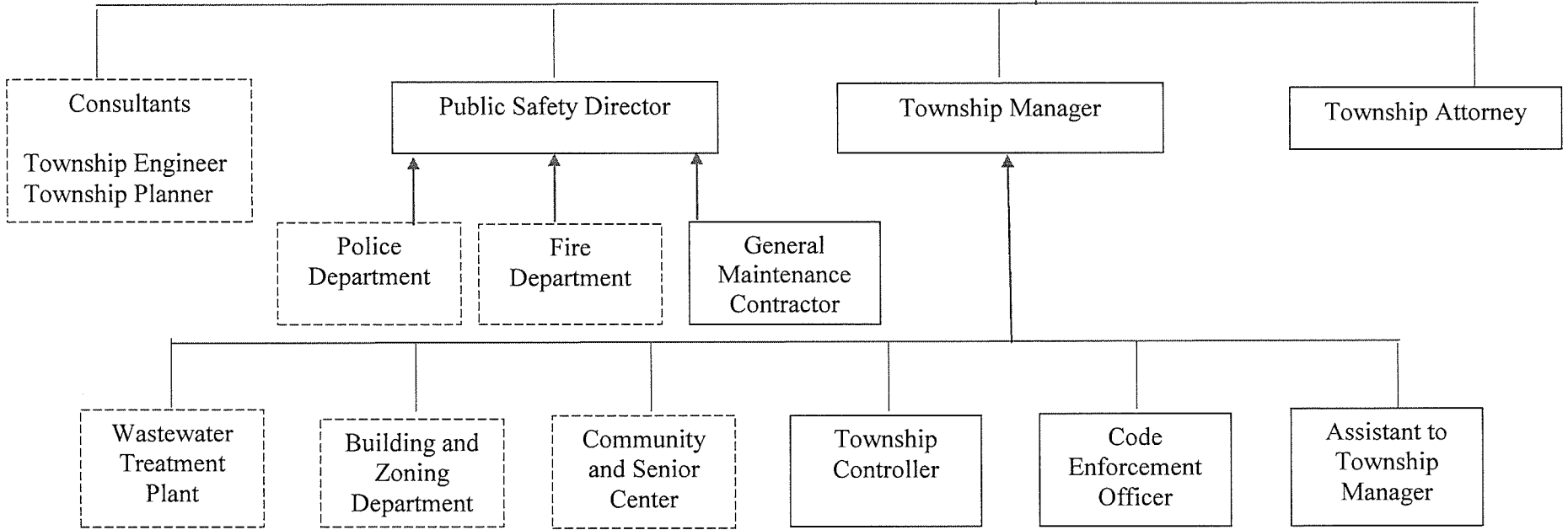
**Key:**  
 Dashes – denotes departments or a collective group  
 Asterisk – denotes non-paid committees

Northfield Township  
Electorate

Northfield Township Board of Trustees

Northfield Township Commissions and Committees\*  
 Planning Commission  
 Zoning Board of Appeals  
 Downtown Development Authority\*  
 Board of Review  
 Parks and Recreation Board\*  
 Land Preservation Committee\*  
 Downtown Advisory Committee\*

Supervisor    Treasurer    Clerk    Trustee    Trustee    Trustee    Trustee  
 Assessor    Deputy Treasurer    Deputy Clerk



To: Township Board  
From: Steve Aynes, Township Manager  
RE: Building Use Policy  
Date: July 1, 2019

The purpose of the Building Use Policy is to allow residents and local organizations a place to hold meetings or gatherings in our township. The main two spaces for this are the Board Room at the Public Safety Building, and the Main Activity Area at the Community Center, however other smaller rooms may be utilized at a group's request if they are available.

Development of a Building Use Policy is one of the goals the board set for the Township. I previously submitted a draft Building Use Policy to the Board at the December 11, 2018 Board meeting to encourage discussion of this topic. I modeled this on the Pittsfield Township Building Use Policy, adapting it to Northfield Township.

I was then asked to provide the board with copies of building use policies from other communities. I submitted 3 building use policies to the Board with a memo dated March 6, 2019. Attached are the three examples that were provided from Pittsfield Township, Hamburg Township, and Delta Township (near Lansing).

As you look at these policies you will see the variation in them.

I am recommending the Board adopt the attached Building Use Policy pending final review from our attorney. I would also recommend that groups that already have an established meetings schedule at the township's facilities be grandfathered and not assessed the \$100 deposit. (i.e. Horseshoe Lake Committee that meets once per month in the Board Room, Kiwanis that meets 2 times per month at the Community Center, etc.)

Recommended Motion(s):

I move that the Building Use Policy be approved as presented/amended pending legal review to be placed in effect starting July 10, 2019.

\_\_\_\_\_ moved \_\_\_\_\_ seconded the motion.

I move that groups that have an established relationship and meeting schedule with the township prior to the establishment of this policy be grandfathered into the Building Use Policy and exempt from the \$100 deposit.

\_\_\_\_\_ moved \_\_\_\_\_ seconded the motion.

# NORTHFIELD TOWNSHIP MICHIGAN

## BUILDING USE POLICY

(prepared July 1, 2019)

Northfield Township makes the Second Floor Board Room at the Public Safety Building/Township Hall and the Main Activity Room at the Community Center available by advanced reservation to residents and local organizations who comply with the Building Use Policy. (Other spaces may be available upon request.) This includes the following guidelines:

- Township facilities belonging to the buildings included above may not be used for any commercial purposes, fund raisers, or promotional purposes.
- No admission fees or public sales are allowed.
- Dates may be booked with Northfield Township up to 6 months in advance. Events must take place Monday through Friday between 9:00 AM and 10:00 PM. Availability outside of the days and times listed may be considered on a case by case basis.
- Groups must limit participation to the maximum allowable persons in the room, per fire regulations.
- The priority for use of the buildings is for Township purposes. Time needs to be scheduled between Township use of the room and other use to allow time for clean-up by the custodial staff. Each group is responsible for clean-up of their own trash. Any chairs and tables that have been moved need to be returned to their original locations.
- Food and beverages (other than water) need prior approval by the Township. Consumption of Alcoholic Beverages and smoking are not allowed on the property.
- A designated group representative must complete the Building Use Application Form. For events occurring after normal business hours, the designated group representative must sign out a key or other locking device. It is the responsibility of this representative to make sure the Building is secured upon leaving and to return the key by the next regularly scheduled business day. An alternative would be to deposit the key in the 24-hour drop box located in the vestibule of the Public Safety Building/Township Hall.
- A deposit of \$ 100 is required. This deposit may be used to pay for any damage done to Township property or unusual cleanup. If the expense incurred is greater than the deposit, the designated group representative will receive a bill for the balance. If no damage or clean-up fee is assessed, the deposit will be returned.
- A projector and screen are available at the Public Safety Building, and a large screen, smart TV is available at the Community Center for use for presentations upon request. A laptop and connection cables are not available and must be provided by the group requesting use of the equipment.



# NORTHFIELD TOWNSHIP MICHIGAN

## Building Use Application Form

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Representative's address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Room Requested:  Public Safety Building Board Room

Public Safety Building – Other \_\_\_\_\_

Community Center Main Activity Room

Community Center – Other \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Will you be bringing food and/or beverages? (Please list) \_\_\_\_\_

Equipment Requested:  Extra Tables and/or Chairs (Please list # needed): \_\_\_\_\_

Projector  Screen  Other: \_\_\_\_\_

### OFFICE USE ONLY

Deposit Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Key ID: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Issued by: \_\_\_\_\_ Received by: \_\_\_\_\_

Costs Assessed (if applicable): \_\_\_\_\_

Summary of Damages: \_\_\_\_\_

\_\_\_\_\_

# NORTHFIELD TOWNSHIP MICHIGAN

## Waiver and Release of Liability

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

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

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

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

Printed name: \_\_\_\_\_

## PITTSFIELD CHARTER TOWNSHIP BUILDING USE POLICY

1. **Statement of Purpose.** The purpose of this document is to inform the public of the guidelines and procedures which govern the use of public meeting spaces in buildings owned or exclusively controlled by Pittsfield Charter Township.
2. **Policy**
  - 2.1. **Intent.** It is the intent of the Pittsfield Charter Township Board of Trustees to make public meeting spaces of Township buildings available to the public. Use of public meeting spaces by community organizations, as an emergency reception center during periods of extreme weather, as a place for engagement between local governmental entities and the public, and other uses which promote civic engagement and community growth, is encouraged, provided the use is consistent with all applicable law and this policy, and presents no additional liability or expense to the Township. This policy is intended to facilitate such use by residents, non-profit organizations, and local units of government.
  - 2.2. **Applicability.**
    - 2.2.1. **Public Meeting Spaces.** This policy applies to all public meeting spaces within the Pittsfield Township Administration Building at 6201 W. Michigan Avenue and the Pittsfield Township Community Center at 701 W. Ellsworth Road. It does not apply to meeting areas in those buildings which are generally inaccessible to the public, or to areas which are not designed to be used for gatherings of people. This policy does not apply to or authorize the use of any buildings except those named in this Paragraph 2.2.1.
    - 2.2.2. **Equal Access for All Individuals and Groups.** This policy shall apply to all groups and individuals applying to use Township buildings.
    - 2.2.3. **Exceptions.** This policy does not apply to:
      - 2.2.3.1. Township officials, employees, agents, boards, and commissions when they are carrying out Township work.
      - 2.2.3.2. Events sponsored by or financially supported by the Township.
      - 2.2.3.3. Organizations who are meeting on Township property at the Township's request.
      - 2.2.3.4. Governmental entities using a Township building for public hearings, meetings with constituents, and/or for the execution of government programs.
      - 2.2.3.5. Users who have written agreements with the Board of Trustees which address the use of a specific building, or who have been granted permission through the Township's Special Events Permit Application process.
    - 2.2.4. Other exceptions to this policy may be granted by the Supervisor or designee provided such exception is consistent with all applicable law.
    - 2.2.5. **Proposed Use Not Addressed.** The Supervisor or designee shall review and make an appropriate decision for all proposed uses which are not addressed by this Policy.
3. **Building Use Agreement.**
  - 3.1. **Application and Agreement.** Applicants must complete a Building Use Agreement form approved by the Board of Trustees. The completed Agreement shall serve as the application for building use, and must be filed with the Parks and Recreation Office for use of Parks and Recreation buildings, and with the Clerk's Office for all other uses. Blank copies of the Agreement are available at the Parks & Recreation Office, the Clerk's Office, and on the Township's website ([www.pittsfield-mi.gov](http://www.pittsfield-mi.gov)). The Agreement shall include the name and address of the applicant, the date, time, duration, and location of the proposed use, the nature and purpose of the use, the approximate number of people expected to attend the proposed activity, and a statement of understanding that the applicant agrees to accept responsibility for damages and clean-up costs, if necessary.
    - 3.1.1. **Review of Application.** The Township shall promptly review each request. The Township may require additional or clarifying information from the Applicant.

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

**4. Rules for Use.**

- 4.1. Frequency of Use.** No user will be granted permission to use any Township building more frequently than once per month or more than 12 times in any calendar year.
- 4.2. Purpose of Use.** Public meeting spaces may be used for lawful purposes only.
- 4.3. Fees and Sales.** No user may charge admission fees.
- 4.4. Township Business.** No user may interfere with the ability of Township personnel, or with others conducting business with the Township, to enter the facility or otherwise interfere with the conduct of Township business.
- 4.5. Number of People Present.** All users must comply with posted limits on numbers of persons allowed in a given space, per Township fire regulations.
- 4.6. Signs and Emblems.** A sign may be placed on Township property advertising the time and place of an authorized use by an organization, provided that the sign is not larger than 4'x4'. Signs may be in place no more than one (1) hour prior to the scheduled start of the scheduled use, and must be removed promptly at its conclusion. No other signs, emblems, or symbols may be placed on Township property by any group or individual.
- 4.7. Conduct by Users.** All users must be respectful of others and their property, including Township personnel and Township property.
- 4.8. No Entry into Non-Public Spaces.** Users may only enter the spaces approved by the Township and described in the Building Use Agreement.
- 4.9. Revocation and Denial of Use.**
  - 4.9.1.** Any Building Use Agreement may be revoked with a minimum of 24 hours' notice to allow the building to be used by the Township for a previously unscheduled meeting of a public body.
  - 4.9.2.** Any use which does not comply with all applicable statutes, ordinances, regulations, or this Policy will result in immediate revocation of the Building Use Agreement.
  - 4.9.3.** Any user who has previously been responsible for any damage to Township property or has failed to clean up any Township building following an authorized use, may be denied permission to use any Township building, or alternatively, may be granted permission conditioned on obtaining additional insurance, additional security, and/or additional custodial charges.
  - 4.9.4.** Any Building Use Agreement may be revoked due to inclement weather or other emergency, or to allow the space to be used as an emergency reception center.
- 4.10. Liability and Insurance.** Authorized users must execute a release of liability for negligence for any damages cause to the user or its property during the time of the use. Authorized users must execute an agreement to guarantee, indemnify, and hold harmless the Township from any liability to third parties for injury caused by the user or any invitees or licensees of the user. Authorized users are liable to the Township for any and all damage to Township property or injuries to Township employees, officers, or agents caused by the user or any of the user's agents, invitees, or licensees, irrespective of whether such damage is the result of negligence, intentional acts, or accident. The Township may, if deemed advisable by the Supervisor or designee, require groups of 30 or more persons to provide evidence of liability insurance available to satisfy the obligations described in this policy, and providing coverage in an amount to be determined by the Township and insuring Pittsfield Charter Township.
- 4.11. Set Up.** Except as provided elsewhere in this Policy, the authorized user is responsible for setting up the meeting place, providing extra chairs in meeting rooms, and supplying such items as easels, bulletin boards, and other equipment. Equipment such as bulletin boards and

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

- 4.12. Alcoholic Beverages, Tobacco, and Weapons.** Except as otherwise permitted by statute, ordinance, the Township's Park Rules, or the written agreement of the Pittsfield Charter Township Board of Trustees, there shall be no alcoholic beverages served upon, consumed upon, or brought onto Township property. Tobacco use is prohibited in all Township buildings at all times, and Tobacco use in Township parks must be consistent with the Township's Park Rules. Weapons and reproductions of weapons may only be possessed in accordance with all applicable laws.
  - 4.13. Permits.** Users are responsible for securing any necessary permits or approvals necessary to effectuate a scheduled use.
  - 4.14. Security and Building Attendant.** Each user is responsible for providing any security required by ordinance or the Building Use Agreement. Users may request to use the kitchen facilities at 701 W. Ellsworth in conjunction with the use of a public meeting spaces. In the event that use of the kitchen facilities is approved by the Township, the Township may require, at the user's expense, the presence of a building attendant during the scheduled use. Fees for building attendants may be found in the Township's fee schedule.
  - 4.15. Building Keys.** If a building key is provided to the user, a designated representative of the user must sign out the key to the facility during business hours no more than two business days before the scheduled event. Keys shall be provided to authorized users by the Township Clerk's office for uses at 6201 W. Michigan Avenue, and the Parks and Recreation office for uses at 701 W. Ellsworth Road. At the time of receiving the key, the authorized representative must present identification and written acknowledgement of receipt of the key. The key must be returned to the Township the next business day or as directed by the Supervisor or designee. Failure to return a key as required by this policy may result in a \$15.00 late return fee and the responsible person and/or group being assessed the cost of changing locks.
  - 4.16. Food and Drink Prohibited at Morris Hall.** With the sole exception of water, food and drink are prohibited in Morris Hall.
- 5. Implementation Authority:** The Supervisor or designee is authorized to implement this policy, prepare forms, and adopt supplemental procedures as necessary to carry out the intent of this policy and address issues as they arise.

Date: November 8, 2017



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Hamburg, Michigan  
www.hamburgmi.gov

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# Building Use Policy - Hamburg Senior Center



**Building Use Policy**  
**Hamburg Senior Community Center**

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## **Building Use Policy**

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

- [Community Center Application Form](#)

### **Policy and Conditions for Use:**

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

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

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

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

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

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

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



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

Adopted: 8/24/99  
Revised: 4/14/98  
Revised: 9/14/99  
10405 Merrill Road  
P.O. Box 157  
Hamburg, Michigan 48139  
(810) 231-1000

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**Hamburg Senior Community Center**

10407 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139 USA

Phone: 1.810.231.1000 Ext. 225

Direct Dial: 1.810.222.1140

Fax: 1.810.231.3877

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**Staff:**

- **Christine Hoskins**  
Senior Program Director  
E-mail: [choskins@hamburg.mi.us](mailto:choskins@hamburg.mi.us)
- **Julie Eddings**  
Assistant  
E-mail: [jeddings@hamburg.mi.us](mailto:jeddings@hamburg.mi.us)
- **Carol Kolad**  
Assistant

**SENIOR/COMMUNITY CENTER USE APPLICATION**  
*(Application must be submitted TWO weeks before requested date)*

**HAMBURG TOWNSHIP  
OFFICE OF THE CLERK  
P. O. Box 157  
Hamburg, Michigan 48139  
(810) 231-1000 ext. 201**

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Person Filing Application: \_\_\_\_\_

Position W/in Organization: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Day(s) Requested: Mon / Tues / Wed / Thurs / Fri / Sat / Sun Date: From \_\_\_\_\_ To \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Exact Time of Event: \_\_\_\_\_

Time Enter Bldg: \_\_\_\_\_ Time Exit Bldg: \_\_\_\_\_

Supervisor of Activity: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Room Desired: \_\_\_\_\_

Number of Planned for Use: \_\_\_\_\_ Number of Tables Planned for Use: \_\_\_\_\_

Will Food/Beverages be Served?: Yes  No  (NOTE: KITCHEN USE PROHIBITED)

*The UNDERSIGNED, for himself/herself and on behalf of the above named group, does hereby agree to protect, indemnify, save and keep harmless, Hamburg Township and the Senior/Community Center from any and all loss, cost, damage, or expense, arising from any accident or other occurrence on or about said premises during use as identified above. I do hereby certify, in representation of the above named group, have received a copy of the rules and regulations governing use of Hamburg Township property and that I have read and will observe all rules and regulations of the Center.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

=====  
*(For Office Use Only)*

Permit # Issued: \_\_\_\_\_ Code Assigned: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_

Scheduler

Hamburg Twp. Clerk

Time Opened: \_\_\_\_\_ Time Closed: \_\_\_\_\_ Initials: \_\_\_\_\_

Key/Code Deposit Amount: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_

Distributions: White-Hamburg Township      Pink - Accounting  
                  Yellow-Maintenance Personnel      Goldenrod - Applicant

**DELTA TOWNSHIP  
COMPILED POLICY MANUAL**

<b>Title:</b>	Use of Public Meeting Rooms
<b>Adoption Date:</b>	September 17, 1990
<b>Revision Date:</b>	

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

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

**Actual Policy as written:**

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

To: Township Board  
From: Steve Aynes, Township Manager  
RE: Goal Setting  
Date: July 2, 2019

At the last meeting, the board had tabled discussion of goals and priorities due to time constraints. Attached is a summary of goals that was provided to me by the board. I recommend that the Board discuss these and narrow the list to 5 or 6 goals. In considering these goals, the board should also consider where the funding for these goals will come from. I can then develop proposed timelines and estimated costs for implementation.

Goals for discussion at next Board meeting. Board decided to limit number of goals.

Summary of list of goals suggested to date from Board members (6/13/2019)

- Marketing plan for Township including Housing and Commercial Downtown (with provision for improved parking) according to the Master Plan.
- Aggressive marketing of available properties to increase number of businesses
- Sale of Township owned surplus property
- Economic Development Plan/implementation/possible committee
- WWTP Equalization
- WWTP Upgrade and repairs to line
- Road improvements and culvert repairs
- Sidewalk improvements
- Building Department improvement in efficiency including personnel needs and the development process.
- Public Relations improvements including changes to Website and use of local newspaper, Facebook and other media.
- Finalize Development Plans for North Village
- Finalize 75 Barker sale, restoration, or demolition.
- Finish Employee Handbook

TO: Board

From: Steve Aynes, Township Manager

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

Date: July 3, 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 building department employees and the coordination needed with the consultants.

In the past members of the Board have suggested that material on a specific agenda item should be provided from prior Board packets. If the summary is sufficient, then the Board can read this memo and the budget comparison of alternatives attached only. If Board members or the public want more detailed information from previous packets, that is enclosed as well.

I am recommending the Building Department issue be handled now separately from Planning and Zoning. Once the Board has made a decision on this, it will then allow the Planning/Zoning to be discussed further.

Alternatives shown are for provision of Building Department services only. At this point the only change in the planning/zoning that I recommend is to increase the Zoning Administrators time at the Township Offices from one morning per week to two mornings per week. This would involve an additional 4 hours/week or 208 hours/year. At McKenna's current rate for zoning administration of \$65/hr. this would be \$13,250 for one year. If this is approved, then negotiations should be started with McKenna to see if any of the current charges for Zoning services would be provided under this new arrangement. This might result in a smaller net increase in cost. The Planning/Zoning functions could be examined further after any changes in the Building Department operations are implemented.

#### Current Building Department Services

The Building Fund is shown separately in the adopted FY 2019/20 budget. Revenues received through the Building department are used to pay only for the expenses of the Building Department and cannot be used to pay for any of the other services. Revenue is projected at \$83,000 for the Building Fund. Expenses are projected to be \$115,467. The difference is expected to be covered using \$50,570 of the remaining Building Fund Balance. A major concern is that the FY 2020/21 budget 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. Modifications can be made to improve service by reorganization of operations, modifications in procedures, improvement to forms, and/or changes on the Township Web Site. As changes occur, I will provide updates to the Board and to the public through e-mails, newsletters, reports at the Board meetings, use of the public media, and use of social media.

### Alternative 1 - Washtenaw County Building Department:

This alternative would 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 from the General Fund to the Building Fund due to the substantial revenue reduction to the Township. The specific numbers would have to be calculated with the assistance of the Controller and the Auditing firm. About \$83,000 in revenue would be eliminated with this option, but it is estimated that \$62,400 would need to be covered if eligible from the Building Department Fund Balance or from the General Fund.

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. There are other building related permits needed from the County, so that may eliminate this concern.

### Alternative 2 - Consultant Services:

McKenna has provided a proposal for provision of Building Department Services at a rate of \$75 per hour. Based on an estimated 30 hours per week for 52 weeks, this would cost \$117,000. The advantage of this proposal is that the cost would increase or decrease depending on the building climate. Also, McKenna maintains that where they have provided this service, they have been able to increase the revenue stream to the community. Also, the level of service outlined would be an increase over present service because it provides for regular scheduled office hours.

### Alternative 3 - Hire Full Time Building Official:

It is possible that if we hired a full-time Building Official, that individual might also have zoning and/or planning experience. The advertisement from Chelsea, MI should be looked at closely. This is for a Community Development Director. The advertised salary range is \$62,641-\$81,827. It requires a BA degree and 5 years of experience, and prefers a Master's degree. However, it does not mention serving as the Building Official.

### Attachments:

- Spreadsheet Showing Costs for Current Operation and Alternatives
- Info Packet from June 25, 2019 Meeting
  - Memo
  - Pros and Cons Spreadsheet
  - Revenue & Expenditures for Planning/Zoning and Building Departments
- Info Packet from May 14, 2019 Meeting
  - Memo
  - Information from Controller about Building Department Fund

- Washtenaw County Building Department Information
- McKenna Proposal for Building Services
- McKenna Proposal for increasing Zoning Administrator hours
- Job Descriptions from MTA website
- Recent Job Postings for similar positions

Recommendation:

After reviewing the pros and cons to all of the options above including impacts to the budget, I would recommend that the Board approve continuation of the Township operating the Building Department and continue to investigate ways to improve the Department's operations.



**Fund 287: BUILDING DEPARTMENT FUND  
2019-2020 FISCAL YEAR**

GL NUMBER DESCRIPTION	Current Operation	Alternate 1	Alternate 2	Alternate 3
	2019-20 BUDGET	Use County Building Dept.	Contract Services w/ McKenna	Hire Full-Time Building Official
ESTIMATED REVENUES Dept 000				
287-000-478 SOIL FILL PERMITS	0	0	0	0
287-000-481 SIGN PERMITS	0	0	0	0
287-000-484 BUILDING PLAN REVIEW FEES	5,500	0	5,500	5,500
287-000-485 BUILDING PERMIT FEES	35,000	0	35,000	35,000
287-000-486 CONTRACTOR'S REGISTRATION	2,500	0	2,500	2500
287-000-488 TRADE PERMIT FEES	40,000	0	40,000	40,000
287-000-626 COPY & FOIA INCOME	0	0	0	0
287-000-671 REIMBURSEMENT/OTHER INCOME	0	0	0	0
Totals for dept 000-	83,000	0	83,000	83,000
TOTAL ESTIMATED REVENUES	83,000	0	83,000	83,000
APPROPRIATIONS Dept 226-PERSONNEL				
287-226-703 BUILDING SALARIES	27,457	27,457	27,457.00	117,457
60% OF Building/Planning/Zoning Coordinator Salary Plus 4% Raise			(\$ 90,000 for new emp.)	
287-226-715 SOCIAL SECURITY	2,100	2,100	2,100.00	8985
287-226-716 HOSPITALIZATION	0	0	zero	32,904
Alt. 3 is shown at max. for family of 4, rates depend on age also.				
287-226-717 LIFE/DISB. INSURANCE	0	0	zero	864
7.5% Increase over prior year				
287-226-718 BUILDING PENSION	2,746	2,746	2,746.00	9,000
287-226-731 WORKERS COMP INSURANCE	0	0	zero	10 % of salary 960
Travel/Training/Conferences for new emp. Alt. 4				500

**Fund 287: BUILDING DEPARTMENT FUND  
2019-2020 FISCAL YEAR**

GL NUMBER DESCRIPTION	Current Operation	Alternate 1	Alternate 2	Alternate 3
	2019-20 BUDGET	Use County Building Dept.	Contract Services w/ McKenna	Hire Full-Time Building Official
287-226-927 ALLOCATE TO DEPARTMENTS	18,991	18,991	18,991.00	18991
30% of Front Desk Wages and 10% of Township Manager Wages and Benefits				
Totals for dept 226-PERSONNEL	51,295	51,295	51,295.00	189661
Use of Alt. 1 might mean this would need to be moved to general fund				
Dept 261-GOVERNMENT SHARED SERVICES				
287-261-725 BUILDING INSPECTIONS	25,000	0	25,000	25,000
287-261-737 PLAN REVIEW	3,000	0	3,000	(may be less) 3000
287-261-738 MISC BUILDING ADMINISTRATION	500	500	500	3,000
Totals for dept 261-GOVERNMENT SHARED SERVICES	28,500	500	28,500	due to new emp. 31000
Dept 270-LEGAL/PROFESSIONAL				
287-270-722 CONTROLLER	2,672	2,692	2,692	2,692
(5% of Total Cost)				
287-270-802 AUDIT FEES	900	900	900	900
(5% of Total Cost)				
287-270-806 ENGINEER	0	0	0	0
287-270-823 ZONING ADMINISTRATION	1,000	1,000	1,000	1,000
Totals for dept 270-LEGAL/PROFESSIONAL	4,572	4,572	4,572	4572
Dept 301-OPERATING COSTS				
287-301-725 ELECTRIC, PLUMB & MECH INSPECTIONS	25,000	25,000	25,000	25,000
287-301-727 SUPPLIES	500	500	500	500
287-301-818 CONTRACTUAL SERVICES	0	0	117,000	0
Alt. 3 McKenna \$ 75/hr. x 30 hours/wk. x 52 weeks				
287-301-850 COMMUNICATION	500	500	500	500
287-301-910 INSURANCE & BONDS	900	900	900	900

**Fund 287: BUILDING DEPARTMENT FUND  
2019-2020 FISCAL YEAR**

GL NUMBER DESCRIPTION	Current Operation	Alternate 1	Alternate 2	Alternate 3
	2019-20 BUDGET	Use County Building Dept.	Contract Services w/ McKenna	Hire Full-Time Building Official
287-301-927 ALLOCATE TO DEPARTMENTS Under Alt. 2, may not be needed or move to General Fund	4,200	4,200	4,200	4,200
Totals for dept 301-OPERATING COSTS	31,100	6,100	148,000	31,000
Dept 412 - PLANNING/ZONING DEPT				
287-412-823 ZONING ADMINISTRATION	0	0	0	0
Totals for dept 301-OPERATING COSTS	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>	<b>115,467</b>	<b>62,460</b>	<b>232,367</b>	<b>256,233</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 287</b>	<b>(32,467)</b>	<b>(62,400)</b>	<b>(149,367)</b>	<b>(173,000)</b>

TO: Board

From: Steve Aynes, Township Manager

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

Date: June 20, 2019

The Board asked me to provide additional information on this study. Board Member Otto provided a suggested format for a chart to allow easy comparison of alternatives available. I have prepared a chart which I believe is appropriate for this comparison. It is enclosed.

I am also providing a report prepared at my request by Controller, Yvette Patrick. This report shows 4 years of actual expenditures, the current year budget, and the proposed budget. The first two pages compare costs of operation for Planning/Zoning (including Code Enforcement). The last two pages provide the same information for the Building Department. As a result of this updated information, there have been some changes made from my May 9, 2019 report. I found this was very helpful in preparing and evaluating the alternatives.

I have also received from Mary Bird the enclosed memo regarding her views of the current operation and her concerns about possible modifications.

Some of the following information was included in the May 9<sup>th</sup> report, but is included for the convenience of the Board and the Public.

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. Currently, 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 by Mary Bird, our . 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. Building Department Services 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.
5. Code Enforcement is provided through our Code Enforcement Officer who investigates and enforces Ordinances as needed. He works closely with the other four providers listed above.

#### 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 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. I had previously provided a report to the board from McKenna showing the cost to increase the number of office hours for the Zoning Administrator.
  - 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 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 with both skill sets. \*

\* Please note, I previously had provided the Board with an advertisement from Chelsea, MI for a Community Development Director. The advertised salary range was \$ 62,641-\$ 81,827.

It required a BA degree and 5 years of experiences, but preferred a Master's degree. 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.

The board previously received information from the Washtenaw County Building Department about their services. Outsourcing to the County would eliminate most of the revenue shown in Fund 287 and much of the Dept. 301 Operating costs. Other expenses would have to be moved to the 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.

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

- d. Hire an employee to provide the Building Official duties. The board previously received job descriptions from the Michigan Township Association and advertisements from several professional organization for a variety of positions to compare wages.
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 25 hours per week as approved by the Board at the June 11, 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:

- A. Comparison Chart
- B. Budget Report
- C. Memo from Mary Bird, Building/Planning/Zoning Coordinator

BOARD ACTION REQUESTED:

- Discussion of alternatives for the township's Building, Planning and Zoning Departments
- Provide direction to the township manager for moving forward.

Sincerely,

Steve Aynes  
Township Manager

Building, Planning, and Zoning Comparison of Alternatives for Providing Services to Northfield Township Citizens and Contractors

	Services Provided	Cost to Twp.	Pros	Cons	Risk
<b>Building Department</b>					
<b>Current Operations</b>					
Building Official	Contract with Pittsfield Township for Building Official Services from Kurt Weiland	\$ 25,000 Budget	<ul style="list-style-type: none"> <li>•Experienced in Northfield and Pittsfield Township.</li> <li>•Licenses and Professional Affiliations included.</li> <li>•Lives in Northfield Township.</li> <li>•Part Time.</li> <li>•Paid only for time worked.</li> <li>•Cost to Township increases or decreases based on amount of construction activity. Not paying for set costs even when construction is not substantial such as during a recession.</li> </ul>	<ul style="list-style-type: none"> <li>•Citizen Complaints about process and time involved in securing permits.</li> <li>• Does not hold regular office hours</li> </ul>	<ul style="list-style-type: none"> <li>•Services may not be available if workload increases substantially in Full Time Position with Pittsfield Township.</li> </ul>
Building Department Employees	Building/Planning and Zoning Coordinator and portions of other employees time for Building Department	\$ 69,943 Budgeted	<ul style="list-style-type: none"> <li>•Experienced in Northfield Township and prior training, education, experience.</li> <li>•Regular office hours provide accessibility to public.</li> <li>•Backup support by other employees.</li> <li>•Positive comments received from contractors and citizens.</li> </ul>	<ul style="list-style-type: none"> <li>•Citizen Complaints about process and time involved in securing permits.</li> <li>•Expense greater than revenue so would need to be supported by General Fund money.</li> </ul>	<ul style="list-style-type: none"> <li>•Employees may seek other positions or retire. Would need time to train new employees which would affect quality of service.</li> </ul>
Inspectors	Part Time Independent Contractors for Building Inspections and Trade Inspections	\$ 25,000 Budgeted	<ul style="list-style-type: none"> <li>•Experienced in Northfield Township and prior training, education, experience.</li> <li>•Paid per inspection - Not paying for set costs when construction is not substantial, such as during a recession</li> </ul>	<ul style="list-style-type: none"> <li>•Scheduling issues may cause complaints</li> <li>• Do not hold Office Hours</li> </ul>	<ul style="list-style-type: none"> <li>•Turnover may result in difficulty securing inspectors</li> </ul>
Engineers	Contracted As Needed	\$ 3,000 Budgeted	<ul style="list-style-type: none"> <li>•Experience.</li> <li>•Not paying for set costs even when construction is not substantial such as during a recession</li> <li>•No concern with Turn-over – Contracted agency would provide additional engineers if one leaves their employment</li> </ul>	<ul style="list-style-type: none"> <li>• Length of time to review and respond.</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned a less experienced member of the firm.</li> </ul>



	Services Provided	Cost to Twp.	Pros	Cons	Risk
<b>Option 1 - Contracting Services</b>					
Contract with Washtenaw County Building Department	Would provide all building department services	No direct costs.	<ul style="list-style-type: none"> <li>•No liability for Building Inspection services.</li> <li>•Eliminates contracting outlined under current operations above.</li> <li>•Employee(s) could be reassigned to other duties. This may cut expenses through downsizing and/or reducing functions currently provided by outside contractors.</li> <li>•Reduce workload and number of visitors to the reception area.</li> <li>•County provides building department services to 5 Townships (Augusta, Lodi, Saline, Scio, and Webster) and one City (Dexter) in County. Other Townships in area provide this service through their counties.</li> </ul>	<ul style="list-style-type: none"> <li>•Eliminates from FY 2019/20 Budget \$ 83,000 of proposed revenues, but only \$ 50,000 of proposed expenditures.</li> <li>•Inconvenience to citizens.</li> <li>•Face to face involvement will be reduced.</li> <li>•May make access to information for other Township operations more difficult.</li> <li>•Some property owners may decide to not secure permits for construction due to inconvenience.</li> <li>•No Township Building inspectors to notify Assessor or Zoning Administrator for construction without permit.</li> </ul>	<ul style="list-style-type: none"> <li>•Difficulty enforcing Ordinances</li> <li>•Reduced interaction with Zoning Administrator, Code Enforcement Officer, and other consultants and staff</li> <li>•Possible increase to processing time and/or turn-around time for permits</li> </ul>
Contract with McKenna or another outside provider	Would provide inspection services. Would continue current employee support for other building department functions	\$50,000 budgeted for inspections (At \$ 75/hr. this would be about 650 hrs.)	<ul style="list-style-type: none"> <li>•Continue with office hours for current employee, but could add office hours for contractor staff at the quoted rate.</li> <li>•Hours used would fluctuate depending on construction activity.</li> <li>•Adjust expenses to changes such as a recession</li> <li>•Contractor provides personnel on a continuing bases regardless of changes in their staffing. Therefore, contractor responsible to not have interruptions in service.</li> </ul>	<ul style="list-style-type: none"> <li>•Unless all building permit fees were adjusted, General Fund would still be supporting the building inspection and Building Official services.</li> <li>•Support from employee and support employees would still continue as currently budgeted.</li> </ul>	<ul style="list-style-type: none"> <li>•Possible poor performance of contractor resulting in eventual termination of contract. This might result in interruption in service.</li> </ul>
<b>Option 2 - Direct Hire</b>					
Building Official	Would provide Building Official services, but would still use part time inspectors	Estimated \$ 80-100,000 salary and benefits	<ul style="list-style-type: none"> <li>•Scheduled Office Hours for the Building Official and present staff.</li> <li>•Convenience for public and staff to talk to Building Official</li> </ul>	<ul style="list-style-type: none"> <li>•Increased expense.</li> <li>•May be difficult to recruit and keep a qualified employee.</li> <li>•Would require time for new employee to become acquainted with Northfield Township and current Building Department activity.</li> <li>•Limited Office Space</li> </ul>	<ul style="list-style-type: none"> <li>• Hiring and retention may be difficult. Current Job Market has lots of openings and a limited number applicants.</li> </ul>

	Services Provided	Cost to Twp.	Pros	Cons	Risk
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**Planning/Zoning Services**

**Current Operations**

McKenna and current employees.	Provides Planning Consultant and Zoning Administrator Services	Budget is \$ 169,191 which also includes code enforcement	<ul style="list-style-type: none"> <li>Scheduled hours for employees.</li> <li>Could increase Zoning Administrator Office hours at a rate of \$ 60/hr. from 4 hours per week to 8 hours. The 4 hour increase would cost \$ 12,480 per year based on 52 weeks.</li> <li>Continuity of convenient service to citizens provided by consultant and township employees</li> </ul>	<ul style="list-style-type: none"> <li>Complaints received regarding time needed by consultant and staff to process zoning requests and the cost.</li> <li>Revenue is only budgeted at \$ 12,500 while expenses are budgeted at \$ 169,191. The difference is provided by the General Fund</li> </ul>	<ul style="list-style-type: none"> <li>Consultant performance.</li> <li>Retention of Employees</li> </ul>
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**Option 1 - RFP for other Contractors**

Other Consultants	Provides Planning Consultant and Zoning Administrator Services	Unknown	<ul style="list-style-type: none"> <li>May improve service and reduced cost</li> </ul>	<ul style="list-style-type: none"> <li>May be reduced service and more cost</li> </ul>	<ul style="list-style-type: none"> <li>Consultant performance.</li> <li>Retention of Employees</li> <li>Cost may go up</li> </ul>
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**Option 2 - Direct Hire**

Hire Planner/Zoning Administrator	Provides Planning Consultant and Zoning Administrator Services in house	Estimated cost to hire new employee would be in the \$ 80-100,000 range	<ul style="list-style-type: none"> <li>Increased office hours.</li> <li>Improved accessibility by citizens and staff</li> </ul>	<ul style="list-style-type: none"> <li>Lead time to learn about Northfield Township.</li> <li>Performance would be uncertain.</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment and retention might be difficult.</li> </ul>
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06/18/2019

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2016	BALANCE AS OF 06/30/2017	BALANCE AS OF 06/30/2018	BALANCE AS OF 06/30/2019	2018-19 AMENDED BUDGET	2019-20 AMENDED BUDGET
Fund 101 - GENERAL FUND							
Revenues							
Dept 412 - PLANNING/ZONING DEPT							
101-412-477.000	ZONING COMPLIANCE PERMITS	8,600.00	12,505.00	12,450.00	10,000.00	9,500.00	9,500.00
101-412-607.000	ZONING ADMINISTRATIVE FEES	150.00	0.00	0.00	0.00	0.00	0.00
101-412-608.000	VARIANCES/APPEALS	2,855.00	1,430.00	4,235.00	6,445.00	2,000.00	2,000.00
101-412-609.000	REZONING/CONDITIONAL USE PMTS	0.00	0.00	0.00	(325.00)	0.00	0.00
101-412-610.000	SITE PLAN REVIEW	0.00	0.00	0.00	0.00	0.00	0.00
101-412-612.000	TAX ABATEMENT FEES	1,000.00	0.00	0.00	0.00	0.00	0.00
101-412-614.000	PLANNING FEES	6,975.00	5,750.00	1,875.00	0.00	0.00	0.00
101-412-629.000	ZONING COPIES	0.00	55.60	0.00	83.00	0.00	0.00
101-412-637.000	SPLIT APPLICATIONS	1,825.00	2,240.00	405.00	(500.00)	1,000.00	1,000.00
101-412-671.000	REIMBURSEMENT/OTHER INCOME	0.00	0.00	680.00	300.00	1,500.00	0.00
Total Dept 412 - PLANNING/ZONING DEPT		21,405.00	21,980.60	19,645.00	16,003.00	14,000.00	12,500.00
TOTAL REVENUES		21,405.00	21,980.60	19,645.00	16,003.00	14,000.00	12,500.00
Expenditures							
Dept 412 - PLANNING/ZONING DEPT							
101-412-701.000	ZONING SALARIES	0.00	0.00	0.00	12,926.88	17,601.00	18,301.00
101-412-707.000	ZBA SALARIES	2,700.00	6,306.25	15,625.00	3,744.14	6,000.00	6,000.00
101-412-715.000	SOCIAL SECURITY	1,193.40	1,308.63	1,406.64	3,351.64	3,396.28	4,962.00
101-412-716.000	HOSPITALIZATION	0.00	0.00	0.00	9,057.52	7,132.00	7,631.00
101-412-717.000	LIFE/DISB. INSURANCE	0.00	0.00	0.00	420.11	267.00	287.00
101-412-718.000	ZONING PENSION	0.00	0.00	0.00	1,285.92	1,759.60	1,830.00
101-412-723.000	RECORD SEC	4,925.00	9,620.00	6,260.00	8,035.00	9,620.00	7,020.00
101-412-726.000	PLANN COMM	13,300.00	10,800.00	9,700.00	10,700.00	16,800.00	16,800.00
101-412-727.000	SUPPLIES	64.94	0.00	0.00	0.00	0.00	0.00
101-412-741.000	UNIFORMS/GEAR & ALLOWANCE	0.00	0.00	0.00	0.00	2,000.00	0.00
101-412-800.000	OTHER PROFESSIONAL FEES	0.00	10.00	0.00	0.00	1,000.00	1,000.00
101-412-801.000	PLANNER FEES	50,443.10	35,050.50	41,538.25	75,236.25	47,250.00	47,250.00
101-412-803.000	LEGAL	0.00	0.00	0.00	0.00	0.00	0.00

06/18/2019

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE	BALANCE	BALANCE	BALANCE	2018-19 AMENDED BUDGET	2019-20 AMENDED BUDGET
		AS OF 06/30/2016	AS OF 06/30/2017	AS OF 06/30/2018	AS OF 06/30/2019		
101-412-809.000	CODE ENFORCEMENT SALARIES	14,043.30	4,100.00	200.00	16,800.00	20,800.00	40,560.00
101-412-818.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
101-412-823.000	ZONING ADMINISTRATION	2,778.75	10,937.50	16,024.75	23,405.00	12,000.00	12,000.00
101-412-851.000	POSTAGE	110.87	189.75	266.64	456.65	250.00	250.00
101-412-860.000	FUEL & MILEAGE	517.32	570.29	809.64	1,012.49	750.00	1,000.00
101-412-900.000	PRINTING & PUBLICATIONS	2,654.61	2,753.29	2,951.97	2,931.44	2,500.00	2,000.00
101-412-910.000	INSURANCE & BONDS	0.00	0.00	1,000.00	0.00	0.00	0.00
101-412-927.000	ALLOCATE TO DEPARTMENTS	5,530.00	23,467.00	27,053.78	0.00	0.00	0.00
101-412-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	500.00	500.00
101-412-957.000	TRAINING & DEVELOPMENT	164.00	1,530.00	0.00	790.00	1,800.00	1,800.00
Total Dept 412 - PLANNING/ZONING DEPT		98,425.29	106,643.21	122,836.67	170,153.04	151,425.88	169,191.00
TOTAL EXPENDITURES		98,425.29	106,643.21	122,836.67	170,153.04	151,425.88	169,191.00
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		21,405.00	21,980.60	19,645.00	16,003.00	14,000.00	12,500.00
TOTAL EXPENDITURES		98,425.29	106,643.21	122,836.67	170,153.04	151,425.88	169,191.00
NET OF REVENUES & EXPENDITURES		(77,020.29)	(84,662.61)	(103,191.67)	(154,150.04)	(137,425.88)	(156,691.00)

06/18/2019

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2016	BALANCE AS OF 06/30/2017	BALANCE AS OF 06/30/2018	BALANCE AS OF 06/30/2019	2018-19 AMENDED BUDGET	2019-20 AMENDED BUDGET
<b>Fund 287 - BUILDING DEPARTMENT FUND</b>							
<b>Revenues</b>							
<b>Dept 000</b>							
287-000-478.000	SOIL FILL PERMITS	0.00	0.00	1,400.00	500.00	0.00	0.00
287-000-481.000	SIGN PERMITS	180.00	0.00	100.00	0.00	0.00	0.00
287-000-484.000	BUILDING PLAN REVIEW FEES	5,317.82	8,149.00	4,188.00	5,750.70	5,500.00	5,500.00
287-000-485.000	BUILDING PERMIT FEES	45,800.15	118,052.00	38,811.25	51,565.50	35,000.00	35,000.00
287-000-486.000	CONTRACTOR'S REGISTRATION	2,550.00	2,700.00	2,540.00	2,715.00	2,500.00	2,500.00
287-000-488.000	TRADE PERMIT FEES	37,105.00	42,480.00	42,082.50	44,627.00	40,000.00	40,000.00
287-000-626.000	COPY & FOIA INCOME	0.00	130.09	5.00	105.15	0.00	0.00
287-000-665.000	INTEREST INCOME	0.00	0.00	0.00	26.79	0.00	0.00
287-000-671.000	REIMBURSEMENT/OTHER INCOME	55.94	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 000</b>		<b>91,008.91</b>	<b>171,511.09</b>	<b>89,126.75</b>	<b>105,290.14</b>	<b>83,000.00</b>	<b>83,000.00</b>
<b>TOTAL REVENUES</b>		<b>91,008.91</b>	<b>171,511.09</b>	<b>89,126.75</b>	<b>105,290.14</b>	<b>83,000.00</b>	<b>83,000.00</b>
<b>Expenditures</b>							
<b>Dept 226 - PERSONNEL</b>							
287-226-703.000	BUILDING SALARIES	0.00	0.00	0.00	22,354.26	26,401.25	27,457.00
287-226-715.000	SOCIAL SECURITY	0.00	0.00	626.34	1,427.53	2,020.07	2,100.00
287-226-716.000	HOSPITALIZATION	0.00	0.00	0.00	2,902.16	16,403.60	17,552.00
287-226-717.000	LIFE/DISB. INSURANCE	0.00	0.00	0.00	117.24	574.05	617.00
287-226-718.000	BUILDING PENSION	0.00	0.00	0.00	1,928.88	3,572.12	2,746.00
287-226-731.000	WORKERS COMP INSURANCE	0.00	480.00	570.40	0.00	480.00	480.00
287-226-927.000	ALLOCATE TO DEPARTMENTS	15,613.00	43,825.00	56,772.00	0.00	17,819.00	18,991.00
<b>Total Dept 226 - PERSONNEL</b>		<b>15,613.00</b>	<b>44,305.00</b>	<b>57,968.74</b>	<b>28,730.07</b>	<b>67,270.09</b>	<b>69,943.00</b>
<b>Dept 261 - GOVERNMENT SHARED SERVICES</b>							
287-261-725.000	BUILDING INSPECTIONS	41,550.98	24,134.91	16,562.16	14,795.00	25,000.00	25,000.00
287-261-737.000	PLAN REVIEW	0.00	0.00	3,019.16	4,221.58	3,000.00	3,000.00
287-261-738.000	MISC BUILDING ADMINISTRATION	0.00	0.00	635.00	75.00	500.00	500.00
<b>Total Dept 261 - GOVERNMENT SHARED SERVICES</b>		<b>41,550.98</b>	<b>24,134.91</b>	<b>20,216.32</b>	<b>19,091.58</b>	<b>28,500.00</b>	<b>28,500.00</b>

06/18/2019

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE	BALANCE	BALANCE	BALANCE	2018-19	2019-20
		AS OF 06/30/2016	AS OF 06/30/2017	AS OF 06/30/2018	AS OF 06/30/2019	AMENDED BUDGET	AMENDED BUDGET
<b>Dept 270 - LEGAL/PROFESSIONAL</b>							
287-270-722.000	CONTROLLER	2,802.95	2,635.47	2,403.01	0.00	2,519.00	2,672.00
287-270-802.000	AUDIT FEES	900.00	900.00	900.00	900.00	900.00	900.00
287-270-806.000	ENGINEER	0.00	0.00	1,510.00	0.00	0.00	0.00
287-270-823.000	ZONING ADMINISTRATION	810.00	778.50	0.00	0.00	1,000.00	1,000.00
<b>Total Dept 270 - LEGAL/PROFESSIONAL</b>		<b>4,512.95</b>	<b>4,313.97</b>	<b>4,813.01</b>	<b>900.00</b>	<b>4,419.00</b>	<b>4,572.00</b>
<b>Dept 301 - OPERATING COSTS</b>							
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTIONS	8,595.00	22,005.00	28,575.00	28,530.00	25,000.00	25,000.00
287-301-727.000	SUPPLIES	1,215.57	41.71	419.98	0.00	500.00	500.00
287-301-818.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
287-301-850.000	COMMUNICATION	38.15	439.88	486.53	481.51	500.00	500.00
287-301-910.000	INSURANCE & BONDS	0.00	600.00	0.00	0.00	900.00	900.00
287-301-927.000	ALLOCATE TO DEPARTMENTS	0.00	3,690.00	4,195.00	0.00	4,200.00	4,200.00
<b>Total Dept 301 - OPERATING COSTS</b>		<b>9,848.72</b>	<b>26,776.59</b>	<b>33,676.51</b>	<b>29,011.51</b>	<b>31,100.00</b>	<b>31,100.00</b>
<b>Dept 412 - PLANNING/ZONING DEPT</b>							
287-412-823.000	ZONING ADMINISTRATION	0.00	0.00	150.00	0.00	0.00	0.00
<b>Total Dept 412 - PLANNING/ZONING DEPT</b>		<b>0.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>71,525.65</b>	<b>99,530.47</b>	<b>116,824.58</b>	<b>77,733.16</b>	<b>131,289.09</b>	<b>134,115.00</b>
<b>Fund 287 - BUILDING DEPARTMENT FUND:</b>							
<b>TOTAL REVENUES</b>		<b>91,008.91</b>	<b>171,511.09</b>	<b>89,126.75</b>	<b>105,290.14</b>	<b>83,000.00</b>	<b>83,000.00</b>
<b>TOTAL EXPENDITURES</b>		<b>71,525.65</b>	<b>99,530.47</b>	<b>116,824.58</b>	<b>77,733.16</b>	<b>131,289.09</b>	<b>134,115.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>19,483.26</b>	<b>71,980.62</b>	<b>(27,697.83)</b>	<b>27,556.98</b>	<b>(48,289.09)</b>	<b>(51,115.00)</b>

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

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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
<b>Totals for dept 336-CONTRIBUTIONS</b>		13,718	2,500	0	2,500	0	0
<b>Dept 412-PLANNING/ZONING DEPT</b>							
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
<b>Totals for dept 412-PLANNING/ZONING DEPT</b>		<b>122,837</b>	<b>151,426</b>	<b>131,912</b>	<b>148,803</b>	<b>(2,623)</b>	<b>-1.73%</b>
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.							
<b>Totals for dept 448-STREET LIGHTS</b>		<b>37,862</b>	<b>54,410</b>	<b>24,536</b>	<b>31,000</b>	<b>(23,410)</b>	<b>-43.03%</b>
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!
<b>Totals for dept 449-ROAD WORK</b>		<b>237,731</b>	<b>192,783</b>	<b>121,680</b>	<b>121,000</b>	<b>(71,783)</b>	<b>-37.24%</b>
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 not of \$7,000 gets money up*

*Al beyond 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%
<b>Totals for dept 226-PERSONNEL</b>		<b>57,969</b>	<b>67,270</b>	<b>23,649.46</b>	<b>69,481</b>	<b>2,211</b>	<b>3.29%</b>
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
<b>Totals for dept 261-GOVERNMENT SHARED SERVICES</b>		<b>20,216</b>	<b>28,500</b>	<b>17,547</b>	<b>28,500</b>	<b>0</b>	<b>0</b>
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
<b>Totals for dept 270-LEGAL/PROFESSIONAL</b>		<b>4,813</b>	<b>4,419</b>	<b>900</b>	<b>4,490</b>	<b>71</b>	<b>1.60%</b>
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
<b>ESTIMATED REVENUES</b>							
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!
<b>Totals for dept 000-</b>		<b>89,127</b>	<b>83,000</b>	<b>82,096</b>	<b>83,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>89,127</b>	<b>83,000</b>	<b>82,096</b>	<b>83,000</b>	<b>0</b>	<b>0</b>
<b>APPROPRIATIONS</b>							
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
<b>Totals for dept 301-OPERATING COSTS</b>		<b>33,677</b>	<b>31,100</b>	<b>21,552</b>	<b>31,100</b>	<b>0</b>	<b>0</b>
Dept 412 - PLANNING/ZONING DEPT							
287-412-823	ZONING ADMINISTRATION	150	0	0	0	0	#DIV/0!
<b>Totals for dept 301-OPERATING COSTS</b>		<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS</b>		<b>116,825</b>	<b>131,289</b>	<b>63,648</b>	<b>133,570</b>	<b>2,281</b>	<b>1.74%</b>
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.

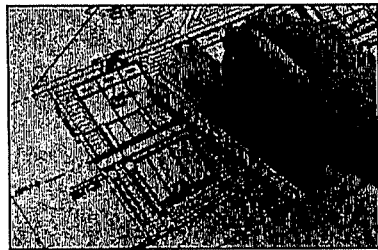
## Timing

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:

\$1,000 to \$10,000.....\$ 110.00 minimum permit fee  
 (Up to a maximum of two (2) inspections)  
 Includes residential roofing, siding, and  
 work requiring one inspection only.

Over \$10,000.....\$ 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)

Commercial:

\$ 110.00 plus \$7.00 per thousand or fraction  
 thereof over \$1,000 (Unlimited inspections)

**ADDITIONAL INSPECTION FEE:**

\$50.00

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

**PLAN REVIEW FEES:**

Projects under \$20,000 cost of construction \$ 35.00

All commercial and all residential projects over \$20,000 cost of construction \$ 75.00 per hour of actual plan review time spent w/one hour minimum

Separate plan review such as; Fire Suppression and Fire Alarms \$ 75.00 per hour of actual plan review time spent w/one hour minimum

**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/](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](mailto: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/](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](http://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.

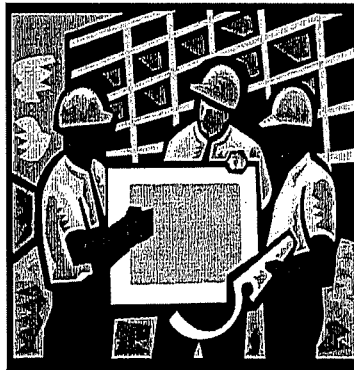
**NO FINAL INSPECTIONS WILL BE  
SCHEDULED UNTIL ALL FEES ARE  
PAID**

**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.

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

*...For additional information, forms, links, directions,  
etc., please visit our website  
[buildinginspection.ewashtenaw.org](http://buildinginspection.ewashtenaw.org)*



**\*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
<b>BUILDING (STRUCTURAL)</b>		
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
<b>ELECTRICAL</b>		
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	
<b>PLUMBING</b>		
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**

A handwritten signature in black ink, appearing to read 'M. Paul Lippens', written over a white background.

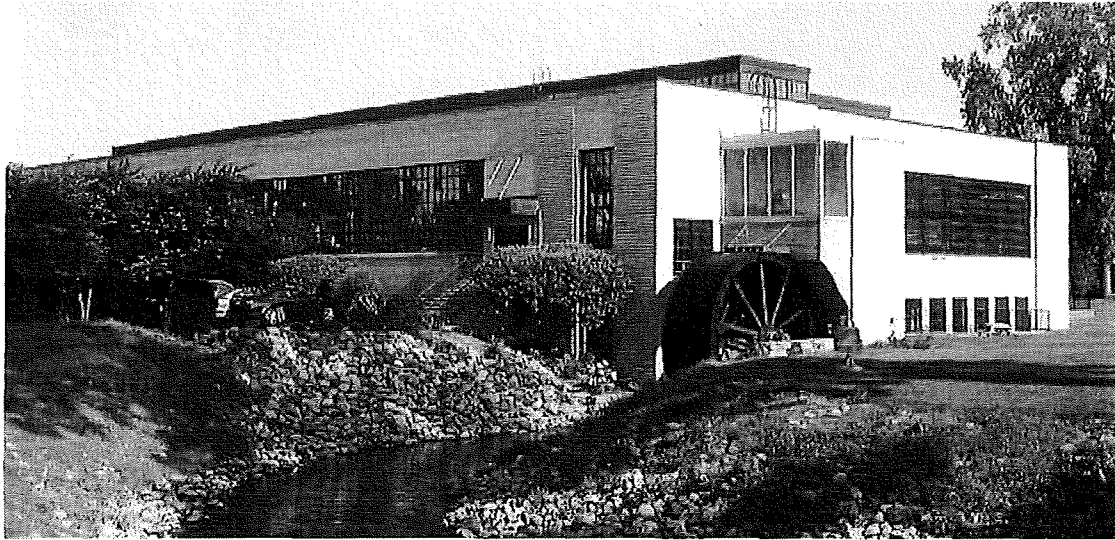
Paul Lippens, AICP  
Director

Enclosures

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

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# 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

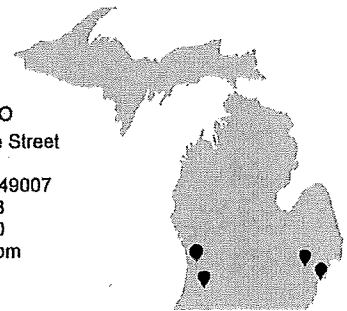
28 West Adams Street  
Suite 1000  
Detroit, MI 48226  
O 313.888.9882  
F 248.596.0930  
E info@mcka.com

#### 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

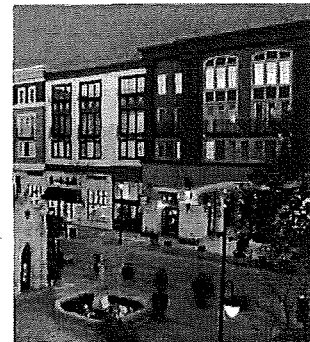
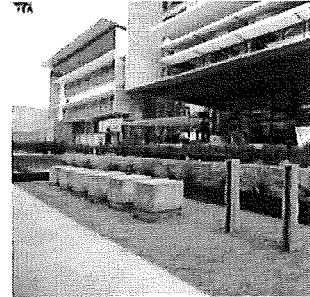
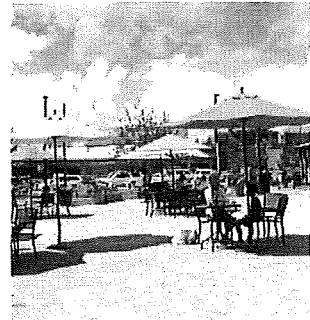
- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management– Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration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

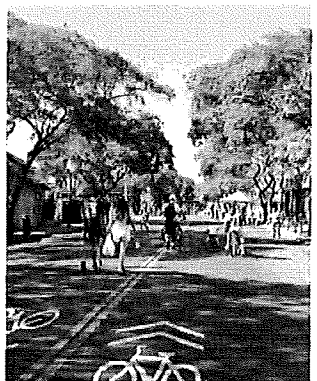
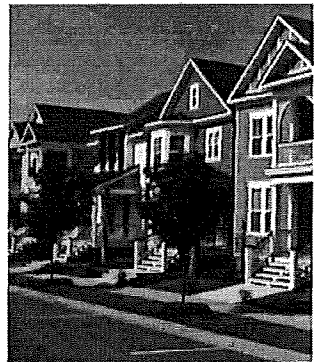
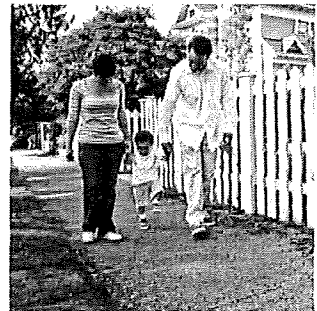
- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (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.

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# 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

**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



ABOVE

Recently completed  
Beaumont MOB

Grosse Pointe

BELOW

Michigan First  
Credit Union  
Lathrup Village





**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](mailto:info@mcka.com)  
MCKA.COM

**MCKENNA**

Communities for real life.

---

# 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 \_\_\_\_\_

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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

O 248.596.0920  
F 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:

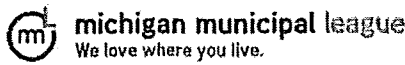
1. Receives building permit applications; reviews, checks and examines construction plans, specifications and drawings to determine building code, site plan, and related ordinance compliance with State and local codes; issues building permits; maintains appropriate building permit records.
2. Maintains 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

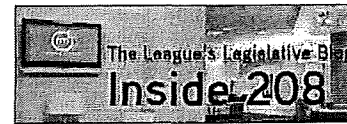
**To Apply**  
Send cover letter, resume and three references to: Attn: John P. Hanifan City of Chelsea 305 S. Main St. Ste. 100, Chelsea, MI 48116

**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

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### 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](mailto: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](mailto:humanresources@city-chelsea.org). Chelsea is an Equal Opportunity Employer.

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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.



## 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](mailto: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](http://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

Thank you Corporate Members

[MAP Policies](#)

[Donate to MAP](#)

[Golf Outing](#)

### 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](http://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](http://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@mtco.org](mailto:jmcauliffe@mtco.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](mailto:personnel@elkhartcounty.com)  
Web Site: [www.elkhartcountyindiana.com](http://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](mailto: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](mailto: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](mailto: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.mtcrpc.org/careers](http://www.mtcrpc.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](http://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](http://www.govhrjobs.com) at once but not later than March 29, 2019 to Heidi Voorhees, President, GovHR USA. Email: [HVoorhees@govhrusa.com](mailto: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](http://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](mailto: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](mailto:info@planningmi.org)  
734.913.2000 (office)  
734.913.2061 (fax)

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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

JOB SEEKERS > JOBS SEARCH >

Site Planner II (Multiple Positions) (/jobs/ad/9176825/)

**Company:** Palm Beach County  
**Location:** West Palm Beach, FL  
**Posted:** Today

JOB SEEKERS > JOBS SEARCH >

Senior Planner (/jobs/ad/9176810/)

**Company:** Town of Waxhaw  
**Location:** Waxhaw, NC  
**Posted:** Today

JOB SEEKERS > JOBS SEARCH >

Service Opportunity - AmeriCorps VISTA (/jobs/ad/9176808/)

**Company:** Central Vermont Regional Planning Commission  
**Location:** Montpelier, VT  
**Posted:** Today

JOB SEEKERS > JOBS SEARCH >

Platting Officer II (/jobs/ad/9176803/)

**Company:** Fairbanks North Star Borough  
**Location:** Fairbanks, AK  
**Posted:** Today

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**JOB SEEKERS > JOBS SEARCH >**

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

**Company:** Mead & Hunt, Inc.  
**Location:** Myrtle Beach, SC  
**Posted:** Today

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**JOB SEEKERS > JOBS SEARCH >**

**Planner III (/jobs/ad/9176792/)**

**Company:** Fairbanks North Star Borough  
**Location:** Fairbanks, AK  
**Posted:** Today

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**JOB SEEKERS > JOBS SEARCH >**

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

**Company:** City of Charlotte  
**Location:** Charlotte, NC  
**Posted:** Yesterday

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**JOB SEEKERS > JOBS SEARCH >**

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

**Company:** City of Benicia  
**Location:** Benicia, CA  
**Posted:** Yesterday

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**JOB SEEKERS > JOBS SEARCH >**

**Planner (/jobs/ad/9176783/)**

**Company:** City of Carbondale  
**Location:** Carbondale, IL  
**Posted:** Yesterday

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**JOB SEEKERS > JOBS SEARCH >**

**Executive Director (/jobs/ad/9176605/)**

**Company:** Cuyahoga County Planning Commission  
**Location:** Cleveland, OH  
**Posted:** Yesterday

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**JOB SEEKERS > JOBS SEARCH >**

**Associate Planner (/jobs/ad/9176776/)**

**Company:** Town of Mammoth Lakes  
**Location:** Mammoth Lakes, CA  
**Posted:** Yesterday

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**JOB SEEKERS > JOBS SEARCH >**

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

**Company:** Central Shenandoah Planning District Commission  
**Location:** Staunton, VA  
**Posted:** Yesterday

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**JOB SEEKERS > JOBS SEARCH >**

**Principal Planner (/jobs/ad/9176775/)**

**Company:** City of Dublin  
**Location:** Dublin, CA  
**Posted:** Yesterday

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[JOB SEEKERS > JOBS SEARCH >](#)

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

**Company:** City of Berkeley

**Location:** Berkeley, CA

**Posted:** Yesterday

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[JOB SEEKERS > JOBS SEARCH >](#)

[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

---

[JOB SEEKERS > JOBS SEARCH >](#)

[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

---

[JOB SEEKERS > JOBS SEARCH >](#)

[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

**Posted:** 2 days ago

---

[JOB SEEKERS > JOBS SEARCH >](#)

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

**Company:** King County - Department of Local Services

**Location:** Seattle, WA

**Posted:** 2 days ago

---

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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

**Posted:** 2 days ago

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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

**Posted:** 2 days ago

---

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

**Company:** Royse City Community Development Corporation

**Location:** Royse 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

---

[JOB SEEKERS](#) > [JOBS SEARCH](#) >

[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

**Posted:** 2 days ago

---

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

**Company:** City of Napa

**Location:** Napa, CA

**Posted:** 3 days ago

---

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

**Company:** City of New Haven, City Plan Departement

**Location:** New Haven, CT

**Posted:** 3 days ago

---

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

**Company:** City of New Haven, City Plan Departement

**Location:** New Haven, CT

**Posted:** 3 days ago

---

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

**Company:** Yavapai County Government Development Services

**Location:** Prescott, AZ

**Posted:** 3 days ago

---

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

**Company:** County of Ventura

**Location:** Ventura, CA

**Posted:** 3 days ago

---

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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

**Posted:** 5 days ago

---

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

**Company:** Department of For-Hire Vehicles

**Location:** District of Columbia, DC

**Posted:** 5 days ago

---

[JOB SEEKERS](#) > [JOBS SEARCH](#) >

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

**Company:** City of Santa Cruz

**Location:** Santa Cruz, CA

**Posted:** 5 days ago

---

[JOB SEEKERS](#) > [JOBS SEARCH](#) >

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

**Company:** Broward MPO

**Location:** Fort Lauderdale, FL

**Posted:** 5 days ago

---

[JOB SEEKERS](#) > [JOBS SEARCH](#) >

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

**Company:** Broward MPO

**Location:** Fort Lauderdale, FL

**Posted:** 5 days ago

---

[JOB SEEKERS](#) > [JOBS SEARCH](#) >

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

**Company:** City of Martinsville

**Location:** Martinsville, VA

**Posted:** 5 days ago

---

[JOB SEEKERS](#) > [JOBS SEARCH](#) >

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

**Company:** Broward MPO

**Location:** Fort Lauderdale, FL

**Posted:** 5 days ago

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imgid=23477438&insid=8572012&pgid=584791&ckid=165427653341504788&zuii=383470984984463068&acd=1557414315692&pubid=20&tmstp=31210.

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American Planning Association  
 205 N. Michigan Ave., Suite 1200  
 Chicago, IL 60601-5927

Phone: 312-431-9100

Fax: 312-786-6700

## Washington, D. C.

American Planning Association  
 1030 15th St., NW Suite 750 West  
 Washington, DC 20005-1503

Phone: 202-349-1016

Fax: 202-872-0643

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**OPEN**

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-212.000	ACCRUED EXPENSES	MML WORKERS' COMP FUND	RENEWAL OF PROVIDENT A&H POLICY 7/1/1	10,610.00	
Total For Dept 000				10,610.00	
Dept 171 SUPERVISOR					
101-171-957.000	TRAINING & DEVELOPMENT	MARLENE CHOCKLEY	PROFESSIONAL DEVELOPMENT RETREAT JULY	164.00	
Total For Dept 171 SUPERVISOR				164.00	
Dept 172 TOWNSHIP MANAGER					
101-172-850.000	COMMUNICATION	VERIZON WIRELESS MESSAGI	TWP MGR CELL SERVICE 5/24/19-6/23/19	50.69	
Total For Dept 172 TOWNSHIP MANAGER				50.69	
Dept 215 CLERK					
101-215-723.000	RECORD SEC	LISA LEMBLE	RECRDING SECRETARY SERVICES APR-JUNE	2,340.00	
Total For Dept 215 CLERK				2,340.00	
Dept 228 INFORMATION TECHNOLOGY					
101-228-936.000	SOFTWARE	MICRO TECH SERVICES INC	E-MAILS (ALL), OFFICE ANTI-VIRUS, MAN	183.47	
101-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	E-MAILS (ALL), OFFICE ANTI-VIRUS, MAN	301.43	
Total For Dept 228 INFORMATION TECHNOLOGY				484.90	
Dept 265 HALL AND GROUNDS					
101-265-727.000		ARBOR SPRINGS WATER CO I	OFFICE 4 - 5 GAL ARTESIAN WATER & REN	32.00	
101-265-920.000	UTILITIES	DTE ENERGY	66 6 MILE RD #SIREN 5/2/19-7/1/19	32.86	
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	191.01	
Total For Dept 265 HALL AND GROUNDS				269.87	
Dept 412 PLANNING/ZONING DEPT					
101-412-723.000	RECORD SEC	LISA LEMBLE	RECRDING SECRETARY SERVICES APR-JUNE	1,245.00	
101-412-801.000	PLANNER FEES	MCKENNA ASSOCIATES	ORDINANCE REVISIONS 5/1/19-5/31/19	725.00	
101-412-801.000	PLANNER FEES	MCKENNA ASSOCIATES	PLANNER & ZONING ADMIN SERVICES MAY 2	4,970.00	
101-412-823.000	ZONING ADMINISTRATION	MCKENNA ASSOCIATES	PLANNER & ZONING ADMIN SERVICES MAY 2	3,752.50	
Total For Dept 412 PLANNING/ZONING DEPT				10,692.50	
Dept 449 ROAD WORK					
101-449-813.000	ROADWORK	WASHTENAW COUNTY ROAD C	2019 1ST BILLING - DUST CONTROL, LIME	5,312.57	
101-449-814.000	ROAD IMPROVEMENTS	WASHTENAW COUNTY ROAD C	2019 1ST BILLING - DUST CONTROL, LIME	17,866.73	
Total For Dept 449 ROAD WORK				23,179.30	
Dept 666 COMMUNITY CENTER					
101-666-920.000	UTILITIES	CONSUMERS ENERGY	9101 MAIN ST 5/23/19-6/20/19	16.31	
101-666-920.000	UTILITIES	DTE ENERGY	9101 MAIN ST 5/24/19-6/24/19	136.78	
101-666-936.000	SOFTWARE	MICRO TECH SERVICES INC	COM CTR ANTI-VIRUS & MANAGED SERVICES	17.10	
101-666-936.000	SOFTWARE	MICRO TECH SERVICES INC	E-MAILS (ALL), OFFICE ANTI-VIRUS, MAN	3.98	
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				353.75	
Dept 753 RECREATION BOARD					
101-753-931.000	PARK MAINTINENCE	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 7/1/19-7/31/19	17.46	
Total For Dept 753 RECREATION BOARD				17.46	
Total For Fund 101 GENERAL FUND				48,162.47	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 LAW ENFORCEMENT FUND					
Dept 301 OPERATING COSTS					
207-301-727.000		ARBOR SPRINGS WATER CO I	PD 4 - 5 GAL ARTESIAN WATER & RENTAL	46.00	
207-301-741.000	UNIFORMS/GEAR & ALLOWANCE	BIG FROG CUSTOM T-SHIRTS	HATS WITH EMBROIDERY	399.98	
207-301-820.000	DISPATCH SERVICES	WASHTENAW COUNTY TREASUR	DISPATCH SERVICES JULY 2019	5,437.25	
207-301-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	OFFICE, PD, WWTP & COM CTR COPIER LEA	217.39	
207-301-972.000	COMPUTER	MICRO TECH SERVICES INC	PD ANTI-VIRUS, MANAGED SERVICES, OFF-	255.07	
207-301-972.000	COMPUTER	MICRO TECH SERVICES INC	E-MAILS (ALL), OFFICE ANTI-VIRUS, MAN	66.30	
Total For Dept 301 OPERATING COSTS				6,421.99	
Dept 333 TRANSPORTATION					
207-333-860.000	FUEL & MILEAGE	WEX BANK	PD FUEL CHARGES JUNE 2019	1,738.77	
207-333-930.000	REPAIRS & MAINTENANCE	SUPREME DETAILING & ACCE	REPAIR RADAR TRAILER	211.00	
Total For Dept 333 TRANSPORTATION				1,949.77	
Total For Fund 207 LAW ENFORCEMENT FUND				8,371.76	
Fund 216 MEDICAL RESCUE FUND					
Dept 226 PERSONNEL					
216-226-957.000	TRAINING & DEVELOPMENT	BRION S. COOLEY	PHTLS COURSE, ONLINE COURSE MODULES &	225.00	
Total For Dept 226 PERSONNEL				225.00	
Dept 301 OPERATING COSTS					
216-301-727.000	SUPPLIES	ARBOR SPRINGS WATER CO I	FD 1 - 5 GAL ARTESIAN WATER & SERVICE	12.50	
216-301-972.000	COMPUTER	MICRO TECH SERVICES INC	FD ANTI-VIRUS & MANAGED SERVICES 7/1/	34.20	
216-301-972.000	COMPUTER	MICRO TECH SERVICES INC	E-MAILS (ALL), OFFICE ANTI-VIRUS, MAN	97.46	
Total For Dept 301 OPERATING COSTS				144.16	
Dept 333 TRANSPORTATION					
216-333-930.000	REPAIRS & MAINTENANCE	BATTERIES PLUS BULBS #38	AA AND AAA BATTERIES	128.16	
Total For Dept 333 TRANSPORTATION				128.16	
Total For Fund 216 MEDICAL RESCUE FUND				497.32	
Fund 217 PSB - RENTAL PROPERTY FUND					
Dept 000					
217-000-920.000	UTILITIES	CONSUMERS ENERGY	8350 MAIN ST 5/23/19-6/20/19	8.00	
217-000-920.000	UTILITIES	DTE ENERGY	8350 MAIN ST. 5/24/19-6/24/19	277.93	
Total For Dept 000				285.93	
Total For Fund 217 PSB - RENTAL PROPERTY FUND				285.93	
Fund 248 DOWNTOWN DEVELOPMENT AUTH					
Dept 301 OPERATING COSTS					
248-301-800.000	OTHER PROFESSIONAL FEES	BARBARA WATKINS	DJ SERVICES AT CLASSIC BOAT SHOW	200.00	
Total For Dept 301 OPERATING COSTS				200.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTH				200.00	
Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022					
Dept 301 OPERATING COSTS					
370-301-920.000	UTILITIES	CONSUMERS ENERGY	8350 MAIN ST 5/23/19-6/20/19	80.88	
370-301-920.000	UTILITIES	DTE ENERGY	8350 MAIN ST. 5/24/19-6/24/19	4,568.47	
370-301-930.000	REPAIRS & MAINTENANCE	HOME DEPOT CREDIT SERVIC	CHARGES 5/23/19: CONCRETE MIX, NOZZLE	151.08	
Total For Dept 301 OPERATING COSTS				4,800.43	

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
EXP CHECK RUN DATES 06/28/2019 - 07/10/2019  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
BANK CODE: MIF

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022					
Total For Fund 370 PUBLIC SAFETY BLDG DEBT FD - 2022				4,800.43	
Fund 571 WASTEWATER TREATMENT FUND					
Dept 228 INFORMATION TECHNOLOGY					
571-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	WWTP ANTI-VIRUS & MANAGED SERVICES 7/	37.90	
571-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	E-MAILS (ALL), OFFICE ANTI-VIRUS, MAN	7.96	
Total For Dept 228 INFORMATION TECHNOLOGY				45.86	
Dept 301 OPERATING COSTS					
571-301-819.000	COLLECTION SYS ANNUAL MAINT	MICHIGAN AGRIBUSINESS SO	6/12/19 BIOSOLID LIQUID LAND APPLICAT	9,588.70	
571-301-920.000		CONSUMERS ENERGY	11500 LEMEN RD #A 5/22/19-6/20/19	679.06	
571-301-920.000		CONSUMERS ENERGY	8076 WHITMORE LAKE RD. 5/23/19-6/20/1	86.44	
571-301-920.000		CONSUMERS ENERGY	601 RAMOND DR #GEN 5/22/19-6/20/19	86.44	
571-301-920.000		CONSUMERS ENERGY	7647 EDMUND ST. 5/22/19-6/20/19	86.44	
571-301-920.000		CONSUMERS ENERGY	11500 LEMEN RD #C 5/23/19-6/20/19	88.52	
571-301-920.000		CONSUMERS ENERGY	11615 E SHORE DR 5/22/19-6/20/19	17.88	
571-301-920.000		CONSUMERS ENERGY	11500 LEMEN RD #B 5/22/19-6/20/19	95.35	
571-301-920.000	UTILITIES	DTE ENERGY	925 8 MILE RD BLDG PERM 5/24/19-6/24/	1,304.97	
571-301-920.000	UTILITIES	DTE ENERGY	11591 N SHORE DR 5/24/19-6/24/19	48.28	
571-301-920.000	UTILITIES	DTE ENERGY	11800 N MAIN ST 5/24/19-6/24/19	160.33	
571-301-920.000	UTILITIES	DTE ENERGY	7941 TURNBERRY DR 5/24/19-6/24/19	75.67	
571-301-920.000	UTILITIES	DTE ENERGY	601 RAYMOND 5/24/19-6/24/19	49.38	
571-301-920.000	UTILITIES	DTE ENERGY	11380 N SHORE DR 5/24/19-6/24/19	109.05	
571-301-920.000	UTILITIES	DTE ENERGY	7647 EDMUND ST. 5/24/19-6/24/19	86.28	
571-301-920.000	UTILITIES	DTE ENERGY	10201 ELMCREST RD. 5/24/19-6/24/19	55.00	
571-301-920.000	UTILITIES	DTE ENERGY	8076 MAIN ST. 5/24/19-6/24/19	160.59	
571-301-930.000	REPAIRS & MAINTENANCE	PETER'S HARDWARE HAMBURG	ACCT 500026, INVOICES 15358 & 15451	202.85	
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				13,112.45	
Total For Fund 571 WASTEWATER TREATMENT FUND				13,158.31	

07/03/2019 04:19 PM  
User: JEN  
DB: Northfield

INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
EXP CHECK RUN DATES 06/28/2019 - 07/10/2019  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
BANK CODE: MIF

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	48,162.47
Fund 207 LAW ENFORCEME	8,371.76
Fund 216 MEDICAL RESCU	497.32
Fund 217 PSB - RENTAL	285.93
Fund 248 DOWNTOWN DEVE	200.00
Fund 370 PUBLIC SAFETY	4,800.43
Fund 571 WASTEWATER TR	13,158.31

Total For All Funds:	<u>75,476.22</u>
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**PAID**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
06/12/2019	MIF	44916*#	1751782	ARBOR SPRINGS WATER CO INC	OFFICE 2 - 5 GAL ARTESIAN WATER, S	727.000	265	19.00
			1751782		OFFICE 2 - 5 GAL ARTESIAN WATER, S	940.000	265	14.00
				CHECK MIF 44916 TOTAL FOR FU				33.00
06/12/2019	MIF	44917	6/1/19	ASSESSMENT ADMIN. SERVICES,	ASSESSING SERVICES JUNE 2019	818.000	257	8,045.00
06/12/2019	MIF	44922	CLASSES	CHRISTINE STEWART	LINE DANCE FOR BEGINNERS MARCH 201	815.000	666	282.00
06/12/2019	MIF	44926	CLASSES	DIANA MATTEUCCI	FLEXAGILITY & CARDIO DRUMMING MAY	815.000	666	27.00
06/12/2019	MIF	44927	9100 4059 5829	DTE ENERGY	STREET LIGHTS 5/1/19-5/31/19	920.000	448	2,819.57
06/12/2019	MIF	44929	MILEAGE	EMILY HOFSESS	MILEAGE TO BANK & TREASURER MTGS 3	860.000	253	178.18
06/12/2019	MIF	44931	5072	GREATER BRIGHTON CHAMBER COM	ANNUAL DUES 7/2019-6/2020	123.000	000	200.00
06/12/2019	MIF	44933	6/7/19	HOME PRO ROOFING	RE-ROOF AT COMMUNITY CENTER	975.000	900	13,582.00
06/12/2019	MIF	44934*#	3875	J & M LANDSCAPING	FILL RUTS AT NORTH VILLAGE	816.000	265	200.00
			3874		SALT SIDEWALKS MARCH 4, 2019	816.000	265	550.00
			3874		SALT SIDEWALKS MARCH 4, 2019	816.000	666	30.00
				CHECK MIF 44934 TOTAL FOR FU				780.00
06/12/2019	MIF	44935#	83	JAMES NELSON	VIDEO SERVICES MAY 2019	723.000	215	255.00
			82		VIDEO SERVICES APRIL 2019	723.000	215	170.00
			81		VIDEO SERVICES MARCH 2019	723.000	215	170.00
			83		VIDEO SERVICES MAY 2019	723.000	412	255.00
			82		VIDEO SERVICES APRIL 2019	723.000	412	85.00
			81		VIDEO SERVICES MARCH 2019	723.000	412	170.00
				CHECK MIF 44935 TOTAL FOR FU				1,105.00
06/12/2019	MIF	44936	MILEAGE	JAMES TURNER	CODE ENFORCEMENT MILEAGE MAY 2019	860.000	412	52.78
			MILEAGE		CODE ENFORCEMENT MILEAGE APRIL 201	860.000	412	60.90
				CHECK MIF 44936 TOTAL FOR FU				113.68
06/12/2019	MIF	44937	CLASSES	JANET RADZISZEWSKI	ACRYLIC PAINTING MAY 2019	815.000	666	20.00
06/12/2019	MIF	44938	MILEAGE	JENNIFER CARLISLE	5/15/19 FOIA TRAINING IN SALINE	860.000	172	26.80
06/12/2019	MIF	44939	A-55834	JOHN'S SANITATION INC.	HANDICAP PORTA-POTTY FOR NORTH VIL	931.000	753	165.00
06/12/2019	MIF	44941	201685	KENT COMMUNICATIONS INC	PRE-PAID POSTAGE FOR 2019 SUMMER T	851.000	253	1,594.43
06/12/2019	MIF	44944	MILEAGE	LEISA DEVANEY	MILEAGE TO POST OFFICE 4/30/19-6/4	860.000	253	32.48

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Fund: 101 GENERAL FUND								
06/12/2019	MIF	44945	CLASSES	LINDA HARTLEY	CHAIR YOGA & GENTLE YOGA APRIL & M	815.000	666	300.00
06/12/2019	MIF	44947*#	MILEAGE REIMBURSE	MARLENE CHOCKLEY	MILEAGE TO COMMITTEE MTGS JUNE 201 REIMBURSE PARKING FEES & DDA FLOWE	860.000 957.000	171 171	505.18 6.65
CHECK MIF 44947 TOTAL FOR FU								511.83
06/12/2019	MIF	44948*	3069.100	MCGRAW MORRIS P.C.	LABOR ATTORNEY SERVICES APRIL 2019	803.000	270	787.50
06/12/2019	MIF	44949	1022	MICHIGAN ASSOC. OF PLANNING	MEMBERSHIP 7/1/19-6/30/20	123.000	000	875.00
06/12/2019	MIF	44950	O-2581	MICHIGAN TOWNSHIPS ASSOCIATI	MEMBERSHIP DUES 7/1/19-6/30/20	123.000	000	5,925.59
06/12/2019	MIF	44951*#	32613 32613 32613 32613 32614	MICRO TECH SERVICES INC	MS EXCHANGE & OFFICE ANTI-VIRUS MG MS EXCHANGE & OFFICE ANTI-VIRUS MG MS EXCHANGE & OFFICE ANTI-VIRUS MG MS EXCHANGE & OFFICE ANTI-VIRUS MG COM CTR ANTIOVIRUS & MANAGED SERVI	936.000 948.000 948.000 936.000 936.000	228 228 228 666 666	60.00 159.78 264.00 3.98 17.10
CHECK MIF 44951 TOTAL FOR FU								504.86
06/12/2019	MIF	44953#	0002395007 0002395007	MLIVE MEDIA GROUP	ADS MAY 2019: 6 PUBLIC HEARING NOT ADS MAY 2019: 6 PUBLIC HEARING NOT	900.000 900.000	101 412	857.38 551.51
CHECK MIF 44953 TOTAL FOR FU								1,408.89
06/12/2019	MIF	44954#	00329343 00327871	MUNICODE	ANNUAL ADMIN FEE 6/1/19-5/31/19 SUPPLEMENT 5 - UPDATE TO CODE OF O	123.000 818.000	000 172	275.00 3,010.66
CHECK MIF 44954 TOTAL FOR FU								3,285.66
06/12/2019	MIF	44958*#	6/4/19 6/4/19 6/4/19	PAUL E BURNS	LEGAL SERVICES MAY 2019 LEGAL SERVICES MAY 2019 LEGAL SERVICES MAY 2019	803.000 803.000 927.000	253 270 270	500.00 7,325.00 (3,800.00)
CHECK MIF 44958 TOTAL FOR FU								4,025.00
06/12/2019	MIF	44961	MILEAGE	STEVEN AYNES	5/10/19 MTA MANAGER'S MEETING IN L	860.000	172	73.08
06/12/2019	MIF	44963	REIMBURSE REIMBURSE REIMBURSE	TAMI AVERILL	SUPPLIES FOR COM CTR, PROGRAMS, SR SUPPLIES FOR COM CTR, PROGRAMS, SR SUPPLIES FOR COM CTR, PROGRAMS, SR	727.000 815.000 822.000	666 666 666	27.81 99.58 17.27

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Fund: 101 GENERAL FUND								
					CHECK MIF 44963 TOTAL FOR FU			144.66
06/12/2019	MIF	44965	REIMBURSE	TIM SAVILLE	TREATED 2X4'S	727.000	753	65.05
			REIMBURSE		PICNIC TABLE FRAMES, , BOLTS, PAIN	727.000	753	825.80
			REIMBURSE		TOPSOIL FOR COMMUNITY GARDEN	727.000	753	155.00
					CHECK MIF 44965 TOTAL FOR FU			1,045.85
06/12/2019	MIF	44966*#	386223069	U.S. BANK EQUIPMENT FINANCE	OFFICE, PD, WWTP & COM CTR COPIER	940.000	265	191.02
			386223069		OFFICE, PD, WWTP & COM CTR COPIER	940.000	666	179.58
					CHECK MIF 44966 TOTAL FOR FU			370.60
06/12/2019	MIF	44970	0072134-1389-6	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 6/1/19-6/30	931.000	753	17.46
06/19/2019	MIF	44972	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	BRONZE PREMIUMS FOR JULY 2019	123.000	000	6,424.87
06/19/2019	MIF	44973	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	SILVER PREMIUMS FOR JULY 2019	123.000	000	12,384.19
06/19/2019	MIF	44974*#	0075124060919	CHARTER COMMUNICATIONS	PEG STATION & PD, FD CABLE BOXES 6	850.000	265	10.51
			0083771060719		OFFICE & PSB PHONES 6/7/19-7/6/19	850.000	265	159.96
			0083763060419		COM CTR CABLE, PHONES & INTERNET 6	850.000	666	253.42
					CHECK MIF 44974 TOTAL FOR FU			423.89
06/19/2019	MIF	44975	TM05946124 0001	METLIFE - GROUP BENEFITS	PREMIUMS FOR JULY 2019	123.000	000	1,264.62
06/19/2019	MIF	44977*#	XXXX XXXX XXXX 337	STAPLES CREDIT PLAN	CHARGES 6/4/19-6/6/19	727.000	265	79.17
06/19/2019	MIF	44979	NORTHFIELD ESTATES	WASHTENAW COUNTY TREASURER	NORTHFIELD ESTATES MONTHLY LICENSE	214.000	000	1,165.00
06/22/2019	MIF	424 (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	1,164.20
					TOWNSHIP MANAGER DEPT. FICA	715.000	172	481.80
					TOWNSHIP MANAGER PENSION	718.000	172	288.46
					CONTROLLER WAGES	722.000	172	2,295.00
					GENERAL CLERK WAGES	701.000	215	480.77
					GENERAL DEPUTY CLERK WAGES	703.000	215	1,643.42
					GENERAL CLERK FICA	715.000	215	162.50
					GENERAL CLERK PENSION	718.000	215	164.34
					GENERAL TREASURER WAGES	701.000	253	480.77
					GENERAL DEPUTY TREASURER WAGES	703.000	253	1,520.00

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Fund: 101 GENERAL FUND								
					GENERAL CLERICAL WAGES	704.000	253	896.25
					GENERAL TREASURER FICA	715.000	253	221.63
					GENERAL TREASURER PENSION	718.000	253	152.00
					GENERAL JANITORIAL SALARIES	710.000	265	583.80
					GENERAL JANITORIAL FICA	715.000	265	77.16
					GENERAL PAYROLL FEE	727.000	265	33.36
					GENERAL ZONING SALARIES	701.000	412	676.80
					GENERAL PLAN/ZBA/ZONING FICA	715.000	412	121.45
					ZONING PENSION	718.000	412	67.68
					PLANN COMM	726.000	412	600.00
					CODE ENFORCEMENT SALARIES	809.000	412	987.50
					GENERAL COMMUNITY CENTER DIRECTOR	701.000	666	1,804.31
					JANITORIAL SALARIES	710.000	666	640.00
					GENERAL COMMUNITY CENTER DIRECTOR	715.000	666	133.83
					GENERAL COMM CENTER DIRECTOR PENSI	718.000	666	180.43
					CHECK MIF 424(E) TOTAL FOR F			19,259.63
06/22/2019	MIF	425 (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	1,225.72
					TOWNSHIP MANAGER DEPT. FICA	715.000	172	451.40
					TOWNSHIP MANAGER PENSION	718.000	172	288.46
					CONTROLLER WAGES	722.000	172	1,836.00
					GENERAL CLERK WAGES	701.000	215	480.77
					GENERAL DEPURTY CLERK WAGES	703.000	215	1,643.42
					GENERAL CLERK FICA	715.000	215	162.50
					GENERAL CLERK PENSION	718.000	215	164.34
					GENERAL TREASURER WAGES	701.000	253	480.77
					GENERAL DEPUTY TREASURER WAGES	703.000	253	1,520.00
					GENERAL CLERICAL WAGES	704.000	253	900.00
					GENERAL TREASURER FICA	715.000	253	221.91
					GENERAL TREASURER PENSION	718.000	253	152.00
					GENERAL PAYROLL FEE	727.000	265	32.20
					GENERAL ZONING SALARIES	701.000	412	676.80
					GENERAL PLAN/ZBA/ZONING FICA	715.000	412	131.00
					ZONING PENSION	718.000	412	67.68
					PLANN COMM	726.000	412	700.00
					CODE ENFORCEMENT SALARIES	809.000	412	1,012.50
					GENERAL COMMUNITY CENTER DIRECTOR	701.000	666	1,804.31
					GENERAL COMMUNITY CENTER DIRECTOR	715.000	666	133.82



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Fund: 101 GENERAL FUND								
					GENERAL COMM CENTER DIRECTOR PENSI	718.000	666	180.43
				CHECK MIF 425(E) TOTAL FOR F				17,668.20
06/22/2019	MIF	426(E)*#		PAYROLL	TRUSTEE SALARIES	701.000	101	2,500.00
					TRUSTEE FICA	715.000	101	198.93
					SUPERVISOR WAGES	701.000	171	480.77
					SUPERVISOR FICA	715.000	171	36.77
					TOWNSHIP MANAGER WAGES	701.000	172	2,884.62
					ASST TO TOWNSHIP MANAGER-CLERICAL	704.000	172	1,074.28
					TOWNSHIP MANAGER DEPT. FICA	715.000	172	489.63
					TOWNSHIP MANAGER PENSION	718.000	172	288.46
					CONTROLLER WAGES	722.000	172	1,285.20
					ELECTION INSPECTOR WAGES	702.000	191	252.00
					ELECTION INSPECTOR FICA	715.000	191	19.27
					GENERAL CLERK WAGES	701.000	215	480.77
					GENERAL DEPUTY CLERK WAGES	703.000	215	1,643.42
					GENERAL CLERK FICA	715.000	215	162.49
					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	900.00
					GENERAL TREASURER FICA	715.000	253	221.90
					GENERAL TREASURER PENSION	718.000	253	152.00
					GENERAL JANITORIAL SALARIES	710.000	265	632.45
					GENERAL JANITORIAL FICA	715.000	265	72.87
					GENERAL PAYROLL FEE	727.000	265	36.46
					GENERAL ZONING SALARIES	701.000	412	676.80
					GENERAL ZBA WAGES	707.000	412	400.00
					GENERAL PLAN/ZBA/ZONING FICA	715.000	412	145.35
					ZONING PENSION	718.000	412	67.68
					PLANN COMM	726.000	412	600.00
					CODE ENFORCEMENT SALARIES	809.000	412	1,000.00
					COMMUNITY CENTER DIRECTOR	701.000	666	2,569.31
					JANITORIAL SALARIES	710.000	666	320.00
					GENERAL COMMUNITY CENTER DIRECTOR	715.000	666	133.83
					GENERAL COMM CENTER DIRECTOR PENSI	718.000	666	180.43
				CHECK MIF 426(E) TOTAL FOR F				22,070.80
06/27/2019	MIF	44989*	1358738	APPLIED IMAGING	OFFICE & PD COPIERS MAINT AGREEMEN	123.000	000	144.42
			1358721		WWTP & COM CTR COPIERS MAINT AGREE	123.000	000	35.85

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Fund: 101 GENERAL FUND								
CHECK MIF 44989 TOTAL FOR FU								180.27
06/27/2019	MIF	44994	CLASSES	CATHY MYERS	SCRAPBOOKING JUNE 2019	815.000	666	38.00
06/27/2019	MIF	44996	CLASSES	CHRISTINE STEWART	LINE DANCE FOR BEGINNERS JUNE 2019	815.000	666	114.00
06/27/2019	MIF	44998	MILEAGE	CRISTINA WILSON	3/19-6/19 CLERK'S MTGS, QVF TRAINI	860.000	215	97.15
06/27/2019	MIF	44999	10323667110	DELL MARKETING L .P.	OPTIPLEX 3060 FOR COMMUNITY CENTER	972.000	900	770.32
06/27/2019	MIF	45000	CLASSES	DIANA MATTEUCCI	FLEXAGILITY & CARDIO DRUMMING JUNE	815.000	666	21.00
06/27/2019	MIF	45006	MILEAGE	EMILY HOFSESS	BANK RUNS FOR JUNE 2019	860.000	253	17.40
06/27/2019	MIF	45008	24989342	GREAT AMERICA FINANCIAL SVCS	OFFICE COLOR PRINTER LEASE	940.000	265	31.73
06/27/2019	MIF	45011	MILEAGE	JAMES BALSILLIE	ZBA WORKSHOP IN FRANKENMUTH	860.000	412	85.84
06/27/2019	MIF	45013	CLASSES	LINDA HARTLEY	CHAIR YOGA & GENTLE YOGA JUNE 2019	815.000	666	140.00
06/27/2019	MIF	45014	N7770463	MAILFINANCE	MAIL MACHINE LEASE 4/12/19-7/11/19	940.000	265	420.36
06/27/2019	MIF	45015*#	REIMBURSE	MARLENE CHOCKLEY	DDA EVENTS SIGNS, FLOWERS, PARKING	860.000	171	4.20
06/27/2019	MIF	45016	MILEAGE	MARY BIRD	MILEAGE FOR MAY & JUNE 2019 - ATTE	860.000	412	81.20
06/27/2019	MIF	45017	21601-31	MCKENNA ASSOCIATES	PLANNING & ZONING ADMIN SREVICES A	637.000	412	450.00
			21804-8		ZONING ORDINANCE REVISIONS APRIL 2	801.000	412	1,450.00
			21601-31		PLANNING & ZONING ADMIN SREVICES A	801.000	412	5,398.00
			21804-5		ZONING ORDINANCE REVISIONS MAY 201	801.000	412	1,305.00
			21815-8		PLANNER SERVICES - MASTER PLAN MAY	801.000	412	245.00
			21601-31		PLANNING & ZONING ADMIN SREVICES A	823.000	412	1,665.00
CHECK MIF 45017 TOTAL FOR FU								10,513.00
06/27/2019	MIF	45019	00330156	MUNICODE	PDF OF CHAPTER 36 FROM CODE OF ORD	818.000	172	75.00
06/27/2019	MIF	45022	CLASSES	PAT ZAJAC	TAI CHI APRIL-JUNE 2019	815.000	666	184.00
06/27/2019	MIF	45023#	2019	PEOPLE'S EXPRESS	CONTRACT RENEWAL 2019	836.000	101	10,000.00
			3751		ROUNDTrip TO ROCHESTER	812.000	666	360.00
CHECK MIF 45023 TOTAL FOR FU								10,360.00
06/27/2019	MIF	45026#	XXXX XXXX XXXX 589	PNC BANK	WILSON 5/23-6/10/19: PRE-HIRE BACK	214.000	000	50.00
			XXXX XXXX XXXX 589		WILSON 5/23-6/10/19: PRE-HIRE BACK	956.000	172	20.00
			XXXX XXXX XXXX 589		WILSON 5/23-6/10/19: PRE-HIRE BACK	727.000	265	140.54

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Fund: 101 GENERAL FUND								
CHECK MIF 45026 TOTAL FOR FU								210.54
06/27/2019	MIF	45027	XXXX XXXX XXXX 709	PNC BANK	AVERILL 5/31-6/11/19: SR NUTRTION	822.000	666	82.93
06/27/2019	MIF	45028*#	XXXX XXXX XXXX 327 XXXX XXXX XXXX 327	PNC BANK	WAGNER 5/22/19-6/17/19: WATER TEST WAGNER 5/22/19-6/17/19: WATER TEST	727.000 850.000	265 265	80.00 45.00
CHECK MIF 45028 TOTAL FOR FU								125.00
06/27/2019	MIF	45029	207793 207869	PRINTING SYSTEMS INC	AV BALLOT OUTER ENVELOPES & RETURN AV APPLICATIONS, QVF MASTER CARDS,	727.000 727.000	191 191	404.88 146.25
CHECK MIF 45029 TOTAL FOR FU								551.13
06/27/2019	MIF	45031	3769-1	QUANTUM ENVIRONMENTAL, INC.	PHASE 1 ENVIRONMENTAL ASSESSMENT -	800.000	270	2,500.00
06/27/2019	MIF	45032	7906886 7837908 7861797	QUILL CORP	MOUSEPADS OFFICE SUPPLIES: COPY PAPER, PENS, OFFICE SUPPLIES: PRE-PRINTED ENVEL	727.000 727.000 727.000	265 265 265	35.97 206.49 137.96
CHECK MIF 45032 TOTAL FOR FU								380.42
06/27/2019	MIF	45036	MILEAGE	STACIE MACDONALD	ELECTION TRAINING IN LANSING, QVF			** VOIDED **
06/27/2019	MIF	45037	224	STARDUST THEATRE RENTALS	MOVIE SCREEN RENTAL W/ GENERATOR 6	815.000	666	350.00
06/27/2019	MIF	45040	280407	TRI-COUNTY SUPPLY, INC.	TOILET TISSUE & C FOLD TOWELS	727.000	666	114.34
06/27/2019	MIF	45041	388182586	U.S. BANK EQUIPMENT FINANCE	OFFICE SMALL COPIER LEASE	940.000	265	65.23
06/27/2019	MIF	45043#	3472 2019	WASHTENAW COUNTY TREASURER	04/2019 CHARGEBACKS & BOARD OF REV 2019 CLEAN UP DAY CONTRIBUTION	938.000 880.000	265 523	175.99 2,000.00
CHECK MIF 45043 TOTAL FOR FU								2,175.99
06/27/2019	MIF	45045	8129701 8134550 8166420	QUILL CORP	OFFICE SUPPLY: WALL CLOCK OFFICE SUPPLIES: CALCULATOR INK, C OFFICE SUPPLIES: FILE CABINET RAIL	727.000 727.000 727.000	265 265 265	12.29 118.94 23.99
CHECK MIF 45045 TOTAL FOR FU								155.22
06/30/2019	MIF	427(E)*#		PAYROLL	SALARIES SUPERVISOR FICA TOWNSHIP MANAGER WAGES	701.000 715.000 701.000	171 171 172	480.77 36.79 2,884.62

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Fund: 101 GENERAL FUND								
					ASST TO TOWNSHIP MANAGER-CLERICAL	704.000	172	1,263.58
					TOWNSHIP MANAGER DEPT. FICA	715.000	172	454.28
					TOWNSHIP MANAGER PENSION	718.000	172	288.46
					CONTROLLER WAGES	722.000	172	1,836.00
					ELECTION INSPECTOR WAGES	702.000	191	972.00
					ELECTION INSPECTOR FICA	715.000	191	74.37
					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	810.00
					GENERAL TREASURER FICA	715.000	253	215.04
					GENERAL TREASURER PENSION	718.000	253	152.00
					GENERAL JANITORIAL FICA	715.000	265	1.15
					GENERAL PAYROLL FEE	727.000	265	34.13
					GENERAL ZONING SALARIES	701.000	412	676.80
					GENERAL ZBA WAGES	707.000	412	500.00
					GENERAL PLAN/ZBA/ZONING FICA	715.000	412	152.05
					ZONING PENSION	718.000	412	67.68
					PLANN COMM	726.000	412	500.00
					CODE ENFORCEMENT SALARIES	809.000	412	987.50
					GENERAL COMMUNITY CENTER DIRECTOR	701.000	666	1,804.31
					JANITORIAL SALARIES	710.000	666	(240.00)
					GENERAL COMMUNITY CENTER DIRECTOR	715.000	666	133.81
					GENERAL COMM CENTER DIRECTOR PENSI	718.000	666	180.43
					CHECK MIF 427(E) TOTAL FOR F			<u>18,717.58</u>
07/03/2019	MIF	45052	MILEAGE	STACIE MACDONALD	ACCREDITATION FOR ELECTIONS, QVF T	860.000	215	137.46
					Total for fund 101 GENERAL FUND			177,719.80

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Fund: 207 LAW ENFORCEMENT FUND								
06/12/2019	MIF	44916*#	1751779	ARBOR SPRINGS WATER CO INC	PD 4 - 5 GAL ARTESIAN WATER, SERVI	727.000	301	46.00
06/12/2019	MIF	44924	24634	CREATIVE CARS INC	2016 TAHOE REPAIR SHORT IN FUSE BO	930.000	333	133.00
			24633		2015 TAHOE OIL CHANGE	930.000	333	53.48
			24628		2015 TAURUS REAR WHEEL BEARING HUB	930.000	333	562.68
			24621		2013 INTERCEPTOR OIL CHANGE	930.000	333	47.59
			24596		2015 TAURUS OIL CHANGE	930.000	333	68.59
			024557		2014 EXPLORER BRAKE PADS & ROTORS	930.000	333	357.47
				CHECK MIF 44924 TOTAL FOR FU				1,222.81
06/12/2019	MIF	44942	CVCS229307	LAFONTAINE CHEVROLET	2017 TAHOE: INSPECTION OF HEADLIGH			** VOIDED **
06/12/2019	MIF	44948*	3069.100	MCGRAW MORRIS P.C.	LABOR ATTORNEY SERVICES APRIL 2019	803.000	270	512.50
06/12/2019	MIF	44951*#	32613	MICRO TECH SERVICES INC	MS EXCHANGE & OFFICE ANTI-VIRUS MG	972.000	301	81.88
			32615		PD ANTI-VIRUS, MANAGED SERVICES, M	972.000	301	255.49
				CHECK MIF 44951 TOTAL FOR FU				337.37
06/12/2019	MIF	44957*	21469044160	NEXTIVA INC.	PD PHONES 7/1/19-7/31/19	850.000	301	722.48
06/12/2019	MIF	44958*#	6/4/19	PAUL E BURNS	LEGAL SERVICES MAY 2019	803.000	270	3,300.00
06/12/2019	MIF	44960	030	REALITY DEFENSE SYSTEMS, LLC	DEFENSICE TACTICS TRAINING 4/24/19	206.000	000	1,000.00
06/12/2019	MIF	44962	8571	SUPREME DETAILING & ACCESSOR	TAHOE - REPLACE HEADLIGHT FLASHER	930.000	333	470.00
06/12/2019	MIF	44964	MILEAGE	TAMMIE COLLING	TRAINING 6/2/19 & 6/4/19	860.000	333	132.24
06/12/2019	MIF	44966*#	386223069	U.S. BANK EQUIPMENT FINANCE	OFFICE, PD, WWTP & COM CTR COPIER	940.000	301	217.38
06/12/2019	MIF	44968	35424	VAL'S SERVICE STATION	2017 EXPLORER 4 NEW TIRES	930.000	333	810.00
06/12/2019	MIF	44969	MUNIS 3617	WASHTENAW COUNTY TREASURER O	DISPATCH SERVICES JUNE 2019	820.000	301	5,437.25
06/12/2019	MIF	44971	CVCS229307	LAFONTAINE CHEVROLET	2017 TAHOE: REPAIR TO HEADLIGHT FL	930.000	333	194.70
06/19/2019	MIF	44974*#	0075124060919	CHARTER COMMUNICATIONS	PEG STATION & PD, FD CABLE BOXES 6	850.000	301	30.00
06/19/2019	MIF	44981*	9831487640	VERIZON WIRELESS MESSAGING S	PD CELL SERVICE 5/5/19-6/4/19	850.000	301	197.17

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Fund: 207 LAW ENFORCEMENT FUND								
06/21/2019	MIF	44982	15-0004937	14A-1 DIST COURT	COURT DOCKET # 151-0817 BRANDI GRE	214.000	000	750.00
06/21/2019	MIF	44983	19-1580	14A-3 DISTRICT COURT	COURT DOCKET # 193-0231 BRANDI GRE	214.000	000	500.00
06/22/2019	MIF	424 (E) *#		PAYROLL	LAW ENFORCEMENT SUPERVISORS WAGES	701.000	226	2,988.00
					LAW ENFORCEMENT FULL-TIME WAGES	702.000	226	19,846.04
					LAW ENFORCEMENT CLERICAL WAGES	704.000	226	3,510.40
					LAW ENFORCEMENT PART-TIME WAGES	708.000	226	3,548.29
					JANITORIAL SALARIES	710.000	226	425.00
					LAW ENFORCEMENT OVER-TIME WAGES	711.000	226	1,734.30
					LAW ENFORCEMENT FICA	715.000	226	2,447.49
					PENSION	718.000	226	2,760.48
					LAW ENFORCEMENT PAYROLL FEE	727.000	301	49.62
				CHECK MIF 424 (E) TOTAL FOR F				37,309.62
06/22/2019	MIF	425 (E) *#		PAYROLL	LAW ENFORCEMENT SUPERVISORS WAGES	701.000	226	2,988.00
					LAW ENFORCEMENT FULL-TIME WAGES	702.000	226	19,205.16
					LAW ENFORCEMENT CLERICAL WAGES	704.000	226	3,510.40
					LAW ENFORCEMENT PART-TIME WAGES	708.000	226	2,923.02
					LAW ENFORCEMENT OVER-TIME WAGES	711.000	226	2,454.36
					LAW ENFORCEMENT FICA	715.000	226	2,349.23
					PENSION	718.000	226	2,760.48
					LAW ENFORCEMENT PAYROLL FEE	727.000	301	48.30
				CHECK MIF 425 (E) TOTAL FOR F				36,238.95
06/22/2019	MIF	426 (E) *#		PAYROLL	LAW ENFORCEMENT SUPERVISORS WAGES	701.000	226	2,988.00
					LAW ENFORCEMENT FULL-TIME WAGES	702.000	226	19,900.18
					LAW ENFORCEMENT CLERICAL WAGES	704.000	226	3,510.40
					LAW ENFORCEMENT PART-TIME WAGES	708.000	226	2,698.90
					LAW ENFORCEMENT OVER-TIME WAGES	711.000	226	1,327.89
					LAW ENFORCEMENT FICA	715.000	226	2,363.10
					PENSION	718.000	226	2,760.48
					LAW ENFORCEMENT PAYROLL FEE	727.000	301	53.12
				CHECK MIF 426 (E) TOTAL FOR F				35,602.07
06/24/2019	MIF	44984	19-2633	47TH DISTRICT COURT	COURT DOCKET # 141-107187 GARDENIE	214.000	000	500.00
06/27/2019	MIF	44989*	1358738	APPLIED IMAGING	OFFICE & PD COPIERS MAINT AGREEMEN	123.000	000	25.65

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Fund: 207 LAW ENFORCEMENT FUND								
06/27/2019	MIF	45001	6/17/19	DIRTSQUIRT AUTO SPA	PD CAR WASHES MARCH-JUNE 2019	930.000	333	320.00
06/27/2019	MIF	45007	I-L-70283	FAST SIGNS	2017 TAHOE DECALS	727.000	301	225.78
06/27/2019	MIF	45012	84721555454817	LAW ENFORCEMENT SEMINARS, LL	TRAINING: BACKGROUND INVESTIGATION	206.000	000	350.00
06/27/2019	MIF	45018	IN1414860	MICHIGAN OFFICE SOLUTIONS	SUPPLY FREIGHT FEE	972.000	301	8.00
06/27/2019	MIF	45020*	20837838778	NEXTIVA INC.	PD & FD PHONE SERVICES	850.000	301	722.48
06/27/2019	MIF	45028*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER 5/22/19-6/17/19: WATER TEST	727.000	301	444.83
			XXXX XXXX XXXX 327		WAGNER 5/22/19-6/17/19: WATER TEST	807.000	301	60.00
				CHECK MIF 45028 TOTAL FOR FU				504.83
06/27/2019	MIF	45033	00000676	SCHOOLCRAFT COLLEGE	TRAINING: PATROL RIFLE INSTRUCTOR	206.000	000	700.00
06/27/2019	MIF	45038	551-540580	STATE OF MICHIGAN	LIVE SCAN MAY 2019	214.000	000	43.25
06/27/2019	MIF	45044	5006434110	WELLS FARGO FINANCIAL LEASIN	PD PRINTER LEASES 6/8/19-7/7/19	972.000	301	209.68
06/30/2019	MIF	427 (E) *#		PAYROLL	LAW ENFORCEMENT SUPERVISORS WAGES	701.000	226	2,988.01
					LAW ENFORCEMENT FULL-TIME WAGES	702.000	226	21,293.05
					LAW ENFORCEMENT CLERICAL WAGES	704.000	226	10,780.16
					LAW ENFORCEMENT PART-TIME WAGES	708.000	226	3,333.65
					JANITORIAL SALARIES	710.000	226	255.00
					LAW ENFORCEMENT OVER-TIME WAGES	711.000	226	1,430.12
					LAW ENFORCEMENT FICA	715.000	226	3,012.86
					PENSION	718.000	226	2,760.48
					LAW ENFORCEMENT PAYROLL FEE	727.000	301	50.49
				CHECK MIF 427(E) TOTAL FOR F				45,903.82
				Total for fund 207 LAW ENFORCEMENT FUND				174,544.03

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Fund: 216 MEDICAL RESCUE FUND								
06/12/2019	MIF	44916*#	1748473	ARBOR SPRINGS WATER CO INC	FD 1 - 5 GAL ARETSIAN WATER & SERV	727.000	301	12.50
06/12/2019	MIF	44923	04-NOR0750	CORRIGAN PROPANE CO.	LATE FEES	920.000	301	12.90
06/12/2019	MIF	44930	1180	FIRE WRENCH OF MICHIGAN, LLC	L-81 COOLANT LEAK - REPLACE COOLAN	930.000	333	1,038.63
06/12/2019	MIF	44951*#	32613	MICRO TECH SERVICES INC	MS EXCHANGE & OFFICE ANTI-VIRUS MG	972.000	301	77.90
			32616		FD ANTI-VIRUS & MANAGED SERVICES	972.000	301	34.20
				CHECK MIF 44951 TOTAL FOR FU				<u>112.10</u>
06/12/2019	MIF	44957*	21469044160	NEXTIVA INC.	PD PHONES 7/1/19-7/31/19	850.000	301	290.00
06/19/2019	MIF	44974*#	0075124060919	CHARTER COMMUNICATIONS	PEG STATION & PD, FD CABLE BOXES 6	850.000	301	15.00
06/19/2019	MIF	44977*#	XXXX XXXX XXXX 337	STAPLES CREDIT PLAN	CHARGES 6/4/19-6/6/19	727.000	301	215.62
06/19/2019	MIF	44978	XXXX XXXX XXXX 485	TRACTOR SUPPLY CREDIT PLAN	FD SUPPLIES: TUBES, CASES OF WATER	727.000	301	29.97
06/19/2019	MIF	44980	59660259	WEX BANK	FD FUEL CHARGES MAY 2019	860.000	333	890.26
06/19/2019	MIF	44981*	9831632492	VERIZON WIRELESS MESSAGING S	FD CELL SERVICE 5/8/19-6/7/19	850.000	301	204.16
06/22/2019	MIF	424 (E) *#		PAYROLL	FIRE CHIEF SALARY	701.000	226	3,550.24
					FIRE PART-TIME WAGES	702.000	226	5,820.25
					FIRE ADMIN WAGES	705.000	226	177.60
					FIRE PAID-ON-CALL WAGES	708.000	226	1,714.65
					FIRE FICA	715.000	226	894.71
					FIRE PENSION	718.000	226	355.02
					FIRE TRAINING WAGES	958.000	226	588.25
					FIRE PAYROLL FEE	727.000	301	56.07
				CHECK MIF 424 (E) TOTAL FOR F				<u>13,156.79</u>
06/22/2019	MIF	425 (E) *#		PAYROLL	FIRE CHIEF SALARY	701.000	226	3,550.24
					FIRE PART-TIME WAGES	702.000	226	5,727.25
					FIRE ADMIN WAGES	705.000	226	130.24
					FIRE PAID-ON-CALL WAGES	708.000	226	1,794.43
					FIRE FICA	715.000	226	846.04
					FIRE PENSION	718.000	226	355.02
					FIRE TRAINING WAGES	958.000	226	13.00



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Fund: 216 MEDICAL RESCUE FUND								
					FIRE PAYROLL FEE	727.000	301	54.11
					CHECK MIF 425(E) TOTAL FOR F			<u>12,470.33</u>
06/22/2019	MIF	426(E)*#		PAYROLL	FIRE CHIEF SALARY	701.000	226	3,550.24
					FIRE PART-TIME WAGES	702.000	226	5,394.00
					FIRE ADMIN WAGES	705.000	226	136.16
					FIRE PAID-ON-CALL WAGES	708.000	226	2,198.65
					FIRE FICA	715.000	226	864.81
					FIRE PENSION	718.000	226	355.02
					FIRE TRAINING WAGES	958.000	226	182.00
					FIRE PAYROLL FEE	727.000	301	61.28
					CHECK MIF 426(E) TOTAL FOR F			<u>12,742.16</u>
06/24/2019	MIF	44985	RENEWAL	STATE OF MICHIGAN	LICENSE RENEWALS 7/1/2019-7/1/2020	123.000	000	175.00
06/27/2019	MIF	44986	2716-292161	ADVANCE AUTO PARTS - FD	CAR WASH	930.000	333	7.72
			2716-292048		OIL	930.000	333	12.87
			2716-291521		OIL	930.000	333	4.59
			2716-292549		DIESEL EXHAUST FLUID	930.000	333	29.42
					CHECK MIF 44986 TOTAL FOR FU			<u>54.60</u>
06/27/2019	MIF	44995	REIMBURSE	CHARLES SMITH	OCTO MINI LED BEACON WITH MAGNETS	930.000	333	159.98
06/27/2019	MIF	45005	INV06933	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES FOR JUNE	820.000	301	918.82
06/27/2019	MIF	45020*	20837838778	NEXTIVA INC.	PD & FD PHONE SERVICES	850.000	301	290.00
06/27/2019	MIF	45028*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER 5/22/19-6/17/19: WATER TEST	727.000	301	111.38
06/30/2019	MIF	427(E)*#		PAYROLL	FIRE CHIEF SALARY	701.000	226	3,550.24
					FIRE PART-TIME WAGES	702.000	226	5,192.50
					FIRE ADMIN WAGES	705.000	226	183.52
					FIRE PAID-ON-CALL WAGES	708.000	226	1,639.03
					FIRE FICA	715.000	226	866.22
					FIRE PENSION	718.000	226	355.02
					FIRE TRAINING WAGES	958.000	226	913.25
					FIRE PAYROLL FEE	727.000	301	57.38
					CHECK MIF 427(E) TOTAL FOR F			<u>12,757.16</u>
07/03/2019	MIF	45047	0080645062319	CHARTER COMMUNICATIONS	STATION 2 INTERNET 6/23/19-7/22/19	850.000	301	99.98

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Fund: 216 MEDICAL RESCUE FUND								
Total for fund 216 MEDICAL RESCUE FUND								55,757.34

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Fund: 217 PSB - RENTAL PROPERTY FUND								
06/12/2019	MIF	44943	REFUND	LAWNET	CONSTRUCTION REFUND FOR MAY 2019	908.000	000	810.84
			REFUND		CONSTRUCTION REFUND FOR JUNE 2019	908.000	000	810.84
				CHECK MIF 44943 TOTAL FOR FU				<u>1,621.68</u>
					Total for fund 217 PSB - RENTAL PROPERTY FUND			1,621.68

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Fund: 248 DOWNTOWN DEVELOPMENT AUTH								
06/12/2019	MIF	44918	REIMBURSE	BARBARA GRIFFITH	MEMBERSHIP TO MI DOWNTOWN ASSOCIAT	807.000	301	85.00
06/12/2019	MIF	44947*#	REIMBURSE	MARLENE CHOCKLEY	REIMBURSE PARKING FEES & DDA FLOWE	925.000	900	243.85
06/27/2019	MIF	45015*#	REIMBURSE	MARLENE CHOCKLEY	DDA EVENTS SIGNS, FLOWERS, PARKING	727.000	301	220.00
			REIMBURSE		DDA EVENTS SIGNS, FLOWERS, PARKING	925.000	900	18.83
				CHECK MIF 45015 TOTAL FOR FU				<u>238.83</u>
					Total for fund 248 DOWNTOWN DEVELOPMENT AUTH			567.68

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Fund: 287 BUILDING DEPARTMENT FUND								
06/19/2019	MIF	44974*#	0083748060919	CHARTER COMMUNICATIONS	BLDG DEPT & PSB PHONES & INTERNET	850.000	301	39.99
06/19/2019	MIF	44976	REFUND	RAPID-DRI FOUNDATION SYSTEMS	PP190023 PERMIT CANCELLED	488.000	000	100.00
06/22/2019	MIF	424(E)*#		PAYROLL	BUILDING SALARIES	703.000	226	1,015.20
					BUILDING FICA	715.000	226	121.78
					BUILDING PENSION	718.000	226	101.52
				CHECK MIF 424(E) TOTAL FOR F				1,238.50
06/22/2019	MIF	425(E)*#		PAYROLL	BUILDING SALARIES	703.000	226	1,015.20
					BUILDING FICA	715.000	226	121.78
					BUILDING PENSION	718.000	226	101.52
				CHECK MIF 425(E) TOTAL FOR F				1,238.50
06/22/2019	MIF	426(E)*#		PAYROLL	BUILDING SALARIES	703.000	226	1,015.20
					BUILDING FICA	715.000	226	121.80
					BUILDING PENSION	718.000	226	101.52
				CHECK MIF 426(E) TOTAL FOR F				1,238.52
06/27/2019	MIF	44992	REFUND	CAPITOL SUPPLY & SERVICE	PERMITS CANCELLED PH190066, PE1900	488.000	000	100.00
06/27/2019	MIF	44993	REFUND	CAPITOL SUPPLY & SERVICE	CANCEL TRADE PERMITS: PH 190068 &	488.000	000	100.00
06/27/2019	MIF	45010	REFUND	HOMESTEAD ENTERPRISES OF MI,	CANCEL TRADE PERMIT PE190062	488.000	000	50.00
06/27/2019	MIF	45024	0000005064	PITTSFIELD TOWNSHIP	BUILDING INSPECTION MAY 2019	725.000	261	2,025.00
			0000005021		BUILDING INSPECTIONS APRIL 2019	725.000	261	1,645.00
			0000005064		BUILDING INSPECTION MAY 2019	737.000	261	125.00
			0000005021		BUILDING INSPECTIONS APRIL 2019	737.000	261	580.36
				CHECK MIF 45024 TOTAL FOR FU				4,375.36
06/30/2019	MIF	427(E)*#		PAYROLL	BUILDING SALARIES	703.000	226	1,015.20
					BUILDING FICA	715.000	226	121.78
					BUILDING PENSION	718.000	226	101.52
				CHECK MIF 427(E) TOTAL FOR F				1,238.50
07/03/2019	MIF	45048	INSPECTIONS	DINO BONA	ELECTRICAL INSPECTIONS JUNE 2019	725.000	301	765.00
07/03/2019	MIF	45049	INSPECTIONS	ELECTRICAL CODE SERVICES LLC	ELECTRICAL INSPECTIONS JUNE 2019	725.000	301	450.00

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Fund: 287 BUILDING DEPARTMENT FUND								
07/03/2019	MIF	45050	INSPECTIONS	LEONARD DONALD CZINSKI	HEATING & PLUMBING INSPECTIONS JUN	725.000	301	2,250.00
Total for fund 287 BUILDING DEPARTMENT FUND								13,184.37

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Fund: 370 PUBLIC SAFETY BLDG DEBT FD - 2022								
06/12/2019	MIF	44920	8245 12 485 004952	CHARTER COMMUNICATIONS	PSB INTERNET & 1 PHONE LINE 6/1/19	850.000	301	164.97
06/12/2019	MIF	44934*#	3874	J & M LANDSCAPING	SALT SIDEWALKS MARCH 4, 2019	816.000	301	125.00
06/12/2019	MIF	44959	1447	PURE WINDOW WASHING	PSB ENTRYWAY WINDOWS 5/30/19	930.000	301	10.00
			1479		PSB ENTRANCEWAY 6/10/19	930.000	301	10.00
				CHECK MIF 44959 TOTAL FOR FU				20.00
06/19/2019	MIF	44974*#	0083748060919	CHARTER COMMUNICATIONS	BLDG DEPT & PSB PHONES & INTERNET	850.000	301	234.94
			0083771060719		OFFICE & PSB PHONES 6/7/19-7/6/19	850.000	301	119.97
				CHECK MIF 44974 TOTAL FOR FU				354.91
06/27/2019	MIF	44987	3099	ALISON MECHANICAL	SET-UP A/C UNITS FOR SUMMER, CHANG	930.000	301	1,820.00
06/27/2019	MIF	44988	259461	ALLSTAR ALARM LLC	PSB 12V 7AH BATTERY	930.000	301	24.62
06/27/2019	MIF	45021	106241	OVERHEAD DOOR CO. OF WHITMOR	RESET PD COUNTER SHUTTER DOOR	930.000	301	190.00
06/27/2019	MIF	45028*#	XXXX XXXX XXXX 327	PNC BANK	WAGNER 5/22/19-6/17/19: WATER TEST	930.000	301	15.00
06/27/2019	MIF	45030	1360	PURE WINDOW WASHING	PSB ENTRANCEWAY 6/25/19	930.000	301	10.00
06/27/2019	MIF	45034	33613	SECURITY LOCK SERVICE	KEY C 145 - STAMPED	930.000	301	5.95
07/03/2019	MIF	45046	734449030606	AT&T	ELEVATOR PHONE 5/26/19-6/25/19	850.000	301	84.69
				Total for fund 370 PUBLIC SAFETY BLDG DEBT FD				2,815.14

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Fund: 571 WASTEWATER TREATMENT FUND								
06/12/2019	MIF	44915	2716-291083	ADVANCE AUTO PARTS - WWTP	TRAILER ADAPTER	819.000	301	10.44
			2716-291459		STT LAMP	930.000	301	6.28
				CHECK MIF 44915 TOTAL FOR FU				<u>16.72</u>
06/12/2019	MIF	44916*#	1751774	ARBOR SPRINGS WATER CO INC	WWTP 11 - 5 GAL ARTESIAN WATER & S	930.000	301	74.75
06/12/2019	MIF	44919	0519-107632	BRIGHTON ANALYTICAL ASSOCIAT	SELENIUM, AMMONIA, PHOSPHORUS	817.000	301	60.00
06/12/2019	MIF	44921	236951	CHEMCO PRODUCTS INC	15 - 55# BAGS	740.000	301	3,275.25
06/12/2019	MIF	44925	S6-20892	CUMMINS BRIDGEWAY LLC	FAILED UPPER CROSS ASSEMBLY	819.000	301	2,029.82
06/12/2019	MIF	44928	520193	DUBOIS-COOPER ASSOC	GRINDER PUMP, CABLE, 240V EXTREMEM	819.000	301	4,370.00
06/12/2019	MIF	44932	317919	HAVILAND PRODUCTS COMPANY	CHLORINE GAS, SULFUR DIOXIDE	740.000	301	1,040.03
06/12/2019	MIF	44940	610599	KENNEDY INDUSTRIES INC	3 SWING CHECK VALVES	970.000	900	4,014.00
			610695		DEZURIK, PROCESS VALVES	970.000	900	9,919.00
			610504		3 REMOTE MOUNT STYLE ELECTROMAGNET	971.000	900	15,228.00
				CHECK MIF 44940 TOTAL FOR FU				<u>29,161.00</u>
06/12/2019	MIF	44946	35675	LYON MECHANICAL CONRACTORS,	PERFORM CSD-1 TESTING ON 3 BOILERS	930.000	301	455.00
06/12/2019	MIF	44951*#	32613	MICRO TECH SERVICES INC	MS EXCHANGE & OFFICE ANTI-VIRUS MG	948.000	228	7.96
			32617		WWTP ANTIVIRUS & MANAGED SERVICES	948.000	228	133.90
				CHECK MIF 44951 TOTAL FOR FU				<u>141.86</u>
06/12/2019	MIF	44955	2340719	NALCO WATER PRETREATMENT SOL	IT SERVICE EXCHANGER, FILTER W/ SE	740.000	301	227.34
06/12/2019	MIF	44956	423185	NCL OF WISCONSIN, INC.	BUFFER SOLUTION	740.000	301	112.44
06/12/2019	MIF	44966*#	386223069	U.S. BANK EQUIPMENT FINANCE	OFFICE, PD, WWTP & COM CTR COPIER	940.000	301	131.22
06/12/2019	MIF	44967	530356988	UIS SCADA	REPLACE VFD AT MAIN LIFT STATION	819.000	301	15,120.00
06/19/2019	MIF	44974*#	0077545060619	CHARTER COMMUNICATIONS	WWTP PHONES & INTERNET 6/6/19-7/5/	850.000	301	274.93
06/22/2019	MIF	424 (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	2,082.96
					SEWER FICA	715.000	226	932.30



CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
CHECK DATE FROM 06/12/2019 - 07/03/2019  
Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
					SEWER PENSION	718.000	226	976.88
					SEWER ON CALL/PAGER WAGES	747.000	226	420.00
					SEWER PAYROLL FEE	727.000	301	14.90
				CHECK MIF 424(E) TOTAL FOR F				14,195.95
06/22/2019	MIF	425(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	796.41
					SEWER PENSION	718.000	226	976.88
					SEWER ON CALL/PAGER WAGES	747.000	226	420.00
					SEWER PAYROLL FEE	727.000	301	14.39
					SEWER COMMUNICATION PAY	850.000	301	175.00
				CHECK MIF 425(E) TOTAL FOR F				12,283.12
06/22/2019	MIF	426(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	1,224.67
					SEWER FICA	715.000	226	866.64
					SEWER PENSION	718.000	226	976.88
					SEWER ON CALL/PAGER WAGES	747.000	226	420.00
					SEWER PAYROLL FEE	727.000	301	16.29
				CHECK MIF 426(E) TOTAL FOR F				13,273.39
06/27/2019	MIF	44989*	1358721	APPLIED IMAGING	WWTP & COM CTR COPIERS MAINT AGREE	123.000	000	16.29
06/27/2019	MIF	44990	0295952-IN	BEAVER RESEARCH CO	HAND CLEANER	740.000	301	141.79
06/27/2019	MIF	44991	0619-108022	BRIGHTON ANALYTICAL ASSOCIAT	SELENIUM, AMMONIA, PHOSPHORUS	817.000	301	75.00
06/27/2019	MIF	44997	1000 0950 4497	CONSUMERS ENERGY	427 E NORTH TERRITORIAL 5/17/19-6/	920.000	301	17.43
06/27/2019	MIF	45002	9100 116 7798 6	DTE ENERGY	427 E NORTH TERRITORIAL 5/22/19-6/	920.000	301	103.48
			9100 116 3078 7		9081 LAKE PINE DR. 5/22/19-6/20/19	920.000	301	49.50
			9100 116 3105 8		9225 LAKE PINE DR 5/22/19-6/20/19	920.000	301	398.34
			9100 116 3039 9		11615 LEMEN RD 5/23/19-6/21/19	920.000	301	296.71
				CHECK MIF 45002 TOTAL FOR FU				848.03
06/27/2019	MIF	45003	9100 4000 5506	DTE ENERGY	11500 LEMEN RD PRIMARY SUPPLY RATE	920.000	301	5,548.00

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
 CHECK DATE FROM 06/12/2019 - 07/03/2019  
 Banks: MIF

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 571 WASTEWATER TREATMENT FUND								
06/27/2019	MIF	45004	224945	DUBOIS-COOPER ASSOC	GROMMET	819.000	301	60.40
06/27/2019	MIF	45009	320419	HAVILAND PRODUCTS COMPANY	FERRIC CHLORIDE	740.000	301	5,794.58
06/27/2019	MIF	45025	XXXX XXXX XXXX 588	PNC BANK	WILLIS CHARGES 5/10/19-5/30/19	740.000	301	31.97
			XXXX XXXX XXXX 588		WILLIS CHARGES 5/10/19-5/30/19	740.000	301	8.95
			XXXX XXXX XXXX 588		WILLIS CHARGES 5/10/19-5/30/19	741.000	301	229.88
			XXXX XXXX XXXX 588		WILLIS CHARGES 5/10/19-5/30/19	930.000	301	9.99
			XXXX XXXX XXXX 588		WILLIS CHARGES 5/10/19-5/30/19	930.000	301	(35.75)
				CHECK MIF 45025 TOTAL FOR FU				245.04
06/27/2019	MIF	45035	163566	SPEARS FIRE & SAFETY SRVCS I	EXTINGUISHER INSPECTIONS & REPLACE	740.000	301	480.60
06/27/2019	MIF	45039	51441718	TETRA TECH INC	SAW GRNAT ENGINEERING SERVICES THR	929.000	301	7,328.53
			51451009		SAW GRANT ENGINEERING SERVICE THRU	929.000	301	6,173.26
				CHECK MIF 45039 TOTAL FOR FU				13,501.79
06/27/2019	MIF	45042	915841	USA BLUE BOOK	COREPRO SR. 15' SAMPLER	740.000	301	160.80
06/30/2019	MIF	427(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	804.42
					SEWER PENSION	718.000	226	976.88
					SEWER ON CALL/PAGER WAGES	747.000	226	525.00
					SEWER PAYROLL FEE	727.000	301	15.25
					SEWER COMMUNICATION PAY	850.000	301	175.00
				CHECK MIF 427(E) TOTAL FOR F				12,396.99
07/03/2019	MIF	45051	202016-003184	SENSAPHONE	CELL682 SUBSCRIPTION RENEWAL	850.000	301	240.00
07/03/2019	MIF	45053	1671125	WATER ENVIRONMENT FEDERATION	MEMBERSHIP 8/1/19-7/31/20	807.000	301	215.00
				TOTAL - ALL FUNDS	Total for fund 571 WASTEWATER TREATMENT FUND			135,984.56
								562,194.60

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

To: Township Board  
From: Steve Aynes, Township Manager  
RE: Recommendation for Stipulation for Entry of Consent Judgments MOAHR Docket No. 17-002627 & 17-002645 consolidated: Links at Whitmore Lake  
Date: July 2, 2019

We received notice from Paul Burns regarding the MTT cases involving The Links at Whitmore Lake. He is recommending the Board to authorize his office to execute the attached proposed Consent Judgment.

**STATE OF MICHIGAN  
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS  
MICHIGAN ADMINISTRATIVE HEARING SYSTEMS  
MICHIGAN TAX TRIBUNAL**

LINKS AT WHITMORE LAKE INC,

Petitioner,

v

MOAHR Docket No. 17-002627 &  
17-002645 consolidated

TOWNSHIP OF NORTHFIELD,

Respondent.

**STIPULATION FOR ENTRY OF CONSENT JUDGMENT  
AND CONSENT JUDGMENT**

1. The case is pending in the X Entire Tribunal OR    Small Claims Division.
2. The subject property is located in Washtenaw County.
3. Property Parcel No.(s) B-02-08-400-002, B-02-08-400-003, B-02-09-300-003, B-02-09-300-004, B-02-16-200-002, B-02-16-200-025, B-02-16-300-005, B-02-17-100-024.
4. The values for the property identified above as established by Respondent's Board of Review are:

Tax Year	True Cash Value	Assessed Value	Taxable Value
2017	SEE ATTACHED		

5. The values for the property identified above as stipulated by the parties for settlement purposes are:

Tax Year	True Cash Value	Assessed Value	Taxable Value
2017	SEE ATTACHED		

6. If stipulation addresses tax years other than the tax year originally appealed or tax years added through motions to amend that have been granted by the Tribunal, list the separate facts upon which the parties rely to invoke the Tribunal's authority over those tax year or years (attach additional page if necessary): \_\_\_\_\_
7. List separately any special terms or conditions being proposed by the parties that would affect the execution of this Consent Judgment including, but not limited to, the joint payment of the refund, the waiver of interest, etc. (attach additional page if necessary):

The refund is to be made payable to Petitioner and Petitioner's counsel. Any refund is to be mailed to Petitioner's counsel Law Offices of Fred Gordon, P.C., 74 W. Long Lake, Suite 101, Bloomfield Hills, MI 48304-2770.

Petitioner's counsel may communicate directly with the township and/or county treasurers to effectuate the terms above.

Signature of Petitioner's Authorized Representative or, *if none*, Petitioner:

\_\_\_\_\_  
Fred Gordon

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

Signature of Petitioner's Authorized Representative or, *if none*, Petitioner:

\_\_\_\_\_  
Brian E. Etzel

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

Signature of Respondent's authorized representative:

\_\_\_\_\_  
Paul E. Burns

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

[Consent judgment will be prepared by the Tribunal]

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS  
MICHIGAN ADMINISTRATIVE HEARING SYSTEM  
MICHIGAN TAX TRIBUNAL

LINKS AT WHITMORE LAKE INC,

Petitioner,

v

MOAHR Docket No. 17-002627 &  
17-002645 consolidated

TOWNSHIP OF NORTHFIELD,

Respondent.

**STIPULATION – MULTIPLE PARCEL FORM 1 OF 1**

1. The values for the property identified herein as established by Respondent's Board of Review are:

Tax Year	Parcel Number	True Cash Value	Assessed Value	Taxable Value
2017	B-02-08-400-002	\$150,200	\$75,100	\$9,119
2017	B-02-08-400-003	\$117,800	\$58,900	\$9,119
2017	B-02-09-300-003	\$886,600	\$443,300	\$173,007
2017	B-02-09-300-004	\$5,000	\$2,500	\$2,056
2017	B-02-16-200-002	\$148,800	\$74,400	\$9,777
2017	B-02-16-200-025	\$197,400	\$98,700	\$17,170
2017	B-02-16-300-005	\$210,400	\$105,200	\$42,021
2017	B-02-17-100-024	\$448,800	\$224,400	\$54,617

2. The values for the property identified herein as stipulated by the parties for settlement purposes are:

Tax Year	Parcel Number	True Cash Value	Assessed Value	Taxable Value
2017	B-02-08-400-002	\$15,372	\$7,686	\$7,686
2017	B-02-08-400-003	\$15,372	\$7,686	\$7,686
2017	B-02-09-300-003	\$291,386	\$145,693	\$145,693
2017	B-02-09-300-004	\$3,470	\$1735	\$1735
2017	B-02-16-200-002	\$16,494	\$8247	\$8247
2017	B-02-16-200-025	\$28,930	\$14,465	\$14,465

MTT Docket No. 14-004807  
Stipulation - Multiple Parcel Form  
Page 2 of 2

2017	B-02-16-300-005	\$70,778	\$35,389	\$35,389
2017	B-02-17-100-024	\$91,970	\$45,985	\$45,985

# 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

## June 2019

### Northfield Township Fire Department

### Statistical Report

Responses June 2019:	60
Responses June 2018:	54

Fire Calls:	15	
Structure Fires		5
Vehicle Fire		2
Fire Alarms		4
Outside fire		2
Smoke investigation		2

Emergency Medical Calls:	31	
Chest Pain		2
Difficulty Breathing		8
Unconscious/Cardiac Arrest		3
Diabetic/ Seizure		2
Trauma		4
Overdose		0
Abdominal pain		3
Other		9

Motor Vehicle Accidents:	8	
Injury Crashes		4
Unknown		5
Pin In		0



Public Service calls: 6

Electrical wire down	4
Gasoline Spill	0
Carbon Monoxide Alarm	0
Trees down	2
Citizen assist	0
Gas leak	0
Other	0

Mutual Aid Given 5

Ann Arbor Twp	Highway Crashes	1
Green Oak Twp	Structure Fire	2
Salem	Structure Fire	2

Mutual Aid Received: 2

Hamburg	Structure Fire	1
Ann Arbor Twp	Highway crash	1

Responses in hamlet area:	25
Responses in rural area:	20
Responses on Highway	8
Responses outside the township:	5

Average response time for the month: 6:45



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

## July 2019

### Director of Public Safety

### Board Communication

- 1. Fire department activity for June 2019:** June was again a pretty busy month for the fire department. We did have a couple of calls of significance.

We assisted Green Oak Township with 2 structure fires and also assisted Salem Township with 2 structure fires. We assisted Ann Arbor Township with a car fire on the highway as well as a car fire that came in as Joy and Earhart but ended up being at Warren and Earhart. Northfield Township fire responded to another call for a fire at the Regency. This ended up being a burned up motor of an HVAC unit. 2 of the wings were evacuated until the smoke could be cleared.

- 2. Fire Department training for June:** All of the training for June was training on our new Self Contained Breathing Apparatus (SCBA). We expect to have everyone trained and fit tested for the mask and put the units in service the first week of July.

- 3. Police and Fire vehicle incidents:** I think in the nearly 12 years I have been here I have had 1-2 vehicle accident insurance claims. In 1 week of June we had 3 separate accidents. The first was a tree falling on a fire truck while it was responding to a call. The tree broke the passenger side mirror, window and tore the headliner in the truck. I am not sure if we will file a claim with this call yet. The second was a police officer that was rear ended while trying to turn around to take another crash report. This officer did have minor injuries and was seen at U of M E.R. for precautions. The driver of the car striking the police car was cited. The third was a fire truck responding to a medical call at the Ann Arbor Dog Training center was trying to avoid some significant pot holes on Hobans Way private road and got off the road. A wrecker was used to remove the truck with minor damage to the truck. The truck did however crush a culvert under the road. I am awaiting a bid on the repair of that culvert. The first guy I talked to estimated it to be \$4,000-\$5,000 for the repair.

"We Practice "CPR" daily - Courtesy Professionalism Respect"

# **NORTHFIELD TOWNSHIP POLICE DEPARTMENT**

## **MONTHLY OPERATIONS REPORT**



**JUNE 2019**

## JUNE 2019 MONTHLY REPORT

Calls for Service	555
Arrests	7
Mutual Aid Assistance to Other Departments Inside the Township	7
Mutual Aid Assistance to Other Departments Outside the Township	4
Average Response Time	5.4

### NOTES & FACTS FROM THE DEPARTMENT

**DATA:** 59% of total complaints answered were in the hamlet area and 41% were handled throughout the rest of the township.

#### **TRAINING**

FORMAL – Ofc. Colling – Background Investigation for Police Applicants  
Ofc. Howe - Patrol Rifle/AR-15 Instructor Course

IN-SERVICE- Eyewitness Evidence/Identification

#### **MENTAL HEALTH INCIDENTS**

In the month of June the Officers from the Northfield Township Police Department were dispatched to 16 Mental Health calls including welfare checks. Below you will find an account of one.

- On June 13, 2019 an officer was dispatched to Emerald Circle for a suicidal person. Washtenaw County Dispatch advised the caller wanted to hang herself. Upon arrival the officer met with a 20 something female who suffers with PTSD and believes she may be bi-polar. The subject told the officer that she wanted to go to the hospital. Huron Valley Ambulance then transported the subject to the hospital.

#### **ASSAULT/BATTERY/DOMESTIC VIOLENCE**

- On June 23, 2019 officers responded to a report that the life guard had just been assaulted. The investigation revealed that after having trouble with a young child and discussing the behavior with the child, the lifeguard was pushed into the pool by an unknown adult male. The suspect has been identified and the case has been sent to the prosecutor's office for review.
- On June 19, 2019 a call came into the station for a possible assault which had taken place at the Whitmore Lake Post Office. The victim was on scene and the suspect was at the station. The victim is employed by the Political Action Committee and had a booth set up at the post office. The suspect went to the post office and began swearing, yelling and threatening the victim and other booth worker. The suspect knocked over the booth and walked away. The victim got up to get the license plate number of the suspect when the suspect turned around, walked up to the victim and pushed him in the chest. As the suspect drove away it was reported by a witness that the suspect swerved his car at the victim and other worker as they were picking up the booth. This case has been turned over to the Washtenaw County Prosecuting Attorney's office.

#### **DESTRUCTION OF MAILBOXES**

- On June 7, 2019 Wildwood Sub- Three homeowners reported that they discovered their mailboxes damaged. The investigation revealed that the incident involved a crash with no malicious intent– and the owner of the striking vehicle agreed to make restitution for the damages. No further action was desired.

### **FOUND PROPERTY**

- On June 21, 2019 a male subject came into the Northfield Township Police Department lobby to turn in a Michigan Handicapped placard that he had found. The # is 5429431 and the owner has not been identified. If anyone has information on the owner of the placard please contact Northfield Township Police Department.

### **OPERATING WHILE INTOXIATED**

- On June 9, 2019 officers responded to a call of a crash with the driver leaving the scene. Officers located the driver and determined that alcohol was involved. The driver was transported to the hospital where he refused medical treatment. A search warrant was obtained for the driver's blood, which was sent to the lab to determine the driver's Blood Alcohol Content. Charges will be forwarded to the prosecutor's office.

### **TRAFFIC**

- On June 21, 2019 while on patrol an officer made a routine traffic stop of a male subject on a motorcycle. Upon inspection of the license plate the officer found that it was expired, improper and the driver had no proof of insurance. In addition the driver did not have a cycle endorsement. The public should be reminded that in order to drive a motorcycle legally you must have a cycle endorsement.

### **UNLAWFUL DRIVING AWAY OF AN AUTOMOBILE**

- On June 6, 2019 officers were dispatched to the 75 Block of Barker – The victim reported that she last saw her 2003 Toyota Echo vehicle bearing a California plate on May 31 and discovered it missing June 1. There were no suspects or witnesses identified.

### **WELL BEING CHECK**

- On June 3, 2019 officers received a call from a Social Service agency advising that an intoxicated female had contacted them and desired hospitalization. Officers responded and confirmed the female was intoxicated and stated that she wanted to die. HVA transported to the hospital.
- On June 29, 2019 officers responded to a known 31 year old male who suffers from mental illness. A family member contacted NTPD out of concern of some comments made by the subject. Officers observed the subject involved in normal daily activities. The subject did not appear to be preparing to cause harm to himself. The subject refused to interact with officers.



**CLEAR-1018 Verified Offense By Date**

**Agency: NR**

**6/1/2019 12:00:00 AM - 6/30/2019 11:59:00 PM**

Offense Code	Description	Incident Count
0106	Selective Service	1
1171	CSC 1st Degree -Penetration Penis/Vagina	2
1178	CSC 4th Degree -Forcible Contact	1
1303	Agg/Fel Assault - Family - Strong Arm-Domestic	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	4
2204	B&E - Burglary - No Forced Entry - Residence- Home Invasion	1
2305	Larceny - Personal Property from Vehicle - LFA	1
2404	Vehicle Theft UDAA (reported by your jurisdiction)	1
2609	Identity Theft	1
3599	Dangerous Drugs (Other)	1
8027	Operating W/Blood Alcohol Content of .17% or more	1
8041	Operating Under the Influence of Alcohol / Liquor OWI	2
80413	Operating Under the Influence of Alcohol / Liquor OWI 3rd Offense	2
C2931	DWLS OPS License Suspended / Revoked	1
C2933	Vehicle Registration - Improper / Expired	3
C2934	Vehicle Insurance - None / Expired	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	3
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	1
C3101	Acc, Single Motor Vehicle	2
C3145	Property Damage Traffic Crash PDA	11
C3155	Personal Injury Traffic Crash PIA	1
C3199	All Other Traffic Crashes	1
C3208	Death Investigation - Cause Unknown	1
C3250	Mental Health Call	6
C3299	Welfare Check	10
C3310	Family Trouble	3
C3318	Found Property	4
C3324	Suspicious Circumstances	20
C3326	Suspicious Vehicles	5
C3328	Suspicious Persons	12
C3329	Intelligence Information	1
C3330	Assist Other Law Enforcement Agency	3
C3331	Assist Medical	27
C3332	Assist Fire Department	6
C3333	Assist Motorist	4
C3336	Assist Citizen	7
C3337	Assist Citizen - Vehicle Lockout	1
C3345	Accidental Property Damage	1
C3355	Civil Matter - Other	7
C3381	Sex Offender Registration - SOR	4
C3702	Traffic Complaint / Road Hazard	17
C3706	Traffic Complaint / Vehicle Impound	1
C3707	Vehicle Release	1
C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	3
C3799	Miscellaneous Traffic Complaint	1

**CLEAR-1018 Verified Offense By Date**  
**Agency: NR**  
**6/1/2019 12:00:00 AM - 6/30/2019 11:59:00 PM**

Offense Code	Description	Incident Count
C3803	Animal Barking Dog	2
C3804	Animal Complaint	6
C3907	Panic Alarm	2
C4037	Fail to Report Accident	1
C4041	Speeding Citation	31
C4046	Disobey Stop Sign Citation	1
C4047	Disobey Traffic Signal Citation	2
C4049	Improper Lane Usage Citation	1
C4125	Seat Belt Law Citation	3
C4199	Other Non-Hazardous Citation	3
C4306	Drove W/O Proper Endorsement	1
C4307	Drove W/Expired Ops	1
C4313	Veh Reg Impr/Expired Citation	3
L3501	911 Hang Up - NR	1
L3502	Follow Up - NR	1
L3504	PBT Station - NR	3
L3506	Shots Fired - NR	1
L3507	Fingerprints - NR	6
L3509	Loud Party - NR	4
L3512	Vin Inspection - NR	2
L3520	Dumping Complaint - NR	1
L3526	False Alarm - NR	13
L3527	Weather Related False Alarm - NR	1
L3529	Duplicate Report of Run - NR	1
L3535	GUN Permit, Applications, CCW Permits - NR	11
L3542	BOL - NR	14
L3546	Trespass Notice Served - NR	1
L3547	Subpoena Service - NR	2
L3550	Speed Sign Detail - NR	2
L3552	Traffic Stop - NR	215
L3568	Local Records Check - NR	9
L3569	Assist Other Police Agency - Inside Northfield - NR	7
L3570	Assist Other Police Agency - Outside Northfield - NR	4
L3597	Non Terminal - NR	11
	Sum:	555

Report Time:  
7/1/2019 2:43:02 PM

Report CLEAR-008 Summary of Offenses  
All Offenses that were Attempted or Completed  
For the Month of June

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Jun/2019	Jun/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	2	0	100.0%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	-
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	0	100.0%
12000 ROBBERY	0	0	-
13001 NONAGGRAVATED ASSAULT	4	5	-20.0%
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	0	2	-100.0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	1	-100.0%
23001 LARCENY -POCKETPICKING	0	0	-
23002 LARCENY -PURSESNAATCHING	0	0	-
23003 LARCENY -THEFT FROM BUILDING	0	3	-100.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
23005 LARCENY -THEFT FROM MOTOR VEHICLE	1	0	100.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	-
23007 LARCENY -OTHER	1	3	-66.7%
24001 MOTOR VEHICLE THEFT	1	0	100.0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	-
24003 MOTOR VEHICLE FRAUD	0	0	-
25000 FORGERY/COUNTERFEITING	0	0	-
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	0	-
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	-
26003 FRAUD -IMPERSONATION	0	0	-
26004 FRAUD -WELFARE FRAUD	0	0	-
26005 FRAUD -WIRE FRAUD	0	0	-
26007 FRAUD - IDENTITY THEFT	1	0	100.0%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	-
27000 EMBEZZLEMENT	0	0	-



Report Time:  
7/1/2019 2:43:02 PM

Report CLEAR-008 Summary of Offenses  
All Offenses that were Attempted or Completed  
For the Month of June

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Jun/2019	Jun/2018	% Change
28000 STOLEN PROPERTY	0	0	-
29000 DAMAGE TO PROPERTY	1	3	-66.7%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	-
30002 RETAIL FRAUD -THEFT	0	1	-100.0%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
30004 ORGANIZED RETAIL FRAUD	0	0	-
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	0	0	-
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	0	-
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
37000 OBSCENITY	0	0	-
39001 GAMBLING- BETTING/WAGERING	0	0	-
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
39004 GAMBLING -SPORTS TAMPERING	0	0	-
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	-
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	-
51000 BRIBERY	0	0	-
52001 WEAPONS OFFENSE- CONCEALED	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	1	-100.0%
<b>Total for Group A</b>	<b>13</b>	<b>22</b>	<b>-40.9%</b>
01000 SOVEREIGNTY	1	0	100.0%
02000 MILITARY	0	0	-
03000 IMMIGRATION	0	0	-
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	-
14000 ABORTION	0	0	-
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
22004 POSSESSION OF BURGLARY TOOLS	0	0	-
26006 FRAUD -BAD CHECKS	0	0	-
36003 PEEPING TOM	0	0	-
36004 SEX OFFENSE -OTHER	0	1	-100.0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
38002 FAMILY -NONSUPPORT	0	0	-
38003 FAMILY -OTHER	0	0	-
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	-
41002 LIQUOR VIOLATIONS -OTHER	0	0	-
42000 DRUNKENNESS	0	0	-

Report Time:  
7/1/2019 2:43:02 PM

Report CLEAR-008 Summary of Offenses  
All Offenses that were Attempted or Completed  
For the Month of June

Agency: Northfield Township  
Police Department  
ORI: MI8196400

Classification	Jun/2019	Jun/2018	% Change
48000 OBSTRUCTING POLICE	0	0	-
49000 ESCAPE/FLIGHT	0	0	-
50000 OBSTRUCTING JUSTICE	0	0	-
53001 DISORDERLY CONDUCT	1	0	100.0%
53002 PUBLIC PEACE -OTHER	0	0	-
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	0	100.0%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	5	0	100.0%
55000 HEALTH AND SAFETY	1	0	100.0%
56000 CIVIL RIGHTS	0	0	-
57001 TRESPASS	1	0	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	0	1	-100.0%
75000 SOLICITATION	0	0	-
77000 CONSPIRACY (ALL CRIMES)	0	0	-
<b>Total for Group B</b>	<b>10</b>	<b>2</b>	<b>400.0%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	0	2	-100.0%
2900 TRAFFIC OFFENSES	7	2	250.0%
3000 WARRANTS	5	4	25.0%
3100 TRAFFIC CRASHES	15	10	50.0%
3200 SICK / INJURY COMPLAINT	17	14	21.4%
3300 MISCELLANEOUS COMPLAINTS	104	113	-8.0%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
3500 NON-CRIMINAL COMPLAINTS	309	172	79.7%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	23	16	43.8%
3800 ANIMAL COMPLAINTS	8	9	-11.1%
3900 ALARMS	2	2	0%
<b>Total for Group C</b>	<b>490</b>	<b>344</b>	<b>42.4%</b>
2700 LOCAL ORDINANCES - GENERIC	0	0	-
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	36	19	89.5%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	6	2	200.0%
4200 PARKING CITATIONS	0	0	-
4300 LICENSE / TITLE / REGISTRATION CITATIONS	5	1	400.0%
4400 WATERCRAFT CITATIONS	0	0	-

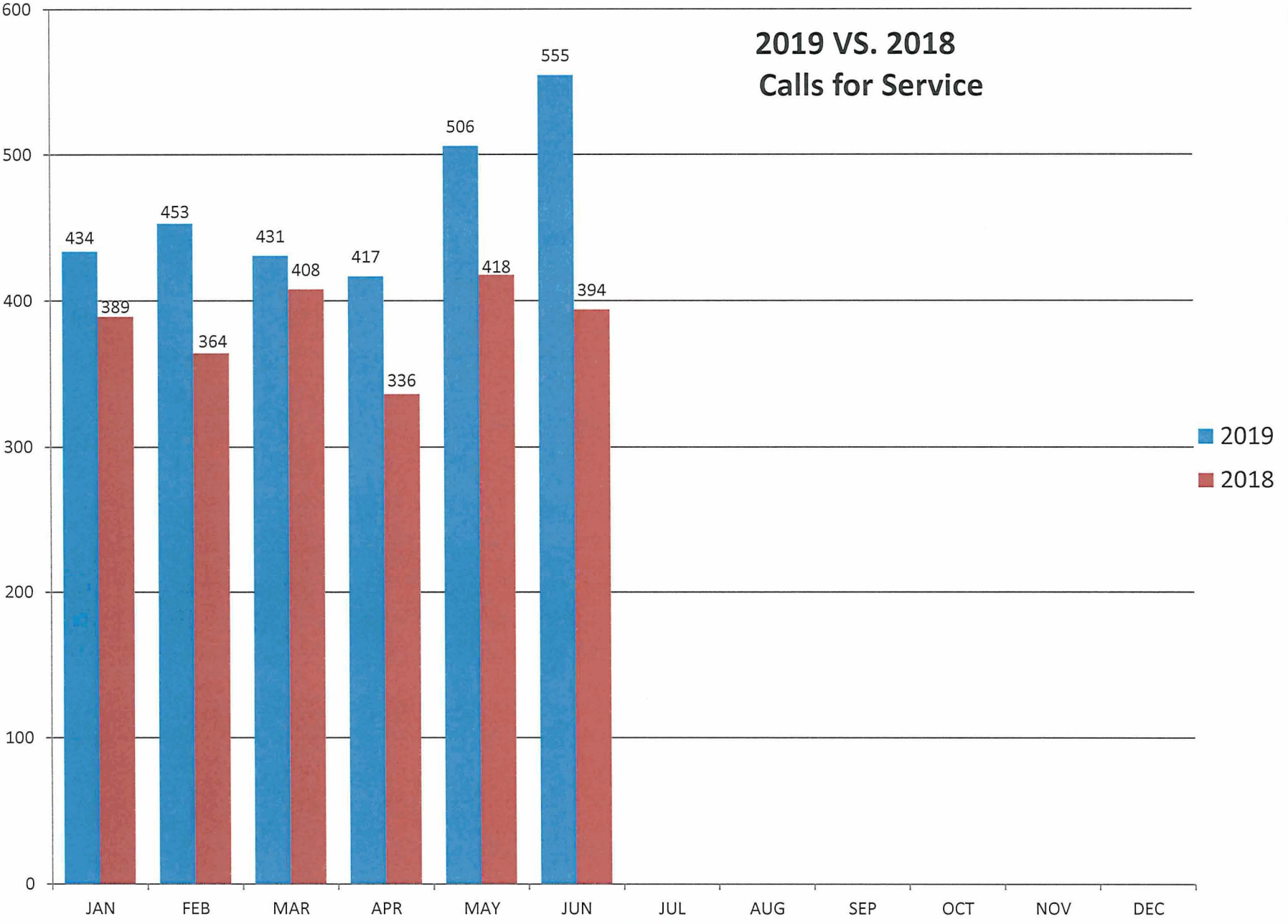
Report Time:  
7/1/2019 2:43:02 PM

**Report CLEAR-008 Summary of Offenses**  
**All Offenses that were Attempted or Completed**  
**For the Month of June**

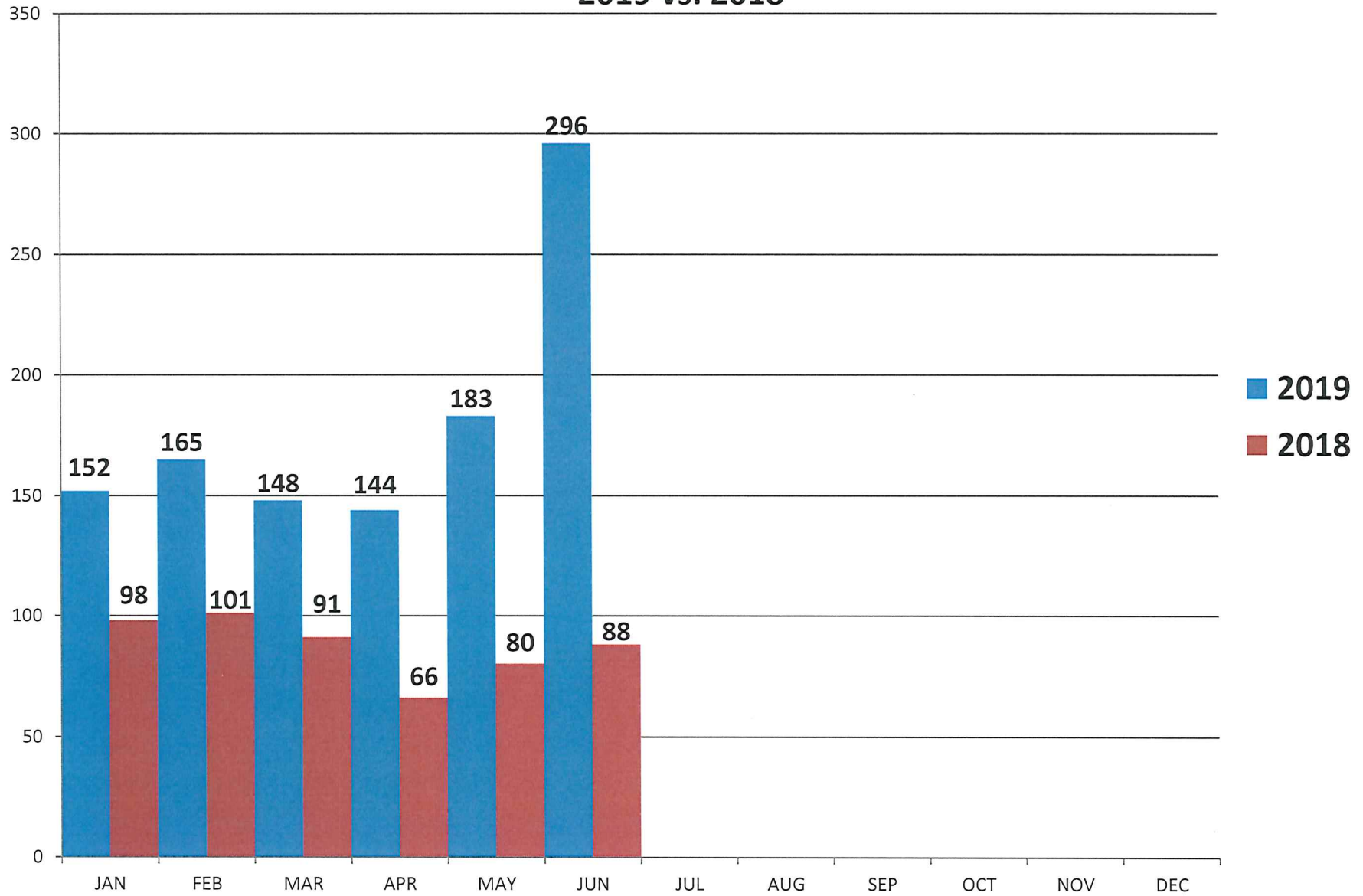
Agency: Northfield Township  
 Police Department  
 ORI: MI8196400

Classification	Jun/2019	Jun/2018	% Change
4500 MISCELLANEOUS A THROUGH UUUU	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	-
<b>Total for Group D</b>	<b>47</b>	<b>22</b>	<b>113.6%</b>
5000 FIRE CLASSIFICATIONS	0	0	-
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
<b>Total for Group E</b>			
6000 MISCELLANEOUS ACTIVITIES (6000)	0	0	-
6100 MISCELLANEOUS ACTIVITIES	0	0	-
6100 MISCELLANEOUS ACTIVITIES (6100)	0	0	-
6200 ARREST ASSIST	0	0	-
6300 CANINE ACTIVITIES	0	0	-
6500 CRIME PREVENTION ACTIVITIES	0	2	-100.0%
6600 COURT / WARRANT ACTIVITIES	0	0	-
6600 COURT/WARRANT ACTIVITIES	0	0	-
6700 INVESTIGATIVE ACTIVITIES	0	1	-100.0%
<b>Total for Group F</b>		<b>3</b>	<b>-100.0%</b>
<b>Total for All Groups</b>	<b>560</b>	<b>393</b>	<b>42.5%</b>

# 2019 VS. 2018 Calls for Service



# NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2019 vs. 2018



## TRAFFIC VIOLATIONS SUMMARY

JANUARY 1, 2019 THROUGH DECEMBER 31, 2019													
2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>Speed</b>	6	12	15	19	14	35							101
<b>Hazardous</b>	2	1	6	1	0	7							17
<b>Non-Hazardous</b>	4	6	12	3	8	39							72
<b>Parking</b>	0	0	0	0	0	0							0
<b>Warning</b>	140	144	112	117	159	215							887
<b>Waiveable Viol. Issued</b>	0	2	3	4	2	0							11
<b>TOTAL</b>	152	165	148	144	183	296							1088

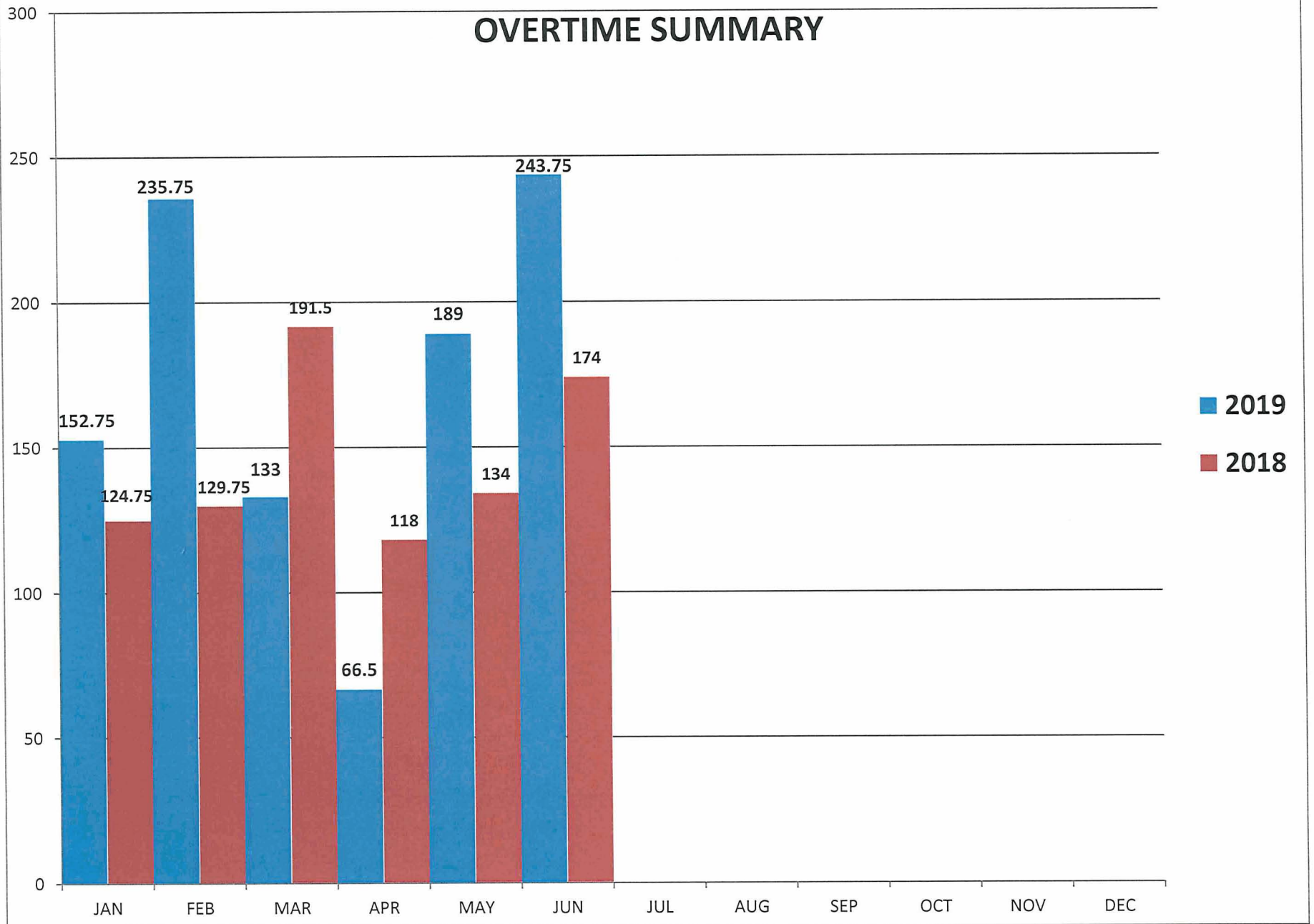
JANUARY 1, 2018 THROUGH DECEMBER 31, 2018													
2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>Speed</b>	16	24	31	12	15	14	34	26	17	13	18	22	242
<b>Hazardous</b>	1	2	0	0	1	2	7	4	1	1	1	4	24
<b>Non-Hazardous</b>	12	2	13	11	2	16	15	12	7	5	13	8	116
<b>Parking</b>	0	0	0	0	1	0	1	0	0	0	0	0	2
<b>Warning</b>	65	66	46	43	60	54	88	101	87	80	82	285	1057
<b>Waiveable</b>	4	7	1	0	1	2	4	1	2	2	2	8	34
<b>TOTAL</b>	98	101	91	66	80	88	149	144	114	101	116	327	1475

Note: Waiveable citations are: Defective Equipment and No Operator's License on Person

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>2019</b>	152	165	148	144	183	296							1088
<b>2018</b>	98	101	91	66	80	88							524



# OVERTIME SUMMARY







**JAMES E. COX  
NORTHFIELD TOWNSHIP  
WATER POLLUTION CONTROL FACILITY  
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN  
PHONE 734-449-4159**

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**To: Northfield Township Board**

**From: Dan Willis Wastewater Treatment Plant Superintendent**

**Date: July 3, 2019**

**Subject June 2019 Report**

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- 6/4** With the high flows our trickling filter sloughed off its biomass and caused an overload of ammonia resulting in a reading that exceeded our permit. The plant was over the permit limit for 2 days, but by Wednesday we were back in compliance.
- 6/6** We finished cleaning all the bellies in our lines to prevent any backups.
- 6/11** MAS moved in and started hauling sludge from our storage tank, they only had room in the field for 400,000 gals and had to stop after 253,000 gals because of the rain. This will get us by till they can empty the tanks at a later date.
- 6/13** Rain moved in in the morning of the 13<sup>th</sup> we received 2 inches in a few hours. Mike was called in at 3:30 am and started up the third aeration as solids were being washed out. Flow peaked at 2,090 gpm or at a 3 million gpd rate, it started slowing by 7 am giving us a daily flow of 1.28 mgd.
- 6/14** Flow evened out but we still end up with 1.65 mgd for the 24 hrs. it shows what we can do if we don't get the big peaks.
- 6/17** Call back at the East Shore # 1 pump station. We lost partial power on one of the 3 legs which prevented the pumps from operating, we had to manually disconnect the power and run the generator in hand. Power was restored by 1 PM on Tuesday.
- 6/24** The replacement of the aeration valves was put off for 2-3 months because of having to change the size of the valves. The 6in valves didn't fit into the space so we had to go back to the original 4in valves.

- 6/25** The new building for National Fiber on Whitmore Lake Rd. started work on construction and put in the can for the sewer grinder pump.
- 6/27** With the flow returning to under .9 MGD we stopped sending flow to the #3 aeration tank and returned to normal operation.

### June, 2019

<b>2018 Daily Average Flow</b>	<b>.752 MGD</b>
<b>2019 Daily Average Flow</b>	<b>.963 MGD</b>
<b>Maximum Daily Flow 2018</b>	<b>.899 MGD</b>
<b>Maximum Daily Flow 2019</b>	<b>1.653 MGD</b>
<b>Minimum Daily Flow 2018</b>	<b>.649 MGD</b>
<b>Minimum Daily Flow 2019</b>	<b>.755 MGD</b>
<b>6 – Month Average Flow</b>	<b>.845 MGD</b>
<b>12 – Month Average Flow</b>	<b>.756 MGD</b>
<b>Total Gallons Treated 2018</b>	<b>22.546 MG</b>
<b>Total Gallons Treated 2019</b>	<b>29.504 MG</b>
<b>Rainfall (inches) 2018</b>	<b>2.56 in.</b>
<b>Rainfall (inches) 2019</b>	<b>5.41 in.</b>
<b>Connections / Tap-ins' to system</b>	<b>0</b>
<b>Miss Dig Staking's</b>	<b>6</b>
<b>Overtime hours for the month</b>	<b>33.0 hrs</b>

# Northfield Township Community & Senior Center

## Monthly Report

June 2019

Tami Averill, Director

### I. June Overview

Our new roof was installed on June 6! It looks great! I am very happy to not hear dripping over my head during big storms! Thank you to everyone who helped make it happen!

Thank you to everyone who helped with our unexpected lighting problems. The entire first floor now has wonderful new LED lighting!

The Senior Nutrition program continues to run smoothly. We had 12 to 28 seniors attending lunches daily in June. 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, 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, Marilyn Gibbs, Ruth Hague, Russ Hall, Linda Hartley, Cindy Hogston, Ernestine Hogston, Betty Jones, Alyssa Jones, Kristina Kelley, Dan Krebs, Phyllis Lindblade, Margaret Riddell, Diane & Gary Romine, Donn Sleek, and Ann Thompson, - for the work they contributed in June. They are a very dedicated group of volunteers and I appreciate all that they do!

I am working with the Retired Senior Volunteer Program to get more volunteer help. Our first RSVP volunteer is Jim Aulenbacher who will be helping on Tuesday mornings. Jim likes to do handyman types of projects, so he will be very helpful around the Center. He has already been hard at work tightening door handles and fixing door latches and sticking doors. We are happy to welcome him to the Community Center family!

Program planning is ongoing. Fall and winter programs and events are all shaping up.

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.

I attended a meeting at Living Water Church regarding the Circles program that they are considering starting in the community. The program focuses on empowering low-income individuals to develop the skills and make positive

changes in their lives to get themselves out of poverty. I will be part of the task for to explore how we can make this program happen in our community.

The DDA began holding their meetings here on June 28. They will return in August.

The Village of Eagle Gardens Condo Association Board of Directors continues to meet here every other month.

I also provided meeting space for an anxiety therapy workshop and the 4<sup>th</sup> of July parade volunteers meeting.

Assisting patrons with a variety of issues, questions and concerns is part of the job and continually keeps me busy.

## **II. Program Evaluation**

### **a. On-Going Services**

Dr. Anthony Mastrogiacomo from South Lyon Foot & Ankle Specialists continues to offer senior foot care every other month. His next visit is scheduled for July 18.

Twelve items were borrowed from the Medical Loan Closet in June. We received donations of a walker, a cane, three pairs of crutches, three transfer boards, 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 10 to 18 people for each of his June sessions.

40+ people visited each Wednesday/Thursday in June 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, rhubarb and canned goods.

Restore Wellness, LLC and Alison Stroshein, Licensed Massage Therapist. Alison is 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. Her schedule has been quite full.

### **b. On-Going Classes**

Chair Yoga (3-5 participants/week in June) continued on Tuesdays.

Gentle Yoga on Wednesday evenings had 3 to 5 participants each week.

Exercise with Becky had 6 to 9 participants at each of her twice -weekly sessions in June.

Tai Chi began currently finished its current session with 4 participants. The class will take a break for the month of July and return in August.

A new session of MAH Fitness continued in June, and runs through July. There are 5 participants.

Cardio Drumming class had 1 to 3 people in attendance each session in June. This class is a great workout and is slowly growing. The instructor will be taking part of July and all of August off.

Flexagility had 3 people each week in June. This class will also be taking a summer break.

Line Dancing class had 10 to 13 participants at each class in June. The dancers are having a great time. They now have quite a long list of dances that they have learned.

### c. **On-Going Activities**

Pinochle continues every Tuesday and Thursday afternoon. Attendance is consistent at 6 to 9 players per day each week in June.

Mah Jongg Mondays continued with 4 to 5 people participating each week. Four to six people continue playing on Wednesdays, as well.

The Knit, Crochet, Craft group had 3 people attending each week in June.

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! You may see some faces you know!

"Painting with Jan Rad" was held on June 28. Two ladies participated. They created beautiful paintings of Water Lilies!

Kiwanis continues to hold their regular monthly meetings and Board meetings at the Community Center.

The Crochet Mats group had 3 to 6 participants each week. They have completed seven new mats, so far.

The Daisy Troop is scheduled to return as a Brownie Troop beginning in September! Thank you to the Troop for the lovely hanging basket of petunias that is gracing our entrance way!

The Radio Controlled Sailboat Club has been meeting and sailing whenever they have good weather. You can watch for them down on the lakeshore at the Community Park and at the pond by the High School.

The Diabetes Prevention Program has 17 people participating. This yearlong program 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 have moved into the twice a month meeting stage of the program.

### d. **Special Events**

I continue to work 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 participating. I have received only rave reviews from them about their experiences! We will be holding a follow-up meeting in July.

The monthly Peyton's Heart Project work bee was held on June 1. Three ladies participated, crocheting and 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. We have currently sent 700 hearts to the Peyton Heart Project. They distribute them to schools and organizations that are running anti-bullying and suicide prevention campaigns. I do not currently have an exact count, but we have produced well over 1,000 hearts to date!

Our first Movies Under the Stars evening for 2019 was attended by 45 people. Adults and kids enjoyed playing yard games and eating pizza, popcorn, and other goodies before watching "Spiderman: Return to the Spider-Verse."

Thank you to Hungry Howie's for providing their XL slices of pizza for \$2. They will be donating all of their proceeds back to the Community Center to help support the program. Many thanks to Living Water Church and the Whitmore Lake Girl Scouts for participating, as well! Living Water joins us each year to sell popcorn, water and candy. They donate their profits to support the program each year, as well. The Girl Scouts are selling baked goods to help raise money to help support their programs and activities.

Eight people attended Pizza & a Movie night on June 28. Everyone enjoyed watching "Moana."

# NORTHFIELD TOWNSHIP MICHIGAN

To: Board of Trustees  
From: Jim Turner  
Date: 07/02/2019  
Re: Code Enforcement Activity

Since January 01, 2019 I have logged 121 complaints.

The following complaints are still open:

Animal-4  
Blight- 7  
Building Maintenance-1  
Fence without zoning compliance -2  
Noise Complaint- 3  
RV Storage- 1  
Sign Violations-3  
Soil Fill- 1  
Tall grass/Weeds-3  
Wetland/Blight- 1  
Work without permit-2  
Zoning- 9

Most of the complaints I have been working on revolve around blight, tall grass and weeds. Many of these complaints have been quickly resolved by the property owners cutting the grass. The Township has received several complaints of dogs not being restrained by leashes and the owners not removing feces. I am in the process of making contact with the dog owners in these complaints.

The Township has also received noise complaints from an industrial area along North Territorial Road. I met with the business and outlined the ongoing complaint. The business is going to make changes to reduce the noise.

I am continuing to work with the zoning administrator on several zoning violations.

**FUND BALANCE REPORT  
Fund 101: GENERAL FUND  
2018-2019 FISCAL YEAR  
AS OF 6/30/19**

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	1,503,741
NET OF REVENUES/APPROPRIATIONS - FUND 101	53,335	(814,151)	356,541	(15,132)	(165,612)
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	980,276
	Fund Bal % 129%	Fund Bal % 36%	Fund Bal % 92%	Fund Bal % 79%	Fund Bal % 65%

\*Fund Balance % = Ending Fund Balance as a Percentage of Total Appropriations



User: YVETTE  
DB: Northfield

PERIOD ENDING 06/30/2019  
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>							
<b>Revenues</b>							
<b>Dept 000</b>							
101-000-426.000	PRIOR YEAR TAX INTEREST	738.44	500.00	0.00	1,631.11	(1,131.11)	326.22
101-000-452.000	PEDDLER'S LICENSES	255.00	150.00	125.00	125.00	25.00	83.33
101-000-453.000	CABLEVISION FRANCHISE FEES	95,856.52	98,000.00	0.00	96,556.11	1,443.89	98.53
101-000-455.000	FIBER FOOTAGE FEES	10,388.06	10,000.00	10,606.51	10,606.51	(606.51)	106.07
101-000-573.000	LCSA PPT REIMBURSEMENT	7,694.95	2,000.00	4,922.01	8,810.67	(6,810.67)	440.53
101-000-574.000	STATE SHARED REVENUE	709,831.00	702,352.00	0.00	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	0.00	191.20	(91.20)	191.20
101-000-655.000	ORDINANCE FINES	2,331.15	100.00	845.80	12,426.37	(12,326.37)	2,426.37
101-000-665.000	INTEREST INCOME	5,570.96	4,800.00	0.00	4,964.42	(164.42)	103.43
101-000-671.000	REIMBURSEMENT/OTHER INCOME	7,042.06	0.00	4,232.11	4,285.65	(4,285.65)	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
<b>Total Dept 000</b>		<b>1,065,815.37</b>	<b>818,202.00</b>	<b>20,731.43</b>	<b>870,469.04</b>	<b>(52,267.04)</b>	<b>106.39</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-671.000	REIMBURSEMENT/OTHER INCOME	4,628.02	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 191 - ELECTIONS</b>		<b>4,628.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 253 - TREASURER</b>							
101-253-402.000	CURRENT PROPERTY TAX	268,947.94	276,984.00	16,408.66	276,229.62	754.38	99.73
101-253-404.000	MOBILE HOME LICENSE FEES	2,788.00	2,850.00	233.00	2,819.00	31.00	98.91
101-253-445.000	PENALTY & INTEREST ON TAXES	4,205.57	3,500.00	0.00	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	8,445.02	156,234.18	(11,234.18)	107.75
<b>Total Dept 253 - TREASURER</b>		<b>438,569.29</b>	<b>442,334.00</b>	<b>25,086.68</b>	<b>457,900.86</b>	<b>(15,566.86)</b>	<b>103.52</b>
<b>Dept 336 - CONTRIBUTIONS</b>							
101-336-625.000	SEWER ADMINISTRATION	48,560.00	46,157.00	11,060.00	11,060.00	35,097.00	23.96
101-336-694.000	NON-MOTORIZED PATH	2,140.84	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 336 - CONTRIBUTIONS</b>		<b>50,700.84</b>	<b>46,157.00</b>	<b>11,060.00</b>	<b>11,060.00</b>	<b>35,097.00</b>	<b>23.96</b>
<b>Dept 412 - PLANNING/ZONING DEPT</b>							
101-412-477.000	ZONING COMPLIANCE PERMITS	12,450.00	9,500.00	1,500.00	10,700.00	(1,200.00)	112.63
101-412-608.000	VARIANCES/APPEALS	4,235.00	2,000.00	595.00	7,040.00	(5,040.00)	352.00
101-412-609.000	REZONING/CONDITIONAL USE PMTS	0.00	0.00	0.00	(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	100.00	950.00	950.00	5.00
101-412-671.000	REIMBURSEMENT/OTHER INCOME	680.00	1,500.00	300.00	300.00	1,200.00	20.00
<b>Total Dept 412 - PLANNING/ZONING DEPT</b>		<b>19,645.00</b>	<b>14,000.00</b>	<b>2,495.00</b>	<b>17,848.00</b>	<b>(3,848.00)</b>	<b>127.49</b>
<b>Dept 666 - COMMUNITY CENTER</b>							
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	500.00	4,446.00	(446.00)	111.15
101-666-644.000	CC PROGRAMS	7,969.00	6,500.00	1,328.00	8,834.54	(2,334.54)	135.92

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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	735.00	2,726.00	(976.00)	155.77
Total Dept 666 - COMMUNITY CENTER		23,355.66	17,335.50	2,563.00	24,006.54	(6,671.04)	138.48
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	40.00	330.00	(330.00)	100.00
Total Dept 753 - RECREATION BOARD		400.00	100.00	40.00	330.00	(230.00)	330.00
TOTAL REVENUES		1,603,114.18	1,338,128.50	61,976.11	1,381,614.44	(43,485.94)	103.25
Expenditures							
Dept 101 - TOWNSHIP BOARD							
101-101-701.000	SALARIES	11,249.90	10,000.00	2,500.00	9,999.94	0.06	100.00
101-101-715.000	SOCIAL SECURITY	765.00	765.00	198.93	772.68	(7.68)	101.00
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	10,000.00	10,000.00	10,000.00	0.00	100.00
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	857.38	7,064.55	435.45	94.19
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	40,315.00	13,556.31	30,461.17	9,853.83	75.56
Dept 171 - SUPERVISOR							
101-171-701.000	SALARIES	12,500.00	12,500.00	1,923.08	12,500.02	(0.02)	100.00
101-171-715.000	SOCIAL SECURITY	956.25	956.25	147.12	956.25	0.00	100.00
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	509.38	509.38	(109.38)	127.35
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	319.65	359.65	390.35	47.95
Total Dept 171 - SUPERVISOR		14,725.88	15,226.25	2,899.23	14,325.30	900.95	94.08
Dept 172 - TOWNSHIP MANAGER							
101-172-701.000	SALARIES	66,346.26	75,000.00	11,538.48	75,000.12	(0.12)	100.00
101-172-704.000	CLERICAL/DEP /SUPER/ELECTION	29,429.10	29,532.60	4,727.78	29,772.53	(239.93)	100.81
101-172-715.000	SOCIAL SECURITY	10,934.55	11,648.65	1,877.11	11,686.12	(37.47)	100.32
101-172-716.000	HOSPITALIZATION	20,917.67	26,268.73	0.00	23,561.75	2,706.98	89.70
101-172-717.000	LIFE/DISB. INSURANCE	816.90	838.50	0.00	792.00	46.50	94.45
101-172-718.000	PENSION	5,192.28	7,500.00	1,153.84	7,499.96	0.04	100.00
101-172-722.000	CONTROLLER	48,060.00	54,936.00	7,252.20	49,582.81	5,353.19	90.26
101-172-807.000	MEMBERSHIP DUES	130.00	300.00	0.00	255.00	45.00	85.00
101-172-818.000	CONTRACTUAL SERVICES	1,392.92	4,050.00	3,085.66	5,275.66	(1,225.66)	130.26
101-172-850.000	COMMUNICATION	488.98	612.00	50.69	608.33	3.67	99.40
101-172-860.000	FUEL & MILEAGE	125.72	500.00	0.00	314.94	185.06	62.99
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	20.00	20.00	480.00	4.00
101-172-957.000	TRAINING & DEVELOPMENT	495.50	750.00	0.00	313.00	437.00	41.73

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Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 172 - TOWNSHIP MANAGER		143,202.01	179,688.48	29,705.76	204,682.22	(24,993.74)	113.91
Dept 191 - ELECTIONS							
101-191-702.000	SALARIES	3,443.00	12,000.00	1,224.00	11,951.00	49.00	99.59
101-191-715.000	SOCIAL SECURITY	263.40	0.00	93.64	140.99	(140.99)	100.00
101-191-727.000	SUPPLIES	1,462.98	5,000.00	551.13	1,641.55	3,358.45	32.83
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	1,868.77	19,916.05	2,283.95	89.71
Dept 215 - CLERK							
101-215-701.000	SALARIES	12,500.00	12,500.00	1,923.08	12,500.02	(0.02)	100.00
101-215-703.000	DEPUTY SALARIES	41,800.00	42,730.00	6,573.68	42,696.70	33.30	99.92
101-215-715.000	SOCIAL SECURITY	4,153.95	4,224.99	650.00	4,222.54	2.45	99.94
101-215-716.000	HOSPITALIZATION	8,563.54	13,947.50	0.00	13,917.24	30.26	99.78
101-215-717.000	LIFE/DISB. INSURANCE	575.90	650.38	0.00	517.34	133.04	79.54
101-215-718.000	PENSTON	4,180.00	4,273.20	657.36	4,269.62	3.58	99.92
101-215-723.000	RECORD SEC	8,850.00	12,855.00	595.00	9,245.00	3,610.00	71.92
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	270.57	291.61	8.39	97.20
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	92,581.07	10,669.69	87,660.07	4,921.00	94.68
Dept 228 - INFORMATION TECHNOLOGY							
101-228-936.000	SOFTWARE	13,395.91	14,220.00	60.00	10,614.32	3,605.68	74.64
101-228-948.000	COMPUTER SERVICES	6,868.00	12,060.00	423.78	3,518.90	8,541.10	29.18
Total Dept 228 - INFORMATION TECHNOLOGY		20,263.91	26,280.00	483.78	14,133.22	12,146.78	53.78
Dept 247 - BOARD OF REVIEW							
101-247-706.000	BOARD OF REVIEW FEE	1,029.00	2,000.00	0.00	1,044.00	956.00	52.20
101-247-715.000	SOCIAL SECURITY	78.70	153.00	0.00	79.86	73.14	52.20
101-247-723.000	RECORD SEC	1,065.00	1,500.00	0.00	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	0.00	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	0.00	9,625.49	5,227.51	64.81
Dept 253 - TREASURER							
101-253-701.000	SALARIES	12,500.00	12,500.00	1,923.08	12,500.02	(0.02)	100.00
101-253-703.000	DEPUTY SALARIES	37,181.61	40,480.00	6,080.00	36,659.00	3,821.00	90.56
101-253-704.000	CLERICAL/DEP /SUPER/ELECTION	18,633.75	23,400.00	3,506.25	19,428.75	3,971.25	83.03
101-253-715.000	SOCIAL SECURITY	4,910.56	5,843.33	880.48	5,300.42	542.91	90.71
101-253-716.000	HOSPITALIZATION	10,751.40	15,180.00	0.00	604.33	14,575.67	3.98

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Fund 101 - GENERAL FUND							
Expenditures							
101-253-717.000	LIFE/DISB. INSURANCE	560.16	718.10	0.00	465.59	252.51	64.84
101-253-718.000	PENSION	3,733.37	4,047.60	608.00	2,677.88	1,369.72	66.16
101-253-803.000	LEGAL	6,000.00	6,000.00	500.00	6,000.00	0.00	100.00
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	1,594.43	3,666.69	133.31	96.49
101-253-860.000	FUEL & MILEAGE	577.38	600.00	228.06	781.79	(181.79)	130.30
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	0.00	380.50	(130.50)	152.20
Total Dept 253 - TREASURER		59,786.85	99,209.03	15,320.30	91,685.84	7,523.19	92.42
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	0.00	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	1,575.00	0.00	1,573.30	1.70	99.89
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	8,045.00	92,035.00	4,505.00	95.33
101-257-851.000	POSTAGE	1,981.12	2,500.00	0.00	2,096.68	403.32	83.87
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	103,265.00	8,045.00	103,936.92	(671.92)	100.65
Dept 265 - HALL AND GROUNDS							
101-265-710.000	JANITORIAL SALARIES	6,174.00	7,435.00	1,216.25	7,287.05	147.95	98.01
101-265-715.000	SOCIAL SECURITY	472.33	492.28	151.18	615.58	(123.30)	125.05
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	1,154.43	11,605.23	(605.23)	105.50
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	750.00	20,450.00	(2,850.00)	116.19
101-265-821.000	PSB MAINT & OPS ALLOCATION	39,660.31	46,667.00	0.00	38,714.23	7,952.77	82.96
101-265-850.000	COMMUNICATION	2,531.74	2,580.00	260.47	2,374.93	205.07	92.05
101-265-851.000	POSTAGE	2,128.41	2,880.00	0.00	3,083.95	(203.95)	107.08
101-265-910.000	INSURANCE & BONDS	10,256.00	24,790.04	0.00	539.00	24,251.04	2.17
101-265-920.000	UTILITIES	200.01	205.00	0.00	191.01	13.99	93.18
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	0.00	5,728.58	(928.58)	119.35
101-265-938.000	CHARGEBACKS - PRIOR TAX YEARS	1,980.74	1,250.00	175.99	377.43	872.57	30.19
101-265-940.000	RENTAL EQUIPMENT	5,044.37	5,500.00	787.57	5,556.02	(56.02)	101.02
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	124,877.32	4,495.89	96,523.01	28,354.31	77.29
Dept 270 - LEGAL/PROFESSIONAL							
101-270-800.000	OTHER PROFESSIONAL FEES	0.00	2,500.00	2,500.00	3,197.12	(697.12)	127.88

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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	7,325.00	84,695.20	11,304.80	88.22
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)	(45,600.00)	0.00	100.00
Total Dept 270 - LEGAL/PROFESSIONAL		49,162.81	69,200.00	6,025.00	49,017.32	20,182.68	70.83
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	2,707.20	15,634.08	1,966.92	88.82
101-412-707.000	ZBA SALARIES	15,625.00	6,000.00	900.00	4,644.14	1,355.86	77.40
101-412-715.000	SOCIAL SECURITY	1,406.64	3,396.28	549.85	3,901.49	(505.21)	114.88
101-412-716.000	HOSPITALIZATION	0.00	7,132.00	0.00	9,057.52	(1,925.52)	127.00
101-412-717.000	LIFE/DISE. INSURANCE	0.00	267.00	0.00	420.11	(153.11)	157.34
101-412-718.000	ZONING PENSION	0.00	1,759.60	270.72	1,556.64	202.96	88.47
101-412-723.000	RECORD SEC	6,260.00	9,620.00	510.00	8,035.00	1,585.00	83.52
101-412-726.000	PLANN COMM	9,700.00	16,800.00	2,400.00	13,100.00	3,700.00	77.98
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	89,750.00	9,123.00	77,511.25	12,238.75	86.36
101-412-809.000	CODE ENFORCEMENT SALARIES	200.00	20,800.00	3,987.50	20,787.50	12.50	99.94
101-412-823.000	ZONING ADMINISTRATION	16,024.75	27,500.00	1,665.00	23,405.00	4,095.00	85.11
101-412-851.000	POSTAGE	266.64	550.00	0.00	456.65	93.35	83.03
101-412-860.000	FUEL & MILEAGE	809.64	1,100.00	280.72	1,093.69	6.31	99.43
101-412-900.000	PRINTING & PUBLICATIONS	2,951.97	3,500.00	551.51	2,931.44	568.56	83.76
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	0.00	790.00	1,010.00	43.89
Total Dept 412 - PLANNING/ZONING DEPT		122,836.67	211,075.88	22,945.50	183,324.51	27,751.37	86.85
Dept 448 - STREET LIGHTS							
101-448-920.000	UTILITIES	37,862.45	57,410.00	2,819.57	54,522.94	2,887.06	94.97
Total Dept 448 - STREET LIGHTS		37,862.45	57,410.00	2,819.57	54,522.94	2,887.06	94.97
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	5,312.57	28,298.07	20,814.93	57.62
101-449-814.000	ROAD IMPROVEMENTS	133,073.03	136,000.00	17,866.73	109,890.73	26,109.27	80.80
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	23,179.30	144,858.80	47,924.20	75.14
Dept 523 - SOLID WASTE MANAGEMENT							
101-523-880.000	MAY/OCT CLEAN UP PROGRAM	2,000.00	2,000.00	2,000.00	2,000.00	0.00	100.00

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Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 523 - SOLID WASTE MANAGEMENT		2,000.00	2,000.00	2,000.00	2,000.00	0.00	100.00
Dept 666 - COMMUNITY CENTER							
101-666-701.000	SALARIES	45,892.05	46,909.00	7,982.24	47,641.68	(732.68)	101.56
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	720.00	4,080.00	340.00	92.31
101-666-715.000	SOCIAL SECURITY	3,719.61	5,335.50	535.29	3,733.71	1,601.79	69.98
101-666-716.000	HOSPITALIZATION	8,301.19	9,997.50	0.00	9,210.63	786.87	92.13
101-666-717.000	LIFE/DISE. INSURANCE	617.47	690.15	0.00	564.08	126.07	81.73
101-666-718.000	PENSION	4,588.88	4,690.90	721.72	4,687.61	3.29	99.93
101-666-727.000	SUPPLIES	1,112.91	2,000.00	142.15	1,664.05	335.95	83.20
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	360.00	4,463.38	36.62	99.19
101-666-815.000	CC PROGRAMS	11,670.40	10,000.00	1,575.58	10,197.30	(197.30)	101.97
101-666-816.000	GROUNDS/CLEANG/JANITORL SERVIC	2,885.00	3,425.00	30.00	3,425.00	0.00	100.00
101-666-822.000	SENIOR NUTRITION	1,920.86	2,000.00	175.61	2,323.98	(323.98)	116.20
101-666-836.000	COMMUNITY EXPENSE	815.25	1,500.00	111.52	927.01	572.99	61.80
101-666-850.000	COMMUNICATION	2,817.36	2,760.00	253.42	2,983.31	(223.31)	108.09
101-666-851.000	POSTAGE	195.57	250.00	0.00	287.97	(37.97)	115.19
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	62.36	62.36	587.64	9.59
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	174.43	3,461.85	(661.85)	123.64
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	0.00	5,852.77	(2,352.77)	167.22
101-666-936.000	SOFTWARE	112.50	194.40	21.08	211.66	(17.26)	108.88
101-666-940.000	RENTAL EQUIPMENT	2,154.91	2,160.00	179.58	2,184.32	(24.32)	101.13
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	13,044.98	108,366.55	20,823.40	83.88
Dept 753 - RECREATION BOARD							
101-753-727.000	SUPPLIES	207.50	0.00	0.00	1,225.85	(1,225.85)	100.00
101-753-931.000	PARK MAINTENANCE	332.36	5,000.00	182.46	616.01	4,383.99	12.32
Total Dept 753 - RECREATION BOARD		539.86	5,000.00	182.46	1,841.86	3,158.14	36.84
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	770.32	869.51	130.49	86.95
101-900-973.000	SEWER IMPROVEMENTS	0.00	1,700.00	0.00	1,600.00	100.00	94.12
101-900-975.000	CONSTRUCTION	0.00	14,000.00	13,582.00	13,582.00	418.00	97.01
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	29,003.00	14,352.32	24,354.51	4,648.49	83.97
Dept 905 - DEBT SERVICE							
101-905-985.000	PSB SHARE OF BOND PMT	90,050.69	87,084.00	0.00	87,045.83	38.17	99.96
Total Dept 905 - DEBT SERVICE		90,050.69	87,084.00	0.00	87,045.83	38.17	99.96

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
TOTAL EXPENDITURES		1,246,573.68	1,503,740.98	171,593.86	1,328,281.61	175,459.37	88.33
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,603,114.18	1,338,128.50	61,976.11	1,381,614.44	(43,485.94)	103.25
TOTAL EXPENDITURES		1,246,573.68	1,503,740.98	171,593.86	1,328,281.61	175,459.37	88.33
NET OF REVENUES & EXPENDITURES		356,540.50	(165,612.48)	(109,617.75)	53,332.83	(218,945.31)	32.20
BEG. FUND BALANCE		789,347.80	1,145,888.30		1,145,888.30		
END FUND BALANCE		1,145,888.30	980,275.82		1,199,221.13		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDTG USED
<b>Fund 207 - LAW ENFORCEMENT FUND</b>							
<b>Revenues</b>							
<b>Dept 000</b>							
207-000-402.000	CURRENT PROPERTY TAX	1,514,022.02	1,556,139.00	92,383.55	1,555,191.54	947.46	99.94
207-000-406.000	COMMUNITY MENTAL HEALTH & PUBLIC SAFETY	0.00	0.00	0.00	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	0.00	877.81	1,122.19	43.89
207-000-635.000	EMERGENCY COST RECOVERY	1,959.75	1,000.00	0.00	219.75	780.25	21.98
207-000-656.000	FINES & COURT FEES	18,357.94	20,000.00	30.00	3,095.57	16,904.43	15.48
207-000-658.000	IMPOUND FEES	3,720.00	3,200.00	0.00	1,896.50	1,303.50	59.27
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	0.00	306.30	(306.30)	100.00
207-000-671.000	REIMBURSEMENT/OTHER INCOME	2,083.08	2,000.00	100.00	2,807.48	(807.48)	140.37
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
<b>Total Dept 000</b>		<b>1,571,911.60</b>	<b>1,638,067.00</b>	<b>92,513.55</b>	<b>1,756,089.13</b>	<b>(118,022.13)</b>	<b>107.20</b>
<b>Dept 336 - CONTRIBUTIONS</b>							
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
<b>Total Dept 336 - CONTRIBUTIONS</b>		<b>0.00</b>	<b>36,500.00</b>	<b>0.00</b>	<b>17,500.02</b>	<b>18,999.98</b>	<b>47.95</b>
<b>TOTAL REVENUES</b>		<b>1,571,911.60</b>	<b>1,674,567.00</b>	<b>92,513.55</b>	<b>1,773,589.15</b>	<b>(99,022.15)</b>	<b>105.91</b>
<b>Expenditures</b>							
<b>Dept 226 - PERSONNEL</b>							
207-226-701.000	SALARIES	168,360.22	219,806.00	11,952.01	88,753.26	131,052.74	40.38
207-226-702.000	SALARIES	473,454.87	440,500.00	80,244.43	533,990.99	(93,490.99)	121.22
207-226-704.000	CLERICAL/DEP /SUPER/ELECTION	70,535.01	93,466.00	21,311.36	90,423.36	3,042.64	96.74
207-226-708.000	SALARIES-PART TIME	38,027.00	40,000.00	12,503.86	78,257.78	(38,257.78)	195.64
207-226-710.000	JANITORIAL SALARIES	8,840.00	9,500.00	680.00	7,990.00	1,510.00	84.11
207-226-711.000	SALARIES-OVERTIME	46,412.58	40,000.00	6,946.67	59,846.69	(19,846.69)	149.62
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	10,172.68	71,061.26	(3,667.26)	105.44
207-226-716.000	HOSPITALIZATION	145,672.20	137,000.00	0.00	142,940.32	(5,940.32)	104.34
207-226-717.000	LIFE/DISB. INSURANCE	8,690.05	10,000.00	0.00	7,465.94	2,534.06	74.66
207-226-718.000	PENSION	66,569.22	70,096.00	11,041.92	67,776.03	2,319.97	96.69
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	0.00	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	0.00	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	0.00	535.00	1,465.00	26.75
<b>Total Dept 226 - PERSONNEL</b>		<b>1,236,722.74</b>	<b>1,273,462.00</b>	<b>154,852.93</b>	<b>1,207,187.65</b>	<b>66,274.35</b>	<b>94.80</b>
<b>Dept 265 - HALL AND GROUNDS</b>							
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	46,667.00	0.00	38,714.23	7,952.77	82.96
<b>Total Dept 265 - HALL AND GROUNDS</b>		<b>40,780.02</b>	<b>46,667.00</b>	<b>0.00</b>	<b>38,714.23</b>	<b>7,952.77</b>	<b>82.96</b>



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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	3,300.00	49,936.70	63.30	99.87
Total Dept 270 - LEGAL/PROFESSIONAL		66,083.33	58,600.00	3,300.00	52,186.70	6,413.30	89.06
Dept 301 - OPERATING COSTS							
207-301-727.000	SUPPLIES	5,214.24	7,000.00	945.62	6,290.70	709.30	89.87
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	60.00	218.99	781.01	21.90
207-301-818.000	CONTRACTUAL SERVICES	19,487.21	25,000.00	0.00	22,418.23	2,581.77	89.67
207-301-820.000	DISPATCH SERVICES	65,247.00	70,040.00	5,437.25	65,247.00	4,793.00	93.16
207-301-850.000	COMMUNICATION	17,666.52	15,000.00	1,672.13	11,494.36	3,505.64	76.63
207-301-851.000	POSTAGE	214.40	250.00	66.93	407.59	(157.59)	163.04
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	217.38	2,818.29	(1,818.29)	281.83
207-301-972.000	COMPUTER	13,387.10	15,000.00	647.06	10,903.51	4,096.49	72.69
Total Dept 301 - OPERATING COSTS		175,103.78	180,112.00	9,046.37	121,976.70	58,135.30	67.72
Dept 333 - TRANSPORTATION							
207-333-860.000	FUEL & MILEAGE	19,435.06	21,600.00	1,794.97	19,565.59	2,034.41	90.58
207-333-930.000	REPAIRS & MAINTENANCE	15,472.15	18,000.00	2,041.75	17,894.61	105.39	99.41
Total Dept 333 - TRANSPORTATION		34,907.21	39,600.00	3,836.72	37,460.20	2,139.80	94.60
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	1,688,058.00	171,036.02	1,544,571.31	143,486.69	91.50
Fund 207 - LAW ENFORCEMENT FUND:							
TOTAL REVENUES		1,571,911.60	1,674,567.00	92,513.55	1,773,589.15	(99,022.15)	105.91
TOTAL EXPENDITURES		1,643,647.77	1,688,058.00	171,036.02	1,544,571.31	143,486.69	91.50
NET OF REVENUES & EXPENDITURES		(71,736.17)	(13,491.00)	(78,522.47)	229,017.84	(242,508.84)	1,697.56
BEG. FUND BALANCE		526,215.59	454,479.42		454,479.42		
END FUND BALANCE		454,479.42	440,988.42		683,497.26		

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Fund 211 - Fire Station # 2 Fund							
Revenues							
Dept 000							
211-000-665.000	INTEREST INCOME	0.00	0.00	0.00	10.12	(10.12)	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	1,456.56	17,364.48	(228.48)	101.33
Total Dept 000		17,024.00	17,286.00	1,456.56	17,374.60	(88.60)	100.51
TOTAL REVENUES		17,024.00	17,286.00	1,456.56	17,374.60	(88.60)	100.51
Fund 211 - Fire Station # 2 Fund:							
TOTAL REVENUES		17,024.00	17,286.00	1,456.56	17,374.60	(88.60)	100.51
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		17,024.00	17,286.00	1,456.56	17,374.60	(88.60)	100.51
BEG. FUND BALANCE			17,024.00		17,024.00		
END FUND BALANCE		17,024.00	34,310.00		34,398.60		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 214 - BARKER RD - RENTAL PROPERTY FUND							
Revenues							
Dept 000							
214-000-665.000	INTEREST INCOME	0.00	0.00	0.00	3.52	(3.52)	100.00
214-000-688.000	RENTAL INCOME	9,960.00	9,960.00	830.00	9,960.00	0.00	100.00
Total Dept 000		9,960.00	9,960.00	830.00	9,963.52	(3.52)	100.04
TOTAL REVENUES		9,960.00	9,960.00	830.00	9,963.52	(3.52)	100.04
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	830.00	9,963.52	(3.52)	100.04
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	830.00	1,308.52	(473.52)	156.71
BEG. FUND BALANCE			9,960.00		9,960.00		
END FUND BALANCE		9,960.00	10,795.00		11,268.52		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
<b>Fund 216 - MEDICAL RESCUE FUND</b>							
<b>Revenues</b>							
<b>Dept 000</b>							
216-000-402.000	CURRENT PROPERTY TAX	682,218.06	701,201.00	41,627.52	700,762.70	438.30	99.94
216-000-441.000	LCSA PPT Reimbursement	6,772.33	11,282.00	0.01	9,919.68	1,362.32	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	280.00	220.00	56.00
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	1,703.58	20,281.49	(281.49)	101.41
216-000-639.000	DRIVEWAY INSPECTIONS	250.00	500.00	50.00	630.00	(130.00)	126.00
216-000-665.000	INTEREST INCOME	4,674.31	0.00	0.00	4,291.93	(4,291.93)	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
<b>Total Dept 000</b>		<b>806,658.87</b>	<b>795,683.00</b>	<b>43,381.11</b>	<b>737,077.13</b>	<b>58,605.87</b>	<b>92.63</b>
<b>Dept 336 - CONTRIBUTIONS</b>							
216-336-683.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 336 - CONTRIBUTIONS</b>		<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>		<b>806,658.87</b>	<b>796,683.00</b>	<b>43,381.11</b>	<b>737,077.13</b>	<b>59,605.87</b>	<b>92.52</b>
<b>Expenditures</b>							
<b>Dept 226 - PERSONNEL</b>							
216-226-701.000	SALARIES	86,950.40	90,496.00	14,200.96	89,365.34	1,130.66	98.75
216-226-702.000	SALARIES	151,802.59	165,000.00	22,134.00	141,052.53	23,947.47	85.49
216-226-705.000	ADMINISTRATIVE ASSISTANT	3,272.57	5,000.00	627.52	4,026.71	973.29	80.53
216-226-708.000	SALARIES-PART TIME	49,383.94	56,088.00	7,346.76	51,784.37	4,303.63	92.33
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	3,471.78	23,147.11	1,835.89	92.65
216-226-716.000	HOSPITALIZATION	19,284.90	26,116.00	0.00	21,400.98	4,715.02	81.95
216-226-717.000	LIFE/DISB. INSURANCE	909.87	1,100.00	0.00	914.43	185.57	83.13
216-226-718.000	PENSION	8,694.22	9,049.00	1,420.08	8,922.98	126.02	98.61
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	0.00	6,124.00	5,876.00	51.03
216-226-958.000	TRAINING WAGES	8,733.00	12,000.00	1,696.50	10,185.50	1,814.50	84.88
<b>Total Dept 226 - PERSONNEL</b>		<b>318,098.46</b>	<b>372,464.00</b>	<b>50,897.60</b>	<b>367,457.45</b>	<b>5,006.55</b>	<b>98.66</b>
<b>Dept 265 - HALL AND GROUNDS</b>							
216-265-816.000	GROUND/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	46,667.00	0.00	38,714.23	7,952.77	82.96
<b>Total Dept 265 - HALL AND GROUNDS</b>		<b>41,918.64</b>	<b>49,167.00</b>	<b>0.00</b>	<b>39,984.23</b>	<b>9,182.77</b>	<b>81.32</b>
<b>Dept 270 - LEGAL/PROFESSIONAL</b>							
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

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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	598.31	9,275.64	724.36	92.76
216-301-741.000	UNIFORMS/GEAR & ALLOWANCE	2,083.03	10,000.00	0.00	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	11,607.10	(607.10)	105.52
216-301-850.000	COMMUNICATION	8,070.52	8,500.00	899.14	7,800.86	699.14	91.77
216-301-851.000	POSTAGE	21.53	50.00	0.00	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	12.90	7,468.43	(468.43)	106.69
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	0.00	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	112.10	2,243.98	4,756.02	32.06
Total Dept 301 - OPERATING COSTS		127,992.62	106,550.00	2,541.27	55,035.70	51,514.30	51.65
Dept 333 - TRANSPORTATION							
216-333-860.000	FUEL & MILEAGE	10,284.45	12,500.00	890.26	11,312.40	1,187.60	90.50
216-333-930.000	REPAIRS & MAINTENANCE	18,570.56	30,000.00	329.55	27,315.88	2,684.12	91.05
Total Dept 333 - TRANSPORTATION		28,855.01	42,500.00	1,219.81	38,628.28	3,871.72	90.89
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	484,295.00	0.00	484,294.72	0.28	100.00
Total Dept 900 - CAPITAL OUTLAY		8,024.80	514,295.00	0.00	514,935.27	(640.27)	100.12
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	1,186,343.00	54,658.68	1,106,368.01	79,974.99	93.26
Fund 216 - MEDICAL RESCUE FUND:							
TOTAL REVENUES		806,658.87	796,683.00	43,381.11	737,077.13	59,605.87	92.52
TOTAL EXPENDITURES		623,247.71	1,186,343.00	54,658.68	1,106,368.01	79,974.99	93.26
NET OF REVENUES & EXPENDITURES		183,411.16	(389,660.00)	(11,277.57)	(369,290.88)	(20,369.12)	94.77
BEG. FUND BALANCE		832,958.13	1,016,369.29		1,016,369.29		
END FUND BALANCE		1,016,369.29	626,709.29		647,078.41		

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Fund 217 - PSB - RENTAL PROPERTY FUND							
Revenues							
Dept 000							
217-000-665.000	INTEREST INCOME	0.00	0.00	0.00	10.97	(10.97)	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	0.00	3,725.39	(1,094.39)	141.60
Total Dept 000		0.00	38,631.00	0.00	39,736.36	(1,105.36)	102.86
TOTAL REVENUES		0.00	38,631.00	0.00	39,736.36	(1,105.36)	102.86
Expenditures							
Dept 000							
217-000-908.000	RENTAL REIMBURSEMENT	0.00	9,730.08	1,621.68	9,730.08	0.00	100.00
217-000-920.000	UTILITIES	0.00	2,631.00	246.06	2,007.64	623.36	76.31
Total Dept 000		0.00	12,361.08	1,867.74	11,737.72	623.36	94.96
TOTAL EXPENDITURES		0.00	12,361.08	1,867.74	11,737.72	623.36	94.96
Fund 217 - PSB - RENTAL PROPERTY FUND:							
TOTAL REVENUES		0.00	38,631.00	0.00	39,736.36	(1,105.36)	102.86
TOTAL EXPENDITURES		0.00	12,361.08	1,867.74	11,737.72	623.36	94.96
NET OF REVENUES & EXPENDITURES		0.00	26,269.92	(1,867.74)	27,998.64	(1,728.72)	106.58
BEG. FUND BALANCE							
END FUND BALANCE			26,269.92		27,998.64		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 230 - DONATION FUND							
Revenues							
Dept 000							
230-000-665.000	INTEREST INCOME	0.00	0.00	0.00	0.19	(0.19)	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	0.00	0.19	99.81	0.19
TOTAL REVENUES		20.00	100.00	0.00	0.19	99.81	0.19
Fund 230 - DONATION FUND:							
TOTAL REVENUES		20.00	100.00	0.00	0.19	99.81	0.19
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		20.00	100.00	0.00	0.19	99.81	0.19
BEG. FUND BALANCE		498.61	518.61		518.61		
END FUND BALANCE		518.61	618.61		518.80		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTH							
Revenues							
Dept 000							
248-000-607.000	VENDOR FEES .	0.00	0.00	210.00	495.00	(495.00)	100.00
248-000-665.000	INTEREST INCOME	0.00	0.00	0.00	12.80	(12.80)	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	210.00	518.80	(518.80)	100.00
TOTAL REVENUES		0.00	0.00	210.00	518.80	(518.80)	100.00
Expenditures							
Dept 301 - OPERATING COSTS							
248-301-727.000	SUPPLIES	0.00	0.00	220.00	220.00	(220.00)	100.00
248-301-801.000	PLANNER FEES	13,695.00	0.00	0.00	0.00	0.00	0.00
248-301-807.000	MEMBERSHIP DUES	0.00	0.00	85.00	85.00	(85.00)	100.00
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	305.00	638.34	(138.34)	127.67
Dept 900 - CAPITAL OUTLAY							
248-900-925.000	STREETSCAPING	267.03	600.00	262.68	262.68	337.32	43.78
Total Dept 900 - CAPITAL OUTLAY		267.03	600.00	262.68	262.68	337.32	43.78
TOTAL EXPENDITURES		13,962.03	1,100.00	567.68	901.02	198.98	81.91
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:							
TOTAL REVENUES		0.00	0.00	210.00	518.80	(518.80)	100.00
TOTAL EXPENDITURES		13,962.03	1,100.00	567.68	901.02	198.98	81.91
NET OF REVENUES & EXPENDITURES		(13,962.03)	(1,100.00)	(357.68)	(382.22)	(717.78)	34.75
BEG. FUND BALANCE		48,932.50	34,970.47		34,970.47		
END FUND BALANCE		34,970.47	33,870.47		34,588.25		



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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BGD USED
Fund 265 - NARCOTICS FUND							
Revenues							
Dept 000							
265-000-661.000	FORFEITURES	0.00	30,000.00	33,989.26	33,989.26	(3,989.26)	113.30
265-000-665.000	INTEREST INCOME	0.00	0.00	0.00	39.47	(39.47)	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	33,989.26	34,028.73	(4,028.73)	113.43
TOTAL REVENUES		15,075.00	30,000.00	33,989.26	34,028.73	(4,028.73)	113.43
Expenditures							
Dept 301 - OPERATING COSTS							
265-301-727.000	SUPPLIES	238.93	5,000.00	743.73	3,020.17	1,979.83	60.40
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	592.43	3,947.58	1,052.42	78.95
265-301-972.000	COMPUTER	0.00	5,000.00	2,725.47	2,725.47	2,274.53	54.51
Total Dept 301 - OPERATING COSTS		38,274.37	15,000.00	4,061.63	9,693.22	5,306.78	64.62
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	4,061.63	11,977.22	13,022.78	47.91
Fund 265 - NARCOTICS FUND:							
TOTAL REVENUES		15,075.00	30,000.00	33,989.26	34,028.73	(4,028.73)	113.43
TOTAL EXPENDITURES		38,274.37	25,000.00	4,061.63	11,977.22	13,022.78	47.91
NET OF REVENUES & EXPENDITURES		(23,199.37)	5,000.00	29,927.63	22,051.51	(17,051.51)	441.03
BEG. FUND BALANCE		145,364.50	122,165.13		122,165.13		
END FUND BALANCE		122,165.13	127,165.13		144,216.64		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 266 - FEDERAL NARCOTICS FUND							
Revenues							
Dept 000							
266-000-661.000	FORFEITURES	161,596.23	100,000.00	84,587.59	84,587.59	15,412.41	84.59
266-000-665.000	INTEREST INCOME	0.00	0.00	0.00	99.95	(99.95)	100.00
Total Dept 000		161,596.23	100,000.00	84,587.59	84,687.54	15,312.46	84.69
TOTAL REVENUES		161,596.23	100,000.00	84,587.59	84,687.54	15,312.46	84.69
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	0.00	10,343.75	1,656.25	86.20
Total Dept 301 - OPERATING COSTS		15,674.13	24,000.00	0.00	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	4,721.00	4,721.00	15,279.00	23.61
Total Dept 900 - CAPITAL OUTLAY		18,822.00	20,000.00	4,721.00	4,721.00	15,279.00	23.61
TOTAL EXPENDITURES		34,496.13	79,000.00	4,721.00	43,541.45	35,458.55	55.12
Fund 266 - FEDERAL NARCOTICS FUND:							
TOTAL REVENUES		161,596.23	100,000.00	84,587.59	84,687.54	15,312.46	84.69
TOTAL EXPENDITURES		34,496.13	79,000.00	4,721.00	43,541.45	35,458.55	55.12
NET OF REVENUES & EXPENDITURES		127,100.10	21,000.00	79,866.59	41,146.09	(20,146.09)	195.93
BEG. FUND BALANCE		113,151.69	240,251.79		240,251.79		
END FUND BALANCE		240,251.79	261,251.79		281,397.88		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND							
Revenues							
Dept 000							
287-000-478.000	SOIL FILL PERMITS	1,400.00	0.00	500.00	1,000.00	(1,000.00)	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	271.00	5,856.70	(356.70)	106.49
287-000-485.000	BUILDING PERMIT FEES	38,811.25	35,000.00	3,949.00	53,600.50	(18,600.50)	153.14
287-000-486.000	CONTRACTOR'S REGISTRATION	2,540.00	2,500.00	120.00	2,775.00	(275.00)	111.00
287-000-488.000	TRADE PERMIT FEES	42,082.50	40,000.00	5,240.00	46,677.00	(6,677.00)	116.69
287-000-626.000	COPY & FOIA INCOME	5.00	0.00	0.00	105.15	(105.15)	100.00
287-000-665.000	INTEREST INCOME	0.00	0.00	0.00	62.51	(62.51)	100.00
Total Dept 000		89,126.75	83,000.00	10,080.00	110,076.86	(27,076.86)	132.62
TOTAL REVENUES		89,126.75	83,000.00	10,080.00	110,076.86	(27,076.86)	132.62
Expenditures							
Dept 226 - PERSONNEL							
287-226-703.000	BUILDING SALARIES	0.00	26,401.25	4,060.80	26,415.06	(13.81)	100.05
287-226-715.000	SOCIAL SECURITY	626.34	2,020.07	487.14	1,914.67	105.40	94.78
287-226-716.000	HOSPITALIZATION	0.00	16,403.60	0.00	2,902.16	13,501.44	17.69
287-226-717.000	LIFE/DISB. INSURANCE	0.00	574.05	0.00	117.24	456.81	20.42
287-226-718.000	BUILDING PENSION	0.00	3,572.12	406.08	2,334.96	1,237.16	65.37
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	4,954.02	33,684.09	33,586.00	50.07
Dept 261 - GOVERNMENT SHARED SERVICES							
287-261-725.000	BUILDING INSPECTIONS	16,562.16	25,000.00	3,670.00	18,465.00	6,535.00	73.86
287-261-737.000	PLAN REVIEW	3,019.16	5,500.00	705.36	4,926.94	573.06	89.58
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	31,000.00	4,375.36	23,466.94	7,533.06	75.70
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	30,500.00	2,565.00	28,530.00	1,970.00	93.54
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	521.50	(21.50)	104.30
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	36,600.00	2,604.99	29,051.50	7,548.50	79.38
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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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	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	139,289.09	11,934.37	87,102.53	52,186.56	62.53
Fund 287 - BUILDING DEPARTMENT FUND:							
TOTAL REVENUES		89,126.75	83,000.00	10,080.00	110,076.86	(27,076.86)	132.62
TOTAL EXPENDITURES		116,824.58	139,289.09	11,934.37	87,102.53	52,186.56	62.53
NET OF REVENUES & EXPENDITURES		(27,697.83)	(56,289.09)	(1,854.37)	22,974.33	(79,263.42)	40.81
BEG. FUND BALANCE		171,326.13	143,628.30		143,628.30		
END FUND BALANCE		143,628.30	87,339.21		166,602.63		

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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							

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	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	15,960.43	268,681.64	171.36	99.94
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	0.00	116,142.69	23,857.31	82.96
370-000-665.000	INTEREST INCOME	0.00	0.00	0.00	5.80	(5.80)	100.00
370-000-671.000	REIMBURSEMENT/OTHER INCOME	0.00	0.00	137.09	137.09	(137.09)	100.00
Total Dept 000		401,406.53	408,853.00	16,097.52	389,088.35	19,764.65	95.17
TOTAL REVENUES		401,406.53	408,853.00	16,097.52	389,088.35	19,764.65	95.17
Expenditures							
Dept 301 - OPERATING COSTS							
370-301-727.000	SUPPLIES	721.31	1,500.00	0.00	1,620.64	(120.64)	108.04
370-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	10,665.00	12,000.00	125.00	10,275.00	1,725.00	85.63
370-301-818.000	CONTRACTUAL SERVICES	5,801.10	10,000.00	0.00	10,729.97	(729.97)	107.30
370-301-850.000	COMMUNICATION	7,064.89	7,000.00	604.57	7,432.37	(432.37)	106.18
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	75,500.00	3,975.23	71,500.31	3,999.69	94.70
370-301-930.000	REPAIRS & MAINTENANCE	30,118.16	30,000.00	2,085.57	22,398.07	7,601.93	74.66
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	144,800.00	6,790.37	123,956.36	20,843.64	85.61
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	413,653.00	6,790.37	392,808.86	20,844.14	94.96
Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022:							
TOTAL REVENUES		401,406.53	408,853.00	16,097.52	389,088.35	19,764.65	95.17
TOTAL EXPENDITURES		389,051.35	413,653.00	6,790.37	392,808.86	20,844.14	94.96
NET OF REVENUES & EXPENDITURES		12,355.18	(4,800.00)	9,307.15	(3,720.51)	(1,079.49)	77.51
BEG. FUND BALANCE		1,741.52	14,096.70		14,096.70		
END FUND BALANCE		14,096.70	9,296.70		10,376.19		

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<b>Fund 571 - WASTEWATER TREATMENT FUND</b>							
<b>Revenues</b>							
<b>Dept 000</b>							
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	6,594.75	1,424,725.15	(59,725.15)	104.38
571-000-665.000	INTEREST INCOME	5,353.21	1,500.00	0.00	8,697.18	(7,197.18)	579.81
571-000-671.000	REIMBURSEMENT/OTHER INCOME	5,167.83	1,800.00	0.00	2,324.39	(524.39)	129.13
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
<b>Total Dept 000</b>		<b>1,495,196.39</b>	<b>1,644,644.40</b>	<b>6,594.75</b>	<b>1,435,756.13</b>	<b>208,888.27</b>	<b>87.30</b>
<b>TOTAL REVENUES</b>		<b>1,495,196.39</b>	<b>1,644,644.40</b>	<b>6,594.75</b>	<b>1,435,756.13</b>	<b>208,888.27</b>	<b>87.30</b>
<b>Expenditures</b>							
<b>Dept 226 - PERSONNEL</b>							
571-226-701.000	SALARIES	64,816.76	66,188.00	10,182.72	66,137.77	50.23	99.92
571-226-702.000	SALARIES	181,727.97	181,738.00	28,892.92	184,099.74	(2,361.74)	101.30
571-226-711.000	SALARIES-OVERTIME	12,057.64	18,540.00	3,570.69	11,602.26	6,937.74	62.58
571-226-715.000	SOCIAL SECURITY	19,845.01	20,383.95	3,399.77	21,198.52	(814.57)	104.00
571-226-716.000	HOSPITALIZATION	87,379.29	115,063.25	0.00	80,573.41	34,489.84	70.03
571-226-717.000	LIFE/DISB. INSURANCE	1,802.07	3,705.53	0.00	2,879.80	825.73	77.72
571-226-718.000	PENSION	22,575.94	26,646.10	3,907.52	24,992.85	1,653.25	93.80
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	1,785.00	10,920.00	0.00	100.00
571-226-957.000	TRAINING & DEVELOPMENT	4,141.95	5,000.00	0.00	2,719.69	2,280.31	54.39
<b>Total Dept 226 - PERSONNEL</b>		<b>394,530.24</b>	<b>454,800.83</b>	<b>51,738.62</b>	<b>405,124.04</b>	<b>49,676.79</b>	<b>89.08</b>
<b>Dept 228 - INFORMATION TECHNOLOGY</b>							
571-228-948.000	COMPUTER SERVICES	0.00	0.00	141.86	349.12	(349.12)	100.00
<b>Total Dept 228 - INFORMATION TECHNOLOGY</b>		<b>0.00</b>	<b>0.00</b>	<b>141.86</b>	<b>349.12</b>	<b>(349.12)</b>	<b>100.00</b>
<b>Dept 270 - LEGAL/PROFESSIONAL</b>							
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
<b>Total Dept 270 - LEGAL/PROFESSIONAL</b>		<b>30,429.56</b>	<b>49,433.00</b>	<b>0.00</b>	<b>6,300.00</b>	<b>43,133.00</b>	<b>12.74</b>
<b>Dept 301 - OPERATING COSTS</b>							
571-301-727.000	SUPPLIES	1,281.86	2,500.00	60.83	1,447.25	1,052.75	57.89
571-301-740.000	OPERATING SUPPLIES	48,280.31	50,000.00	6,846.03	50,003.26	(3.26)	100.01
571-301-741.000	UNIFORMS/GEAR & ALLOWANCE	1,639.83	4,000.00	229.88	1,572.51	2,427.49	39.31
571-301-807.000	MEMBERSHIP DUES	880.00	880.00	215.00	425.00	455.00	48.30
571-301-817.000	LAB & TESTING	4,466.00	7,000.00	135.00	980.00	6,020.00	14.00
571-301-819.000	COLLECTION SYS ANNUAL MAINT	47,572.76	55,000.00	14,019.10	44,124.66	10,875.34	80.23
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	864.93	5,968.20	(2,768.20)	186.51
571-301-851.000	POSTAGE	3,565.28	3,000.00	0.00	3,671.04	(671.04)	122.37

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<b>Fund 571 - WASTEWATER TREATMENT FUND</b>							
<b>Expenditures</b>							
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	9,590.47	123,363.87	(23,363.87)	123.36
571-301-929.000	GRANT EXPENSE	46,396.49	273,866.00	13,501.79	148,570.84	125,295.16	54.25
571-301-930.000	REPAIRS & MAINTENANCE	32,816.35	110,000.00	339.67	72,473.32	37,526.68	65.88
571-301-940.000	RENTAL EQUIPMENT	1,574.69	1,585.00	131.22	1,664.32	(79.32)	105.00
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
<b>Total Dept 301 - OPERATING COSTS</b>		<b>567,026.94</b>	<b>909,669.96</b>	<b>45,933.92</b>	<b>454,264.27</b>	<b>455,405.69</b>	<b>49.94</b>
<b>Dept 333 - TRANSPORTATION</b>							
571-333-860.000	FUEL & MILEAGE	2,233.20	7,000.00	0.00	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
<b>Total Dept 333 - TRANSPORTATION</b>		<b>2,286.14</b>	<b>8,500.00</b>	<b>0.00</b>	<b>4,924.34</b>	<b>3,575.66</b>	<b>57.93</b>
<b>Dept 528 - O &amp; M - BOND &amp; INTEREST</b>							
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	0.00	8,550.00	0.00	100.00
<b>Total Dept 528 - O &amp; M - BOND &amp; INTEREST</b>		<b>11,067.76</b>	<b>9,250.00</b>	<b>0.00</b>	<b>8,550.00</b>	<b>700.00</b>	<b>92.43</b>
<b>Dept 900 - CAPITAL OUTLAY</b>							
571-900-970.000	EQUIPMENT	20,500.00	531,176.00	0.00	13,933.00	517,243.00	2.62
571-900-971.000	RENOVATIONS	0.00	0.00	0.00	33,098.00	(33,098.00)	100.00
<b>Total Dept 900 - CAPITAL OUTLAY</b>		<b>20,500.00</b>	<b>531,176.00</b>	<b>0.00</b>	<b>47,031.00</b>	<b>484,145.00</b>	<b>8.85</b>
<b>TOTAL EXPENDITURES</b>		<b>1,025,840.64</b>	<b>1,962,829.79</b>	<b>97,814.40</b>	<b>926,542.77</b>	<b>1,036,287.02</b>	<b>47.20</b>
<b>Fund 571 - WASTEWATER TREATMENT FUND:</b>							
<b>TOTAL REVENUES</b>		<b>1,495,196.39</b>	<b>1,644,644.40</b>	<b>6,594.75</b>	<b>1,435,756.13</b>	<b>208,888.27</b>	<b>87.30</b>
<b>TOTAL EXPENDITURES</b>		<b>1,025,840.64</b>	<b>1,962,829.79</b>	<b>97,814.40</b>	<b>926,542.77</b>	<b>1,036,287.02</b>	<b>47.20</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>469,355.75</b>	<b>(318,185.39)</b>	<b>(91,219.65)</b>	<b>509,213.36</b>	<b>(827,398.75)</b>	<b>160.04</b>
<b>BEG. FUND BALANCE</b>		<b>6,740,021.11</b>	<b>7,209,376.86</b>		<b>7,209,376.86</b>		
<b>END FUND BALANCE</b>		<b>7,209,376.86</b>	<b>6,891,191.47</b>		<b>7,718,590.22</b>		



PERIOD ENDING 06/30/2019  
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	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	0.00	95.15	4.85	95.15
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	0.00	254.05	5,845.95	4.16
TOTAL REVENUES		6,330.87	6,100.00	0.00	254.05	5,845.95	4.16
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	2,233.00	0.00	2,232.50	0.50	99.98
Total Dept 905 - DEBT SERVICE		6,220.22	2,233.00	0.00	2,232.50	0.50	99.98
TOTAL EXPENDITURES		23,739.22	19,752.00	0.00	10,992.02	8,759.98	55.65
Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023:							
TOTAL REVENUES		6,330.87	6,100.00	0.00	254.05	5,845.95	4.16
TOTAL EXPENDITURES		23,739.22	19,752.00	0.00	10,992.02	8,759.98	55.65
NET OF REVENUES & EXPENDITURES		(17,408.35)	(13,652.00)	0.00	(10,737.97)	(2,914.03)	78.65
BEG. FUND BALANCE		564,756.20	547,347.85		547,347.85		
END FUND BALANCE		547,347.85	533,695.85		536,609.88		

User: YVETTE  
DB: Northfield

PERIOD ENDING 06/30/2019  
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	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	0.00	95.00	(95.00)	100.00
825-000-672.000	SAD INTEREST	37,055.59	32,000.00	714.31	714.31	31,285.69	2.23
Total Dept 000		37,070.00	32,000.00	714.31	809.31	31,190.69	2.53
TOTAL REVENUES		37,070.00	32,000.00	714.31	809.31	31,190.69	2.53
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	714.31	809.31	31,190.69	2.53
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)	714.31	(27,584.47)	25,190.71	1,152.35
BEG. FUND BALANCE		766,578.92	764,821.83		764,821.83		
END FUND BALANCE		764,821.83	762,428.07		737,237.36		

REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

PERIOD ENDING 06/30/2019  
% Fiscal Year Completed: 100.00

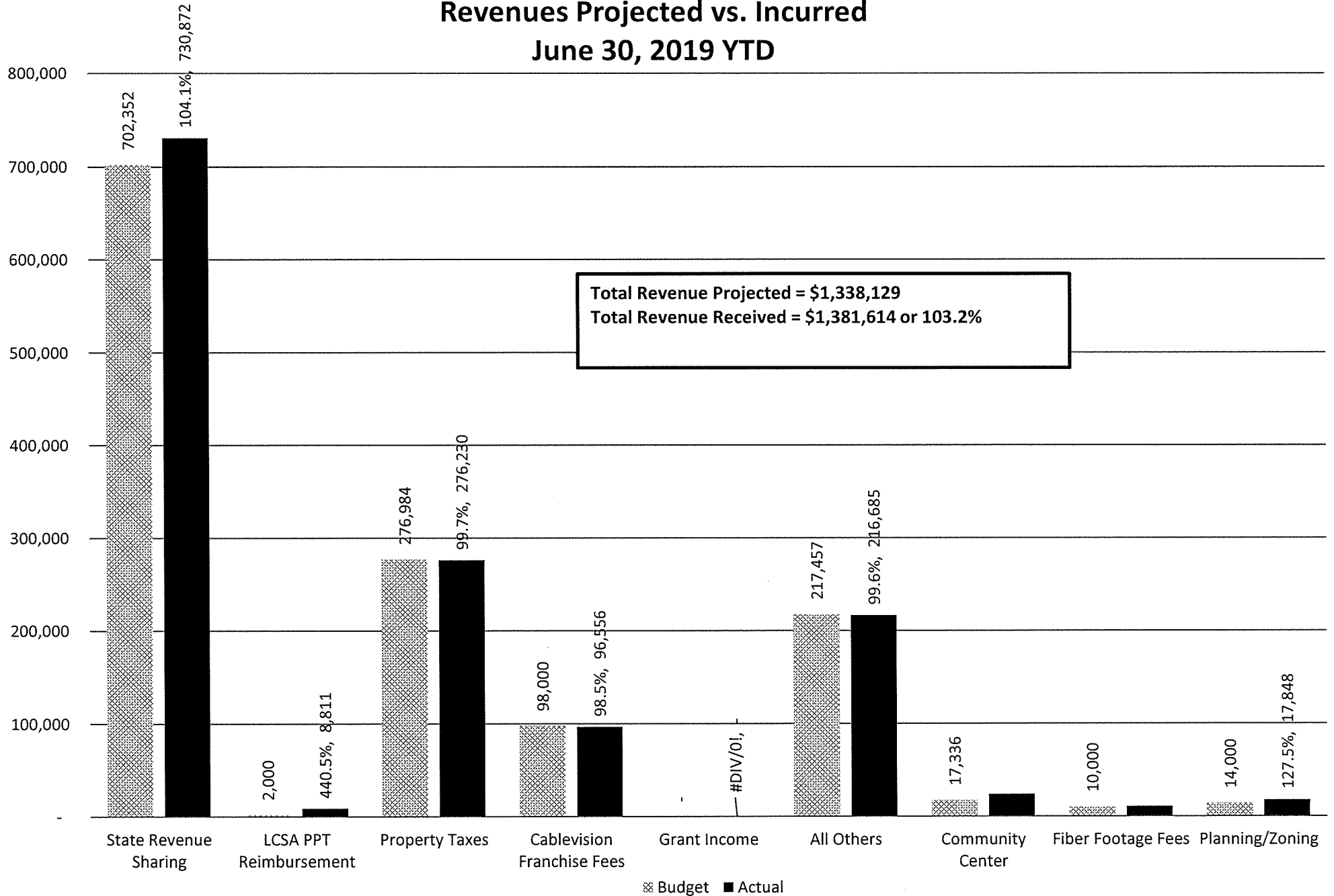
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 883 - DISTRICT #3 HORSESHOE LAKE							
Revenues							
Dept 000							
883-000-665.000	INTEREST INCOME	0.00	0.00	0.00	0.58	(0.58)	100.00
Total Dept 000		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.58</u>	<u>(0.58)</u>	<u>100.00</u>
TOTAL REVENUES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.58</u>	<u>(0.58)</u>	<u>100.00</u>
Fund 883 - DISTRICT #3 HORSESHOE LAKE:							
TOTAL REVENUES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.58</u>	<u>(0.58)</u>	<u>100.00</u>
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.58</u>	<u>(0.58)</u>	<u>100.00</u>
BEG. FUND BALANCE							
END FUND BALANCE					0.58		

User: YVETTE  
DB: Northfield

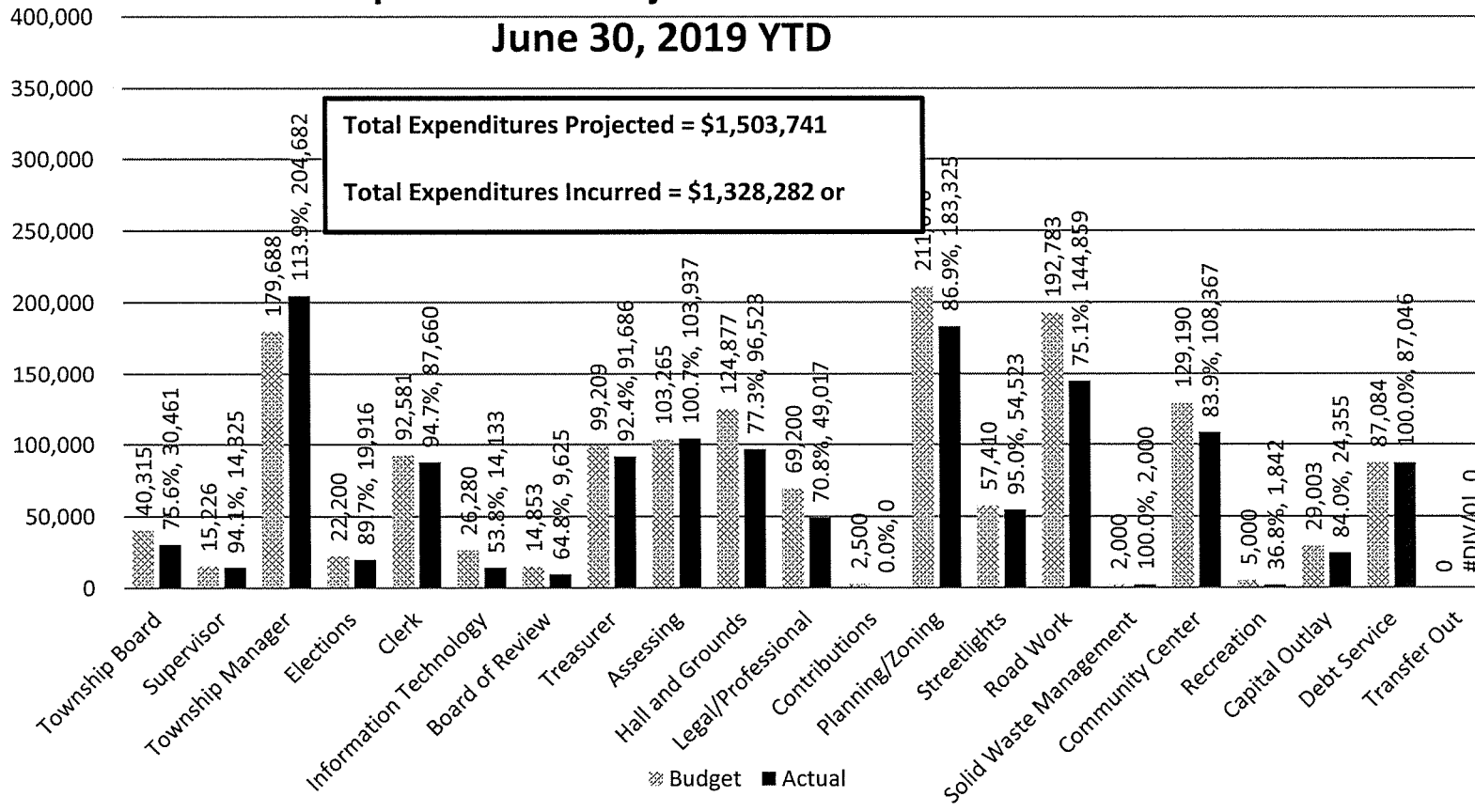
PERIOD ENDING 06/30/2019  
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2018	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/19	YTD BALANCE 06/30/2019	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	0.00	514.20	235.80	68.56
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	0.00	596.90	15,153.10	3.79
TOTAL REVENUES		18,395.35	15,750.00	0.00	596.90	15,153.10	3.79
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	0.00	596.90	15,153.10	3.79
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)	0.00	(35,403.10)	(21,261.90)	62.48
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		2,786,593.11		
TOTAL REVENUES - ALL FUNDS		6,503,037.83	6,465,702.90	352,430.76	6,276,310.14	189,392.76	97.07
TOTAL EXPENDITURES - ALL FUNDS		5,539,174.63	7,417,060.70	525,045.75	5,799,010.80	1,618,049.90	78.18
NET OF REVENUES & EXPENDITURES		963,863.20	(951,357.80)	(172,614.99)	477,299.34	(1,428,657.14)	50.17
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	13,591,536.96		15,020,194.10		

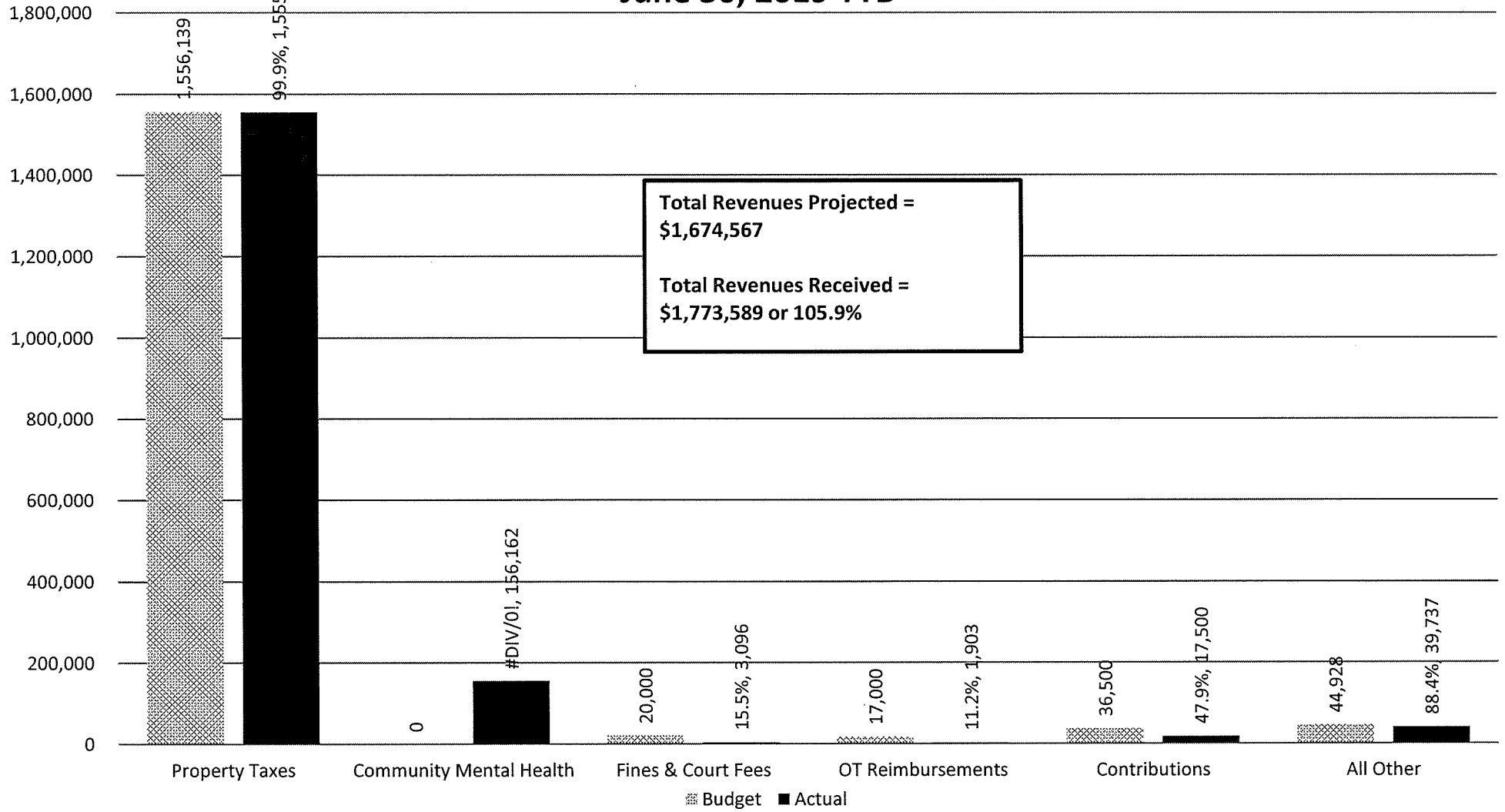
## NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Incurred June 30, 2019 YTD



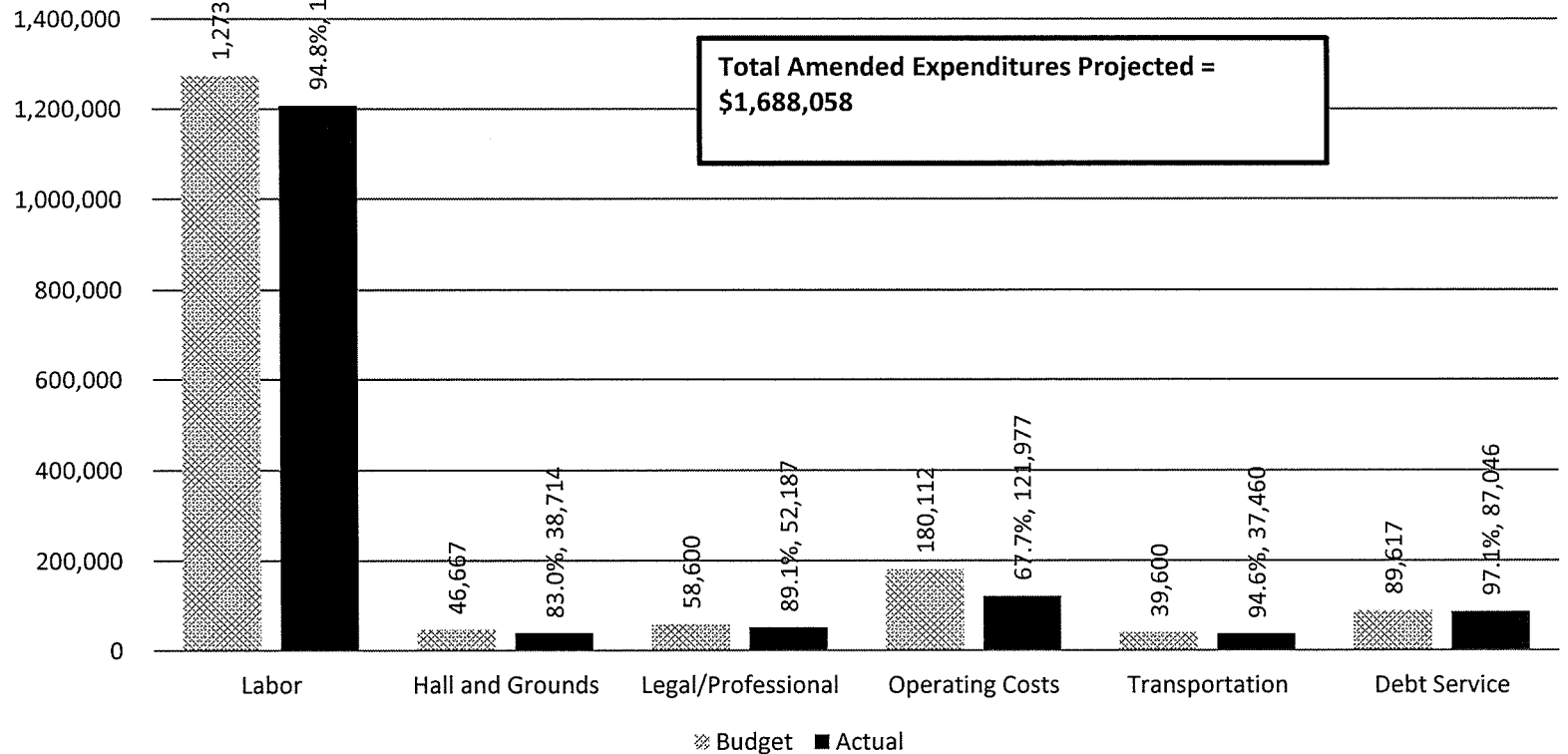
## NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred June 30, 2019 YTD



## NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received June 30, 2019 YTD

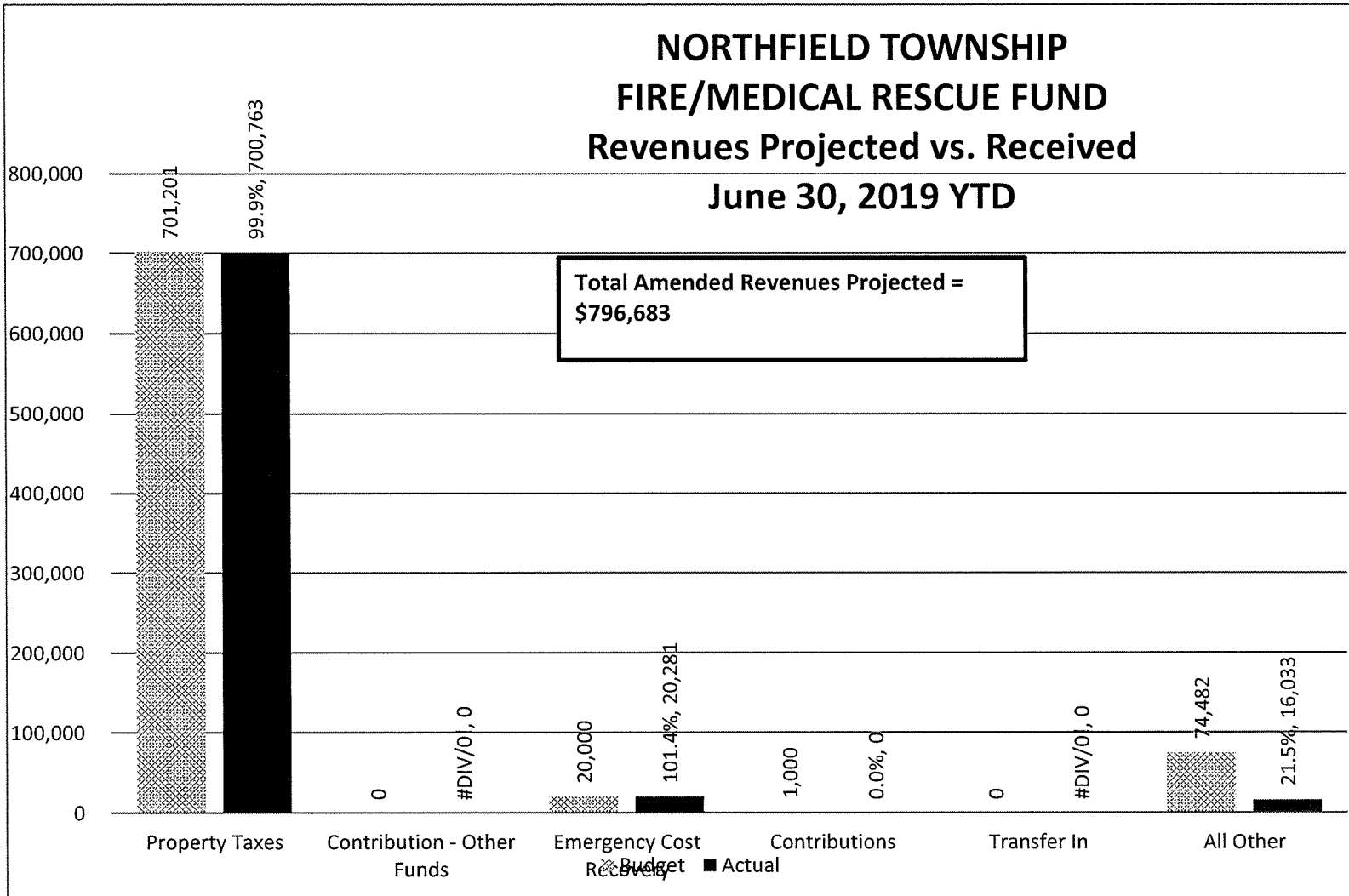


## NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred June 30, 2019 YTD



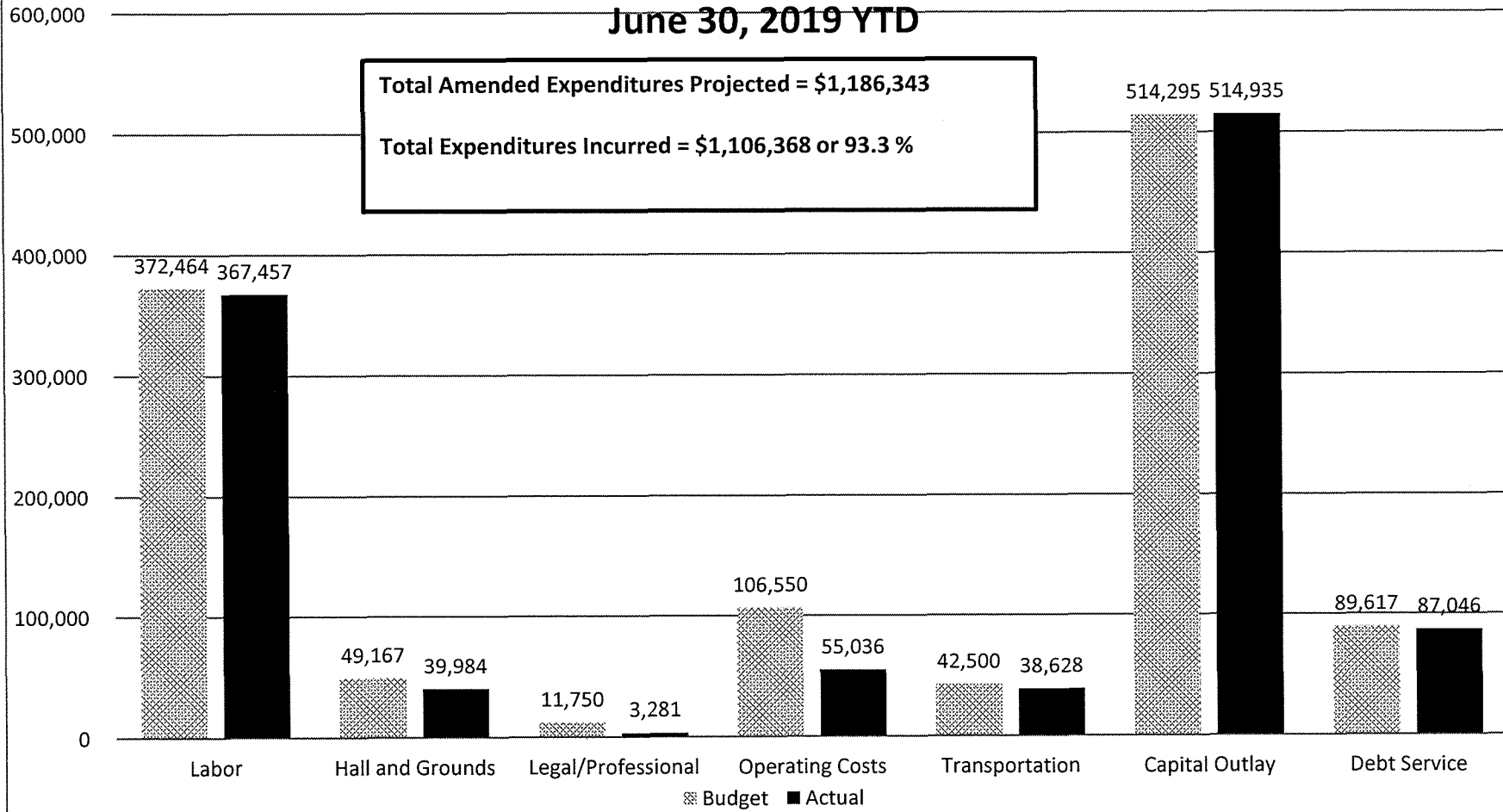


## NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received June 30, 2019 YTD

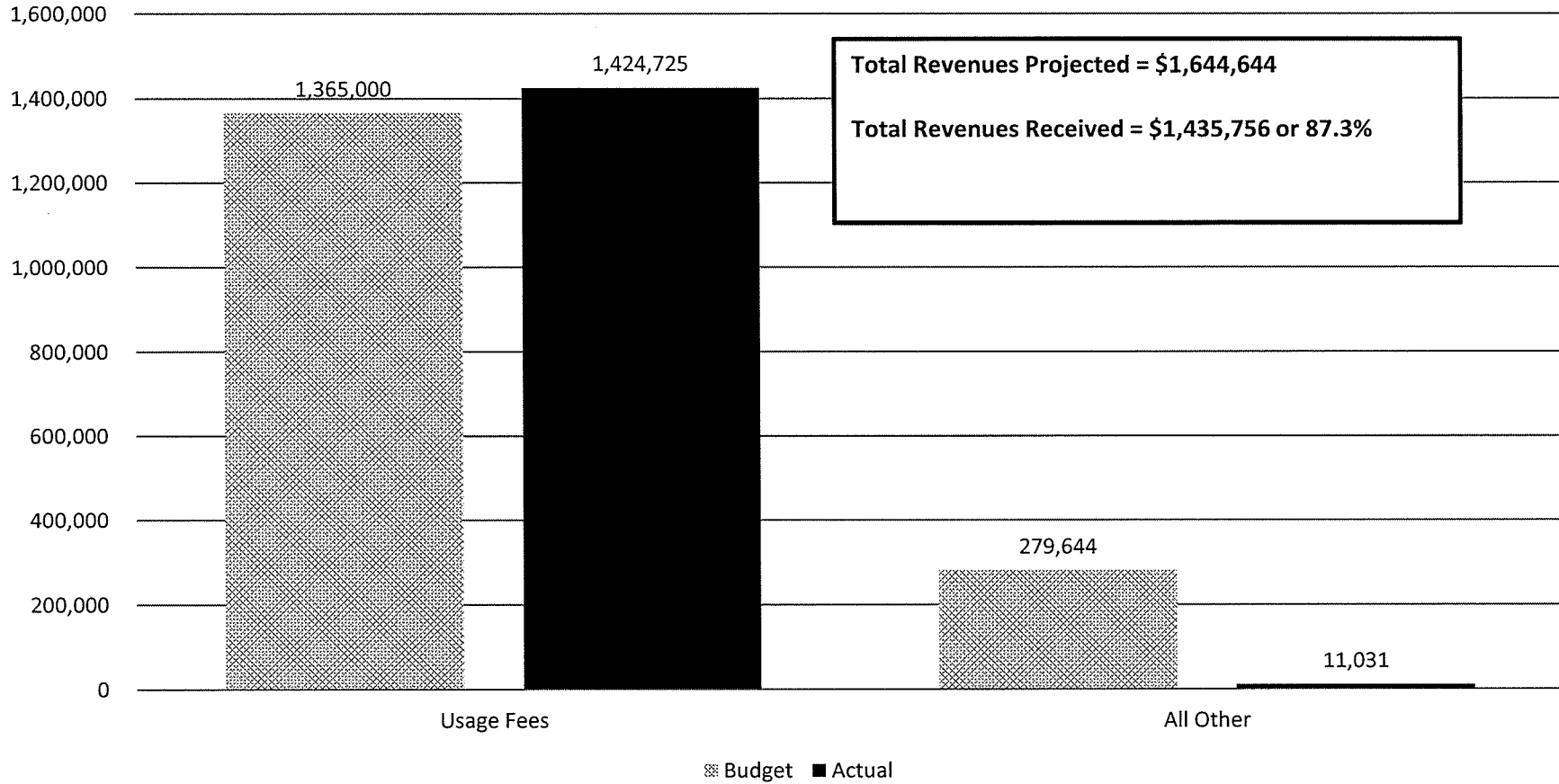


## NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Expenditures Projected vs. Incurred June 30, 2019 YTD

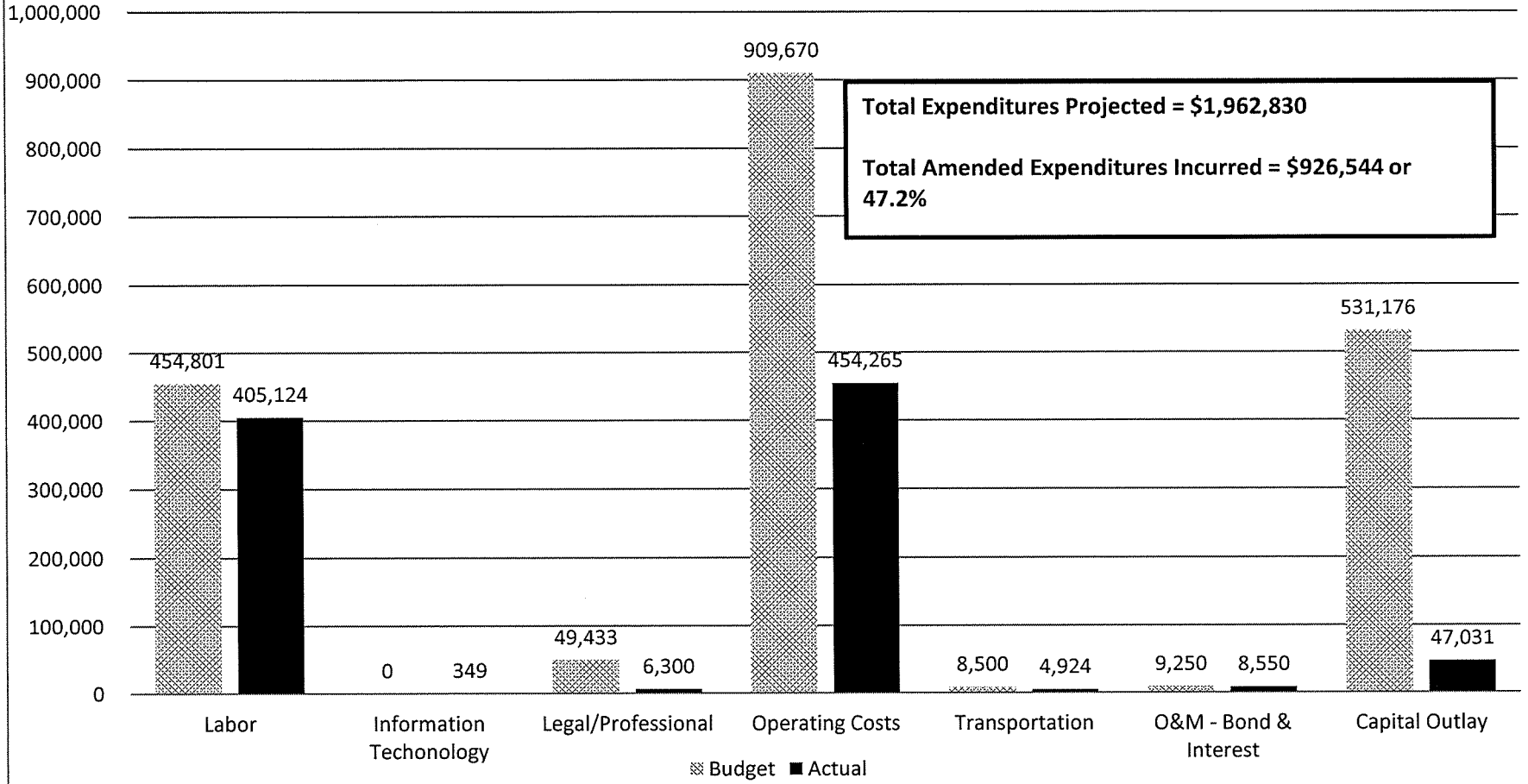
**Total Amended Expenditures Projected = \$1,186,343**  
**Total Expenditures Incurred = \$1,106,368 or 93.3 %**



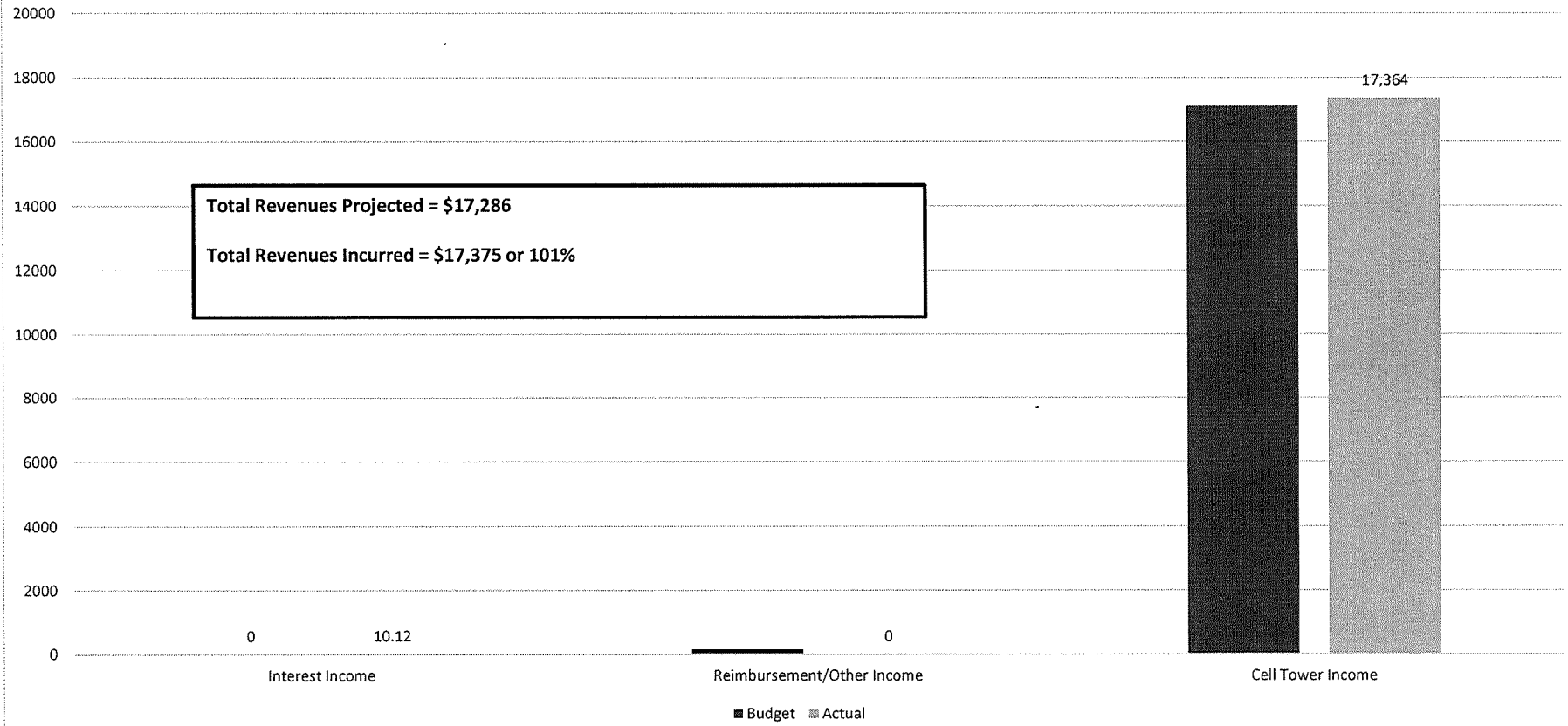
### NORTHFIELD TOWNSHIP WWTP FUND Revenues Projected vs. Incurred June 30, 2019 YTD



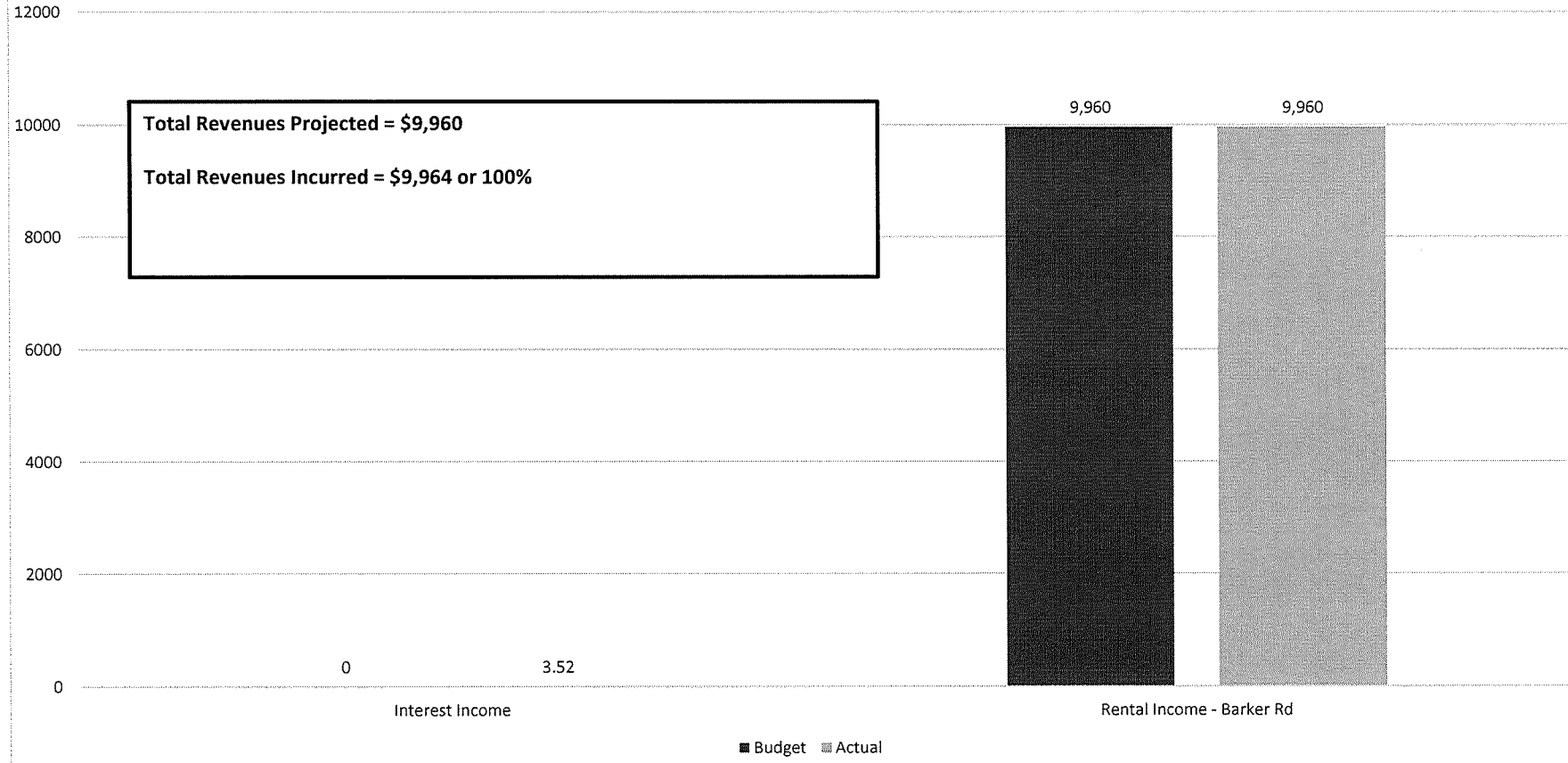
## NORTHFIELD TOWNSHIP WWTP FUND Expenditures Projected vs. Incurred June 30, 2019 YTD



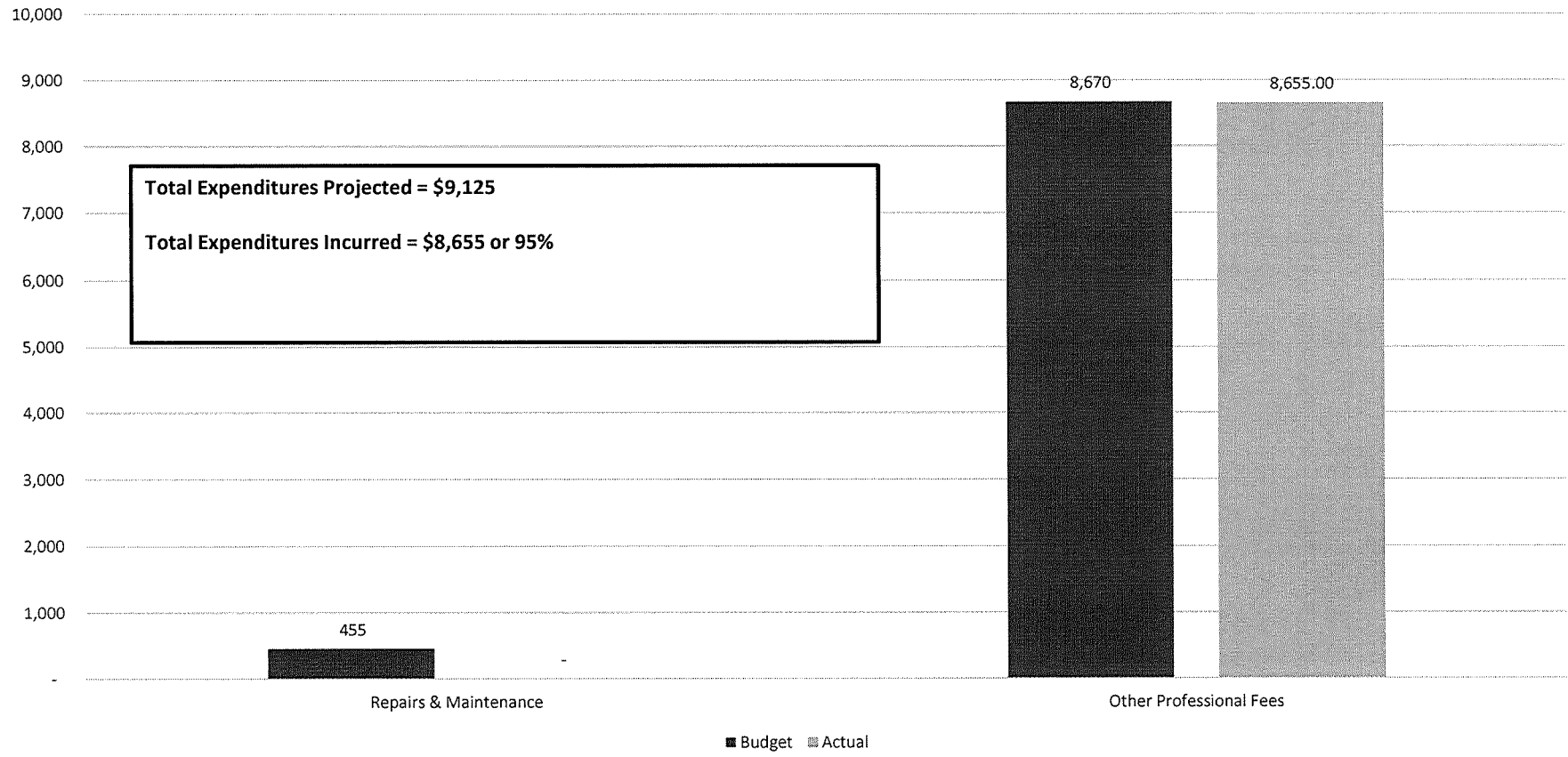
### Northfield Township Fire Station # 2 Fund Revenues Projected vs. Incurred June 30, 2019 YTD



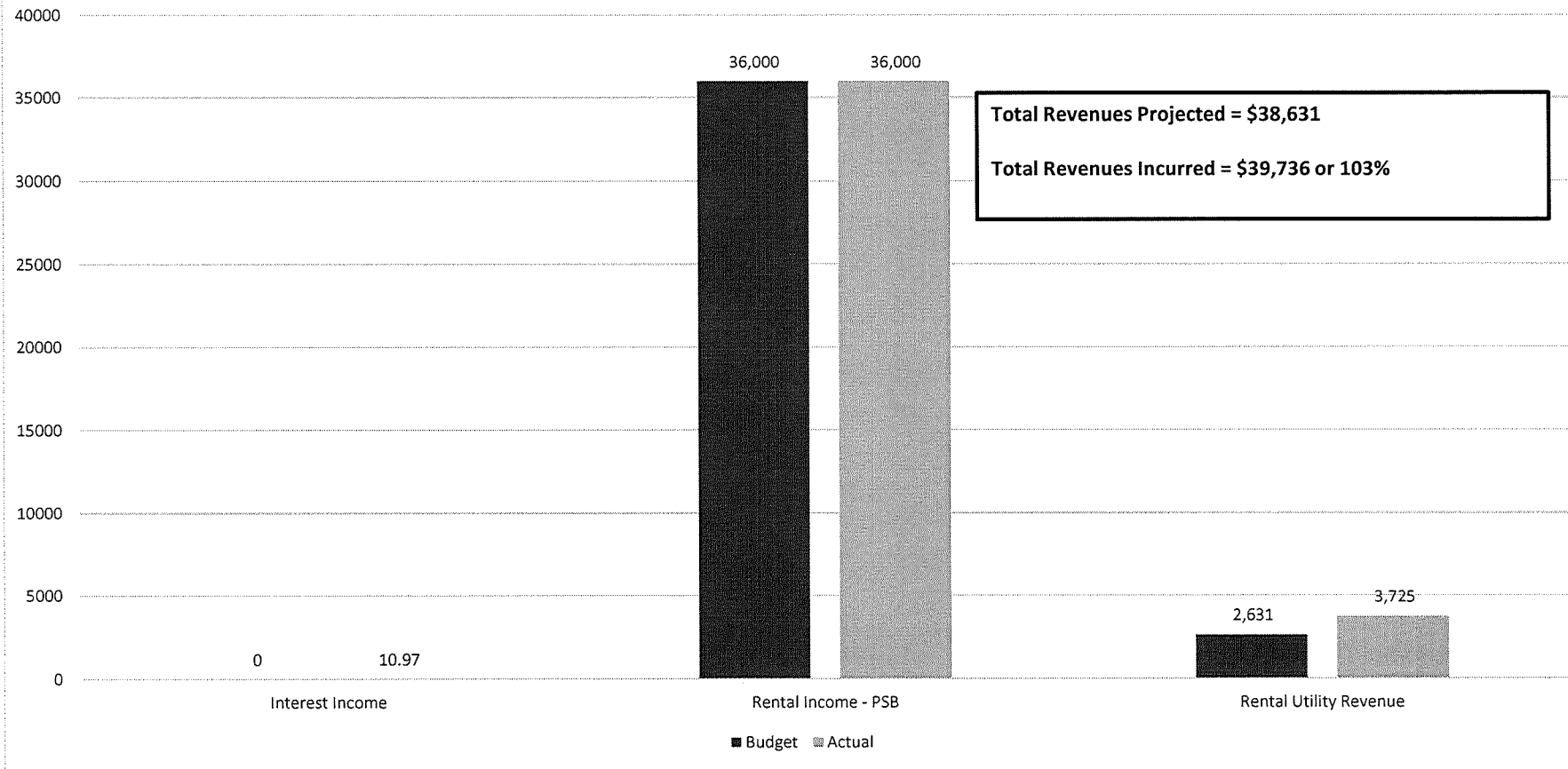
### Northfield Township Barker Rd Rental Property Fund Revenues Projected vs. Incurred June 30, 2019 YTD



### Northfield Township Barker Rd Rental Property Fund Expenditures Projected vs. Incurred June 30, 2019 YTD

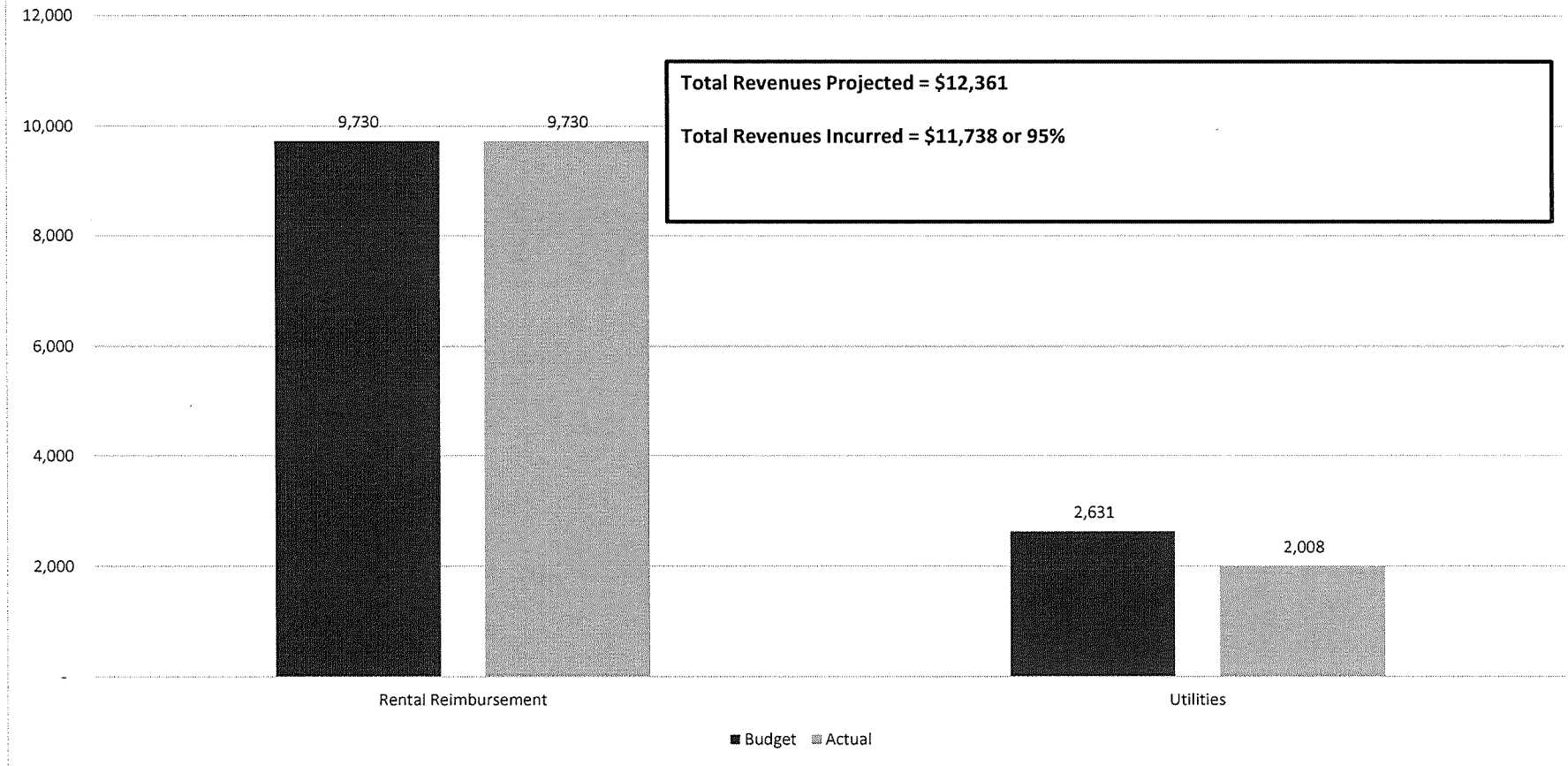


### Northfield Township PSB Rental Property Fund Revenues Projected vs. Incurred June 30, 2019 YTD





### Northfield Township PSB Rental Property Fund Expenditures Projected vs. Incurred June 30, 2019 YTD



**GENERAL FUND**

June, 2019

**Revenues**

	Budget	Actual	% of Budget Used
State Revenue Sharing	702,352	730,872	104.1%
LCSA PPT Reimbursement	2,000	8,811	440.5%
Property Taxes	276,984	276,230	99.7%
Cablevision Franchise Fees	98,000	96,556	98.5%
Grant Income	-	-	#DIV/0!
All Others	217,457	216,685	99.6%
Community Center	17,336	24,007	138.5%
Fiber Footage Fees	10,000	10,607	106.1%
Planning/Zoning	14,000	17,848	127.5%
	<u>1,338,129</u>	<u>1,381,614</u>	<u>103.2%</u>

**Expenditures**

	Budget	Actual	
Township Board	40,315	30,461	75.6%
Supervisor	15,226	14,325	94.1%
Township Manager	179,688	204,682	113.9%
Elections	22,200	19,916	89.7%
Clerk	92,581	87,660	94.7%
Information Technology	26,280	14,133	53.8%
Board of Review	14,853	9,625	64.8%
Treasurer	99,209	91,686	92.4%
Assessing	103,265	103,937	100.7%
Hall and Grounds	124,877	96,523	77.3%
Legal/Professional	69,200	49,017	70.8%
Contributions	2,500	0	0.0%
Planning/Zoning	211,076	183,325	86.9%
Streetlights	57,410	54,523	95.0%
Road Work	192,783	144,859	75.1%
Solid Waste Management	2,000	2,000	100.0%
Community Center	129,190	108,367	83.9%
Recreation	5,000	1,842	36.8%
Capital Outlay	29,003	24,355	84.0%
Debt Service	87,084	87,046	100.0%
Transfer Out	0	0	#DIV/0!
	<u>1,503,741</u>	<u>1,328,282</u>	<u>88.3%</u>

**LAW FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	1,556,139	1,555,192	99.9%
Community Mental Health	0	156,162	#DIV/0!
Fines & Court Fees	20,000	3,096	15.5%
OT Reimbursements	17,000	1,903	11.2%
Contributions	36,500	17,500	47.9%
All Other	44,928	39,737	88.4%
	<u>1,674,567</u>	<u>1,773,589</u>	<u>105.9%</u>

**Expenditures**

	Budget	Actual	
Labor	1,273,462	1,207,188	94.8%
Hall and Grounds	46,667	38,714	83.0%
Legal/Professional	58,600	52,187	89.1%
Operating Costs	180,112	121,977	67.7%
Transportation	39,600	37,460	94.6%
Debt Service	89,617	87,046	97.1%
	<u>1,688,058</u>	<u>1,544,571</u>	<u>91.5%</u>

**FIRE FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	701,201	700,763	99.9%
Contribution - Other Funds	0	0	#DIV/0!
Emergency Cost Recovery	20,000	20,281	101.4%
Contributions	1,000	0	0.0%
Transfer In	0	0	#DIV/0!
All Other	74,482	16,033	21.5%
	<u>796,683</u>	<u>737,077</u>	<u>92.5%</u>

**Expenditures**

	Budget	Actual	
Labor	372,464	367,457	98.7%
Hall and Grounds	49,167	39,984	81.3%
Legal/Professional	11,750	3,281	27.9%
Operating Costs	106,550	55,036	51.7%
Transportation	42,500	38,628	90.9%
Capital Outlay	514,295	514,935	100.1%
Debt Service	89,617	87,046	97.1%
	<u>1,186,343</u>	<u>1,106,368</u>	<u>93.3%</u>

**WWTP FUND****Revenues**

	Budget	Actual	% of Budget Used
Usage Fees	1,365,000	1,424,725	104.4%
All Other	279,644	11,031	3.9%
	<u>1,644,644</u>	<u>1,435,756</u>	<u>87.3%</u>

**Expenditures**

	Budget	Actual	
Labor	454,801	405,124	89.1%

Information Techonology	0	349	#DIV/0!
Legal/Professional	49,433	6,300	12.7%
Operating Costs	909,670	454,265	49.9%
Transportation	8,500	4,924	57.9%
O&M - Bond & Interest	9,250	8,550	92.4%
Capital Outlay	531,176	47,031	8.9%
	<u>1,962,830</u>	<u>926,544</u>	<u>47.2%</u>

**Fire Station # 2 Fund**

<b><u>Revenues</u></b>	<b>Budget</b>	<b>Actual</b>	
Interest Income	0	10.12	#DIV/0!
Reimbursement/Other Income	150	0	0%
Cell Tower Income	17,136	17,364	101%
	<u>17,286</u>	<u>17,375</u>	<u>101%</u>

<b><u>Expenditures</u></b>	<b>Budget</b>	<b>Actual</b>	
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**

<b><u>Revenues</u></b>	<b>Budget</b>	<b>Actual</b>	
Interest Income	0	3.52	#DIV/0!
Rental Income - Barker Rd	9,960	9,960	100%
	<u>9,960</u>	<u>9,964</u>	<u>100%</u>

<b><u>Expenditures</u></b>	<b>Budget</b>	<b>Actual</b>	
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**

<b><u>Revenues</u></b>	<b>Budget</b>	<b>Actual</b>	
Interest Income	0	10.97	#DIV/0!
Rental Income - PSB	36,000	36,000	100%
Rental Utility Revenue	2,631	3,725	142%
	<u>38,631</u>	<u>39,736</u>	<u>103%</u>

<b><u>Expenditures</u></b>	<b>Budget</b>	<b>Actual</b>	
Rental Reimbursement	9,730	9,730	100%
Utilities	2,631	2,008	76%
	<u>12,361</u>	<u>11,738</u>	<u>95%</u>

## Planning Commission Report

For June 20<sup>th</sup> BOT Meeting

The Planning Commission met June 19<sup>th</sup> and held a public hearing for the Master Plan. The PC received a few communications from the public and heard from two speakers on the Master Plan draft.

The PC did not have all members in attendance and tabled action on the Master Plan until their next meeting July 17<sup>th</sup>. The July 3<sup>rd</sup> meeting was cancelled because of the holiday and likelihood of a lack of quorum.

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**From:** Tawn Beliger  
**Sent:** Tuesday, July 2, 2019 12:03 PM  
**To:** Steven Aynes; Marlene Chockley; Jennifer Carlisle  
**Subject:** P&R update, this may be included with the reports

Parks and Rec update:

Parks and Rec had voted to have J&M, whom does twp lawn services, cut the unexpectedly overgrown 1 mile loop, if the charge is \$100 or less to cut the entire loop, and, to trim/cut the Community Garden, if cost is reasonable.

J&M has cut the path for \$100 with additional cuts to be at \$75. the Garden is \$35 to trim/cut. This will aid in the upkeep of these amenities. The charge for tending these 2 amenities will be to the P&R budget.

Happy Independence day!!

Thank you,  
Tawn

Tawn Beliger  
Northfield Township Trustee  
[beligert@northfieldmi.gov](mailto:beligert@northfieldmi.gov)

# MEMO

To: Northfield Township Board  
From: Lenore Zelenock, Land Preservation Committee (LPC)  
Township Board Representative  
Date: 07/01/2019  
Re: Land Preservation Committee (LPC) Update

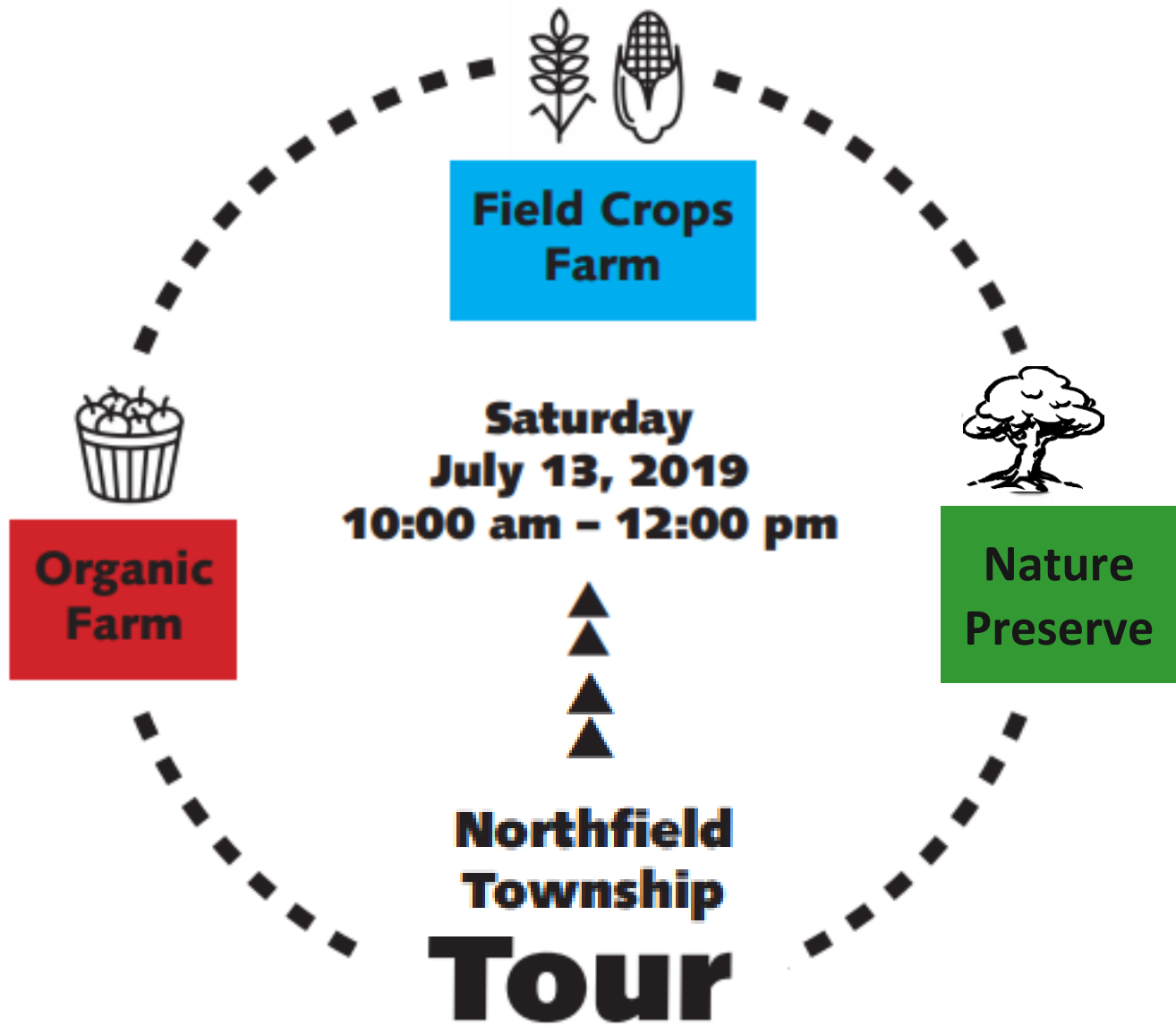
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The next Land Preservation Committee (LPC) meeting is Thursday, July 11th at 7:00 PM at the Public Safety Building. (The LPC meetings are scheduled for the 2<sup>nd</sup> Thursday of the month at 7:00 PM at the Public Safety Building.)

The Land Preservation Committee (LPC) is sponsoring a tour of 2 farms and a nature preserve in our township. The day is Saturday, July 13 from 10:00 AM to Noon. We are meeting at the Middle School on Main Street. The transportation is being provided by People's Express. We are asking for a donation of a can or two of food for our local food pantry.

Included is a flyer with more information.

Please let me know if you are able to join us.



Start at the Whitmore Lake Middle School:  
8877 Main Street.

Transportation provided by People's Express.  
Water and snacks provided.  
Children welcome!

**No cost** – but please bring a donation  
of 1-2 cans of food for the Northfield  
Human Services food pantry.

Please contact Lenore Zelenock to register:  
[zelenockl@northfieldmi.gov](mailto:zelenockl@northfieldmi.gov)

Visit 2 farms and a nature preserve.

Meet local farmers and learn about

- the joys and challenges of farming
- how farms contribute to the local economy
- The advantages of conservation

Sponsored by the Northfield Township Land  
Preservation Committee (LPC).

images from freepik.com



**Northfield Township  
Financial Report  
Month Ending, June 2019**

This report is a summary of the Township's investments and checking accounts at the end of June 2019. Please note that the State Bank CD is maturing on 7/8/19. I need to speak with WWTP Superintendent, Dan Willis, and Controller, Yvette Starbuck (Patrick), on reinvesting these funds.

Type	Fund/Account	Issuer	Current Ending Balance	Interest Rate	Purchase Date	Maturity Date	Accrued Interest	Monthly Interest Income
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	
<b>Total WWTP</b>			<b><u>\$500,000.00</u></b>					
<b>Total Investments</b>			<b><u>\$500,000.00</u></b>					
							<b>2019 Interest</b>	<b>Monthly</b>
							<b>Paid</b>	<b>Interest Earned</b>
Checking	MIF	1st National Bank	\$4,853,755.33	0.25%			\$4,768.84	\$1,024.41
Checking	Federal Drug Forfeiture	1st National Bank	306,271.87	0.25%			159.79	59.84
Checking	Police Narcotics	1st National Bank	144,897.95	0.25%			66.51	27.04
Checking	Trust & Agency	1st National Bank	106,357.43					
Checking	Health Account	1st National Bank	4,437.37					
Checking	Payroll	1st National Bank	11,025.72					
Checking	Tax Account	1st National Bank	4,091.12					
Checking	ACH	1st National Bank	<u>270,514.34</u>					
<b>Total Checking</b>			<b><u>\$5,701,351.13</u></b>				<b><u>\$4,995.14</u></b>	<b><u>\$1,111.29</u></b>
<b>Total Investments and Checking</b>			<b><u>\$6,201,351.13</u></b>				<b><u>\$4,995.14</u></b>	<b><u>\$1,111.29</u></b>

This report is intended to satisfy the reporting requirements as established under Public Act 20 of 1943 as amended.

7/1/2019  
Submitted by: Lenore Zelenock, Treasurer

# Supervisor's Report

From: Marlene Chockley

Date: July 9, 2019

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## **Downtown Development Authority**

South Lyon's Economic Development Director Bob Donohue is scheduled to meet with the DDA at 7 PM on July 10 to speak about DDAs and Downtown Management overall. This is a special meeting of the DDA at the Public Safety Building and is open to the public as always. Mr. Donohue holds a board position on the Michigan Downtown Association.

The regular DDA meeting at 7 PM on July 22 at the Public Safety Building will be an informational meeting for interested members of the community. DDA Chair Barb Griffith-Watkins plans to make a presentation.

## **Broadband Inquiry**

I was contacted by Supervisor Mike Moran of Ann Arbor Township who has been working with Comcast to explore extending service along Joy Road from Dixboro Road to Pontiac Trail. If this were to take place, Northfield Township would split the estimated cost of \$125,000 for this extension with Ann Arbor Township. It would serve an estimated 30 Northfield Township residences. The extension could be expanded from there to Maple Road at a currently unknown cost, but the percentage of Northfield Township homes for that section would be much greater since more of Joy Road is totally in Northfield. Such a project would clearly only benefit the properties on that stretch and would normally be done with a special assessment district (SAD). However, SADs are currently not permitted for broadband infrastructure.

The Michigan Township Association (MTA) supported legislation introduced by State Representative Donna Lasinski to amend the law to allow SADs for broadband.

Action requested: Approval to send a letter on behalf of the Board to our state representatives in support of legislation to establish an SAD option for broadband infrastructure. See draft letter attached.

## **Exploring Post Office Relocation**

At a meeting at the beginning of my term as supervisor, the former township manager, Paul Lippens, and I met with Phil McKenna to brainstorm the renaissance of the downtown. Phil McKenna suggested that bringing the post office downtown would serve as an anchor that could reenergize the area. Northfield Township has a parcel of land in a most desirable location—75 Barker. If the Township were to demolish the old firehouse and/or find a builder or investor to build to suit, that could be accomplished. The parking lot would remain public parking. I am continuing to follow up with the Postal Service to obtain their requirements and assess the feasibility. I will bring information back to the Board as I receive it.

## **Tax-exempt Status of Horseshoe Lake Wetland Parcels**

County Treasurer Catherine McClary and Equalization Director Raman Patel met with our assessor, Tom Monchak, and me to discuss the Horseshoe Lake wetland parcels under Township ownership. Mr. Monchak returned them to the tax rolls as of last December requiring the Township to pay taxes on them

in 2019. The cost estimate is \$2000. These parcels in particular contain two county drains and provide flood mitigation for Horseshoe Lake and an important natural area for wildlife. We are discussing options to re-establish their tax-exempt status.

**Update on Summerhomes Parcels Cost**

The four parcels that the Board agreed to acquire in the Summerhomes Subdivision for the future park will cost \$2,971.

**SEMCOG Regional Review Committee**

SEMCOG has a committee that reviews and selects alternative transportation projects around the region amounting to approximately \$5 million in Transportation Alternatives Program (TAP) funding. These projects concern transit and non-motorized options. TAP funding may be available to the Township at the point where a non-motorized path is planned for the new 8 Mile Road MDOT lot to downtown Barker Road. I was elected to serve on that committee for the next year.

# NORTHFIELD TOWNSHIP MICHIGAN

July \_\_\_\_, 2019

State of Michigan House of Representatives  
State of Michigan Senate  
XXXXX  
XXXXX

Dear XXXXX:

The Northfield Township Board of Trustees supports legislation to allow townships to finance the provision of broadband infrastructure through the use of special assessment districts (SADs). State Representative Donna Lasinski introduced House Bill 4162 of 2017 to accomplish that, but no further action was taken.

The need for broadband is statewide and is as needed in this day and age as other utilities. Unfortunately, one of the best options for funding it is not available for broadband.

Northfield Township receives broadband service from Charter Communications. Their service areas are in the more heavily populated areas of the township so that they receive a return on their investment for the infrastructure.

Ann Arbor Charter Township is exploring an agreement with Comcast to extend infrastructure along a border road of Northfield Township and has asked the Northfield Township Board of Trustees if we and our residents are interested. From past contacts and personal experience, we can say yes.

Please consider reintroducing legislation to allow SADs for broadband infrastructure. Thank you for your assistance.

Sincerely,

Northfield Township Board of Trustees